



Cortland County Legislature

Legislative Session

Legislative Chambers
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Thursday, October 26, 2023

6:00 PM

Board Room

Public Hearings

1. Local Law No. "H" of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County

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

2. Local Law No. "I" of 2023 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2024

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

3. Tentative 2024 Cortland County Budget

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

Salute to the Flag

Call to Order

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

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Legislator	Excused	
Beau Harbin	Cortland County, NY	Minority Leader	Present	
Cathy Bischoff	Cortland County, NY	Legislator	Present	
Ronald J. Van Dee	Cortland County, NY	Legislator	Present	

Susan Wilson	Cortland County, NY	Legislator	Present	
Richard Stock	Cortland County, NY	Legislator	Present	
Ann Homer	Cortland County, NY	Legislator	Excused	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Linda Jones	Cortland County, NY	Legislator	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Legislator	Present	
Christopher Newell	Cortland County, NY	Legislator	Present	
Joseph Nauseef	Cortland County, NY	Legislator	Present	
Eugene Waldbauer	Cortland County, NY	Legislator	Excused	
Sandra Price	Cortland County, NY	Legislator	Present	
George Wagner	Cortland County, NY	Majority Leader	Present	
Paul Heider	Cortland County, NY	Legislator	Present	
Mitchel Eccleston	Cortland County, NY	Legislator	Present	

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Sep 28, 2023 6:00 PM

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

Privilege of the Floor

Proclamations & Recognitions

Presentation of Petitions, Communications, and Notice

Receive and File

1. Notice of Intent - Riley Road Solar Energy System Project Development

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

2. ISpice, LLC PILOT - Notice of Public Hearing from Cortland County Industrial Development Agency

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

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

Executive Session

It was MOVED by Mr. Newell, seconded by Mr. Nauseef, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the appointment of a particular person. MOTION CARRIED.

An executive session was held from 6:23 p.m. to 6:27 p.m., at which time on motion of Mr. Newell, seconded by Mr. Stock, it was unanimously approved by voice vote to exit executive session.

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – Appoint County Administrator - Cortland County Legislature

It was MOVED by Mr. VanDee, seconded by Mr. Heider, and unanimously approved by voice vote of members present, to Suspend the Rules of Order to entertain a resolution. MOTION CARRIED.

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

ON MOTION OF FITCH

RESOLUTION NO. 166-23

Appoint County Administrator - Cortland County Legislature

WHEREAS, on December 20, 2018 the Cortland County Legislature adopted Local Law No. 5 of 2018, A Local Law to Amend Local Law 7 of 2002 Which Established the Office of County Administrator for the County of Cortland, AND

WHEREAS, pursuant to Local Law the Cortland County Legislature shall appoint a County Administrator for a fixed term who shall be directly responsible to the County Legislature and, on behalf of the County Legislature, shall perform the functions of a Chief Administrative Officer with the County Legislature retaining final administrative authority, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint Robert Corpora to serve as County Administrator, for a term not to exceed four years effective 1/1/2024, AND BE IT FURTHER

RESOLVED, that Robert Corpora shall receive as County Administrator an annual salary of One hundred and forty thousand dollars (\$140,000) (off-scale, management/management confidential, 40hrs/week, unclassified class) and all terms and conditions of employment including benefits in accordance with the Employment Policy Manual for Department Heads, Management Employees, Management /Confidential, AND BE IT FURTHER

RESOLVED, that certified copies of this resolution shall be forwarded to the County Personnel Director, Director of Finance, and the County Clerk by the Clerk of the Legislature.

AGENDA ITEM NO. 2 – Appoint Cortland County Public Defender

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

ON MOTION OF FITCH

RESOLUTION NO. 167-23

Appoint Cortland County Public Defender

WHEREAS, the Cortland County Legislature has a vacant position of Public Defender, AND

WHEREAS, Legislators Cathy Bischoff, Eugene Waldbauer, and Kelly Preston, County Attorney Victoria Monty, County Administrator Robert Corpora 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 Kevin Jones as Public Defender, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint Kevin Jones as Public Defender at an annual salary of \$100,948 (Grade 3, Step 2, Management Compensation Plan, exempt class) effective October 27, 2023 at 12:01 AM. .

Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Reject Bid for Panic Button Alerting System - Information Technology

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

ON MOTION OF HEIDER

RESOLUTION NO. 168-23

Reject Bid for Panic Button Alerting System - Information Technology

WHEREAS, a Request for Proposals (RFP) was issued for a Panic Button Alerting System for Cortland County, AND

WHEREAS, a bid was received from the following:

AT&T
5481 Bridge Street
East Syracuse, NY 13057

, AND

WHEREAS, the proposal received did not cover the scope of services required of Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby formally rejects the bid proposal.

AGENDA ITEM NO. 4 – Authorize Agreement for Replacement of Cooler/Freezer at Cortland County Jail - Buildings and Grounds Department

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

ON MOTION OF HEIDER

RESOLUTION NO. 169-23

Authorize Agreement for Replacement of Cooler/Freezer at Cortland County Jail - Buildings and Grounds Department

WHEREAS, Cortland County identified a need to replace the current walk in cooler and freezer in the Cortland County Jail, AND

WHEREAS, Cortland County did not receive any bids from two separate Requests for Proposals, AND

WHEREAS, Cortland County contacted contractors directly to get estimates, AND

WHEREAS, Rochester Store Fixture of 707 North St, Rochester NY 14605 was the only contractor to submit an estimate, AND

WHEREAS, Cortland County received the estimate on 8/21/2023 to do the identified work, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator upon review and approval of the County Attorney or designee to enter into an agreement with Rochester Store Fixture, 707 North St., Rochester NY for the replacement of the walk in cooler/freezer and equipment for a cost not to exceed \$54,800, AND BE IT FURTHER

RESOLVED, that the funds for this project are to come from the Jail Project Reserve Fund, account number A.386300.JAIL, AND BE IT FURTHER

RESOLVED, that the 2023 budget be amended as follows:

INCREASE:

A16205.52015	Dept Specific Equip	\$54,800
A.351100	Appropriated Reserves	\$54,800

AGENDA ITEM NO. 5 – Award Bid/Authorize Contract - Hazardous Materials Abatement and Interior Removals at 111 Port Watson Street - Buildings and Grounds

It was MOVED by Mr. VanDee, seconded by Mr. Harbin, and unanimously approved by voice vote of members present, to Suspend the Rules of Order to entertain a resolution. MOTION CARRIED.

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

ON MOTION OF HEIDER

RESOLUTION NO. 170-23

Award Bid/Authorize Contract - Hazardous Materials Abatement and Interior Removals at 111 Port Watson Street - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued September 18, 2023 for the Hazardous Materials Abatement and Interior Removals at 111 Port Watson Street, Cortland, New York 13045, AND

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends the bid be awarded to the lowest responsible bidder, AND

WHEREAS, bid proposals were received and opened for this project on October 19, 2023 and the following list constitutes the results of said bid opening:

Company	Address	Bid Amount	Alternate 1
B & Y Consulting Corp.	635 Park Road Morris Plains, NJ	\$390,393.07	\$12,750
Contento Auto Sales, Inc.	119 Pendleton St. Cortland, NY 13045	\$233,955	\$30,000
DSA Services, Inc.	11419 State Route 12 P.O. Box 765 Boonville, NY 13309	\$171,500	\$13,500
Jupiter Environmental Services, Inc.	26 Person Place Rochester, NY 14606	\$298,000	\$15,000
MJ's Contracting Services, Inc.	379 N. Stafford Ave. Suite 3 Waterville, NY 13480	\$213,000	\$10,750
Sullivan Contracting, Inc.	9362 Paris Hill Road P.O. Box 502 Sauquoit, NY 13456	\$255,000	\$8,000
Two Brothers Contracting, Inc.	7391 Cider Street Westmoreland, NY 13490	\$165,000	\$12,500

, AND

WHEREAS, the funds for this contract are coming from A43115.52320.ARP Building Improvements, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or designee, to enter into an agreement with Two Brothers Contracting, Inc., of 7391 Cider Street, Westmoreland, New York, 13490, for the Hazardous Materials Abatement and Interior Removals at 111 Port Watson Street, Cortland, New York 13045 at a cost not to exceed \$177,500.00.

Referred from Highway Committee

AGENDA ITEM NO. 6 – Authorize Agreement with New York State for High Bridge Road Over E. Branch Tioughnioga River Bridge Replacement BIN 3312330 - Highway Department

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

ON MOTION OF NEWELL

RESOLUTION NO. 171-23

Authorize Agreement with New York State for High Bridge Road Over E. Branch Tioughnioga River Bridge Replacement BIN 3312330 - Highway Department

WHEREAS, the Project for the High Bridge Rd over E Branch Tioughnioga River Bridge Replacement Project (BIN 3312330) was awarded funding under the BRIDGE-NY Program, that calls for

the apportionment of the costs of such program to be borne with 95% Federal Funds, AND

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

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

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

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

RESOLVED, the County hereby concurs that the Project to replace the High Bridge Rd over E Branch Tioughnioga River Road Bridge can be classified as a Type II Action under SEQRA, and no further review under SEQRA is required, NOW THEREFORE BE IT

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

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

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

RESOLVED, that the Cortland County Treasurer is hereby authorized and directed to establish an appropriation account in the amount of \$2,618,658.00 and revenue accounts for the Federal and local shares and the 2023 Budget be modified as follows:

INCREASE:

HH512244.44597.HBRB	Federal Revenue	\$2,487,725.00
HH99015.45031.HBRB	Local Share	\$130,933.00
HH51225.54055.HBRB	PE/Design	\$375,250.00
HH51225.52800.HBRB	Construction	\$2,224,408.00
HH51225.52100.HBRB	ROW	\$19,000.00
A99095.59950.HBRB	Local Share	\$130,933.00
A.359900	Appropriated Fund Balance	\$130,933.00

, AND BE IT FURTHER

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

RESOLVED, that the Chairman of the County Legislature of Cortland County be and is hereby authorized and directed to execute all necessary Agreements, certifications or reimbursement as approved

to form by the County Attorney or designee on behalf of the County of Cortland in connection with the advancement or approval of the Project, AND BE IT FURTHER

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

RESOLVED, this Resolution shall take effect immediately.

Referred from Health & Human Services Committee

Mr. Harbin MADE A MOTION to consider agenda items nos. 5, 7, 8, 9, 10 and 11 as a consent agenda, Mr. Heider SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

AGENDA ITEM NO. 7 – Authorize Agreements - Work Experience Program - Department of Social Services

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

ON MOTION OF PRICE

RESOLUTION NO. 172-23

Authorize Agreements - Work Experience Program - 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 Assistance, 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 12/31/23 through 12/31/24 for work experience site placements with the following:

- Cortland County Buildings and Grounds
- Cortland County Agency on Aging
- Cortland County Clerk
- Cortland County Employment and Training
- Cortland County Grants Administration
- Cortland County Health Department
- Cortland County Highway Department
- Cortland County Legislature
- Cortland County Mental Health Clinic
- Cortland County Personnel Department

AGENDA ITEM NO. 8 – Authorize Agreement with Catholic Charities Emergency Housing - Department of Social Services

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

ON MOTION OF PRICE

RESOLUTION NO. 173-23

Authorize Agreement with Catholic Charities Emergency Housing - Department of Social Services

WHEREAS, the New York State Office of Temporary and Disability Assistance requires counties to provide for emergency temporary housing pursuant to 18 NYCRR Part 352, AND

WHEREAS, the Department of Social Services is authorized to enter into agreements for emergency shelter pursuant to 18 NYCRR Parts 491 and 900, AND

WHEREAS, Catholic Charities of Cortland County has the professional expertise in housing and supportive services to oversee a scattered emergency shelter program, AND

WHEREAS, the \$210,000.00 in funding needed for this Agreement is already appropriated in the Family Assistance Account A60105.56109 and the Safety Net Account A60105.56140, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of January 1, 2024 through December 31, 2024 with Catholic Charities of Cortland County in an amount not to exceed \$210,000.

AGENDA ITEM NO. 9 – Authorize Day Care Agreements - Department of Social Services

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

ON MOTION OF PRICE

RESOLUTION NO. 174-23

Authorize Day Care Agreements - 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 2024 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. 10 – Authorize Qualified Individual Assessment Contract - Department of Social Services

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

ON MOTION OF PRICE

RESOLUTION NO. 175-23

Authorize Qualified Individual Assessment Contract - 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 2024 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. 11 – Authorize Foster Care and Detention Agreements - Department of Social Services

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

ON MOTION OF PRICE

RESOLUTION NO. 176-23

Authorize Foster Care and Detention Agreements - 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 2024 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. 12 – Authorize 2024 Contracts - Department of Social Services

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

ON MOTION OF PRICE

RESOLUTION NO. 177-23

Authorize 2024 Contracts - 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 2024, 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 12/31/23 and ending on or before 12/31/24:

- Access to Independence, Inc.
- Catholic Charities
- Cayuga Addictions Recovery Services
- Cayuga Centers
- Child Development Council
- Children’s Home of Wyoming Conference
- Community Action Program (CAPCO)
- Cortland County Area Agency on Aging
- Cortland County Central Services
- Cortland County District Attorney’s Office
- Cortland County Employment and Training
- Cortland County Mental Health Department

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
Stafling Healthcare Systems, Inc.
Upstate Services Group
YWCA

AGENDA ITEM NO. 13 – Authorize 2024 Agreements (Several Agencies, Departments, Etc.) - Area Agency on Aging

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

ON MOTION OF PRICE RESOLUTION NO. 178-23

Authorize 2024 Agreements (Several Agencies, Departments, Etc.) - Area Agency on Aging

WHEREAS, Cortland County Area Agency on Aging and other departments must execute several contracts for various administrative and program services for the 2024 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 2024 for or with the following:

Classen Home Health Association
Cortland Chenango Rural Services, Inc. (LASS)
Cortland Transit
Center 4 Arts
Comfort Keepers
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
Language Services Associates
Resource Center for Independent Living
Rural Roots Nutrition
Scott United Methodist Church
SEPP Corporation
Seven Valley 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 (LASS)
Town of Truxton (LASS)
Truxton United Methodist Church
Virgil United Methodist Church (LASS)
Walden Place
Walgreens Co.
Walmart Stores, Inc.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 14 – Amend Tentative 2024 Budget - Cooperative Extension

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

ON MOTION OF HARBIN

RESOLUTION NO. 179-23

Amend Tentative 2024 Budget - Cooperative Extension

WHEREAS, the County Administrator (Budget Officer) presented the 2024 Tentative County Budget to the Cortland County Legislature on September 28, 2023, AND

WHEREAS, a Public Hearing was held on October 26, 2023 at 6 p.m. in the Legislative Chambers, AND

WHEREAS, the Cortland County Legislature's Agriculture, Planning and Environment Committee approved an amendment to the 2024 Tentative County Budget in the amount of \$25,000 in Account A87505.54815 for Cooperative Extension from Account No. A19905.91000 - Appropriated Fund Balance, AND

WHEREAS, the Legislature's Finance and Administration Committee has reviewed said budget

and has recommended the amendment, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends the 2024 Tentative County Budget to add \$25,000 in Account A87505.54815 for Cooperative Extension from Account No. A19905.91000 - Appropriated Fund Balance.

Referred from Judiciary & Public Safety Committee

Referred from Government Operations Committee

AGENDA ITEM NO. 15 – Appoint Republican Election Commissioner

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

ON MOTION OF STOCK

RESOLUTION NO. 180-23

Appoint Republican Election Commissioner

WHEREAS, the term of duly appointed Cortland County Republican Election Commissioner Michelle Brown expires December 31, 2023, AND

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

RESOLVED, that Michelle S. Brown, 16 Frank Street, Cortland, New York 13045, is hereby appointed as the Cortland County Republican Election Commissioner for a term beginning January 1, 2024 through December 31, 2027.

AGENDA ITEM NO. 16 – Semi Annual Mortgage Tax Distribution - County Clerk

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

ON MOTION OF STOCK

RESOLUTION NO. 181-23

Semi Annual Mortgage Tax Distribution - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2023-September 30, 2023, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

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

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

Cortland, City of		\$126,463.70
Cincinnatus, Town of		\$4,746.73
Cortlandville, Town of		\$65,300.31
	McGraw, Village of	\$1,838.21
	Homer, Village of	\$185.20
Cuyler, Town of		\$1,879.28
Freetown, Town of		\$5,080.24
Harford, Town of		\$6,325.80
	Homer, Town of	\$23,112.93
	Homer Village of	\$17,463.18
Lapeer, Town of		\$6,287.74
Marathon, Town of		\$9,658.28
Marathon, Village of		\$5,249.51
Preble, Town of		\$6,910.36
Scott, Town of		\$3,827.07
Solon, Town of		\$5,714.92
Taylor, Town of		\$2,546.78
Truxton, Town of		\$9,810.14
Virgil, Town of		\$17,729.46
Willet, Town of		\$931.08
	TOTAL	\$321,060.92

AGENDA ITEM NO. 17 – Authorize Changes to Management Plan

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

ON MOTION OF STOCK

RESOLUTION NO. 182-23

Authorize Changes to Management Plan

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 many amendments which are necessary to provide Management employees with benefits that are at least equal to union employees' benefits, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees as attached effective January 1, 2024.

Ms. Preston MADE A MOTION TO AMEND the resolution to include the following language:

"RESOLVED, that Article 7(F) be and hereby is amended to change “Area Agency on Aging” to “Office for Aging”, AND BE IT FURTHER"

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

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

ON MOTION OF STOCK

RESOLUTION NO. 183-23

Adopt of Rules of Order - Cortland County Legislature

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

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings, AND

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

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby adopted, AND BE IT FURTHER

RESOLVED, that all resolutions, which amend, repeal or in any manner affect these rules shall include proper reference to section, subsection or paragraph to maintain an orderly codification of these rules, AND BE IT FURTHER

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

RESOLVED, that Article XII (12) (A) be and hereby is removed and replaced with the following:

“A. Finance and Administration - A seven (7) member Committee shall review the tentative budget filed by the Budget Officer and shall consider and recommend appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

The Committee shall oversee:

The Finance Department, Administration Office, Office of the Manager of Audit and Financial Projects, the Department of Real Property Tax Services, occupancy tax, Tompkins Cortland Community College (TC3), Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service.

The Finance and Administration Committee shall serve as the Audit Committee.”

, AND BE IT FURTHER

RESOLVED, that Article XII (12)(F) be and hereby is amended to change “Area Agency on Aging” to “Office for Aging”, AND BE IT FURTHER

RESOLVED, that this resolution and changes to the Cortland County Legislature’s Rules of Order shall take effect January 1, 2024.

AGENDA ITEM NO. 19 – Increase Annual Legislative Compensation - Cortland County Legislature

A roll call vote took place as follows:

	Votes	AYE	NAY	Total
Bentley (LD1)	2744		1	0
Bischoff (LD3)	2743	1		2743
Eccleston (LD17)	3379	1		3379
Harbin (LD2)	2747		1	0
Heider (16)	3192	1		3192
Homer (LD7)	2743		1	0
Jones (LD9)	2989		1	0
Nauseef (LD12)	2819	1		2819
Newell (LD11)	2837	1		2837
Preston (LD10)	2995	1		2995
Price (LD14)	3344	1		3344
Stock (LD6)	2740		1	0
VanDee (LD4)	2743	1		2743
Wagner (LD 15)	2734	1		2734
Waldbauer (LD13)	2853		1	0
Wilson (LD5)	2744		1	0
Chairman Fitch (LD8)	2990	1		2990
Total	49336	10	7	29776
		Majority	24669	
		2/3rd	32892	

RESULT:	ADOPTED [10 TO 4]
MOVER:	Richard Stock, Legislator
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bischoff, Van Dee, Fitch, Fairchild-Preston, Newell, Nauseef, Price, Wagner, Heider, Eccleston
NAYS:	Beau Harbin, Susan Wilson, Richard Stock, Linda Jones
EXCUSED:	Douglas Bentley, Ann Homer, Eugene Waldbauer

ON MOTION OF STOCK

RESOLUTION NO. 184-23

Increase Annual Legislative Compensation - Cortland County Legislature

WHEREAS, the Cortland County Legislature is currently paid \$10,000 per year, per Legislator, with the Chairman receiving \$19,000 and the Majority and Minority Leaders receiving \$10,500, AND

WHEREAS, the above salary has remained the same for eight (8) years (2015 was raised from \$6,000 to \$10,000), AND

WHEREAS, the Cortland County Legislature's Government Operation Committee recommends an increase in salary for Legislators beginning in 2024, AND

WHEREAS, the County Administrator, as Budget Officer, included a Legislative salary of \$12,000 per legislator, \$21,000 for the Chair of the Legislature and \$12,500 for Majority and Minority Leaders in the 2024 budget, AND

WHEREAS, a public hearing upon the 2024 Tentative Budget was held on October 26, 2023 at 6:00 p.m., AND

WHEREAS, the notice for said public hearing included a statement of the Legislative salaries contained in the 2024 budget, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2024 the annual Legislative salary be and hereby is \$12,000 per legislator, \$21,000 for the Chair of the Legislature and \$12,500 for the Majority and Minority Leaders.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 20 – Authorize the 2024 Cortland County Tourism Marketing Grants

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

ON MOTION OF WAGNER

RESOLUTION NO. 185-23

Authorize the 2024 Cortland County Tourism Marketing Grants

WHEREAS, the Cortland County Legislature adopted Resolution No. 121-23 which authorized an agreement with the Cortland County Convention & Visitors Bureau for provision of public benefits services for promotion and publicity, AND

WHEREAS, the Convention & Visitors Bureau, per Resolution No. 121-23, shall be responsible for the distribution of occupancy funds as outlined in the Cortland County Tourism Marketing Grants Guidelines, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 122-23 designating the Cortland County Convention & Visitors Bureau as the Official Tourism Promotion Agency for Cortland County in accordance with New York State Tourism Promotion Act 5A, AND

WHEREAS, the Cortland County Convention and Visitor Bureau's Tourism Marketing Grant Review Group met in October 2023 to review applications for use of occupancy tax funding for tourism marketing which encourages overnight stays at Cortland County lodging properties, and has recommended that certain amounts of funding be made available to the agencies that sought funding, AND

WHEREAS, that recommendation has been presented to the Legislature's Finance and Administration Committee for review and consideration as follows:

1890 House Museum

\$12,000

Brockway Truck Preservation Society	\$10,000
Center for the Arts of Homer	\$75,000
Cortland Crush NYCBL Baseball	\$5,000
Cortland County Historical Society	\$16,000
Cortland Regional Sports Council	\$134,000
Cortland Repertory Theatre	\$45,000
Cortland Arts Connect (Cultural Council)	\$10,000
Holiday in Homer	\$3,000
Homer Cortland Community Agency	\$30,000
Homeville Museum	\$3,000
Lime Hollow Nature Center	\$25,000

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator or designee is hereby authorized to allocate funds in the 2024 adopted budget and make payment to the Cortland County Convention & Visitor's Bureau, which will distribute the funds to the listed agencies shown above upon these agencies securing a signed contract with the Convention & Visitor's Bureau and providing eligible invoices and supporting documentation.

AGENDA ITEM NO. 21 – Amend Resolution No. 328-21 - Authorize Reallocation of American Rescue Plan Funding for Soil and Water Conservation District

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

ON MOTION OF WAGNER

RESOLUTION NO. 186-23

Amend Resolution No. 328-21 - Authorize Reallocation of American Rescue Plan Funding for Soil and Water Conservation District

WHEREAS, Resolution No. 328-21 allocated \$300,000 of the water, sewer and broadband infrastructure federal aid revenue to the Cortland County Soil and Water Conservation District to purchase material for a stream corridor management program, AND

WHEREAS, the Cortland County Legislature's Finance and Administration Committee, upon recommendation of the Agriculture, Planning and Environment Committee, recommends reallocating \$22,000 per year of said funding to Account No. A87105.54815 for calendar years 2024, 2025 and 2026 to be used towards salary for an engineer in the Cortland County Soil and Water Conservation District office, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends Resolution No. 328-21 and authorizes the reallocation of \$22,000 per year for calendar years 2024, 2025 and 2026 from the \$300,000 previously allocated to the Cortland County Soil and Water Conservation District to purchase material for a stream corridor management program from the American Rescue Plan funding, to be used towards salary for an engineer in the Cortland County Soil and Water Conservation District office.

AGENDA ITEM NO. 22 – Distribution of Third Quarter 2023 Sales Tax

RESULT:	ADOPTED [13 TO 1]
MOVER:	George Wagner, Majority Leader
SECONDER:	Sandra Price, Legislator
AYES:	Bischoff, Van Dee, Wilson, Stock, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Price, Wagner, Heider, Eccleston
NAYS:	Beau Harbin
EXCUSED:	Douglas Bentley, Ann Homer, Eugene Waldbauer

ON MOTION OF WAGNER

RESOLUTION NO. 187-23

Distribution of Third Quarter 2023 Sales Tax

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

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

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

WHEREAS, the 2023 third quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for third quarter 2023 to be \$10,503,108.60, AND

WHEREAS, the total amount available for distribution is \$10,128,108.60, after the direct deduction for County purposes, AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to off-set the property tax levy and that amount (\$725,000.00) is to be withheld from the quarterly distribution, AND

WHEREAS, Cortland County receives (54%), or \$5,469,178.64 of the total net quarterly distribution, AND

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

RESOLVED, that the Cortland County Legislature authorizes the County Treasurer or designee to release sales tax payments for the third quarter of 2023 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
Cortland, City of	\$1,797,739.28	\$-0-	\$1,797,739.28	\$-0-
Cincinnatus, Town of	\$77,181.50	\$-0-	\$77,181.50	\$-0-
Cortlandville, Town of	\$884,695.91	\$-0-	\$884,695.91	\$-0-
Cuyler, Town of	\$74,530.81	\$(28,750.00)	\$45,780.81	\$-0-
Freetown, Town of	\$59,051.19	\$-0-	\$59,051.19	\$-0-
Harford, Town of	\$83,367.43	\$-0-	\$83,367.43	\$-0-
Homer, Town of	\$304,365.33	\$-0-	\$304,365.33	\$-0-

Homer, Village of	\$217,015.39	\$-0-	\$217,015.39	\$-0-
Lapeer, Town of	\$117,700.01	\$(82,500.00)	\$35,200.01	\$-0-
Marathon, Town of	\$90,007.29	\$-0-	\$90,007.29	\$-0-
Marathon, Village of	\$46,372.83	\$-0-	\$46,372.83	\$-0-
McGraw, Village of	\$39,902.16	\$-0-	\$39,902.16	\$-0-
Preble, Town of	\$158,535.18	\$-0-	\$158,535.18	\$-0-
Scott, Town of	\$94,279.29	\$-0-	\$94,279.29	\$-0-
Solon, Town of	\$88,297.71	\$-0-	\$88,297.71	\$-0-
Taylor, Town of	\$48,400.97	\$-0-	\$48,400.97	\$-0-
Truxton, Town of	\$114,327.17	\$-0-	\$114,327.17	\$-0-
Virgil, Town of	\$288,455.83	\$(25,000.00)	\$263,455.83	\$-0-
Willet, Town of	\$74,704.68	\$-0-	\$74,704.68	\$-0-
Total	\$4,658,929.96	\$(136,250.00)	\$4,522,679.96	\$-0-

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer or designee is hereby directed to deposit the County's "off the top" sum of \$375,000 in the appropriate reserves and accounts as designated in Resolution No. 294-20.

AGENDA ITEM NO. 23 – Local Law No. 9 of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County

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

ON MOTION OF WAGNER

RESOLUTION NO. 188-23

Local Law No. 9 of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County

WHEREAS, New York State Tax Law §253-v, as last amended by the Laws of 2020, Chapter 58, authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty-five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, AND

WHEREAS, the Cortland County Legislature authorized a mortgage recording tax by adopting County Local Law No. 1 of 2007, AND

WHEREAS, the Cortland County Legislature has, upon approval of the New York State Legislature, reauthorized the mortgage recording via subsequent local laws, the most recent being Local Law No. 3 of 2021, AND

WHEREAS the current legislation authorizing the mortgage recording tax expires December 1,

2023, AND

WHEREAS , the New York State Legislature revised New York State Tax Law Section 253-v and extended the effective repeal date to December 1, 2025;

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

Local Law No. 1 for the year 2007 is hereby amended to read as follows:

Section 1

For the period beginning December 1, 2023 and ending December 1, 2025, there is hereby imposed, in the County of Cortland, a tax of \$0.25 for each \$100.00, and each remaining fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated within the County of Cortland and recorded on or after December 1, 2023, and a tax of \$0.25 on such mortgage if the principal debt or obligation which is or by any contingency may be secured by such mortgage is less than \$100.00.

Section 7

This Local Law shall take effect December 1, 2023. A certified copy of this Local Law shall be mailed to the Commissioner of Taxation and Finance at the Commissioner's Office in Albany, New York. Certified copies of this Local Law shall be filed with the Cortland County Clerk, the Secretary of State and State Comptroller within five days after the Local Law is enacted.

AGENDA ITEM NO. 24 – Local Law 10 of 2023 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2024

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

ON MOTION OF WAGNER

RESOLUTION NO. 189-23

Local Law 10 of 2023 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2024

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 2024 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 2024 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 2024.

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 2024, if the Legislature deems it necessary for the County of Cortland to adopt a budget for the fiscal year 2024 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 7:01 PM

Public Comment Sign Up Sheet
PLEASE PRINT NEATLY

Local Law No. "H" of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County

	NAME	STREET ADDRESS	CITY/TOWN	EMAIL ADDRESS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Public Comment Sign Up Sheet
PLEASE PRINT NEATLY

Local Law No. "Y" of 2023 - a Local Law Overriding Tax Levy Limit for Fiscal Year
2024

	NAME	STREET ADDRESS	CITY/TOWN	EMAIL ADDRESS
1.				
2.				
3.				
4.				
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12.				
13.				
14.				

