



**Cortland County
Government Operations
Committee
Committee Meeting
~ Minutes ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Tuesday, December 2, 2025

10:30 AM

Room 302

Call to Order

The meeting was called to order at 10:33 AM by Committee Chair Joseph Nauseef.

1. Roll Call

PRESENT:	Legislator Cathy Bischoff, Legislator Paul Heider, Legislator Dominick Mantella, Legislator Mitchel Eccleston, Legislator Joseph Nauseef
ABSENT:	
EXCUSED:	Legislator Douglas Bentley, Legislator Linda Jones

Others Present:

Savannah Hempstead	Clerk of the Legislature
Michael Ponticiello	County Administrator
Laurie Leonard	Personnel Director
Victoria Monty	County Attorney
Brooke Kemak	County Clerk
Morgan Spaulding	Grants Administrator
Tom Brown	Democratic Election Commissioner
Nicole Compton	Executive Assistant to the County Attorney (Remote)
Andrea Herzog	Director of Finance (Remote)

Approval of Minutes

1. November 4, 2025 Government Operations Committee Minutes

RESULT:	APPROVED
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Monthly Reports

1. County Clerk/DMV Monthly Report

RESULT:	COMPLETED
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2. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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3. Board of Elections Monthly Report

RESULT:	COMPLETED
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4. County Attorney Monthly Report

RESULT:	COMPLETED
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5. Safety Director's Monthly Report

RESULT:	COMPLETED
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6. Personnel Monthly Report

RESULT:	COMPLETED
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Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Authorize Agreement with Hopdox, LLC - Electronic Recording Vendor - County Clerk

WHEREAS, effective September 2012, New York State lawmakers signed legislation allowing County Clerks to record digitized documents, no longer requiring physical papers to be delivered for processing; AND

WHEREAS, in 2013 the Cortland County Clerk's office began working with vendors who transmit submitted documents to the County Clerk's Office for processing; AND

WHEREAS, in 2024 52% of land recordings in Cortland County were submitted via the electronic recording option through one of the four established vendors; AND

WHEREAS, Hopdox, LLC is a vendor providing electronic recording services; AND

WHEREAS, entering into an agreement with Hopdox, LLC has no associated expenses for Cortland County as the service fees are paid for by the filer; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney and the Chief Information Officer or their designees, be and hereby is authorized to execute an agreement with Hopdox, LLC.

RESULT:	APPROVED (5 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Mitchel Eccleston
AYES:	Cathy Bischoff, Paul Heider, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	Douglas Bentley, Linda Jones
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 2.

Standard Workday Reporting 2025

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

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

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

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

WHEREAS, pursuant to Regulation 315.4, in the event that elected or appointed officials do not participate in an employer's time keeping system, they are required to keep a record of activities (ROA) for a three (3) month period; AND

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

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

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

Joseph Nauseef			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Mitchel Eccleston			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Brooke Kemak			County Clerk	01/01/24-12/31/27	7	21.60	☐	Bi-weekly	☐

I, Savannah M. Hempstead, ~~secretary~~/**clerk** of the governing board of Cortland County, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 18th day of December, 2025 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

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

Affidavit of Posting: I Savannah M. Hempstead, being duly sworn, deposes and says that the posting of the Resolution began on December 19, 2025 and continued for at least 30 days, and that the Resolution was available to the public on the:

Employer's website at www.cortlandcounyny.gov

Official sign board at 60 Central Avenue, Cortland NY 13045

Main entrance secretary or clerk's office at 60 Central Avenue, Room 306, Cortland NY 13045

RESULT:	APPROVED (5 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Paul Heider
AYES:	Cathy Bischoff, Paul Heider, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	Douglas Bentley, Linda Jones
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 3.

Authorize Agreement Catapult Consulting - Personnel Department

WHEREAS, the Cortland County Legislature wishes to review the salaries and benefits of the County's Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, a review of the salaries of the County's Department Heads, Management Employees and Management/Confidential employees was completed in 2021 by the Burke Group; AND

WHEREAS, the Government Operations Committee wishes to have these salaries and benefits reviewed from time to time; AND

WHEREAS, the Cortland County Legislature is desirous of entering into an agreement with Catapult Consulting to perform the above referenced analysis of the salaries and benefits of the County's

Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the funding for this agreement is available in account number A14305.54055; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement with Catapult Consulting to provide the above referenced services for an amount not to exceed \$17,500, effective January 1, 2026.

RESULT:	APPROVED (5 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Paul Heider
AYES:	Cathy Bischoff, Paul Heider, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	Douglas Bentley, Linda Jones
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 4.

**Authorize Carryover of Unused 2025 Maintenance Funds for 2026 Maintenance Agreement Costs -
Clerk of the Legislature**

WHEREAS, the 2026 Adopted Budget includes appropriations for various maintenance agreements; AND

WHEREAS, the billing cycle for a required maintenance agreement is being split between fiscal years, resulting in a portion of the expense falling into the 2026 budget year; AND

WHEREAS, unused appropriations may remain in the 2025 budget for the same agreement due to the timing of the billing; NOW THEREFORE BE IT

RESOLVED, that the Director of Finance is hereby authorized to move any unused funding from the 2025 budget into the 2026 budget for Account No. A10405.54015 – Maintenance Agreements to ensure proper payment of the agreement; AND BE IT FURTHER

RESOLVED, that the Director of Finance shall make any and all accounting entries necessary to effectuate this resolution.

RESULT:	NO ACTION
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Discussion Items

Adjournment

The meeting was adjourned at 10:47 AM.



**Cortland County
Government Operations
Committee
Committee Meeting
~ Minutes ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Tuesday, November 4, 2025

10:30 AM

Room 302

View Meeting Virtually:

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=mb5503d8af5acc76f4ecf49e41cf52281>

Tuesday, November 4, 2025 10:30 AM | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2332 805 0521

Password: FYhP9pBAA35

Join by phone

+1-415-655-0001 US Toll

Access code: 233 280 50521

Call to Order

The meeting was called to order at 10:33 AM by Committee Chair Joseph Nauseef.

1. Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator Cathy Bischoff, Legislator Paul Heider, Legislator Linda Jones, Legislator Dominick Mantella, Legislator Joseph Nauseef
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ABSENT:	
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EXCUSED:	Legislator Mitchel Eccleston
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Others Present:	
Kevin Fitch	Chair of the Legislature
Savannah Hempstead	Clerk of the Legislature
Michael Ponticiello	County Administrator
Laurie Leonard	Personnel Director
Victoria Monty	County Attorney

Jason DeRaiche	Safety Director
Brooke Kemak	County Clerk
Morgan Spaulding	Grants Administrator
Beau Harbin	Legislator
Sandra Price	Legislator
Ronald VanDee	Legislator
Nicole Compton	Executive Assistant to the County Attorney (Remote)
Ashley Millard	Deputy Clerk of the Legislature (Remote)

Approval of Minutes

1. Government Operations Committee - Committee Meeting October 7, 2025 10:30 AM

RESULT:	APPROVED
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Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1

Authorizing Contract for Third-Party Inspection of Playgrounds Owned and Maintained by Cortland County

WHEREAS, Cortland County adopted Resolution No. 53-25 Adopting Safety Standards for Playgrounds Owned and Maintained by Cortland County; AND

WHEREAS, it is in the best interests of Cortland County to have a third-party inspect the playgrounds owned and maintained by Cortland County; AND

WHEREAS, Innovative Playground Services, Inc. (IPS) has provided a quote in the amount of \$650.00 per playground per inspection; AND

WHEREAS, IPS is a National Playground Safety Institute Certified Inspector, has been deemed a Qualified Contractor by the National Playground Contractors Association, Inc. (NPCAI), and completes inspections to the standards adopted by the Cortland County Legislature; AND

WHEREAS, there is funding available in the Safety Budget in account A36205-50435 (Training) to be transferred to A36205-54055 (Professional Services); NOW THEREFORE BE IT

RESOLVED, that the sum of \$650.00 shall be transferred from Safety Budget Line A36205-50435 to Safety Budget Line A36205-54055; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is authorized to execute a contract with Innovative Playground Services, Inc., PO Box 6, Lisle, NY 13797-0006 for third-party inspections of playgrounds owned and maintained by Cortland County at the rate of

\$650.00 per playground inspection, to be paid from A36205-54055.

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Cathy Bischoff
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Joseph Nauseef
NAYS:	None
EXCUSED:	Mitchel Eccleston

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 2.

Authorizing Acceptance of \$15,000 from the New York State Education Department for the NY250 Local Partnership Allocation

WHEREAS, the New York State Education Department, through the New York State 250th Commemoration Commission, has made funding available to counties statewide to support local activities commemorating the 250th anniversary of the American Revolution; AND

WHEREAS, Cortland County has been allocated \$15,000 under the NY250 Local Partnership Allocation, based upon county P-12 enrollment as part of the Commission's Empower Local Partners strategy; AND

WHEREAS, said funds are intended to support inclusive historical programming, civic engagement, public education, and commemoration of the Revolution and its legacy; AND

WHEREAS, Cortland County will act as the designee for the allocation, and Savannah Hempstead, as Cortland County Historian, will administer said funds in accordance with the Commission's guidelines; AND

WHEREAS, it is necessary to place these funds into the appropriate account line for expenditure as authorized; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the acceptance of \$15,000 from the New York State Education Department for the NY250 Local Partnership Allocation; AND BE IT FURTHER

RESOLVED, that the Cortland County Historian, Savannah Hempstead, shall administer and oversee the use of said funds in accordance with the requirements and reporting guidelines established by the New York State Education Department and the New York State 250th Commemoration Commission; AND BE IT FURTHER

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

Increase:

A10405.43289	State Aid Other Education	\$15,000
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A10405.54055

Professional Services

\$15,000

; AND BE IT FURTHER

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

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Douglas Bentley
SECONDER:	Legislator Cathy Bischoff
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Joseph Nauseef
NAYS:	None
EXCUSED:	Mitchel Eccleston

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 3

Local Law No. J of 2025 – a Local Law to Amend Local Tax Law #1 of 2007 – Extending the Imposition of a Mortgage Recording Tax in Cortland County – County Clerk

WHEREAS, New York State Law §253-v, authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty-five cents (\$0.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof 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, upon approval of the New York Legislature, the Cortland County Legislature has reauthorized the mortgage recording tax via subsequent local laws; AND

WHEREAS, the current legislation authorizing the mortgage recording tax is set to expire December 1, 2025; AND

WHEREAS, the New York State Legislature revised New York State Tax Law §253-v and extended the effective repeal date to December 1, 2027; NOW THEREFORE BE IT

ENACTED, by the Cortland County Legislature as follows:

Section 1

For the period beginning December 1, 2025 and ending December 1, 2027, 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, 2025, and a tax of \$0.25 on such mortgage if the principal debt of obligation which is or

by any contingency may be secured by such mortgage less than \$100.00.

Section 7

The Local Law shall take effect December 1, 2025. 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.

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Paul Heider
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Joseph Nauseef
NAYS:	None
EXCUSED:	Mitchel Eccleston

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 4

Authorize Mortgage Tax Disbursement for April 2025 – September 2025

WHEREAS, in accordance with New York State Tax Law, Article 11, §261, the Semi-Annual Mortgage Tax Report for April 1, 2025 – September 30, 2025, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance; AND

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

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

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

Cincinnatus	\$7,611.19
Cortland	\$111,664.63
Cortlandville	\$84,007.26
Cuyler	\$5,216.99
Freetown	\$9,085.91
Harford	\$10,898.42
Homer, Town	\$27,996.55
Homer, Village	\$20,752.79
Lapeer	\$2,387.57
Marathon, Town	\$25,500.02
Marathon, Village	\$13,471.98
McGraw, Village	\$2,313.30

Preble	\$15,564.41
Scott	\$7,616.87
Solon	\$1,164.22
Taylor	\$2,068.25
Truxton	\$7,382.23
Virgil	\$25,873.04
Willet	\$3,582.68

TOTAL \$384,158.31

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Douglas Bentley
SECONDER:	Legislator Linda Jones
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Joseph Nauseef
NAYS:	None
EXCUSED:	Mitchel Eccleston

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 5

Authorize Annual Software Maintenance Agreement with Dominion/Liberty Vote - Board of Elections

WHEREAS, the Board of Elections utilizes Dominion/Liberty Vote voting systems; AND

WHEREAS, Dominion/Liberty Vote designs, manufactures, licenses, and provides services for its voting systems; AND

WHEREAS, the annual maintenance agreement is a three (3) year contract of \$12,000 per year through 12/31/2027; AND

WHEREAS, grant monies available through the ePollbook grant were used for 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into a multi-year agreement with Dominion/Liberty Vote at a cost of \$12,000 per year beginning in 2025 and ending 12/31/2027 with such cost agreement to be paid from Account No. A14505.54015.

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Dominick Mantella
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Joseph Nauseef
NAYS:	None
EXCUSED:	Mitchel Eccleston

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 6

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

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

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

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

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

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

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

SECTION 1.
LEGISLATIVE INTENT

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

SECTION II.

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

SECTION III.

The same rate of annual salary increase for fiscal year 2026 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is

to be adjusted and paid over the balance of the 2026 calendar year, upon the effective date of this local law.

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

Elected officers include:

County Clerk
County Coroner(s)
County Sheriff

Officers appointed for a fixed term include:

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

SECTION IV:

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

RESULT:	APPROVED (0 TO 0)
MOVER:	Legislator Douglas Bentley
SECONDER:	Legislator Cathy Bischoff
AYES:	None
NAYS:	None
EXCUSED:	Mitchel Eccleston

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 7

Local Law "L" of 2025 - a Local Law Setting the Salary of Cortland County Election Commissioners

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

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

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

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

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

Local Law "L" of 2025 - a Local Law Setting the Salary of Cortland County Election Commissioners

Section I:

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

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$59,254 to \$66,939 for fiscal year 2026 and paid over the balance of 2026 calendar year, upon the effective date of this local law.

Section III:

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

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Douglas Bentley
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Joseph Nauseef
NAYS:	None
EXCUSED:	Mitchel Eccleston

Monthly Reports

1. Board Of Elections Monthly Report

RESULT:	COMPLETED
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2. County Attorney Monthly Report

RESULT:	COMPLETED
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3. Safety Director Monthly Report

RESULT:	COMPLETED
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4. Personnel Monthly Report

RESULT:	COMPLETED
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5. County Clerk Monthly Report

RESULT:	COMPLETED
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6. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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Discussion Items

Adjournment

The meeting was adjourned at 10:50 AM.



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045

<https://www.cortlandcountyny.gov>

~ Minutes ~

Tuesday, October 7, 2025

10:30 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:27 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Late	11:28 AM
Joseph Nauseef	Cortland County	Committee Chair	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Michael Ponticiello	Cortland County	County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Wendy Canfield	Cortland County	Executive Assistant to the County Administrator	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Tom Brown	Cortland County	Democratic Election Commissioner	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Victoria J. Monty	Cortland County	County Attorney	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Nicole Anjeski	Cortland County	Director of Public Health	Present	
Patty Schaap	Cortland County	Director of Community Mental Health Services	Present	
Lisa Perfetti	Cortland County	Public Health Director	Present	
Nicole Guastella	Cortland County	Human Resources Assistant	Present	
Katee Padbury	Cortland County	Programs Coordinator	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Late	11:35 AM
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Laura Fox	Cortland County	Real Property Tax Director	Remote	
Jeri DuVall	Cortland County	Chief Assistant County Attorney	Remote	
Nicole Compton	Cortland County	Executive Assistant to the County Attorney	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Sep 9, 2025 10:30 AM

RESULT:	ACCEPTED
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2. Government Operations Committee - Special Committee Meeting - Sep 25, 2025 4:45 PM

RESULT:	ACCEPTED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Anti-Discrimination Policy

RESULT:	APPROVED [UNANIMOUS]
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	Next: 10/23/2025 6:00 PM
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MOVER:	Cathy Bischoff, Committee Member
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SECONDER:	Paul Heider, Committee Member
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AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
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ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend Anti-Discrimination Policy

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

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

WHEREAS, the County Attorney has reviewed the amendments; AND

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

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

AGENDA ITEM NO. 2 – Authorize Agreement for Appalachian Regional Commission (ARC) "Grants to Grow" Grant and Amend 2025 Cortland County Budget - County Clerk

RESULT:	APPROVED [UNANIMOUS]
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	Next: 10/14/2025 9:00 AM
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MOVER:	Cathy Bischoff, Committee Member
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SECONDER:	Douglas Bentley, Committee Member
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AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
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ON MOTION OF NAUSEEF

RESOLUTION NO.

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

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

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

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

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

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

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

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

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

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

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

; AND BE IT FURTHER

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

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

AGENDA ITEM NO. 3 – 2025 Standard Workday Reporting

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

2025 Standard Workday Reporting

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

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

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

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

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

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

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

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

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

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

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

Employer's website at www.cortlandcounyny.gov <<http://www.cortlandcounyny.gov>>

Official sign board at 60 Central Avenue, Cortland NY 13045

Main entrance secretary or clerk's office at 60 Central Avenue, Room 306, Cortland NY 13045

MONTHLY REPORTS

1. Personnel Monthly Reports - September 2025

RESULT: COMPLETED

2. Board of Elections Monthly Report

RESULT: COMPLETED

3. County Clerk Monthly Report

RESULT: COMPLETED

4. County Attorney Monthly Report

RESULT: COMPLETED

5. Safety Director Monthly Update

RESULT: COMPLETED

6. Clerk of the Legislature Monthly Reports

RESULT: COMPLETED

DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:46 AM



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

1

~ Minutes ~

Tuesday, September 9, 2025

10:30 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:30 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Excused	
Joseph Nauseef	Cortland County	Committee Chair	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County	County Attorney	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Michelle Phelps	Cortland County	Republican Election Commissioner	Present	
Tom Brown	Cortland County	Democratic Election Commissioner	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Marcia Ford	Cortland County	Deputy County Clerk	Present	
Natalia Kanichuk	Cortland County	HR Generalist	Present	
Kim Cameron	Cortland	Resident	Present	
Andrea Herzog	Cortland County	Director of Finance	Remote	
Nicole Compton	Cortland County	Executive Assistant to the County Attorney	Remote	

Minutes Acceptance: Minutes of Sep 9, 2025 10:30 AM (MINUTES)

MINUTES

1. Government Operations Committee - Committee Meeting - Aug 12, 2025 10:30 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Anti Discrimination Policy

RESULT:	POSTPONED [UNANIMOUS]
	Next: 10/7/2025 10:30 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Nauseef
EXCUSED:	Mitchel Eccleston

ON MOTION OF NAUSEEF RESOLUTION NO.

Amend Anti Discrimination Policy

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

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

WHEREAS, the County Attorney has reviewed the amendments; AND

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

RESOLVED, that the Cortland County Legislature hereby authorizes the amendments to the Anti-Discrimination Policy effective September 25, 2025.

Minutes Acceptance: Minutes of Sep 9, 2025 10:30 AM (MINUTES)

MONTHLY REPORTS

1. Board of Elections Monthly Report

RESULT:	COMPLETED
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2. Safety Director's Monthly Report

RESULT:	COMPLETED
----------------	------------------

3. County Attorney's Monthly Report

RESULT:	COMPLETED
----------------	------------------

4. County Clerk Monthly Report

RESULT:	COMPLETED
----------------	------------------

5. Personnel Monthly Reports

RESULT:	COMPLETED
----------------	------------------

6. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS**ADJOURNMENT**

The meeting was closed at 10:44 AM



Government Operations Committee

Special Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

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~ Minutes ~

Thursday, September 25, 2025

4:45 PM

Room 302

Call to Order

The meeting was called to order at 4:46 PM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Present	
Joseph Nauseef	Cortland County	Committee Chair		

Resolutions

AGENDA ITEM NO. 1 – Amend the Cortland County Legislature Rules of Order

Ms. Bischoff MADE A MOTION TO AMEND the resolution to add the Grant Administrator under the Finance and Administration committee oversight section, Mr. Heider SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

RESULT: APPROVED [UNANIMOUS]

Next: 9/25/2025 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend the Cortland County Legislature Rules of Order

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

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

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

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby amended as attached; AND BE IT FURTHER

Minutes Acceptance: Minutes of Sep 25, 2025 4:45 PM (MINUTES)

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

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect September 26, 2025.

Adjournment

The meeting was closed at 4:51 PM

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR

AGENDA ITEM NO. 1

Amend Anti-Discrimination Policy

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

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

WHEREAS, the County Attorney has reviewed the amendments; AND

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

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



**Cortland County
Administrative Policy Manual**

POLICY AGAINST DISCRIMINATION AND HARASSMENT
(Forms/Types Other than Sexual Harassment)

Policy/Procedure Number: 01.031

Modified Date (s): 10/4/18, 9/25/25

Resolution No.: 143-18

Effective Date: 10/4/2018

Next Review:

Objective: To establish a policy ensuring Cortland County's workplace is free of harassment and discrimination.

Reference (All applicable federal, state, and local laws): **Title VII of the Civil Rights Act**
Age Discrimination in Employment Act
(ADEA)
Americans with Disabilities Act (ADA)

Legislative Policy Statement:

Responsible Department: Personnel Department

General Information: Cortland County is committed to ensuring its workplace is free of harassment and discrimination. Therefore, the County prohibits discrimination and harassment on the basis of race, color, national origin, religion, creed, disability, predisposing genetic characteristic, marital status, military status, gender identity or expression, age, pregnancy, caregiver status, familial status, status as a victim of domestic violence, or any other basis protected by applicable federal, state, or local law. Together, these personal characteristics are referred to in this policy as "protected characteristics." Any such discrimination or harassment may violate the law and will not be tolerated. This policy covers all employees and non-employees having business with Cortland County (*i.e.*, clients, vendors, or contractors).

Note: This policy only addresses harassment on the basis of the non-sex based protected characteristics listed above. However, harassment on the basis of sex, gender (including gender identity, gender expression and status of being transgender) and sexual orientation is also prohibited as provided for in the Sexual Harassment Prevention Policy, which can be found on Cortland County's webpage. An individual who believes he or she has been subject to sexual harassment should consult that policy for further information and for the applicable reporting procedures.

Attachment: Policy Against Discrimination Harassment with edits no color (13203 : Amend Anti Discrimination Policy)



Cortland County Administrative Policy Manual

I. Policy:

What is Discrimination?

Prohibited discrimination under this policy is discrimination on the basis of characteristics such as race, color, religion, sex (including gender identity, gender expression, and pregnancy), national origin, age (40 and older), disability, genetic information, sexual orientation, and veteran status, among others. These prohibitions apply to employment, housing, and public accommodations and are enforced by federal laws like Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (ADEA), and the Americans with Disabilities Act (ADA), as well as by state and local laws in places like New York.

Examples of Discrimination

While it is not possible to list all conceivable behaviors and conduct which might be considered discriminatory, the following are examples of behavior which must be avoided:

- a. Termination of employment because of a person's gender or race;
- b. Being denied a promotion because of a person's age;
- c. Having a work policy that puts certain groups at a disadvantage, even if it applies to everyone.

What is Prohibited Harassment?

Prohibited harassment under this policy is harassment on the basis of race, color, national origin, religion, creed, disability, predisposing genetic characteristic, marital status, military status, age, status as a victim of domestic violence or any other protected basis, is conduct that is based upon an individual's protected status and that has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment. Harassment on the basis of any of these characteristics is prohibited and will not be tolerated.

Examples of Harassment

While it is not possible to list all conceivable behaviors and conduct which might be considered harassing, the following are examples of behavior which must be avoided:

- a. Verbal or written conduct such as threats, epithets, derogatory comments, slurs, innuendoes;
- b. Visual conduct such as derogatory posters, photographs, cartoons, drawings, gestures, vlogs or video broadcasts;
- c. Physical conduct such as assault, unwanted touching, or blocking normal movement.

Prohibited harassment or discrimination can occur between individuals within different or the same protected characteristic group. Prohibited harassment or discrimination can also occur



Cortland County Administrative Policy Manual

regardless of whether the alleged perpetrator is a superior, subordinate, member, coworker, supervisor or manager, or any other non-employee in the workplace.

Individuals are advised that this policy extends to conduct wherever it may arise, including inside or outside the workplace, while on or off duty, and regardless of whether it occurs while interacting in-person, remotely, or through virtual means or social media.

Individuals found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of their employment or relationship with Cortland County.

II. Prohibition of Retaliation

Retaliation includes any conduct directed at someone because they made a good faith complaint of discrimination or harassment, or participated in Cortland County's investigation into alleged discrimination or harassment as prohibited by this policy, which might deter a reasonable person from making or supporting a charge of harassment or discrimination. Any form of such retaliation violates this policy and will not be tolerated. Anyone found to have engaged in prohibited retaliation will be subject to disciplinary action, up to and including termination of employment or their relationship with Cortland County.

III. Procedure:

Reporting Procedure

Preventing harassment and discrimination is everyone's responsibility. Cortland County cannot prevent or remedy prohibited harassment or discrimination unless it knows about it. Individuals who believe that they are being subjected to harassment or discrimination prohibited by this Policy, or who witness or otherwise become aware of potential instances of prohibited harassment or discrimination, are encouraged to take the following actions:

- If possible, tell the alleged perpetrator that their actions are not welcome and must stop.
- Promptly report the action(s), word(s) or incident(s) to a supervisor, department head, or the Personnel Department.

Reports may be made verbally or in writing. A form for making a written complaint is available from the Personnel Department or on the County webpage, but using the form is not required. Regardless of whether being made verbally or in writing, a report of harassment or discrimination should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the behavior, direct quotes and/or evidence (e.g., notes, e-mails, digital recordings, etc.). Individuals who report on behalf of another person should clearly state that the complaint is being made on another person's behalf.



Cortland County Administrative Policy Manual

Cortland County will conduct an investigation into all reports, complaints or other information about suspected prohibited behavior, regardless of whether that information was reported in verbal or written form. Investigations will be conducted through the Personnel Department. All investigations will be conducted in as timely and thorough a manner as possible commensurate with the nature of the complaint, and will be confidential to the extent possible.

Upon receiving a complaint, the Personnel Department will conduct a review of the allegations and if appropriate put interim measures in place for the investigation. The individual bringing the complaint, and the alleged victim if that person is not the complainant, will each be given an opportunity to present their version of events and any relevant evidence to the investigator. Anyone accused of prohibited behavior will be informed of the allegations against them, and will be given an opportunity to present their version of events and any relevant evidence to the investigator. The investigation may also include reviewing relevant documentation and other available evidence, and interviewing other individuals identified as witnesses to the alleged behavior or who may otherwise have information relevant to the allegations being investigated. The Personnel Department may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

All individuals covered by this policy are required to cooperate with Cortland County's investigation into suspected prohibited behavior, and are required to provide truthful and complete answers to questions asked of them by the investigator. Everyone involved in the reporting and investigation of prohibited behavior is expected to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to not potentially interfere with the investigation.

Upon the conclusion of the investigation, the Personnel Department will make a report to the department head. If the investigation is conclusive and prohibited behavior is found to have occurred, the department head will determine the appropriate level of discipline or other corrective action to be taken.

Once the investigation is complete and a determination has been made, the general determination will be communicated to the individual who complained, the victim of the harassment (if the victim is not the individual who made the complaint), and the accused harasser.

If the investigation finds that behavior prohibited by this policy has not occurred, but that other inappropriate conduct occurred, nothing in this policy precludes Cortland County from taking disciplinary or corrective action as deemed appropriate.

