



Personnel Committee

Committee Meeting

~ Agenda ~

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

Tuesday, January 16, 2018

9:00 AM

Room 304

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Board Member Kevin Whitney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Sandra Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice-Chair Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Beau Harbin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Ann Homer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Chair, Kelly L. Fairchild-Preston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MINUTES

Personnel Committee - Committee Meeting - Dec 12, 2017 9:00 AM

Unfinished Business

ON MOTION OF FAIRCHILD-PRESTON, MEETING

AGENDA ITEM NO. 1

Appoint Cortland County Auditor

WHEREAS, the Cortland County Legislature, pursuant to County Law 369, has the responsibility to audit all claims, accounts or demands against the County prior to payment, AND

WHEREAS, the Cortland County Legislature has created an Audit Department pursuant to Section 600 of County Law, NOW THEREFORE BE IT

RESOLVED, that _____ be and hereby is appointed as County Auditor for the tenure of this Board consistent with Section 600 of County Law and Section 5 of Public Officers Law and shall be compensated in accordance with the Cortland County Management/Management Confidential Compensation Employment Policy.

RESOLUTIONS

Board of Elections

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 1

Authorize Contract NTS Data Services, LLC - Board of Elections

WHEREAS, the Commissioners of the Board of Elections deem it necessary to continue programs within its existing TEAM System of Operation, AND

WHEREAS, NYS Data Services, LLC will provide NTA-TEAM-VRA, a voter referral application, AND

WHEREAS, draft contractual agreements have been submitted to the County Attorney, AND

WHEREAS, the Commissioners of the Board of Elections have approval from a grant from the State's "Shoebox" monies to reimburse Cortland County for cost of said programs with said revenue being recorded against account #A145043.43145.SHOE, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Cortland County Legislature, upon review and approval of the County Attorney or designee is hereby authorized to sign a contract with NTS Data Services, LLC for 2 years for 2018, and 2019 at a cost of \$6,400 per year for NTS-TEAM-VRA.

County Attorney

Legislature/Historian

Personnel Department

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 2

Create Fiscal Manager - Amend 2018 Budget - Budget and Finance Office

WHEREAS, the needs of the County will be better served by creating one full time position of Fiscal Manager in the Budget and Finance Office, NOW THEREFORE BE IT

RESOLVED, that one full-time position of Fiscal Manager in the Budget and Finance Office (Management Compensation Plan Grade 8, \$48,574-59,100/YR), be created effective January 01, 2018 at 12:01 A.M., which is paid out of Account #A13105.51005, AND BE IT FURTHER

RESOLVED, the 2018 budget is amended as follows:

Decrease:			\$69,965
Increase:			
	A13105.51005	Pers Services	\$48,574
	A13105.58020	Retirement	7,772
	A13105.58030	FICA	3,715
	A13105.58040	Workers Compensation	2,395
	A13105.58060	Health Insurance	7,509

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 3

Authorize Agreement -Personnel /Civil Service

WHEREAS, the Personnel Department contracts for various professional services, AND

WHEREAS, funds have been allocated in the 2018 budget in account number indicated below, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Cortland County Legislature, upon and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements beginning January 26, 2018 and paid from the account listed:

Pomeroy, Armstrong, Casullo & Monty LLP Victoria Monty - Special Litigation Counsel	A14305-54063	1/26/18 - 12/31/18
--	--------------	--------------------