Public Comment Sign Up Sheet

PLEASE PRINT NEATLY

Tentative 2024 Cortland County Budget

	NAME	STREET ADDRESS	CITY/TOWN	EMAIL ADDRESS
1.	Corey LaSalle	McGraw Manor Rd	Silverton	
2.				
3.				
4.				
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14.				



Cortland County Legislature

Legislative Session

Legislative Chambers

Cortland, NY 13045

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

~ Minutes ~

Thursday, September 28, 2023

6:00 PM

Board Room

Public Hearing

1. Local Law "G" of 2023 - a Local Law Creating an Exception to the Residency Requirements for Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County

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

Salute to the Flag

Call to Order

The meeting was called to order at 6:05 PM by Chair of the Legislature Kevin Fitch

Roll Call

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

Minutes Acceptance: Minutes of Sep 28, 2023 6:00 PM (Approval of Minutes)

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Aug 24, 2023 6:00 PM

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

Presentations

1. Introduction of Cortland County Business Development Corporation Executive Director, Brendan O'Bryan

RESULT:	COMPLETED
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2. Update from Dairy Ambassador, Mandi Waltz

RESULT:	COMPLETED
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3. Presentation of the 2024 Cortland County Tentative Budget by County Administrator Rob Corpora

RESULT:	COMPLETED
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Privilege of the Floor

Proclamations & Recognitions

Presentation of Petitions, Communications, and Notice

Receive and File

1. Receive and File 2024 Tentative Budget

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

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Referred from Government Operations Committee

AGENDA ITEM NO. 1 – Adopt of Rules of Order - Cortland County Legislature

A roll call vote was taken as follows:

	Votes	AYE	NAY	Total
Bentley (LD1)	2744		1	0
Bischoff (LD3)	2743		1	0
Eccleston (LD17)	3379	1		3379
Harbin (LD2)	2747		1	0
Heider (16)	3192	1		3192
Homer (LD7)	2743		1	0
Jones (LD9)	2989		1	0
Nauseef (LD12)	2819	1		2819
Newell (LD11)	2837	1		2837
Preston (LD10)	2995	1		2995
Price (LD14)	3344		1	0
Stock (LD6)	2740	1		2740
VanDee (LD4)	2743	1		2743
Wagner (LD 15)	2734	1		2734
Waldbauer (LD13)	2853	1		2853
Wilson (LD5)	2744		1	0
Chairman Fitch (LD8)	2990	1		2990
Total	49336	10	7	29282
		Majority	24669	
		2/3rd	32892	

MOTION FAILED

RESULT:	FAILED [10 TO 4]
AYES:	Van Dee, Stock, Fitch, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
NAYS:	Douglas Bentley, Cathy Bischoff, Susan Wilson, Ann Homer
EXCUSED:	Beau Harbin, Linda Jones, Sandra Price

ON MOTION OF STOCK

RESOLUTION NO.

Adopt of Rules of Order - Cortland County Legislature

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

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings, AND

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

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby adopted, AND BE IT FURTHER

RESOLVED, that all resolutions, which amend, repeal or in any manner affect these rules shall include proper reference to section, subsection or paragraph to maintain an orderly codification of these rules, AND BE IT FURTHER

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

RESOLVED, that Article 7 (A) be and hereby is removed and replaced with the following:

“A. Finance, Administration and Economic Development - A seven (7) member Committee shall review the tentative budget filed by the Budget Officer and shall consider and recommend appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

The Committee shall oversee:

The Finance Department, Administration Office, Office of the Manager of Audit and Financial Projects, the Department of Real Property Tax Services, occupancy tax, Tompkins Cortland Community College (TC3), Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service. The Finance and Administration Committee shall serve as the Audit Committee.”

, AND BE IT FURTHER

RESOLVED, that Article 7(D) and (E) are hereby removed and replaced with the following:

“D. Public Works Committee - Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department, Buildings and Grounds Department and Information Technology Department.”

, AND BE IT FURTHER

RESOLVED, that this resolution and changes to the Cortland County Legislature’s Rules of Order shall take effect January 1, 2024.

AGENDA ITEM NO. 2 – Set Self Insurance Rates – Cortland County Health Insurance Program

RESULT:	PULLED
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ON MOTION OF STOCK

RESOLUTION NO.

Set Self Insurance Rates – Cortland County Health Insurance Program

WHEREAS, the County sets premium equivalent rates to be charged to employees, retirees and/or County agencies participating in the County’s Health, Dental and Vision Insurance programs, AND

WHEREAS, said premiums are based upon claims experience within each program, AND

WHEREAS, Assured Partners has recommended premium equivalents based upon projected claims during the period January 1, 2023 through December 31, 2023, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2024, the premium equivalents to be charged to the employees, retirees and/or County agencies participating in the Cortland County Health Insurance Program shall be in accordance with the schedule below.

MONTHLY INSURANCE PREMIUM EQUIVALENT RATES

HEALTH INSURANCE RATES - TRADITIONAL PLAN

Minutes Acceptance: Minutes of Sep 28, 2023 6:00 PM (Approval of Minutes)

<u>2023</u>		<u>2024</u>	10.4% increase
Individual	\$ 810.04	\$ 894.28	
Family	\$1970.30	\$ 2175.21	

HEALTH INSURANCE RATES - PPO PLAN

(For all employees hired in the General, Corrections, Civilian, and Department of Emergency Response and Communications Unions 1/1/2020 and after, employees hired in the CPAC union 1/1/2022 and after, and employees hired in the NYSNA union and Management Compensation Plan 1/1/2023 and after)

<u>2023</u>		<u>2024</u>	10.4% increase
Individual	\$729.03	\$804.85	
Family	\$1773.27	\$1957.69	

DENTAL INSURANCE RATES

<u>2023</u>		<u>2024</u>	NO CHANGE
Individual	\$15.04	\$15.04	
Family	\$60.17	\$60.17	

VISION INSURANCE RATES

<u>2023</u>		<u>2024</u>	NO CHANGE
Individual	\$3.25	\$3.25	
Family	\$13.00	\$13.00	

AGENDA ITEM NO. 3 – Local Law 8 of 2023 - a Local Law Creating an Exception to the Residency Requirements for Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County

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

ON MOTION OF STOCK

RESOLUTION NO. 151-23

Local Law 8 of 2023 - a Local Law Creating an Exception to the Residency Requirements for Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County

WHEREAS, the positions of Public Defender, Chief Assistant Public Defender and Assigned Counsel Plan Administrator require a combination of specialized education and experience, AND

WHEREAS, it is becoming increasingly difficult to find qualified candidates who also reside in Cortland County, AND

WHEREAS, it is the desire of the Legislature to have the ability to consider all qualified applicants regardless of residency, AND

WHEREAS, the Government Operations Committee of the Cortland County Legislature has recommended changes to the residency requirements for the positions of Public Defender, Chief Assistant Public Defender and Assigned Counsel Plan Administrator, AND

WHEREAS, a public hearing was held on September 28, 2023 before the Cortland County Legislature, AND

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

Be it enacted by the County Legislature of the County of Cortland as follows:

SECTION 1.

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

SECTION 2.

Definitions:

Public Defender - The person holding such office pursuant to appointment by the Cortland County Legislature pursuant to Local Law Number 2 of 1966 as amended by Local Law 6 of 2021.

Chief Assistant Public Defender - The person holding such office as appointed by the Public Defender.

Assigned Counsel Plan Administrator - The person holding such office pursuant to appointment by the Cortland County Legislature in accordance with the Cortland County Assigned Counsel Plan (18-B Plan).

SECTION 3.

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

SECTION 4.

Authority: Under the Municipal Home Rule Law, Section 10, the County of Cortland has the authority to authorize a non-resident to hold the positions of Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County.

SECTION 5.

Authority of Cortland County to Hire Applicants for the Position of Public Defender of Cortland County and Assigned Counsel Plan Administrator: Upon a determination by the Personnel Officer that all recruitment efforts have been adequately pursued, including soliciting applicants from the Cortland County Bar Association, the Legislature shall be authorized to consider and hire applicants who are residents from any contiguous Counties to Cortland County to the positions of Public Defender and Assigned Counsel Plan Administrator.

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

SECTION 6.

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

SECTION 7.

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

Resolutions from the Chair

AGENDA ITEM NO. 4 – Appoint Cortland County Public Defender

RESULT: PULLED

Next: 10/26/2023 6:00 PM

ON MOTION OF FITCH

RESOLUTION NO.

Appoint Cortland County Public Defender

WHEREAS, the Cortland County Legislature has a vacant position of Public Defender, AND

WHEREAS, Legislators Cathy Bischoff, Eugene Waldbauer, and Kelly Preston, County Attorney Victoria Monty, County Administrator Robert Corpora 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 _____ as Public Defender, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _____ as Public Defender at an annual salary of \$100,948 (Grade 3, Step 2, Management Compensation Plan, exempt class) effective upon the filing of the local law removing the residency requirement for this position through December 31, 2023.

AGENDA ITEM NO. 5 – Set Public Hearing Date for Tentative 2024 Budget

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

ON MOTION OF FITCH

RESOLUTION NO. 152-23

Set Public Hearing Date for Tentative 2024 Budget

WHEREAS, the Cortland County Administrator has prepared and filed with the Cortland County Legislature a Tentative Budget for the fiscal year commencing January 1, 2024 and ending December 31, 2024, AND

WHEREAS, New York State County law §359 requires that a Public Hearing be held before the adoption of the final budget, NOW THEREFORE BE IT

RESOLVED, that a Public Hearing upon the 2024 Tentative Budget be held on October 26, 2023, at 6:00 p.m. in the Legislative Chambers of the Cortland County Office Building, 60 Central Avenue, Room 308, Cortland, New York 13045, and direct the Clerk of the Legislature to properly advertise said meeting in the County's designated newspaper.

Referred from Agriculture/Planning/Environment Committee**Referred from Building & Grounds Committee**

AGENDA ITEM NO. 6 – 111 Port Watson Street Additional Engineering and Architectural - Mental Health Department

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

ON MOTION OF HEIDER

RESOLUTION NO. 153-23

111 Port Watson Street Additional Engineering and Architectural - Mental Health Department

WHEREAS, Cortland County is currently under contract with Bell and Spina Architects located at 215 Wyoming Street, Syracuse NY for architectural and engineering services for the Mental Health building project at 111 Port Watson St, Cortland NY (Contract No. 155-22, Resolution No. 132-22), AND

WHEREAS, Bell and Spina has submitted a change order for engineering and architectural design for an additional space request which was not part of the original request, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee has reviewed the proposal and has recommended moving forward with this proposal with funding to be paid from the

Minutes Acceptance: Minutes of Sep 28, 2023 6:00 PM (Approval of Minutes)

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or Designee, to approve this additional change order for design and engineering for additional space at a cost not to exceed \$43,900.

AGENDA ITEM NO. 7 – Authorize Agreement with Sixth Judicial District for Court Cleaning and Maintenance Services - Buildings and Grounds Department

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

ON MOTION OF HEIDER

RESOLUTION NO. 154-23

Authorize Agreement with Sixth Judicial District for Court Cleaning and Maintenance Services - Buildings and Grounds Department

WHEREAS, 1996 New York State Legislation, Senate Bill # 4428-b, allowed for changes in Section 39-b of the Judiciary Law and amends Sections 54-j and 94920 of the State Financial Law affecting the Maintenance & Operating procedures for the New York State Unified Court System 6th Judicial Court District as it relates to Cortland County, AND

WHEREAS, the New York State Unified Court System 6th Judicial District has presented a new 5-year agreement to the County covering the period of April 1, 2023 through March 31, 2028, AND

WHEREAS, the New York State Unified Court System 6th Judicial District has submitted an annual contract renewal letter dated August 1, 2023, which reflects a 2023-2024 contract amount of \$751,427.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review of the County Attorney or designee, to execute the proposed renewal agreement presented by the New York State Unified Court System 6th Judicial District.

AGENDA ITEM NO. 8 – Authorize Use of Buildings and Grounds Reserve for New Elevator at Dwyer Memorial Park Main Pavilion - Buildings and Grounds

RESULT:	ADOPTED [13 TO 1]
MOVER:	Paul Heider, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider
NAYS:	Mitchel Eccleston
EXCUSED:	Beau Harbin, Linda Jones, Sandra Price

ON MOTION OF HEIDER

RESOLUTION NO. 155-23

Authorize Use of Buildings and Grounds Reserve for New Elevator at Dwyer Memorial Park Main Pavilion - Buildings and Grounds

WHEREAS, the elevator at Cortland County's Dwyer Memorial Park Main Pavilion has reached the end of its useful life, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee recognizes the need to replace the elevator to provide access to the main pavilion to all Cortland County residents, AND

WHEREAS, it is the recommendation of the Cortland County Legislature's Buildings and Grounds Committee to utilize the Buildings and Grounds Reserve funds for the replacement of the elevator, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the use of the Buildings and Grounds Reserve for the replacement of the elevator at the Dwyer Memorial Park Main Pavilion for a cost not to exceed \$100,000, AND BE IT FURTHER

RESOLVED, the 2023 budget is hereby amended as follows:

Increase:

<u>Account</u>	<u>Amount</u>
A16205.52320 Building Improvements	\$100,000
A351100 Appropriated Reserves	\$100,000

Referred from Highway Committee

AGENDA ITEM NO. 9 – Create Four (4) Temporary Motor Equipment Operators - Highway Department

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

ON MOTION OF NEWELL

RESOLUTION NO. 156-23

Create Four (4) Temporary Motor Equipment Operators - Highway Department

WHEREAS, the needs of the Highway Department will be better served by creating four (4) Motor Equipment Operators (temporary, not to exceed six months), AND

WHEREAS, the Cortland County Legislature's Highway Committee recommends the creation of these positions, NOW THEREFORE BE IT

RESOLVED, that four (4) Motor Equipment Operators (Grade 14, \$20.6041-\$26.0742/hour, non-competitive class, full time, temporary, not to exceed six months, no benefits) be created with permission to fill effective November 1, 2023.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 10 – Amend Budget and Transfer Funds to Safety Net Account - Department of Social Services

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

ON MOTION OF HOMER**RESOLUTION NO. 157-23****Amend Budget and Transfer Funds to Safety Net Account - Department of Social Services**

WHEREAS, expenditures for Safety Net cases and temporary housing are trending higher this year and are expected to exceed the amount appropriated in our 2023 budget, NOW THEREFORE BE IT

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

Decrease:

Child Care (Raise The Age)

A60105.56119.RTA Current 738,000.00 Decrease (\$600,000) New = \$138,000.00

Increase:

Safety Net

A60105.56140 Current \$2,183,200,000.00 Increase +\$600,000 New = \$2,783,200.00

AGENDA ITEM NO. 11 – Amend Budget Other Compensation and Raises - Department of Social Services

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

ON MOTION OF HOMER**RESOLUTION NO. 158-23****Amend Budget Other Compensation and Raises - Department of Social Services**

WHEREAS, expenditures for vacation payouts have increased due to staff turnover, AND

WHEREAS, expenditures for Child Protective Services on-call pay are trending higher this year, AND

WHEREAS, our expenses in the Other Compensation and Raises account are expected to exceed the amount appropriated in our 2023 budget, NOW THEREFORE BE IT

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

DECREASE:

Personal Service:

A60105.51005 Current 5,637,848.00 DECREASE (\$40,000) New = \$5,597,848.00

INCREASE:

Other Compensation and Raises:

A60105.51035 Current \$175,000.00 INCREASE +\$40,000 New = \$215,000.00

AGENDA ITEM NO. 12 – Accept Funds Resource Allocation Plan New York State Office of Children and Family Services Youth Bureau Sports Funding - Youth Bureau/Health Department

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

ON MOTION OF HOMER**RESOLUTION NO. 159-23**

**Accept Funds Resource Allocation Plan New York State Office of Children and Family Services
Youth Bureau Sports Funding - Youth Bureau/Health Department**

WHEREAS, the New York State (NYS) Office of Children and Family Services, through the Resource Allocation Plan, has made available the sum of \$68,687 to Cortland County through the Youth Bureau, AND

WHEREAS, the NYS Office of Children and Family Services, through the Resource Allocation Plan, has made available the sum of \$23,440 to Cortland County Youth Bureau for Youth Sports and Education, AND

WHEREAS, the NYS Office of Children and Family Services, through the Resource Allocation Plan, has made available the sum of \$21,231 to Cortland County Youth Bureau for Youth Sports Allocations, AND

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

WHEREAS, the County Youth Bureau has designated the funds to the various County municipalities and agencies for the year October 1, 2023 through September 30, 2024 and for which a copy is in the County Youth Bureau Office, AND

WHEREAS, \$92,669 will be allocated to Cortland County municipalities and \$20,689 will be allocated to the Cortland County Youth Bureau administration, AND

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

<u>Revenue:</u>		<u>(Inc)/Dec</u>
A73125.43820.YB	Youth Bureau	(\$113,358)
A40105.43401.4000	Article Six State Aid	<u>\$3,689</u>

<u>Expenditure:</u>		<u>Inc/Dec</u>
A73125.54815	Contracted Services	\$92,669
A73125.51005	Personnel Services	\$20,689

, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be

Minutes Acceptance: Minutes of Sep 28, 2023 6:00 PM (Approval of Minutes)

and hereby is authorized to execute the Resource Allocation Planning Agreement with the NYS Office of Children and Family Services and contract with approved agencies, AND BE IT FURTHER

RESOLVED, that the Treasurer's/Finance Office is authorized to pay from the appropriate expense account and that in the event that the county does not receive the appropriate funds from the NY State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract.

AGENDA ITEM NO. 13 – Award Bid/Authorize Agreement for the Development of a Cortland County Prevention Program with the Cortland County Mental Health Department

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

ON MOTION OF HOMER

RESOLUTION NO. 160-23

Award Bid/Authorize Agreement for the Development of a Cortland County Prevention Program with the Cortland County Mental Health Department

WHEREAS, Cortland County submitted a Request for Proposals for the Development of a Cortland County Prevention Program with the Cortland County Mental Health Department, AND

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

WHEREAS, one proposal was received in response to the request for proposals as follows:

Company	Address	Amount
Family & Children's Counseling Services	165 Main Street, Suite A Cortland, New York 13045	\$102,216

, AND

WHEREAS, based upon the results of the bid, the Health and Human Services Committee recommends that bid be awarded to the lowest responsible bidder, AND

WHEREAS, the Health and Human Services recommends the bid be awarded to Family & Children's Counseling Services, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into an agreement with Family & Children's Counseling Services for the Development of a Cortland County Prevention Program with the Cortland County Mental Health Department at a cost not to exceed \$102,216.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 14 – Authorize Agreement with Motorola - Edge Availability - Department of Emergency Response and Communications

Minutes Acceptance: Minutes of Sep 28, 2023 6:00 PM (Approval of Minutes)

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

ON MOTION OF FAIRCHILD-PRESTON**RESOLUTION NO. 161-23****Authorize Agreement with Motorola - Edge Availability - Department of Emergency Response and Communications**

WHEREAS, Cortland County's Department of Emergency Response and Communications was awarded a grant from New York State Department of Homeland Security in the amount of \$5,000,000 in support of improvements to the County's radio system, AND

WHEREAS, the County has received a proposal from Motorola, Incorporated to upgrade the County's radio system to include Edge Availability that will run the County's radio system in the event of a network or system core failure, in the amount of \$254,713, AND

WHEREAS, this expense is in support of the grant award and funds are budgeted in A30205.52015.27SIC, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is authorized to execute a contract with Motorola, Incorporated for Edge Availability upgrade to the County's radio system in the amount of \$254,713.

AGENDA ITEM NO. 15 – Authorize Agreement for Preventative Maintenance with Motorola Solutions - Department of Emergency Response

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

ON MOTION OF FAIRCHILD-PRESTON**RESOLUTION NO. 162-23****Authorize Agreement for Preventative Maintenance with Motorola Solutions - Department of Emergency Response**

WHEREAS, Cortland County's existing 911 radio system, which is the primary component for handling emergency service calls, is in need of preventative maintenance and upgrading to allow for improved communications and interoperability between field providers and County 911 centers, AND

WHEREAS, it is in the best interest of the County to maintain its radio system and keep its infrastructure in a constant state of readiness and high availability, AND

WHEREAS, Motorola is the sole source vendor providing these upgrades based on the awarded RFP by Cortland County in 2011, AND

WHEREAS, Motorola has been providing preventative maintenance on the County's radio system since 2018 under resolution 248-18, AND

WHEREAS, Motorola has agreed to keep the expenses related to this project to a fixed cost for the duration of the contract as long as funding is approved from the Department of Homeland Security, AND

WHEREAS, the cost of this project is \$673,783 for 2024 with options to renew for the years 2025-2028, grant funding dependent, AND

WHEREAS, should funding not be approved by the Department of Homeland Security the contract between Motorola and the County will have an opt out clause at any point of the contract without penalty, AND

WHEREAS, funds previously allocated under the grant award to Cortland County's Department of Emergency Response & Communications from the New York State Department of Homeland Security Office of Interoperable Emergency Communications in the amount of \$5,000,000 will allow for this expense and the net county cost is zero and are budgeted in A30205.52015.27SIC, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the upgrade and preventative maintenance contract with Motorola at an amount not to exceed \$673,783 per year for the years of 2024-2028.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 16 – Abolish Assistant Director of Finance/Create Deputy Director of Finance - County Administration

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

ON MOTION OF WAGNER

RESOLUTION NO. 163-23

Abolish Assistant Director of Finance/Create Deputy Director of Finance - County Administration

WHEREAS, the needs of the office will be better served by abolishing one (1) full-time Assistant Director of Finance position and creating one (1) full-time Deputy Director of Finance position in County Administration, AND

WHEREAS, the Finance and Administration Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Assistant Director of Finance (Grade 6, \$73,873-98,324/year, Management Compensation Plan, competitive class, full-time, 35 hours/week with benefits) be and hereby is abolished effective September 28, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Deputy Director of Finance (Grade 6, \$73,873-98,324/year, Management Compensation Plan, competitive class, full-time 35 hours/week with benefits) be created with permission to fill effective September 29, 2023 at 12:01 am.

AGENDA ITEM NO. 17 – Resolution of the Legislature of the County of Cortland, Extending Taxes on Sales and Uses of Tangible Personal Property and of Certain Services, and on Occupancy of Hotel Rooms and Amusement Charges, Pursuant to Article 29 of the Tax Laws of the State of New York

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

ON MOTION OF WAGNER

RESOLUTION NO. 164-23

Resolution of the Legislature of the County of Cortland, Extending Taxes on Sales and Uses of Tangible Personal Property and of Certain Services, and on Occupancy of Hotel Rooms and Amusement Charges, Pursuant to Article 29 of the Tax Laws of the State of New York

WHEREAS, New York State Tax Law §1210(i)(12) as last amended by Laws of 2023, Chapter 256, on July 28, 2023 authorizes Cortland County to adopt and amend local laws, ordinances or resolutions imposing taxes at a rate which is one percent additional to the three percent rate authorized for the County for a period beginning September 1, 1992 and ending November 30, 2025, AND

WHEREAS, the tax previously authorized by Cortland County Resolution No. 237 of 2020 will expire November 30, 2023, AND

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

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

SECTION 1. The first sentence of section two of Resolution No. 216 as enacted in nineteen hundred sixty-seven, as last amended by Resolution No. 237 for the year 2020, is amended to read as follows:

SECTION 2. IMPOSITION OF SALES TAX

On and after March first, nineteen hundred sixty eight, there is hereby imposed and there shall be paid a tax of three percent upon, and for the period commencing September 1, 1992, and ending November 30, 2025, there is hereby imposed and there shall be paid an additional tax of one percent upon:

“SECTION 2. Subdivision (f) of section three of Resolution No. 216 as enacted in nineteen hundred sixty-seven, as amended, is amended to read as follows:

(f) with respect to the additional tax of one percent imposed for the period commencing September 1, 1992, and ending November 30, 2025, the provisions of subdivisions (a), (b), (c), (d), and (e) of this section apply, except that for the purposes of this subdivision, all references in said subdivisions (a), (b), (c) and (d) to an effective date shall be read as referring to September 1, 1992, all references in said subdivision (a) to the date four months prior to the effective date shall be read as referring to May 1, 1992 and the reference in subdivision (b) to the date immediately preceding the effective date shall be read as referring to August 31, 1992. Nothing herein shall be deemed exempt from tax at the rate in effect prior to September 1, 1992 any transaction which may not be subject to the additional tax imposed effective on that date.”

SECTION 3. Section four of Resolution No. 216 as enacted in nineteen hundred sixty-seven, as amended, is amended to read as follows:

Minutes Acceptance: Minutes of Sep 28, 2023 6:00 PM (Approval of Minutes)

“SECTION 4. IMPOSITION OF COMPENSATING USE TAX

- (a) Except to the extent that property or services have already been or will be subject to the sales tax under this enactment, there is hereby imposed on every person a use tax for the use within this taxing jurisdiction on and after September 1, 1992, except as otherwise exempted under this enactment,
 - (A) of any tangible property purchased at retail,
 - (B) of any tangible personal property (other than computer software used by the author or other creator) manufactured, processed or assembled by the user,
 - (i) if items of the same kind of tangible personal property are offered for sale by him in the regular course of business, or
 - (ii) if items are used as such or incorporated into a structure, building or real property, by a contractor, subcontractor or repairman in erecting structures or buildings, or building on, or otherwise adding to, altering, improving, maintaining, servicing or repairing real property, property or land, as the terms real property, property or land are defined in the Real Property Tax Law, if items of the same kind are not offered for sale as such by such contractor, subcontractor or repairman or other user in the regular course of business,
 - (C) of any of the services described in paragraphs (1), (7) and (8) of subdivision (c) of section two,
 - (D) of any tangible personal property, however acquired, where not acquired for purposes of resale, upon which any of the services described under paragraphs (2), (3) and (7) of subdivision (c) of section two have been performed,
 - (E) of any telephone answering service described in subdivision (b) of section two and,
 - (F) of any computer software written or otherwise created by the user if the user offers software of a similar kind for sale as such or as a component part of other property in the regular course of business.
- (b) For purposes of clause (A) of subdivision (a) of this section, for the period commencing September 1, 1992, and ending November 30, 2025, the tax shall be at the rate of four percent, and on and after December 1, 2025, the tax rate shall be at the rate of three percent, of the consideration given or contracted to be given for such property, or for the use of such property, including any charges for shipping or delivery as described in paragraph three of subdivision (b) of section one, but excluding any credit for tangible personal property accepted in part payment and intended for resale.
- (c) For purposes of sub-clause (i) of clause (B) of subdivision (a) of this section, for the period commencing September 1, 1992, and ending November 30, 2025, the tax shall be at the rate of four percent, and on and after December 1, 2025, the tax shall be at the rate of three percent, of the price at which items of the same kind of tangible personal property are offered for sale by the user, and the mere storage, keeping, retention or withdrawal from storage of tangible personal property by the person who manufactured, processed or assembled such property shall not be deemed a taxable use by him.
- (d) For purposes of subclause (ii) of clause (B) of subdivision (a) of this section, for the period commencing September 1, 1992, and ending November 30, 2025, the tax shall be at the rate of four percent, and on and after December 1, 2025, the tax shall be at the rate of three percent of the consideration given or contracted to be given for the tangible personal property manufactured, processed or assembled into the tangible personal property the use of which is subject to tax, including any charges for shipping or delivery as described in paragraph three of subdivision (b) of section one.
- (e) Notwithstanding the foregoing provisions of this section, for purposes of clause (B) of subdivision (a) of this section, there shall be no tax on any portion of such price which represents the value added by the user to tangible personal property which he fabricates and installs to the

specifications of an addition or capital improvement to real property, property or land, as the terms real property, property or land are defined in the Real Property Tax Law, over and above the prevailing normal purchase price prior to such fabrication of such tangible personal property which a manufacturer, producer or assembler would charge an unrelated contractor who similarly fabricated and installed such tangible personal property to the specifications of an addition or capital improvement to such real property, property or land.

- (f) For purposes of clauses (C), (D) and (E) of subdivision (a) of this section, for the period commencing September 1, 1992 and ending November 30, 2025, the tax shall be at the rate of four percent, and on and after December 1, 2025, the tax shall be at the rate of three percent, of the consideration given or contracted to be given for the service, including the consideration for any tangible personal property transferred in conjunction with the performance of the service and also including any charges for shipping and delivery of the property so transferred and of the tangible personal property upon which the service was performed as such charges are described in paragraph three of subdivision (b) of section one.
- (g) For purposes of clause (F) of subdivision (a) of this section, for the period commencing September 1, 1992, and ending November 30, 2025, the tax shall be at the rate of four percent, and on and after December 1, 2025, the tax shall be at the rate of three percent, of the consideration given or contracted to be given for the tangible personal property which constitutes the blank medium, such as disks or tapes, used in conjunction with the software, or for the use of such property, and the mere storage, keeping, retention or withdrawal from storage of computer software described in such clause (F) by its author or other creator, shall not be deemed a taxable use by such person.”

SECTION 4. Paragraph (B) of subdivision (1) of section eleven of Resolution No. 216 as enacted in nineteen hundred sixty-seven, as amended, is amended to read as follows:

- (B) With respect to the additional tax of one percent imposed for the period beginning September 1, 1992, and ending November 30, 2025, in respect to the use of property used by the purchaser in this County prior to September 1, 1992.