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR**AGENDA ITEM NO. 2****Authorize Agreement for Appalachian Regional Commission (ARC) "Grants to Grow" Grant and Amend 2025 Cortland County Budget - County Clerk**

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

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

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

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

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

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

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

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

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

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

; AND BE IT FURTHER

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

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

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR**AGENDA ITEM NO. 3****2025 Standard Workday Reporting**

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

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

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

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

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

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

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

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

I, Savannah M. Hempstead, ~~secretary~~/clerk of the governing board of the Cortland County, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by

such board at a legally convened meeting held on the 23rd day of October, 2025 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

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

_____.

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

Employer's website at www.cortlandcounyny.gov <<http://www.cortlandcounyny.gov>>

Official sign board at 60 Central Avenue, Cortland NY 13045

Main entrance secretary or clerk's office at 60 Central Avenue, Room 306, Cortland NY 13045

Record of Activities

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

Activity Log

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

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

8.75

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

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

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

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June 6, 2025	IDV Stakeholders' Mtg	12:00 PM	1:15 PM	1.25 ✓	✓ 1 5
June 6, 2025	Conf w/ Sheriff, re: CAP arraignments	1:15 PM	1:30 PM	.25 ✓	✓ 1 5
June 6, 2025	Conf w/ EA, re: CAP arraignments	1:30 PM	1:45 PM	.25 ✓	
June 6, 2025	Conf w/ ADA RCV re: CAP arraignments	1:45 PM	2:00 PM	.25 ✓	
June 6, 2025	Respond to e-mails	2:00 PM	2:30 PM	.5 ✓	✓ 5 5
June 6, 2025	Trial prep w/ Paralegal KLP	2:30 PM	4:15 PM	1.75 ✓	✓ 1.1 5
June 6, 2025	Review wk hr log w/ Intern KYP	4:15 PM	4:30 PM	.25 ✓	
June 6, 2025	Prepared and executed Craig's List subpoena for Wellness Check on possible suicide for Sgt L'Hommedieu	4:30 PM	5:00 PM	.5 ✓	
June 6, 2025	Supplied case update to CAC cases	5:00 PM	5:30 PM	.5 ✓	
June 6, 2025	Responding to e-mails	5:30 PM	6:00 PM	.5 ✓	
June 6, 2025	Completing CPL, § 710.30 Notices and clearing PCMS Notifications	6:00 PM	6:30 PM	.5 ✓	
June 6, 2025	Redirected FoLL inquiry to Cty FoLL Officer and drafted plea offer	6:30 PM	7:00 PM	.5 ✓	
June 9, 2025	Prep' for wk Staff Mtg	8:15 AM	8:45 AM	.5 ✓	
June 9, 2025	Weekly Staff Mtg and training	8:45 AM	9:15 AM	.5 ✓	
June 9, 2025	Made inquiries of other Δ's in Fed' Custody	9:15 AM	9:30 AM	.25 ✓	
June 9, 2025	Completed P v Higgins CPL 710.30 w/ case upload	9:30 AM	10:00 AM	.5 ✓	
June 9, 2025	Conf w/ ADA Z2 re: CCSO providing disciplinary rc'ds	10:00 AM	10:15 AM	.5 ✓	

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June 9, 2025	Conf w/ Inter JYK re: conf on P v Burda and expert w/ prep/	10:15 AM	10:45 AM	.5 ✓	✓
June 9, 2025	Clear Notifications Ctr action items	10:45 AM	11:15 AM	.5 ✓	✓
June 9, 2025	Conf w/ EA re copying photos b/n co-Δ files	11:15 AM	11:30 AM	.25 ✓	✓
June 9, 2025	Completed responding to e-mails and completed traffic disposition.	11:30 AM	12:00 PM	.5 ✓	✓
June 9, 2025	Lunch	12:00 PM	1:00 PM	1.0 ✓	✓
June 9, 2025	Completed Acevedo and Lomax Supp CoC's for SW	1:00 PM	1:15 PM	.25 ✓	✓
June 9, 2025	Txt Ct Team Mtg	1:15 PM	2:00 PM	.75 ✓	✓ -2.4
June 9, 2025	Txt Ct	2:00 PM	3:30 PM	1.5 ✓	✓ -1.1
June 9, 2025	Responding to e-mails, completing CPL § 710.30s, adding cases to GJ list, reviewing Summer College offerings	3:30 PM	6:30 PM	3.0 ✓	✓ -3
June 10, 2025	Responding to e-mails, clearing messages in Notifications Ctr	8:30 AM	9:45 AM	1.25 ✓	✓ -1.1
June 10, 2025	Preparing CTC plea offer	9:45 AM	10:15 AM	.5 ✓	✓
June 10, 2025	VoP Hearing P v McIntosh	10:15 AM	10:45 AM	.5 ✓	✓
June 10, 2025	Review cases pending P v McIntosh with Intern JYK and KP	10:45 AM	11:30 AM	.75 ✓	✓
June 10, 2025	Review PCMS inputs of P v Moses w/ EA	11:30 AM	11:45 AM	.25 ✓	✓
June 10, 2025	Prep' 710.30s	11:45 AM	12:15 PM	.5 ✓	✓
June 10, 2025	Lunch	12:15 PM	1:00 PM	.75 ✓	✓
June 10, 2025	Respond to e-mails, prep for P v Myah Reale hearing	1:00 PM	1:45 PM	.75 ✓	✓

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

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June 12, 2025	Conf w/ EA re Axon contract and turn in Truxton Tn Ct assignment of dog case	8:30 AM	8:45 AM	.25 ✓	-1
June 12, 2025	JPS Comm Mtg	8:45 AM	9:45 AM	1.0 ✓	-2
June 12, 2025	Reviewing e-mails	9:45 AM	10:30 AM	.75 ✓	-1.5
June 12, 2025	Drafting Ltr for extension of time P v Parson	10:30 AM	10:45 AM	.25 ✓	
June 12, 2025	Updated CTC termination notes	10:45 AM	11:15 AM	.5 ✓	-2
June 12, 2025	Respond to e-mails	11:15 AM	11:45 AM	.5 ✓	
June 12, 2025	Review Cty Ct Memo	11:45 AM	12:00 PM	.25 ✓	
June 12, 2025	Lunch	12:00 PM	1:00 PM	1.0 ✓	
June 12, 2025	IDV Ct	1:00 PM	4:00 PM	3.0 ✓	-5
June 12, 2025	Conf w/ Intern JYK and KP re: Dennis Murray	4:00 PM	4:30 PM	.5 ✓	
June 12, 2025	Conf w/ JYK re: McIntosh unofficial D&O	4:30 PM	5:15 PM	.75 ✓	
June 12, 2025	Prep adj req ltr P v Head	5:15 PM	5:45 PM	.5 ✓	
June 12, 2025	Applied for Summer College Class	5:45 PM	6:00 PM	.25 ✓	
June 13, 2025	Conf w/ EA re: budget submissions and job descriptions	8:30 AM	9:00 AM	.5 ✓	
June 13, 2025	Respond to e-mails, answer ADA req for info, research property release for NYSP, review OCFS Eee arrest, complete CoCs for P v Acevedo/Lomax, advised GCMC Pres Yartym of status of P v Larkin	9:00 AM	12:00 PM	3.0 ✓	
June 13, 2025	Judicial Conf P v Murray	1:00 PM	2:15 PM	1.25 ✓	-1

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June 13, 2025	Discussion personnel matters w/ EA	2:15 PM	2:30 PM	.25 ✓	✓ 1.5
June 13, 2025	Responding to e-mails, contacted by IDV Cood -> advised that Δ Murray may be hospitalized -> contacted CW verified Δ is on life support, returned to Ct for Conf on Rc'd -> Trial adj	2:30 PM	3:30 PM	1.0 ✓	✓ 4
June 13, 2025	Clearing PCMS Notifications	3:30 PM	4:00 PM	.5 ✓	✓ 3
June 13, 2025	Review Intern JYK hourly submission, respond to e-mail, review draft decision on P v McIntosh	4:30 PM	5:00 PM	.5 ✓	
June 13, 2025	Review pending Omnibus Motion Caruso and Parson CPL § 440.10 motion	5:00 PM	6:00 PM	1.0 ✓	
June 16, 2025	Calls to DC Cute and Lt Ryan re: D. Murray response in morning	6:00 PM	6:30 PM	.5 ✓	
June 16, 2025	Prep' for Staff Mtg	8:30 AM	8:45 AM	.25 ✓	
June 16, 2025	Staff Meeting	8:45 AM	9:15 AM	.5 ✓	
June 16, 2025	Prep/ Reply Affirmation π v Caruso	9:15 AM	10:00 AM	.75 ✓	✓
June 16, 2025	Meeting w/ family of Kit Warren re: App Div 3rd Dept decision	10:00 AM	11:00 AM	1.0 ✓	
June 16, 2025		11:00 AM	11:30 AM	.5 ✓	
June 16, 2025	Tele conf w/ Sgt Morsch	11:30 AM	11:45 AM	.25 ✓	
June 16, 2025	Prep/ Reply Affirmation π v Caruso	11:45 AM	12:45 PM	1.0 ✓	
June 16, 2025	Lunch	12:45 PM	1:00 PM	.25 ✓	
June 16, 2025	View π v Burda Crime scene	1:00 PM	1:30 PM	.5 ✓	
June 16, 2025	Consult on plea disposition w/ M&M	1:30 PM	2:00 PM	.25 ✓	

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

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June 17, 2025	Conf w/ CADA and EA re: Dept Hd mtg and budgeting	1:00 PM	2:00 PM	1.0 ✓	-2
June 17, 2025	Responding to e-mails	2:00 PM	2:15 PM	.25 ✓	-1 ✓
June 17, 2025	Continue prep' of CPL § 440.20 response π v Jeremy Rice	2:15 PM	3:30 PM	1.25 ✓	-1.1 ✓
June 17, 2025	Homer Tn Ct	3:30 PM	7:00 PM	3.5 ✓	-3 ✓
June 17, 2025	Complete notes fm Homer Tn Ct; respond to e-mails	7:00 PM	7:30 PM	.5 ✓	-1 ✓
June 18, 2025	Respond to e-mails	8:30 AM	9:00 AM	.5 ✓	
June 18, 2025	Answer phone call fm Sgt Emery	9:00 AM	9:15 AM	.25 ✓	
June 18, 2025	Clear PCMS Notifications	9:15 AM	9:30 AM	.25 ✓	
June 18, 2025	CTC sentencing and disciplinary matters	9:30 AM	11:00 AM	1.5 ✓	-1.1 ✓
June 18, 2025	Completed notes fm CTC appearances	11:00 AM	11:30 AM	.5 ✓	
June 18, 2025	Review Reply Motion CPL 440 π v Parson of JYK	11:30 AM	12:15 PM	.75	-1 ✓
June 18, 2025	Lunch	12:15 PM	1:00 PM	.75	
June 18, 2025	Trial prep' session π v Burda	1:00 PM	2:00 PM	1.0 ✓	
June 18, 2025	Respond to e-mail traffic; complete VTL dispositions; prep' CPL § 710.30 π v Cash; prep' CoC for FB posts π v Lomax and Acevado; prep' CPL 730.15 Notices for π v Swanson and Higgins; execute Property Release for π v Sebring; review and sign Personnel Requests for FY26; clear PCMS Notifications; send Spec Mtg Req to JPS Chairs re AXON contract approval	2:00 AM	6:30 AM	4.5 ✓	-4 ✓

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June 18, 2025	Cincinnati Tn Ct	6:30 PM	9:00 PM	2.5 ✓	1
June 19, 2025	Tele conf w/ Sta Cdr Eliot re: corrective actions needed for π Kenyon and π v Cash	8:30 AM	8:45 AM	.25 ✓	.7
June 19, 2025	Conf w/ ADA Z2 re: π v Kenyon dispositions in City Ct	8:45 AM	9:00 AM	.25 ✓	
June 19, 2025	Clear PCMS Notifications	9:00 AM	10:00 AM	1.0 ✓	1
June 19, 2025	Mtg w/ CW P v Hayes	10:00 AM	10:30 AM	1.5 ✓	1
June 19, 2025	Draft e-mail to LEO in π v Burda	10:30 AM	11:15 AM	.75 ✓	1
June 19, 2025	Mtg w/ APD Collins, discussing dispositions: Kelley, Glover, Shabazz	11:15 AM	12:45 PM	1.0 ✓	
June 19, 2025	MDT Luncheon	12:45 PM	1:30 PM	.75 ✓	
June 19, 2025	Conf on π v Odu process	1:30 PM	2:00 PM	.5 ✓	3
June 19, 2025	Tele conf w/ Sheriff re: π v Burda	2:00 PM	2:30 PM	.5 ✓	
June 19, 2025	Conf w/ VicAdv re: mtg w/ CW in π v Hayes	2:30 PM	3:00 PM	.5 ✓	
June 19, 2025	Prep ltr to Ct re: S/M/V hearing in π v Andre	3:00 PM	3:30 PM	.5 ✓	
June 19, 2025	Conf w/ ADA Z2 re: mtg w/ CW in π v Hayes	3:30 PM	4:00 PM	.5 ✓	
June 19, 2025	Turnover discovery π v Pittsley	4:00 PM	4:30 AM	.5 ✓	
June 19, 2025	Prep' CPL § 710.30 Notice π v Chorley	4:30 AM	5:00 AM	.5 ✓	
June 19, 2025	Review Direct Exam' of firearms expert π v Burda	5:00 PM	6:00 AM	1.0 ✓	
June 20, 2025	Meeting w/ victim and parents π v Mead	8:30 AM	8:45 PM	.25 ✓	

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

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

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

Attachment: Perfetti ROA June 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

June 25, 2025	Meet w/ LZF to discuss pleas on PvMoyer, PvWannall, status on PvStarks	10:30 AM	11:30 AM	1.0 ✓	-2
June 25, 2025	Tele conf w/ Det/Sgt Natoi re: consent search for P v Planos, made efforts to get ahold of ^se, LZF for consent	11:30 AM	12:15 PM	.5 ✓	1.1
June 25, 2025	Respond to crime scene PvPlanos	12:15 PM	1:00 PM	1.0 ✓	
June 25, 2025	P v Burda wk prep session	1:00 PM	3:00 PM	2.0 ✓	-1.5
June 25, 2025	Conf w/ CADA re ADA Raju vacation req	3:00 PM	3:15 PM	.25 ✓	-1.1
June 25, 2025	Prep' motion for use of P-LH transcript π v Burda	3:15 PM	5:30 PM	2.25 ✓	-2.25
June 25, 2025	Taylor Tn Court	5:30 PM	7:30 PM	2.0 ✓	-1.5
June 26, 2025	Respond to e-mails and clear PCMS-Notifications	8:15 AM	8:30 AM	.25 ✓	
June 26, 2025	Prep' motion for use of P-LH transcript π v Burda	8:30 AM	10:30 AM	2.0 ✓	
June 26, 2025	GJ mgt	10:30 AM	11:45 AM	1.25 ✓	12.1
June 26, 2025	Prep' motion for use of P-LH transcript π v Burda	1:00 PM	1:45 PM	.75	-1.1
June 26, 2025	P v Pittsley, obtained contact info' for Ranger Roberts. Left message to advise this office when clean up effected	1:45 PM	2:00 PM	.25 ✓	
June 26, 2025	Made photo inquiry to NYSP re: photographs π v T Prentise; made case status inquiry of π v Shingler; contacted CAC re: contact w/ victim in π v Luis; advised CTC that would move for termination π v Townsend; advised CTC of DA's position on π v Townsend	2:00 PM	3:00 PM	1.25 ✓	

Attachment: Perfetti ROA June 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

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

Attachment: Perfetti ROA June 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

June 27, 2025	Deliver approved Pistol Permit Apps to Pistol Permit Clerk	2:30 PM	3:00 PM	.5 ✓	✓ 3
June 27, 2025	P v Planos Pre-Lim	3:00 PM	4:15 PM	1.25 ✓	✓ 1.5
June 27, 2025	Responded to e-mails, cleared PCMS Notifications	4:15 PM	5:00 PM	.75 ✓	✓ 1.5
June 30, 2025	Review skd and prep' for Staff Mtg	8:15 AM	8:45 AM	.5 ✓	
June 30, 2025	Staff Mtg	8:45 AM	9:00 AM	.5 ✓	
June 30, 2025	Responded to e-mails, cleared PCMS Notifications	9:00 AM	9:45 AM	.75 ✓	
June 30, 2025	Review π v Burda Opening, draft 2	9:45 AM	10:15 AM	.5 ✓	
June 30, 2025	Conf w. M&M re: π v Spruill delivery of discovery -> sending request to Chief Pitman	10:15 AM	10:30 AM	.25 ✓	✓ 1.5
June 30, 2025	Review π v Burda Opening, draft 2	10:30 AM	11:00 am	.5 ✓	
June 30, 2025	Sign subpoena and retrieve CPL, 710.30s	11:00 AM	11:15 AM	.25 ✓	
June 30, 2025	Submit recommendation on bail review, π v Lovejoy	11:15 AM	11:30 AM	.25 ✓	
June 30, 2025	Prep' CPL, § 710.30s for π v Fisher, Galindo, and Sharpsteen	11:30 AM	12:00 PM	.5 ✓	
June 30, 2025	Lunch	12:00 PM	1:00 PM	1.0 ✓	✓ 1
June 30, 2025	Cortland Txt Court	1:00 PM	3:15	2.25 ✓	✓ 2.5
June 30, 2025	Phone call w/ Lt Natoli and Sgt Sandy re: SoP on Deputy Gallow for π v Burda	3:15 PM	3:30 PM	.25 ✓	
June 30, 2025	Prep' plea offer on π v Glave	3:30 PM	4:00 PM	.5 ✓	
June 30, 2025	Notorize AoS, sign compliance docs π v Mead	4:00 PM	4:30 PM	.25 ✓	

Attachment: Perfetti ROA June 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

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

Add New Row

Update Total

~~199.5~~

212

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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

Signature

Date

Record of Activities

Name Patrick A. Perfetti
Title District Attorney
Employer Cortland County

Activity Log

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

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

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

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

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

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

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

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

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

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

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July 10, 2025	Prep Inv Wright for GJ presentment	3:30 PM	3:45 PM	.25 ✓	1
July 10, 2025	Review π v Townsend and send written offer	3:45 PM	4:15 PM	.5 ✓	1
July 10, 2025	Conf w/ JYK digital evidence π v Burda; clear PCMS Notifications Ctr	4:15 PM	5:30 PM	.75 ✓	1
July 10, 2025	RTA π v Brown	5:30 PM	6:30 PM	1.0 ✓	3
July 11, 2025	Activate Office Master Card; leave inst re: CC limits for EA	7:45 AM	8:00 AM	.25 ✓	
July 11, 2025	Clarify plea offer for π v Sam' Townsend, finish notes fm π v Brown	8:00 AM	8:15 AM	.25 ✓	
July 11, 2025	Prep' CPL, § 710.30 π v K Tetrault	8:15 AM	8:30 AM	.25 ✓	
July 11, 2025	Draft denial Ltr for π v Mack	8:30 AM	9:00 AM	.5 ✓	
July 11, 2025	Interview w/ prospective ADA	9:00 AM	11:00 AM	2.0 ✓	2
July 11, 2025	Complete draft denial Ltr for π v Mack, conf matter w/ ZZ	11:00 AM	12:00 PM	1.0 ✓	
July 11, 2025	Final prep' of witnesses and GJ Presentment π v Luis	12:00 PM	2:45 PM	2.75 ✓	2
July 11, 2025	RtA arraignments π v Brown and π v Lockwood	2:45 PM	4:15 PM	1.5 ✓	1
July 11, 2025	Conf w/ JYK next weeks deliverables for π v Burda	4:15 PM	4:45 PM	.5 ✓	
July 11, 2025	Haircut	4:45 PM	5:30 PM	.75 ✓	
July 11, 2025	Complete notes from RtA and disseminate memo'	5:30 PM	6:00 PM	.5 ✓	
July 11, 2025	Responded to e-mails, Prep' Cert' of Indictment π v Luis; Prep' CPL 710.30s π v George and π v Padilla	6:00 PM	7:00 PM	1.0 ✓	
July 11, 2025	E-mail Taylor and Cinci to confirm court session; respond to Equities Ltr π v K Ryan	7:00 PM	7:15 PM	.25 ✓	

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

July 13, 2025	Read course materials for ChildFirst Training	12:15 PM	5:00 PM	4.75	✓ -4 5
July 14, 2025	Child 1st Training	8:30 AM	3:45 PM	7.75	✓ -7 5
July 14, 2025	Respond to e-mails and deliver Pistol Permit app to County Clerk	3:45 PM	4:15 PM	.5	✓ -1 ✓
July 14, 2025	Review prospective juror list, prep' CPL § 710.30 Notices π v Relyea, Barney, Andrew Brown, Lockwood; prep' Retention Motions of π v Brown and Lockwood	4:15 PM	7:30 PM	3.25	✓ -3 ✓
July 15, 2025	Child 1st Training	8:30 AM	3:45 PM	7.25	✓ -7 ✓
July 15, 2025	Homer Tn Ct	3:45 PM	6:00 PM	2.25	✓ -2 ✓
July 15, 2025	Input notes fn court session; respond to e-mails, clear PCMS Notifications and Reminders	6:00 PM	7:30 PM	1.5	✓ -1 28
July 16, 2025	Child 1st Training	8:30 AM	3:30 PM	7.0	✓ -7 ✓
July 16, 2025	PrepCPL § 710.30 notices: π v K. Cole, Gleason; Respond to e-mails; clear PCMS – Notifications and Reminders, plea offer π v Hartwick	3:30 PM	6:30 PM	3.0	✓ -3 ✓
July 16, 2025	Cincinnati Tn Court	6:30 PM	8:45 PM	2.5	✓ -2 ✓
July 17, 2025	Child 1st Training	8:15 AM	4:30 PM	8.25	✓ -8 ✓
July 17, 2025	Respond to e-mails	4:30 PM	5:00 PM	.5	✓
July 17, 2025	Prep' new original of Indictment; π v Kramer	5:00 PM	5:30 PM	.5	✓
July 18, 2025	Child 1st Training	8:30 AM	2:30 PM	6.0	✓ -6

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

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July 18, 2025	Respond to e-mails; clear PCMS Notifications and Reminders; prep' CPL § 710.30s; π v E Bryant M. Martinez; prep' Tentative Witness and Evidence Lists π v Vandebogart, and Higgins	2:30 PM	7:30 PM	5.0	✓	5
July 21, 2025	Mtg w/ EA re: time-off req	8:15 AM	8:30 AM	.25	✓	1
July 21, 2025	Prep' for Staff Mtg, reconcile calendars	8:30 AM	8:45 AM	.25	✓	
July 21, 2025	Staff Mtg, conf w/ RCV re: plea on π v Shabazz	8:45 AM	9:30 AM	.25	✓	
July 21, 2025	Mtg w/ ZZ and JYK, Conf re: π v Burda	9:30 AM	10:00 AM	.5	✓	2
July 21, 2025	Review motion π v Burda	10:00 AM	10:45 AM	.75	✓	1
July 21, 2025	Clear PCMS-Reminders, prep' CPL, § 710.30 π v Thornton; clear PCMS Notifications	10:45 AM	12:45 PM	2.0	✓	2
July 21, 2025	Lunch	12:45 PM	1:00 PM	.25	✓	
July 21, 2025	CTC: π v Hopkins (RoW),	1:00 PM	1:30 PM	.5	✓	
July 21, 2025	County Court – YP π v Brown	1:30 PM	2:00 PM	.5	✓	
July 21, 2025	County Court – YP π v Lockwood	2:00 PM	2:45 PM	.5	✓	
July 21, 2025	Respond to e-mails; clear PCMS Notifications and Reminders; draft memo' of Ct appearances; respond to further =Ltr π v Shabazz; confer w/ JYK and ADA Vandonsel on π v Burda	2:45 PM	7:00 PM	4.25	✓	4
July 22, 2025	Respond to e-mails	8:30 AM	8:45 AM	.25	✓	
July 22, 2025	Court appearance π v Crouch	8:45 AM	9:15 AM	.5	✓	

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

July 22, 2025	Respond to e-mails; clear PCMS Notifications and Reminders; conference w/ JYK re: recent Burda motions; tele conf w/ Sr. Inv. Prunier	9:15 AM	10:15 AM	1.0 ✓	-1.5
July 22, 2025	Summer College	10:15 AM	5:30 PM	7.25 ✓	-17.5
July 22, 2025	Review correspondence, pistol permit applications, and traffic dispositions	5:30 PM	5:45 PM	.25 ✓	-1.5
July 22, 2025	Prep CPL § 710.30 π v Lee and review π v Craig	5:45 PM	6:15 PM	.5 ✓	-1.5
July 22, 2025	Review Opening π v Burda	6:15 PM	7:15 PM	1.0 ✓	
July 23, 2025	Summer College	8:15 AM	1:00 PM	4.75 ✓	-4.5
July 23, 2025	Lunch	1:00 PM	1:45 PM	.75 ✓	-2.5
July 23, 2025	Conf w/ ADA RCV update while away	1:45 PM	2:30 PM	.75 ✓	
July 23, 2025	Conf w/ JYK and KLP re: π v Burda prpe for mtgs tomorrow	2:30 PM	3:00 PM	.5 ✓	
July 23, 2025	Qtr Mtg	3:00 PM	3:15 PM	.25 ✓	
July 23, 2025	Prep' CoC turn over discovery π v Fisher, Lockwood, Craig	3:15 PM	3:45 PM	.5 ✓	
July 23, 2025	Respond to e-mails, clear PCMS Notifications and reminders	3:45 PM	5:30 PM	2.25 ✓	-2.5
July 23, 2025	Taylor Tn Ct	5:30 PM	7:15 PM	1.75 ✓	-1.5
July 23, 2025	Complete PCMS notes fm Ct sessions	8:30 PM	9:00 PM	.5 ✓	
July 24, 2025	Respond to e-mails; clear PCMS notifications and reminders	8:00 AM	8:15 AM	.25 ✓	
July 24, 2025	Draft motion response to OtSC π v Burda	8:15 AM	9:00 AM	.75 ✓	

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

July 24, 2025	Mtg w/ Atty Stafford and ADAs Vandonsel and Raju: π v Dafoe	9:00 AM	10:00 AM	1.0 ✓	-1.2
July 24, 2025	Trail prep w/ Inv Messina re: π v Burda	10:00 AM	11:30 AM	1.5 ✓	-1.6 3✓
July 24, 2025	Complete Reply to motion to recuse and prep for trial prep' mtg π v Burda	11:30 AM	12:45 PM	1.25 ✓	-1.5 3✓
July 24, 2025	Lunch	12:45 PM	1:00 PM	.25 ✓	-1
July 24, 2025	Trial prep' mtg π v Burda	1:00 PM	2:00 PM	1.0 ✓	
July 24, 2025	Reviewing substantive charges w/ JYK and KLP for π v Burda	2:00 PM	2:30 PM	.5 ✓	-1.5 3✓
July 24, 2025	Prep' responses for π v Burda	2:30 PM	5:30 PM	3.0 ✓	-3
July 25, 2025	Consult w/ M&M on π v Perry and Homer Iron Works	8:30 AM	8:45 AM	.25 ✓	
July 25, 2025	Review DE of Parslow π v Burda	8:45 AM	9:15 AM	.5 ✓	
July 25, 2025	π v Burda, pulled from trial docket; conf w/ JYK and KLP re: concluding all deliverables; Ltr Reply to proposed Stip's; call Dr. Knoll to advise of postponement; e-mail Deputy Gallow of postponement; Ltr Response to Aff Def; submit Reply to Recusal Motion	9:15 AM	12:30 PM	3.25 ✓	-3.5
July 25, 2025	Lunch	12:30 PM	1:00 PM	.5 ✓	
July 25, 2025	Tele Conf: w/ Atty J. Snyder, π v Griffin	1:00 PM	1:15 PM	.25 ✓	
July 25, 2025	π v Burda, review redaction of LE Expert's Rpt; tele conf w/ Atty Hopkins re: assignment π v Ryder; review pistol permits	1:15 PM	2:45 PM	1.5 ✓	
July 25, 2025	Deliver pistol permits to County Clerk	2:45 PM	3:00 PM	.25 ✓	
July 25, 2025	Draft Ltr to Ct re: Xfer of Ammo, π v Burda	3:00 PM	3:30 PM	.5 ✓	

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July 25, 2025	Respond to e-mails; Clear PCMS Notifications and Reminders; prep' CPL § 710.30 notices: π v Burns, Murray, and Barney	3:30 PM	6:00 PM	2.5	✓ -2.0
July 28, 2025	Prep' weekly Staff Mtg	8:15 AM	8:45 AM	.5	✓ -1.5
July 28, 2025	Staff Mtg	8:45 AM	9:15 AM	.5	✓
July 28, 2025	Dental Appointment	9:15 AM	10:30 AM	1.5	✓ -3
July 28, 2025	County / Supreme-IDV COurts	10:30 AM	12:00 PM	1.5	✓
July 28, 2025	Lunch	12:00 PM	1:00 PM	1.0	✓ -3
July 28, 2025	County / Supreme-IDV COurts	1:00 PM	4:30 PM	3.5	✓ -3 7
July 28, 2025	Conf w/ CADA w/e child deaths	4:30 PM	5:30 PM	1.0	✓
July 29, 2025	Clear e-mails; CPL § 710.30s π v Gridley (H/Ci), and π v Burda	8:30 AM	9:45 AM	1.25	✓ -1.5
July 29, 2025	County Court	9:45 AM	12:00 AM	2.25	✓ -2.5
July 29, 2025	Lunch	12:00 PM	1:00 PM	1.0	✓
July 29, 2025	County Court	1:00 PM	4:30 PM	3.5	✓
July 29, 2025	Conf w/ ADA RCV re: π v Caulkins, and CADA π v Joseph	4:30 PM	5:00 PM	.5	✓
July 29, 2025	Respond to e-mails; Clear PCMS – notifications; Prep' 2 nd CoC and CPL, § 370.15 Notice	5:00 PM	6:45 PM	1.75	✓ -1.5

