



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

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

Tuesday, January 6, 2026

10:30 AM

Room 302

Call to Order

The meeting was called to order at 10:34 a.m. by Committee Vice Chair Mitchel Eccleston.

Roll Call

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

OTHERS PRESENT:

Clerk of the Legislature	Savannah Hempstead
County Administrator	Michael Ponticiello
County Attorney	Victoria Monty
Grand Administrator	Morgan Spaulding
Personnel Director	Laurie Leonard
Safety Director	Jason DeRaiche
County Clerk	Brooke Kemak
County Attorney	Nicole Compton (Remote)
Executive Assistant	
Chair of the Legislature	Kevin Fitch (Remote)

Approval of Minutes

1. **December 2, 2025 Government Operations Committee Minutes**

RESULT:	APPROVED
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2. **December 18, 2025 Special Government Operations Committee Minutes**

RESULT:	APPROVED
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Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Abolish Records Management Advisory Board

WHEREAS, the Records Management Advisory Board was established in 1997 by Resolution No. 153 in response to New York State's requirement for municipalities to implement a Records Management Program; AND

WHEREAS, historically, the Advisory Board successfully guided the development and implementation of Cortland County's Records Management Program and provided support to other municipalities; AND

WHEREAS, advancements in technology have allowed for more efficient communication and guidance without the need to schedule formal meetings; AND

WHEREAS, the New York State Archives has developed a robust website providing information on all areas of Records Management; AND

WHEREAS, the New York State Association of Local Government Records Officers has been formed, offering a platform for the exchange of ideas, a comprehensive website, and an annual conference; AND

WHEREAS, utilizing technology to obtain and share information instantaneously is more efficient; AND

WHEREAS, local discussions and support for Records Management Officers can be effectively and more efficiently obtained without a formal Advisory Board; AND

WHEREAS, the Advisory Board met on December 19, 2025, and agreed that an Advisory Board is not necessary for continued collaboration; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby abolishes the Records Management Advisory Board effective January 22, 2026.

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

Monthly Reports

1. Board Of Elections Monthly Report

RESULT:	COMPLETED
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2. Personnel Monthly Report

RESULT:	COMPLETED
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3. County Attorney Monthly Report

RESULT:	COMPLETED
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4. Safety Director's Monthly Report

RESULT:	COMPLETED
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5. County Clerk & DMV Monthly Report

RESULT:	COMPLETED
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6. Clerk of the Legislature Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Even Year Election Law

RESULT:	COMPLETED
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Adjournment

11:02 a.m.



**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

Thursday, December 18, 2025

4:30 PM

Room 302

Call to Order

The meeting was called to order at by Committee Chair Joseph Nauseef at 4:00 pm.

Roll Call

PRESENT:	Legislator Cathy Bischoff, Legislator Paul Heider, Legislator Linda Jones, Legislator Dominick Mantella, Legislator Joseph Nauseef, Chair of the Legislature Kevin Fitch, Clerk of the Legislature Savannah Hempstead, Legislator Eugene Waldbauer, Legislator William McGovern; Remote: Michael Ponticiello
ABSENT:	Legislator Douglas Bentley, Legislator Mitchel Eccleston
EXCUSED:	

Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Local Law “M” of 2025 – A Local Law Amending No. 2 of 1972

WHEREAS, Local Law No. 2 of 1972 established procedures governing the annual Organizational Meeting of the Cortland County Legislature; AND

WHEREAS, the Cortland County Legislature wishes to amend Article 2, Section 202 of Local Law No. 2 of 1972 to move the annual Organizational Meeting to the first business day of January at 10 o’clock a.m.; NOW THEREFORE

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

Local Law “M” of 2025 – A Local Law Amending No. 2 of 1972

Section 1. Legislative Intent.

The purpose of this Local Law is to amend Local Law No. 2 of 1972 to revise the scheduling of the annual Organizational Meeting of the Cortland County Legislature so as to promote efficiency, consistency with administrative practices, and clarity in the conduct of County government.

Section 2. Amendment to Local Law No. 2 of 1972.

Local Law No. 2 of 1972, Article 2, Section 202, is hereby amended to read as follows:
“The Organizational Meeting of the Cortland County Legislature shall be held on the first business day of January at 10 o’clock a.m., at which time the Legislature shall conduct all business required by law and such other matters as may properly come before it...”