SECTION 5. Paragraph (1) of subdivision (c) of section fourteen of Resolution No. 216 as enacted in nineteen hundred sixty-seven, as amended, is amended to read as follows:

(c)(1) Notwithstanding any other provision of law, net collections distributed to the County by the State Comptroller pursuant to subdivision (c) of section 1261 of the Tax Law of the State of New York, including net collections attributable to the additional one percent sales and compensating use taxes, shall be disposed of in accordance with the sales tax allocation and distribution agreement entered into by Cortland County and the City of Cortland on August 9, 2018, and approved by the State Comptroller pursuant to section 1262 (c) of the Tax Law, during the period that such agreement is in effect as follows:

(1) Term: This agreement shall commence on January 1, 2019 and shall continue until December 31 2028. Either party may cancel this contract at any time after June 1st, 2023 upon giving the other party a six month notice to terminate so authorized by a two-thirds majority vote of the terminating party's total governing board.

(2) Deduction of the Fixed Sum Certain Annual Amounts: There shall be deducted from the annual gross distribution of sales tax received from the State of New York the following fixed sum in annual amounts: \$1.5 Million for County purposes;

Beginning January 1st 2019 - December 31st, 2023:

For County Purposes- 54%

For City Purposes - 17.75%

For Towns and Village Purposes - 28.25%

Beginning January 1st, 2024 - December 31st, 2028:

For County Purposes- 55%

For City Purposes - 17.38%

For Towns and Village Purposes - 27.62%

Distribution of net sales and compensating use taxes will be prepared and processed for the Cortland County Legislature's Finance and Administration Committee meeting following thirty (30) days after the end of each quarter. After approval by the Finance and Administration Committee and the approval of the full Cortland County Legislature, payment will be released to the respective municipalities the first working day following the County Legislative session (session is normally held the last Thursday of each month). Tentative scheduled releases will be May, August, November, and February.

SECTION 6. This enactment shall take effect December 1, 2023.

Executive Session

It was MOVED by Ms. Homer, seconded by Ms. Preston, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding proposed, pending and current litigation. MOTION CARRIED.

An executive session was held from 7:30 p.m. to 8:31 p.m., at which time on motion of Ms. Homer, seconded by Mr. Fitch, it was unanimously approved by voice vote to exit executive session.

Resolutions following Executive Session

AGENDA ITEM NO. 18 – Authorize County Attorney's Office to Negotiate on Behalf of Cortland County

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

ON MOTION OF HOMER

RESOLUTION NO. 165-23

Authorize County Attorney's Office to Negotiate on Behalf of Cortland County

WHEREAS, the Cortland County Legislature wishes to allow the County Attorney's Office to negotiate on behalf of the County for a current litigation matter, AND

WHEREAS, the Cortland County Legislature wishes to allow the litigant to continue the current practice through December 31, 2023, NOW THEREFORE BE IT

RESOLVED, that the County Attorney's Office be and hereby is directed to negotiate on behalf of the County for a current litigation matter, AND BE IT FURTHER

RESOLVED, that the litigant may continue the current practice through December 31, 2023.

Announcements

Adjournment

The meeting was closed at 8:32 PM

Minutes Acceptance: Minutes of Sep 28, 2023 6:00 PM (Approval of Minutes)

CORTLAND COUNTY LEGISLATURE

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

Please Note: Five Minute Time Limit

Rules for Speaking under Privilege of the Floor

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

Name (please print): Richard Henry

Municipality of Residence: Cortland

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

Signature

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

Personnel matters should be directed to the relevant Department and/or Supervisor or in the case of the County Administrator, County Attorney or County Auditor, to the County Administrator except for the County Administrator, County Attorney, County Auditor, County Clerk, County Treasurer, County Assessor, County Engineer, County Surveyor, County Health Officer, County Sheriff, County Jail, County Prison, County Board of Supervisors, County Board of Education, County Board of Commissioners, County Board of Directors, County Board of Trustees, County Board of Regents, County Board of Examiners, County Board of Appeals, County Board of Elections, County Board of Civil Service, County Board of Public Works, County Board of Social Services, County Board of Mental Health, County Board of Juvenile Justice, County Board of Probation, County Board of Parole, County Board of Corrections, County Board of Veterans Affairs, County Board of Military Affairs, County Board of Naval Affairs, County Board of Air Force Affairs, County Board of Space Affairs, County Board of Atomic Energy Affairs, County Board of Nuclear Power Affairs, County Board of Environmental Protection Affairs, County Board of Natural Resources Affairs, County Board of Agriculture Affairs, County Board of Forestry Affairs, County Board of Fisheries Affairs, County Board of Wildlife Affairs, County Board of Game Warden Affairs, County Board of Hunting Affairs, County Board of Fishing Affairs, County Board of Boating Affairs, County Board of Camping Affairs, County Board of Recreation Affairs, County Board of Parks Affairs, County Board of Conservation Affairs, County Board of Land Management Affairs, County Board of Planning Affairs, County Board of Zoning Affairs, County Board of Building Affairs, County Board of Construction Affairs, County Board of Transportation Affairs, County Board of Infrastructure Affairs, County Board of Utilities Affairs, County Board of Public Safety Affairs, County Board of Law Enforcement Affairs, County Board of Fire Protection Affairs, County Board of Emergency Management Affairs, County Board of Disaster Preparedness Affairs, County Board of Homeland Security Affairs, County Board of Intelligence Affairs, County Board of Defense Affairs, County Board of Foreign Relations Affairs, County Board of Diplomacy Affairs, County Board of International Trade Affairs, County Board of Globalization Affairs, County Board of Multicultural Affairs, County Board of Diversity Affairs, County Board of Gender Equality Affairs, County Board of Human Rights Affairs, County Board of Labor Affairs, County Board of Unions Affairs, County Board of Workers' Compensation Affairs, County Board of Social Security Affairs, County Board of Medicare Affairs, County Board of Medicaid Affairs, County Board of Food Assistance Affairs, County Board of Housing Assistance Affairs, County Board of Job Training Assistance Affairs, County Board of Child Support Assistance Affairs, County Board of Family Violence Assistance Affairs, County Board of Substance Abuse Assistance Affairs, County Board of Mental Health Assistance Affairs, County Board of Physical Disability Assistance Affairs, County Board of Developmental Disability Assistance Affairs, County Board of Elder Care Assistance Affairs, County Board of Long-Term Care Assistance Affairs, County Board of Hospice Assistance Affairs, County Board of Palliative Care Assistance Affairs, County Board of Organ Donation Assistance Affairs, County Board of Stem Cell Research Assistance Affairs, County Board of Biotechnology Assistance Affairs, County Board of Nanotechnology Assistance Affairs, County Board of Space Exploration Assistance Affairs, County Board of Mars Colonization Assistance Affairs, County Board of Lunar Colonization Assistance Affairs, County Board of Asteroid Mining Assistance Affairs, County Board of Deep Sea Mining Assistance Affairs, County Board of Arctic Resource Extraction Assistance Affairs, County Board of Antarctic Resource Extraction Assistance Affairs, County Board of Outer Space Resource Extraction Assistance Affairs, County Board of Extraterrestrial Life Search Assistance Affairs, County Board of Interplanetary Travel Assistance Affairs, County Board of Space Station Assistance Affairs, County Board of Moon Base Assistance Affairs, County Board of Mars Base Assistance Affairs, County Board of Venus Base Assistance Affairs, County Board of Jupiter Base Assistance Affairs, County Board of Saturn Base Assistance Affairs, County Board of Uranus Base Assistance Affairs, County Board of Neptune Base Assistance Affairs, County Board of Pluto Base Assistance Affairs, County Board of Kuiper Belt Object Base Assistance Affairs, County Board of Oort Cloud Object Base Assistance Affairs, County Board of Dwarf Planet Base Assistance Affairs, County Board of Comet Base Assistance Affairs, County Board of Meteorite Base Assistance Affairs, County Board of Asteroid Base Assistance Affairs, County Board of Planetesimal Base Assistance Affairs, County Board of Protostar Base Assistance Affairs, County Board of Nebula Base Assistance Affairs, County Board of Galaxy Base Assistance Affairs, County Board of Supercluster Base Assistance Affairs, County Board of Universe Base Assistance Affairs, County Board of Multiverse Base Assistance Affairs, County Board of Parallel Universe Base Assistance Affairs, County Board of Alternate Reality Base Assistance Affairs, County Board of Virtual Reality Base Assistance Affairs, County Board of Augmented Reality Base Assistance Affairs, County Board of Mixed Reality Base Assistance Affairs, County Board of Extended Reality Base Assistance Affairs, County Board of Immersive Reality Base Assistance Affairs, County Board of Holographic Reality Base Assistance Affairs, County Board of Telepresence Base Assistance Affairs, County Board of Remote Presence Base Assistance Affairs, County Board of Avatars Base Assistance Affairs, County Board of Digital Humans Base Assistance Affairs, County Board of Artificial Intelligence Base Assistance Affairs, County Board of Machine Learning Base Assistance Affairs, County Board of Robotics Base Assistance Affairs, County Board of Autonomous Vehicles Base Assistance Affairs, County Board of Self-Driving Cars Base Assistance Affairs, County Board of Drones Base Assistance Affairs, County Board of Nanobots Base Assistance Affairs, County Board of Microbots Base Assistance Affairs, County Board of Nanoparticles Base Assistance Affairs, County Board of Microparticles Base Assistance Affairs, County Board of Nanofibers Base Assistance Affairs, County Board of Microfibers Base Assistance Affairs, County Board of Nanotubes Base Assistance Affairs, County Board of Microtubes Base Assistance Affairs, County Board of Nanowires Base Assistance Affairs, County Board of Microwires Base Assistance Affairs, County Board of Nanosensors Base Assistance Affairs, County Board of Microsensors Base 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County Board of Microscale Engineering Base Assistance Affairs, County Board of Nanoscale Manufacturing Base Assistance Affairs, County Board of Microscale Manufacturing Base Assistance Affairs, County Board of Nanoscale Fabrication Base Assistance Affairs, County Board of Microscale Fabrication Base Assistance Affairs, County Board of Nanoscale Assembly Base Assistance Affairs, County Board of Microscale Assembly Base Assistance Affairs, County Board of Nanoscale Packaging Base Assistance Affairs, County Board of Microscale Packaging Base Assistance Affairs, County Board of Nanoscale Testing Base Assistance Affairs, County Board of Microscale Testing Base Assistance Affairs, County Board of Nanoscale Characterization Base Assistance Affairs, County Board of Microscale Characterization Base Assistance Affairs, County Board of Nanoscale Measurement Base Assistance Affairs, County Board of Microscale Measurement Base Assistance Affairs, County Board of Nanoscale Modeling Base Assistance 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Assistance Affairs, County Board of Microscale Customer Support Base Assistance Affairs, County Board of Nanoscale Technical Support Base Assistance Affairs, County Board of Microscale Technical Support Base Assistance Affairs, County Board of Nanoscale Field Support Base Assistance Affairs, County Board of Microscale Field Support Base Assistance Affairs, County Board of Nanoscale Maintenance Base Assistance Affairs, County Board of Microscale Maintenance Base Assistance Affairs, County Board of Nanoscale Repair Base Assistance Affairs, County Board of Microscale Repair Base Assistance Affairs, County Board of Nanoscale Replacement Base Assistance Affairs, County Board of Microscale Replacement Base Assistance Affairs, County Board of Nanoscale Upgrade Base Assistance Affairs, County Board of Microscale Upgrade Base Assistance Affairs, County Board of Nanoscale Downgrade Base Assistance Affairs, County Board of Microscale Downgrade Base Assistance Affairs, County Board of Nanoscale Decommission Base Assistance Affairs, County Board of Microscale Decommission Base Assistance Affairs, County Board of Nanoscale Recycling Base Assistance Affairs, County Board of Microscale Recycling Base Assistance Affairs, County Board of Nanoscale Disposal Base Assistance Affairs, County Board of Microscale Disposal Base Assistance Affairs, County Board of Nanoscale Storage Base Assistance Affairs, County Board of Microscale Storage Base Assistance Affairs, County Board of Nanoscale Transport Base Assistance Affairs, County Board of Microscale Transport Base Assistance Affairs, County Board of Nanoscale Communication Base Assistance Affairs, County Board of Microscale Communication Base Assistance Affairs, County Board of Nanoscale Information Base Assistance Affairs, County Board of Microscale Information Base Assistance Affairs, County Board of Nanoscale Knowledge Base Assistance Affairs, County Board of Microscale Knowledge Base Assistance Affairs, County Board of Nanoscale Wisdom Base Assistance Affairs, County Board of Microscale Wisdom Base Assistance Affairs, County Board of Nanoscale Understanding Base Assistance Affairs, County Board of Microscale Understanding Base Assistance Affairs, County Board of Nanoscale Awareness Base Assistance Affairs, County Board of Microscale Awareness Base Assistance Affairs, County Board of Nanoscale Perception Base Assistance Affairs, County Board of Microscale Perception Base Assistance Affairs, County Board of Nanoscale Sensation Base Assistance Affairs, County Board of Microscale Sensation Base Assistance Affairs, County Board of Nanoscale Emotion Base Assistance Affairs, County Board of Microscale Emotion Base Assistance Affairs, County Board of Nanoscale Thought Base Assistance Affairs, County Board of Microscale Thought Base Assistance Affairs, County Board of Nanoscale Intellect Base Assistance Affairs, County Board of Microscale Intellect Base Assistance Affairs, County Board of Nanoscale Spirit Base Assistance Affairs, County Board of Microscale Spirit Base Assistance Affairs, County Board of Nanoscale Soul Base Assistance Affairs, County Board of Microscale Soul Base Assistance Affairs, County Board of Nanoscale Mind Base Assistance Affairs, County Board of Microscale Mind Base Assistance Affairs, County Board of Nanoscale Heart Base Assistance Affairs, County Board of Microscale Heart Base Assistance Affairs, County Board of Nanoscale Liver Base Assistance Affairs, County Board of Microscale Liver Base Assistance Affairs, County Board of Nanoscale Stomach Base Assistance Affairs, County Board of Microscale Stomach Base Assistance Affairs, County Board of Nanoscale Intestine Base Assistance Affairs, County Board of Microscale Intestine Base Assistance Affairs, County Board of Nanoscale Kidney Base Assistance Affairs, County Board of Microscale Kidney Base Assistance Affairs, County Board of Nanoscale Pancreas Base Assistance Affairs, County Board of Microscale Pancreas Base Assistance Affairs, County Board of Nanoscale Spleen Base Assistance Affairs, County Board of Microscale Spleen Base Assistance Affairs, County Board of Nanoscale Gallbladder Base Assistance Affairs, County Board of Microscale Gallbladder Base Assistance Affairs, County Board of Nanoscale Bladder Base Assistance Affairs, County Board of Microscale Bladder Base Assistance Affairs, County Board of Nanoscale Uterus Base Assistance Affairs, County Board of Microscale Uterus Base Assistance Affairs, County Board of Nanoscale Vagina Base Assistance Affairs, County Board of Microscale Vagina Base Assistance Affairs, County Board of Nanoscale Penis Base Assistance Affairs, County Board of Microscale Penis Base Assistance Affairs, County Board of Nanoscale Testis Base Assistance Affairs, County Board of Microscale Testis Base Assistance Affairs, County Board of Nanoscale Prostate Base Assistance Affairs, County Board of Microscale Prostate Base Assistance Affairs, County Board of Nanoscale Seminal Vesicle Base Assistance Affairs, County Board of Microscale Seminal Vesicle Base Assistance Affairs, County Board of Nanoscale Ejaculatory Gland Base Assistance Affairs, County Board of Microscale Ejaculatory Gland Base Assistance Affairs, County Board of Nanoscale Bulbourethral Gland Base Assistance Affairs, County Board of Microscale Bulbourethral Gland Base Assistance Affairs, County Board of Nanoscale Skid Base Assistance Affairs, County Board of Microscale Skid Base Assistance Affairs, County Board of Nanoscale Tire Base Assistance Affairs, County Board of Microscale Tire Base Assistance Affairs, County Board of Nanoscale Wheel Base Assistance Affairs, County Board of Microscale Wheel Base Assistance Affairs, County Board of Nanoscale Axle Base Assistance Affairs, County Board of Microscale Axle Base Assistance Affairs, County Board of Nanoscale Suspension Base Assistance Affairs, County Board of Microscale Suspension Base Assistance Affairs, County Board of Nanoscale Steering Base Assistance Affairs, County Board of Microscale Steering Base Assistance Affairs, County Board of Nanoscale Braking Base Assistance Affairs, County Board of Microscale Braking Base Assistance Affairs, County Board of Nanoscale Acceleration Base Assistance Affairs, County Board of Microscale Acceleration Base Assistance Affairs, County Board of Nanoscale Deceleration Base Assistance Affairs, County Board of Microscale Deceleration Base Assistance Affairs, County Board of Nanoscale Turning Base Assistance Affairs, County Board of Microscale Turning Base Assistance Affairs, County Board of Nanoscale Stopping Base Assistance Affairs, County Board of Microscale Stopping Base Assistance Affairs, County Board of Nanoscale Starting Base Assistance Affairs, County Board of Microscale Starting Base Assistance Affairs, County Board of Nanoscale Moving Base Assistance Affairs, County Board of Microscale Moving Base Assistance Affairs, County Board of Nanoscale Positioning Base Assistance Affairs, County Board of Microscale Positioning Base Assistance Affairs, County Board of Nanoscale Orientation Base Assistance Affairs, County Board of Microscale Orientation Base Assistance Affairs, County Board of Nanoscale Navigation Base Assistance Affairs, County Board of Microscale Navigation Base Assistance Affairs, County Board of Nanoscale Mapping Base Assistance Affairs, County Board of Microscale Mapping Base Assistance Affairs, County Board of Nanoscale Surveying Base Assistance Affairs, County Board of Microscale Surveying Base Assistance Affairs, County Board of Nanoscale Geodesy Base Assistance Affairs, County Board of Microscale Geodesy Base Assistance Affairs, County Board of Nanoscale Cartography Base Assistance Affairs, County Board of Microscale Cartography Base Assistance Affairs, County Board of Nanoscale Topography Base Assistance Affairs, County Board of Microscale Topography Base Assistance Affairs, County Board of Nanoscale Bathymetry Base Assistance Affairs, County Board of Microscale Bathymetry Base Assistance Affairs, County Board of Nanoscale Hydrography Base Assistance Affairs, County Board of Microscale Hydrography Base Assistance Affairs, County Board of Nanoscale Oceanography Base Assistance Affairs, County Board of Microscale Oceanography Base Assistance Affairs, County Board of Nanoscale Meteorology Base Assistance Affairs, County Board of Microscale Meteorology Base Assistance Affairs, County Board of Nanoscale Climatology Base Assistance Affairs, County Board of Microscale Climatology Base Assistance Affairs, County Board of Nanoscale Atmospheric Science Base Assistance Affairs, County Board of Microscale Atmospheric Science Base Assistance Affairs, County Board of Nanoscale Earth Science Base Assistance Affairs, County Board of Microscale Earth Science Base Assistance Affairs, County Board of Nanoscale Planetary Science Base Assistance Affairs, County Board of Microscale Planetary Science Base Assistance Affairs, County Board of Nanoscale Solar System Science Base Assistance Affairs, County Board of Microscale Solar System Science Base Assistance Affairs, County Board of Nanoscale Galactic Science Base Assistance Affairs, County Board of Microscale Galactic Science Base Assistance Affairs, County Board of Nanoscale Cosmic Science Base Assistance Affairs, County Board of Microscale Cosmic Science Base Assistance Affairs, County Board of Nanoscale Astrophysics Base Assistance Affairs, County Board of Microscale Astrophysics Base Assistance Affairs, County Board of Nanoscale Cosmology Base Assistance Affairs, County Board of Microscale Cosmology Base Assistance Affairs, County Board of Nanoscale Physics Base Assistance Affairs, County Board of Microscale Physics Base Assistance Affairs, County Board of Nanoscale Mathematics Base Assistance Affairs, County Board of Microscale Mathematics Base Assistance Affairs, County Board of Nanoscale Computer Science Base Assistance Affairs, County 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Affairs, County Board of Microscale Determination Base Assistance

Director, and Clerk of the Legislature, which should be directed to the Chair of the Legislature.

DG Riley Road, LLC

October 10, 2023

via certified mail, return receipt requested

Cortland County
Legislature Chairman – Kevin Fitch
60 Central Avenue
Cortland, NY 13045

Re: Notice of Intent to Construct a Solar Energy System Solar Project Development – Riley Road

Dear Mr. Fitch

I am a solar energy project developer with DG Riley Road, LLC, an indirect wholly owned subsidiary of NextEra Energy Resources, LLC (“NextEra”). In the competitive energy business, NextEra stands for clean energy. NextEra has invested – and will continue to invest – in a clean-energy tomorrow for future generations. The company’s expertise is in wholesale and retail electricity, in project development and construction, and in offering customers the energy products and services they need and rely upon. NextEra Energy Resources is a leading clean energy company and remains one of the largest wholesale generators of electric power in the U.S. As of December 31, 2022, the company had approximately 27,500 megawatts of total net generating capacity, primarily in 38 states and Canada. NextEra Energy Resources continues to be the world’s largest generator of renewable energy from the wind and sun and remains a world leader in battery storage. The company’s diverse product portfolio includes water, wind, solar, nuclear, and natural gas facilities, as well as energy storage systems, to meet customers’ energy and sustainability needs. NextEra Energy Resources remains committed to providing sustainable solutions for customers while creating value for them in multiple ways. Our Distributed Generation business is a premier provider of solar power services to commercial, institutional, and utility customers, which include public and private schools and universities, federal, state, and local governments; as well as utilities and electric cooperatives.

Pursuant to Real Property Tax Law §487(9)(a) we are hereby providing you with notice of our intent to construct a solar energy system. My company intends to construct 5 megawatts (“MW”) of solar photovoltaic (“PV”) generator, which may or may not include a 3.75 MW battery storage system to be interconnected to the National Grid distribution system. The solar PV arrays will be ground mounted and will be located at Riley Road, Parcel # 87.00-03-03.100, Cortland, NY 13045. The energy generated from the PV arrays will be fed into the National Grid’s distribution system utilizing the Community Solar and the Value of Distributed Energy incentive programs created through the New York Public Service Commission. These programs are creating long-term sustainable solar incentives that promote cost-effective solar development in the State of New York. This community solar development provides opportunities for both commercial and residential utility customers to subscribe to the community solar facility and reduce their carbon footprint to the benefit of the communities in the area. Using renewable sources of energy not only helps reduce energy bills, but also helps reduce emissions, and dependence on fossil fuels.

A NextEra Energy Resources, LLC company

700 Universe Boulevard, Juno Beach, FL 33408

Pursuant to and in accordance with Real Property Tax Law §487(9)(a), unless a written response is received from you within sixty days of receipt of this letter indicating your intent to require a payment in lieu of tax agreement, this project shall not be obligated to make such payments.

If you have any questions concerning the project, or would like more information about distributed solar energy, please contact me at 518-256-0114 or Billy.Chan@nexteraenergy.com

Sincerely,



Billy Chan
Project Manager - Development
Distributed Generation



13045

\$7.90

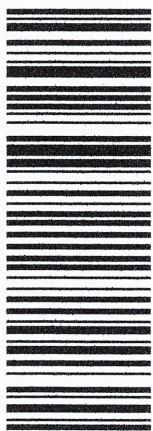
9.1.a

RDC 99

R2305M147314-25



D6 Riley Road, LLC
Billy Chen
153 Rosemont St.
Albany, NY 12206

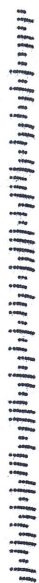


7022 2410 0001 0699 7530



Cortland County
Legislature Chairman - Kevin Fitch
60 Central Avenue
Cortland, NY 13045

13045\$2745 0008



Attachment: Riley Road (11759 : Notice of Intent - Riley Road Solar Energy System Project Development)



JOHN P. SIDD, PARTNER
(315) 565-4559
jsidd@hancocklaw.com

October 12, 2023

Via CMRRR#70200640000033048098

Scott Steve, Mayor
City of Cortland
25 Court Street
Cortland, New York 13045

Via CMRRR#70200640000033048104

Robert J. Edwards, Superintendent
Cortland City School District
One Valley View Drive
Cortland, New York 13045

Via CMRRR#70200640000033048111

Kevin Fitch, Chairman
Cortland County Legislature
County Office Building
60 Central Avenue
P.O. Box 5590
Cortland, New York 13045-5590

Via CMRRR#70200640000033048128

Karen Harvey-Stearns, Sr. Account Clerk
Cortland City School District
One Valley View Drive
Cortland, New York 13045

Re: Cortland County Industrial Development Agency/ iSpice, LLC Project

Dear Sir/Madam:

Pursuant to Section 859-a of Title 18-A of the General Municipal Law (the "Act"), enclosed please find on behalf of the Cortland County Industrial Development Agency (the "Agency") a Notice of Public Hearing regarding the above-referenced project.

This correspondence shall also serve as notice pursuant to Section 874(4)(b) of the Act in relation to the Agency's intention to deviate from its Uniform Tax Exemption Policy in relation to the Project. The Agency is considering granting the applicant a real property tax exemption, for a period of 10 years, subject to the obligation to make payments in lieu of tax ("PILOT") under terms which deviate from the Agency's Uniform Tax Exemption Policy as follows:

Payments in lieu of tax will be made in an amount equal to the then current tax rate multiplied by a fixed real property tax assessment of \$4,787,500.00 for the 10 year term of the PILOT Agreement.

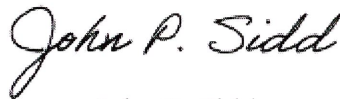
Scott Steve, Mayor
Robert J. Edwards, Superintendent
Kevin Fitch, Chairman
Karen Harvey-Stearns, Sr. Account Clerk
October 12, 2023
Page 2

This deviation results in a 40% reduction in the real property taxes which would be paid if the Project Facility was not exempt from real property tax, rather than the 65% reduction applicable under the Agency's Uniform Tax Exemption Policy, resulting in greater revenue to the affected taxing jurisdictions.

Thank you and if you should have any questions, please do not hesitate to contact me or Karen Niday at the Agency.

Very truly yours,

HANCOCK ESTABROOK LLP



John P. Sidd

JPS/vc
Enclosure

**NOTICE OF PUBLIC HEARING ON
PROPOSED PROJECT AND FINANCIAL
ASSISTANCE RELATING THERETO**

Notice is hereby given that a public hearing pursuant to Section 859-a(2) of the General Municipal Law of the State of New York (the "Act") will be held by the Cortland County Industrial Development Agency (the "Agency") on the 1st day of November, 2023 at 4:30 o'clock p.m. local time in the Cortland County Business Development Corporation Offices located at 40 Main Street, Suite A in the City of Cortland, County of Cortland, New York in connection with the following matters:

iSpice, LLC ("Company") has presented an application (the "Application") to the Agency, a copy of which was presented at this meeting and copies of which are on file at the office of the Agency, requesting that the Agency consider undertaking a project ("Project") consisting of the following: (A)(1) the acquisition of a leasehold interest in approximately 21.78 acres of land ("Land") located on Central Avenue, Elm Street, East Court Street and Dio Way in the City of Cortland, Cortland County, New York; (2) the renovation of an existing commercial building on the Land containing approximately 481,000 square feet of manufacturing, warehouse and office space and a 26,000 square foot out building (collectively, "Facility"); (3) the acquisition and installation therein and thereon of certain furnishings, fixtures and equipment including bottle sorters, augers, bottle filling machine equipment, cappers, labelers, conveyors, tray making machines, assemblers, shrink wrappers, palletizers, mixers and blenders ("Equipment"), all of the foregoing to constitute a facility used for the storage, warehousing, grinding, mixing and packaging of herbs, spices and seasonings to be operated by the Company (the Land, the Facility and the Equipment being collectively referred to as the "Project Facility"); (B) the granting of certain "financial assistance" (within the meaning of Section 854(14) of the Act) with respect to the foregoing, including potential exemptions from certain sales taxes, real estate transfer taxes, mortgage recording taxes and real property taxes (collectively, "Financial Assistance"); and (C) the lease (with an obligation to purchase) or sale of the Project Facility to the Company or such other person as may be designated by the Company agreed upon by the Agency.

The Agency is considering whether (A) to undertake the Project and (B) to provide certain exemptions from taxation with respect to the Project, including (1) exemption from mortgage recording taxes with respect to any documents recorded by the Agency with respect to the Project in the office of the Clerk of Cortland County, New York or elsewhere, (2) exemption from sales taxes relating to the acquisition, construction/renovation and installation of the Project Facility, (3) exemption from deed transfer taxes on any real estate transfers with respect to the Project, and (4) exemption from real property taxes (but not including special assessments and special ad valorem levies) with respect to the Project Facility, subject to the obligation of the Company to make payments in lieu of taxes with respect to the Project Facility. If any portion of the Financial Assistance to be granted by the Agency with respect to the Project is not consistent with the Agency's uniform tax exemption policy, the Agency will follow the procedures for deviation from such policy set forth in Section 874(4)(b) of the Act prior to granting such portion of the Financial Assistance. The Agency will, at said time and place, hear all persons with views on the location and nature of the proposed Project and the Financial Assistance being contemplated by the Agency in connection with the proposed Project.

Dated: October 11, 2023

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY
By: Brendan O'Bryan, Executive Director



AT&T Response to
Cortland County's RFP for
Panic Button Alerting System

September 28, 2023





5841 Bridge St.
East Syracuse, NY 13057

Office: +1 518.389.8428
lynn.zimmerman@att.com
www.att.com

September 28, 2023

Jack Hess
Director of Information Technology
Cortland County
60 Central Ave., Cortland
New York 13045

Dear Jack Hess:

Cortland County has a successful history of serving its citizens. To continue this success, you need advanced communication services that can support your critical operations and enhance employee efficiency. Therefore, you want a qualified provider that can meet your requirements without sacrificing service and performance.

AT&T understands your objectives and the priorities that are driving change to your network. We've designed an integrated, cost-effective solution to meet Cortland County's key requirements.