22.25

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

July 30, 2025	Read e-mails, clear PCMS notifications and reminders; meet w/ EA re: budget meeting; execute SoR π v Stone, and π v Kouril, review ERPO π v Jeffery, reviewed extradition filing for π v Birch, marshalled and turnedover discovery P v Burns; tral prep' for π v Ayres	8:30 AM	12:15 PM	3.75	✓ - 3 15
July 30, 2025	Lunch	12:15 PM	1:00 PM	.75	✓ - 1 0
July 30, 2025	Trial prep' π v Ayres	1:00 PM	3:00 PM	2.0	✓ - 2 0
July 30, 2025	IDV Court	3:00 PM	3:30 PM	.5	✓ - 1 0
July 30, 2025	Responding to e-mails, clearing PCMS notifications and reminders.	3:30 PM	7:00 PM	3.5	✓ - 3 0
July 31, 2025	Review subpoena service on DA's office, formulate response	8:15 AM	8:30 AM	.25	✓ - 1 0
July 31, 2025	Responded to e-mails	8:30 AM	8:45 AM	.25	✓
July 31, 2025	Review and recommend approval of pistol permits	8:45 AM	9:00 AM	.25	✓
July 31, 2025	County Court RtA π v Lockwood	9:00 AM	12:00 PM	3.0	✓ - 3 0
July 31, 2025	Conf w/ M&M and ZZ re: π v Matthew Perry	12:00 PM	12:15 PM	.25	✓
July 31, 2025	Lunch	12:15 PM	1:00 PM	.75	✓
July 31, 2025	IDV Court	1:00 PM	5:00 PM	4.0	✓ - 4 0
July 31, 2025	Finish notes fm IDV Ct; respond to e-mails; set directives for case closures, advise of waived out matter; prep' CPL § 710.30 π v Wood, turn over discovery π v Tetreault and prep' CoC; send engagement e-mail to prospective expert	5:00 PM	7:30 PM	2.5	✓ - 2 0

Attachment: Perfetti ROA July 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
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Add New Row

Update Total

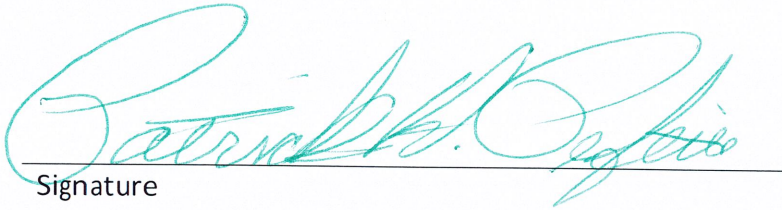
241.75

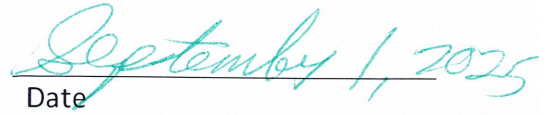
244

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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


Signature


Date

Record of Activities

Name Patrick A. Perfetti
Title District Attorney
Employer Cortland County

Activity Log

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

Date	Activity	Start Time	End Time	Hours
August 1, 2025	Review morning skd consult with CADA for Cty Ct coverage; consult w/ ADA ZZ re: GJ presentment	8:30 AM	8:45 AM	.25 ✓ - .2
August 1, 2025	Budget Dept Request Mtg	8:45 AM	10:15 AM	1.5 ✓ - 1
August 1, 2025	Community Outreach Mtg: planning for 911 Ceremony	10:15 AM	11:15 AM	1.0 ✓ - 3
August 1, 2025	Conf w/ Atty Brenneck re: VTL dispositions and discovery for π v Meeker cases	11:15 AM	12:15 PM	1.0 ✓
August 1, 2025	Lunch	12:15 PM	1:15 PM	1.0 ✓
August 1, 2025	Consult w/ ADA Raju re: expert for π v Planos; consult w/ JYK re: LL/L-t-L motion response π v Burda; π v Craig bail review response	1:15 PM	2:15 PM	.5 ✓ - 1
August 1, 2025	Respond to e-mails	2:15 PM	4:00 PM	.5 ✓
August 1, 2025	Clear PCMS Notifications and Reminders;	4:00 PM	6:15 PM	2.5 ✓ 2.5

8.25 ✓

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

Attachment: Perfetti ROA August 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

August 4, 2025	Prep CTC plea offers and STWs for π v Moyer and Wannall	6:00 PM	7:00 PM	1.0	✓ -1
August 5, 2025	Respond to e-mail; clear PCMS Notifications and Reminder; counsel ADA re: use of DEMS turnover even for plea offers.	8:30 AM	9:00 AM	.5	✓ -1
August 5, 2025	Conf w/ ZZ and RCV re: π v Burda Opening; Conf w/ ZZ, FR, RCV re: π v Gardner Habeas petition	9:00 AM	10:15 AM	.75	✓ 2. -1
August 5, 2025	Review motion response π v Burda re: Less-Lethal; review voir dire questions	10:15 AM	11:00 AM	.75	✓
August 5, 2025	Trial prep' on Ayers	11:00 AM	12:15 PM	1.25	✓ -2. ✓
August 5, 2025	Lunch	12:15 PM	1:00 PM	.75	✓
August 5, 2025	Tele conf: Chief Pitman re: π v Spruill, Gil-Hernandez, Rice, and Leprie	1:00 PM	1:15 PM	.25	✓ -1 ✓
August 5, 2025	Respond to emails, prep' STW for π v Gridley, review less-lethal motion response π v Burda	1:15 PM	2:45 PM	1.5	✓ -3
August 5, 2025	Reviewing equity letters	2:45 PM	4:00 PM	1.25	✓
August 5, 2025	Homer Tn Ct	4:00 PM	7:15 PM	3.25	✓ -3.5
August 5, 2025	Completing notes fm Homer Calendar	7:15 PM	7:45 PM	.5	✓
August 6, 2025	Conf w/ ZZ re: π v Wacht	8:30 AM	8:45 AM	.25	✓
August 6, 2025	Respond to e-mails	8:45 AM	9:00 AM	.25	✓
August 6, 2025	Broome Cty Ct arraignment π v Kramer	9:00 AM	9:30 AM	.5	✓
August 6, 2025	Conf w/ CADA re: handling RTW's representation of David Wacht's children in guardianship	9:30 AM	10:45 AM	1.5	✓

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August 6, 2025	Prep' for π v Palmer fugitive arraignment	10:45 AM	11:00 AM	.25	✓	-1	✓
August 6, 2025	County Ct: π v Palmer	11:00 AM	11:30 AM	.5	✓	-6	✓
August 6, 2025	Trial prep'	11:30 AM	12:15 PM	.75	✓	-3	✓
August 6, 2025	Lunch	12:15 PM	1:00 PM	.75	✓		
August 6, 2025	Clear PCMS Notifications and Reminders, respond to e-mails	1:00 PM	2:30 PM	1.5	✓	-3	✓
August 6, 2025	Issue discovery for appearances in Homer Tn Ct	2:30 PM	6:30 PM	4.0	✓	-4	✓
August 7, 2025	Responded to e-mails, cleared PCMS – Notifications and Reminders	8:30 AM	9:00 AM	.5	✓		
August 7, 2025	RtA hearing π v Lockwood	9:00 AM	10:30 AM	1.5	✓		
August 7, 2025	Witness prep' π v Ayers	10:30 AM	11:30 AM	1.0	✓	-2	✓
August 7, 2025	Respond to e-mails	11:30 AM	11:45 AM	.25	✓		
August 7, 2025	Witness interview	11:45 AM	12:30 PM	.75	✓		
August 7, 2025	Lunch	12:30 PM	1:00 PM	.5	✓		
August 7, 2025	Prep' CPL § 710.30 Notice π v A Rice	1:00 PM	1:45 PM	.75	✓		
August 7, 2025	IDV Court	1:45 PM	3:30 AM	2.25	✓	-2	✓
August 7, 2025	Consult w/ CA Monty re: Hebeas Petition π v Gardner	3:30 PM	4:30 PM	1.0	✓		
August 7, 2025	Prep CPL § 710.30s: π v Rice, Lyman, Rice,	4:30 PM	7:00 PM	2.5	✓	-2	✓
August 8, 2025	Respond to e-mails, reconcile calendar, clear PCMS Notifications and reminders	8:30 AM	9:00 AM	.5	✓		

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August 8, 2025	Review and edit π v Ayres Opening	9:00 AM	9:30 AM	.5	✓ -3 ✓
August 8, 2025	Assemble materials for KLP to prep CPL § 160.59 motion response	9:30 AM	9:45 AM	.25	✓ -1.5 ✓
August 8, 2025	Dental Apt	9:45 AM	10:15 AM	.5	✓
August 8, 2025	Review π v Darling motions	10:15 AM	10:30 AM	.25	✓
August 8, 2025	Prep Reply Affirmation π v Darling, 60007	10:30 AM	12:00 PM	1.5	✓ -1.5 ✓
August 8, 2025	Lunch	12:00 PM	1:00 PM	1.0	✓ -1 ✓
August 8, 2025	Deliver Pistol Permit App to Cuty Clerk	1:00 PM	1:15 PM	.25	✓
August 8, 2025	Prep Reply Affirmation π v Darling, 60007	1:15 PM	3:30 PM	2.75	✓ -2.5 ✓
August 8, 2025	Clear PCMS Notifications and respond to e-mails	3:30 PM	4:00 PM	.5	✓
August 8, 2025	Prep Reply Affirmation π v Darling, 60008	4:00 PM	4:30 PM	.5	✓
August 11, 2025	Met Emily Kennedy-Harden, CW in π v Nathaniel Wright matter, she was making inquiries regarding her OoP	8:15 AM	8:45 AM	.5	✓
August 11, 2025	Staff Mtg	8:45 AM	9:15 AM	.5	✓
August 11, 2025	Mtg w/ Ms. Kennedy-Harden con't	9:15 AM	9:30 AM	.25	✓
August 11, 2025	Responded to e-mails, cleared PCMS Notifications	9:30 AM	10:15 AM	.75	✓ -1.5 ✓
August 11, 2025	Conference w/ Atty Brenneck re: Ahmed	10:15 AM	10:30 AM	.25	✓
August 11, 2025	Clear PCMS Reminders	10:30 AM	11:00 AM	.5	✓
August 11, 2025	Prep' π v Johns' response	11:00 AM	12:15 PM	1.25	✓ 1.2 ✓

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August 11, 2025	Lunch	12:15 PM	1:15 PM	1.0 ✓ -1
August 11, 2025	Prep' π v Johns' response, con't	1:15 PM	6:00 AM	4.75 ✓ -4.5
August 12, 2025	Review case for constituent	8:30 AM	9:00 AM	.5 ✓ -2.5
August 12, 2025	Prep' π v Johns' response, con't	9:00 AM	9:45 AM	.75 ✓ -1.5
August 12, 2025	Telephone calls w/ Chief Pitman and DC Cute	9:45 AM	10:00 AM	.25 ✓ -1.5
August 12, 2025	Prep' π v Johns' response, con't	10:00 AM	10:30 AM	.5 ✓
August 12, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	10:30 AM	12:30 PM	2.0 ✓ -X 6
August 12, 2025	Lunch	12:30 PM	1:15 PM	.75 ✓
August 12, 2025	Prep' π v Johns' response, con't	1:15 PM	4:30 PM	3.25 ✓ -3.5
August 12, 2025	Teleconf π v Caruso	4:30 PM	5:00 PM	.5 ✓
August 12, 2025	Conf w/ Atty Bouchard π v Davis, π v Naylor, π v Poole	5:00 PM	7:00 PM	2.0 ✓
August 13, 2025	Respond to e-mails, clear PCMS Notifications and Reminders, turned-over BWC on π v E. Davis; marshalled evidence for turn-over on Berheim	8:30 AM	11:15 AM	2.75 ✓ -0.5
August 13, 2025	TTCLEG	11:15 AM	2:00 PM	2.75 ✓ -5.5
August 13, 2025	Respond to e-mails; Discovery Compl π v Davis, π v Burns	2:00 PM	3:30 PM	1.5 ✓ -1.5
August 13, 2025	Conf w/ ADA ZZ and M&M	3:30 PM	4:00 PM	.5 ✓
August 13, 2025	Conf w/ EA re: hiring	4:00 PM	4:30 PM	.5 ✓
August 13, 2025	Truxton Tn Ct	4:30 PM	6:45 PM	2.0 ✓

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August 14, 2025	Respond to e-mails	8:30 AM	9:00 AM	.5 ✓
August 14, 2025	JPS Comm Mtg	9:00 AM	9:30 AM	1.0 ✓
August 14, 2025	Deliver approved pistol permits to County Clerk, conf w/ EA re: filling vacancy	9:30 AM	10:45 AM	.5 ✓
August 14, 2025	Teleconf: re: production of Δ Gil-Hernandez	10:45 AM	11:00 AM	.25 ✓
August 14, 2025	Responded to e-mails; closed our π v Sergio GomezHernandez, review and took action of Property Release requests.	11:00 AM	12:00 PM	1.0 ✓
August 14, 2025	Conf w/ CADA re: π v Mercier	12:00 PM	12:15 PM	.75 ✓
August 14, 2025	Lunch	12:15 PM	1:15 PM	1.0 ✓
August 14, 2025	Review pistol permits, review Property Release Requests, review CPL § 710.30 π v Fox	1:15 PM	2:30 PM	1.25 ✓
August 14, 2025	Spec Dept Hd Mtg	2:30 PM	4:00 PM	1.5 ✓
August 14, 2025	Review π v Reynolds Sealing Order Req	4:00 PM	4:30 PM	.5 ✓
August 14, 2025	Post financial support for DTF	4:30 PM	5:00 PM	.5 ✓
August 15, 2025	Respond to e-mails	8:30 AM	9:15 AM	.75 ✓
August 15, 2025	Review π v J. Smith for GJ presentment	9:15 AM	9:30 AM	.25 ✓
August 15, 2025	Clear PCMS Notifications and Reminders	9:30 AM	9:45 AM	.25 ✓
August 15, 2025	Attended to discovery compliance on π v Burns cases for C. Thorp's new assignments	9:45 AM	10:00 AM	.25 ✓
August 15, 2025	Conferene w/ litigators on Local Criminal Court assignments	10:00 AM	12:15 PM	2.25 ✓

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August 15, 2025	Lunch	12:15 PM	1:00 PM	.75	✓	2	5
August 15, 2025	Supervise GJ presentment by KLP	1:00 PM	1:45 PM	.75	✓	-2	
August 15, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	1:45 PM	2:30 PM	.75	✓		
August 15, 2025	GJ Task Force	2:30 PM	4:00 PM	1.5	✓	-3	
August 15, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	4:00 PM	6:45 PM	2.75	✓	-2	✓
August 18, 2025	Prep for Staff Mtg	8:30 AM	8:45 AM	.25	✓	-1	✓
August 18, 2025	Staff Mtg	8:45 AM	9:00 AM	.25	✓		
August 18, 2025	Review 4th Draft Opening π v Burda	9:00 AM	10:00 AM	1.0	✓	-4	✓
August 18, 2025	Respond to e-mails	10:00 AM	11:00 AM	1.0	✓		
August 18, 2025	Prep' CTC Plea Offer π v Kaulfers	11:00 AM	11:30 AM	.5	✓	-1	✓
August 18, 2025	Dr. Appt	11:30 AM	12:30 PM	1.0	✓		
August 18, 2025	Lunch	12:30 PM	1:00 PM	.5	✓		
August 18, 2025	Community Txt Ct	1:00 PM	3:00 PM	2.0	✓	-2	
August 18, 2025	Comp prep' CTC Plea Offer π v Kaulfers	3:00 PM	4:30 PM	1.5	✓		
August 18, 2025	Prep' plea offers	4:30 PM	7:00 PM	2.5	✓	2	
August 19, 2025	Respond to e-mails, clear PCMS Notifications	8:30 AM	9:00 AM	.5	✓		
August 19, 2025	Set out guidance for City Ct prosecutors on City Ords: smoking, bikes/skate bds, loitering on Main St.	9:00 AM	10:00 AM	1.0	✓		

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August 19, 2025	Plea dispositions	10:00 AM	12:30	2.5	✓	2.5
August 19, 2025	Tele conf w/ Tn Atty Casulo	12:30 PM	12:45 PM	.25	✓	1.1
August 19, 2025	Lunch	12:45 PM	1:30 PM	.75	✓	2
August 19, 2025	Plea dispositions	1:30 PM	5:30 AM	4.0	✓	4
August 19, 2025	Reviewed CPL § 245 amendment	5:30 PM	6:15 PM	.75	✓	1.1
August 20, 2025	Personal day	8:30 AM	4:30 PM	0		
August 21, 2025	Briefing fm M&M re: Taylor and Cinnici Court appearances	8:30 AM	8:45 AM	.25	✓	
August 21, 2025	Respond to e-mails, clear PCMS notifications and reminders; conf Taylor and Cinci cases w/ M&M	8:45 AM	11:00 AM	2.25	✓	2.5
August 21, 2025	Funeral	11:00 AM	3:00 PM	Enter Number		
August 21, 2025	Respond to e-mails, clear PCMS notifications and reminders	3:00 PM	6:45 AM	3.75	✓	3.5
August 22, 2025	Personal day	8:30 AM	4:30 PM	Enter Number		
August 25, 2025	Prep' for Staff Mtg	8:00 AM	8:45 AM	.75	✓	
August 25, 2025	Staff Mtg	8:45 AM	9:15 AM	.5	✓	1
August 25, 2025	Mtg w/ Dir Mental Health, VP of Nursing K. Underwood, and Lt Riley, re: P v DeAngales	9:15 AM	9:45 AM	.5	✓	
August 25, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	9:45 AM	11:00 AM	1.25	✓	1.1
August 25, 2025	P v Kramer discovery	11:00 AM	11:45 AM	.75	✓	

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August 25, 2025	Mtg w/ Dir Mental Health, VP of Nursing K. Underwood, and Lt Riley, re: P v DeAngales	11:45 AM	12:15 PM	.5	✓	✓
August 25, 2025	Lunch	12:15 PM	1:00 PM	.75	✓	✓
August 25, 2025	Treatment Court	1:00 PM	2:00 AM	1.0	✓	✓
August 25, 2025	NDAA VOCA Grant Funding Mtg	2:00 PM	2:45 PM	.75	✓	✓
August 25, 2025	Conf w/ EA re: KeyBd Spec applicants	2:45 PM	3:00 PM	.25	✓	✓
August 25, 2025	Conf w/ ADA RCV re: release of monies π v Chorley	3:00 PM	3:15 PM	.25	✓	✓
August 25, 2025	Complete Cert of Indict π v Bellefleur; respond to e-mails; review D&O π v Darling; review Renewal Practice Order; expadite funds for DTF training	3:15 PM	4:00 PM	.75	✓	✓
August 25, 2025	Itemizing discovery turn-over π v A Caruso	4:00 PM	7:00 PM	3.0	✓	✓
August 26, 2025	Review π v A. Caruso for Discovery Compliance	8:30 PM	11:00 AM	2.5	✓	✓
August 26, 2025	Review π v Spruill w/ ADA MacNeill and Chief Pitman	11:00 AM	12:30 PM	1.5	✓	✓
August 26, 2025	Lunch	12:30 PM	1:30 PM	1.0	✓	✓
August 26, 2025	Conf w/ ADA RCV and Δse BB re: disposition on π v Naylor	1:30 PM	2:00 PM	.5	✓	✓
August 26, 2025	Review π v A. Caruso for Discovery Compliance, draft ltr re: compliance and copy Ct	2:00 PM	4:30 PM	2.5	✓	✓
August 27, 2025	Respond to e-mails, clear PCMS Notification and Reminders, answer FoIL inquiry re: π v Mabry	8:45 AM	11:15 AM	2.5	✓	✓
August 27, 2025	Draft Ltr to Ct re: Removal of Obj π v Reynolds	11:15 AM	11:30 AM	.25	✓	✓

Attachment: Perfetti ROA August 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

August 27, 2025	Draft approval ltr for CTC π v Perun	11:30 AM	12:15 PM	.5 ✓ -3
August 27, 2025	Lunch	12:15 PM	1:15 PM	1.0 ✓ -5
August 27, 2025	Conf π v Spruill w/ ADA MacNeill, conf call w/ Chief Pitman	1:15 PM	2:15 AM	1.0 ✓
August 27, 2025	Prep' plea offer and STW for π v Perun; fwd CTC packet to ^se, Ct and C'vill ADAs	2:15 PM	3:30 PM	1.25 ✓ -1
August 27, 2025	Prep CoC π v A. Rice and Walls; Complete π v Kramer CPL, § 710.30;	3:30 PM	4:00 PM	.5 ✓
August 27, 2025	Phone conf w/ R. Trunfio re: π v Spruill	4:00 PM	4:30 PM	.5 ✓
August 27, 2025	Respond to e-mails, prep' π v Bohn	4:30 PM	7:30 PM	3.0 ✓ -8
August 28, 2025	Respond to e-mails, set a mtg re: π v DeAngles,	8:15 AM	8:45 AM	.5 ✓
August 28, 2025	Conf w/ RCV and SB re: case disposition	8:45 AM	9:30 AM	.75 ✓ -1
August 28, 2025	Plea disposition w/ SB on VTL cases	9:30 AM	10:00 AM	.5 ✓
August 28, 2025	π v DeAngles debrief	10:00 AM	10:30 AM	.5 ✓
August 28, 2025	Prep' plea offer π v Williams	10:30 AM	11:30 AM	1.0 ✓
August 28, 2025	Prep' return of Firearms request π v Dellow;	11:30 AM	12:00 PM	.5 ✓
August 28, 2025	Lunch	12:00 PM	1:00 PM	1.0 ✓
August 28, 2025	IDV Court	1:00 PM	4:00 PM	3.0 ✓
August 28, 2025	Completing notes fm Ct	4:00 PM	5:00 PM	1.0 ✓
August 29, 2025	Responded to e-mails	8:30 AM	8:45 AM	.25 ✓ -2

Attachment: Perfetti ROA August 2025 (13254 : Standard Workday Reporting 2025 - Perfetti)

August 29, 2025	Reviewed video interview of CW in π v Spurill, conf w/ ADA MacNeill, tele conf w/ R. Trunfio	8:45 AM	9:30 AM	.75	✓ -2.5
August 29, 2025	Follow up on req for 1st ADA Mancini	9:30 AM	10:00 AM	.5	✓ -1
August 29, 2025	Prep S/M/V motion π v Mydlenski	10:00 AM	12:30 PM	2.5	✓ -5
August 29, 2025	Lunch	12:30 PM	1:30 PM	1.0	✓ -1
August 29, 2025	Issue plea offer π v Burns, calendar Oct revised trial terms	1:30 PM	2:15 PM	.75	✓ +1.5
August 29, 2025	Prep π 's Reply to Omnibus π v Manwarren	2:15 PM	6:15 PM	4.0	✓ -5
August 29, 2025	Review π v Bohn appeal	6:15 PM	6:45 PM	.5	✓
August 30, 2025	Prep for π v Bohn Oral Argument	9:30 AM	12:45 PM	3.25	✓ -3.5
August 30, 2025	Provided bail recommendation π v Strobeck	4:30 PM	4:45 PM	.25	✓ -2.5
August 31, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	8:30 AM	9:15 AM	.75	✓ -1
August 31, 2025	Prep for π v Bohn Oral Argument	9:30 AM	12:00 PM	2.5	✓

Add New Row

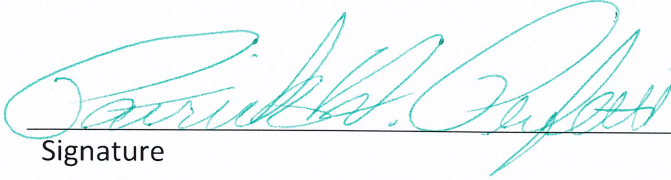
Update Total

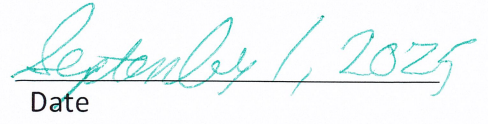
189.5
191.5

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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


Signature


Date

Civil Service Exams Administered

Title	Exam No.	Date
COUNTY POLICE OFFICER (DEPUTY SHERIFF)	60038-570	9/20/2025
POLICE OFFICER	60037-270	9/20/2025

Attachment: September 2025 Exams (13285 : Personnel Monthly Reports - September 2025)

Total Number of Exams 2

* END OF REPORT *

Friday, September 26, 2025

[illegible]

POSITION VACANCY REPORT

As of October 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Aging Service Specialist Grade 15/\$23.7424-\$30.0519	Aging	5/14/2025	6/30/2025	7/1/2025	7/10/2025		9/3/2025	State Funded
Fiscal Manager Grade 11/\$55,119-\$73,364	Aging	5/20/2025	7/1/2025	7/3/2025	7/3/2025		Posted	80% local
Driver Grade 6/\$17.8832-\$22.6355	Aging	8/4/2025	8/4/2025	8/5/2025	8/5/2025		9/15/2025	State Funded
Driver Grade 6/\$17.8832-\$22.6355	Aging	9/12/2025	9/15/2025	9/15/2025	9/17/2025		Posted	Contract
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	9/22/2025	9/22/2025	9/23/2025				100% State
Senior Account Clerk Grade 10/\$20.1738-\$25.5342	Aging	9/26/2025	7/30/2025	7/30/2025	7/30/2025		Posted	80% local, 20% state
Case Manager for Indigent Defendants Grade 14/\$22.9539-\$29.0539	Assigned Counsel	12/6/2024	11/26/2024	11/27/2024	12/2/2024- rescinded	7/3/2025	Posted	Grant Funded - 100% NYS
Assistant District Attorney Grade 2/\$100,000-\$115,000	District Attorney	3/20/2024	3/21/2024	3/21/2024	3/21/2024- rescinded	7/3/2025	Posted	Local
Keyboard Specialist Grade 5/\$17.3788-\$21.9972	District Attorney	8/22/2025	8/13/2025	8/14/2025	8/14/2025		Eligible list	Local
Motor Vehicle Clerk Grade 9/\$19.5557-\$24.7524	DMV	7/16/2025	7/17/2025	7/23/2025	7/17/2025		Canvass	100% local
Motor Vehicle Clerk Grade 9/\$19.5557-\$24.7524	DMV	9/1/2025	7/30/2025	7/30/2025	8/1/2025		9/2/2025	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1063	DPW - Highway	5/23/2024	6/19/2024	6/20/2024	6/20/2024- rescinded	7/3/2025	Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Highway	1/24/2025	1/29/2025	1/29/2025	1/30/2025- rescinded	7/3/2025	9/23/2025	Local
Supervisor of Buildings & Grounds Grade 9/\$63,397-\$84,781	DPW - Buildings	6/30/2025	6/26/2025	Approved by Resolution	6/26/2025		Posted	Local
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-Buildings	7/31/2025	8/5/2025	8/5/2025	8/5/2025		Posted	Local
Senior Cleaner Grade 7/\$18.4158-\$23.3096	DPW-Buildings	8/15/2025	8/11/2025	8/11/2025	8/12/2025		9/2/2025	69% reimbursed from State Courts
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-Buildings	9/1/2025	8/28/2025	8/29/2025	9/4/2025		Posted	Local

Attachment: October 2025 (13285 : Personnel Monthly Reports - September 2025)

POSITION VACANCY REPORT

As of October 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-Buildings	9/18/2025	9/19/2025	9/19/2025				Local
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-Buildings	9/26/2025	9/16/2025	9/16/2025	9/17/2025		Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Highway	9/18/2025	9/16/2025	9/16/2025	9/17/2025		Posted	local
Heavy Equip Maintenance Supervisor Grade 20/\$28.2890-\$35.8067	DPW-Highway	9/26/2025	9/3/2025	9/3/2025	9/4/2025		Posted	Local
Parts Chaser Grade 5/\$17.3788-\$21.9972	DPW-Highway	10/17/2025	9/24/2025	9/24/2025				Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Solid Waste	10/8/2025	9/23/2025	9/24/2025				Local
Associate Social Services Attorney Gr 3/\$74,160	DSS	1/15/2025	12/19/2024	12/20/2024	12/20/2024- rescinded	7/9/2025	9/2/2025	25% Local
Senior Support Investigator Grade 15/\$23.7424-\$30.0519	DSS	2/14/2025	1/25/2024	1/28/2025	1/28/2025- rescinded	7/9/2025	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	6/27/2025	6/6/2025	6/6/2025	6/10/2025		Posted	35% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	7/25/2025	7/18/2025	7/21/2025	7/30/2025		Posted	25% local
Senior Case Aide Grade 10/\$20.1738-\$25.5349	DSS	7/25/2025	7/18/2025	7/21/2025	7/30/2025		Posted	35% local
Caseworker Gr 18/26.3374-\$33.3363	DSS	8/1/2025	7/9/2025	7/10/2025	7/10/2025		Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	8/8/2025	8/22/2025	8/22/2025	8/27/2025		Posted	35% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	8/15/2025	6/13/2025	6/16/2025	6/19/2025		Posted	25% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	8/18/2025	7/18/2025	7/21/2025	7/30/2025		Posted	25% local
Housing Coordinator Grade 16/\$24.5633-\$31.0910	DSS	8/25/2025	8/25/2025	8/25/2025	9/11/2025		Posted	Local/Grant
Caseworker Gr 18/26.3374-33.3363	DSS	9/5/2025	8/22/2025	8/22/2025	8/27/2025		Posted	35% local

Attachment: October 2025 (13285 : Personnel Monthly Reports - September 2025)