DISCUSSION/REPORTS

Discussion Items

1. January Vacancy Report
2. Legislative Mileage Policy



Personnel Committee

Committee Meeting

~ Minutes ~

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

Tuesday, December 12, 2017

9:00 AM

Room 304

CALL TO ORDER

The meeting was called to order at 9:00 AM by Chair George Wagner

Attendee Name	Title	Status	Arrived
John R Troy	Legislative District 1	Present	
Richard Bushnell	District 4	Excused	
Kevin Whitney	District 13	Present	
Sandra Price	Vice Chair	Present	
George Wagner	Chair	Present	
Raylynn Knolls	District 7	Present	
Linda Jones	District 9	Present	
Donnell Boyden	Legislative District 8	Present	
Gordon Wheelock	District 10	Present	
Mary Ann Discenza	District 6	Present	
Karen Howe	County Attorney	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Robert Howe	Republican Election Commissioner	Present	
Kristen Monroe	Commissioner of Social Services	Present	
Charles Sudbrink	District 17	Late	9:08 AM
Mike Barylski	Legislator Elect District 12	Present	
Ron VanDee	Legislator Elect District 4	Late	9:16 AM
Annette Barber	Personnel Director	Present	

MINUTES

1. Personnel Committee - Committee Meeting - Nov 9, 2017 9:00 AM
2. Personnel Committee - Special Committee Meeting - Nov 16, 2017 4:50 PM

RESOLUTIONS

Board of Elections

County Attorney

Legislature/Historian

Personnel Department

AGENDA ITEM NO. 1 – Amend 2017 Budget/Transfer Funds – Personnel Department/ Medical Dental Vision Claims - **Approved**

Minutes Acceptance: Minutes of Dec 12, 2017 9:00 AM (MINUTES)

DISCUSSION/REPORTS

Discussion Items

1. Creation/Filling County Auditor Position

Mr. Wagner expressed support for filling the auditor position. He believes it is needed to protect the County's interests. Mr. Whitney said the previous Legislature was comfortable having the Budget and Finance Director handle the audit functions. He said the previous auditor was slowing operations down and inhibiting the necessary purchases for departments. Mr. Whitney said in hindsight this position may need to be reconsidered, he feels the County needs a sound fiscal policy and consistency in the processing and payment of purchase orders. He acknowledged the current lack of checks and balances with one individual handling the processing of purchase orders and auditing of those purchases. Mr. Sudbrink said the Treasurer is in support of filling this position and the independent auditor also recommends filling this position. Ms. Price said the treasurer needs some support. Mr. Troy said this issue should go to the incoming Legislature. Ms. Price said currently the finance department is down two positions. Mr. Barylski asked if the Auditor position would support the County Administrator.

2. December Vacancy Report

Ms. Barber three positions that were abolished will be removed from the vacancy listing in January. She said interviews are under way to replace the Assigned Counsel Plan Administrator position.

3. New York State Department of Labor Violations

Ms. Barber said she has met with representatives from the New York State Labor Department regarding the violations and steps are being taken to address the deficiencies. She said the violations have been posted and additional employee training will be needed.

4. Salary Adjustment Department of Social Services

Executive Session

§ 600. County auditor; term; duties. 1. The board of supervisors shall have power to create the office of county auditor, who shall be appointed for the term for which the membership of such board appointing him was elected. Except as hereinafter provided, he shall audit all claims, accounts and demands which are made county charges by law and which otherwise would be audited by the board of supervisors. By local law or resolution, the board of supervisors may limit such audit to certain types or classes of claims, may fix rules governing the presentation to and the audit by such auditor and such other matters as may be deemed proper. Within such authorization the county treasurer shall pay the amounts audited and certified by such auditor as if the same had been audited by the board of supervisors. He shall not be removed during his term without written charges and the opportunity to be heard. The board may provide for the purchase of supplies and equipment through such auditor and may prohibit such auditor from auditing his own orders as purchasing agent and such other matters as shall be deemed advisable.