Our proposed solution offers you

- Comprehensive account team support, customer service, and account management
- Decreased capital expenditures by using AT&T infrastructure, network, and staff
- Improved operational efficiencies with a cost-effective, reliable network solution

As you evaluate our response, please note that AT&T can be a single source for all of your communication and networking needs. Whether for voice or data services—or the management of your entire network—AT&T has the resources to meet your requirements.

We look forward to developing our relationship with Cortland County and working together to make this project a success.

Sincerely,

Lynn Zimmerman
Client Solutions Executive 3 Mobility



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AT&T Response to the Cortland County RFP for Panic Button Alerting System

September 28, 2023

Lynn Zimmerman
 Client Solutions Executive 3 Mobility
 AT&T
 5841 Bridge St.
 East Syracuse, NY 13057
 Office: +1 518.389.8428
lynn.zimmerman@att.com



Proposal Validity Period—The information and pricing contained in this response (the “Response” or the “Proposal”) is valid for a period of **thirty (30)** days from the date written on the Proposal cover page, unless rescinded or extended in writing by AT&T.

Terms and Conditions—This Proposal is conditioned upon negotiation of mutually acceptable terms and conditions.

Proposal Pricing—Pricing proposed herein is based upon the specific product/service mix and locations outlined in this Proposal. Any changes or variations in the proposed terms and conditions, the products/services/quantities, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

Providers of Service—Subsidiaries and affiliates of AT&T Inc. provide products and services under the AT&T brand. Either AT&T Corp. or AT&T Mobility National Accounts LLC is the proposer for itself and on behalf of its service-providing affiliates.

Software—Any software used with the products and services provided in connection with this Proposal will be governed by the written terms and conditions applicable to such software. Title to software remains with AT&T or its supplier. Customer must comply with all such terms and conditions, and they will take precedence over any agreement between the parties as relates to such software.

Copyright Notice and Statement of Confidentiality—© 2023 AT&T Intellectual Property. AT&T and globe logo are registered trademarks and service marks of AT&T Intellectual Property and/or AT&T affiliated companies. All other marks are the property of their respective owners. The contents of the Proposal (except for pricing applicable to E-Rate funded services) are unpublished, proprietary, and confidential and may not be copied, disclosed, or used, in whole or in part, without the express written permission of AT&T Intellectual Property or affiliated companies, except to the extent required by law and insofar as is reasonably necessary in order to review and evaluate the information contained herein.

Available only to companies with a qualified AT&T business agreement for wireless services. AT&T Mobility is provided by AT&T Mobility LLC. Coverage not available in all areas. Additional restrictions apply. Offer subject to change.



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Executive Summary

AT&T welcomes the opportunity to respond to this RFP as the only solution provider enabled to provide the Cortland County with the critical safety solutions required not only by this RFP, but to protect all employees, managers and visitors within the city's buildings. AT&T, with our partner Intrado, understands the challenges that come with securing government agencies against the unthinkable tragedies we've unfortunately been exposed to. That is why AT&T and Intrado have developed innovative solutions based on lessons learned from these tragedies and verified the integrity of our solutions with staff, faculty and first responders to provide your agencies with the only true end-to-end solution available.

AT&T and Intrado are the nation's two leading public safety solution providers for both Next Generation 9-1-1 (NG9-1-1) and building safety solutions. As a result of the unique partnerships and infrastructure that AT&T and Intrado have built, this proposed solution will set the benchmark across the country for how enterprises can maximize their safety investment efforts and make every second count by providing public safety officials with the critical information expected to significantly reduce the response time of first responders and keep staff and management safe.

The Intrado Safety Suite solution being offered to the Cortland County by AT&T, is an award winning, best-in-class solution specifically developed for every staff member to have a personal panic button. The Intrado Safety Suite solution is the only solution on the market natively integrated within the 9-1-1 infrastructure without the need of any web-based solutions and offering personal panic buttons connected to Wi-Fi and the FirstNet Network. Our solution ensures rapid, information-rich emergency communication automatically delivered to 9-1-1 centers and first responders. It also dependably delivers emergency information and guidance to staff and management while capable of instantly sending pre-scripted information to the community ensuring they receive timely and accurate information from the district and not third-party unverified sources.

Commented [RD1]: Need to add somewhere, EVERY MEMBER WILL HAVE A PERSONAL PANIC BUTTON needs to be peppered throughout the RFP to re-enforce

Commented [ZL2]: What is being said

Reliability of fiber
and 5G

1.4M+
miles of
fiber globally

5G network covering
~288M
people nationwide

\$140B
investment in
next generation
connectivity
(2018-2022)

September 28, 2023

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Solution Overview

We've carefully reviewed your business and technology goals and designed a flexible, cost-effective solution that allows you to streamline your operations. Our solution for Cortland County is a good value and a smart investment because it not only meets your current needs, but it can easily scale to meet future demands.

The key components of your solution include the following:

AT&T develops global Internet of Things (IoT) capabilities through collaboration with industry groups, other carriers, and customers around the globe and via IoT infrastructure investments.

Because most multinational companies want one IoT solution that works everywhere, we participate in global events like the Mobile World Congress, which help us connect with customers and build alliances with other providers. Strong tier 1 carrier alliances help us establish the business agreements that end-to-end global IoT solutions require.

In developing innovative uses for IoT, we're committed to a continuing leadership role that fosters collaboration. To this end, we participate in industry groups such as Envision America. This program helps drive technology development to improve energy, water, waste, and air-quality management in cities.

Our customer-centric approach to service and development includes conducting trials and gathering feedback to continually refine and improve our solutions. Our projects include

- A smart cities initiative with Current powered by GE to transform city services via sensor-enabled systems in Mexico and the U.S.
- Smart cities solutions for the city of Dublin, Ireland
- An agreement with the Bridge Alliance—a leading mobile carrier group that serves more than 800 million customers in Asia Pacific, Africa, and the Middle East—to improve connected-car capabilities in those regions

In addition, we invest in the technology and resources necessary to build and maintain a global IoT solutions infrastructure. To better support IoT services globally, we've made significant investments in our network, platform, global Subscriber Identity Module (SIM), and security capabilities.

This means that we're committed to offering the global presence, network strength, and solutions expertise you need.



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AT&T Advantages

Cortland County will benefit from working with AT&T because we have the expertise, experience, and resources to meet your needs. Here are a few advantages:

- **#1 in Customer Satisfaction**—AT&T is tops in customer satisfaction for business wireline service delivered to large enterprise customers for the fifth straight year in the J.D. Power Business Wireline Satisfaction study.¹
- **Community Engagement**—In 2021, AT&T companies and the AT&T Foundation contributed more than \$202.05 million to philanthropic organizations. Focus areas include education (digital divide), community support/safety, health/human services, and the arts/media/culture. We seek to fund programs designed to serve predominantly underserved, underrepresented, or low-income communities.
- **First for Public Safety**—We're honored to work with the First Responder Network Authority (FirstNet Authority) to design and build FirstNet®, the nationwide communications platform dedicated to public safety. FirstNet is the only wireless communications platform architected from the ground up and specifically designed with and for public safety. FirstNet is for every first responder in the country including federal, state, local, tribal, urban, suburban, and rural responders as well as those critical to supporting emergency response. The AT&T and FirstNet networks already cover 2.81 million square miles and more than 99% of the U.S. population today. As of 3Q22, FirstNet has approximately 4 million connections across more than 23,000 agencies in service.
- **Internet of Things (IoT)**—AT&T received the Frost and Sullivan 2021 Company of the Year Award for the Global Cellular Internet of Things (IoT) Industry, Excellence in Best Practices. We have 102 million connected devices, including 55 million connected cars, as of 3Q22. In fact, we've added more than 1 million connected cars to our network for

Security that starts at the network	Global network visibility carrying an average of 594+ petabytes of data	Deep security expertise with more than 1,000 security-related patents	24/7 network security monitoring by the Chief Security Office
---	---	---	--

¹ AT&T received the highest score among large enterprises in the J.D. Power 2018-2022 U.S. Business Wireline Satisfaction Studies of customers' satisfaction with their business wireline data and voice service provider. Visit jdpower.com/awards for more details.



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the past 30 consecutive quarters as of 3Q22 (more than 7 consecutive years) and have relationships with more than 60 global brands.

- **Leading in 5G**—AT&T ranked as America's Most Reliable 5G network*. Our nationwide 5G network serves 285 million people in 22,000 cities and towns across the U.S. and our 5G+ network, using high-band, is now bringing super-fast speeds and increased connectivity to parts of more than 50 cities and more than 70 venues in the U.S.**²
- **Network Support for IoT**—Our high-speed 5G mobile network is available nationwide. With the largest network in North America, we can also wirelessly connect cars, machines, shipping containers, and other devices. With 102 million connected devices, including more than 55 million connected cars, we're a leader in the Internet of Things (IoT).³
- **Wireless Network**—AT&T has the largest network in the North America*. Our overall wireless voice and data network now covers more than 99% of all Americans**. In addition, we offer the best global coverage of any U.S. wireless provider, so you can call, text, and use discounted data in more than 200 countries. Our sub-6 GHz 5G network is available nationwide, serves 288 million people in 24,000 cities and towns across the U.S.**. and our mmWave 5G+ network is bringing super-fast speeds and increased connectivity to parts of more than 50 cities and more than 70 venues in the U.S.***⁴

Personalized Support

Because we understand the importance of personalized service, we give you an account team of specialists to design and implement your new solution. You'll receive ongoing, coordinated support from your account team for all of your AT&T services.

Your Account Team

Name	Title	Phone Number	Email
Lynn Zimmerman	Client solutions executive 3 mobility	+1 518.389.8428	lynn.zimmerman@att.com

² *Based on nationwide GWS drive test data. GWS conducts paid drive tests for AT&T and uses the data in its analysis. AT&T 5G requires compatible plan and device. 5G not available everywhere. Go to att.com/5Gforyou for details. **5G/5G+ service requires a compatible device and data plan. Service is not available everywhere. See att.com/5Gforyou for details.

³ Based on overall coverage in U.S. licensed areas. Coverage not available everywhere.

⁴ *Based on comparison of carrier owned & operated networks. No AT&T on-net coverage in select countries, including Canada. Details: <https://www.att.com/international/>. Destinations covered: att.com/globalcountries.

. **Based on overall coverage in U.S. licensed areas. Coverage not available everywhere.***5G/5G+ service requires a compatible device and data plan. Service is not available everywhere. See att.com/5Gforyou for details.



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Name	Title	Phone Number	Email
Ron Cimo	Sr. Connected Solutions Consultant	+1 321-830-9204	rc628k@att.com
John-philip Gillies	Sr. client support specialist	+1 724.309.9783	john-philip.gillies@att.com

You'll see from our proposal that we understand your objectives and have the expertise and resources to support them. We look forward to working with you to help you reach your goals.

Experts who know business

Extensive customer relationships with nearly

2.5M

business customers globally

Connecting and growing businesses for nearly

150 years

Invested

\$650M+

to rapidly restore communications after disasters

September 28, 2023

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RESPONSE TO THE RFP ("AT&T's General Response")

AT&T Corp. ("AT&T") is submitting this Response pursuant to the terms and conditions of (a) the Master Agreement between AT&T and NASPO ValuePoint, #149, dated December 18, 2019, as amended; (b) any related transactional documents (collectively, the "Proposed Contract Documents") and (c) the responses, answers, clarifications and supplemental terms and conditions set forth in and/or incorporated into this Response. Cortland County New York may be referred to as "Customer" within this Response.

The pricing submitted in this Response assumes use of the Proposed Contract Documents as the basis of any final, negotiated contract between the parties.

AT&T takes a general exception to all the terms and conditions contained in the RFP. This applies whether or not such exception is identified in the Response in the section of the RFP to which the exception corresponds. AT&T takes such a general exception primarily because the RFP does not contain the product-related contractual terms and conditions necessary for AT&T to properly deliver the products and services described in the Response. AT&T may have also taken specific exceptions to certain RFP provisions but has not made a final, complete comment on every such provision. Please note that AT&T's General Response, and the general exception above, applies in all instances, including those where specific comments/exceptions have been made and those where such comments/exceptions have not been made. The absence of any individual response to a specific section of the RFP cannot be considered a waiver of any objection or an agreement to that section's provisions. Similarly, the inclusion of any specific comment/exception does not remove the applicability of this general exception.

Note that included within this "AT&T's General Response" section of the Response, in the interest of efficiency, are statements that apply to provisions throughout the RFP and should be read as applicable to any and all such related provisions. In that regard, note that:

AT&T clarifies that only the physical response materials become Customer property. Any other pre-existing or newly developed intellectual property of AT&T, its suppliers or its third parties, provided in this Response or which is used or developed during the project remains the intellectual property of AT&T or its suppliers. AT&T would be willing to negotiate with Customer regarding rights to use that intellectual property.

- The information and pricing in this Response is valid for a period of 90 days from the date on the Response cover page.
- The Response is a direct reflection of the entire scope of work as presented here, as of the date of submission. Acceptance of only part of the quote may require mutual agreement/adjustment to the final configuration, subsequent pricing and implementation schedule.



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- Regarding any proposed waiver of informalities and irregularities, AT&T agrees, except to the extent the waiver of technicalities or informalities portions of this provision as used here and throughout this Response implies AT&T waives rights to protest the award decision. To that end, AT&T reserves all protest rights afforded bidders/respondents participating in the contracting process.
- Any purchase orders issued for services as provided under any contract that results from the RFP must clearly provide that the purchase is made via the mutually agreed contract and not subject to the preprinted terms of that purchase order form.
- Any third-party software used with the services will be governed by the written terms and conditions of the third-party software supplier's software license documentation applicable to such software.
- Title to software remains with AT&T or its supplier and such software used with the services will be governed by the corresponding software license agreement to the extent not in conflict with law or any final contract between AT&T and Customer.
- To the extent any portion of this project may be funded in whole or in part with grants, loans or payments from government funding sources other than Customer, AT&T and Customer will need to reach mutual agreement on AT&T's participation.
- The information and pricing submitted with this Response is subject to change on account of any error or omission in the information provided by Customer or upon further investigation(s) as to the exact requirements of any order. For the price(s) quoted herein, AT&T will provide the items of equipment and services specifically listed in its Response. Work which is not shown or described in the Response will require mutual agreement/adjustment to the final configuration, subsequent pricing and Implementation schedule.
- This Response is ©2023 AT&T Intellectual Property. All rights reserved. AT&T, AT&T logo, and all other marks contained herein are trademarks of AT&T Intellectual Property and/or AT&T affiliated companies. This Response is AT&T Proprietary and, except to the extent required by law, confidential.
- This Response is conditioned upon negotiation of mutually acceptable terms and conditions.
- Pricing proposed herein is based upon the specific product and locations outlined in this Response. Any changes or variations in the proposed terms and conditions, the products/services/quantities, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.



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- Subsidiaries and affiliates of AT&T Inc. provide products and services under the AT&T brand. AT&T Corp. is an AT&T company, is the proposer for itself and on behalf of its service-providing affiliates.

Notwithstanding anything to the contrary set forth in the RFP, neither AT&T nor Customer is under any obligation with respect to the RFP until both parties have agreed upon and executed a mutually acceptable final contract. It is AT&T's goal to provide the best communications services at the best value for all of our customers using the highest ethical and legal standards. Given the long and successful history of AT&T, we are confident, if AT&T is selected, this will be a successful contracting process, leading to a successful project performance.



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RFP Response



REQUEST FOR PROPOSALS

for

Panic Button Alerting System

Contact Person: Jack Hess

Position Title: Director of Information Technology

Address: 60 Central Ave., Cortland New York, 13045

Contact Email: jhess@cortland-co.org

Contact Phone: 607-753-5042

Description of Work to be performed:

Cortland County is soliciting proposals for a panic button alerting system. The system must support layered notifications, alert beacons, IP text to speech, digital signage, LED marquee, hard wired buttons, the PA system, desktop notification, SMS and email notifications at a minimum. The County is invested in Windows Active Directory and ideally the proposed solution would interface with that technology. The proposed technology would also need to integrate with the County's current Motorola/Spillman CAD system, or use a third party monitoring system that notifies 911 via telephone. The proposed system should expect to support approximately 600 workstations, phones and users. The County's phone system is a VoIP Mitel system. The system will support the following locations in Cortland, New York: County Office Building at 60 Central Avenue, Mental Health at 7 Clayton Avenue, Elections/DMV at 112 River Street, Sheriff/Jail at 54 Greenbush Street, County Courthouse at 46 Greenbush Street, Highway at 4267 Traction Drive, Recycling Center at 137 Pendleton Street and the District Attorney at 37 Church Street. All these sites are in Cortland and connected by



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county owned fiber. The county's Solid Waste/Landfill at 4708 Town Line Road, McGraw will also require coverage. This site is connected via microwave link.

A RFP pre-meeting will be virtually September 1, 2023 at 10:00 AM. Email jhess@cortland-co.org your contact information to be included in this meeting. If desired, you may attend in person at 60 Central Avenue, Cortland, NY, 13045, Room 126.

GENERAL REQUIREMENTS:

Cortland County is not subject to sales tax.

****The County reserves the right to reject any or all proposals received****

RECEIPT OF PROPOSALS:

The release date for this bid is **August 11, 2023**.

Questions or clarifications of items in this RFP **must be submitted in writing** to the contact person listed no later than close of business **September 21, 2023**. If questions or clarifications are submitted via email, please request a read receipt confirmation in the email.

Please submit one (1) original and one (1) electronic copy on flash drive or compact disc of the proposal in a **sealed envelope** marked "**REQUEST FOR PROPOSALS – Panic Button Alerting System**" to: Cortland County Legislature, Attention: Savannah Hempstead, Clerk of the Legislature, 60 Central Avenue, Room 306, Cortland, NY 13045 no later than:

Time: 2:30pm

Day: Thursday

Date: September 28, 2023

All bids received will be publicly opened at **2:30 p.m. on September 28, 2023** in Room 304 of the Cortland County Office Building. Bids must be submitted to the correct address to be accepted. The governing legislative committee will evaluate proposals and request interviews, if necessary. It is anticipated that a decision will be made on or about **October 26, 2023**.

Cortland County will negotiate the contract terms upon selection of a vendor. All contracts are subject to review and approval by the Cortland County Attorney. This contract will outline the terms, scope, budget, and any other necessary items. A Standard Contract EXAMPLE is attached.



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The vendor awarded the County's business will be selected based on the offering with the greatest benefit to the County. Cortland County reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. The County specifically reserves the right to negotiate a contract with the selected vendor.

Proposals MUST include:

- ___ A. Name, contact, address, telephone number, fax number and email address of your firm/business.
- ___ B. Project Specifications including scope of work/timeline.
- ___ C. Schedule of Fees / Project Budget.
- ___ D. Copies of all licenses, permits and certifications relating to the necessary qualifications for this RFP.
- ___ E. NYS Certificate of Authority to do Business in New York State.
- ___ F. Proof that signatory is at least a 50% owner and has the authority to act on behalf of the firm/business.
- ___ G. References; all qualified firms must submit a list of at least three firms, organizations or major customers to whom they have provided services within the previous five years. This information should include name, address, phone & email information of each reference. Letters of recommendation and references from other municipalities or public agencies are preferred.
- ___ H. Information on any current or pending litigation against the firm or any of its principals as it relates to the services provided by the firm.
- ___ I. Current W-9.
- ___ J. Proof of Insurance (Liability, Disability, Workers' Compensation, Vehicle, etc.) **NOTE:** Successful proposer will be required to name "County of Cortland" as an additional insured; for contracts over \$25,000 insurance must include 'per project aggregate' endorsement.
- ___ K. Copy of active NYS MWBE Certification (*if applicable*).
- ___ L. Exhibit A: Acknowledgement and Agreement to Comply with Standard Clauses for NYS Contracts.



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- ___ M. Exhibit B: Drug Free Workplace.
- ___ N. Exhibit C: Non-Collusive Bidding Certification Required by §139-D of the State Finance Law.
- ___ O. Exhibit D: Conflict of Interest Disclosure.
- ___ P. Exhibit E: Privacy and Security HIPPA Compliance *(if applicable)*.
- ___ Q. Exhibit F: Qualification Questionnaire.
- ___ R. Any other information you feel is appropriate to assist in the selection process.



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A. Name, contact, address, telephone number, fax number and email address of your firm/business.

AT&T Response:

Company Name: AT&T Corp

The address of the AT&T Corp. headquarters is 208 S. Akard St. Dallas, TX 75202. Our main telephone number is (210) 821-4105.

Contact

Lynn Zimmerman
Client Solutions Executive 3 Mobility
AT&T
5841 Bridge St.
East Syracuse, NY 13057
Office: +1 518.389.8428
lynn.zimmerman@att.com

B. Project Specifications including scope of work/timeline.

AT&T Response:

Project Specifications

Safety Suite being offered by AT&T includes all the following capabilities.

- Primary Low Energy Bluetooth Wearable Panic Device with dual redundancy of WIFI and FirstNet to ensure connection inside and outside of building overcoming all dead zones
- User friendly, single pane of glass solution to allow each building to operate independently while providing a county wide view of all buildings to emergency response agencies and county administration.
- Customizable option of emergency and non-emergency buttons to trigger response
- Customizable workflows for each button to ensure the right information is delivered to the right people at the right time.
- Connection to 9-1-1 via ALL stream delivered data and text to 9-1-1 (If PSAP is Text to 911 enabled)
- Drill scheduling and management
- Digital attendance taking



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- Digital wellness check
- Floor map integrations with pinpoint location accuracy of the alert originator
- Digitized emergency response plans and staff checklists
- Communication directly to on premise alerting systems such as desk top phones, computer screens, PA systems and digital signage
- Comprehensive reporting of events and drills
- Integration to the enterprise communication systems

AT&T is offering the most robust, user friendly, and affordable all in one solution allowing counties to set the gold standard for building safety how should be performed across the country. Together we will pave the way to a safer building environment for all.



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Solution Overview

The components and features of our integrated AT&T with Intrado solution include:

- Panic button alarms triggered by multi-configurable wearable panic button, laptops, and PCs. Immediate notifications are configurable to go to 9-1-1 centers and/or county administrators, select staff, and all staff. Administrators can have customized options beyond “active shooter”. Medical, staff assistance, lockdown and others as required by emergency response plans.
- Seamless integrations with external communication systems as well as 911 Public Safety Answering Points (PSCortland County), empowering rapid and efficient information sharing plus real-time communication with first responders during a crisis. Through the ALI (Advanced Location Identification) stream, Intrado is the only provider with the ability to send the proper dispatchable location to include incident type, building name and address, emergency point of contact with phone number at the building and the name and pinpoint location of the person who activated the event directly to the dispatchers call processing equipment without the need to install, download or view any other equipment or services. This can be sent by automated phone call and text to 9-1-1 ensuring the fastest delivery to emergency responders while allowing staff to initiate safety protocols within the building and secure themselves and students.
- A full suite of emergency management tools, ranging from sophisticated emergency drill management, floor plan access, staff checklists and secure chat all designed for simplicity of use and the unique rigors of any building environment.
- Robust capability to push real-time information to employees, staff, management, and others. You can deliver critical audible and visual information to people on or off premises through mobile devices, desktops, digital signs, Paging, and Intercom Solutions (both Analog and Digital), or other end points. These can include emergency alerts integrated with access control systems, beacons/strobes, fire alarm panels, National Weather Service alerts, or other sources. When integrated with IP based access control, your lockdown button activation will lock all doors on the network.
- Digitized emergency response plans and role-specific checklists viewable on any computer or mobile device. Role-specific checklists provide employees and administrators with important reminders and step-by-step guidance.
- A single hub for all emergency response activity that lets you integrate multiple data sources into a single, efficient operational view.
- One-click lockdowns to lock doors and broadcast emergency notifications to employees and management.



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- Delivery of routine, non-emergency information to employees, visitors, management, and other vendors.
- AT&T and Intrado professional services, including project management and integration services, unlimited 24x7 support, and customizable training programs.

AT&T with Intrado is prepared to provide a panic alarm system that will serve the county districts as a critical piece in the strategy to protect students and staff during emergencies. Together, it is our mission to minimize the seconds between the recognition of an emergency and a well-coordinated response.

The Solution

Intrado Safety Shield

Intrado has leveraged over 40 years of 911 innovation and expertise to design the most advanced set of building safety solutions available for all enterprises. Safety Suite addresses emergencies from every angle with an end-to-end safety management platform, making safety management easier, crisis communications more effective, and emergency dispatch faster and more accurate. Intrado has modernized building safety committing to Make Every Second Count. Safety Shield offers an unmatched set of tools to help enhance building safety and improve your emergency response capabilities. Uniting Intrado's market-leading 9-1-1 and mass notification capabilities with panic buttons, first responder collaboration, emergency response planning, and reunification solutions, we have created an unrivaled and comprehensive incident management and crisis response offering. Delivering a single operational view made possible by our seamless integration with relevant safety and K-12-specific software, we provide enterprises with their own fully customizable hub for incident management and emergency response activities.

Unlike some solutions that only address part of the problem, or which lack a well-established connection to 9-1-1 infrastructure, Intrado Safety Shield offers a complete solution that helps enterprises prepare for and address emergencies, large and small. In all aspects of emergency management – preventing, preparing, responding, and recovering – Safety Shield has you covered.

Industry Leading Capabilities Included with this proposal

Panic button solution (ID badge sized wearable). Staff do not always have an easy way to report emergencies. Any delays in getting information to PSCortland County can have tragic



results. Safety Shield provides every staff member with a wearable panic button solution that instantly notifies building management and first responders when emergencies happen.

Managing drills and emergency response training. Safety Shield provides scheduling of drills with automated reminders, rich reporting, and compliance tracking. Using these tools, advanced scheduling is a breeze, and administrators can track drill compliance by staff, campus, and event, all from a centralized console.

Digitized emergency response plans and role-specific checklists. Emergency response plans supply critical guidance, but they are often printed on paper and not easily accessible. Safety Shield digitizes your emergency response plans so they are viewable on any computer, tablet, or mobile device. Role-specific checklists provide your staff and administrators with important reminders and step-by-step guidance.

A single hub for all emergency response activity. Reacting to an emergency requires multiple data sources and systems: emergency response plans, student information systems, your mass notification system, and possibly more. In the middle of a crisis, a streamlined workflow is a must. Safety Shield integrates multiple data sources and delivers a single operational view so you can complete tasks and share critical data quickly.



Customizable checklists by user, role, event, campus, and more. Fully configurable and highly granular checklist tools let you configure event-specific checklists that can be customized and tailored to the role, the campus, and the individual user. Prompts advise the user what percentage of the list has been completed ensuring no step is missed.



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Floor plan and schematic uploads, with real-time mapping overlay. Safety Shield delivers a completely scalable and interactive interface for staff, building administrators, and first responders. Armed with zoom in/out capabilities, with your floor plans layered on a real-time map interface, the system empowers complete situational awareness.

In addition, the solution supports the upload of an unlimited number of floor plans and location layouts, which can be used to identify such things as rooms with hazardous materials, locations of fire extinguishers, Knox boxes, AEDs, and security cameras, all clearly marked for first responders.



Send life-saving data to 9-1-1. Safety Shield leverages Intrado's status as a 9-1-1 service provider to offer its users faster connection to 9-1-1. By automatically passing critical data about callers on to 9-1-1 PSAP, the system allows for faster understanding and more accurate information sharing.

Collaborate in real time with first responders. First responders may not have access to key building data, such as building floor plans and access codes, potentially causing delays. With Safety Shield, staff can collaborate in real time with 9-1-1 dispatchers, police, fire, and paramedics, sharing vital information so that everyone is on the same page.

Coordination

Safety Shield provides a single hub for all emergency response activities. When you're dealing with multiple information sources in an emergency, you need access to all the data in one place. Safety Shield provides administrators that control with the proven ability to integrate multiple systems into one dashboard.



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Be prepared

Safety Shield gives you the power to react instantaneously to emergencies. But it also helps you prepare. Included in the Safety Shield package are tools to manage scheduling and reporting for fire, weather, active shooter, or other drills and to review checklists and emergency procedures.

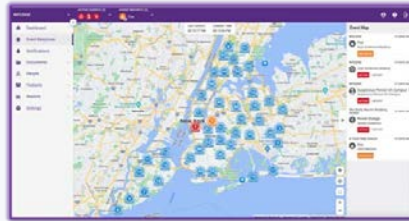
Wearable 911 Panic Button

Intrado Safety Suite is comprised of best-in-class solutions that bring unrivaled protection when used in concert with each other.

Leveraging more than 40 years of 911 expertise and innovations, Intrado's Wearable 911 Panic Button offers a technologically advanced approach to safety devices with a unique set of features and smart design.

The Wearable 911 Panic Button can be deployed to all staff and faculty is part of the Intrado Safety Suite, a comprehensive set of solutions for end-to-end incident management. With Safety Suite, Intrado helps you plan for, prevent, respond to, and recover from any type of emergency with services spanning unified alerts of IP-based endpoints, mass notifications, visitor management, reunification and more.

Safety Shield provides multiple, customizable perspectives on incidents or reporting, including a County-wide view.





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A Modern Approach to Wearable Safety Devices

Intrado's Wearable 911 Panic Button increases staff adoption while delivering customizable features focused on saving valuable time while transmitting critical data to make every second count.

- Notify 911 immediately of an active shooter or other event while simultaneously notifying staff campus-wide through silent haptic vibration with flashing LED lights
- Instantly initiate building or campus lockdowns and easily cancel false alarms
- Customize device activation, types of alerts and which alerts notify 911
- Location data, incident details, floor plans and more can be automatically shared with the 911 emergency communications center

Unrivaled Connectivity

Rest assured that staff can access services whether on campus, in transit or at offsite events.