POSITION VACANCY REPORT

As of October 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Community Services workers (2 positions) Grade 5/\$17,378-\$21,007	DSS	N/A	6/30/2025	7/1/2025	7/9/2025		Posted	Grant
Support Investigator Grade 12/\$21,494-\$27,206	DSS	unknown	1/23/2025	7/7/2025	7/10/2025		Posted	35% Local
Public Health Educator Grade 18/\$26,337-\$33,336	Health	3/28/2025	3/27/2025	Approved by Resolution	3/27/2025- rescinded	7/1/2025	9/8/2025	100% Grant
Network Technican Grade 18/\$26,337-\$33,336	IT	11/18/2024	11/5/2024	11/5/2024	11/5/2024-rescinded		Posted	Local
Director of Information Technology Gr 3/\$98,304-\$130,843	IT	1/18/2025	12/17/2024	12/17/2024	12/17/2024- rescinded		Posted	Local
Network Technican Grade 18/\$26,337-\$33,336	IT	8/4/2025	7/22/2025	8/4/2025	8/28/2025		9/3/2025	Local
Mental Health Practitioner \$72.3381/hr	Mental Health	9/30/2024	9/11/2024	9/13/2024	9/13/2024- rescinded		Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24,563-\$31,091	Mental Health	3/12/2025	3/10/2025	3/11/2025	3/11/2025- rescinded	5/22/2025	Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24,563-\$31,091	Mental Health	4/14/2025	4/9/2025	4/9/2025	4/9/2025- rescinded		Posted	Grant
Mental Health Practitioner \$72.3381/hr	Mental Health	5/21/2025	5/27/2025	5/27/2025	7/10/2025		Posted	Billing Revenue
Medical Services Clerk Grade 8/\$18,969-\$24,010	Mental Health	6/6/2025	7/17/2025	7/17/2025	7/17/2025		9/23/2025	100% local
Mental Health Practitioner \$72.3381/hr	Mental Health	6/27/2025	6/3/2025	6/3/2025	7/10/2025		Posted	Billing Revenue
Mental Health Clinician Grade 26/\$35,444-\$44,863	Mental Health	7/17/2025	7/14/2025	7/15/2025	7/15/2025		Posted	Billing Revenue
Medical Director/Psychiatrist offscale	Mental Health	8/28/2025	8/29/2025	8/29/2025	9/5/2025		9/26/2025	Revenue
Mental Health Rehab Specialist Grade 16/\$24,563-\$31,091	Mental Health	8/29/2025	8/18/2025	8/18/2025	8/25/2025		Posted	Grant
Senior Mental Health Clinician Grade 28/\$38,330-\$48,517	Mental Health	9/10/2025	9/12/2025	9/15/2025	10/14/2025		Eligible list	Revenue
Clinical Director of Mental Health Grade 6/\$79,132-\$105,324	Mental Health	10/10/2025	7/29/2025	7/29/2025	7/29/2025		9/10/2025	Local

Attachment: October 2025 (13285 : Personnel Monthly Reports - September 2025)

POSITION VACANCY REPORT

As of October 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Mental Health Clinician Grade 26/\$35.4445-\$44.8637	Mental Health	10/13/2025	9/12/2025	9/15/2025	10/13/2025		Posted	Revenue
Land Use Planner Grade 19/\$27.2908-\$34.5366	Planning	8/29/2025	8/29/2025	8/29/2025				Local
Land Use Planner Grade 19/\$27.2908-\$34.5366	Planning	8/29/2025	8/29/2025	8/29/2025	9/5/2025		9/5/2025	Local
Keyboard Specialist Grade 5/\$17.3788-\$21.9972	Probation	9/15/2025	8/27/2025	8/27/2025	8/28/2025		Posted	Other
Assistant Public Defender Grade 2/\$100,000-\$115,000	Public Defender	4/2/2025	4/3/2025	4/4/2025	4/7/2025- rescinded	6/23/2025	Posted	100% Grant
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000	Public Defender	5/15/2025	5/7/2025	5/8/2025	5/16/2025		Posted	50% Local
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	10/20/2017	10/10/2017	10/13/2017	11/2/2017- rescinded			Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	11/2/2023	6/10/2025	6/12/2025	10/23/23 unfunded	denied 6/12/25		
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	9/9/25-resubmission	9/11/2025	exam file apps	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	2/21/2025	2/24/2025	2/25/2025	2/27/2025		Offer before 4/24	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/26/2025	3/26/2025	3/26/2025	3/26/2025-rescinded	6/12/2025	exam file apps	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	5/27/2025	5/30/2025	6/3/2025	6/5/2025		Posted	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	6/25/2025	6/25/2025	6/26/2025	6/30/2025		exam file apps	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	7/31/2025	6/30/2025	7/1/2025	7/16/2025		exam file apps	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	8/8/2025	8/17/2025	8/18/2025	8/27/2025			
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	8/29/2025	7/29/2025	7/29/2025	7/30/2025		exam file apps	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	9/29/2025	9/17/2025	9/17/2025	9/23/2025		cert	Local

Attachment: October 2025 (13285 : Personnel Monthly Reports - September 2025)

POSITION VACANCY REPORT

As of October 1, 2025

[illegible]

Attachment: October 2025 (13285 : Personnel Monthly Reports - September 2025)

POSITION VACANCY REPORT**As of October 1, 2025**

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding

Attachment: October 2025 (13285 : Personnel Monthly Reports - September 2025)

9/26/2025

Number of Civil Service Transactions by Agency

From: 09/01/2025 to 09/30/2025

Agency	Count
CITY OF CORTLAND	2
CORTLAND CITY SCHOOLS	3
CORTLAND COUNTY	98
HOMER SCHOOL	4
HOUSING AUTHORITY	3
MARATHON SCHOOL	9
TOWN OF FREETOWN	1
TOWN OF PREBLE	5
TULLY SCHOOL	14
VILLAGE OF HOMER	3
VILLAGE OF MCGRAW	2
Total:	144

Attachment: September 2025 transactions (13285 : Personnel Monthly Reports - September 2025)

* END OF REPORT *

Friday, September 26, 2025

[illegible]

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

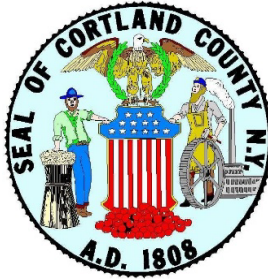
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Phelps

607-753-5125

mphelps@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – September 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
189	136	54	21	165	7	37	33	3	645

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
285	227	1	2	158	45	718

FOIL Requests:

Received	In process	Completed
4	0	4

- Tested all of the Pollpads that will be used for the upcoming Election.
- Setup and tested the ClearBallot system for the upcoming Election. (This is the system we use to scan and count the Absentee/EVBM Ballots.
- Issued 27 Military/UOCAVA Absentee Ballots.
- Issued 734 Absentee/EVBM Ballots.



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street

Cortland, New York 13045-3702

P: 607-753-5021

countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER

MARCIA L. FORD

Deputy County Clerks

BROOKE KEMAK

County Clerk

bkemak@cortlandcountyny.gov

SONIA GANOUNG

Motor Vehicle Director

P: 607-753-5023

September 2025 Activities

- Personnel: As of October 6th the DMV will be fully staffed, which includes two employees in training.
- IT: Met with Paul Lutwak to review the priority systems of the Clerk's Office to maintain operations. The discussion included some problem areas that need to be resolved. There was also discussion in regards to the DMV and Paul will set-up a time to visit the DMV to take a look at the set-up.

	Description	1st Quarter	2nd Quarter	July	Aug	3rd Quarter	YTD
Revenue County	Clerk	\$ 117,840.68	\$ 155,490.00	\$ 55,992.76	\$ 52,231.34	\$ 108,224.10	\$ 381,554.78
	Local Mtg. Tax	\$ 82,924.89	\$ 68,894.77	\$ 51,431.09	\$ 28,679.26	\$ 80,110.35	\$ 231,930.01
	Transfer Tax	\$ 61,366.00	\$ 60,119.00	\$ 35,487.00	\$ 30,403.00	\$ 65,890.00	\$ 187,375.00
	DMV (In Office)	\$ 90,407.18	\$ 109,424.13	\$ 30,791.44	\$ 30,170.68	\$ 60,962.12	\$ 260,793.43
	*DMV (Online)	\$ 29,770.27	\$ 31,221.10	\$ 10,107.75	\$ 9,106.94	\$ 19,214.69	\$ 80,206.06
	*DMV (Use Tax)	\$ 66,049.63	\$ 81,851.81	\$ 27,541.49	**	\$ 27,541.49	\$ 175,442.93
	Total	\$ 448,358.65	\$ 507,000.81	\$ 211,351.53	\$ 150,591.22	\$ 361,942.75	\$ 1,317,302.21
Revenue Pass through funds	Basic Mtg. Tax	\$ 165,885.57	\$ 137,789.49	\$ 102,380.56	\$ 57,358.52	\$ 159,739.08	\$ 463,414.14
	DWI Fines	\$ 1,220.00	\$ 4,530.00	\$ 30.00	\$ 950.00	\$ 980.00	\$ 6,730.00
	Court & Trust	\$ 12,026.00	\$ 2,100.94	\$ -	\$ 4,832.00	\$ 4,832.00	\$ 18,958.94
	Additional Mtg. Tax (CENTRO)	\$ 78,857.16	\$ 64,750.38	\$ 49,715.35	\$ 27,138.40	\$ 76,853.75	\$ 220,461.29
	Passports	\$ 13,196.80	\$ 9,405.00	\$ 2,545.00	\$ 2,680.00	\$ 5,225.00	\$ 27,826.80
	Total	\$ 271,185.53	\$ 218,575.81	\$ 154,670.91	\$ 92,958.92	\$ 247,629.83	\$ 737,391.17
Revenue Paid to NYS	Special Mtg. Tax	\$ 71,300.81	\$ 50,755.22	\$ 46,925.71	\$ 25,361.10	\$ 72,286.81	\$ 194,342.84
	Court	\$ 52,123.50	\$ 52,085.00	\$ 18,124.74	\$ 14,385.07	\$ 32,509.81	\$ 136,718.31
	State Education	\$ 20,497.15	\$ 22,039.56	\$ 7,473.08	\$ 8,443.37	\$ 15,916.45	\$ 58,453.16
	Transfer Tax	\$ 123,733.15	\$ 117,242.66	\$ 66,296.91	\$ 62,096.26	\$ 128,393.17	\$ 369,368.98
	Real Property	\$ 36,981.00	\$ 37,284.00	\$ 13,993.00	\$ 15,956.00	\$ 29,949.00	\$ 104,214.00
	DMV	\$ 1,041,324.22	\$ 930,265.92	\$ 262,571.14	\$ 257,843.97	\$ 520,415.11	\$ 2,492,005.25
	Total	\$ 1,345,959.83	\$ 1,209,672.36	\$ 415,384.58	\$ 384,085.77	\$ 799,470.35	\$ 3,355,102.54
Revenue Generated		\$ 2,065,504.01	\$ 1,935,248.98	\$ 781,407.02	\$ 627,635.91	\$ 1,409,042.93	\$ 5,409,795.92

*Once a month NYS electronically transmits funds to Cortland County for the previous month's transactions accounting for the Use Tax collected and revenue generated from online transactions.

**Has not been transmitted to us from NYS. Amount unknown.

Attachment: 2025 10 Meeting Monthly Report (13292 : County Clerk Monthly Report)



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, SUITE 312

CORTLAND, NY 13045

PHONE: (607) 753-5095

Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

SEPTEMBER MONTHLY REPORT – Dated September 29, 2025

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2025	2024	2023	2022	2021
\$0.00	\$322.50	\$25,775.94	\$151,289.00	\$0.00

FINES COLLECTED:

YTD 2025	2024	2023	2022	2021
\$0.00	\$153,000	\$400.00	\$400.00	(data unknown)

CONTRACTS & AGREEMENTS (YTD) to County Attorney's Office for review:

	2025	2024	2023	2022	2021
JAN	52	42	24	29	19
FEB	67	73	43	48	34
MAR	120	87	82	80	81
APR	146	121	108	112	102
MAY	164	171	150	142	110
JUN	196	189	177	172	141
JUL	221	218	202	188	158
AUG	244	244	229	236	172
SEP	272	260	253	267	195
OCT		295	283	286	215
NOV		319	336	323	256
DEC		364	391	371	307

INCIDENT/ACCIDENT/THREAT REPORTS reviewed by County Attorney's Office:

NEW Since last report	YTD 2025	2024	2023	2022	2021
13	113	126	99	92	126

Attachment: September_CAO_Report_20250929 (13291 : County Attorney Monthly Report)

JD/PINS PETITIONS: Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

Type	YTD 2025	2024	2023	2022	2021
JD	16	21	17	12	17
JD - RTA*	4	7	7	4	3
PINS	5	7	12	9	4
Probation Violations - Support	0	3	7	10	3

* Respondent 16 years of age at date of offense(s), committed 10/01/2018-9/30/2019; 17 years of age at date of offense(s), committed after 10/01/2019

JD (including RTA) referrals for petition by classification of offense:

	YTD 2025	2024	2023	2022	2021
Property Crimes	10	11	14	11	9
Crimes Against Persons	4	11	7	2	7
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Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	3	0

COURT ORDERS: Orders prepared in Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

NEW Since last report	YTD 2025	2024	2023	2022	2021
5	56	71	64	49	21



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5081

Safety Director's Monthly Update – September 29, 2025

September Highlights:

- First Aid/CPR/AED Training:
 - Training completed for Misc. County Employees September 5th
 - Additional training scheduled for October 17th
- Dwyer Park Playground Inspection 9/2/2025
- Clerk's Chair Lift Inspection 9/2/2025
 - Follow up inspection 9/19/2025
 - Corrective actions in process
- LEPC Meeting 9/5/2025
- DSS Safety Meeting 9/12/2025
- PERMA Inspection Report received 9/12/2025
 - Corrective actions in process
- Mental Health Fire Drill 9/18/2025
- 111 Port Watson St Planning Meeting 9/22/2025
- Countywide Compliance Committee Meeting 9/23/2025
- Meeting re: COB Gym 9/23/2025
- Meeting w/ Public Works re: Follow up items 9/23/2025
- Meeting re: Issues at 60 Central Ave 9/25/2025
- Meeting re: COB Gym 9/25/2025
- COB Security Evaluation continues
- ESSA Safety Briefs forwarded to Department Heads:
 - "Workplace Harassment, Bullying, and Violence Prevention" 9/10/2025
 - "Parking Lot Safety" 9/23/2025
 - "AED Overview" 9/29/2025
 - "What Not To Do" 9/29/2025
 - "Fire Extinguisher Usage" 9/29/2025

Upcoming:

- Monthly LEPC Meeting 10/3/2025, 11/7/2025, 12/5/2025
- Safety & Security Meeting w/ DSS 10/10/2025
- Countywide Compliance Committee Meeting 10/22/2025
- PERMA Trailer during Employee Wellness Fair 10/23/2025
- 111 Port Watson St Planning Meeting 10/27/2025, 11/24/2025, 12/22/2025
- RAVE Testing 11/5/2025
- County Defensive Driving Course (in-person) 11/20/2025

CORTLAND COUNTY



Savannah M. Hempstead, CLBC
Clerk, Cortland County Legislature
shempstead@cortlandcountyny.gov
(607) 753-5048

County Historian
Public Information Officer
Records Access Officer
www.cortlandcountyny.gov

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: October 7, 2025

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the months of September 2025. As the liaison between the legislature and the public, it is our responsibility to ensure transparency, efficiency, and professionalism in all endeavors.

Meetings/Trainings Attended:

- All standing committees of the Cortland County Legislature and Legislative Session for the month of September
- Attendance at Fall NYSAC Seminar
- Brewster House Historical Marker Unveiling
- NYSACCLB Executive Board Meetings
- Special Finance & Administration Committee Meeting
- Multiple meetings with Department Heads for various County matters
- Cortland Regional Sports Council Meeting
- Civic Plus Implementation Meetings
- Meet Cortland County Interview - Pumpkinfest
- Mobile Stage Meeting
- WHCU Interview

Activities Completed:

1. **Meeting Preparation & Follow Up:** Prepared all legislative meeting agendas, with the approval of the Committee Chairs and Chairman. Preparation of all committee minutes for approval.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
3. **Public Information Officer Duties:**
 - As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024. Pushing things out on both Facebook and Instagram. We have seen a continued increase in activity on both sights.

CORTLAND COUNTY



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- Working on updates to the communications policy.
 - **Started new “Cortland County” Facebook and Instagram – please like, follow, and share.**
<https://www.facebook.com/profile.php?id=61573732018903>
<https://www.instagram.com/cortlandcounty/>
4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Prepare local law for legislative approval. Preparing home rule requests needed this session. Reviewing NYSAC adopted resolutions for adoption by Cortland County Legislature. Tracking the bills that are going through State Legislative Session.
 5. **Data Transfer:** Deputy Clerk, Ashley Millard, is working diligently to backup all legislative files from the MinuteTraQ program into LaserFiche prior to the switch to CivicPlus. This includes over 13,000 legislative files, over the course of 12 years, with attachments and many references that need to be included. This data backup is tying up the majority of the Deputy’s time, but it is a necessary task that is saving the County tens of thousands of dollars.
 6. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.
 7. **Historian Duties:** Attendance at the Historical Marker celebration for John J. McGraw in Truxton, NY.
 8. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.
 - Microenterprise Grant:
 1. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
 - One recipient is moving out of County and will need to rescind the resolution awarding them \$35,000. We have two potential businesses with applications forthcoming – COMPLETED IN AUGUST.
 - Finalized first round of drawdowns for the renewal MAP recipients.
 2. Working with Morgan Spaulding on next year’s CDBG MAP round funding.
 - I would like to submit for CDBG HUD funding for the County as well.

CORTLAND COUNTY



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9. **Misc.:** Sales Tax Home Rule Request approved – the Governor signed on 8/7/2025. A resolution will be on the Finance and Administration agenda for approval – COMPLETED IN AUGUST AND SENT TO DEPARTMENT OF TAXATION & FINANCE.

NYSAC preparation for all legislative attendance – successful conference.

Is there anything that you would like included on my report that you are not seeing, or anything that you would like the office to work on that is not being done?

Respectfully submitted,

Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 09/30/2025 11:29 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
9/2/2025	<u>S000543-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000544-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000545-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000546-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000547-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000548-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000549-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000550-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000551-090225</u>	No Records Exist	Yes	9/3/2025
9/2/2025	<u>S000552-090225</u>	Full Release	Yes	9/3/2025
9/2/2025	<u>S000553-090225</u>	Full Release	Yes	9/3/2025
9/2/2025	<u>R000238-090225</u>	No Records Exist	Yes	9/18/2025
9/2/2025	<u>R000239-090225</u>	Update from Requester	Yes	9/9/2025
9/3/2025	<u>S000554-090325</u>	Full Release	Yes	9/5/2025
9/3/2025	<u>R000240-090325</u>	Exemption Denial	Yes	9/23/2025
9/4/2025	<u>S000555-090425</u>	No Records Exist	Yes	9/5/2025
9/4/2025	<u>S000556-090425</u>	Full Release	Yes	9/5/2025
9/4/2025	<u>S000557-090425</u>	No Records Exist	Yes	9/5/2025
9/4/2025	<u>S000558-090425</u>	No Records Exist	Yes	9/5/2025
9/4/2025	<u>S000559-090425</u>	No Records Exist	Yes	9/5/2025
9/4/2025	<u>S000560-090425</u>	Full Release	Yes	9/5/2025
9/4/2025	<u>S000561-090425</u>	Full Release	Yes	9/5/2025
9/4/2025	<u>S000562-090425</u>	No Records Exist	Yes	9/5/2025
9/4/2025	<u>S000563-090425</u>	No Records Exist	Yes	9/5/2025
9/5/2025	<u>R000241-090525</u>	Waiting for Payment	No	
9/8/2025	<u>R000242-090825</u>	Exemption Denial	Yes	9/18/2025
9/8/2025	<u>R000243-090825</u>	Full Release	Yes	9/22/2025
9/8/2025	<u>R000244-090825</u>	Not Custodian of Records	Yes	9/15/2025
9/8/2025	<u>S000564-090825</u>	Exemption Denial	Yes	9/10/2025
9/8/2025	<u>S000565-090825</u>	No Records Exist	Yes	9/10/2025
9/8/2025	<u>S000566-090825</u>	No Records Exist	Yes	9/10/2025
9/8/2025	<u>S000567-090825</u>	No Records Exist	Yes	9/10/2025
9/8/2025	<u>S000568-090825</u>	Full Release	Yes	9/10/2025
9/8/2025	<u>S000569-090825</u>	Full Release	Yes	9/10/2025
9/8/2025	<u>S000570-090825</u>	Full Release	Yes	9/10/2025
9/8/2025	<u>S000571-090825</u>	No Records Exist	Yes	9/10/2025
9/8/2025	<u>S000572-090825</u>	No Records Exist	Yes	9/10/2025
9/8/2025	<u>S000573-090825</u>	Full Release	Yes	9/10/2025
9/9/2025	<u>S000574-090925</u>	Full Release	Yes	9/10/2025
9/9/2025	<u>S000575-090925</u>	No Records Exist	Yes	9/10/2025
9/9/2025	<u>R000245-090925</u>	Full Release	Yes	9/23/2025
9/9/2025	<u>R000246-090925</u>	Waiting for Clarification	No	
9/10/2025	<u>S000576-091025</u>	No Records Exist	Yes	9/11/2025
9/10/2025	<u>S000577-091025</u>	No Records Exist	Yes	9/11/2025
9/11/2025	<u>R000247-091125</u>	Withdrawn	Yes	9/18/2025

Attachment: September FOIL report for October (13305 : Clerk of the Legislature Monthly Reports)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
9/11/2025	<u>R000248-091125</u>	New Request	No	
9/12/2025	<u>S000578-091225</u>	No Records Exist	Yes	9/17/2025
9/12/2025	<u>S000579-091225</u>	Full Release	Yes	9/17/2025
9/16/2025	<u>R000249-091625</u>	Full Release	Yes	9/23/2025
9/16/2025	<u>S000580-091625</u>	Full Release	Yes	9/17/2025
9/16/2025	<u>S000581-091625</u>	No Records Exist	Yes	9/17/2025
9/17/2025	<u>R000250-091725</u>	Not Custodian of Records	Yes	9/18/2025
9/17/2025	<u>S000582-091725</u>	Full Release	Yes	9/17/2025
9/17/2025	<u>S000583-091725</u>	Full Release	Yes	9/17/2025
9/17/2025	<u>S000584-091725</u>	No Records Exist	Yes	9/17/2025
9/17/2025	<u>S000585-091725</u>	Full Release	Yes	9/19/2025
9/17/2025	<u>S000586-091725</u>	Full Release	Yes	9/19/2025
9/17/2025	<u>S000587-091725</u>	No Records Exist	Yes	9/19/2025
9/17/2025	<u>S000588-091725</u>	No Records Exist	Yes	9/19/2025
9/17/2025	<u>S000589-091725</u>	Full Release	Yes	9/19/2025
9/17/2025	<u>R000251-091725</u>	No Records Exist	Yes	9/23/2025
9/19/2025	<u>S000590-091925</u>	Full Release	Yes	9/19/2025
9/19/2025	<u>S000591-091925</u>	No Records Exist	Yes	9/19/2025
9/22/2025	<u>S000592-092225</u>	Full Release	Yes	9/24/2025
9/23/2025	<u>S000593-092325</u>	No Records Exist	Yes	9/24/2025
9/23/2025	<u>S000594-092325</u>	Full Release	Yes	9/24/2025
9/23/2025	<u>S000595-092325</u>	Exemption Denial	Yes	9/24/2025
9/25/2025	<u>S000596-092525</u>	New Request	No	
9/25/2025	<u>S000597-092525</u>	No Records Exist	Yes	9/29/2025
9/25/2025	<u>S000598-092525</u>	No Records Exist	Yes	9/29/2025
9/25/2025	<u>R000252-092525</u>	Waiting for Clarification	No	
9/25/2025	<u>S000599-092525</u>	Exemption Denial	Yes	9/29/2025
9/29/2025	<u>R000253-092925</u>	Not Custodian of Records	Yes	9/29/2025
9/29/2025	<u>S000600-092925</u>	New Request	No	
9/29/2025	<u>S000601-092925</u>	New Request	No	
9/29/2025	<u>S000602-092925</u>	New Request	No	
9/30/2025	<u>S000603-093025</u>	New Request	No	
9/30/2025	<u>S000604-093025</u>	New Request	No	
9/30/2025	<u>S000605-093025</u>	New Request	No	

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

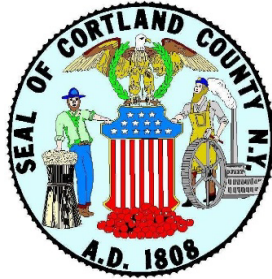
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Phelps

607-753-5125

mphelps@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – October 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
138	109	54	16	100	1	70	29	2	519

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
144	159	23	1	99	61	487

FOIL Requests:

Received	In process	Completed
6	0	6

- Held classes for the poll inspectors who will be the Chairmen of each polling site on Election Day.
- Tested the voting machines for the upcoming Election.
- Issued 900 Absentee/EVBM Ballots for the General Election
- Issued 90 Absentee/EVBM Ballots for the Village Election (Homer).
- Received and scanned 347 Absentee/EVBM Ballots for the General Election.
- Received and scanned 29 Absentee/EVBM Ballots for the Village Election (Homer).