2. In any county having no county comptroller the board of supervisors, by local law or resolution may provide that it shall also be the duty of the county auditor to examine and audit, at times to be determined by the board of supervisors, the books, records, vouchers and other papers pertaining to the money, funds and property of any county officer or department specified in such local law or resolution and render a report thereon to the board of supervisors as to whether proper books and records have been kept and all money and property accounted for

Public Officers

§ 5. Holding over after expiration of term. Every officer except a judicial officer, a notary public, a commissioner of deeds and an officer whose term is fixed by the constitution, having duly entered on the duties of his office, shall, unless the office shall terminate or be abolished, hold over and continue to discharge the duties of his office, after the expiration of the term for which he shall have been chosen, until his successor shall be chosen and qualified; but after the expiration of such term, the office shall be deemed vacant for the purpose of choosing his successor. An officer so holding over for one or more entire terms, shall, for the purpose of choosing his successor, be regarded as having been newly chosen for such terms. An appointment for a term shortened by reason of a predecessor holding over, shall be for the residue of the term only.

County

§ 369. Audit and payment of claims. 1. No claim, account or demand against a county shall be audited or paid unless it is a lawful county charge.

2. Except as otherwise provided by law, every claim for the payment of money shall be audited by the board of supervisors and shall be in writing and itemized. The board of supervisors may require that claims be certified, or that they be verified. In the latter case the clerk, the chairman of the board or the chairman of the committee to whom referred shall have power to administer the oath of verification thereof. A written contract for the payment of money in stated amounts and at stated intervals shall be deemed a certified or verified claim, as required by the county. Fixed salaries, the principal or interest on bonded or other indebtedness, and the compensation for services of employees or officers regularly engaged by the county at agreed wages by the hour, day, week, month or year may be paid without prior audit by the board of supervisors.

3. All claims shall be consecutively numbered and have endorsed thereon their disposition. Such claims when audited shall be filed in the office of the clerk of the board of supervisors or other officer having custody thereof.

4. Payrolls shall be signed and certified or verified as to correctness in accordance with law and as directed by the board of supervisors.

5. The board of supervisors may by resolution authorize the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit, and the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of supervisors.

As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

6. The board of supervisors may, by local law or resolution, enact rules and regulations, not inconsistent with law, governing the: (a) approval of claims prior to audit; (b) form and certification of orders or warrants drawn on the county treasurer; (c) examination of the claimant and of his claim; (d) and such other matters deemed material.

POSITION VACANCY REPORT

As of January 01, 2018

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/Adv.
Driver, per diem (1) Grade 2, \$11.9997-14.8915/hr.	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted
Call Taker (12 Hours week) Grade 1 \$14.5723-19.1761/hr.	ERAC	New position	1/1/2015	2/19/2015	2/20/2015	3/6/2015	Posted/Advertised
Nurse Practitioner \$31.7996-37.0650/hr.	Health	Retirement	12/31/2015	10/7/2015	10/8/2015	10/8/2015	Posted/Advertised
Heavy Equipment Maintenance Mechanic Grade 14 \$18.0962-22.4580/hr.	Highway	Resignation	9/27/2016	9/21/2016	9/22/2016		Deleted in 2018 Budget
Correction Officer Grade 1, \$17.0805-\$29.3928/HR	Sheriff	Promotion	3/6/2017	3/6/2017	3/8/2017	3/10/2017	Exam file apps
Principal Account Clerk Grade 13 \$17.6892-\$21.9645	Budget & Finance	Retirement	6/1/2017	4/7/2017			Deleted in 2018 Budget
Highway Construction Mechanic Grade 12, \$17.1323-\$21.2610/hr	Highway	Retirement	5/31/2017	5/23/2017	5/23/2017	5/23/2017	Posted
Speech Language Pathologist Grade 28- \$30.5526-\$37.9153/hr	Health	New	6/22/2017	6/26/2017	6/26/2017	6/26/2017	Posted
Mental Health Practitioner 105, 000/yr	MHC	New	6/26/2017	6/27/2017	6/27/2017	6/27/2017	Posted
Safety & Code Officer Grade 11- \$39,101-\$47,522/hr	County Attorney	Resignation	7/15/2017	6/27/2017	6/27/2017	6/29/2017	Deleted in 2018 Budget
Correction Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Termination	7/17/2017	7/5/2017	7/7/2017	7/11/2017	Exam file apps
RN \$26.0358-\$30.3468/HR	Health	Retirement	5/4/2017	7/11/2017	7/11/2017	7/11/2017	Posted
Keyboard Specialist Grade 5 \$13.8522-\$17.1904	DSS	Promotion	8/7/2017	8/7/2017	8/7/2017	8/10/2017	