- Bluetooth Low Energy (BLE) location beacons, Wi-Fi and Cellular/LTE for 100% connectivity for unrivaled protection against dead zones, loss of internet/power and capabilities regardless of location on campus or off
- Commercial grade UL listed battery with extended battery life and Type C charging port
- Daily device health checks with dashboard results for added peace of mind

Compact Design with Customizable Options

The Wearable 911 Panic Button is an ID-badge-sized device that can be configured for different scenarios and branded for your organization.

- Programmable options for various emergency types
- Lightweight design does not interfere with daily activities
- Color and personalized logo options available

Intrado Revolution

Revolution integrates seamlessly with Safety Shield and manages stakeholder communications and security technologies from a single interface to include digital and analog paging and intercom system. Revolution breaks down communication barriers by uniting fragmented



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systems and processes into a centralized platform to help people communicate critical information more efficiently, safely, and reliably. With Revolution, officials can provide:

- **Mass Notification** - Deliver critical information and alerts to people on or off-premises using live, pre-recorded, or scheduled broadcasts delivered to IP phones, mobile devices, overhead IP and analog speakers, loud horns, digital signs, SMS, and more. Includes geolocation-enabled alerts via Revolution's optional mobile application.
- **Emergency Alerts** - Quickly activate emergency alerts containing real-time information with text, images, audio and more. Keep people safe and informed through integration with access control systems and fire alarm panels. Initiate one-touch building lockdowns and trigger silent alarms with integrated panic buttons
- **Paging and Routine Communications** - Deliver routine, non-emergency information with employees, visitors, patients, students, or bystanders located within or near your facility. Share information in real-time, on-the-fly or by scheduling notifications ahead of time using Revolution's Scheduler tool.
- **Incident Management** - Bi-directional integration between Revolution and the Intrado Safety Shield service helps organizations significantly narrow the time between detection and incident resolution by passing critical data to appropriate personnel.
- **Automated Notifications** - Prepare for unpredictable situations with automatic alerts received from external early-warning systems from sources like NWS, IPAWS EAS, and AMBER Alerts.
- **Controlled Access** - Define how users interact with Revolution by assigning different user roles (Admin, Editor, Sender, & Viewer). Admins can assign users to specific Sites to restrict access only to notifications relevant to the user's location.
- **Simple Organization with Tags** - Group contacts and endpoints using tags. Choose from pre-programmed system and contact tags, dynamically generated tags, or create custom tags.
- **Connect and Communicate With:** • IP Phones • IP Speakers, Clocks, & Bells • Beacons & Strobes • Digital Signs & LED Marquees • Contact Closures (Buttons, Sensors, GPIOs) • Fire Alarm Panels • Access Control Systems • iOS & Android Mobile Devices • Windows & Mac Computers • SMS Messaging Services • Mass Outbound Dialing Services • Email Clients • Legacy Analog Systems
- **Intrado Paging Relay:** The Intrado Relay is a small, Powered over Ethernet (PoE) network appliance providing many features including unicast-to-multicast conversion, eliminating bandwidth-intensive unicast streams across WAN connections. The Paging Relay also enables the Rauland analog systems, physical contacts, alarm panels, and more to integrate seamlessly with the Revolution Notification Platform



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Safety Shield and Wearable Network Requirements

Safety Shield utilizes 100% TLS (Transport Layer Security) encryption at all levels. The two URLs that Safety Shield uses to operate are:

- **Intradosafe.com:** used to deliver the web portal content to the web browser
- **ss-aws-prod.com:** Internal URL used by both the web portal and the Wearable Panic Buttons to communicate with the Safety Shield back-end server (API calls)

All Communications are encrypted on industry standard port 443.

Clients need to only open port 443 to the two URLs "Intradosafe.com" and "ss-aws-prod.com" to effectively utilize Safety Shield.

Intrado Safety Shield has a 99.999% SLA uptime. The user interface was designed by our CX team to allow easy navigation without a lot of required steps. Once set up by an administrator and Intrado implementation staff, the entire system can be managed from a mobile device for even easier use.

Safety Shield determines geographic location and altitude through the use of RF signal multi-alteration. Such multi-alteration is accomplished from the RF signals available to the device and may include Global Positioning System satellite data, 802.11 wireless access points, mobile phone network signals, and Bluetooth Low Energy (BLE) signals. The device need not be actively connected to any of these networks but are able to use the signals broadcast by them to determine horizontal and vertical location in a range of morphologies -- indoor, outdoor urban, outdoor rural.

The Wearable device degree of accuracy achievable ranges from 3 to 10 meters for Bluetooth beacon, 5+ meters for GPS and 15+ meters for Wi-Fi. The information is relayed via Transport Layer Security (TLS) secured, encrypted communications between the device and Safety Shield servers.

Low Energy Wearable Panic Alert Device Specifications:

- **Dimensions:** 3.5in x 2.5in x .5in
- **Weight:** 2.3 oz
- **Buttons:** 2 buttons on one front of device, one on side of device, each programmable for alert and notification routing



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- Piezo & Haptic: Haptic alerting for immediate confidence the alert has been activated in time of emergency. Piezo available if required for alerting by customer
- Battery: 650mAh battery for confidence of longest lasting battery life for device without requiring charging for at least four months.
- Water and dust resistant, UL certified.

AWARD-WINNING CUSTOMER SUPPORT

Our world class, **24x7x365 support is truly unlimited**; any staff member, administrator, or support staffer can contact us anytime with questions on any type of issue. There is no limit on the number of support cases you can submit and no cost for “premium” support. Your employees can reach us by phone, email, live chat, or a web form.



CUSTOMIZABLE TRAINING OPTIONS

We offer a range of training options to get your users confident and ready to use Safety Shield and all its features. Our experienced trainers help ensure your users are trained effectively on the system. Plus, learning resources available through our training portal offer product news, tips and tricks and full training modules.



IMPLEMENTATION SUPPORT

We realize that implementation can be a hassle. That is why we make the process as painless as possible with **implementation support**. Our team will assist with the creation of templates, uploading emergency response plans, configuring checklists, and more.



Revolution Solution Components

Server-based (on-premise) Revolution Software Platform

The platform interface is accessible through standard Web browsers with connection to the LAN.

- Licensing and Pricing based on number of endpoints / devices*
- Supported Servers: Windows 2016 / 2019 / 2022.
- Supported Virtual Machines: VMWare ESXi 7.0 and above or Microsoft HyperV 2016 and above.



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- Database: Microsoft SQL 2019 Express on supported Windows OS or Microsoft .NET 4.5.2 or newer.

Intrado Paging Relay – (For buildings with Analog Rauland Paging and Intercom Systems)

The Intrado Relay is a small, Powered over Ethernet (PoE) network appliance providing many features including unicast-to-multicast conversion, eliminating bandwidth-intensive unicast streams across WAN connections. The Paging Relay also enables analog systems, physical contacts, alarm panels, and more to integrate seamlessly with the Revolution Notification Platform.

- Unicast-to-multicast technology
- Optimizes bandwidth for cross-WAN connectivity
- Analog system integration - Brings legacy PA systems into IP network
- Saves time and money (no need to rip & replace hardware)
- General Purpose Input/Output (GPIO) contact closure integration
- Sensor closure and relay contact closure



Revolution Desktop Notification Client

The Revolution Desktop Notification Client (DNC) is a client-side application for Windows and Mac PCs to become notification endpoints. As an endpoint, user desktops may receive and broadcast emergency alerts, weather alerts, live or pre-recorded audio broadcasts, and text messages. Licensed as an individual Endpoint.*

- Audio / text / visual alerts directly to software installed on user's Windows PC & Mac computers
- Notification priority levels determine full-screen override or less intrusive corner pop-up
- Recipients can respond to notifications using custom acknowledge buttons
- Trigger notifications directly from the desktop



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***Bundle Licensing**

Revolution bundle licenses include one Mobile Application license, one Desktop Client license, and the customer's choice of either one IP Phone license OR one IP Device license. Standard licensing would treat all of these individually as Endpoint licenses.

Revolution Bundle (for enterprise) and Revolution SLED Bundle (sold exclusively to State, Local, or Education customers) are discounted from standard pricing.





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Endpoints to Receive or Trigger Notifications

Revolution is compatible with a variety of industry- leading IP hardware manufacturers. Integrate with new and existing communication and monitoring infrastructure to trigger or receive notifications or perform actions based on notifications.

- Compatible with most IP devices that support multicast
- IP (PBX) Phones – Including functionality for paging and dial monitoring (e.g., calls to 911). Dial monitoring is available on some brands of PBX phones.
- IP speakers, clocks, and bells
- LED signs via IP device notifier
- Beacons, sirens, strobes
- Panic buttons
- Fire alarm panels and access control systems (via contact closures)
- Revolution mobile client for iOS & Android
- Revolution desktop client for PC & Mac OS
- Third-party SMS text messaging services (via Clickatell or Twilio)
- External MRCP Text-to-Speech engines
- Digital signage via Common Alerting Protocol (CAP) notifier - Subscribe to receive alerts from NWS, IPAWS EAS, and AMBER alerts
- Mass outbound dialing services (via Twilio)
- Email clients

Ordering and Installation

Once AT&T/Intrado receives the APS's order, Revolution software licenses will be provided by email and hardware will be ordered (if purchased). Orders are typically processed within one to two business days. Revolution is an on-premise solution sold as an annual subscription license based on number of endpoints. The subscription start date will begin the day the order is processed unless an alternative date is specifically requested on the purchase order.

Most customers can install and configure Revolution within one to two business days, depending on the organization's notification requirements and the systems intended to integrate with Revolution. Remote installation support or training is available for a fee. Documentation and training videos are available online.

Customer Service

Revolution subscriptions include support services through a toll-free number, email, and web form for all users. Customer service is available Monday through Friday from 8 a.m. until 5 p.m. Mountain Time (excluding U.S. holidays).

Limitations and Disclaimers

- Intrado is not responsible for any third-party endpoints used in connection with the solution, such as speakers, sirens, bells, and signs.
- Customer is responsible for maintaining the server Revolution is installed on.



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- Other devices and systems that support static streams (e.g., analog systems, legacy PA systems)
- Third-party products and services integrated through APIs

Compatible with most On-Premise and Hosted SIP-compliant PBX Systems, including:

Avaya Aura 6.x and newer • Avaya IP Office v. 9.x and newer • Cisco CUCM v. 8.x – 14.x • Cisco BroadWorks® • Cisco Webex Calling • Mitel MiVoice Connect v. 1.0 and above • Mitel MiVoice Business

Supported Audio Codec: G.711

Scope of Work

AT&T with Intrado has the knowledge and experience necessary to intimately understand and deliver on the needs of Cortland County. We look forward to extending and strengthening our relationship.

Because we understand the importance of personalized service, we give you an account team of specialists to design and implement your new solution. You'll receive ongoing, coordinated support from your account team for this solution. The account resources are the primary AT&T representative (across all key stakeholders) for all account management services.

AT&T/Intrado will provide Cortland County with an implementation manager whose focus is the success of your implementation. Upon award of contract, an Implementation specialist will be assigned and will reach out to Cortland County point of contact within 72 hours to schedule a kickoff call.



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Safety Suite Implementation		
Task	Assigned To	Meeting Duration
Week 1		
Receive Order, return required set up documents back to Vendor	Customer	NA
Set up and configure account	Intrado	NA
Initial Kick Off Meeting	Customer, Customer IT Dept., & Intrado	60 Mins
Week 2		
Configure custom roles	Customer & Intrado	(2) x 60 Mins each
Configure custom Panic buttons & events	Customer & Intrado	
Configure custom workflows for Panic buttons & events	Customer & Intrado	
Configure PSAP connection	Customer & Intrado	
Set up Drill Schedules (if required/requested)	Customer & Intrado	
Configure reunification/attendance (if required/requested)	Customer & Intrado	
Week 3		
Revolution Configuration	Customer IT Dept & Intrado	Up to (4) x 60 Mins ea.
Endpoint Testing	Customer IT Dept & Intrado	60 Mins
Week 4		
Administrator Training	Customer & Intrado	90 Mins
PSAP Testing	PSAP & Intrado	45 Mins
End User Training	Customer & Intrado	90 Mins
GO LIVE		

AT&T/Intrado deploys over the air (OTA) and cloud-based updates on a quarterly basis, additionally our updates are done overnight as to not interfere with building operation cycles.

For maintenance and patches, when not capable of being able to be completed within the quarterly updates, these are scheduled during non-building operating hours to limit the operational impact on the customer. Intrado provides customer communication on any and all maintenance and upgrades to the system.

AT&T/Intrado warranties and covers the costs for all damages deemed accidental in nature at 100% with no cost to Cortland County.

AT&T/Intrado provides 24/7/365 live technical support through a toll-free number with U.S. based support personnel.



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AT&T/Intrado will provide Cortland County with a dedicated training team to support the successful training of all Cortland County staff with the Safety Shield system. Upon award and during the implementation process, our training team will begin to deploy on-line training materials as a way to be environmentally friendly by reducing the amount of paper driven material. Our team will deliver both on-line live training and in-person direct training to support Cortland County Administrators and staff. For an enterprise the size of Cortland County, we anticipate training to be concluded within three to four weeks post implementation.

Timeline

Please see the following draft implementation timeline. AT&T/Intrado will work with Cortland County to develop a mutually agreeable implementation plan.

AT&T/Intrado will provide Cortland County with a dedicated implementation manager whose sole focus is the success of your implementation. Upon award of contract, an Implementation specialist will be assigned and will reach out to the Cortland County point of contact within 72 hours to schedule a kickoff call. The implementation schedule will then focus on.



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Safety Suite Implementation		
Task	Assigned To	Meeting Duration
Week 1		
Receive Order, return required set up documents back to Vendor	Customer	NA
Set up and configure account	Intrado	NA
Initial Kick Off Meeting	Customer, Customer IT Dept., & Intrado	60 Mins
Week 2		
Configure custom roles	Customer & Intrado	(2) x 60 Mins each
Configure custom Panic buttons & events	Customer & Intrado	
Configure custom workflows for Panic buttons & events	Customer & Intrado	
Configure PSAP connection	Customer & Intrado	
Set up Drill Schedules (if required/requested)	Customer & Intrado	
Configure reunification/attendance (if required/requested)	Customer & Intrado	
Week 3		
Revolution Configuration	Customer IT Dept & Intrado	Up to (4) x 60 Mins ea.
Endpoint Testing	Customer IT Dept & Intrado	60 Mins
Week 4		
Administrator Training	Customer & Intrado	90 Mins
PSAP Testing	PSAP & Intrado	45 Mins
End User Training	Customer & Intrado	90 Mins
GO LIVE		

C. Schedule of Fees / Project Budget.



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AT&T Response:

Description	Price Per Unit	Quantity	Non-Recurring Charges	Monthly Recurring Charges	Annual Recurring Charges	Total Annual Charges
Safety Shield Annual License per school campus	\$7,500.00	1			\$7,500.00	\$7,500.00
Intrado Wearable Panic Button Annual Charge (Includes Device, license, 2 BLE beacons, and warranty)	\$125.00	600			\$75,000.00	\$75,000.00
Revolution Annual License for IP Endpoints (600 total IP endpoints)	\$16.00	600			\$9,600.00	\$9,600.00
Monthly Recurring LTE Data plan for wearable (triple redundancy) \$4.15/month - 12 months = \$49.80 - invoiced monthly	\$49.80	600		\$2,490.00		\$29,880.00
Revolution Remote Installation Assistance (Initial 4 hours)	\$1,400.00	1	\$1,400.00			\$1,400.00
Safety Shield Setup & Remote Training (per campus)	\$275.00	1	\$275.00			\$275.00
Total Cost for Year 1 services (includes non-recurring Installation charges):						\$123,655.00
Total Cost for Year 2 services:						\$121,980.00
Total Cost for Year 3 services:						\$121,980.00
Total Cost for Year 4 services:						\$121,980.00
Total Cost for Year 5 services:						\$121,980.00

D. Copies of all licenses, permits and certifications relating to the necessary qualifications for this RFP.

AT&T Response:

AT&T has read and understands. Licenses, permits and certifications will be provided as necessary.

E. NYS Certificate of Authority to do Business in New York State.

AT&T Response:

See Appendix A - Standard Clauses for NYS Contracts.



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- F. Proof that signatory is at least a 50% owner and has the authority to act on behalf of the firm/business.

AT&T Response:

AT&T understands and will provide documentation as needed upon award.

- G. References; all qualified firms must submit a list of at least three firms, organizations or major customers to whom they have provided services within the previous five years. This information should include name, address, phone & email information of each reference. Letters of recommendation and references from other municipalities or public agencies are preferred.

AT&T Response:

Due to confidentiality agreements in place with our clients, and corporate privacy policy, AT&T prohibits distribution of customer contact information within an RFP response. With a stellar business customer base that encompasses 100 percent of the S&P 500 companies and virtually all of the Fortune 1000 companies, the new AT&T provides services to nearly every country and territory in the world.

Most customers do not wish to be contacted directly as references, so during contract negotiations or presentations, your Account Manager will assume the administrative duties of coordinating reference calls between you and our customers to ensure timing and logistical issues are mutually agreeable for both you and our customers.

The hallmark of our business is customer service combined with quality and reliability. We value our customers and strive to provide you with the best service and support in the industry.

- H. Information on any current or pending litigation against the firm or any of its principals as it relates to the services provided by the firm.

AT&T Response:

AT&T is unaware of any past or pending legal action that could impair its ability to meet its contractual obligations.

As a large company with an international presence and significant contractual relationships, we serve millions of customers around the globe. In the normal course of business, companies of our size and scope are often involved in legal proceedings, which are public record. Our



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Securities and Exchange Commission (SEC) 10-Q filings address pending litigation—in the *Other Business Matters* section—and are available on our Investors website at the following link: <https://investors.att.com/financial-reports/sec-filing>. Use the Report Filter to select Quarterly Reports and search.

However, AT&T is a well-capitalized company with assets that exceed outstanding claims or lawsuits. Therefore, it's highly unlikely that any lawsuit—including claims involving breach of material or service—would affect our ability to fulfill our requirements under any contract.

And because customer satisfaction is our top priority, we work hard to honor our commitments.

I. Current W-9.

AT&T Response:

You can find W-8 and W-9 forms on the [AT&T W-8 and W-9 Forms site](#).

The site has domestic W-9 forms and international W-8 and W-9 forms. You can search the site by legal entity or by the AT&T remit-to address.

- J. Proof of Insurance (Liability, Disability, Workers' Compensation, Vehicle, etc.) **NOTE:** Successful proposer will be required to name "County of Cortland" as an additional insured; for contracts over \$25,000 insurance must include 'per project aggregate' endorsement.

AT&T Response:

AT&T understands and will provide documentation upon award as needed.

K. Copy of active NYS MWBE Certification (*if applicable*).

AT&T Response:

AT&T understands and will provide documentation upon award as needed.

- L. Exhibit A: Acknowledgement and Agreement to Comply with Standard Clauses for NYS Contracts.



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AT&T Response:

AT&T understands and will provide documentation upon award as needed.

M. Exhibit B: Drug Free Workplace.

AT&T Response:

AT&T understands and will provide documentation upon award as needed.

N. Exhibit C: Non-Collusive Bidding Certification Required by §139-D of the State Finance Law.

AT&T Response:

AT&T understands and will provide documentation upon award as needed.

O. Exhibit D: Conflict of Interest Disclosure.

AT&T Response:

AT&T understands and will provide documentation upon award as needed.

P. Exhibit E: Privacy and Security HIPPA Compliance *(if applicable)*.

AT&T Response:

AT&T understands and will provide documentation upon award as needed.

Q. Exhibit F: Qualification Questionnaire.

See below.

R. Any other information you feel is appropriate to assist in the selection process.

AT&T Response:

XXX



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EXHIBIT A – ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS (APPENDIX A)

I hereby acknowledge that I have read, understand and agree to comply with the terms as outlined in Appendix A – Standard Clauses for New York State Contracts. Failure to comply may result in immediate termination of this agreement with potential legal recourse by the County.

Signed: _____ Date: _____

Title: Client Solutions Executive 3 Mobility

AT&T Response:

Please see the AT&T General Response.



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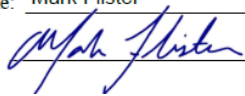
EXHIBIT B – DRUG FREE WORKPLACE

Whenever two or more Bids which are equal with respect to price, quality and service are received by the State or by any political subdivisions for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing the Bids will be followed if none of the tied vendors have a drug free workplace process. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify that employees, that, as a condition of working of the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law in the United States or any state or Cortland County, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies with the above requirements.

Print Name: Mark Flister Date: 09/15/2023

Signature:  Title: Sr. Contract Manager



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EXHIBIT C - NON COLLUSIVE BIDDING CERTIFICATE REQUIRED BY SECTION 139-D OF THE STATE FINANCE LAW

Section 139D, Statement of Non-Collusion in bids to the State:

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as its own organization, under penalty of perjury, that to the best of his/her knowledge, and belief:

- 1) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting completion.

A Bid shall not be considered for award nor shall any award be made where 1, 2, 3 above have not been complied with; provided however, that if in any case, the bidder(s) cannot make the foregoing certification, the bidder shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore:

(Affix addendum to this page if space is required for statement.)

Subscribed to me under penalty of perjury under the laws of the State of New York, this 15th day of September, 2023 as the act and deed of said corporation of partnership or sole proprietor.

If Bidders are a Partnership, complete the Following:

Names of Partners or Principals

Legal Residence

Zeeshan Hussain

208 S. Akard Street Dallas TX 75202

Chris Gray

3033 Chain Bridge Rd Oakton VA 2214



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If Bidders are a corporation, complete the following:

Name AT&T Corp. Legal Residence _____
President John Stankey _____
Vice President _____
Secretary _____
Treasurer _____

Identifying Data:

Potential Contractor: AT&T Corp.
Address: 208 S. Akard Dr Dallas, TX 75202
Telephone #: _____ Title: _____
E-Mail Address: _____

If applicable, Responsible Corporate Officer

Name: _____ Title: _____
Signature: _____

Joint or combined bids by companies or firms must be certified by each participant.

_____ Legal name of person or firm	_____ Legal name of person or firm
_____ Name	_____ Name
_____ Title	_____ Title



Address

Address





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EXHIBIT D - CONFLICT OF INTEREST DISCLOSURE

Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the contract. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from bidding and/or contracting.

Date: 09/15/2023

Name: Mark Flister

Position: Sr. Contract Manager

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

☒ I have no conflict of interest to report.

☐ I have the following conflict of interest to report (please specify other nonprofit and for profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____
2. _____
3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.



Signature: *M. J. Hinton*
Company: AT&T Corp.
Date: 09/15/2023





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EXHIBIT E - PRIVACY AND SECURITY (HIPAA)

The purpose of this clause is to set forth the requirements for privacy and security of protected health information ("PHI") mandated by 45 CFR Part 164 as they apply to the services provided by CONTRACTOR on behalf of COUNTY.

- (A) CONTRACTOR understands the importance of the privacy of a patient's PHI, and agrees to protect that right to the extent necessary under this Agreement and under current federal, state, and local regulations and laws. All PHI will be handled in a private and/or confidential manner. For purposes of this Agreement, PHI is any data or other information as defined by the Department of Health and Human Services in the Code of Federal Regulations, 45 CFR §164.501.
- (B) Further, CONTRACTOR understands that County's patients are intended third-party beneficiaries of this Agreement, and have all the rights and privileges of any third-party beneficiary under current law.
- (C) Uses and disclosures of PHI that are permitted are those necessary in order for CONTRACTOR to:
 - 1. Properly manage and administer its functions.
 - 2. Meet its legal responsibilities.
 - 3. Provide data aggregation services relating to the health care operations of the COUNTY.
 - 4. Make those disclosures required by law such as in situations of abuse, neglect, or domestic violence. The uses and disclosures permitted are limited to the PHI necessary to meet the requirements of the law that compels the use or disclosure.
 - 5. Make disclosures in response to a judicial or administrative proceeding through a lawful process such as a subpoena or discovery request.
- (D) The uses and disclosures of PHI that are required are those disclosures necessary:
 - 1. For patients to review their PHI.
 - 2. To provide an accounting of disclosures in accordance with 45 CFR §164.528.
 - 3. To allow the Secretary of Health and Human Services to determine County's compliance with 45 CFR §164.504.



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(E) CONTRACTOR shall make the following assurances to COUNTY:

1. CONTRACTOR agrees that it shall not use or disclose any patient's PHI for any purpose not expressly stated in this Agreement. Further, CONTRACTOR shall not use or disclose PHI in any manner or context prohibited by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and subsequent federal, state, and local regulations. If CONTRACTOR does use or disclose PHI for a purpose not expressly stated in this Agreement, it shall immediately cease the unauthorized use or disclosure, and shall notify COUNTY in writing of such use or disclosure. CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect known to it of a use or disclosure of PHI not allowed under this Agreement.
2. CONTRACTOR further agrees that any sub-contractors or other persons or entities not directly employed by CONTRACTOR who use or disclose PHI obtained from COUNTY, shall abide by terms of this clause of this Agreement. Any sub-contractor or other person or entity not directly employed by CONTRACTOR that has used or disclosed PHI without proper authorization (as defined in HIPAA and subsequent federal, state, and local regulations) shall be considered to have acted as an agent of CONTRACTOR, and have violated the terms of this Agreement. COUNTY may consider this use or disclosure a material breach of this Agreement.
3. By signing this Agreement, CONTRACTOR is assuring COUNTY it has met the minimum safeguards necessary to protect unauthorized use or disclosure of PHI to any person or entity not party to this Agreement. Such safeguards shall include the security safeguards outlined by the 1996 Health Insurance Portability and Accountability Act and subsequent federal regulation, including: physical access to PHI, technical access to PHI, and administrative policies and procedures addressing security of PHI.
4. Provider shall report to COUNTY any instance or circumstance in which PHI has been used or disclosed by an unauthorized person or entity, including accidental disclosure by CONTRACTOR. CONTRACTOR shall notify COUNTY in writing of any steps or procedural changes made to address the unauthorized use or disclosure.
5. Should COUNTY find PHI used or disclosed to CONTRACTOR to be inaccurate or incomplete, CONTRACTOR shall incorporate any amendments or corrections to the PHI at COUNTY's request.
6. CONTRACTOR will make PHI available to the individual who is the subject of the PHI for amendment. Such requests by the individual for their PHI from CONTRACTOR will be made through County. CONTRACTOR will incorporate any amendments to PHI that have been made by COUNTY by virtue of the individual's request for amendment.



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7. CONTRACTOR will provide a timely accounting to the individual or to COUNTY, if requested by either, of the disclosures of an individual's PHI.
 8. Should CONTRACTOR make any material alterations to the PHI while the PHI is in its possession, CONTRACTOR shall notify COUNTY of such alterations so that COUNTY may inform the patient who is the subject of the PHI.
 9. At the termination of this Agreement, CONTRACTOR shall return or destroy to the satisfaction of COUNTY any PHI held or maintained by CONTRACTOR and retain no copies of such information. If COUNTY and CONTRACTOR mutually agree that returning or destroying the PHI is not feasible or permitted under law, the PHI will remain protected after this agreement ends for as long as CONTRACTOR maintains the information. Further uses or disclosures of the PHI will be limited to those purposes that make the return or destruction infeasible.
- (F) If COUNTY determines CONTRACTOR has violated any of the above assurances, covenants or terms, the CONTRACTOR has committed a material breach of this Agreement. COUNTY may then provide CONTRACTOR with an opportunity to cure the breach or may terminate this Agreement and may report the violations to the Department of Health and Human Services ("HHS") or other federal or state entity for possible prosecution or sanctions.
- (G) Both parties to this agreement agree that they will protect the integrity and confidentiality of any PHI being shared electronically.
- (H) CONTRACTOR hereby gives COUNTY and the Department of Health and Human Services (or an agent acting on behalf of HHS) the express right to inspect any and all internal practices, books, and records relating to the use or disclosure of PHI by CONTRACTOR. If HHS suspects an unauthorized use or disclosure of PHI by CONTRACTOR, HHS is authorized to pursue an investigation into CONTRACTOR's activities for the purposes of determining whether an unauthorized use or disclosure of PHI has taken place.
- (I) CONTRACTOR may have policies and procedures relating to privacy and security in place prior to the commencement of this Agreement. If, after reasonable investigation, COUNTY concludes CONTRACTOR's policies and procedures to be "adequate" protection of a patient's privacy rights relating to PHI, CONTRACTOR may elect to continue to use its own policies and procedures. The term "adequate" in this clause means CONTRACTOR's policies and procedures meet the minimum privacy and security standards as set forth in COUNTY's privacy and security policies and procedures. (J) COUNTY, through the appropriate Department will:
1. provide CONTRACTOR with its Privacy Notice;



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2. provide CONTRACTOR with any changes in, or revocation of, permission by a patient to use or disclose PHI, if such changes affect CONTRACTOR's permitted or required uses or disclosures; and
 3. notify CONTRACTOR of any restriction to the use or disclosure of PHI to which the COUNTY has agreed.
- (K) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information (ePHI) that it creates, receives, maintains, or transmits on behalf of Cortland County.
- (L) Ensure that any agent, including a subcontractor, to whom Contractor provides ePHI agrees to implement reasonable and appropriate safeguards to protect this information.
- (M) Report to Security Officer of Cortland County any security incidents of which it becomes aware. (A security incident is defined as the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.)



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EXHIBIT F – QUALIFICATION QUESTIONNAIRE

All vendors must complete this questionnaire in order to be included in the evaluation of the proposals. The information supplied will enable the County to determine whether or not the vendor has adequate personnel and facilities to properly perform the work.

1. Facility Name and Physical Address:

AT&T Response:

AT&T will work with the County to identify the best facility in support of the effort upon award.

2. Normal Operating Hours:

- a. Weekdays _____ 8 _____ am to _____ 5 _____ pm
- b. Saturdays _____ am to _____ pm
- c. Sundays _____ am to _____ pm
- d. Holidays _____ am to _____ pm

3. Number of Years in Business:

AT&T Response:

AT&T has 145+ years in business.