CORTLAND COUNTY ATTORNEY

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Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

OCTOBER MONTHLY REPORT – Dated October 27, 2025

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2025	2024	2023	2022	2021
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PINS	9	7	12	9	4
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Crimes Against Persons	5	11	7	2	7
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COURT ORDERS: Orders prepared in Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

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JASON E. DeRAICHE

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TEL: 607-753-5081

Safety Director's Monthly Update – October 27, 2025

October Highlights:

- First Aid/CPR/AED Training:
 - Training completed for Misc. County Employees October 17th
 - Evaluating need for additional trainings this year
- LEPC Meeting 10/3/2025
- Dwyer Park Playground Inspection by Safety Director 10/8/2025
- Sanitary Issues Meeting – called by HHS Committee 10/9/2025
- DSS Safety Meeting 10/10/2025 & 10/17/2025
- Exposure Plan Meeting 10/14/2025 & 10/23/2025
- Building Safety Concerns Meeting 10/21/2025
- NYMIR Roof Inspection Meeting 10/22/2025
- Countywide Compliance Committee Meeting 10/22/2025
- County Claim Review Meeting with PERMA 10/22/2025
- PERMA Trailer during Employee Wellness Fair 10/23/2025
- Clerk's Chair Lift Inspection - corrective actions in process
- PERMA Inspection Report - corrective actions in process
- COB Security Evaluation continues
- County Defensive Driving online course sent to 58 employees
- ESSA Safety Briefs forwarded to Department Heads:
 - Confined Space Overview
 - Halloween Safety

Upcoming:

- Alertus Meeting 10/28/2025
- 111 Port Watson St Planning Meeting 10/28/2025, 11/24/2025, 12/22/2025
- Exposure Plan Meeting week of 11/3/2025
- RAVE Testing 11/5/2025
- Monthly LEPC Meeting 11/7/2025, 12/5/2025
- County Defensive Driving Course (in-person) 11/20/2025 (37 employees scheduled)

POSITION VACANCY REPORT

As of November 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
County Administrator	Administration	5/29/2025					10/6/2025	
Fiscal Manager Grade 11/\$55,119-\$73,364	Aging	5/20/2025	7/1/2025	7/3/2025	7/3/2025		10/20/2025	80% local
Driver Grade 6/\$17.8832-\$22.6355	Aging	9/12/2025	9/15/2025	9/15/2025	9/17/2025		Posted	Contract
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	9/22/2025	9/22/2025	9/23/2025			Posted	100% State
Senior Account Clerk Grade 10/\$20.1738-\$25.5342	Aging	9/26/2025	7/30/2025	7/30/2025	7/30/2025		Posted	80% local, 20% state
Case Manager for Indigent Defendants Grade 14/\$22.9539-\$29.0539	Assigned Counsel	12/6/2024	11/26/2024	11/27/2024	12/2/2024- rescinded	7/3/2025	10/6/2025	Grant Funded - 100% NYS
Assistant District Attorney Grade 2/\$100,000-\$115,000	District Attorney	3/20/2024	3/21/2024	3/21/2024	3/21/2024- rescinded	7/3/2025	Posted	Local
Keyboard Specialist Grade 5/\$17.3788-\$21.9972	District Attorney	8/22/2025	8/13/2025	8/14/2025	8/14/2025		Eligible list	Local
Motor Vehicle Clerk Grade 9/\$19.5557-\$24.7524	DMV	7/16/2025	7/17/2025	7/23/2025	7/17/2025		10/14/2025	100% local
Supervisor of Buildings & Grounds Grade 9/\$63,397-\$84,781	DPW - Buildings	6/30/2025	6/26/2025	Approved by Resolution	6/26/2025		Posted	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1063	DPW - Highway	5/23/2024	6/19/2024	6/20/2024	6/20/2024- rescinded	7/3/2025	Posted	Local
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-Buildings	7/31/2025	8/5/2025	8/5/2025	8/5/2025		10/14/2025	Local
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-Buildings	9/1/2025	8/28/2025	8/29/2025	9/4/2025		10/20/2025	Local
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-Buildings	9/18/2025	9/19/2025	9/19/2025	10/7/2025		10/27/2025	Local
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-Buildings	9/26/2025	9/16/2025	9/16/2025	9/17/2025		Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Highway	9/18/2025	9/16/2025	9/16/2025	9/17/2025		Posted	local

POSITION VACANCY REPORT

As of November 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Heavy Equip Maintenance Supervisor Grade 20/\$28.2890-\$35.8067	DPW-Highway	9/26/2025	9/3/2025	9/3/2025	9/4/2025		Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Highway	10/14/2025	10/7/2025	10/7/2025	10/7/2025		Posted	Local
Parts Chaser Grade 5/\$17.3788-\$21.9972	DPW-Highway	10/17/2025	9/24/2025	9/24/2025	10/7/2025		Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Solid Waste	10/8/2025	9/23/2025	9/24/2025	10/7/2025		Posted	Local
Senior Support Investigator Grade 15/\$23.7424-\$30.0519	DSS	2/14/2025	1/25/2024	1/28/2025	1/28/2025- rescinded	7/9/2025	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	6/27/2025	6/6/2025	6/6/2025	6/10/2025		10/20/2025	35% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	7/25/2025	7/18/2025	7/21/2025	7/30/2025		Posted	25% local
Senior Case Aide Grade 10/\$20.1738-\$25.5349	DSS	7/25/2025	7/18/2025	7/21/2025	7/30/2025		Posted	35% local
Caseworker Gr 18/26.3374-\$33.3363	DSS	8/1/2025	7/9/2025	7/10/2025	7/10/2025		Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	8/8/2025	8/22/2025	8/22/2025	8/27/2025		Posted	35% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	8/15/2025	6/13/2025	6/16/2025	6/19/2025		10/14/2025	25% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	8/18/2025	7/18/2025	7/21/2025	7/30/2025		Posted	25% local
Housing Coordinator Grade 16/\$24.5633-\$31.0910	DSS	8/25/2025	8/25/2025	8/25/2025	9/11/2025		Posted	Local/Grant
Caseworker Gr 18/26.3374-33.3363	DSS	9/5/2025	8/22/2025	8/22/2025	8/27/2025		Posted	35% local
Senior Case Aide Grade 10/\$20.1738-\$25.5349	DSS	10/17/2025	10/2/2025	10/6/2025	10/7/2025		Posted	35% local
Social Welfare Examiner Trainee Grade 10/\$20.1738-\$25.5349	DSS	10/29/2025	10/14/2025	10/14/2025	10/14/2025		Posted	35% local

POSITION VACANCY REPORT

As of November 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Community Services Workers (2 positions) Grade 5/\$17.3788-\$21.9972	DSS	N/A	6/30/2025	7/1/2025	7/9/2025		10/20/2025	Grant
Support Investigator Grade 12/\$21.4940-\$27.2060	DSS	unknown	1/23/2025	7/7/2025	7/10/2025		Posted	35% Local
Network Technican Grade 18/\$26.3374-\$33.3363	IT	11/18/2024	11/5/2024	11/5/2024	11/5/2024-rescinded		Posted	Local
Director of Information Technology Gr 3/\$98,304-\$130,843	IT	1/18/2025	12/17/2024	12/17/2024	12/17/2024- rescinded		Posted	Local
Information Security Officer Grade 5/\$85,067-\$113,223	IT	10/23/2025	10/23/2025		approved by resolution		Posted	Local
Deputy Director of IT Grade 5/\$85,067-\$113,223	IT	10/23/2025	10/23/2025		approved by resolution		Posted	Local
Deputy Director of IT Grade 5/\$85,067-\$113,223	IT	11/10/2025	10/22/2025	10/22/2025	10/22/2025		Posted	Local
Mental Health Practitioner \$72.3381/hr	Mental Health	9/30/2024	9/11/2024	9/13/2024	9/13/2024- rescinded		Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	3/12/2025	3/10/2025	3/11/2025	3/11/2025- rescinded	5/22/2025	Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	4/14/2025	4/9/2025	4/9/2025	4/9/2025- rescinded		Posted	Grant
Mental Health Practitioner \$72.3381/hr	Mental Health	5/21/2025	5/27/2025	5/27/2025	7/10/2025		Posted	Billing Revenue
Mental Health Practitioner \$72.3381/hr	Mental Health	6/27/2025	6/3/2025	6/3/2025	7/10/2025		10/21/2025	Billing Revenue
Mental Health Clinician Grade 26/\$35.4445-\$44.8637	Mental Health	7/17/2025	7/14/2025	7/15/2025	7/15/2025		10/6/2025	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	8/29/2025	8/18/2025	8/18/2025	8/25/2025		Posted	Grant
Senior Mental Health Clinician Grade 28/\$38.3309-\$48.5172	Mental Health	9/10/2025	9/12/2025	9/15/2025	10/14/2025		Eligible list	Revenue
Mental Health Clinician Grade 26/\$35.4445-\$44.8637	Mental Health	10/13/2025	9/12/2025	9/15/2025	10/13/2025		Posted	Revenue

POSITION VACANCY REPORT

As of November 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Land Use Planner Grade 19/\$27.2908-\$34.5366	Planning	8/29/2025	8/29/2025	8/29/2025				Local
Keyboard Specialist Grade 5/\$17.3788-\$21.9972	Probation	9/15/2025	8/27/2025	8/27/2025	8/28/2025		Posted	Other
Probation Director Grade 6/\$79,132-\$105,324	Probation	10/16/2025	10/7/2025	10/7/2025	10/8/2025		Posted	Local
Keyboard Specialist Grade 5/\$17.3788-\$21.9972	Probation	10/21/2025	10/21/2025	10/22/2025			Posted	Local
Probation Supervisor Grade 22/\$30.4484	Probation	unknown	8/26/2025	8/26/2025	8/28/2025		exam file	Local
Assistant Public Defender Grade 2/\$100,000-\$115,000	Public Defender	4/2/2025	4/3/2025	4/4/2025	4/7/2025- rescinded	6/23/2025	Posted	100% Grant
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000- \$115,000	Public Defender	5/15/2025	5/7/2025	5/8/2025	5/16/2025		Posted	50% Local
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000- \$115,000	Public Defender	10/10/2025	10/6/2025	10/6/2025	10/7/2025		Posted	Grant
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000- \$115,000	Public Defender	10/24/2025	10/6/2025	10/6/2025	10/7/2025		Posted	Grant
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	10/20/2017	10/10/2017	10/13/2017	11/2/2017- rescinded			Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	11/2/2023	6/10/2025	6/12/2025	10/23/23 unfunded		Cert/exam file apps	Local
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	9/9/25-resubmission	9/11/2025		Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	2/21/2025	2/24/2025	2/25/2025	2/27/2025		Cert	Local

POSITION VACANCY REPORT

As of November 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/26/2025	3/26/2025	3/26/2025	3/26/2025-rescinded	6/12/2025	Cert/exam file apps	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	5/27/2025	5/30/2025	6/3/2025	6/5/2025		cert	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	6/25/2025	6/25/2025	6/26/2025	6/30/2025		cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	7/31/2025	6/30/2025	7/1/2025	7/16/2025		Cert/exam file apps	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	8/8/2025	8/17/2025	8/18/2025	8/27/2025		Cert/exam file apps	
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	8/29/2025	7/29/2025	7/29/2025	7/30/2025			Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	9/29/2025	9/17/2025	9/17/2025	9/23/2025		cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	unknown	7/9/2024	7/24/2024	7/25/2024-rescinded	6/12/2025	Cert/exam file apps	Local

POSITION VACANCY REPORT

As of November 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding

[illegible]

Agency	Count
CINCINNATUS SCHOOL	2
CITY OF CORTLAND	56
CORTLAND CITY SCHOOLS	23
CORTLAND COUNTY	114
HOMER SCHOOL	14
MARATHON SCHOOL	4
MCGRAW SCHOOL	2
SOIL & WATER	1
TOWN OF HOMER	4
TOWN OF SCOTT	1
TOWN OF VIRGIL	1
VILLAGE OF HOMER	244
VILLAGE OF MARATHON	1
Total:	467

Civil Service Exams Administered

Title	Exam No.	Date
COUNTY POLICE CAPTAIN (DEPUTY SHERIFF)	70018-990	10/18/2025
COUNTY POLICE LIEUTENANT (DEPUTY SHERIFF)	70019-020	10/18/2025

Total Number of Exams 2

* END OF REPORT *

Saturday, October 25, 2025

Page No.: 1



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street

Cortland, New York 13045-3702

P: 607-753-5021

countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER

MARCIA L. FORD

Deputy County Clerks

BROOKE KEMAK

County Clerk

bkemak@cortlandcountyny.gov

SONIA GANOUNG

Motor Vehicle Director

P: 607-753-5023

October 2025 Activities

- Personnel: No vacant positions.
- Administration: Met with Michael Ponticiello to provide an overview of the Clerk and DMV offices.
- County Clerk's Association: Participated in a Best Practices meeting in preparation the upcoming Fall Annual Conference.
- Records Management: Issued guidance to Laserfiche users currently storing digitized records in the software. Guidance included an overview of proper digitizing guidelines, storage, importing files into Laserfiche and basic training information.
- Compliance: Attended the Compliance workgroup for the County to begin establishing initial steps needed.
- Courts: Participated in a workgroup of County Clerks and the Office of Court Administration to begin discussions on implementing the Clean Slate Act. Cortland is in a good position to be compliant, as all Criminal records have been digitized. We have also offered to pilot automation with NYS and our software vendor. In addition Cortland will begin the process of sealing the records with Seal Orders that are issued locally by County Court. The County Clerk does not anticipate a significant change in workload to implement and maintain compliance with this Act, as everything that can be done to prepare has been and is being done. The County Clerk has approximately 11,500 felony criminal records dating back to 1922.

What is the Clean Slate Act?

- Took effect November 16, 2024
- Full implementation by November 16, 2027
- Allows 3 years for the Unified Court System to developed processes to automatically seal eligible conviction records.
- Some convictions such as sex crimes and Class A felonies that are not drug related are not eligible for sealing.
- NYS believes there are approximately 2.3 million individuals who may be eligible to have their record(s) sealed.
- Records can be eligible for sealing –
- Misdemeanors: 3 years after sentencing or incarceration, whichever is later.
- Felonies: 8 years after sentencing or incarceration, whichever is later.
- Cannot be on probation, post release supervision, parole or have pending criminal cases.
- If someone has a conviction prior to sealing the time period starts over.

	Description	1st Quarter	2nd Quarter	July	Aug	Sep	3rd Quarter	YTD
Revenue County	Clerk	\$ 117,840.68	\$ 155,490.00	\$ 55,992.76	\$ 52,231.34	\$ 47,322.73	\$ 155,546.83	\$ 428,877.51
	Local Mtg. Tax	\$ 82,924.89	\$ 68,894.77	\$ 51,431.09	\$ 28,679.26	\$ 43,412.00	\$ 123,522.35	\$ 275,342.01
	Transfer Tax	\$ 61,366.00	\$ 60,119.00	\$ 35,487.00	\$ 30,403.00	\$ 46,570.00	\$ 112,460.00	\$ 233,945.00
	DMV (In Office)	\$ 90,407.18	\$ 109,424.13	\$ 30,791.44	\$ 30,170.68	\$ 27,778.87	\$ 88,740.99	\$ 288,572.30
	*DMV (Online)	\$ 29,770.27	\$ 31,221.10	\$ 10,107.75	\$ 9,106.94	\$ 8,197.84	\$ 27,412.53	\$ 88,403.90
	*DMV (Use Tax)	\$ 66,049.63	\$ 81,851.81	\$ 27,541.49	\$ 27,075.08	Unk.	\$ 54,616.57	\$ 202,518.01
	Total	\$ 448,358.65	\$ 507,000.81	\$ 211,351.53	\$ 177,666.30	\$ 165,083.60	\$ 554,101.43	\$ 1,517,658.73
Revenue Pass through funds	Basic Mtg. Tax	\$ 165,885.57	\$ 137,789.49	\$ 102,380.56	\$ 57,358.52	\$ 86,629.74	\$ 246,368.82	\$ 550,043.88
	DWI Fines	\$ 1,220.00	\$ 4,530.00	\$ 30.00	\$ 950.00	\$ 1,387.00	\$ 2,367.00	\$ 8,117.00
	Court & Trust	\$ 12,026.00	\$ 2,100.94	\$ -	\$ 4,832.00	\$ 190.00	\$ 5,022.00	\$ 19,148.94
	Additional Mtg. Tax	\$ 78,857.16	\$ 64,750.38	\$ 49,715.35	\$ 27,138.40	\$ 45,153.05	\$ 122,006.80	\$ 265,614.34
	Passports	\$ 13,196.80	\$ 9,405.00	\$ 2,545.00	\$ 2,680.00	\$ 2,470.00	\$ 7,695.00	\$ 30,296.80
	Total	\$ 271,185.53	\$ 218,575.81	\$ 154,670.91	\$ 92,958.92	\$ 135,829.79	\$ 383,459.62	\$ 873,220.96
Revenue Paid to NYS	Special Mtg. Tax	\$ 71,300.81	\$ 50,755.22	\$ 46,925.71	\$ 25,361.10	\$ 39,180.60	\$ 111,467.41	\$ 233,523.44
	Court	\$ 52,123.50	\$ 52,085.00	\$ 18,124.74	\$ 14,385.07	\$ 16,448.43	\$ 48,958.24	\$ 153,166.74
	State Education	\$ 20,497.15	\$ 22,039.56	\$ 7,473.08	\$ 8,443.37	\$ 8,779.83	\$ 24,696.28	\$ 67,232.99
	Transfer Tax	\$ 123,733.15	\$ 117,242.66	\$ 66,296.91	\$ 62,096.26	\$ 91,871.18	\$ 220,264.35	\$ 461,240.16
	Real Property	\$ 36,981.00	\$ 37,284.00	\$ 13,993.00	\$ 15,956.00	\$ 14,653.00	\$ 44,602.00	\$ 118,867.00
	DMV	\$ 1,041,324.22	\$ 930,265.92	\$ 262,571.14	\$ 257,843.97	\$ 235,218.91	\$ 755,634.02	\$ 2,727,224.16
	Total	\$ 1,345,959.83	\$ 1,209,672.36	\$ 415,384.58	\$ 384,085.77	\$ 406,151.95	\$ 1,205,622.30	\$ 3,761,254.49
Revenue Generated		\$ 2,065,504.01	\$ 1,935,248.98	\$ 781,407.02	\$ 654,710.99	\$ 707,065.34	\$ 2,143,183.35	\$ 6,152,134.18

*Once a month NYS electronically transmits funds to Cortland County for the previous month's transactions accounting for the Use Tax collected and revenue generated from online transactions.

CORTLAND COUNTY



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County Historian
Public Information Officer
Records Access Officer
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Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: November 2, 2025

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the months of October 2025. As the liaison between the legislature and the public, it is our responsibility to ensure transparency, efficiency, and professionalism in all endeavors.

Meetings/Trainings Attended:

- **All standing committees of the Cortland County Legislature and Legislative Session for the month of October**
- **Mobile Stage Meeting**
- **Pumpkinfest Safety meeting**
- **NYSACCLB Executive Board Meeting**
- **Special Finance & Administration Committee Meeting**
- **Multiple meetings with Department Heads for various County matters**
- **Board of Ethics Meeting**
- **EMS Communications Group Meeting**
- **Internal Workgroup Meetings**
- **Civic Plus Implementation Meetings**
- **The Great Cortland Pumpkinfest**
- **Sanitary Meeting**
- **Department Head Meeting**
- **Courthouse HVAC Meeting**
- **CDBG Program Site Visits**
- **Homeless Meeting**
- **Convention & Visitor's Bureau Board of Directors Meeting**
- **Gym Meeting**
- **Guthrie Tour**

Activities Completed:

1. **Meeting Preparation & Follow Up:** Prepared all legislative meeting agendas, with the approval of the Committee Chairs and Chairman. Preparation of all committee minutes for approval.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.

CORTLAND COUNTY



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3. Public Information Officer Duties:

- As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024. Pushing things out on both Facebook and Instagram. We have seen a continued increase in activity on both sights.
- Working on updates to the communications policy.
- Work on plan for PR and social media improvements for 2026. Updates needed to policies and procedures.
- **Started new “Cortland County” Facebook and Instagram – please like, follow, and share.**
<https://www.facebook.com/profile.php?id=61573732018903>
<https://www.instagram.com/cortlandcounty/>

4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Prepare local law for legislative approval. Preparing home rule requests needed this session. Reviewing NYSAC adopted resolutions for adoption by Cortland County Legislature. Tracking the bills that are going through State Legislative Session.
5. **Data Transfer:** Deputy Clerk, Ashley Millard, is working diligently to backup all legislative files from the MinuteTraQ program into LaserFiche prior to the switch to CivicPlus. This includes over 13,000 legislative files, over the course of 12 years, with attachments and many references that need to be included. This data backup is tying up the majority of the Deputy’s time, but it is a necessary task that is saving the County tens of thousands of dollars.

Historical Data Transfer work in process – the Clerk of the Legislature is currently moving historical meeting files to be transferred (videos, minutes, etc.) to new system, which is also helping to save the County tens of thousands of dollars.

6. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.
7. **Historian Duties:** A grant from the William G. Pomeroy Foundation was approved for a National Register Plaque for the Little York Pavilion. A check will be coming for the purchase of the plaque, which is to be installed in front of the main pavilion (across from the

CORTLAND COUNTY



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entrance sidewalk). Awaiting a response for the Historical Marker application for the pavilion.

8. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.
 - Microenterprise Grant:
 1. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
 - One recipient is moving out of County and will need to rescind the resolution awarding them \$35,000. We have two potential businesses with applications forthcoming – COMPLETED IN AUGUST.
 - Finalized first round of drawdowns for the renewal MAP recipients.
 2. Working with Morgan Spaulding on next year's CDBG MAP round funding.
 - I would like to submit for CDBG HUD funding for the County as well.
9. **Misc.:** Working on updates to the County website. Changed permissions on **ALL** pages of the County website to allow for a new "Intranet" to get away from the home built system that is coming to end of life.

Is there anything that you would like included on my report that you are not seeing, or anything that you would like the office to work on that is not being done?

Respectfully submitted,

Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 10/28/2025 10:26 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
10/1/2025	<u>S000608-100125</u>	Full Release	Yes	10/1/2025
10/1/2025	<u>S000609-100125</u>	No Records Exist	Yes	10/1/2025
10/2/2025	<u>R000255-100225</u>	Full Release	Yes	10/6/2025
10/2/2025	<u>S000610-100225</u>	No Records Exist	Yes	10/7/2025
10/3/2025	<u>S000611-100325</u>	Full Release	Yes	10/7/2025
10/3/2025	<u>R000256-100325</u>	Not Custodian of Records	Yes	10/6/2025
10/6/2025	<u>R000257-100625</u>	Full Release	Yes	10/14/2025
10/6/2025	<u>S000612-100625</u>	Full Release	Yes	10/7/2025
10/6/2025	<u>R000258-100625</u>	Full Release	Yes	10/7/2025
10/7/2025	<u>S000613-100725</u>	Full Release	Yes	10/7/2025
10/7/2025	<u>S000614-100725</u>	No Records Exist	Yes	10/7/2025
10/7/2025	<u>S000615-100725</u>	Full Release	Yes	10/7/2025
10/7/2025	<u>S000616-100725</u>	No Records Exist	Yes	10/7/2025
10/7/2025	<u>S000617-100725</u>	No Records Exist	Yes	10/7/2025
10/7/2025	<u>S000618-100725</u>	No Records Exist	Yes	10/7/2025
10/7/2025	<u>S000619-100725</u>	No Records Exist	Yes	10/7/2025
10/7/2025	<u>S000620-100725</u>	No Records Exist	Yes	10/7/2025
10/8/2025	<u>S000621-100825</u>	Full Release	Yes	10/16/2025
10/8/2025	<u>S000622-100825</u>	Exemption Denial	Yes	10/16/2025
10/8/2025	<u>S000623-100825</u>	No Records Exist	Yes	10/16/2025
10/9/2025	<u>S000624-100925</u>	New Request	No	
10/10/2025	<u>S000625-101025</u>	No Records Exist	Yes	10/16/2025
10/10/2025	<u>S000626-101025</u>	Full Release	Yes	10/16/2025
10/10/2025	<u>S000627-101025</u>	Full Release	Yes	10/16/2025
10/10/2025	<u>S000628-101025</u>	Full Release	Yes	10/16/2025
10/10/2025	<u>S000629-101025</u>	No Records Exist	Yes	10/16/2025
10/10/2025	<u>S000630-101025</u>	Full Release	Yes	10/16/2025
10/10/2025	<u>S000631-101025</u>	Full Release	Yes	10/16/2025
10/11/2025	<u>S000632-101125</u>	No Records Exist	Yes	10/14/2025
10/11/2025	<u>R000259-101125</u>	Waiting for Clarification	No	
10/13/2025	<u>S000633-101325</u>	No Records Exist	Yes	10/14/2025
10/14/2025	<u>S000634-101425</u>	Full Release	Yes	10/14/2025
10/14/2025	<u>R000260-101425</u>	No Records Exist	Yes	10/16/2025
10/14/2025	<u>S000635-101425</u>	Full Release	Yes	10/16/2025
10/15/2025	<u>S000636-101525</u>	Full Release	Yes	10/16/2025
10/15/2025	<u>S000637-101525</u>	Full Release	Yes	10/16/2025
10/15/2025	<u>R000261-101525</u>	Full Release	Yes	10/22/2025
10/15/2025	<u>S000638-101525</u>	Exemption Denial	Yes	10/28/2025
10/15/2025	<u>S000639-101525</u>	Not Custodian of Records	Yes	10/16/2025
10/16/2025	<u>S000640-101625</u>	Exemption Denial	Yes	10/28/2025
10/16/2025	<u>S000641-101625</u>	Full Release	Yes	10/16/2025
10/17/2025	<u>S000642-101725</u>	No Records Exist	Yes	10/17/2025
10/17/2025	<u>S000643-101725</u>	Full Release	Yes	10/23/2025
10/17/2025	<u>S000644-101725</u>	Full Release	Yes	10/21/2025
10/17/2025	<u>S000645-101725</u>	No Records Exist	Yes	10/21/2025

Create Date	Reference No	Request Status	Completed/Closed	Close Date
10/20/2025	<u>S000646-102025</u>	Full Release	Yes	10/21/2025
10/20/2025	<u>S000647-102025</u>	No Records Exist	Yes	10/21/2025
10/20/2025	<u>S000648-102025</u>	No Records Exist	Yes	10/21/2025
10/20/2025	<u>S000649-102025</u>	Full Release	Yes	10/21/2025
10/20/2025	<u>S000650-102025</u>	No Records Exist	Yes	10/21/2025
10/20/2025	<u>S000651-102025</u>	No Records Exist	Yes	10/21/2025
10/20/2025	<u>S000652-102025</u>	No Records Exist	Yes	10/21/2025
10/20/2025	<u>S000653-102025</u>	No Records Exist	Yes	10/21/2025
10/21/2025	<u>S000654-102125</u>	Full Release	Yes	10/21/2025
10/21/2025	<u>S000655-102125</u>	Full Release	Yes	10/21/2025
10/21/2025	<u>S000656-102125</u>	No Records Exist	Yes	10/21/2025
10/21/2025	<u>S000657-102125</u>	No Records Exist	Yes	10/21/2025
10/21/2025	<u>S000658-102125</u>	Full Release	Yes	10/23/2025
10/21/2025	<u>S000659-102125</u>	Exemption Denial	Yes	10/22/2025
10/22/2025	<u>R000262-102225</u>	No Records Exist	Yes	10/24/2025
10/22/2025	<u>S000660-102225</u>	Full Release	Yes	10/23/2025
10/22/2025	<u>R000263-102225</u>	No Records Exist	Yes	10/28/2025
10/22/2025	<u>S000661-102225</u>	New Request	No	
10/22/2025	<u>S000662-102225</u>	Update from Requester	Yes	10/24/2025
10/22/2025	<u>S000663-102225</u>	Exemption Denial	Yes	10/23/2025
10/23/2025	<u>S000664-102325</u>	New Request	No	
10/23/2025	<u>S000665-102325</u>	New Request	No	
10/24/2025	<u>S000666-102425</u>	No Records Exist	Yes	10/27/2025
10/27/2025	<u>S000667-102725</u>	New Request	No	
10/27/2025	<u>R000264-102725</u>	New Request	No	
10/28/2025	<u>S000668-102825</u>	New Request	No	
10/28/2025	<u>S000669-102825</u>	New Request	No	



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street

Cortland, New York 13045-3702

P: 607-753-5021

countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER

MARCIA L. FORD

Deputy County Clerks

BROOKE KEMAK

County Clerk

bkemak@cortlandcountyny.gov

SONIA GANOUNG

Motor Vehicle Director

P: 607-753-5023

November 2025 Activities

- Personnel
 - No vacant positions.
 - Submitted a Record of Activities to the Clerk of the Legislature.
- Administration
 - Continue to work with a focused team on developing a plan to roll out the use of Laserfiche on more of a countywide basis.
- County Clerk's Association
 - Advocated for Naturalization Ceremonies after an abrupt statewide cancellation was announced. Cortland did not have one scheduled. As of this report it appears they will begin again.
 - Communicated concerns in regards to the demands on employees at the DMV to process and understand particular documents.
- Records Management
 - End of year disposal preparation.
 - Continue to develop tools within Laserfiche for established departments to integrate record retention standards with their files.
 - Beginning to work with the County Attorney's office to develop a streamlined process with Laserfiche, for them to receive Discovery items.
- Compliance
 - Participated in the Compliance meeting.
- DMV
 - Began phase 1 of training at the DMV for implementation of new software. This is going to be monitored very closely, as the current training schedule is set-up for employees to complete the training while the office is open to customers. The state indicates it will take on average 21 hours, but we anticipate this will vary based on the employee's understanding of the software. We need to ensure our employees are fully prepared for implementation in February 2026.
- Clerk
 - County Clerk and Deputy attended training hosted by the County "Psychological Safety in the Workplace".

	Description	1st Quarter	2nd Quarter	3rd Quarter	Oct	4th Quarter	YTD
Revenue County	Clerk	\$ 117,840.68	\$ 155,490.00	\$ 155,546.83	\$ 45,501.70	\$ 45,501.70	\$ 474,379.21
	Local Mtg. Tax	\$ 82,924.89	\$ 68,894.77	\$ 123,522.35	\$ 40,821.33	\$ 40,821.33	\$ 316,163.34
	Transfer Tax	\$ 61,366.00	\$ 60,119.00	\$ 112,460.00	\$ 57,675.00	\$ 57,675.00	\$ 291,620.00
	DMV (In Office)	\$ 90,407.18	\$ 109,424.13	\$ 88,740.99	\$ 27,778.87	\$ 27,778.87	\$ 316,351.17
	*DMV (Online)	\$ 29,770.27	\$ 31,221.10	\$ 27,894.85	**	\$ -	\$ 88,886.22
	*DMV (Use Tax)	\$ 66,049.63	\$ 81,851.81	\$ 79,250.53	**	\$ -	\$ 227,151.97
	Total	\$ 448,358.65	\$ 507,000.81	\$ 554,101.43	\$ 171,776.90	\$ 171,776.90	\$ 1,714,551.91
Revenue Pass through funds	Basic Mtg. Tax	\$ 165,885.57	\$ 137,789.49	\$ 246,368.82	\$ 81,642.66	\$ 81,642.66	\$ 631,686.54
	DWI Fines	\$ 1,220.00	\$ 4,530.00	\$ 2,367.00	\$ -	\$ -	\$ 8,117.00
	Court & Trust	\$ 12,026.00	\$ 2,100.94	\$ 5,022.00	\$ 101.00	\$ 101.00	\$ 19,249.94
	Additional Mtg. Tax	\$ 78,857.16	\$ 64,750.38	\$ 122,006.80	\$ 39,241.45	\$ 39,241.45	\$ 304,855.79
	Passports	\$ 13,196.80	\$ 9,405.00	\$ 7,695.00	\$ 3,086.15	\$ 3,086.15	\$ 33,382.95
	Total	\$ 271,185.53	\$ 218,575.81	\$ 383,459.62	\$ 124,071.26	\$ 124,071.26	\$ 997,292.22
Revenue Paid to NYS	Special Mtg. Tax	\$ 71,300.81	\$ 50,755.22	\$ 111,467.41	\$ 36,418.48	\$ 36,418.48	\$ 269,941.92
	Court	\$ 52,123.50	\$ 52,085.00	\$ 48,958.24	\$ 15,280.28	\$ 15,280.28	\$ 168,447.02
	State Education	\$ 20,497.15	\$ 22,039.56	\$ 24,696.28	\$ 8,115.80	\$ 8,115.80	\$ 75,348.79
	Transfer Tax	\$ 123,733.15	\$ 117,242.66	\$ 220,264.35	\$ 114,052.39	\$ 114,052.39	\$ 575,292.55
	Real Property	\$ 36,981.00	\$ 37,284.00	\$ 44,602.00	\$ 16,581.00	\$ 16,581.00	\$ 135,448.00
	DMV	\$ 1,041,324.22	\$ 930,265.92	\$ 755,634.02	\$ 251,375.84	\$ 251,375.84	\$ 2,978,600.00
	Total	\$ 1,345,959.83	\$ 1,209,672.36	\$ 1,205,622.30	\$ 441,823.79	\$ 441,823.79	\$ 4,203,078.28
Revenue Generated		\$ 2,065,504.01	\$ 1,935,248.98	\$ 2,143,183.35	\$ 737,671.95	\$ 737,671.95	\$ 6,914,922.41

*Once a month NYS electronically transmits funds to Cortland County for the previous month's transactions accounting for the Use Tax collected and revenue generated from online transactions.