Attachment: January 2018 (5125 : January Vacancy Report)

POSITION VACANCY REPORT

As of January 01, 2018

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Resignation	8/1/2017	8/7/2017	8/8/2017	8/15/2017	Exam file apps
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	8/11/2017	8/7/2017	8/15/2017	9/14/2017	Exam file apps
Aging Services Worker Grade 7 \$14.6787-\$18.2160	Aging	Resignation	9/4/2017	8/22/2017	8/22/2017	8/24/2017	1/2/2018
Sr Caseworker Grade 19 \$21.7529-\$26.9951	DSS	Resignation	11/17/2017	9/6/2017	9/7/2017	9/14/2017	11/20/2017
Caseworker Grade 17 \$20.2682-\$25.1526	DSS	Promotion	11/20/2017	9/6/2017	9/7/2017	9/14/2017	12/11/2017
CaseAide Grade 7 \$14.6787-\$18.2160	DSS	Removal from probation	9/8/2017	9/6/2017	9/7/2017	9/14/2017	Deleted in 2018 Budget
Highway Construction Mechanic Grade 12 \$17.1323-\$21.2610	Highway	Resignation	9/22/2017	9/12/2017	9/14/2017	10/10/2017	Posted
RPN \$26.0358-\$30.3468	Health	Resignation	9/15/2017	9/7/2017	9/7/2017	9/14/2017	Deleted in 2018 Budget
Network Technician	IT	Removal	9/22/2017	9/15/2017	9/18/2017	10/10/2017	12/18/2017
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/22/2017	10/4/2017	10/10/2017	10/12/2017	Exam file apps
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/28/2017	10/4/2017	10/10/2017	10/12/2017	Exam file apps
PT Jail Cook (12 hrs) Grade 2 \$15.4812-20.5487	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted
Custodian Grade 3 \$12.8549-\$15.9528	B&G	Resignation	10/2/2017	10/2/2017	10/2/2017	10/10/2017	1/5/2018
Dispatcher Grade 5 \$15.4800-\$26.3774	Promotion	11/2/2017	11/16/2017	10/17/2017	10/18/2017	11/2/2017	12/18/2017

Attachment: January 2018 (5125 : January Vacancy Report)