4. Firm History (attach additional pages as necessary):

AT&T Response:

In 1876, Alexander Graham Bell invented the telephone. That was the foundation of the company that would become AT&T — a brand that has become synonymous with the best, most reliable telephone service in the world.

In 1984, through an agreement between the former AT&T and the U.S. Department of Justice, AT&T agreed to divest itself of its local telephone operations but retain its long distance, R&D and manufacturing arms. From this arrangement, SBC Communications Inc. (formerly known as Southwestern Bell Corp.) was born.



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Twelve years later, the Telecommunications Act of 1996 triggered dramatic changes in the competitive landscape. SBC Communications Inc. established itself as a global communications provider by acquiring Pacific Telesis Group (1997), Southern New England Telecommunications (1998) and Ameritech Corp. (1999). In 2005, SBC Communications Inc. acquired AT&T Corp., creating the new AT&T.

With the acquisition of BellSouth in 2006, and the consolidated ownership of Cingular Wireless and YP.com, AT&T is positioned to lead our industry in one of its most significant transformations since the invention of the telephone more than 145 years ago.

5. Number of employees on your payroll:

AT&T Response:

The number of AT&T employees was

- 2022: 160,700
- 2021: 202,600
- 2020: 230,760

6. Do any of your employees have any other special certifications or rating? Yes / No

If yes, specify: AT&T employees hold many different types of certifications. A copy of which can be provided on award and as needed.

7. Do you have any special equipment that is available to service the County RFP? Yes / No

If yes, specify: AT&T has a variety of special equipment available to the County including but not limited to; FirstNet deployables, lanyard panic buttons, sim management tools, Band 14 equipment/hardware, etc.

8. What is the overall size of your facility?

AT&T Response:

AT&T has hundreds of facilities located across the county. AT&T and will work with the County to identify the best location as needed to support this effort.



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9. Do you have a locked, fenced and secured storage area? Yes / No

AT&T Response:

Yes.

10. How far in advance must appointments be scheduled?

AT&T Response:

Please refer to the support agreement.

11. In case of emergency, will you accommodate the County with same day services when possible? Yes / No

AT&T Response:

AT&T will provide services in accordance with the service agreement a copy of which will be provided upon award as needed.

12. Shop Distance from 60 Central Avenue, Cortland, NY

AT&T Response:

AT&T has multiple locations across the state. We will work with the County to identify th best possible location as needed.

In submitting this proposal, it is understood that the unrestricted right is reserved by the County in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said bids. The undersigned hereby certifies that this bid is genuine, and not a sham or collusive, or made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has it, in any manner, sought by collusion to secure for himself and advantage over any another bidder.

Lynn Zimmerman

PRINT NAME

SIGNATURE (Must be 50% Company Owner)

September 28, 2023

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Client Solutions Executive 3 Mobility

TITLE

DATE

September 28, 2023

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Standard Contract - Sample Agreement



Standard
Contract_Sample Agre

AT&T Response:

Please see the AT&T General Response.

Appendix A - Standard Clauses for NYS Contracts



Appendix A_Standard
Clauses for NYS Conti

Cortland County NASPO PA



Cortland County
NASPO PA.doc

NYS License



Cortland County -
TT_80_RT_Space 701_

Rochester Store Fixture
707 North St
Rochester, NY 14605
Phone 585-546-6706
Fax 585-546-4452

Proposal

DATE	Estimate #
8/21/2023	30449

BILL TO		SHIP TO		
Cortland County Buildings and Grounds 60 Central Ave B28 Cortland, NY 13045				
Customer Phone	(607) 753-5068		TERMS	REP
Customer Fax			Net 30	MD
Customer E-mail	cmiller@cortland-co.org			
ITEM	DESCRIPTION	QTY	RATE	AMOUNT
New Equipment	KPS Global Combo Walk-In Cooler/Freezer, FREEZER - WITH FLOOR & INT RAMP - -10°F - Indoor, NSF Approved, 4" Insulframe Construction Model #: RFO230L4SEA, Condensing Unit Over-Sized Receiver Model #: RL6E066DDASL, Evaporator		0.00	0.00T
New Equipment	COOLER - WITH FLOOR & INT RAMP - 35°F - Indoor, NSF Approved 4" Insulframe Construction Model #: RFO080M4SEA, Condensing Unit Over-Sized Receiver Model #: RL6A073ADASL, Evaporator		0.00	0.00T
New Equipment	2 6" Hug-Edge Flat Trim 26ga Stucco Embossed Acrylic Natural Aluminum-Zinc Alloy Steel 120" Long • 3 12" Flat Trim with Hem Edges 26ga Stucco Embossed White Aluminum-Zinc Alloy Steel 120" Long • 2 3" x 3" Interior Corner Trim 26ga Stucco Embossed Acrylic Natural Aluminum-Zinc Alloy Steel 120" Long • 1 EXTENDED WARRANTY REFRIGERATION • 1 EXTENDED WARRANTY REFRIGERATION		0.00	0.00T
New Equipment	FREEZER Dimensions External: 5'-1" x 10'-6" x 7'-6", Internal: 4'-5" x 9'-10" x 6'-10", 4" Insulframe Construction.		0.00	0.00T

NOTICE TO BUYER

All Plumbing & Electrical Connections Not Included Product loss or Spoilage Is Not Covered Under Warranty! All Return Items Are Subject To Minimum Restocking Fee Of 30%. Used Equipment Is Sold "As Is" Condition. Warranty Limited To That Provided By Manufacture ONLY. Return Check Charge Is \$25 NO EXCEPTIONS. Failure To Pay In Full Amount When Due Will Incur Interest At The Rate Of Prime Plus 2% On The Principal Overdue Amount. The Merchandise Shall Remain The Property Of The Seller Until Outstanding Balance Is Paid In Full. In The Event The Seller Is Unable To Provide The Merchandise For Any Reason, This Contract Shall Be Cancelled And Neither Party Shall Be Under Liability To The Other, and Any Deposit Paid Shall Be Refunded To The Buyer. BUYER ACKNOWLEDGES RECEIPT OF A COPY OF THIS CONTRACT & AGEES TO TERMS

Sales Tax (0.00)

Total

Attachment: Est 30449 from Rochester Store Fixture 13724 (169-23 : Authorize Agreement for Replacement of Cooler/Freezer at Cortland

Rochester Store Fixture
707 North St
Rochester, NY 14605
Phone 585-546-6706
Fax 585-546-4452

Proposal

DATE	Estimate #
8/21/2023	30449

BILL TO		SHIP TO	
Cortland County Buildings and Grounds 60 Central Ave B28 Cortland, NY 13045			
Customer Phone	(607) 753-5068	TERMS	REP
Customer Fax		Net 30	MD
Customer E-mail	cmiller@cortland-co.org		

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
New Equipment	Floors 4" Insulframe Construction Alum Treadbrite Low Profile .080 - Interior Attachment Type: Lock Down Single 1/2" OSB Plywood Underlay		0.00	0.00T
New Equipment	(1) MaxLit 48" LED VT 120V		0.00	0.00T
New Equipment	KPS Global Doors (1) 3' x 6'-6" Inset Freezer Door - Right Out Swing 1 36" x 5.5" 12GA SS Threshold 2 K-1261 Hinges 1 K78V w/K486CF ISR 1 K1094 Inset Slotted Closer 1 18GA Galvanized Jamb Guard 1 2" Dial Flush w/ 1' Lead, Thermometer on Exterior, Lead on Interior 1 Standard Switch w/ Pilot Light Installed 1 1827 Heated 120V Vent		0.00	0.00T

NOTICE TO BUYER

All Plumbing & Electrical Connections Not Included Product loss or Spoilage Is Not Covered Under Warranty! All Return Items Are Subject To Minimum Restocking Fee Of 30%. Used Equipment Is Sold "As Is" Condition. Warranty Limited To That Provided By Manufacture ONLY. Return Check Charge Is \$25 NO EXCEPTIONS. Failure To Pay In Full Amount When Due Will Incur Interest At The Rate Of Prime Plus 2% On The Principal Overdue Amount. The Merchandise Shall Remain The Property Of The Seller Until Outstanding Balance Is Paid In Full. In The Event The Seller Is Unable To Provide The Merchandise For Any Reason, This Contract Shall Be Cancelled And Neither Party Shall Be Under Liability To The Other, and Any Deposit Paid Shall Be Refunded To The Buyer. BUYER ACKNOWLEDGES RECEIPT OF A COPY OF THIS CONTRACT & AGEES TO TERMS

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Customer Phone	(607) 753-5068	TERMS	REP	
Customer Fax		Net 30	MD	
Customer E-mail	cmiller@cortland-co.org			
ITEM	DESCRIPTION	QTY	RATE	AMOUNT
New Equipment	Freezer Refrigeration , (1) Room: Indoor Freezer Dimensions: 5' 1" x 10' 6" x 7' 6" Box Temp: -10 Deg Model #: RFO230L4SEA, 2 1/4 HP, Low Temp, Scroll, R-448A BTUH: 6,509 Suction Temp: -20.8 Ambient: 95 Deg Voltage: 208-230/3Ph Condenser MCA: 18.80 Approx Ship Weight: 230 Standard Condenser Accessories: Weather Cover Filter/Drier & Sight Glass Electrical Defrost Timer Crank. Heater H. Headmaster Control ED-05 Electric Defrost Kit - (1) Over-Sized Receiver - (1) Model #: RL6E066DDASL, Low Temp, R-448A, Temp Diff: 8.80 BTUH: 6,509 Suction Temp: -20.8 Voltage: 208-230/1Ph Evap Fan Amp: 1.00 Def Heat Amp: 9.80 Approx Ship Weight: 52 Standard Evaporator Accessories: Mounted Liquid Line Solenoid Valve Mounted Expansion Valve R-448A Mounted Thermostat EC Evaporator Motors		0.00	0.00T

NOTICE TO BUYER

All Plumbing & Electrical Connections Not Included Product loss or Spoilage Is Not Covered Under Warranty! All Return Items Are Subject To Minimum Restocking Fee Of 30%. Used Equipment Is Sold "As Is" Condition. Warranty Limited To That Provided By Manufacture ONLY. Return Check Charge Is \$25 NO EXCEPTIONS. Failure To Pay In Full Amount When Due Will Incur Interest At The Rate Of Prime Plus 2% On The Principal Overdue Amount. The Merchandise Shall Remain The Property Of The Seller Until Outstanding Balance Is Paid In Full. In The Event The Seller Is Unable To Provide The Merchandise For Any Reason, This Contract Shall Be Cancelled And Neither Party Shall Be Under Liability To The Other, and Any Deposit Paid Shall Be Refunded To The Buyer. BUYER ACKNOWLEDGES RECEIPT OF A COPY OF THIS CONTRACT & AGEES TO TERMS

Sales Tax (0.00)

Total

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Rochester Store Fixture
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Customer Phone	(607) 753-5068	TERMS	REP
Customer Fax		Net 30	MD
Customer E-mail	cmiller@cortland-co.org		

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
New Equipment	COOLER - WITH FLOOR & INT RAMP - 35°F - Indoor, Dimensions External: 7'-9" x 10'-6" x 7'-6", Internal: 7'-1" x 9'-10" x 6'-10"4" Insulframe Construction.		0.00	0.00T
New Equipment	Floors 4" Insulframe Construction Alum Treadbrite Low Profile .080 - Interior Attachment Type: Non-Lock Down Single 1/2" OSB Plywood Underlay		0.00	0.00T
New Equipment	(1) MaxLit 48" LED VT 120V		0.00	0.00T
New Equipment	KPS Global Doors (1) 3' x 6'-6" Inset Cooler Door - Right Out Swing 1 36" x 5.5" 12GA SS Threshold 2 K-1261 Hinges 1 K78V w/K486CF ISR 1 K1094 Inset Slotted Closer 1 18GA Galvanized Jamb Guard 1 2" Dial Flush w/ 1' Lead, Thermometer on Exterior, Lead on Interior 1 Standard Switch w/ Pilot Light Installed		0.00	0.00T
New Equipment	Cooler Refrigeration - (1) Room: Indoor Cooler Dimensions: 7' 9" x 10' 6" x 7' 6" Box Temp: 35 Deg Model #: RFO080M4SEA, 3/4 HP, Medium Temp, Scroll, R-448A BTUH: 8,019 Suction Temp: +23.3 Ambient: 95 Deg Voltage: 208-230/3Ph Condenser MCA: 15.00 QUOTATION Quote #: CPQ-68949		0.00	0.00T

NOTICE TO BUYER All Plumbing & Electrical Connections Not Included Product loss or Spoilage Is Not Covered Under Warranty! All Return Items Are Subject To Minimum Restocking Fee Of 30%. Used Equipment Is Sold "As Is" Condition. Warranty Limited To That Provided By Manufacture ONLY. Return Check Charge Is \$25 NO EXCEPTIONS. Failure To Pay In Full Amount When Due Will Incur Interest At The Rate Of Prime Plus 2% On The Principal Overdue Amount. The Merchandise Shall Remain The Property Of The Seller Until Outstanding Balance Is Paid In Full. In The Event The Seller Is Unable To Provide The Merchandise For Any Reason, This Contract Shall Be Cancelled And Neither Party Shall Be Under Liability To The Other, and Any Deposit Paid Shall Be Refunded To The Buyer. BUYER ACKNOWLEDGES RECEIPT OF A COPY OF THIS CONTRACT & AGEES TO TERMS	Sales Tax (0.00)
	Total

Attachment: Est 30449 from Rochester Store Fixture 13724 (169-23 : Authorize Agreement for Replacement of Cooler/Freezer at Cortland

Rochester Store Fixture
707 North St
Rochester, NY 14605
Phone 585-546-6706
Fax 585-546-4452

Proposal

DATE	Estimate #
8/21/2023	30449

BILL TO		SHIP TO	
Cortland County Buildings and Grounds 60 Central Ave B28 Cortland, NY 13045			
Customer Phone	(607) 753-5068	TERMS	REP
Customer Fax		Net 30	MD
Customer E-mail	cmiller@cortland-co.org		

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	Quote Date: 08/21/2023 Revision #: 2 Revision Date: 08/22/2023 800.633.3426 kpsglobal.com 5 of 7 Approx Ship Weight: 195 Standard Condenser Accessories: Weather Cover Filter/Drier & Sight Glass Air Defrost Timer Crank. Heater H. Headmaster Control - (1) Over-Sized Receiver - (1) Model #: RL6A073ADASL, Medium Temp, R-448A, Temp Diff: 9.70 BTUH: 8,019 Suction Temp: +23.3 Voltage: 115v Evap Fan Amp: 1.60 Approx Ship Weight: 52 Standard Evaporator Accessories: Mounted Liquid Line Solenoid Valve Mounted Expansion Valve R-448A Mounted Thermostat EC Evaporator Motors			
New Equipment	36" x 36" treadplate on exterior and interior of Freezer and Cooler Doors.		0.00	0.00T

NOTICE TO BUYER

All Plumbing & Electrical Connections Not Included Product loss or Spoilage Is Not Covered Under Warranty! All Return Items Are Subject To Minimum Restocking Fee Of 30%. Used Equipment Is Sold "As Is" Condition. Warranty Limited To That Provided By Manufacture ONLY. Return Check Charge Is \$25 NO EXCEPTIONS. Failure To Pay In Full Amount When Due Will Incur Interest At The Rate Of Prime Plus 2% On The Principal Overdue Amount. The Merchandise Shall Remain The Property Of The Seller Until Outstanding Balance Is Paid In Full. In The Event The Seller Is Unable To Provide The Merchandise For Any Reason, This Contract Shall Be Cancelled And Neither Party Shall Be Under Liability To The Other, and Any Deposit Paid Shall Be Refunded To The Buyer. BUYER ACKNOWLEDGES RECEIPT OF A COPY OF THIS CONTRACT & AGEES TO TERMS

Sales Tax (0.00)

Total

Attachment: Est 30449 from Rochester Store Fixture 13724 (169-23 : Authorize Agreement for Replacement of Cooler/Freezer at Cortland

Rochester Store Fixture
707 North St
Rochester, NY 14605
Phone 585-546-6706
Fax 585-546-4452

Proposal

DATE	Estimate #
8/21/2023	30449

BILL TO		SHIP TO	
Cortland County Buildings and Grounds 60 Central Ave B28 Cortland, NY 13045			
Customer Phone	(607) 753-5068	TERMS	REP
Customer Fax		Net 30	MD
Customer E-mail	cmiller@cortland-co.org		

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
New Equipment	Installation : Walk-in cooler/freezer and refrigeration installation • Recover existing refrigerant and dispose of off-site per EPA regulations. • Remove existing refrigeration components and dispose of in, on-site dumpster. • Remove existing walk-in boxes and dispose of in, on-site dumpster. • Meet delivery truck at site on days of install. • Erect walk-in boxes at pre-determined locations. • Install new refrigeration systems at the same location as existing. • Perform start-up and make adjustments as needed. Labor is based on Pre-vailing wage rate. • Work to be performed during regular business hours. • Dumpster on-site for our use to dispose of existing walk-in boxes and rubbish at location to be obtained and supplied by Pride. Not included in bid: • Shelving or racking and dunnage removal and installation by OTHERS. New or altered electrical by OTHERS.		0.00	0.00T
New Equipment	Total cost for Walk-In Cooler/Freezer Box, Refrigeration and Installation.	1	54,800.00	54,800.00T

NOTICE TO BUYER

All Plumbing & Electrical Connections Not Included Product loss or Spoilage Is Not Covered Under Warranty! All Return Items Are Subject To Minimum Restocking Fee Of 30%. Used Equipment Is Sold "As Is" Condition. Warranty Limited To That Provided By Manufacture ONLY. Return Check Charge Is \$25 NO EXCEPTIONS. Failure To Pay In Full Amount When Due Will Incur Interest At The Rate Of Prime Plus 2% On The Principal Overdue Amount. The Merchandise Shall Remain The Property Of The Seller Until Outstanding Balance Is Paid In Full. In The Event The Seller Is Unable To Provide The Merchandise For Any Reason, This Contract Shall Be Cancelled And Neither Party Shall Be Under Liability To The Other, and Any Deposit Paid Shall Be Refunded To The Buyer. BUYER ACKNOWLEDGES RECEIPT OF A COPY OF THIS CONTRACT & AGEES TO TERMS

Sales Tax (0.00) \$0.

Total \$54,800.

Attachment: Est 30449 from Rochester Store Fixture 13724 (169-23 : Authorize Agreement for Replacement of Cooler/Freezer at Cortland

25 October 2023

Mr. Chuck Miller
Cortland County Director Building & Grounds
60 Central Ave
Cortland, NY 13045

**Re: Bid Recommendation
Hazardous Materials Abatement Brewer-Titchener Building**

Dear Mr. Miller,

After review of the Bid Tabulation Sheet provided by the County for the above referenced, it appears that Two Brothers Contracting, Inc, (TBC) is the low bidder for the project.

We have reviewed TBC's bid and associated schedule of values (attached) as well as participated in a post-bid conference call with TBC's Vice President, Joseph A. Timian, and our abatement consultant, Barton & Loguidice. We also requested the "Post Bid Information" as required in the Instructions to Bidders and that information is attached.

Based on the findings of our review, as well as Bell & Spina's and Barton & Loguidice's previous experience working with TBC, we recommend awarding the project to TBC for the base bid amount of \$165,000. We are also recommending acceptance of Alternate 1 (Basement Pipe Trench Asbestos Abatement) in the amount of \$12,500.

Note that TBC's bid included a field directed work allowance of \$15,000 that will be credited back to the County if not needed for the project.

If you have any questions or concerns, please do not hesitate to call.

Sincerely,
Bell & Spina, Architects-Planners, PC



Dennis C. Spina, AIA
Project Manager/Founder

Attachments:

- Bid Tabulation Sheet
- TBC Post Bid Confirmation Letter
- TBC Self Performing Letter
- TBC Key Personnel Contact Information Letter
- TBC Schedule of Values

SYRACUSE (Headquarters)

215 Wyoming Street Office: 315.488.0377
Syracuse, NY 13204 Fax: 315.487.5947

ROCHESTER

1160-C Pittsford-Victor Rd. Office: 585.200.5038
Pittsford, NY 14534 Fax: 315.487.5947



**BID TABULATION SHEET
FOR**

**Hazardous Materials Abatement and Interior Removals - 111 Port
Watson Street**

REQUEST FOR PROPOSALS

**Bids Received by 2:30 PM, October 19, 2023
Bids Opened 2:30 AM, October 19, 2023**

Company	Address	Bid Amount	Alternate 1
B & Y Consulting Corp.	635 Park Road Morris Plains, NJ	\$390,393.07	\$12,750
Contento Auto Sales, Inc.	119 Pendleton St. Cortland, NY 13045	\$233,955	\$30,000
DSA Services, Inc.	11419 State Route 12 P.O. Box 765 Boonville, NY 13309	\$171,500	\$13,500
Jupiter Environmental Services, Inc.	26 Person Place Rochester, NY 14606	\$298,000	\$15,000
MJ's Contracting Services, Inc.	379 N. Stafford Ave. Suite 3 Waterville, NY 13480	\$213,000	\$10,750
Sullivan Contracting, Inc.	9362 Paris Hill Road P.O. Box 502 Saugoit, NY 13456	\$255,000	\$8,000
Two Brothers Contracting, Inc.	7391 Cider Street Westmoreland, NY 13490	\$165,000	\$12,500



TWO BROTHERS CONTRACTING, INC.
Environmental Services

14.5.a

Asbestos Abatement • Lead Abatement • Demolition
Ardex Engineered Cements • Blastrac Mastic Removal

NEW ENGLAND BRAN
PO Box 248 • 7391 Cider Street • Westmoreland, NY 134
Tel: 315.736.5288 • Fax: 315.736.54

Bell & Spina
215 Wyoming Street
Syracuse, NY 13204

RE: Post-Bid – Brewer-Titchener Building
Two Brothers Contracting, Inc.
7391 Cider Street - PO Box 248
Westmoreland, NY 13490

To Whom It May Concern:

Two Brothers Contracting is content with their bid proposal that was submitted for the above mentioned project.

*** The anticipated duration of work from mobilization to demobilization is approximately 5 weeks.

Thank you,

Joseph A. Timian
Vice President

Attachment: TBC Award Recommendation Letter (10-25-2023) (170-23 : Award Bid/Authorize Contract - Hazardous Materials Abatement and



TWO BROTHERS CONTRACTING, INC.
Environmental Services

14.5.a

Asbestos Abatement • Lead Abatement • Demolition
Ardex Engineered Cements • Blastrac Mastic Removal

NEW ENGLAND BRANCH
PO Box 248 • 7391 Cider Street • Westmoreland, NY 13490
Tel: 315.736.5288 • Fax: 315.736.5288

October 24, 2023

Bell & Spina
215 Wyoming Street
Syracuse, NY 13204

RE: Post-Bid – Brewer-Titchener Building
Two Brothers Contracting, Inc.
7391 Cider Street - PO Box 248
Westmoreland, NY 13490

To Whom It May Concern:

Two Brothers Contracting will complete all work self-performed as per contract documents and will not be using any subcontractors on this project.

Thank you,

Joseph A. Timian
Vice President

Attachment: TBC Award Recommendation Letter (10-25-2023) (170-23 : Award Bid/Authorize Contract - Hazardous Materials Abatement and



TWO BROTHERS CONTRACTING, INC.
Environmental Services

14.5.a

Asbestos Abatement • Lead Abatement • Demolition
Ardex Engineered Cements • Blastrac Mastic Removal

NEW ENGLAND BRAN
PO Box 248 • 7391 Cider Street • Westmoreland, NY 134
Tel: 315.736.5288 • Fax: 315.736.54

October 24, 2023

Re: **Brewer-Titchener Building**

To whom it may concern:

Listed below is the Contact Information regarding the above mentioned project.

- Joe Timian, Vice-President
Office: 315-736-5288
Email: joe@tbcdemo.com

- Dave Coonradt, Operations Manager
Office: 315-939-1746
Cell: 315-525-6104
Email: dave@tbcdemo.com

- Ken Timian, Project Supervisor
Cell: 315-404-6161

Emergency 24- hour Contact: -Dave Coonradt, Operations Manager

Cell: 315-525-6104

Attachment: TBC Award Recommendation Letter (10-25-2023) (170-23 : Award Bid/Authorize Contract - Hazardous Materials Abatement and

CONTINUATION PAGE

Page 1 of 1

Schedule of Values

TO: County of Cortland
FROM: Two Brothers Contracting, Inc.
Payment Application containing Contractor's signature is attached.

PROJECT: 2023-033
2023-033 Brewer-Titchener Building

APPLICATION #:
DATE OF APPLICATION: 10/24/2023
PERIOD THRU: 10/24/2023
PROJECT #s: 2023-033

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (IF VARIABLE)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		TOTAL COMPLETED AND STORED (D + E + F)	PERCENT COMPLETE (G / C)		
1	Insurance	\$20,000.00							
2	Bond	\$4,500.00							
3	Mobilization	\$1,500.00							
4	Field Supervisor	\$7,000.00							
5	Temporary Facilities	\$3,000.00							
6	Selective Demolition								
6a	Labor	\$72,500.00							
6b	Material	\$3,000.00							
7	Asbestos Removal								
7a	Labor	\$30,000.00							
7b	Material	\$5,000.00							
8	Project Closeout	\$1,500.00							
9	Punchlist/ Cleaning	\$2,000.00							
10	Alternate #1	\$12,500.00							
11	Allowance	\$15,000.00							
	TOTAL	\$177,500.00							

CONTINUATION PAGE FOR PAYMENT APPLICATION

QSS, INC. DOCUMENT

Attachment: TBC Award Recommendation Letter (10-25-2023) (170-23 : Award Bid/Authorize Contract - Hazardous Materials Abatement and

14.5.a

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)	73,000	12/31/23 – 12/31/24	Preventive Services	A60105.56070
Catholic Charities	Emergency Housing Apartments	210,000	12/31/23 – 12/31/24	Temporary Assistance	A60105.56109 & A60105.56140
Cayuga Addictions Recovery Services	Behavioral Health Specialist	50,000	12/1/23 – 11/30/24	Child Welfare	A60105.54800.4695
Cayuga Centers	Functional Family Therapy	282,000	12/31/23 – 12/31/24	Preventive Services	A60105.56070 & A60105.56109
Cayuga Centers	Placement Diversion Safe Care	192,000	12/31/23 – 12/31/24	Preventive Services	A60105.56070 & A60105.56109
Children’s Home of Wyoming Conference	QI Assessments	25,000	10/1/22 – 12/31/23	Foster Care Admin Expense	A60105.54800
Community Action Program of Cortland (CAPCO)	Medicaid Personal Care Services	State Medicaid set rates	12/31/23 – 12/31/24	Long Term Care	State paid
Cortland County Area Agency on Aging	Home Energy Assistance Program	19,500	12/31/23 – 12/31/24	Home Energy Assistance Program	A60105.54815
Cortland County Central Services	County IT Support	22,000	12/31/23 – 12/31/24	Technical Support - Computers	A60105.54083
Cortland County Employment & Training	Lease at One Stop	15,000	12/1/22 – 11/31/23	Employment	A60105.54800
Cortland County Probation Department	PINS Diversion Services	236,000	12/31/23 – 12/31/24	Preventive Services	A60105.56070 & A60105.56109
Cortland County Sheriff Department	Fraud Investigations	159,000	12/31/23 – 12/31/24	Fraud	A60105.54083
Cortland County Sheriff Department	On-Site Security	143,000	12/31/23 – 12/31/24	Office Security	A60105.54083
Cortland County Sheriff Department	Detention Transports	6,000	12/31/23 – 12/31/24	Non-Secure Detention	A60105.56123
Cortland County Sheriff Department	On-Call Security Services	8,000	12/31/23 – 12/31/24	Child Protective Services	A60105.54083
Cortland County Sheriff Department	Paper Process Service	5,000	12/31/23 – 12/31/24	Child Support/Child Welfare	A60105.54083
Cortland County Veterans Services Offices	Veterans Services and Referrals to DSS	61,000	12/31/23 – 12/31/24	Temporary Assistance/SNAP/MA	A60105.54083
Elmcrest	Family Support Services	700,000	12/31/23 – 12/31/24	Preventive Services	A60105.56070 & A60105.56109
Family Counseling Services, Inc.	Alcohol and Drug Screens	\$103/each	12/31/23 – 12/31/24	Temporary Assistance	A60105.54500

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES CONTRACT AUTHORIZATION LIST FOR 2023

Family Counseling Services, Inc.	Counseling Services	2,000	12/31/23 – 12/31/24	Preventive Services	A60105.56070 & A60105.56109
Genovese, Jennifer, ACSW, LCSW	Counseling for Caseworkers	6,000	12/31/23 – 12/31/24	Child Welfare Staff Support	A60105.54035
Hillside Children’s Services	Foster Home Recruitment and Certification	173,000	12/31/23 – 12/31/24		
J M Murray Center	Staff Disability Analyst - SSI Determinations	69,000	12/31/23 – 12/31/24	Temporary Assistance	A60105.54083
J M Murray Center	Job Search	66,000	12/31/23 – 12/31/24	Temporary Assistance	A60105.54800
Josie’s Journey	Comfort Dog Services	500	12/31/23 – 12/31/24	Child Welfare Admin	A60105.54035
L. Woerner, Inc d/b/a Home Care of Rochester	Medicaid Personal Care Services	State Medicaid rates	12/31/23 – 12/31/24	Long Term Care	State Paid
LabCorp	Paternity Testing	10,000	12/31/23 – 12/31/24	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	12/31/23 – 12/31/24	Long Term Care	State paid
Salvation Army	Warming Center	275,000	11/1/23 – 4/30/24	Emergency Services	A60105.54800.4696
Staflking Healthcare Systems, Inc	Medicaid Personal Care Services	State Medicaid rates	12/31/23 – 12/31/24	Long Term Care	State paid
Upstate Services Group	Medicaid Personal Care/Assisted Living Services	State Medicaid rates	12/31/23 – 12/31/24	Long Term Care	State paid
YWCA	Enhanced Non-Residential Services – AVV	25,000	7/1/23 - 6/30/24	Domestic Violence	A60105.54800.4693
YWCA	Non-Residential Services - AVV	57,000	12/31/23 – 12/31/24	Domestic Violence Services	A60105.54083
YWCA	AVV Residential Services	State established (currently \$97.89/day)	12/31/23 – 12/31/24	Domestic Violence Services	A60105.56109, A60105.56140, or A60105.56142



CORTLAND COUNTY REPUBLICAN COMMITTEE
P.O. Box 5522 • Cortland, NY 13045

Headquarters:
607 753-6381

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

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

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

March 1, 2023

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

Dear Savannah,

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

A motion was made by Committee Member Quail, seconded by Committee Member Kobillard, all in attendance were in favor. The motion carried.