**NYS has not provided a report for the month of October.

CORTLAND COUNTY



Savannah M. Hempstead, CLBC
Clerk, Cortland County Legislature
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County Historian
Public Information Officer
Records Access Officer
www.cortlandcountyny.gov

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: December 2, 2025

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of November 2025. As the liaison between the legislature and the public, it is our responsibility to ensure transparency, efficiency, and professionalism in all endeavors.

Meetings/Trainings Attended:

- **All standing committees of the Cortland County Legislature and Legislative Session for the month of October**
- **Mobile Stage Meeting**
- **Broadband Meetings**
- **Special Finance & Administration Committee Meetings**
- **Multiple meetings with Department Heads for various County matters**
- **Internal Workgroup Meetings**
- **Community Partner Meetings – Food Insecurity**
- **Lea Webb – Press Conference**
- **CNY Community Foundation Funding Announcement**
- **Department Head Meeting**
- **Special Legislative Session**
- **2025 Community Health Assessment Presentation**
- **Convention & Visitor's Bureau Board of Directors Meeting**
- **NYSAC Trainings**
- **Special Public Works Committee Meeting**
- **CivicPlus Meetings**

Activities Completed:

1. **Meeting Preparation & Follow Up:** Prepared all legislative meeting agendas, with the approval of the Committee Chairs and Chairman. Preparation of all committee minutes for approval.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
3. **Public Information Officer Duties:**

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- As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024. Pushing things out on both Facebook and Instagram. We have seen a continued increase in activity on both sights.
 - Working on updates to the communications policy.
 - Work on plan for PR and social media improvements for 2026. Updates needed to policies and procedures.
 - Started a YouTube page for Cortland County.
 - **Started new “Cortland County” Facebook and Instagram – please like, follow, and share.**
<https://www.facebook.com/profile.php?id=61573732018903>
<https://www.instagram.com/cortlandcounty/>
4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Prepare local laws for legislative approval.
5. **Data Transfer:** Deputy Clerk, Ashley Millard, is working diligently to backup all legislative files from the MinuteTraQ program into LaserFiche prior to the switch to CivicPlus. This includes over 13,000 legislative files, over the course of 12 years, with attachments and many references that need to be included. This data backup is tying up the majority of the Deputy’s time, but it is a necessary task that is saving the County tens of thousands of dollars.
- Historical Data Transfer work in process – the Clerk of the Legislature is currently moving historical meeting files to be transferred (videos, minutes, etc.) to new system, which is also helping to save the County tens of thousands of dollars.**
6. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.
- Working on putting the FOIL system into Laserfiche, as planned with the CivicPlus switch.
7. **Historian Duties:** A grant from the William G. Pomeroy Foundation was approved for a National Register Plaque for the Little York Pavilion. A check will be coming for the purchase of the plaque, which is to be installed in front of the main pavilion (across from the entrance sidewalk). Awaiting a response for the Historical Marker application for the

CORTLAND COUNTY



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pavilion. Update – check was received and a resolution was adopted last month to accept the funds.

8. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.

- Microenterprise Grant:
 1. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
 - One recipient is moving out of County and will need to rescind the resolution awarding them \$35,000. We have two potential businesses with applications forthcoming – COMPLETED IN AUGUST.
 - Finalized first round of drawdowns for the renewal MAP recipients.
 - Fruit da la Soul backed out - \$35,000 available as of November 20, 2025.
 2. Working with Morgan Spaulding on next year's CDBG MAP round funding.
- I would like to submit for CDBG HUD funding for the County as well.

9. **Misc.:** Working on updates to the County website. Changed permissions on **ALL** pages of the County website to allow for a new "Intranet" to get away from the home built system that is coming to end of life.

Is there anything that you would like included on my report that you are not seeing, or anything that you would like the office to work on that is not being done?

Respectfully submitted,

Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 11/25/2025 1:17 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
10/30/2025	S000672-103025	Full Release	Yes	11/4/2025
10/30/2025	S000673-103025	Not Custodian of Records	Yes	11/4/2025
10/30/2025	S000674-103125	Full Release	Yes	11/12/2025
10/31/2025	R000265-103125	Full Release	Yes	11/5/2025
10/31/2025	R000266-103125	Assigned	No	
11/3/2025	S000675-110325	Full Release	Yes	11/4/2025
11/3/2025	S000676-110325	No Records Exist	Yes	11/4/2025
11/3/2025	S000677-110325	No Records Exist	Yes	11/4/2025
11/3/2025	S000678-110325	No Records Exist	Yes	11/4/2025
11/3/2025	S000679-110325	No Records Exist	Yes	11/4/2025
11/3/2025	S000680-110325	No Records Exist	Yes	11/4/2025
11/3/2025	S000681-110325	No Records Exist	Yes	11/4/2025
11/4/2025	S000682-110425	Full Release	Yes	11/4/2025
11/4/2025	S000683-110425	Full Release	Yes	11/4/2025
11/4/2025	S000684-110425	Full Release	Yes	11/4/2025
11/5/2025	S000685-110525	No Response from Requester	Yes	11/20/2025
11/5/2025	S000686-110525	No Records Exist	Yes	11/10/2025
11/5/2025	S000687-110525	Full Release	Yes	11/5/2025
11/5/2025	S000688-110525	Full Release	Yes	11/5/2025
11/5/2025	S000689-110525	Full Release	Yes	11/5/2025
11/5/2025	S000690-110525	Full Release	Yes	11/6/2025
11/5/2025	S000691-110525	Full Release	Yes	11/5/2025
11/6/2025	R000267-110625	Waiting for Clarification	No	
11/7/2025	S000692-110725	No Records Exist	Yes	11/12/2025
11/10/2025	S000693-111025	No Records Exist	Yes	11/12/2025
11/10/2025	S000694-111025	No Records Exist	Yes	11/10/2025
11/11/2025	S000695-111125	Exemption Denial	Yes	11/11/2025
11/12/2025	R000268-111225	Exemption Denial	Yes	11/12/2025
11/12/2025	R000269-111225	Exemption Denial	Yes	11/12/2025
11/13/2025	S000696-111325	No Records Exist	Yes	11/13/2025
11/13/2025	R000270-111325	No Records Exist	Yes	11/14/2025
11/13/2025	R000271-111325	Full Release	Yes	11/14/2025
11/13/2025	S000697-111325	Full Release	Yes	11/17/2025
11/14/2025	R000272-111425	Update from Requester	No	
11/14/2025	R000273-111425	Full Release	Yes	11/21/2025
11/14/2025	R000274-111425	Update from Requester	Yes	11/20/2025
11/17/2025	S000698-111725	No Records Exist	Yes	11/20/2025
11/17/2025	R000275-111725	No Records Exist	Yes	11/21/2025
11/19/2025	S000699-111925	New Request	No	
11/19/2025	S000700-111925	New Request	No	
11/20/2025	R000276-112025	New Request	No	
11/20/2025	R000277-112025	New Request	No	
11/21/2025	S000701-112125	New Request	No	
11/21/2025	S000702-112125	New Request	No	
11/21/2025	S000703-112125	New Request	No	

Create Date	Reference No	Request Status	Completed/Closed	Close Date
11/24/2025	S000704-112425	New Request	No	
11/24/2025	S000705-112425	New Request	No	

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

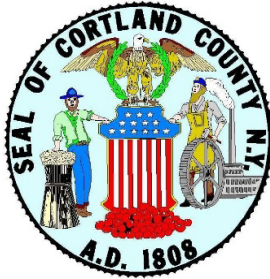
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Phelps

607-753-5125

mphelps@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – November 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
94	74	38	19	34	0	5	10	0	274

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
102	77	5	1	0	34	219

FOIL Requests:

Received	In process	Completed
7	0	7

- Administered the General Election.
Early Voting: 1,258 voters
Election Day Voting: 6,087 voters
Absentee/Early Mail/Affidavit Voting: 529 voters
Total Voters: 7,874 (25% turnout)
- Conducted 4 hand counts. This is required by law if the margin is within 20 votes.
Freetown Supervisor
Solon Supervisor
Virgil Superintendent of Highways
Village of Homer Trustee



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, SUITE 312

CORTLAND, NY 13045

PHONE: (607) 753-5095

Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

NOVEMBER MONTHLY REPORT – Dated November 25, 2025

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2025	2024	2023	2022	2021
\$0.00	\$322.50	\$25,775.94	\$151,289.00	\$0.00

FINES COLLECTED:

YTD 2025	2024	2023	2022	2021
\$0.00	\$153,000	\$400.00	\$400.00	(data unknown)

CONTRACTS & AGREEMENTS (YTD) to County Attorney's Office for review:

	2025	2024	2023	2022	2021
JAN	52	42	24	29	19
FEB	67	73	43	48	34
MAR	120	87	82	80	81
APR	146	121	108	112	102
MAY	164	171	150	142	110
JUN	196	189	177	172	141
JUL	221	218	202	188	158
AUG	244	244	229	236	172
SEP	272	260	253	267	195
OCT	293	295	283	286	215
NOV	327	319	336	323	256
DEC		364	391	371	307

INCIDENT/ACCIDENT/THREAT REPORTS reviewed by County Attorney's Office:

NEW Since last report	YTD 2025	2024	2023	2022	2021
17	138	126	99	92	126

JD/PINS PETITIONS: Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

Type	YTD 2025	2024	2023	2022	2021
JD	19	21	17	12	17
JD - RTA*	6	7	7	4	3
PINS	10	7	12	9	4
Probation Violations - Support	0	3	7	10	3

* Respondent 16 years of age at date of offense(s), committed 10/01/2018-9/30/2019; 17 years of age at date of offense(s), committed after 10/01/2019

JD (including RTA) referrals for petition by classification of offense:

	YTD 2025	2024	2023	2022	2021
Property Crimes	13	11	14	11	9
Crimes Against Persons	5	11	7	2	7
Sex Offenses	6	5	2	1	6
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	1	1	1	3	0

COURT ORDERS: Orders prepared in Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

NEW Since last report	YTD 2025	2024	2023	2022	2021
14	74	71	64	49	21



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5081

Safety Director's Monthly Update – November 25, 2025

November Highlights:

- First Aid/CPR/AED Training:
 - None held in November
 - Evaluating need for additional trainings this year
- DSS Safety Meeting 10/31/2025 & 11/14/2025
- Exposure Plan Meeting week of 11/3/2025
- New signs hung outside COB 11/4/2025
- Exposure Plan Meeting 11/4/2025
- MH Building Move Workgroup Meeting 11/4/2025, 11/18/2025, 11/25/2025
- RAVE Testing 11/5/2025
- DSS Stair Chair Safety Training 11/6/2025
- LEPC Meeting 11/7/2025
- Countywide Compliance Committee Meeting 11/18/2025
- Defensive Driving Class held In Person with 41 employees 11/20/2025
 - Online course sent to 58 employees
- Employee Alert & Panic Button Discussion 11/25/2025
- Clerk's Chair Lift Inspection
 - Out of order
- PERMA Inspection Report
 - Waiting on final report
- COB Code Enforcement yearly inspection underway
- ESSA Safety Briefs forwarded to Department Heads:
 - Carbon Monoxide
 - Kitchen Safety
 - Turkey Fryer Safety

Upcoming:

- 111 Port Watson St Planning Meeting 12/2/2025
- Monthly LEPC Meeting 12/5/2025
- Workplace Violence Prevention Webinar 12/10/2025
- DSS Safety Meeting 12/12/2025

POSITION VACANCY REPORT

As of December 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Driver Grade 6/\$17.8832-\$22.6355	Aging	9/12/2025	9/15/2025	9/15/2025	9/17/2025		Posted	Contract
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	9/22/2025	9/22/2025	9/23/2025	10/7/2025		Posted	100% State
Aging Serv. Coordinator Grade 17/\$25.4283-\$32.1859	Aging	12/1/2025	11/17/2025	11/18/2025	11/18/2025		Posted	State
Senior Account Clerk Grade 10/\$20.1738-\$25.5342	Aging	9/26/2025	7/30/2025	7/30/2025	7/30/2025		Posted	80% local, 20% state
Assistant District Attorney Grade 2/\$100,000-\$115,000	District Attorney	3/20/2024	3/21/2024	3/21/2024	3/21/2024- rescinded	7/3/2025	Posted	Local
Keyboard Specialist Grade 5/\$17.3788-\$21.9972	District Attorney	8/22/2025	8/13/2025	8/14/2025	8/14/2025		Cert	Local
Assistant District Attorney Grade 2/\$100,000-\$115,000	District Attorney	12/12/2025	11/19/2025	11/19/2025	11/10/2025		Posted	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1063	DPW - Highway	5/23/2024	6/19/2024	6/20/2024	6/20/2024- rescinded	7/3/2025	Posted	Local
Cleaner Grade 5/\$17.3788-\$21.9972	DPW-B&G	9/1/2025	8/28/2025	8/29/2025	9/4/2025		Posted	Local
Supervisor of Buildings & Grounds Grade 9/ \$63,697-84,781	DPW - B&G	6/30/2025	N/A				11/3/2025	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Highway	9/18/2025	9/16/2025	9/16/2025	9/17/2025		11/17/2025	local
Heavy Equip Maintenance Supervisor Grade 20/\$28.2890-\$35.8067	DPW-Highway	9/26/2025	9/3/2025	9/3/2025	9/4/2025		Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Highway	10/14/2025	10/7/2025	10/7/2025	10/7/2025		Posted	Local
Highway Construction Mechanic Grade 15/\$23.7424-\$30.0519	DPW	12/1/2025	11/18/2025	11/18/2025	11/19/2025		Posted	Local
Parts Chaser Grade 5/\$17.3788-\$21.9972	DPW-Highway	10/17/2025	9/24/2025	9/24/2025	10/7/2025		Posted	Local

POSITION VACANCY REPORT

As of December 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW-Solid Waste	10/8/2025	9/23/2025	9/24/2025	10/7/2025		Posted	Local
Assistant Highway Maintenance Supervisor Grade 9/\$63.697-\$84.781 (Temp)	DPW	11/17/2025	10/30/2025	10/31/2025	10/31/2025		Posted	Local
Senior Support Investigator Grade 15/\$23.7424-\$30.0519	DSS	2/14/2025	1/25/2024	1/28/2025	1/28/2025- rescinded	7/9/2025	Posted	35% Local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	7/25/2025	7/18/2025	7/21/2025	7/30/2025		Posted	25% local
Senior Case Aide Grade 10/\$20.1738-\$25.5349	DSS	7/25/2025	7/18/2025	7/21/2025	7/30/2025		11/3/2025	35% local
Caseworker Gr 18/26.3374-\$33.3363	DSS	8/1/2025	7/9/2025	7/10/2025	7/10/2025		Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	8/8/2025	8/22/2025	8/22/2025	8/27/2025		Posted	35% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	8/18/2025	7/18/2025	7/21/2025	7/30/2025		Posted	25% local
Caseworker Gr 18/26.3374-33.3363	DSS	9/5/2025	8/22/2025	8/22/2025	8/27/2025		Posted	35% local
Senior Case Aide Grade 10/\$20.1738-\$25.5349	DSS	10/17/2025	10/2/2025	10/6/2025	10/7/2025		11/10/2025	35% local
Social Welfare Examiner Trainee Grade 10/\$20.1738-\$25.5349	DSS	10/29/2025	10/14/2025	10/14/2025	10/14/2025		Posted	35% local
Social Services Attorney Grade 2/\$100,000-\$115,000	DSS	11/9/2025	11/19/2025	11/19/2025	11/19/2025		Posted	Local
Senior Case Aide Grade 10/\$20.1738-\$25.5349	DSS	11/7/2025	10/28/2025	10/28/2025	10/28/2025		Posted	Local
Support Investigator Grade 12/\$21.4940-\$27.2060	DSS	10/31/2025	10/31/2025	10/31/2025	10/31/2025		Posted	Local
Dispatcher Grade 6/\$27.2602-39.5459/hr	ERAC	11/29/2025	11/17/2025	11/17/2025	11/18/2025		Canvass/Cert	Local
Senior Dispatcher Grade 8/\$29.4076-\$42.6612	ERAC	11/1/2025	10/17/2025	10/17/2025	10/17/2025		Posted	Local
Information Security Officer Grade 5/ \$85,067-113,223	IT	10/23/2025	N/A		approved by resolution		Posted	Local

POSITION VACANCY REPORT

As of December 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Deputy Director of IT Grade 5/\$85,067-\$113,223	IT	11/10/2025	10/22/2025	10/22/2025	10/22/2025		Posted	Local
Deputy Director of IT Grade 5/\$85,067-\$113,223	IT	10/23/2025	N/A		approved by resolution		Posted	Local
Computer Support Technician Grade 18/ \$26.3374-33.3363/hr	IT	11/24/2025	N/a		approved by resolution		Posted	Local
Information Systems Administrator Grade 25/ \$34.1035-43.16664/hr	IT	11/24/2025	11/21/2025	11/21/2025			Posted	Local
Information Systems Administrator Grade 25/ \$34.1035-43.1664/hr	IT	11/24/2025	11/21/2025	11/21/2025			Posted	Local
Network Specialist Grade 22/ \$30.4484-38.5398/hr	IT	11/24/2025	N/A		approved by resolution		Posted	Local
Mental Health Practitioner \$72.3381/hr	Mental Health	9/30/2024	9/11/2024	9/13/2024	9/13/2024- rescinded		Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	3/12/2025	3/10/2025	3/11/2025	3/11/2025- rescinded	5/22/2025	Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	4/14/2025	4/9/2025	4/9/2025	4/9/2025- rescinded		Posted	Grant
Mental Health Practitioner \$72.3381/hr	Mental Health	5/21/2025	5/27/2025	5/27/2025	7/10/2025		Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	8/29/2025	8/18/2025	8/18/2025	8/25/2025		Posted	Grant
Senior Mental Health Clinician Grade 28/\$38.3309-\$48.5172	Mental Health	9/10/2025	9/12/2025	9/15/2025	10/14/2025		Cert	Revenue
Mental Health Clinician Grade 26/\$35.4445-\$44.8637	Mental Health	10/13/2025	9/12/2025	9/15/2025	10/13/2025		Posted	Revenue
Land Use Planner Grade 19/\$27.2908-\$34.5366	Planning	8/29/2025	8/29/2025	8/29/2025	9/16/2025		Posted	Local
Probation Director Grade 6/\$79,132-\$105,324	Probation	10/16/2025	10/7/2025	10/7/2025	10/8/2025		Posted	Local

POSITION VACANCY REPORT

As of December 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Keyboard Specialist Grade 5/\$17.3788-\$21.9972	Probation	10/21/2025	10/21/2025	10/22/2025	10/22/2025		Posted	Local
Senior Probation Officer Grade 20/\$28.2890-\$35.8067	Probation	12/16/2025	11/17/2025	11/18/2025	11/1/2025		Canvass/Cert	Other
Senior Probation Officer Grade 20/\$28.2890-\$35.8067	Probation	12/12/2025	11/4/2025	11/4/2025	11/5/2025		Cert	Local
Probation Supervisor Grade 22/\$30.4485-\$38.5398	Probation	12/15/2025	11/6/2025	11/7/2025	11/7/2025		Cert	Local
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000- Associate Assistant Public	Public Defender	10/10/2025	10/6/2025	10/6/2025	10/7/2025		11/3/2025	Grant
Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000- \$115,000	Public Defender	10/24/2025	10/6/2025	10/6/2025	10/7/2025		Posted	Grant
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	10/20/2017	10/10/2017	10/13/2017	11/2/2017- rescinded		Posted	Local
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	9/9/25-resubmission	9/11/2025	11/10/2025	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	2/21/2025	2/24/2025	2/25/2025	2/27/2025		Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/26/2025	3/26/2025	3/26/2025	3/26/2025-rescinded	6/12/2025	Cert/exam file apps	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	5/27/2025	5/30/2025	6/3/2025	6/5/2025		Cert	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	6/25/2025	6/25/2025	6/26/2025	6/30/2025		Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	7/31/2025	6/30/2025	7/1/2025	7/16/2025		Cert/exam file apps	Local

POSITION VACANCY REPORT

As of December 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	8/8/2025	8/17/2025	8/18/2025	8/27/2025		Cert/exam file apps	Local
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	8/29/2025	7/29/2025	7/29/2025	7/30/2025		11/11/2025	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	9/29/2025	9/17/2025	9/17/2025	9/23/2025		cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	10/31/2025	10/31/2025	10/31/2025	11/3/2025		Exam File Apps/Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	11/10/2025	11/3/2025	11/3/2025	11/4/2025		Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	11/11/2025	11/3/2025	11/3/2025	11/6/2025		Cert	Local

[illegible]

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
06/06/25	Correspondence	8:00 AM	9:00 AM	1.00
06/06/25	Banking, mail, DMV daily check-in	9:00 AM	10:30 AM	1.50
06/06/25	Clerk transaction review	10:30 AM	12:00 PM	1.50
06/06/25	DMV transaction review & supervision	1:00 PM	3:00 PM	2.00
06/06/25	Monthly reporting	3:00 PM	4:30 PM	1.50
06/09/25	Correspondence	7:30 AM	8:30 AM	1.00
06/09/25	Check in with Deputies	8:30 AM	9:30 AM	1.00
06/09/25	DMV transaction review and supervision	9:30 AM	11:30 AM	2.00
06/09/25	Banking, mail, DMV daily check-in	11:30 AM	12:30 PM	1.00
06/09/25	County Clerks - best practices	1:30 PM	2:30 PM	1.00
06/09/25	Constituent services	2:30 PM	3:15 PM	0.75
06/09/25	Review of County Clerk transactions	3:15 PM	4:30 PM	1.25
06/10/25	Preparation for staff meeting	7:30 AM	8:00 AM	0.50
06/10/25	Clerk staff meeting	8:00 AM	8:30 AM	0.50
06/10/25	Deputy meeting	8:30 AM	9:00 AM	0.50
06/10/25	Correspondence	9:00 AM	10:00 AM	1.00
06/10/25	Banking, mail, DMV daily check-in	10:00 AM	10:30 AM	0.50
06/10/25	Government Operations Meeting	10:30 AM	11:30 AM	1.00
06/10/25	Banking, mail, DMV daily check-in	11:30 AM	12:30 PM	1.00
06/10/25	NYS Law research - real property	12:30 PM	2:00 PM	1.50
06/10/25	Advisory committee Efilng	2:00 PM	3:00 PM	1.00
06/10/25	Records management	3:00 PM	4:30 PM	1.50
06/11/25	Correspondence	8:00 AM	8:30 AM	0.50
06/11/25	Records Center	8:30 AM	10:30 AM	2.00
06/11/25	Banking, mail, DMV daily check-in	10:30 AM	11:30 AM	1.00
06/11/25	DMV transaction review and supervision	1:00 PM	4:30 PM	3.50
06/12/25	Correspondence	7:30 AM	9:00 AM	1.50
06/12/25	Records Center	9:00 AM	10:00 AM	1.00
06/12/25	Banking, mail, DMV daily check-in	10:00 AM	11:15 AM	1.25
06/12/25	One on one supervision Clerk's Office	12:00 PM	1:30 PM	1.50
06/12/25	Clerk - front end processing	1:30 PM	2:30 PM	1.00
06/12/25	Summer youth opportunity brainstorming	2:30 PM	3:30 PM	1.00
06/12/25	Legislation review	3:30 PM	4:30 PM	1.00
06/13/25	Legislation review	8:00 AM	8:45 AM	0.75
06/13/25	Correspondence	8:45 AM	9:30 AM	0.75
06/13/25	Review of office procedures	9:30 AM	11:00 AM	1.50
06/13/25	Preparation for out of office	12:00 PM	2:30 PM	2.50
06/16/25	Correspondence	9:00 AM	9:30 AM	0.50

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
06/17/25	Correspondence	9:00 AM	9:30 AM	0.50
06/17/25	County Clerk subcommittee meeting	11:00 AM	1:00 PM	2.00
06/18/25	Correspondence	9:00 AM	9:30 AM	0.50
06/19/25	Correspondence	9:00 AM	9:30 AM	0.50
06/20/25	Correspondence	9:00 AM	9:30 AM	0.50
06/22/25	Email review, preparation for the week	3:00 PM	4:00 PM	1.00
06/23/25	Correspondence	7:30 AM	8:30 AM	1.00
06/23/25	Deputy meeting	8:30 AM	9:30 AM	1.00
06/23/25	Clerk transaction review	9:30 AM	10:00 AM	0.50
06/23/25	Summer youth preparation	10:00 AM	10:30 AM	0.50
06/23/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
06/23/25	DMV transaction review and supervision	1:00 PM	3:30 PM	2.50
06/23/25	Constituent services	3:30 PM	4:30 PM	1.00
06/24/25	Prep for staff meeting	7:45 AM	8:00 AM	0.25
06/24/25	Clerk staff meeting	8:00 AM	8:30 AM	0.50
06/24/25	Clerk financial review	8:30 AM	9:30 AM	1.00
06/24/25	DMV financials	9:30 AM	10:30 AM	1.00
06/24/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
06/24/25	DMV transaction review and supervision	1:00 PM	4:30 PM	3.50
06/25/25	Correspondence	8:00 AM	10:00 AM	2.00
06/25/25	Summer youth Supervision meeting	10:00 AM	11:00 AM	1.00
06/25/25	Records management	11:00 AM	12:30 PM	1.50
06/25/25	Clerk - front end processing	1:30 PM	3:00 PM	1.50
06/25/25	Clerk transaction review	3:00 PM	4:30 PM	1.50
06/26/25	Correspondence	7:45 AM	8:30 AM	0.75
06/26/25	Clerk transaction review	8:30 AM	9:30 AM	1.00
06/26/25	Attorney communication	9:30 AM	10:00 AM	0.50
06/26/25	Constituent services	10:00 AM	10:15 AM	0.25
06/26/25	Banking, mail, DMV daily check-in	10:15 AM	12:15 PM	2.00
06/26/25	Clerk - front end processing	1:00 PM	4:30 PM	3.50
06/26/25	Clerk transaction review	5:15 PM	6:15 PM	1.00
06/27/25	Preparation and review of materials for meetings	6:30 AM	7:30 AM	1.00
06/27/25	Correspondence	7:30 AM	8:45 AM	1.25
06/27/25	Staff supervision and feedback	8:45 AM	9:45 AM	1.00
06/27/25	Banking, mail, DMV daily check-in	9:45 AM	11:30 AM	1.75
06/27/25	IT and Quickbooks	11:30 AM	12:00 PM	0.50
06/27/25	Overall financial review and budget work	12:30 PM	2:30 PM	2.00
06/27/25	Collection of data from other counties for budget	2:30 PM	3:30 PM	1.00