POSITION VACANCY REPORT

As of January 01, 2018

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Driver Grade 2 \$12.1317-\$15.0552	Aging	Resignation	10/27/2017	10/25/2017	10/25/2017	11/2/2017	12/4/2017
Community Service Coordinator Grade 12 \$17.1323-\$21.2610	Probation	Resignation	11/20/2017	10/25/2017	10/25/2017	11/2/2017	1/2/2018
Sr Account Clerk Grade 9 \$15.5873-\$19.3436	Landfill	Retirement	10/27/2017	10/27/2017	10/30/2017	11/9/2017	Posted
Sr Social Welfare Examiner Grade 12 \$17.1323-\$21.2610	DSS	Promotion	1/1/2018	11/3/2017	11/7/2017	11/16/2017	Cert/Posted
Social Welfare Examiner Trainee Grade 9 \$15.5873-\$19.3436	DSS	Promotion	1/1/2018	11/3/2017	11/7/2017	11/16/2017	Cert/Posted
Social Welfare Manager Grade 17 \$20.2682-\$25.1526	DSS	New	1/1/2018	11/3/2017	11/7/2017	11/16/2017	Cert
Heavy Equipment Operator Grade 12 \$17.1323-\$21.2610	Highway	Resignation	11/7/2018	11/2/2017	11/7/2017	11/9/2017	12/18/2017
Heavy Equipment Maintenance Mechanic Grade 14 \$18.0962-\$22.4580	Highway	Resignation	10/20/2017	11/2/2017	11/7/2017	11/9/2017	Posted
Motor Equipment Operator Grade 10 \$16.0799-\$19.9550	Highway	Retirement	10/30/2017	11/2/2017	11/7/2017	11/9/2017	Posted
Plan Administrator Grade 4 \$64,871-\$78,925	Assigned Counsel	Resignation	12/29/2017	11/9/2017	11/14/2017	11/17/2017	1/1/2018
Dispatcher Grade 5 \$15.4800-\$26.3774	ERAC	Retirement	12/30/2017	11/13/2017	11/14/2017	12/18/2017	1/2/2018
Fiscal Officer/Fiscal Officer Trainee Grade 17 \$20.2682-\$25.1526 / Grade 14 \$18.2959-\$22.7050	Aging	New	11/17/2017	11/6/2017	11/16/2017	11/16/2017	Abolished
Assistant Public Defender Grade 4 \$64,871-\$78,925	Public Defender	Resignation	12/26/2017	11/28/2017	11/28/2017	12/18/2017	1/8/2018

Attachment: January 2018 (5125 : January Vacancy Report)

POSITION VACANCY REPORT

As of January 01, 2018

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Custodian Grade 3 \$12.8549-\$15.9528	B&G	Resignation	11/22/2017	11/29/2017	11/29/2017	12/5/2017	Canvass/Cert
Correction Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	11/30/2017	12/1/2017	12/6/2017	12/21/2017	Exam file apps
Correction Sergeant Grade 2 \$22.0503-\$34.1504	Sheriff	Retirement	11/30/2017	12/1/2017	12/6/2017	12/18/2017	12/19/2017
Social Services Attorney Grade 4 \$64,871-\$78,925	DSS	Resignation	12/20/2017	12/5/2017	12/6/2017	12/7/2017	Posted/Canvass
Recycling Attendant/Highway Grade 2 \$12.1317-\$15.0552	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold
Recycling Equipment Operator Mechanic Grade 10 \$16.0799-\$19.9550	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold
Assistant Public Defender Grade 4 \$64,871-\$78,925	Public Defender	Resignation	12/31/2017	12/26/2017	12/26/2017		
Assistant Director, Area Agency Aging Grade 7 \$52,218-\$63,532	Aging	New	12/21/2017	12/21/2017	12/21/2017	12/28/2017	Posted
Chief Assistant Public Defender Grade 3 \$69,737-\$84,844	Public Defender	Resignation	1/16/2018	12/28/2017	12/29/2017		
Motor Equipment Operator Grade 10 \$16.0799-\$19.9550	Highway	Promotion	12/18/2017	1/2/2018	1/3/2018		

Attachment: January 2018 (5125 : January Vacancy Report)

ON MOTION OF KEVIN WHITNEY**RESOLUTION NO. 258-15****Adopt Legislative Mileage Reimbursement Policy**

WHEREAS, § 203 of NYS County Law states that “The board of supervisors may authorize the payment of a reasonable mileage allowance the miles actually and necessarily traveled on official business of the county by any supervisor by the use of his own automobile, including travel on official business of the county in going from and returning to his residence,” AND

WHEREAS, the Legislature currently has no comprehensive mileage reimbursement policy indicating eligible expenses to be paid, AND

WHEREAS, the Cortland County Budget & Finance Committee has reviewed and recommends the adoption of the policy below, NOW THEREFORE BE IT

RESOLVED that the Legislators shall be reimbursed for mileage expenses incurred at the County’s established reimbursement rate as determined annually by the Internal Revenue Services, AND BE IT FURTHER

RESOLVED that any travel/mileage reimbursement incurred by Legislators that falls outside the scope of the policy below shall be governed by the existing duly adopted Travel Policy that covers all County employees, AND BE IT FURTHER

RESOLVED, that the following policy indicating eligible expense and procedures is hereby adopted as follows:

Legislative Local Mileage Policy**I. Definitions:**

Cap - The annual maximum amount allowed for mileage.