Section 3. Severability.

If any clause, sentence, paragraph, subdivision, or part of this Local Law or its application to any person, firm, corporation, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder of this Local Law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part thereof directly involved in the controversy in which such order or judgment shall have been rendered.

Section 4. Effective Date.

This Local Law shall take effect upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

RESULT:	APPROVED (3 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Cathy Bischoff
AYES:	Linda Jones, Dominick Mantella, Joseph Nauseef
NAYS:	None
EXCUSED:	
ABSENT:	Douglas Bentley, Mitchel Eccleston

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 2.

Amend the Rules of Order to Revise the Date and Time of the Organizational Meeting of the Cortland County Legislature

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

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

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

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

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

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect upon filing of the Local Law amending the same, in accordance with the provisions of the Municipal Home Rule Law.

RESULT:	APPROVED (3 TO 0)
MOVER:	Legislator Linda Jones
SECONDER:	Legislator Cathy Bischoff
AYES:	Paul Heider, Dominick Mantella, Joseph Nauseef
NAYS:	None
EXCUSED:	
ABSENT:	Douglas Bentley, Mitchel Eccleston

Adjournment

The meeting was adjourned at 4:32 p.m.

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

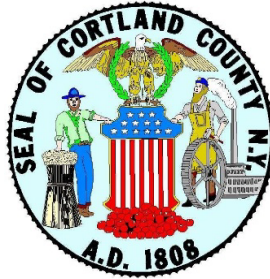
607-753-5033

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 – December 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
92	60	11	11	105	1	21	35	0	336

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
85	80	21	3	75	61	325

- Created and mailed the Certificates of Election for the newly Elected Officials
- Liberty Vote held a demonstration in our office for the Imagecast X voting machine. All in one machine that prints the ballot, casts the ballot, ADA compliant, and has a smaller footprint.

VACANT APPROVED POSITIONS AS OF JANUARY 1, 2026

Department	Title	Vacancy Effective Date
AGING	AGING SERVICES SPECIALIST	12/15/2025
AGING	FOOD SERVICE HELPER	9/17/2025
AGING	SENIOR ACCOUNT CLERK	9/26/2025
COUNTY ATTORNEY	ASSISTANT COUNTY ATTORNEY	NEW 1/1/2026
DEPARTMENT OF PUBLIC WORKS	ASSISTANT HIGHWAY MAINTENANCE SUPERVISOR	11/17/2025
DEPARTMENT OF PUBLIC WORKS	CLEANER	9/1/2025
DEPARTMENT OF PUBLIC WORKS	CREW LEADER	10/26/2025
DEPARTMENT OF PUBLIC WORKS	HEAVY EQUIPMENT MAINTENANCE MECHANIC	10/8/2025
DEPARTMENT OF PUBLIC WORKS	HEAVY EQUIPMENT MAINTENANCE MECHANIC	10/14/2025
DEPARTMENT OF PUBLIC WORKS	HEAVY EQUIPMENT OPERATOR	12/19/2025
DEPARTMENT OF PUBLIC WORKS	MOTOR EQUIPMENT OPERATOR	12/19/2025
DEPARTMENT OF PUBLIC WORKS	MOTOR EQUIPMENT OPERATOR	5/23/2024
DEPARTMENT OF PUBLIC WORKS	PARTS CHASER	10/17/2025
DISTRICT ATTORNEY	ASSISTANT DISTRICT ATTORNEY	12/12/2025
DISTRICT ATTORNEY	ASSISTANT DISTRICT ATTORNEY	3/26/2024
DISTRICT ATTORNEY	INVESTIGATOR (DISTRICT ATTORNEY)	NEW 1/1/2026
DISTRICT ATTORNEY	KEYBOARD SPECIALIST	8/22/2025
DSS	ACCOUNTING MANAGER	NEW 1/5/2026
DSS	CASE SUPERVISOR GRADE A	NEW 1/1/2026
DSS	CASE SUPERVISOR GRADE B	NEW 1/1/2026
DSS	CASEWORKER	12/26/2025
DSS	CASEWORKER	9/5/2025
DSS	SOCIAL SERVICES ATTORNEY	11/9/2025
DSS	SUPPORT INVESTIGATOR	12/12/2025
EMERGENCY RESPONSE AND COMMUNICATIONS	DISPATCHER	10/29/2025
EMERGENCY RESPONSE AND COMMUNICATIONS	SENIOR DISPATCHER	11/1/2025
FINANCE	PAYROLL SPECIALIST	NEW 1/1/2026
INFORMATION TECHNOLOGY	COMPUTER SUPPORT TECHNICIAN	NEW 11/24/2025
INFORMATION TECHNOLOGY	DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY	11/10/2025
INFORMATION TECHNOLOGY	DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY	NEW 10/23/2025
INFORMATION TECHNOLOGY	INFORMATION SECURITY OFFICER	NEW 10/23/2025