Be it resolved; upon the affirmation of the Cortland County Legislative body establishing the fulltime positions for Cortland County Election Commissioners, now therefore be it further

Resolved; the Cortland County Republican Full County Committee, endorses the appointment of Republican Commissioner Michelle S. Brown from January 1, 2024 – December 31, 2027.

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

Sincerely yours,

Constance M. White
 Cortland County Republican Chair

Attachment: Republican Election Commissioner Certification 2024-2027 (180-23 : Appoint Republican Election Commissioner)

STATE OF NEW YORK
STATE BOARD OF ELECTIONS

ELECTION COMMISSIONER CERTIFICATION

To the Clerk of the County Legislature, County of Cortland

I certify that:

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

Michelle S. Brown, residing at
(Name)

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

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

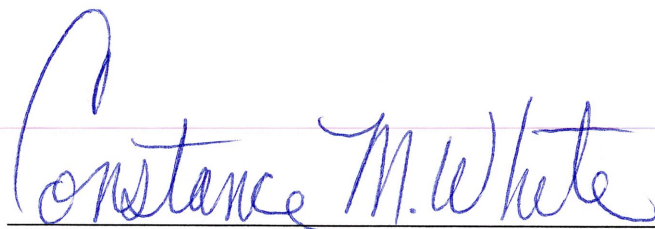
☒ For the term beginning January 1, 2024 – December 31, 2027

☐ to fill an existing vacancy in said office for the remainder of the current term

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

Dated at McGraw, New York

March 1, 2023.
(Date)


(Chairman or Secretary)

03/2023

Attachment: Republican Election Commissioner Certification 2024-2027 (180-23 : Appoint Republican Election Commissioner)



**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

Resolution No.: 106-21, 123-22

Effective Date: 4/22/2021

Next Review: 9/1/2024

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

General Information:



Cortland County Administrative Policy Manual

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 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.

Department Heads - ~~Employees who are recommended by the County Administrator for appointment by the County Legislature.~~ **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.

Positions within each category are included in Attachment B.

II. Policy:

A. Appointments

1. Full-Time Appointments

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



Cortland County Administrative Policy Manual

- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State and County Law, 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.

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.

b. _____

2. Part-time Appointments and Benefits

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

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

3. Probationary Period

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



Cortland County Administrative Policy Manual

4. Promotions/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 promoted or 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 Chair of the Legislature, 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 Chair of the Legislature, County Administrator and Personnel Officer. They may be given the same amount of vacation and longevity time credit and shall have accrued sick leave reinstated. This may only be used for employees being rehired/reinstated to the same title from which they left. This is at the discretion of the County Administrator and the Personnel Officer.

5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.

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



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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 ~~periodically~~ **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) ~~shall be implemented~~ fitting each employee into the proper grade and step for Management and Management/Confidential employees. Effective January 1, 2024, there will be a separate salary 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 ~~ten~~ **eight** years in the position

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

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

Movement to Step 4 from Step 3: after ~~six~~ 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



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employee's experience require that compensation be fixed at a higher step.

2. Longevity

Employees, with the exception of **elected officials and Election Commissioners** ~~District Attorney~~, 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 10th Year	\$ 1,000	\$ 500
Completion of 15th Year	\$ 1,500	\$ 750
Completion of 20th Year	\$ 2,000	\$1,000
Completion of 25th Year	\$2,500	\$1,250
Completion of 30th Year	\$3,000	\$1,500
Completion of 35th Year	\$3,500	\$1,750

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

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

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

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

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

3. Health, Dental, and Vision Insurance

a. Health Insurance:



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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.

~~* Effective 1/1/2023:~~ All ~~new~~ employees hired ~~under this plan~~ 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 Effective 1/1/2023,~~ the following co-pays apply to 90-day maintenance medications through the mail order program:

~~<u>ii</u>~~	
Generic	\$10
Brand Name Formulary	\$40
Brand Name Non-Formulary	\$70

~~Effective 1/1/2023,~~ the co-pay for specialty medications ~~will be~~ **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



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elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

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

4. Health Insurance coverage upon retirement

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

a. Employees hired previous to January 1, 2005 will require completion of a minimum of ten (10) years of service; Employees hired January 1, 2005 through December 31, 2023 will require ten (10) consecutive years with Cortland County;

Employees hired January 1, 2024 or after will require twenty (20) consecutive years of service with Cortland County (effective 1/1/2024, exceptions to this requirement may be reviewed and approved by the County Legislature on a case by case basis).

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

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

d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System.

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 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.



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Employees must file the required report form immediately following the job related accident.

8. Employee Assistance Program

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

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



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reimbursement shall be required to refund the County according to the following schedule:

<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. Civil Service Exam Fees~~

~~Cortland County Managers and Administrators taking civil service examinations for Cortland County positions shall pay only the fee assessed the County by the New York State Municipal Service Division.~~

14. 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



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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.

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.

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



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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.

4. Holidays

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

New Year's Day

Martin Luther King's Birthday

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

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

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

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

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



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2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

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

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

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

- B. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.
- C. Management/Confidential employees may carry 50 days of accumulated annual leave.
- 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.



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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.

6. Use of Accrued Vacation to pay Health Insurance Premium

A. ~~Effective January 1, 2015~~, 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. ~~*Effective 1/1/2022 up to 5 days.~~

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



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status for fifty percent (50%) of the working days in the calendar month. ~~Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.~~

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.** ~~at the earliest possible time but no later than 9:30 a.m.~~

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.

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 ~~on a two-for-one basis not to exceed \$1,750~~ **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



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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. ~~Effective July 1, 2008~~, 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.

~~Personal leave may be granted only with the approval of the department head.~~ 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



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11/15-12/31	4 hours	3.5 hours
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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

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.



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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 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** ~~County Treasurer~~ within five (5) working days from the time it is received by the employee.



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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.

18. Employee Evaluations

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

19. Equal Employment Opportunity

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

This Policy of Equal Employment Opportunity:

~~Applies to all persons without regard to race, color, creed, national origin, age (18-70), sex, disability, religion, marital status, political affiliation, or criminal record.~~



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

22. Questions of Intent or Application of this Policy

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



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Attachment A – Graded Salary Schedule for 2024²

2024 Management Salary Table

Proposed: 1/1/2024

	Step 1 (0-2)	Step 2 (3-4)	Step 3 (5-7)	Step 4 (8+)
Grade	1	2	3	4
1	\$110,295	\$121,325	\$133,457	\$146,803
2	\$102,600	\$112,860	\$124,146	\$136,561
3	\$95,442	\$104,986	\$115,485	\$127,033
4	\$88,783	\$97,662	\$107,428	\$118,171
5	\$82,589	\$90,848	\$99,933	\$109,926
6	\$76,827	\$84,510	\$92,961	\$102,257
7	\$71,467	\$78,614	\$86,475	\$95,123
8	\$66,481	\$73,129	\$80,442	\$88,486
9	\$61,843	\$68,027	\$74,830	\$82,313
10	\$57,528	\$63,281	\$69,609	\$76,570
11	\$53,515	\$58,866	\$64,753	\$71,228
12	\$49,781	\$54,759	\$60,235	\$66,259

2024 Management Confidential Table

Hourly

	Step			
Grade	1	2	3	4
1H	\$17.1780	\$18.8958	\$20.7854	\$22.8639
2H	\$18.4664	\$20.3130	\$22.3443	\$24.5787
3H	\$19.8513	\$21.8365	\$24.0201	\$26.4221
4H	\$21.3402	\$23.4742	\$25.8216	\$28.4038
5H	\$22.9407	\$25.2348	\$27.7582	\$30.5341
6H	\$24.6612	\$27.1274	\$29.8401	\$32.8241
7H	\$26.5108	\$29.1619	\$32.0781	\$35.2859

2024 Management Attorney Table

Proposed: 1/1/2024

	Step 1 (0-2)	Step 2 (3-4)	Step 3 (5-7)	Step 4 (8+)
Grade	1	2	3	4
1	\$95,000	\$106,400	\$114,912	\$124,105



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2	\$85,000	\$95,200	\$102,816	\$111,041
3	\$72,000	\$80,640	\$87,091	\$94,058

Management/Attorney Employees

Grade 1

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

Grade 2

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

Grade 3

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



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Attachment B – Positions within Grade

Department Heads/Management Employees

Grade 1

County Attorney

Public Defender

Grade 2

Commissioner of DSS

Director of Finance

Grade 3

Commissioner of DSS

Director of Community Mental Health Services

Director of Finance

Director of Information Technology

Director of Planning ~~Superintendent of Highway~~

Public Defender

Public Health Director

Sheriff

Personnel Officer

Superintendent of Highway

Grade 4

Deputy County Administrator

Chief Assistant District Attorney

Chief Assistant Public Defender

Deputy County Administrator

Undersheriff

Chief Assistant County Attorney

Chief DSS Attorney

Grade 5

~~Deputy Director of Information Technology~~
~~Director of Planning~~

~~Deputy Director of Information Technology~~

Deputy Commissioner of DSS

Director of Emergency Response and Communication

Grade 6

Assistant County Attorney

Assistant District Attorney

Assistant Public Defender

Deputy Director of Finance

Social Services Attorney

Clinical Director of Mental Health

Manager of Audit and Financial Projects

Deputy Director of Community Mental Health Services

Deputy Public Health Director

Director of Area Agency on Aging

Director of Administrative Services/DSS

Director of Real Property Tax Services

Probation Director

Deputy Superintendent of Highways

Deputy Personnel Officer

County Clerk

Grade 7

Plan Administrator

Director of Environmental Health

Attachment: Position slotings only (182-23 : Authorize Changes to Management Plan)



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Deputy Superintendent of Highways

County Clerk

Director of Administrative Services/DSS

Director of Community Health Services

Grade 8

Clerk of the Legislature

Superintendent of Buildings and Grounds

Epidemiology Manager

Grade 9

Assistant Director of Emergency Response and
Communication

Supervisor, Solid Waste Management

Grade 10

~~Assistant Director of Area Agency on Aging~~
Benefits Manager

Child Advocacy Center Coordinator ~~Director~~

Deputy County Clerk

Mobility Manager

Grade 11

~~Director of Veterans Services~~

Executive Administrative Officer

Executive Assistant to County Administrator

Grade 12

County Treasurer

Deputy Clerk of County Legislature

~~Motor Vehicle Director~~

Deputy Election Commissioner

~~Director of Program Development/DSS~~
Director of Social Services

Workforce Development Director

Highway Engineering and Maintenance Supervisor

Clerk of the Legislature

Director of Real Property Tax Services

Deputy Personnel Officer

Probation Director

Director of Area Agency on Aging

~~Grants Administrator (Workforce Development
Director)~~

~~Highway Engineering and Maintenance Supervisor~~

Deputy Director, Area Agency on Aging – Aging Services

Deputy Director, Area Agency on Aging – Nutrition
Services

Family Support Services Director

Employment and Training Director

Nutrition Program Manager

Director of Weights and Measures

Assistant Director of Administrative Services

Public Health Programs Manager

Director of Veterans Services

Grants Administrator

Motor Vehicle Director

Fiscal Manager

~~Mobility Manager~~
Executive Assistant to the District
Attorney

Recycling Coordinator

Assistant Landfill Supervisor

Nutrition Program Manager Recycling Coordinator

Recycling Coordinator Coroners

Coroners Safety Officer

Safety Officer

Attachment: Position slottings only (182-23 : Authorize Changes to Management Plan)



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The following positions' salaries are off scale and receive the same annual increases as positions above:

County Administrator

Medical Advisor

Medical Director/Psychiatrist

Mental Health Practitioner

Attachment: Position slottings only (182-23 : Authorize Changes to Management Plan)



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Management/Confidential Employees

Grade 1H

Election Clerks

Grade 2H

Senior Election Clerks

Grade 3H

Personnel Assistant

Secretary to the Plan Administrator

Grade 4H

Data Officer

Personnel Technician Trainee

Personnel Assistant

Grade 5H

Payroll Coordinator

Personnel Technician

Secretary to the County Attorney

Secretary to the District Attorney

Secretary II-Administrative Assistant

Secretary **Administrative Assistant** to the Commission
of Social Services

Secretary to the Sheriff

Secretary Administrative Assistant to the Plan
Administrator

Grade 6H

Legal Associate

Paralegal

Payroll Coordinator

Personnel Technician

Grade 7H

Investigator (PT)

Attachment: Position slotings only (182-23 : Authorize Changes to Management Plan)



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Management/Attorney Employees

Grade 1

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

Grade 2

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

Grade 3

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

Election Commissioners

These positions are eligible for health insurance and leave accruals, but not longevity

Salaries set by the Legislature annually



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ARTICLE I
DEFINITIONS

1. **Agenda** – is a summary of the order of business expected to come before a particular meeting of the Legislature. All bid openings, communications, petitions, notices, committee reports, annual reports, audits, resolutions, proclamations, recognitions, as well as any other business to appropriately come before the Legislature shall be listed.
2. **Amendment** – is a proposal to change the wording of a motion or a resolution. Upon request of any legislator in attendance, an amendment must be submitted in writing and distributed to all members.
3. **Amend Something Previously Adopted** – is a motion to change the Legislature’s action on a portion of a resolution that has been adopted. This motion is in order as long as the portion to be amended is not something that has already been done that cannot be undone. A motion to amend something previously adopted requires a two-thirds vote without notice, or a majority vote of the entire membership with notice.
4. **Article** – is any resolution, petition, communication, notice, or report.
5. **Article postponed indefinitely** – is any article which is terminated for the particular Legislative session at which it is postponed indefinitely.
6. **Article postponed to time certain** – is any article postponed to a specific time (time c e r t a i n) to be taken up on a specific day.
7. **Authorized Agency** – is a corporation, association, institution, or agency authorized to receive and expend County money (see County Law, § 351).
8. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-A of these Rules, Local Law No. 2 of 1972, and County Law §151.
9. **Citizen’s Advisory Committee** – the County Legislature, by resolution, may appoint a committee of citizens of the County to act in an advisory capacity to any committee, department or office on any subject relating to the County government, pursuant to provisions in County Law §154. Term of said Committee shall not exceed the term of the appointing Legislature.
10. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).
11. **Clerk** – is the Clerk of the Cortland County Legislature appointed in accordance with Article II of these Rules, Local Law No. 2 of 1972, and County Law §400-4(a) and County Law §475 or any amendments.
12. **Committee of the Whole** – is a committee composed of the members of the Legislature for the purpose of considering a subject which the members do not wish to refer to a Standing or Special



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Committee, but which is not in proper form for their final action. Committee of the Whole is NOT an executive session.

13. **Conflict of Interest** – no municipal officer or employee shall have an interest, direct or indirect, in any contract with the County of Cortland, or engage in any other activity prohibited by the Cortland County Code of Ethics (Local Law No. 2 of 2008), when such officer or employee, individually or as a member of a board, has the power or duty to:
- A. Negotiate, prepare, authorize or approve a contract or authorize or approve payment thereunder;
 - B. Audit bills or claims under the contract; or
 - C. Appoint an officer or employee who has any of the powers or duties set forth above.
14. **Communication** – is any written instrument advising the Legislature of facts, situations, or problems (past, present, or future) having to do with the operation of Cortland County Government or the Legislature's powers under County Law. For informational purposes, official communications may be distributed to and received and filed by the Legislature.
15. **Day** – a period from a certain day within which, or after, or before which, an act is authorized or required to be done, meaning the number of calendar days exclusive of the calendar day from which the reckoning is made. If such period is a period of two days, Saturday, Sunday, or a public holiday must be excluded from the reckoning if it is an intervening day between the day from which the reckoning is made and the last day of the period. In computing any specified period of time from a specified event, the day upon which the event happens is deemed the day from which the reckoning is made. The day from which any specified period of time is reckoned shall be excluded in making the reckoning (see General Construction Law §20).
16. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.
17. **Ex-officio** – a member of the committee or board by virtue of an office held. Ex-officio members of committees have the same rights and privileges as all other members of the committee or board, including the right to vote. If an ex-officio member is NOT under the authority of the organization (Legislature), he/she has all rights and privileges, but not the obligations of a regular member, and does not count toward a quorum. An ex-officio member who IS under the authority of the Legislature (Chair) IS counted in the quorum.
18. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.
19. **Executive Session** – that portion of a meeting not open to the public. **Proceedings in Executive Session shall be confidential** unless the Legislature votes otherwise, or is required to be made public in accordance with NYS Public Officer's Law. The Legislature may conduct an executive session upon a majority vote of the Legislature taken in an open meeting, after a motion to enter



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into executive session, for one of the purposes enumerated in Public Officer's Law §105 (1) (a) through (h) as follows:

- A. matters which will imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- G. the preparation, grading or administration of examinations; and
- H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

However, no action by formal vote shall be taken to appropriate public moneys during executive session.

Minutes of executive session shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. The summary need not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken in executive session shall be available to the public within one week from the date of the executive session.

Attendance at executive session shall be permitted to any members of the legislature and any other persons authorized by the Legislature.

20. **Interest** – a direct or indirect pecuniary or material benefit accruing to a County officer, employee or appointed official, spouse or child, whether the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer, employee or appointed official shall be deemed to have an interest in the contract if (i) a spouse and/or children, except a contract of employment with the County; (ii) a firm, partnership or association of which such officer, employee or appointed official or spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by, or controlled directly or indirectly by an officer, employee or appointed official, or his/her spouse or child.
21. **Journal** – is the copy of the record of proceedings, with an index, of the Cortland County Legislature for a calendar year in printed bound volume, or recorded by electronic means in a single volume, or both, certified by the Clerk of the Legislature as a true copy. The Clerk of the Legislature shall ensure



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that a printed copy is published annually pursuant to County Law (see County Law, § 211), and will make copies available upon request to current legislators.

22. **Legislature** – is the Cortland County Legislature, the elected county governing body, by whatsoever name designated. Whenever the term "County Board," "Board of Supervisors," "County Governing Board," "Elective governing body of the county" is referred to in any law, contract, or document pertaining to any of the functions, powers, obligations, and duties of such governing body, it shall be deemed to mean and refer to the County Legislature (see County Law§150-a).
23. **Majority Leader** – The members of the Legislature belonging to the recognized political party having the greatest number of total votes on said Legislature shall elect from its members a Majority Leader. In the event of a tie for the greatest numbers of members in the recognized political parties, the majority leader will be selected from the party with the greatest number of total weighted votes. The name of the Majority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party with five (5) calendar days of the biennial organizational meeting.
24. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.
25. **Meeting** – the official convening of a legislative body for the purpose of conducting public business. This includes any meeting of a committee and any special, organizational, or other meeting.
26. **Member** – is either a duly elected member of the Cortland County Legislature or a member appointed by authority of Local Law No. 2, Article II, § 204, VACANCIES, for year 1972.
27. **Minority Leader** – The members of the Legislature belonging to the recognized political party having the second greatest number of total votes on said Legislature shall elect from its members a Minority Leader. In the event of a tie for the second greatest numbers of members in the recognized political parties, the minority leader will be selected from the party with the greatest number of total weighted votes. The name of the Minority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party with five (5) calendar days of the biennial organizational meeting.
28. **Minority Report** – is the written report of a minority party or a minority of any standing or special or committee.
29. **Motion** – is a formal proposal for action by a member in a meeting.
30. **Motion to Discharge** – is a motion relieving a Standing or Special committee of its responsibility to consider a matter referred to it and placing the matter on the agenda of the following meeting of the Legislature.
31. **Motion to Reconsider** – is a motion, subject to time limits, to bring again before the Legislature a motion which has been adopted, defeated, or postponed indefinitely, as long as something has not already been done which cannot be undone. This motion may only be made by a member who voted on the prevailing side. Requires a majority vote of the Legislature.



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32. **Motion to Rescind** – is a motion to revoke the Legislature's action on a motion which has been adopted, as long as something has not already been done which cannot be undone. Requires a two-thirds vote of the Legislature.
33. **Motion to Suspend the Rules** – is a motion suspending the Rules of Order which requires a two-thirds vote and may be made by any member of the Legislature.
34. **Notice to Incoming Members** – the notice referenced in Article II, Section B. 1 of these Rules shall be in writing and shall be served by United States mail addressed to each incoming member at his/her last known postal address at least 48 hours before the date and time of the meeting (see County Law, §151(1).)
35. **Petition** – is a written request for action by the Legislature on a matter having to do with the operation of Cortland County Government or the Legislature's power under County Law.
36. **Previous Question** – is a motion to immediately end debate and amendment and take a vote on the question(s) before the Legislature. It requires a second, and a two-thirds vote, which is taken separately from and before the vote on the motion(s) to which it is applied.
37. **Privilege of the Floor** – is an opportunity granted to a person who is not a member of the Legislature to address an issue that is on the current Legislative agenda (see Article III Section 1.A.vi. for detail).
38. **Quorum** – is a majority of the total number of members of the Legislature, should no vacancy exist (see County Law §153(2) and General Construction Law §41).
39. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.
40. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.
41. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.
42. **Regular Meeting** – is a meeting called for the purpose of transacting any and all business which the Legislature is authorized or permitted by law to transact.
43. **Resolution** – is a written instrument for consideration by the Legislature as recommended by a committee or the Chair in carrying out its power and duties pursuant to Statute or expressing the sense of the Legislature on a matter having to do with the operation of Cortland County Government.
44. **Resolutions of a Permanent Nature** – require a two-thirds vote of the total weighted vote and shall include those:



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- A. authorizing the purchase of property (See County Law, § 215);
 - B. authorizing the issuance of bonds (See General Municipal Law, § 99-g);
 - C. conveying property previously owned by the County, except property acquired by tax sale deed or for purposes of establishing a highway right of way (see County Law, § 215);
 - D. giving an easement or other substantial interest in property owned by the County (see County Law, § 215);
 - E. regarding membership of County employees in a State Retirement System;
 - F. authorizing a class of property tax exemptions;
 - G. creating departments, boards, or councils;
 - H. amendment of the Rules of Order of the Cortland County Legislature;
 - I. motions suspending the adopted parliamentary authority;
 - J. any other action requiring a two-thirds vote as mandated by Federal, State or County law.
45. **Resolutions Not of a Permanent Nature** – require a majority vote of the total weighted vote and shall include those:
- A. transferring any funds within account numbers in excess of \$25,000;
 - B. authorizing contracts;
 - C. authorizing awarding of bids;
 - D. authorizing correction of an assessment roll if approved by the Director of Real Property Tax Services; or
 - E. other business which may appropriately come before the Legislature, which does not require a vote other than a majority vote.
46. **Roll Call Vote** – shall be taken as required by Statute or may be ordered on any pending motion at the request of a single member. The total number of weighted votes shall be entered in the record, along with the names of members voting for or against a matter considered by the County Legislature.
47. **Special Article** – is any resolution, petition, report, communication or motion which may appropriately come before the Legislature at a meeting without, however, being included on the agenda which has been distributed in accordance with the timeframe established in Article V of these Rules.
48. **Special Committee** – is a special committee established by resolution of the Legislature. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. Members are to be appointed by the Chair from the membership of the Legislature. Each member shall serve for the period specified in the resolution, but in no event longer than his or her term on the Legislature (County Law, § 154[2]).
49. **Special Meeting** – is a meeting called by the Clerk of the Legislature upon direction of the Chair



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or upon a written request signed by a majority of the members of the Legislature. Notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail or by electronic means upon each member (as he/she directs) by the Clerk of the Legislature at least forty-eight (48) hours before the date fixed for holding the meeting, or a member may waive the service of the notice for such meeting by a writing signed by him/her. Only business specified in the notice thereof may be transacted at a special meeting. (see County Law, §152).

50. **Special Order** – is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating: (a) to adjournment or recess, (b) to questions of privilege, (c) to special orders that were made before this special order was made, or (d) to a question that has been assigned priority over all other business at a meeting by being made *the* special order for the meeting.
51. **Sponsor** – is the member or members whose motion or resolution is appropriately brought before the Legislature.
52. **Standing Committee** – is a committee established in accordance with Article XII of these Rules (see Article XII of these rules, County Law §154(1), and Local Law No. 2 of 1972).
53. **Table** – is a motion to allow the Legislature to lay the pending question(s) aside temporarily when something of an urgent nature arises. Is subject to time limits and requires a majority vote of the Legislature.
54. **Take from the Table** – is to make pending again before the Legislature a motion or resolution that had been previously tabled. It requires a second, is not debatable and requires a majority vote for adoption.
55. **Total Vote** – is the total number of weighted votes of all members of the Legislature.
56. **Weighted Vote** – the number of votes each Legislator casts at a Legislative meeting in a roll call vote pursuant to the current duly adopted plan of apportionment.
57. **Whole Number of Members** – is the total number of members that the Legislature would have were there no vacancies and were none of the members disqualified from acting (see County Law, § 153(9) and General Construction Law §41).

**ARTICLE II
ORGANIZATION**

1. **Biennial Organizational Meeting**
A. **Scheduling**

In accordance with County Law §151 and Local Law No. 2 for year 1972, Article II, Section 202, the County Legislature shall meet on the first Wednesday of January at 10:00 a.m., except when the first Wednesday shall be January 1st, in which event it shall be the following day, and every even year thereafter



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for the purpose of organization and for the transaction of such other business as may come before it.

B. Notification

- i. The Clerk of the Legislature last appointed, in accordance with Article I, # 34, shall serve upon each member of the Legislature entitled to vote at the organizational meeting a notice stating:
 - a. the date, time, and location of the organizational meeting;
 - b. that a Chair shall be elected; and
 - c. any other matter to come before the Board.
- ii. In the event of the inability or failure of the Clerk of the Legislature last appointed to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

- i. The business to come before the biennial organizational meeting following the election of the Legislature shall be as follows:
 - a. election of a Chair (County Law §151, Local Law No. 2 of 1972);
 - b. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);
 - c. receive and file the designation of the Majority Leader and Minority Leader (if available);
 - d. appointment of a County Attorney (County Law §400(4)(a), §500);
 - e. appointment of a County Auditor (County Law §600);
 - f. appointment of a Public Defender (County Law §716);
 - g. appointment of a Veterans' Services Officer (County Law §800); and
 - h. any other business necessary and appropriate to come before the meeting.
- ii. The business to come before the biennial organizational meeting held in the even numbered year mid-term of the Legislature shall be as follows:
 - a. election of a Chair (County Law §151, Local Law No. 2 of 1972);
 - b. receive and file the designation of the Majority Leader and Minority Leader (if available);



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c. any other business necessary and appropriate to come before the meeting.

2. Elections and Appointments

A. Appointment Process Timeline

- i. In September of the year during which the term of appointment is set to end (no later than the last working day of the month), the current employees shall indicate to the Chair of the Committee to which they report:
- a. Clerk of the Legislature – Government Operations Committee
 - b. County Attorney – Government Operations Committee
 - c. County Auditor – Finance & Administration Committee
 - d. Public Defender – Judiciary & Public Safety Committee
 - e. Veterans' Services Officer – Health & Human Services Committee

* Whether or not they shall seek another term of appointment, the notice by the current appointee shall be delivered in writing to the appropriate Committee Chair AND the Personnel Officer.

- ii. In October, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:
- a. In the event the appointee seeks re-appointment, the current appointee's performance evaluation shall be reviewed in the month of October; or

In the event the appointee does NOT seek re-appointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial organizational meeting of the Legislature as the Rules of Order provide.

- iii. In November, following the current appointee's performance evaluation, the Chair of the Committee to whom the appointee reports shall indicate the committee's:
- a. Recommendation to re-appoint the current appointee; or
 - b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial organizational meeting of the Legislature as the Rules of Order provide.

Any person who meets the minimum qualifications for one of the appointed positions shall apply to the Personnel Officer to fill one of the anticipated vacancies. The current appointee who has not been recommended for re-appointment may apply for the posted position.

- iv. At the next organizational meeting following the election of the current Legislature, the full Legislature shall appoint persons to fill each of the positions scheduled to be



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filled as follows:

- a. 1st The current appointee recommended by the last sitting committee shall be nominated and considered for the position by vote of the new sitting legislature; if not approved for appointment by a sufficient vote of the legislature; then
- b. 2nd The legislature shall then nominate and consider from the applicants who filed appropriate documentation with the Personnel Officer, any such successfully nominated applicant shall be subject to meeting other requirements as the County has established (i.e. drug test); if no such applicant is approved for appointment by a sufficient vote of the legislature; then
- c. 3rd The legislature shall accept from the floor nominations of persons who did not apply. These nominations shall be subject to providing valid and sufficient proof that they meet the minimum qualifications for the position and subject to all other requirements demanded of new employees of the County.