Legislative Assignments/Committees/Boards - Specific assignment of individual Legislators designating them as a representative of the Legislature (includes, but not limited to, Advisory Boards, Regional Boards, Planning Boards, etc.)

Travel/Training Mileage Reimbursement - The current Authorization to Travel Policy originally adopted on May 20, 2004 and amended June 25, 2015.

II. Policy:

Mileage reimbursement to County Legislators shall be allowed as follows:

1. The annual amount to be reimbursed for mileage traveled and properly documented shall not exceed \$1,200, without exception.

2. The policy does not conflict with the Authorization to Travel policy with regard to Legislator's attendance at conferences and training.

III. Procedure:

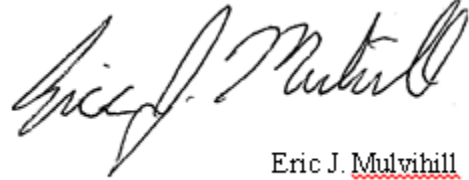
Legislators are required to complete a Mileage Record that provides the following information:

1. Claimant name and complete address.
2. A record of attendance shall include the date; complete address of starting location, location of meeting, and return location; round trip miles; name of specific meeting attended; total miles submitted; and signature of claimant.
3. Upon completion the form shall be submitted to the Legislature office for processing.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 24th day of September, 2015 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 24th day of September, 2015.



Eric J. Mulvihill
Clerk of the Cortland County Legislature

ON MOTION OF KEVIN WHITNEY

RESOLUTION NO. 342-16

IRS Penalty - Legislative Mileage

WHEREAS, Cortland County was subjected to an IRS audit, AND

WHEREAS, the findings of that audit applied penalties for Legislative Mileage for the years of 2013, 2014 and 2015, AND

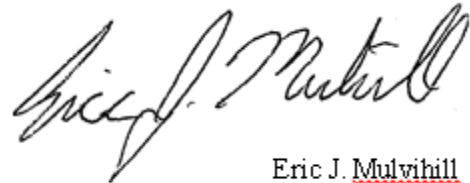
WHEREAS, the IRS has advised us that they will provide relief until January 1, 2017 to change the county policy related to Legislative Mileage, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature authorizes the Director of Budget & Finance to sign the IRS audit letter and release payment of \$4,507.56 against the Contingency Account A19905.54775 on or before the audit payment response date of August 29, 2016.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 25th day of August, 2016 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 25th day of August, 2016.



Eric J. Mulvihill
Clerk of the Cortland County Legislature

Attachment: Resolution 342-16 (5180 : Legislative Mileage)

Draft Travel Reimbursement Policy

Purpose: To establish an equitable policy for travel reimbursement for Legislators.

The travel policy shall be enacted by and approved by the legislature. It will be monitored and managed by the Chairman of the legislature or his/her designee.

1. Reimbursement for mileage will be based on required attendance at special meetings as defined by the Chairman and Committee chairs. -
- Travel to and from scheduled or special legislative meetings shall be considered part of the legislators job. Legislators receive a salary and therefore reimbursement would not be allowed.
2. Reimbursement for attending town/village or other special meetings NOT required by the Chairman or Committee chairs will not be considered necessary travel. These meetings while important and desired are not required by the County and are at the discretion of the individual legislator.
3. Travel required by assignment as a member of a special committee by the Chairman, or Committee chair (examples) Are considered to be extra requirements for the legislator and will be eligible for travel reimbursement.
4. Special circumstances as defined by policy or required by the Chairman or Committee chair will be reimbursable on a case by case basis but must be pre-approved the Chairman.