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
06/27/25	DMV transaction review and supervision	3:30 PM	4:30 PM	1.00
06/30/25	Banking, mail, DMV daily check-in	8:00 AM	9:30 AM	1.50
06/30/25	Correspondence	9:30 AM	10:30 AM	1.00
06/30/25	County Clerk collaboration	10:30 AM	12:00 PM	1.50
06/30/25	DMV transaction review and supervision	1:00 PM	2:30 PM	1.50
06/30/25	General office upkeep, lift correspondence	2:30 PM	3:30 PM	1.00
06/30/25	Payroll tasks	3:30 PM	4:30 PM	1.00
07/01/25	LF user management tasks	8:00 AM	9:00 AM	1.00
07/01/25	LF meeting with Real Property	9:00 AM	10:00 AM	1.00
07/01/25	Banking, mail, DMV daily check-in	10:00 AM	12:00 PM	2.00
07/01/25	Correspondence	12:30 PM	1:30 PM	1.00
07/01/25	Monthly financial preparation	1:30 PM	2:30 PM	1.00
07/01/25	Troubleshooting IT related issues	2:30 PM	3:30 PM	1.00
07/01/25	LF - Records Management	3:30 PM	4:30 PM	1.00
07/02/25	Monthly financials	7:30 AM	8:45 AM	1.25
07/02/25	Correspondence	8:45 AM	9:30 AM	0.75
07/02/25	Records management	9:30 AM	11:00 AM	1.50
07/02/25	Banking, mail, DMV daily check-in	11:00 AM	1:30 PM	2.50
07/02/25	Clerk transaction review	2:30 PM	4:30 PM	2.00
07/03/25	Banking, mail, DMV daily check-in	7:30 AM	9:30 AM	2.00
07/03/25	Correspondence	9:30 AM	10:30 AM	1.00
07/03/25	Constituent services	10:30 AM	11:00 AM	0.50
07/03/25	Records management	12:00 PM	1:00 PM	1.00
07/03/25	DMV transaction review and supervision	1:00 PM	3:00 PM	2.00
07/03/25	Clerk - front end processing	3:00 PM	4:45 PM	1.75
07/07/25	Legislative Review	7:30 AM	8:00 AM	0.50
07/07/25	Correspondence	8:00 AM	8:30 AM	0.50
07/07/25	Clerk transaction review	8:30 AM	9:00 AM	0.50
07/07/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/07/25	Banking, mail, DMV daily check-in	9:15 AM	10:45 AM	1.50
07/07/25	Financial reporting	10:45 AM	12:30 PM	1.75
07/07/25	Financial reporting	12:30 PM	1:00 PM	0.50
07/07/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/07/25	Payroll tasks	1:15 PM	2:00 PM	0.75
07/07/25	Monthly reporting	2:00 PM	4:30 PM	2.50
07/08/25	Clerk transaction review	6:45 AM	7:30 AM	0.75
07/08/25	Correspondence	7:45 AM	8:00 AM	0.25
07/08/25	Clerk staff meeting	8:00 AM	8:45 AM	0.75

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
07/08/25	Correspondence	8:45 AM	9:00 AM	0.25
07/08/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/08/25	Banking review	9:15 AM	9:45 AM	0.50
07/08/25	Banking, mail, DMV daily check-in	9:45 AM	11:00 AM	1.25
07/08/25	IT and Quickbooks	11:00 AM	12:30 PM	1.50
07/08/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/08/25	Payroll tasks	1:15 PM	1:45 PM	0.50
07/08/25	DMV transaction review and supervision	1:45 PM	2:45 PM	1.00
07/08/25	Constituent services	2:45 PM	3:15 PM	0.50
07/08/25	Troubleshooting with attorney	3:15 PM	3:45 PM	0.50
07/08/25	County Clerk collaboration	3:45 PM	4:30 PM	0.75
07/09/25	Correspondence	8:30 AM	9:00 AM	0.50
07/09/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/09/25	Summer youth Correspondence with Supervisor	9:15 AM	9:30 AM	0.25
07/09/25	Correspondence	9:30 AM	10:00 AM	0.50
07/09/25	County Clerk collaboration	10:00 AM	10:30 AM	0.50
07/09/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
07/09/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/09/25	Meeting preparation	1:15 PM	2:00 PM	0.75
07/09/25	LF Training	2:00 PM	4:30 PM	2.50
07/10/25	Material review for upcoming tasks	6:30 AM	8:00 AM	1.50
07/10/25	Clerk staff meeting	8:00 AM	8:30 AM	0.50
07/10/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/10/25	Banking, mail, DMV daily check-in	9:15 AM	10:00 AM	0.75
07/10/25	IT Steering Committee	10:00 AM	11:00 AM	1.00
07/10/25	Budget preparation	11:00 AM	12:00 PM	1.00
07/10/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/10/25	Correspondence	1:15 PM	1:30 PM	0.25
07/10/25	Department Head Meeting	1:30 PM	2:30 PM	1.00
07/10/25	Budget preparation	2:30 PM	4:30 PM	2.00
07/11/25	Correspondence	7:00 AM	8:00 AM	1.00
07/11/25	Material review for upcoming tasks	8:00 AM	9:00 AM	1.00
07/11/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/11/25	Constituent services	9:15 AM	9:45 AM	0.50
07/11/25	Banking, mail, DMV daily check-in	9:45 AM	12:00 PM	2.25
07/11/25	Attorney meeting	12:00 PM	12:30 PM	0.50
07/11/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/11/25	Clerk supervision	1:15 PM	3:15 PM	2.00

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Date	Activity	Start Time	End Time	Hours
07/11/25	Summer youth payroll tasks	1:15 PM	1:30 PM	0.25
07/11/25	DMV supervision	3:15 PM	4:30 PM	1.25
07/13/25	Legislative Review	9:00 AM	10:00 AM	1.00
07/14/25	Correspondence	8:00 AM	9:00 AM	1.00
07/14/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/14/25	Banking, mail, DMV daily check-in	9:15 AM	11:00 AM	1.75
07/14/25	Constituent services	11:00 AM	12:00 PM	1.00
07/14/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/14/25	DMV transaction review and supervision	1:15 PM	4:30 PM	3.25
07/15/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/15/25	Staff check-in (replace staff meeting)	9:15 AM	9:30 AM	0.25
07/15/25	Clerk transaction review	9:30 AM	11:30 AM	2.00
07/15/25	Banking, mail, DMV daily check-in	11:30 AM	12:30 PM	1.00
07/15/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/15/25	County Clerk collaboration	1:15 PM	2:15 PM	1.00
07/15/25	Financial review	2:15 PM	2:45 PM	0.50
07/15/25	Budget preparation	2:45 PM	3:45 PM	1.00
07/15/25	Review of checks and balances	3:45 PM	4:30 PM	0.75
07/16/25	Clerk transaction review	6:00 AM	7:00 AM	1.00
07/16/25	Records Management	7:45 AM	9:00 AM	1.25
07/16/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/16/25	Correspondence	9:15 AM	10:15 AM	1.00
07/16/25	Banking, mail, DMV daily check-in	10:15 AM	11:30 AM	1.25
07/16/25	DMV transaction review and supervision	11:30 AM	12:00 PM	0.50
07/16/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/16/25	County Clerk best practices	1:15 PM	2:15 PM	1.00
07/16/25	LF records management	2:15 PM	4:30 PM	2.25
07/17/25	DMV Staff Meeting	8:00 AM	9:00 AM	1.00
07/17/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/17/25	Digitize historical records	9:15 AM	11:15 AM	2.00
07/17/25	Banking, mail, DMV daily check-in	11:15 AM	1:00 PM	1.75
07/17/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/17/25	Correspondence	1:15 PM	2:00 PM	0.75
07/17/25	LF meeting with Chris Driscoll	2:00 PM	3:00 PM	1.00
07/18/25	Correspondence	8:00 AM	9:00 AM	1.00
07/18/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/18/25	Pistol Permit data review	9:15 AM	10:00 AM	0.75
07/18/25	Banking, mail, DMV daily check-in	10:00 AM	11:00 AM	1.00

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Date	Activity	Start Time	End Time	Hours
07/18/25	Constituent services	11:00 AM	12:00 PM	1.00
07/18/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/18/25	Summer youth payroll tasks	1:15 PM	1:30 PM	0.25
07/18/25	Financial Review	1:30 PM	2:00 PM	0.50
07/18/25	Budget preparation	2:30 PM	4:30 PM	2.00
07/19/25	Legislative Review	6:00 PM	7:00 PM	1.00
07/21/25	Clerk transaction review	6:00 AM	7:00 AM	1.00
07/21/25	Payroll tasks	8:00 AM	9:00 AM	1.00
07/21/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/21/25	Correspondence	9:15 AM	10:30 AM	1.25
07/21/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
07/21/25	DMV supervision	12:00 PM	12:30 PM	0.50
07/21/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/21/25	DMV supervision	1:15 PM	4:30 PM	3.25
07/22/25	Clerk staff meeting	8:00 AM	8:30 AM	0.50
07/22/25	Correspondence	8:30 AM	9:00 AM	0.50
07/22/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/22/25	DMV planning meeting	9:15 AM	10:30 AM	1.25
07/22/25	Banking, mail, DMV daily check-in	10:30 AM	11:45 AM	1.25
07/22/25	DMV supervision	11:15 AM	12:45 PM	1.50
07/22/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/22/25	DMV supervision	1:15 PM	4:30 PM	3.25
07/23/25	Correspondence	7:00 AM	8:30 AM	1.50
07/23/25	Records Management	8:30 AM	10:30 AM	2.00
07/23/25	Banking, mail, DMV daily check-in	10:30 AM	12:30 PM	2.00
07/23/25	DMV transaction review	1:30 PM	2:45 PM	1.25
07/23/25	Clerk transaction review	2:45 PM	4:30 PM	1.75
07/24/25	DMV Staff Meeting	8:00 AM	9:00 AM	1.00
07/24/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/24/25	Correspondence	9:15 AM	10:00 AM	0.75
07/24/25	Banking, mail, DMV daily check-in	10:00 AM	11:30 AM	1.50
07/24/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/24/25	Summer youth program review	1:15 PM	2:00 PM	0.75
07/24/25	County Clerk collaboration	2:00 PM	4:30 PM	2.50
07/25/25	Correspondence	7:30 AM	8:00 AM	0.50
07/25/25	Correspondence	8:30 AM	9:00 AM	0.50
07/25/25	Summer youth check-in	9:00 AM	10:00 AM	1.00
07/25/25	DMV supervision	10:00 AM	11:30 AM	1.50

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Date	Activity	Start Time	End Time	Hours
07/25/25	Banking, mail, DMV daily check-in	11:30 AM	12:30 PM	1.00
07/25/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/25/25	Summer youth payroll tasks	1:15 PM	1:30 PM	0.25
07/28/25	Correspondence	8:00 AM	9:00 AM	1.00
07/28/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/28/25	Banking, mail, DMV daily check-in	9:15 AM	10:30 AM	1.25
07/28/25	LF meeting with Assigned Counsel	10:30 AM	11:30 AM	1.00
07/28/25	LF records management	11:30 AM	12:30 PM	1.00
07/28/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/28/25	Payroll tasks	1:15 PM	1:45 PM	0.50
07/28/25	IT Troubleshooting	1:45 PM	2:45 PM	1.00
07/28/25	County Clerk collaboration	2:45 PM	3:45 PM	1.00
07/28/25	Clerk transaction review	3:45 PM	4:30 PM	0.75
07/29/25	Clerk staff meeting preparation	7:30 AM	8:00 AM	0.50
07/29/25	Staff Meeting	8:00 AM	8:45 AM	0.75
07/29/25	Correspondence	8:45 AM	9:00 AM	0.25
07/29/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/29/25	Banking, mail, DMV daily check-in	9:15 AM	10:30 AM	1.25
07/29/25	Correspondence	10:30 AM	11:30 AM	1.00
07/29/25	DMV planning meeting	11:30 AM	12:30 PM	1.00
07/29/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/29/25	Clerk - front end processing	1:15 PM	3:15 PM	2.00
07/29/25	Legislative Review	3:15 PM	4:30 PM	1.25
07/30/25	Correspondence	7:30 AM	8:30 AM	1.00
07/30/25	Records management	8:30 AM	9:00 AM	0.50
07/30/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/30/25	Records management	9:15 AM	10:30 AM	1.25
07/30/25	Banking, mail, DMV daily check-in	10:30 AM	11:30 AM	1.00
07/30/25	Legislative planning	11:30 AM	12:30 PM	1.00
07/30/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/30/25	Budget preparation	1:15 PM	2:00 PM	0.75
07/30/25	Budget Meeting	2:00 PM	2:30 PM	0.50
07/30/25	LF meeting with Finance	2:30 PM	3:30 PM	1.00
07/30/25	Constituent correspondence	3:30 PM	4:30 PM	1.00
07/31/25	DMV Staff Meeting	8:00 AM	9:00 AM	1.00
07/31/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
07/31/25	DMV supervision	9:15 AM	10:30 AM	1.25
07/31/25	Banking, mail, DMV daily check-in	10:30 AM	11:30 AM	1.00

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Date	Activity	Start Time	End Time	Hours
07/31/25	Safe maintenance	11:30 AM	12:00 PM	0.50
07/31/25	Meeting summer youth Supervisor	12:30 PM	1:00 PM	0.50
07/31/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
07/31/25	Clerk - front end processing	1:15 PM	2:15 PM	1.00
07/31/25	Clerk supervision	2:15 PM	3:15 PM	1.00
07/31/25	Clerk transaction review	3:15 PM	4:30 PM	1.25
08/01/25	LEPC	8:00 AM	8:30 AM	0.50
08/01/25	Financials	8:30 AM	9:00 AM	0.50
08/01/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/01/25	Banking, mail, DMV daily check-in	9:15 AM	12:00 PM	2.75
08/01/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/01/25	Summer youth payroll tasks	1:15 PM	1:30 PM	0.25
08/01/25	Clerk – front end processing	1:30 PM	4:30 PM	3.00
08/04/25	Correspondence and financials	7:30 AM	9:00 AM	1.50
08/04/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/04/25	Banking, mail, DMV daily check-in	9:15 AM	11:00 AM	1.75
08/04/25	Records management	11:00 AM	12:00 PM	1.00
08/04/25	Constituent services	12:00 PM	1:00 PM	1.00
08/04/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/04/25	Review of background check requests	1:15 PM	1:45 PM	0.50
08/04/25	Department Head meeting	1:45 PM	3:00 PM	1.25
08/04/25	Preparation of monthly reports	3:00 PM	4:30 PM	1.50
08/05/25	Staff meeting	8:00 AM	8:30 AM	0.50
08/05/25	Correspondence	8:30 AM	9:00 AM	0.50
08/05/25	Monthly reporting	9:00 AM	9:30 AM	0.50
08/05/25	Summer youth check-in	9:30 AM	9:45 AM	0.25
08/05/25	Banking, mail, DMV daily check-in	9:45 AM	10:30 AM	0.75
08/05/25	DSS administer oaths	10:30 AM	11:00 AM	0.50
08/05/25	Monthly reporting	11:00 AM	12:30 PM	1.50
08/05/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/05/25	Monthly reporting	1:15 PM	3:30 PM	2.25
08/05/25	Review DMV transactions and financials	3:30 PM	4:30 PM	1.00
08/05/25	Clerk transaction review	6:30 PM	7:30 PM	1.00
08/06/25	Correspondence	7:30 AM	8:30 AM	1.00
08/06/25	Troubleshoot invoicing issues with Shred-it	8:30 AM	9:00 AM	0.50
08/06/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/06/25	Troubleshoot invoicing issues with Shred-it	9:15 AM	11:15 AM	2.00
08/06/25	Banking, mail, DMV daily check-in	11:15 AM	12:30 PM	1.25

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Date	Activity	Start Time	End Time	Hours
08/06/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/06/25	Troubleshoot invoicing issues with Shred-it	1:15 PM	2:00 PM	0.75
08/06/25	RAVE testing data collection	2:00 PM	2:30 PM	0.50
08/06/25	Clerk transaction review	2:30 PM	4:30 PM	2.00
08/07/25	Correspondence	8:00 AM	9:00 AM	1.00
08/07/25	Correspondence	8:00 AM	9:00 AM	1.00
08/07/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/07/25	Banking, mail, DMV daily check-in	9:15 AM	10:45 AM	1.50
08/07/25	Clerk - front end processing	10:45 AM	12:00 PM	1.25
08/07/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/07/25	Reporting tasks	1:15 PM	3:15 PM	2.00
08/07/25	County Clerk collaboration	3:15 PM	4:00 PM	0.75
08/07/25	Procedural review	4:00 PM	4:30 PM	0.50
08/08/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/08/25	DMV supervision	9:15 AM	11:15 AM	2.00
08/08/25	Banking, mail, DMV daily check-in	11:15 AM	12:30 PM	1.25
08/08/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/08/25	Summer youth payroll tasks	1:15 PM	1:30 PM	0.25
08/08/25	Payroll tasks	1:30 PM	2:30 PM	1.00
08/09/25	Transitional planning	2:30 PM	3:30 PM	1.00
08/09/25	Constituent services	3:30 PM	4:30 PM	1.00
08/11/25	Legislative Review	7:00 AM	7:30 AM	0.50
08/11/25	Correspondence	8:00 AM	9:00 AM	1.00
08/11/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/11/25	Correspondence	9:15 AM	9:45 AM	0.50
08/11/25	Banking, mail, DMV daily check-in	9:45 AM	11:45 AM	2.00
08/11/25	Constituent services	11:45 AM	12:15 PM	0.50
08/11/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/11/25	Clerk supervision	1:15 PM	3:15 PM	2.00
08/11/25	County Clerk collaboration	3:15 PM	4:30 PM	1.25
08/12/25	Staff meeting preparation	7:30 AM	8:00 AM	0.50
08/12/25	Clerk staff meeting	8:00 AM	8:30 AM	0.50
08/12/25	Correspondence	8:30 AM	9:00 AM	0.50
08/12/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/12/25	Banking, mail, DMV daily check-in	9:15 AM	10:30 AM	1.25
08/12/25	Government Operations Meeting	10:30 AM	11:30 AM	1.00
08/12/25	Clerk - front end processing	12:30 PM	1:00 PM	0.50
08/12/25	Summer youth check-in	1:00 PM	1:15 PM	0.25

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08/12/25	DMV supervision	1:15 PM	2:15 PM	1.00
08/12/25	County Clerk supervision	2:15 PM	4:30 PM	2.25
08/13/25	Clerk transaction review	5:30 AM	6:00 AM	0.50
08/13/25	Correspondence	6:00 AM	6:30 AM	0.50
08/13/25	Records management	8:00 AM	9:00 AM	1.00
08/13/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/13/25	Records management	9:15 AM	10:15 AM	1.00
08/13/25	Banking, mail, DMV daily check-in	10:15 AM	12:15 PM	2.00
08/13/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/13/25	DMV transaction review	1:15 PM	3:15 PM	2.00
08/13/25	Correspondence	3:15 PM	4:30 PM	1.25
08/14/25	DMV Staff Meeting	8:00 AM	9:00 AM	1.00
08/14/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/14/25	Correspondence	9:15 AM	10:00 AM	0.75
08/14/25	Banking, mail, DMV daily check-in	10:00 AM	11:30 AM	1.50
08/14/25	DMV transaction review	11:30 AM	12:30 PM	1.00
08/14/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/14/25	Meeting	1:15 PM	3:30 PM	2.25
08/15/25	Correspondence	8:00 AM	9:00 AM	1.00
08/15/25	Summer youth check-in	9:00 AM	9:15 AM	0.25
08/15/25	Banking, mail, DMV daily check-in	9:15 AM	11:30 AM	2.25
08/15/25	Clerk transaction review	12:15 PM	1:00 PM	0.75
08/15/25	Summer youth check-in	1:00 PM	1:15 PM	0.25
08/15/25	Summer youth payroll tasks	1:15 PM	1:30 PM	0.25
08/15/25	Payroll tasks	1:30 PM	2:30 PM	1.00
08/15/25	County Clerk collaboration	2:30 PM	3:30 PM	1.00
08/15/25	County Clerk transaction review	3:30 PM	4:30 PM	1.00
08/18/25	Legislative Review	6:00 AM	6:30 AM	0.50
08/18/25	Preparation for NYS Archives Visit	8:00 AM	9:00 AM	1.00
08/18/25	Correspondence	9:00 AM	10:00 AM	1.00
08/18/25	Banking, mail, DMV daily check-in	10:00 AM	11:00 AM	1.00
08/18/25	NYS Archives office visit	11:00 AM	12:30 PM	1.50
08/18/25	Correspondence	1:30 PM	2:30 PM	1.00
08/18/25	LF Support	2:30 PM	3:30 PM	1.00
08/18/25	County Clerk best practices	3:30 PM	4:30 PM	1.00
08/19/25	Clerk staff meeting preparation	8:00 AM	8:30 AM	0.50
08/19/25	Clerk staff meeting	8:30 AM	9:00 AM	0.50
08/19/25	Correspondence	9:00 AM	10:00 AM	1.00

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Date	Activity	Start Time	End Time	Hours
08/19/25	Clerk transaction review	10:00 AM	11:00 AM	1.00
08/19/25	Banking, mail, DMV daily check-in	11:00 AM	12:30 PM	1.50
08/19/25	Clerk transaction review	1:30 PM	2:30 PM	1.00
08/19/25	DMV supervision	2:30 PM	4:30 PM	2.00
08/20/25	Correspondence	8:00 AM	9:00 AM	1.00
08/20/25	Records management	9:00 AM	11:00 AM	2.00
08/20/25	Banking, mail, DMV daily check-in	11:00 AM	1:00 PM	2.00
08/20/25	Financials	1:00 PM	2:30 PM	1.50
08/20/25	Reporting tasks	2:30 PM	4:30 PM	2.00
08/21/25	DMV Staff Meeting	8:00 AM	9:00 AM	1.00
08/21/25	Correspondence	9:00 AM	10:30 AM	1.50
08/21/25	Banking, mail, DMV daily check-in	10:30 AM	12:30 PM	2.00
08/21/25	County Clerk transaction review	1:30 PM	2:30 PM	1.00
08/21/25	Legislative Review	2:30 PM	3:30 PM	1.00
08/21/25	County Clerk supervision	3:30 PM	4:30 PM	1.00
08/21/25	Background check reviews	4:30 PM	5:30 PM	1.00
08/21/25	Legislature Meeting	6:00 PM	7:00 PM	1.00
08/22/25	Correspondence	8:00 AM	8:30 AM	0.50
08/22/25	DMV transaction review	8:30 AM	10:30 AM	2.00
08/22/25	Banking, mail, DMV daily check-in	10:30 AM	11:45 AM	1.25
08/25/25	County Clerk transaction review	12:45 PM	2:30 PM	1.75
08/25/25	Correspondence	2:30 PM	3:00 PM	0.50
08/26/25	Correspondence	8:00 AM	9:00 AM	1.00
08/26/25	DMV transaction review	9:00 AM	10:30 AM	1.50
08/26/25	Banking, mail, DMV daily check-in	10:30 AM	12:15 PM	1.75
08/26/25	Reporting tasks	1:15 PM	3:45 PM	2.50
08/26/25	Legislative Review	3:45 PM	4:30 PM	0.75
08/27/25	Records management	8:00 AM	9:30 AM	1.50
08/27/25	Correspondence	9:30 AM	11:00 AM	1.50
08/27/25	Banking, mail, DMV daily check-in	11:00 AM	1:30 PM	2.50
08/27/25	Records management	1:30 PM	2:00 PM	0.50
08/27/25	County Clerk transaction review	2:00 PM	3:30 PM	1.50
08/27/25	DMV supervision	3:30 PM	4:30 PM	1.00
08/27/25	Clerk transaction review	7:00 PM	8:00 PM	1.00
08/28/25	DMV Staff Meeting	8:00 AM	9:00 AM	1.00
08/28/25	Correspondence	9:00 AM	10:00 AM	1.00
08/28/25	Clerk - front end processing	10:00 AM	12:00 PM	2.00
08/28/25	Banking, mail, DMV daily check-in	1:00 PM	3:15 PM	2.25

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
08/28/25	Clerk - front end processing	3:15 PM	4:30 PM	1.25
08/29/25	Correspondence	8:00 AM	9:00 AM	1.00
08/29/25	Clerk - front end processing	9:00 AM	10:45 AM	1.75
08/29/25	Banking, mail, DMV daily check-in	10:45 AM	12:30 PM	1.75
09/03/25	Records Management	8:00 AM	9:30 AM	1.50
09/03/25	Correspondence	9:30 AM	10:45 AM	1.25
09/03/25	Banking, mail, DMV daily check-in	10:45 AM	12:30 PM	1.75
09/03/25	Clerk transaction review	1:30 PM	2:30 PM	1.00
09/03/25	DMV transactions review	2:30 PM	4:30 PM	2.00
09/04/25	Clerk transaction review	6:30 AM	7:00 AM	0.50
09/04/25	Deputy collaboration	8:00 AM	9:00 AM	1.00
09/04/25	DMV collaboration	9:00 AM	10:00 AM	1.00
09/04/25	Banking, mail, DMV daily check-in	10:00 AM	11:30 AM	1.50
09/04/25	Correspondence	11:30 AM	12:00 PM	0.50
09/04/25	Correspondence	1:00 PM	2:00 PM	1.00
09/04/25	Constituent services	2:00 PM	3:30 PM	1.50
09/04/25	Clerk transaction review	3:30 PM	4:30 PM	1.00
09/05/25	Correspondence	8:00 AM	9:30 AM	1.50
09/05/25	Records Management	9:30 AM	10:45 AM	1.25
09/05/25	Constituent services	10:45 AM	11:15 AM	0.50
09/05/25	Banking, mail, DMV daily check-in	11:15 AM	1:15 PM	2.00
09/05/25	Constituent services	11:30 AM	12:00 PM	0.50
09/05/25	DMV supervision	1:45 PM	2:45 PM	1.00
09/05/25	County clerk supervision	2:45 PM	4:15 PM	1.50
09/05/25	Clerk - front end processing	4:15 PM	4:30 PM	0.25
09/06/25	Preparation for out of office	8:30 AM	10:30 AM	2.00
09/08/25	Correspondence	8:00 AM	9:00 AM	1.00
09/09/25	Correspondence	8:00 AM	8:30 AM	0.50
09/10/25	Correspondence	8:00 AM	8:30 AM	0.50
09/10/25	Clerk transaction review	2:30 PM	3:30 PM	1.00
09/10/25	Correspondence	3:30 PM	3:45 PM	0.25
09/11/25	Correspondence	8:00 AM	8:30 AM	0.50
09/12/25	Correspondence	8:00 AM	8:30 AM	0.50
09/12/25	Monthly reporting troubleshooting	8:30 AM	9:00 AM	0.50
09/14/25	Email review, preparation for the week	4:30 PM	5:45 PM	1.25
09/15/25	Legislative Review	5:30 AM	6:30 AM	1.00
09/15/25	Clerk transaction review	6:30 AM	7:00 AM	0.50
09/15/25	Correspondence	8:00 AM	9:00 AM	1.00

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
09/15/25	Banking, mail, DMV daily check-in	9:00 AM	10:30 AM	1.50
09/15/25	DMV transactions review	10:30 AM	12:30 PM	2.00
09/15/25	Clerk transaction review	12:30 PM	2:30 PM	2.00
09/15/25	Constituent services	2:30 PM	3:30 PM	1.00
09/15/25	Legislative Review	3:30 PM	4:30 PM	1.00
09/16/25	Clerk staff meeting	8:00 AM	8:45 AM	0.75
09/16/25	Correspondence	8:45 AM	9:00 AM	0.25
09/16/25	Banking, mail, DMV daily check-in	10:00 AM	12:00 PM	2.00
09/16/25	County clerk collaboration	1:00 PM	2:00 PM	1.00
09/16/25	LF Meeting with Personnel	2:00 PM	3:00 PM	1.00
09/16/25	Records Management	3:00 PM	4:30 PM	1.50
09/17/25	Regional County Clerk Meeting	8:30 AM	4:30 PM	8.00
09/18/25	Correspondence	8:00 AM	9:00 AM	1.00
09/18/25	LF Meeting with Finance	9:00 AM	10:00 AM	1.00
09/18/25	Banking, mail, DMV daily check-in	10:00 AM	11:30 AM	1.50
09/18/25	Payroll tasks	12:30 PM	1:30 PM	1.00
09/18/25	DMV supervision	1:30 PM	2:30 PM	1.00
09/18/25	DMV Interview	2:30 PM	3:30 PM	1.00
09/18/25	DMV transactions review	3:30 PM	4:30 PM	1.00
09/18/25	Financial review	4:30 PM	6:30 PM	2.00
09/18/25	Legislature Meeting	6:00 PM	7:00 PM	1.00
09/19/25	Clerk transaction review	6:45 AM	7:15 AM	0.50
09/19/25	Correspondence	8:00 AM	9:00 AM	1.00
09/19/25	Clerk - front end processing	9:00 AM	11:00 AM	2.00
09/19/25	Grants to Grow award review	11:00 AM	12:00 PM	1.00
09/19/25	Banking, mail, DMV daily check-in	1:00 PM	2:30 PM	1.50
09/19/25	Clerk - front end processing	2:30 PM	4:30 PM	2.00
09/21/25	Clerk transaction review	8:00 PM	8:30 PM	0.50
09/22/25	Correspondence	7:45 AM	9:15 AM	1.50
09/22/25	Banking, mail, DMV daily check-in	9:15 AM	11:15 AM	2.00
09/22/25	DMV supervision	12:15 PM	1:00 PM	0.75
09/22/25	Grants to Grow meeting w/IT	1:00 PM	2:00 PM	1.00
09/22/25	Hiring and payroll tasks	2:00 PM	3:30 PM	1.50
09/22/25	Clerk - front end processing	3:30 PM	4:30 PM	1.00
09/23/25	Clerk staff meeting	8:00 AM	8:30 AM	0.50
09/23/25	Correspondence	8:30 AM	9:00 AM	0.50
09/23/25	Compliance Meeting	9:00 AM	10:00 AM	1.00
09/23/25	Financial review	10:00 AM	10:30 AM	0.50