B. Procedure for Election of a Chair

- i. The Chair shall be elected by a majority vote of the whole number of weighted votes of the total membership of the Legislature. The Clerk of the County Legislature last elected shall act as Chair pro tem. If the Clerk of the Legislature last appointed is not available, the County Clerk shall preside over the election of the Chair. He/She shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag. Whereupon the Chair pro tem shall declare, "The first order of business is the election of the Chair." Nominations for the office of Chair shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chair pro tem shall inquire if there are any further nominations. If there is no response, the Chair pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator's name is called, declaring the name of the candidate of the legislator's choice who has been duly nominated and seconded. Should there be no weighted majority of the Legislature after the initial roll is called, the two nominees receiving the highest number of votes shall then be the only candidates named for a second round of roll call voting. Voting will again be by full roll call with each legislator, when the legislator's name is called, declaring the name of one of the two candidates remaining. Upon voting of the County Legislature; whereupon the Chair pro tem shall declare the duly elected Chair. Upon election, the Chair shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of his/her office.
- ii. The Chair's term will be through December 31 in the next odd-numbered year.
- iii. In the event a Chair is not elected at the biennial organizational meeting, a Chair shall be elected at a recessed meeting held no later than February 1 in the even-numbered year.
- iv. In the event of the failure of the Legislature to elect a Chair on or before February 1 in the even-numbered year, the County Clerk of Cortland County shall appoint a member



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of the Legislature as Chair, who shall serve through December 31 of the next odd-numbered year.

C. Appointment of a Clerk

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Clerk of the Legislature, in accordance with County Law §400 (4)(a) and County Law §475. The Clerk of the Legislature shall also serve as County Historian.
- ii. The Clerk of the Legislature shall be appointed by a majority vote of the weighted votes of the total of the Legislature.
- iii. The Clerk of the Legislature shall serve at the pleasure of the Legislature until replaced or removed by the Legislature (see County Law, § 475[1]).

D. Appointment of the County Attorney

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a resident attorney as County Attorney, in accordance with § 500 of County Law.
- ii. The term of office of the County Attorney shall run concurrent with the elected members of the Legislature, in accordance with County Law, § 500.
- iii. The County Attorney shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

E. Appointment of the County Auditor

- i. At each organizational meeting following the election of the Legislature, the Legislature may appoint a County Auditor, in accordance with County Law, § 600.
- ii. The term of office of the County Auditor shall be for the term for which the membership of the Legislature appointing him/her was elected, in accordance with County Law, § 600, or for a term as may be determined by local law not to exceed four years.
- iii. The County Auditor shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

F. Appointment of a Public Defender

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law No. 6 for year 2021. (See County Law, § 716).

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- ii. The term of the office of Public Defender shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Public Defender shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

G. Appointment of a Veterans' Services Officer

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a County Veterans' Services officer, in accordance with County Law § 800.
- ii. The term of office of the Veterans' Services shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Veteran's Services Officer shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

**ARTICLE III
AUTHORITY OF THE CHAIR****1. Legislative Meetings****A. At any meeting of the Legislature, the Chair shall:**

- i. call the meeting to order at the set time;
- ii. proceed to the business in the manner prescribed by these Rules, unless there is no quorum;
- iii. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate; this ruling shall be subject to appeal from the ruling of the Chair;
- iv. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously; this ruling shall be subject to appeal from the ruling of the Chair;
- v. rule on the priority of business and all points of order, subject to appeal from the ruling of the Chair. On each appeal, the Chair shall have the right to speak first and last in debate, if the question is debatable, to explain the reason(s) for the ruling;
- vi. grant the privilege of the floor to individuals who have signed in before the beginning of the session and set the time limit, up to but not more than five (5) minutes per speaker, which, upon authority of the Chair, may be extended:

Public Comment: Privilege of the floor shall be granted to any individual in the manner prescribed as follows: Any person or group may request permission to appear before the

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Legislature by signing on the provided sign-in sheet. The Legislature will provide a thirty (30) minute public comment period, at the discretion of the Chair, or upon majority vote of the Legislature, the public comment period may be extended, before resolutions are acted upon. Said thirty minutes will be divided evenly among the number of persons or groups that wish to appear before the Legislature, with no one person or group appearing for more than five (5) minutes. The five-minute time limit per speaker may be extended and/or limited at the discretion of the Chair or upon majority vote of the Legislature to accommodate the group. This rule shall not apply to the County Administrator, Department heads, or others invited to appear before the legislature. The Chair shall preserve order and decorum. He or she shall prevent any persons speaking, including members of the Legislature, from making personal or derogatory comments regarding individuals and he or she shall confine the speakers to subject matters pertaining to the agenda. The Chair shall have the authority to have disruptive individuals removed from the meeting.

These actions shall be subject to appeal from the ruling of the Chair:

- i. in the absence of a quorum, take actions necessary to obtain a quorum;
- ii. on the request of any member, or at his/her own discretion, divide a resolution that contains two or more distinct propositions; and which can be considered separately;
- iii. vote on all questions, unless excused from voting on a particular question;
- iv. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate;
- v. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously;
- vi. appoint a Chair pro-tem to preside over the Committee of the Whole;
- vii. excuse a member from any meeting in accordance with the definition of an excused absence;
- viii. declare any meeting recessed at which a quorum cannot be obtained.

B. At any meeting of the Legislature, the Chair may:

- i. vary the order of business from the defined order of business, subject to appeal from the ruling of the Chair by the legislative body;
- ii. call any qualified individual temporarily to the position of Clerk of the Legislature, in accordance with County Law §400;
- iii. allow a minority report (either minority party or minority of a committee) to be presented and heard; and
- iv. introduce a resolution to the Legislature when content or subject matter does not fall within the jurisdiction of a statutory committee.

C. The Chair may direct the Clerk of the Legislature to call a Special Meeting of the Legislature subject to limitation of these rules, and County law.



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2. Committee Responsibilities

The Chair shall:

- A. within 15 days of his/her election to the position of Chair, appoint all Committee Chairs and members of Standing Committees, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- B. within 15 days of creation of a Special Committee, appoint its Chair and members, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- C. fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;
- D. reassign or remove committee Chairs or members as necessary;
- E. when deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;
- F. subject to the approval by resolution of the Legislature, assign additional duties to Standing or Special Committees;
- G. sit on Standing or Special Committees as an ex-officio member in compliance with County Law § 450.

3. Communications

A. Resolutions

Upon receipt of any resolution, forward it to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

B. Communications from the Clerk of the Legislature

Upon receipt of any petition, communication, or notice from the Clerk of the Legislature, forward it,



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if applicable, to:

- i. the Chair of the appropriate committee(s);
- ii. the Majority Leader;
- iii. the Minority Leader; and
- iv. other appropriate individuals.

C. Communications from Others

Upon receipt of any petition, communication, or notice from any individual other than the Clerk of the Legislature, forward it, if applicable, to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

4. Oath of Office

Within 20 days of being elected Chair, execute and file in the office of the County Clerk of Cortland County an official oath by being sworn in and signing the official oath book as Chair, in compliance with County Law, § 450. The Chair will also execute and file an official undertaking in such amount as required by the Legislature.

5. Administrative Responsibilities – The Chair

- A. shall supervise the Clerk of the Legislature;
- B. shall oversee the use of the Legislative Chambers and offices or shall designate an individual to oversee the use of the Legislative Chambers and offices;
- C. shall, no later than the last session in June of each year, give a State of the County address, at which time member reports may also be given;
- D. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;
- E. shall, in case of attack or public disaster, direct the performance by agencies and public offices of the County of specific duties and implement the provisions of Article Three of the New York State Emergency Defense Act and the County Emergency Plan;



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- F. shall become familiar with the property, function, and fiscal affairs of the County;
- G. shall ensure that the statutory and local laws and resolutions of the Legislature and directions of County officials empowered to make the same are faithfully executed. Any neglect of duty shall be reported to the Legislature;
- H. shall determine which official shall perform a particular power or duty not clearly defined by law;
- I. may attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds, in compliance with County Law, § 450;
- J. may inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control, in compliance with County Law, § 450;
- K. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;
- L. may transfer employees temporarily from one department or office to another, with the approval of the appropriate department head(s) or the Legislature, in compliance with County Law, § 450;
- M. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;
- N. shall approve the agenda for Legislative sessions prior to distribution;
- O. shall, after his/her election as Chair, assign seating for the members of the Legislature, or delegate this authority to the Clerk of the Legislature;
- P. shall appoint the members of all management teams for the negotiating of labor contracts;
- Q. shall perform an annual performance evaluation with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, County Auditor, Public Defender, and Veterans' Services Officer;
- R. shall, in consultation with the Committee Chairs, Department Heads, and other appropriate individuals, perform an annual performance evaluation for the County Administrator in compliance with the Administrator's current contract.

6. Temporary Chair

In the absence of the Chair for a meeting, the Majority Leader shall serve as temporary chair. In the absence



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of the Chair and the Majority Leader, the Minority Leader shall serve as the temporary chair. In the absence of the Chair, the Majority Leader, and the Minority Leader, a temporary chair shall be elected by a majority vote of those members present and voting. Said vote shall be overseen by the Clerk of the Legislature.

7. Permanent Vacancy

In the event of a vacancy in the office of Chair as defined by Public Officers' Law, § 30, the Clerk of the Legislature shall, within ten calendar days of such vacancy, call a meeting of the Legislature with notice provided in accordance with these Rules. At such meeting, a member shall be elected Chair, who shall serve as Chair for the unexpired term.

In the event of the failure of the Legislature to elect a new Chair within 30 days after the vacancy, the County Clerk shall appoint a member of the Legislature to serve as Chair for the unexpired term.

ARTICLE IV
AUTHORITY OF COMMITTEE CHAIR

1. Each committee Chair shall:

- A. appoint a Vice-Chair to preside in his/her absence;
- B. schedule committee meetings and cause committee members and the Clerk to have notice of all meetings. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Public notice of the time and place of every other meeting shall be given, to the extent practicable, a reasonable time prior thereto (Public Officers Law §104.);
- C. schedule a special committee meeting on receipt of a request signed by at least a majority of the committee members. Said request shall state a date, time, place, and subject for said meeting;
- D. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;
- E. add additional items not included on the agenda upon a majority vote of those present and voting, a quorum being present;
- F. upon receipt of any resolution, petition, communication, or notice, consult with each member of the committee in the manner he/she deems appropriate. Action can only be taken in an appropriately called and conducted meeting;
- G. invite appropriate individuals to a committee meeting when their resolutions are being considered;

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- H. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;
- I. delegate two members of the committee, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.

2. Each committee Chair may:

- A. appoint a person(s) from the standing committee membership to study any issue deemed appropriate, accountable to the full committee;
- B. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;
- C. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and
- D. present a resolution not already on the agenda to the Legislature by a motion suspending the rules.

ARTICLE V**RESPONSIBILITIES AND DUTIES OF THE CLERK OF THE LEGISLATURE****The Clerk shall:**

- 1. keep a record of all acts and proceedings of the Legislature and be the custodian of records and papers having to do with the Legislature's actions (See County Law, § 475);
- 2. record in the minutes whenever the Privilege of the Floor is granted, specifying the speaker and including a brief summary of what was said;
- 3. record in the minutes the sponsor and the seconder of all resolutions and motions;
- 4. call the roll in alphabetical order by the members' surnames, with the Chair being called last, and enter it in the minutes, specifying which members were present, absent, excused, and how each member voted;
- 5. certify local laws and resolutions in the order in which they are adopted and consecutively number local laws and resolutions in separate series as they are certified, each series continuing through one calendar year;
- 6. forward copies of local laws and resolutions adopted by the Legislature to the appropriate parties;
- 7. publish all roll call votes in the Journal and maintain a record of roll calls, which shall be available for public inspection prior to publication in the Journal;



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8. maintain a general index of all local laws and resolutions of a permanent nature;
9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and republish in the Newspaper of record as required;
10. file with the Cortland County Clerk all documents as directed by a majority vote of the Cortland County Legislature;
11. distribute to each member and others as deemed appropriate, or as directed by the Legislature or Chair, copies of the minutes of a Legislative session prior to and with the agenda of the next Legislative meeting;
12. upon direction of the Chair, or upon written request signed by a majority of the whole number of members of the Legislature, call a Special Legislative Meeting and serve personally or by mail upon each member at least 48 hours before the date fixed for the meeting, a written notice stating the date, time, location, and purpose of the Special Meeting in the case of an emergency, the 48 hour requirement may be waived by a majority vote of the Legislators present and voting, a quorum being present and all members having been notified (see County Law, § 152);
13. in the absence of a quorum, notify all members that a recessed meeting will be held giving the date, time, and location of the recessed meeting;
14. in the absence of the Chair, the Majority Leader, and the Minority Leader for a meeting, call the Legislature to order and preside over the election of a Chair Pro-Tem from the membership of the Legislature, who shall exercise the powers and duties of the Chair for the duration of the Chair's absence;
15. upon receipt of any petition, communication, or notice from anyone other than the Chair, forward a copy to the Chair, the Majority Leader, the Minority Leader, and other appropriate individuals;
16. on the fourth business day prior to a regular Legislative meeting, prepare and distribute an agenda which shall include, among other things, a listing of articles received in his/her office; items not included on this agenda may be considered as Special Articles at the Legislative Session, but shall not be added to the agenda;
17. make copies of the agenda available to the public in his/her office after distributing it to the members and be responsible for posting said agenda to the Legislature's website;
18. make copies of all roll call votes available to the public one day after the conclusion of the meeting at which they were taken;
19. by 10:00 a.m. on the business day prior to a meeting, place a copy of each resolution to be considered at the meeting on the desk of each member, and send an electronic copy and have a paper copy on the desk of each member on the day of the meeting;
20. send notices of committee meetings to all Legislators, the County Attorney, and other appropriate



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individuals at least 72 hours in advance of a committee meeting;

21. record all notices of committee meetings;
22. receive reports as requested by the Legislature;
23. receive annual reports from Department Heads and heads of authorized agencies, as directed by the Legislature or required by law;
24. upon receipt of a tentative budget from the Budget Officer, distribute a copy to each member;
25. prepare a list of committees and their members, and distribute to all Legislators and Department Heads and have available for the general public within 30 days of the committee appointments;
26. within 50 days after election or appointment of new members, distribute to them the last Legislative Journal, the current County budget, and if available, the tentative County budget for the next fiscal year;
27. ensure each member has a copy of the current edition of *Robert's Rules of Order Newly Revised* and the Rules of Order of the Cortland County Legislature;
28. prepare an annual budget for the Legislature;
29. report to the Legislature through the Chair;
30. within seven business days following a Committee meeting but in no event no later than the day two days prior to the next Legislative Session, have prepared and forward draft minutes of the meeting to all Legislators that shall specify, among other items, the time, date, and place of the meeting, the persons in attendance, the resolutions voted on and the vote on each;
31. shall serve as the County Historian;
32. shall serve as the Public Information Officer;
33. shall serve as the (Freedom of Information Law) FOIL Officer for Cortland County;
34. ensure that minutes of all Legislative and committee meetings are posted to the County's website in accordance with the time frames identified in Public Officers' Law §106, including video recordings of the meetings.
35. perform such additional duties as the Legislature or the Chair may direct (See County Law, § 475);

ARTICLE VI
POWERS AND DUTIES OF THE COUNTY ATTORNEY, AND THE COUNTY
ADMINISTRATOR

1. **The County Attorney shall:**



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- A. act as the legal advisor to the Legislature and other County officials in all matters involving an official act of a civil nature (See County Law, § 501);
- B. prosecute and defend all civil actions and proceedings brought by or against the Legislature, other County officials, or Cortland County (see County Law § 501);
- C. be present at all Legislative meetings unless excused by the Chair, and committee meetings, if requested by the Committee Chair. In cases where the County Attorney cannot be present, ensure that an Assistant County Attorney shall be present; and
- D. by 10:00 a.m. on the business day prior to a meeting, approve all resolutions included on the agenda for form and legal content, indicating his/her approval on the original copy, consulting with the sponsor if necessary, before approving said resolution.
- E. Perform such additional and related duties as may be prescribed by law, or as directed by the Legislature (see County Law § 501).

2. The County Administrator shall:

- A. be directly responsible to the County Legislature, and, on behalf of the County Legislature shall perform the functions of chief administrative officer, with the County Legislature retaining the final administrative authority (see Local Law No. 7 for the of 2002, Local Law No. 3 for the year 2003);
- B. be the Budget Officer of the County, responsible for preparing the tentative budget and presenting it to the Budget and Finance Committee for approval and then to the County Legislature for final adoption (see Local Law No. 5 of 2018 and County Law §353 and §354); and
- C. any other duties as assigned by the Legislature which do not curtail, diminish, transfer or divest the Cortland County Legislature (or any elected official) of any functions, powers or duties (see Local Law No. 7 of 2002, Local Law No. 3 of 2003, Local Law 5 of 2018 and Municipal Home Rule Law §23, County Law §154(6)).

ARTICLE VII
PRESENTATION OF RESOLUTIONS

- 1. All resolutions shall be in writing and shall include a brief title summarizing the purpose of the resolution (see County Law, § 153).
- 2. All resolutions shall be filed with the Clerk of the Legislature, and whenever possible shall be written in the affirmative.
- 3. Resolutions to be included on the agenda shall have the majority vote of those present (a quorum

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being present) of the appropriate Statutory Committee and shall be filed on or before the fourth calendar day before a regular meeting, and at least 48 hours before a Special Meeting. Resolutions not approved by the Finance and Administration Committee shall be so noted when presented to the Legislature.

4. Resolutions creating a Special Committee shall specify the powers and duties of the committee, the number of members and the term of the committee. (See County Law, § 154)
5. Resolutions pertaining to bills pending before the Congress or the State Legislature shall specify the bill number and the name of the sponsor(s).
6. An amended version of a resolution on the agenda may be filed by the sponsor for consideration at any time before the Legislature convenes.
7. Upon the request of any member, an amendment to a resolution shall be in writing. Copies of the amendment shall be distributed to all members.
8. A sponsor, upon approval of a majority of the committee, may request permission to withdraw a resolution any time before a final vote is taken. The same resolution with the same intent may not be withdrawn by the sponsor more than three (3) times per calendar year.
9. A sponsor shall be given an opportunity to explain a resolution, its purpose, and his/her reason for introducing the resolution prior to the opening of debate in the Legislature.
10. The same resolution with the same intent offered by the same sponsor may be introduced as a new agenda item only three (3) times per calendar year.
11. Any resolution withdrawn from the Legislative agenda shall begin the committee approval process again and shall not be re-introduced unless the committee approval process is completed.

**ARTICLE VII
MEETINGS**

1. All meetings of the Legislature shall be held in the Legislative Chambers, Cortland County Office Building, 60 Central Avenue, Cortland, New York. The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting, except that no meeting shall be held outside the City of Cortland without an affirmative vote of three-fourths of the total membership of the Legislature (see County Law, § 152).
2. All meetings of the Legislature shall be public (see County Law § 152 and Public Officers Law §103).
3. The Legislature shall, in addition to the organizational meeting, hold regular meetings at 6:00 p.m. on the fourth Thursday of each month January through October. November and December meeting dates will be scheduled by the Clerk.

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4. Special meetings shall be held in accordance with County Law §152(2) and these Rules. Only articles included in the written notice may come before the Legislature at the special meeting.
5. When the day specified for any meeting falls on a County holiday, such meeting shall be held at the time specified on the next business day.
6. If the Legislature is inquorate (without a quorum) for any meeting, a recessed meeting shall be declared.

ARTICLE IX
ORDER OF BUSINESS

1. The order of business at each meeting of the Legislature shall be as follows, unless modified by the Chair in accordance with Authority of the Chair:
 - A. Salute to the Flag
 - B. Roll call of members
 - C. Approval of minutes of the previous meeting
 - D. Privilege of the Floor, including Public Comment Period as authorized by these rules
 - E. Proclamations and Recognitions
 - F. Presentation of petitions, communications, and notices
 - G. Reports of Standing and Special Committees
 - H. Special Orders
 - I. Articles Postponed to Day Certain
 - J. Unfinished Business
 - K. New Business/Presentation of Resolutions
 - L. Announcements
 - M. Adjournment
2. When necessary, the minutes of the previous meeting may be read if the members have not received them, or upon the request of any member. In the absence of corrections, the minutes shall stand approved without formal motion.
3. Articles Laid on the Table, except Articles Postponed to Day Certain, shall be considered Unfinished Business and shall be taken from the table upon approval of a majority vote of the total vote of the members present via the motion to Take from the Table.
4. No more than one amendment to an amendment may be pending at any given time on any resolution.



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5. The Legislature shall set aside any other business at the time stated for consideration of a Special Order.
6. The time for consideration of a Special Order shall be advanced, postponed, or rescinded only with the approval of a two-thirds vote of the total vote of the members present.

ARTICLE X
MOTIONS AND THEIR PRECEDENCE

1. When the Legislature is considering a question, motions shall have precedence over another in the order stated below:
 - A. To adjourn
 - B. To recess
 - C. To raise a question of privilege
 - D. To lay on the table
 - E. Previous question
 - F. To postpone to day certain
 - G. To commit (refer to a committee)
 - H. To go into Committee of the Whole
 - I. To go into Executive Session
 - J. To amend
 - K. To postpone indefinitely
 - L. Main motion
2. The privileged motion to adjourn, and the motion to lay on the table are not amendable. The privileged motion to recess may be amended only as to the length or time of the recess. A motion to postpone to day certain may be amended only as to the day to which the question is postponed.
3. The privileged motions to adjourn and to recess, and the motions for the previous question, and to lay on the table are not debatable.
4. A motion to adjourn shall not be made while the Chair is putting a question, while a member has the floor, while the Clerk is taking a roll call vote, or while the Legislature is in the Committee of the Whole.
5. A question of privilege may be raised while another member has the floor.
6. Any question shall be laid on the table or postponed to day certain only once.

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7. The Legislature, while in Committee of the Whole, shall not exercise Legislative powers and shall be presided over by a temporary Chair. The only motions that are in order under Committee of the Whole are to amend and adopt the report to be given and to “rise and report.” Any formal action must be taken in the regular Legislative body. Committee of the Whole cannot refer the issue under consideration to another committee.
8. When in Executive Session, the Legislature shall operate under these rules insofar as they are applicable. Proceedings in Executive Session shall be confidential unless the Legislature votes otherwise.
9. Any Committee may be discharged from further consideration of any matter entrusted to it by these Rules upon a majority vote of the whole number of members. The matter shall automatically be placed by the Clerk on the agenda for the next regular Legislative meeting.
10. A motion to reconsider any vote must be made on the day the vote proposed to be reconsidered was taken or at the next regular meeting of the Legislature. Such motion may be made only by a member voting on the prevailing side. Such motion may be made under any order.
11. A motion to rescind any resolution or motion shall be made only when no motion is on the floor. It shall require the affirmative vote of two-thirds of the Legislature, or a majority of the Legislature with previous notice.

**ARTICLE XI
RULES OF VOTING**

1. A majority of the total vote (weighted vote) of the whole number of members of the Legislature (17) shall be necessary to adopt any question, proposition, resolution, motion, or any other matter, except where it is otherwise provided herein or by statute that another form of approval is required.
2. Every member present when a vote is taken on any matter shall vote unless he/she has a direct interest in the matter or is excused by a majority weighted vote of the members present.
3. Members must be in their designated seat when voting.
4. A roll call vote shall be called by the Clerk on any question where it is required by statute or these Rules, or on the request of any member (see County Law, § 153).
5. If a roll call vote is commenced on any question, it must be completed.
6. Members shall be called in alphabetical order according to their surnames, except that the Chair (permanent, temporary or Chair Pro-Tem) shall always be called last.
7. Any member shall have the right to have his/her vote on any question recorded and entered in the minutes upon his/her request, without explanation and without requesting a roll call vote.
8. An absent legislator cannot vote on a motion. However, mathematically, the Legislature cannot reduce the total number of weighted votes. A member recorded as absent or excused shall not have

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a vote. The total number of weighted votes cannot be reduced by an absence or excuse of a member, so the total vote required to adopt any motion shall be based on the total vote of the full Legislature.

ARTICLE XII
COMMITTEES

1. Members of all Standing Committees shall be appointed for terms of two years, or until reassigned or removed by the Chair, commencing January 1 of the even-numbered year, but nothing herein contained shall be construed to allow any person to continue to serve on any Committee after ceasing to be a member of the Legislature.
2. In accordance with these Rules, the Chair shall have the authority to reassign or remove committee members.
3. Committees shall operate under these Rules as far as they are applicable, except that the previous question shall not be in order.
4. Each Standing Committee may examine the bills, accounts, and claims of the departments, boards, councils, and authorized agencies assigned to it in these Rules.
5. Each Standing Committee may review and receive recommendations from Legislators and make recommendations to the Budget Officer and/or Finance and Administration Committee regarding department proposed budgets under the jurisdiction of that committee.
6. Each Standing Committee shall have general supervision of and receive articles relating to the departments, boards, councils, and authorized agencies assigned to it in these Rules.
7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, councils, and authorized agencies assigned to in it these Rules.
8. For any item to be moved from the Standing Committee to the Legislature requires a majority vote of the committee members present (a quorum being present).
9. Any item having an unbudgeted financial impact on Cortland County shall be presented to the Finance and Administration Committee before being presented to the full Legislature. Resolutions not approved by the Finance and Administration Committee shall be so noted when presented to the Legislature.
10. Each Standing Committee shall fulfill the responsibilities assigned to it.
11. Special Committees shall be created by resolution for a period not to exceed the term of the Legislature adopting the resolution.
12. The following are the Standing Committees, their responsibilities, and their composition:



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- A. **Finance and Administration** – A seven (7) member Committee shall review the tentative budget filed by the Budget Officer and shall consider and recommend appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

The Committee shall oversee:

~~The Treasurer's Office,~~ The Finance ~~Office~~Department, Administration Office, Office of the Manager of Audit and Financial Projects, the Department of Real Property Tax Services, occupancy tax, Tompkins Cortland Community College (TC3), Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service. The Finance and Administration Committee shall serve as the Audit Committee.

- B. **Judiciary and Public Safety** – Not less than five (5) nor more than seven (7) members who shall oversee:

The District Attorney's Office, Coroners, Assigned Counsel, Public Defender, Sheriff's Department, Probation Department, Department of Emergency Response and Communications.

- C. **Government Operations** – Not less than five (5) nor more than seven (7) members who shall oversee:

Personnel/Civil Service Office, County Attorney, Board of Elections, Weights & Measures, County Clerk/Department of Motor Vehicles and the Clerk of the Legislature/Historian.

All matters concerning operation and revision of these Rules shall be referred to the Committee.

- D. **Highway/Solid Waste** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department

- E. **Buildings and Grounds** – Not less than five (5) nor more than seven (7) members who shall oversee:

Buildings and Grounds Department, the Safety Office and Information and Technology Department.

- F. **Health & Human Services** – Shall consist of no less than five (5) and no more than seven (7) members who shall oversee:

The Health Department, Mental Health Department, Department of Social Services, Employment and Training Office and Grant Administration, Area Agency on Aging and Veterans' Services.

- G. **Agriculture/Planning/Environmental** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Planning Department, Soil and Water Conservation District, Cooperative Extension, public transportation, SPCA, and including but not limited to any associated agency.



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ARTICLE XIII
SUSPENSION OR AMENDMENT OF RULES

1. Any Rule may be amended or rescinded by a two-thirds vote of the full Legislature.
2. Any Rule may be suspended by a two-thirds vote of the members present and voting and any suspension shall be effective only while the matter before the Legislature at the time of the suspension remains under discussion.

ARTICLE XIV
INTENT OF THESE RULES AND PARLIAMENTARY QUESTIONS

1. It is the intent of this Legislature to determine the rules of its own proceedings pursuant to County Law §153 and Local Law No. 2 for year 1972 establishing the County Legislature with the power to enact local laws or rules governing the conduct of the members at such sessions and the manner of transaction business thereat.
2. Except as otherwise provided herein, the current edition of *Robert's Rules of Order Newly Revised* shall govern parliamentary procedure at all meetings.

ARTICLE XV
EFFECTIVE DATE

These Rules shall take effect immediately upon adoption and shall remain in effect until amended, revised, or rescinded.

Adopted January 2010 – Revised 7-28-11

Adopted January 4, 2012 – Revised 4-26-12, 6-27-13

Adopted January 2, 2014 – Amended 6-26-14, 9-24-15

Adopted October 26, 2017 – Revised 12-8-20

Adopted December 18, 2020 – Revised 8-12-21

Adopted August 26, 2021 – Revised 11-4-21

Adopted November 18, 2021



October 26, 2023

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

Dear Chairman Fitch:

On behalf of the Cortland County Convention & Visitors Bureau, the official Tourism Promotion Agency for Cortland County, the Tourism Marketing Grant Allocation Committee and all the tourism-related businesses in Cortland County, I'd like to thank you, and the full Legislative body, for supporting the allocation of the 2024 Tourism Marketing Grants. Your generous provision of this funding has had a tremendous and positive economic impact within Cortland County, and we are deeply appreciative of your dedication to promoting this area as a must-visit destination.

These Tourism Marketing Grants have allowed local organizations to showcase our area's unique offerings and create compelling marketing campaigns that have resonated with travelers. The financial assistance from the County has enabled organizations to enhance marketing efforts, including advertising campaigns, digital promotions and the development of new tourism materials. These initiatives have not only attracted more tourists, but also encouraged longer stays and increased spending within our local businesses.

I regret that I could not be there in person tonight to thank you properly, however, my staff and I are currently at the Center for the Arts, hosting the first-ever Cortland's Cabinet of Curiosities – a celebration of our incredible historical assets, some of which these grants support. Once again, we thank you for your dedication and belief in our tourism community. Your investment in our county's tourism industry has been transformative, and we are excited about the opportunities that lie ahead!

Sincerely,

A handwritten signature in black ink that reads "Michelle Enright".

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