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
09/23/25	Meeting with an Attorney	10:30 AM	11:00 AM	0.50
09/23/25	Banking, mail, DMV daily check-in	11:00 AM	12:30 PM	1.50
09/23/25	Records Management	1:30 PM	3:30 PM	2.00
09/23/25	Constituent services	3:30 PM	4:30 PM	1.00
09/24/25	Correspondence	7:30 AM	9:30 AM	2.00
09/24/25	Banking, mail, DMV daily check-in	9:30 AM	10:45 AM	1.25
09/24/25	DMV transactions review	10:45 AM	12:15 PM	1.50
09/24/25	Clerk - front end processing	1:15 PM	2:00 PM	0.75
09/24/25	Training on new software	2:00 PM	3:00 PM	1.00
09/24/25	County clerk collaboration	3:00 PM	4:30 PM	1.50
09/25/25	Clerk transaction review	6:30 AM	7:30 AM	1.00
09/25/25	Correspondence	8:00 AM	9:00 AM	1.00
09/25/25	Banking, mail, DMV daily check-in	9:00 AM	10:30 AM	1.50
09/25/25	DMV transactions review	10:30 AM	11:30 AM	1.00
09/25/25	Troubleshoot MUNIS with IT	1:00 PM	1:30 PM	0.50
09/25/25	Clerk transaction review	1:30 PM	3:30 PM	2.00
09/25/25	Constituent services	3:30 PM	4:00 PM	0.50
09/25/25	Communication with attorney	4:00 PM	4:30 PM	0.50
09/26/25	Correspondence	8:00 AM	9:00 AM	1.00
09/26/25	Clerk - front end processing	9:00 AM	12:00 PM	3.00
09/26/25	Banking, mail, DMV daily check-in	1:00 PM	2:15 PM	1.25
09/26/25	Clerk - front end processing	2:15 PM	4:30 PM	2.25
09/28/25	Correspondence	3:00 PM	4:00 PM	1.00
09/28/25	Financial review	4:00 PM	5:00 PM	1.00
09/29/25	County clerk collaboration	8:00 AM	9:00 AM	1.00
09/29/25	Grants to Grow Meeting	9:00 AM	10:00 AM	1.00
09/29/25	Banking, mail, DMV daily check-in	10:00 AM	11:00 AM	1.00
09/29/25	Resolution preparation Grants to Grow	11:00 AM	12:00 PM	1.00
09/29/25	Grants to Grow materials and meeting prep	1:00 PM	2:30 PM	1.50
09/29/25	Correspondence	2:30 PM	3:30 PM	1.00
09/29/25	Clerk transaction review	3:30 PM	4:30 PM	1.00
09/30/25	Correspondence	8:00 AM	9:00 AM	1.00
09/30/25	Constituent services	9:00 AM	10:00 AM	1.00
09/30/25	DMV supervision	10:00 AM	11:00 AM	1.00
09/30/25	Monthly reporting prep	11:00 AM	12:00 PM	1.00
09/30/25	Banking, mail, DMV daily check-in	12:30 PM	2:00 PM	1.50
09/30/25	Deputy collaboration	2:00 PM	3:00 PM	1.00
09/30/25	Meeting with an Attorney	3:00 PM	3:30 PM	0.50

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County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
09/30/25	Clerk supervision	3:30 PM	4:30 PM	1.00
10/01/25	Records Management	8:00 AM	10:00 AM	2.00
10/01/25	MSB Troubleshooting	10:00 AM	10:30 AM	0.50
10/01/25	Correspondence	10:30 AM	11:30 AM	1.00
10/01/25	Banking, mail, DMV daily check-in	11:30 AM	1:45 PM	2.25
10/01/25	DMV transaction review and supervision	2:15 PM	4:30 PM	2.25
10/02/25	Correspondence	8:00 AM	9:00 AM	1.00
10/02/25	Clerk supervision	9:00 AM	10:00 AM	1.00
10/02/25	County Clerk collaboration	10:00 AM	10:30 AM	0.50
10/02/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
10/02/25	DMV supervision	1:00 PM	2:30 PM	1.50
10/02/25	Financial review	2:30 PM	3:00 PM	0.50
10/02/25	Budget reviews	3:00 PM	3:30 PM	0.50
10/02/25	Clerk transaction review	3:30 PM	4:30 PM	1.00
10/03/25	Correspondence	8:00 AM	9:00 AM	1.00
10/03/25	Clerk supervision	9:00 AM	10:00 AM	1.00
10/03/25	County Clerk collaboration	10:00 AM	10:30 AM	0.50
10/03/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
10/03/25	DMV supervision	1:00 PM	2:30 PM	1.50
10/03/25	Financial review	2:30 PM	3:00 PM	0.50
10/03/25	Budget reviews	3:00 PM	3:30 PM	0.50
10/03/25	Clerk transaction review	3:30 PM	4:30 PM	1.00
10/06/25	Correspondence	8:00 AM	9:00 AM	1.00
10/06/25	Clerk supervision	9:00 AM	10:00 AM	1.00
10/06/25	County Clerk collaboration	10:00 AM	10:30 AM	0.50
10/06/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
10/06/25	DMV supervision	1:00 PM	2:00 PM	1.00
10/06/25	Best Practice subcommittee meeting	2:00 PM	3:00 PM	1.00
10/06/25	Financial review	3:00 PM	3:30 PM	0.50
10/06/25	Clerk transaction review	3:30 PM	4:30 PM	1.00
10/07/25	Clerk transaction review	6:00 AM	7:00 AM	1.00
10/07/25	Meeting preparation	8:00 AM	8:30 AM	0.50
10/07/25	Correspondence	8:30 AM	9:30 AM	1.00
10/07/25	Banking, mail, DMV daily check-in	9:30 AM	10:30 AM	1.00
10/07/25	Government Operations Meeting	10:30 AM	12:00 PM	1.50
10/07/25	Clerk transaction review	1:00 PM	2:30 PM	1.50
10/07/25	DMV supervision	2:30 PM	3:30 PM	1.00
10/08/25	Records Management	8:00 AM	10:00 AM	2.00

Record of Activities - Brooke Kemak
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Date	Activity	Start Time	End Time	Hours
10/08/25	Prep for meeting with County Administrator	10:00 AM	11:00 AM	1.00
10/08/25	Banking, mail, DMV daily check-in	11:00 AM	12:30 PM	1.50
10/08/25	Meeting with new County Administrator	1:00 PM	2:00 PM	1.00
10/08/25	DMV supervision	2:00 PM	2:45 PM	0.75
10/08/25	Clerk supervision	2:45 PM	4:15 PM	1.50
10/08/25	Legislative Review	7:30 PM	8:00 PM	0.50
10/09/25	Correspondence	8:00 AM	9:00 AM	1.00
10/09/25	Clerk transaction review	9:00 AM	9:30 AM	0.50
10/09/25	Banking, mail, DMV daily check-in	9:30 AM	11:30 AM	2.00
10/09/25	Constituent services	11:30 AM	12:00 PM	0.50
10/09/25	DMV transaction review and supervision	12:30 PM	1:30 PM	1.00
10/09/25	Clerk - front end processing	1:30 PM	2:30 PM	1.00
10/09/25	Correspondence	2:30 PM	3:30 PM	1.00
10/09/25	County Clerk collaboration	3:30 PM	4:30 PM	1.00
10/10/25	Correspondence	8:00 AM	8:30 AM	0.50
10/10/25	Work with another department on software	8:30 AM	9:30 AM	1.00
10/10/25	Clerk transaction review	9:30 AM	11:00 AM	1.50
10/10/25	Banking, mail, DMV daily check-in	11:00 AM	12:30 PM	1.50
10/10/25	Vendor demonstration (Balcony)	1:00 PM	2:00 PM	1.00
10/10/25	County Clerk collaboration	2:00 PM	3:00 PM	1.00
10/10/25	Deputy collaboration	3:00 PM	4:00 PM	1.00
10/10/25	Clerk transaction review	4:00 PM	4:30 PM	0.50
10/13/25	Preparation for the week	1:30 PM	2:30 PM	1.00
10/14/25	Correspondence	8:00 AM	9:00 AM	1.00
10/14/25	Finance Meeting	9:00 AM	10:30 AM	1.50
10/14/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
10/14/25	Clerk - front end processing	1:00 PM	4:30 PM	3.50
10/14/25	Legislative Review	7:30 PM	8:00 PM	0.50
10/15/25	Clerk transaction review	6:00 AM	7:00 AM	1.00
10/15/25	Records Management	8:00 AM	9:30 AM	1.50
10/15/25	Banking, mail, DMV daily check-in	9:30 AM	11:30 AM	2.00
10/15/25	Correspondence	11:30 AM	12:30 PM	1.00
10/15/25	Constituent services	1:30 PM	2:30 PM	1.00
10/15/25	Financial review	2:30 PM	3:30 PM	1.00
10/15/25	Legislative Review	3:30 PM	4:30 PM	1.00
10/16/25	Correspondence	8:00 AM	8:15 AM	0.25
10/16/25	Personnel issue	8:15 AM	8:30 AM	0.25
10/16/25	Correspondence	8:30 AM	8:45 AM	0.25

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
10/16/25	Grants to Grow Meeting	8:45 AM	9:30 AM	0.75
10/16/25	Banking, mail, DMV daily check-in	9:30 AM	11:30 AM	2.00
10/16/25	Clerk supervision	11:30 AM	12:30 PM	1.00
10/16/25	Clerk - front end processing	1:30 PM	4:30 PM	3.00
10/17/25	Banking, mail, DMV daily check-in	8:00 AM	9:30 AM	1.50
10/17/25	Correspondence	9:30 AM	11:30 AM	2.00
10/17/25	Clerk - front end processing	11:30 AM	1:00 PM	1.50
10/17/25	Clerk - front end processing	2:00 PM	4:30 PM	2.50
10/20/25	Correspondence	7:30 AM	8:30 AM	1.00
10/20/25	Clerk – front end processing	8:30 AM	9:00 AM	0.50
10/20/25	Banking, mail, DMV daily check-in	9:00 AM	10:30 AM	1.50
10/20/25	Financial review	10:30 AM	11:30 AM	1.00
10/20/25	IT troubleshooting - laptop not working offsite	11:30 AM	12:00 PM	0.50
10/20/25	Clerk – front end processing	1:00 PM	4:30 PM	3.50
10/21/25	Clerk transaction review	6:00 AM	7:00 AM	1.00
10/21/25	Banking, mail, DMV daily check-in	8:00 AM	9:30 AM	1.50
10/21/25	Correspondence	9:30 AM	10:00 AM	0.50
10/21/25	Materials social media and public	10:00 AM	11:00 AM	1.00
10/21/25	Clean Slate Working Group Meeting	11:00 AM	12:00 PM	1.00
10/21/25	IT troubleshooting	12:00 PM	12:30 PM	0.50
10/21/25	Vendor correspondence - equipment upgrade	1:00 PM	1:30 PM	0.50
10/21/25	LF correspondence and software work	1:30 PM	3:00 PM	1.50
10/21/25	Historical records in LF	3:00 PM	4:30 PM	1.50
10/22/25	Correspondence	8:00 AM	8:30 AM	0.50
10/22/25	Financial troubleshooting - OCA funds	8:30 AM	9:30 AM	1.00
10/22/25	Financial reconciliation - credit cards	9:30 AM	10:30 AM	1.00
10/22/25	Banking, mail, DMV daily check-in	10:30 AM	11:00 AM	0.50
10/22/25	Compliance Meeting	11:00 AM	12:00 PM	1.00
10/22/25	Banking, mail, DMV daily check-in	12:00 PM	1:00 PM	1.00
10/22/25	Clerk - front end processing	1:30 PM	3:00 PM	1.50
10/22/25	Constituent services	3:00 PM	4:30 PM	1.50
10/23/25	DMV supervision	8:00 AM	9:00 AM	1.00
10/23/25	DMV transaction review	9:00 AM	10:30 AM	1.50
10/23/25	Banking, mail, DMV daily check-in	10:30 AM	12:00 PM	1.50
10/23/25	Correspondence	12:00 PM	12:30 PM	0.50
10/23/25	Conference correspondence	12:30 PM	1:30 PM	1.00
10/23/25	Clerk - front end processing	1:30 PM	3:00 PM	1.50
10/23/25	NYS Law research - real property and courts	3:00 PM	4:30 PM	1.50

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Date	Activity	Start Time	End Time	Hours
10/23/25	County Legislation material review	4:30 PM	5:15 PM	0.75
10/23/25	Communication with court employee	5:15 PM	5:30 PM	0.25
10/23/25	County Legislature meeting	5:30 PM	7:30 PM	2.00
10/24/25	Correspondence	8:00 AM	8:30 AM	0.50
10/24/25	Planning coverage of office with Deputy	8:30 AM	9:00 AM	0.50
10/24/25	Payroll tasks	9:00 AM	9:30 AM	0.50
10/24/25	Banking, mail, DMV daily check-in	9:30 AM	11:00 AM	1.50
10/24/25	Clerk – front end processing	11:00 AM	2:00 PM	3.00
10/24/25	DMV financials	2:30 PM	3:00 PM	0.50
10/24/25	Review of conference materials	3:00 PM	4:30 PM	1.50
10/25/25	IT troubleshooting - laptop not working offsite	11:00 AM	11:30 AM	0.50
10/26/25	Prep of materials for Legislative subcommittee	7:00 AM	9:00 AM	2.00
10/26/25	Tasks in office and preparation for Conference	9:00 AM	10:00 AM	1.00
10/26/25	Conference: Meeting and discussion	4:00 PM	5:00 PM	1.00
10/27/25	Conference: Meeting	9:00 AM	10:30 AM	1.50
10/27/25	Conference: Legislative priorities and agenda	10:45 AM	12:00 PM	1.25
10/27/25	Conference: Legislative priorities and agenda	1:30 PM	2:30 PM	1.00
10/27/25	Conference: NYS OCA - Efiling	2:30 PM	4:00 PM	1.50
10/27/25	Conference: Clerk subcommittee reports	4:00 PM	5:00 PM	1.00
10/28/25	Clerk transaction review	7:15 AM	8:00 AM	0.75
10/28/25	Legislative subcommittee meeting prep	7:30 AM	8:00 AM	0.50
10/28/25	Conference: NYS OCA - Clean Slate	9:00 AM	12:00 PM	3.00
10/28/25	Conference: NYS DMV	1:00 PM	4:00 PM	3.00
10/28/25	Conference: Best Practices	4:00 PM	5:00 PM	1.00
10/29/25	Conference - closing tasks	8:00 AM	11:30 AM	3.50
10/30/25	Correspondence	8:00 AM	8:30 AM	0.50
10/30/25	Preparation for LF Planning meeting	8:30 AM	9:00 AM	0.50
10/30/25	LF Planning meeting	9:00 AM	10:30 AM	1.50
10/30/25	LF Planning tasks from meeting	10:30 AM	11:30 AM	1.00
10/30/25	Banking, mail, DMV daily check-in	11:30 AM	12:00 PM	0.50
10/30/25	Paperwork from Conference	12:00 PM	12:15 PM	0.25
10/30/25	Clean up of tasks from conference	12:15 PM	1:45 PM	1.50
10/30/25	DMV transaction review and supervision	1:45 PM	3:00 PM	1.25
10/30/25	Constituent services	3:00 PM	3:15 PM	0.25
10/30/25	Review of Clerk work	3:15 PM	4:30 PM	1.25
10/31/25	Correspondence	8:00 AM	9:00 AM	1.00
10/31/25	Planning with software vendor for changes	9:00 AM	10:15 AM	1.25
10/31/25	Banking, mail, DMV daily check-in	10:15 AM	11:30 AM	1.25

Record of Activities - Brooke Kemak
County Clerk - Cortland County

Date	Activity	Start Time	End Time	Hours
10/31/25	Planning with software vendor for changes	11:30 AM	12:00 PM	0.50
10/31/25	Clerk - front end processing	12:00 PM	2:15 PM	2.25
10/31/25	Met with Court employee	3:00 PM	3:30 PM	0.50
10/31/25	YTD Budget expense review and planning	3:30 PM	4:30 PM	1.00
10/31/25	Email with employees - assistance & safety	4:45 PM	5:00 PM	0.25
11/01/25	Preparation for financial monthly reports	10:00 AM	10:45 AM	0.75
11/01/25	meeting	10:45 AM	11:30 AM	0.75
11/01/25	Year end planning and spending	11:30 AM	11:45 AM	0.25
11/03/25	Mortgage Tax exemption research/attorney	7:30 AM	8:00 AM	0.50
11/03/25	Posting of office hours	8:00 AM	8:15 AM	0.25
11/03/25	Correspondence	8:15 AM	9:00 AM	0.75
11/03/25	DMV supervision	9:00 AM	11:30 AM	2.50
11/03/25	Banking, mail, DMV daily check-in	11:30 AM	1:00 PM	1.50
11/03/25	Monthly financials	1:00 PM	4:30 PM	3.50
	TOTAL HOURS			756.00

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

Brooke Kemak

Signature

11/3/2025

Date



Cortland County
— NEW YORK —

Management Compensation Review & Analysis Proposal

October 2025

Empire State Development
MWBE
Minority Women Business Enterprise

catapult
EXECUTIVE CONSULTING

A group of people are seated around a long, white conference table in a modern office setting. The room has large windows, exposed ceiling pipes, and a whiteboard in the background. The word "Agenda" is overlaid in large white text on the left side of the image.

Agenda

- Scope of Services
- Catapult Executive Consulting Overview
- Catapult Compensation Consulting Team
- Professional Experience
- Proposed Work Plan
- Service Fee
- Appendix
 - Data Collection List

Scope of Services



- **Conduct Market and Internal Analysis:** Review County of approximately 75-80 job specifications and organizational structure; perform a market salary survey using comparable public and private sector benchmarks; analyze internal pay equity and salary relationships.
- **Review Compensation Structure:** Review salary grades and ranges aligned with market data and internal equity; assess if positions are appropriately graded and suggest adjustments.
- **Benefits Review:** Evaluation of health and welfare benefits offerings compared to the market to ensure competitiveness in the external marketplace.
- **Deliver Final Recommendations and Strategy:** Present a comprehensive report including financial impact analysis and an implementation strategy to County leadership and the public.

Catapult Executive Consulting Overview

- Founded in 2013 in Buffalo, NY by Co-Presidents Marsha Koelmel and Siobhan Smith, Catapult is a team of professionals who work with leaders and organizations to develop and deliver consulting services in the areas of Leadership & Organizational Development and Executive Search. In 2023, Catapult has expanded its service offering to include Compensation Consulting. In connection with the sale of their retirement plan business, Burke Group exited the compensation consulting business and has transitioned their compensation clients and business to Catapult. Catapult brought in Julia Culkin-Jacobia, with over 25 years in Human Resources and Compensation Consulting experience.
- Catapult is a partnership LLC and is a designated Minority Women Business Enterprise in New York State. Catapult has a team of 10 employees and is in good financial standing, current in our tax filings, and not in any form of bankruptcy.
- Our philosophy revolves around understanding and exceeding client expectations. We prioritize cultivating lasting relationships by not only comprehending their current requirements but also anticipating their future needs. This approach enables us to showcase our expertise in designing customized solutions that precisely address the unique challenges faced by each client. Our commitment to a client-centric approach ensures that we become an invaluable partner in our clients' success by aligning our offerings with their strategic objectives.
- Catapult strives to build and earn long-term partnerships with clients by expanding relationships with current clients and developing relationships with new ones by delivering impactful solutions and building trust.



Compensation Consulting. Built by Catapult.

The cornerstone of organizational success lies in the capacity to achieve business objectives and maintain a competitive edge.

Catapult excels in aligning compensation with long-term business strategy, goals, and culture creating value for shareholders, executives, and employees. In our role as an advisor, we partner with our clients to develop and implement effective compensation programs designed to attract, motivate, and retain an organizations most important asset, its people. Catapult provides the experience, resources, and expert advice to ensure achievement of a high-performance culture and an effective leadership team.

Our team has experience designing programs for a variety of organizations, such as publicly traded, privately held, family owned, venture capital backed, non-profit, public sector and government organizations.

Our Services

Executive Compensation Analysis

Ensure your executive compensation strategy rewards leadership performance while maintaining regulatory compliance and market competitiveness. Our in-depth analysis helps you strike the right balance between attraction, retention, and pay-for-performance principles.

Non-Executive Compensation Analysis

Staying competitive in today's talent market requires real-time, data-driven insights. We conduct comprehensive benchmarking studies to compare your compensation strategy against peer organizations, industry norms, and evolving market trends, ensuring your company remains an employer of choice.

Board of Directors Compensation Analysis

We assess board compensation against industry benchmarks, governance best practices, and emerging trends to ensure competitive and transparent pay structures.

Our Services

Short-Term Incentive Design

Drive immediate business performance with a well-structured short-term incentive plan. We design and refine annual bonus programs that motivate employees, align with financial goals, and drive company success while maintaining cost-effectiveness and fairness.

Long-Term Incentive Design

Long-term incentives play a critical role in leadership retention and sustained company performance. We craft tailored equity and performance-based incentive plans that align executive pay with long-term shareholder value

Compensation Committee Advisement

Compensation committees face increasing pressure to balance shareholder expectations, regulatory compliance, and executive retention. We provide independent guidance, best-practice insights, and tailored recommendations to help your committee make informed, defensible decisions.

Catapult's Solution



COMPETITIVE EDGE

- The Catapult team, across all practices, shares our collective knowledge and experience with our clients. This allows a multi-facet approach to ensuring the design and implementation of compensation programs are successful. Setting yourself apart from the competition involves achieving financial goals, reaching transformational milestones, and fostering a positive culture through an engaged and high-performing management team. Catapult not only focuses on the data and design of compensation programs, but we also ensure they provide the alignment, vision, and motivation to create a high-performance organization.

UNIQUE SOLUTIONS

- We recognize that each of our clients are unique and will require an individualized compensation program that aligns with not only your business strategy, but type of organization and current challenges. In crafting your compensation plan, we ensure it has a broader impact on your leadership strategy, aiming for optimal individual and organizational performance.

TRANSFORMATIVE CHANGE

- Recognizing the impact of compensation on behavior, we collaborate with you to ensure that the right individuals are in the right positions, undertaking the right actions to achieve success. Change can be a difficult process; our team has expertise in providing a road map for successful transformative change.

Catapult Consulting Team



Julia Culkin-Jacobia – Compensation Consulting Practice Lead

Julia leads the Compensating Consulting Practice. She has over 25 years consulting and senior executive expertise working in executive compensation, salary administration programs, performance management, annual and long-term incentive plans, alternative reward programs, and deferred compensation for both profit and not-for-profit organizations.

Prior to joining Catapult, Julia was the head of Human Resources at a variety of companies in various industries. Specifically, Julia has experience working in the public sector at Erie County Medical Center, developing compensation programs for Management Confidential, CSEA, NYSNA and AFSCME positions. During that time, Julia successfully negotiated the CSEA and AFSCME. Additionally, Julia worked for 6 years as a Compensation Consultant at Willis Towers Watson.

Julia holds a B.S. in Business Administration from State University of Buffalo at New York. She also has a certification in Executive Education from Harvard Business School.



Sophie Stumpf – Compensation Analyst

Sophie Stumpf brings a decade of customer service experience to her role as Catapult's Compensation Analyst, coupled with a keen attention to detail in data entry and evaluation. Prior to her time with Catapult, she worked in Human Resources, specializing in payroll, benefits administration, and data collection. With a Bachelor of Arts in Economics from the University at Buffalo, an extensive background in support services and a contemporary approach to Human Resources, she thrives in situations that compel her to challenge her adaptability.



Krista Temlitz – Compensation Project Manager

Krista is focused on driving favorable results for clients, teammates, and organizations. She brings 13 years of operations and cross-functional team experience, working closely with Executive and Senior Leadership teams to define goals and develop meaningful improvement plans. Krista is committed to understanding the needs of the client and identifying impactful solutions that result in successful outcomes for our valued partners and for our team.

Krista earned the Lean Six Sigma Master Black Belt in process improvement.

Catapult Executive Consulting

Company Information

Catapult Executive Consulting
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Buffalo, NY 14201
www.catapultsuccess.com

12 Years in Business

Compensation Consulting
Leadership Development
Organizational Development
Executive Search

Contact Information

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References

Client	Contact	Scope of Work
Putnam County	Paul Eldridge Personnel Officer Paul.Eldridge@putnamcountyny.gov 845-808-1650	2025 • Compensation Analysis of Union and Management Positions
Steuben County	Jack K. Wheeler, MPA County Manager jwheeler@steubencountyny.gov 607-664-2245	2024 • Compensation Analysis of Management Confidential and CSEA Positions • Development of a Compensation Structure
Cayuga County	Diann Ferris Human Resources Director dferris@cayugacounty.us 315-253-1480	2024 • Compensation Analysis of Management Confidential Positions • Development of a Compensation Structure • Benefits Analysis
Sullivan County	Julie Diescher Commissioner of Human Resources/Personnel Officer Julie.diescher@sullivanny.us 845-807-0481	2024 • Compensation Analysis of Management Confidential and CSEA Positions • Development of a Compensation Structure

Testimonials.

“I would recommend your services to other organizations! This is my first compensation analysis process, and I am impressed with the amount of information and how you made the results very easy to digest. All our interactions and correspondences were prompt and helpful. We do these reviews every 3 years or so, and with all of the fluctuation in the economy, having this done now was impactful to ensure our compensation package remains competitive and fair.”

Human Resources Manager, ConnectLife

“We worked with Catapult to have an external compensation market study completed for all positions within our organization. We were impressed by the team at Catapult, specifically how knowledgeable, helpful and informative they were. They guided us through the process, taking a time-consuming, complex project and making it very easy. The report we received was comprehensive and thorough. It is being used to help ensure that our salaries are both externally competitive and internally equitable, which is a key component of our retention strategy.”

Chief Human Resources Officer, Child and Family Services

“We have been very satisfied with Catapult’s compensation services. Their expertise in current compensation trends and best practices was evident in their thorough and detailed analyses. Julia, in particular, was easy to work with and effectively communicated the rationale behind their recommendations. Having a third-party expert facilitated smoother buy-in from our executive team. The market-based compensation program recommended by Catapult has proven beneficial in recruiting and retaining high-quality employees and allows us to adapt swiftly to changing market conditions.”

Chief Human Resources Officer, PathStone

Proposed Workplan

Proposed Work Step

1. Conduct Initial Kickoff Meeting. At the outset, we would meet with appropriate parties of Cortland County to discuss the following:

- Current compensation strategy and philosophy;
- Overall objectives of the project;
- Issues or difficulty in attracting or retaining specific positions within the County;
- Review project methodology, timing, and compensation survey sources;
- Gather information on job descriptions, recruitment challenges, retention concerns, and staffing levels;
- Collect data for the analysis, such as current individual employee compensation data and information (including position, hire date, etc.), compensation salary structures and any other plan documents/contracts. (See Data Collection Sheet in Appendix).

2. Assessment of positions (approximately 75-80) relative to market practices.

- Using multiple survey sources and peer data, Catapult will market price each position.
- Compare job descriptions to benchmark jobs to ensure alignment based on responsibilities, skills and requirements;
- Use survey data based on relevant geographic regions, company sizes and industries (municipalities and general industry);
- Use market median (50th percentile) for matching market rates and assess both base for a complete analysis of the data;
- Validate data from multiple sources to ensure reliability and accuracy.

Proposed Workplan

Proposed Work Step

3. Benefits Analysis

- Evaluation of benefits (Health & Welfare benefit offerings) against the market to ensure competitiveness in the external marketplace.
- Using multiple survey sources, analyze the benefits in the local area;
- Best practices in benefit offerings and prevalence of different plan options;
- Benefit comparison to local market;
- Provide recommendations relative to external market data.

4. Review initial report of job classification, slotting, and proposed changes to salary structures with Cortland County.

- Market pricing of each position based on current position descriptions;
- Proposal of new/updated salary structure based on market/peer analysis;
- Slotting of positions into the proposed salary structure(s) based upon the analysis;
- Initial recommendations for job classifications relative to proposed/revised structure;
- Summary of associated cost to make any adjustments.

Proposed Workplan

Proposed Work Step

5. Development of Final Report

- Based upon our meeting and review of the initial report, Catapult will develop final report(s), which will include the following:
 - Detailed review of market/peer analysis for all positions;
 - Proposed/updated salary grades based on analysis;
 - Slotting of positions into the new/revised structure;
 - Final cost-to-adjust for all positions based on analysis and Catapult recommendations, and recommended strategy for implementation;

Service Fee

Based upon our experience with similar projects, we estimate our fee to be the following:

Phase 1 – Executives & Directors (Approximately 15-20 positions) - \$5,000

Phase 2 – Remaining Executive Positions (Approximately 60 positions) - \$7,500

Benefits Report - \$5,000

This pricing is inclusive of all expenses.

The project would be completed over an 6-10 week timeframe.

Appendix – Data Collection List

Compensation Data

- Job titles and descriptions
- Current base salary and other compensation for all employees in the positions being evaluated.
- Current grades & steps for all groups (if applicable)
- Years in position/service – including any equivalent in the same position prior to working for Cortland County, if readily available and is recognized by the County.
- Employee demographic information
- Plan documents including current union contracts, plan descriptions, salary administration guidelines, etc.