INFORMATION TECHNOLOGY	INFORMATION SYSTEMS ADMINISTRATOR	11/23/2025
INFORMATION TECHNOLOGY	NETWORK SPECIALIST	NEW 11/25/2025
MENTAL HEALTH	DEPUTY CLINIC DIRECTOR OF MENTAL HEALTH PROGRAMS	NEW 1/1/2026
MENTAL HEALTH	MENTAL HEALTH CLINICIAN	12/1/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST	8/29/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST	3/12/2025
PLANNING	LAND USE PLANNER	8/29/2025
PROBATION	PROBATION DIRECTOR (GROUP A)	10/15/2025
PROBATION	PROBATION OFFICER II / SENIOR PROBATION OFFICER	12/15/2025
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	12/31/2025
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	10/24/2025
REAL PROPERTY	TAX MAP TECHNICIAN	12/19/2025
SHERIFF	CORRECTION OFFICER	2/21/2025
SHERIFF	CORRECTION OFFICER	9/29/2025
SHERIFF	CORRECTION OFFICER	6/25/2025
SHERIFF	CORRECTION OFFICER	5/28/2025
SHERIFF	CORRECTION OFFICER	12/27/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	10/31/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	8/8/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	8/8/2025



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 December 30, 2025

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2025	2024	2023	2022	2021
\$12,177	\$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	392	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	151	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	21	21	17	12	17
JD - RTA*	7	7	7	4	3
PINS	11	7	12	9	4
Probation Violations - Support	1	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	14	11	14	11	9
Crimes Against Persons	7	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
8	82	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 – December 30, 2025

November Highlights:

- First Aid/CPR/AED Training:
 - None held in December
 - Evaluating need for trainings in 2026
- DHSES Critical Infrastructure Grant Review with Grant Administrator 12/1/2025
- Administrative Committee Chairs Meeting 12/1/2025
- Panic Button Virtual Meeting w. Motorola 12/4/2025
- MH Building Move Workgroup Meeting 12/2/2025, 12/9/2025, 12/16/2025, 12/23/2025, 12/30/2025
- Fourth Quarter State Fire Prevention & Building Code Council Webex Meeting 12/5/2025
- LEPC Meeting 12/5/2025
- NYMIR Insurance Appraisal 12/9-12/10
- DSS Safety & Security Meeting 12/12/2025
- OSHA Online Training 12/16/2025
- Cortland County Safety Event Discussion w. PERMA 12/16/2025
- Meeting w. Probation 12/17/2025
- Dwyer Park Playground Audit by IPS 12/18/2025
- Panic Button Meeting 12/23/2025
- Courthouse Fire Drill 12/29/2025
- 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:
 - ESSA 2025 Winter Newsletter
 - Cold Wet Weather Awareness
 - Holiday Tips
 - Winter Weather Driving

Upcoming:

- Monthly LEPC Meeting 1/2/2026
- MH Building Move Workgroup Meeting 1/6/2026, 1/13/2026, 1/20/2026
- DSS Safety & Security Meeting 1/9/2026, 1/23/2026
- OSHA End of Year Reports



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

December 2025 Activities

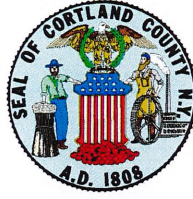
- Administration
 - Continued work in regards to Laserfiche and moving forward with streamlined/digital workflows for Personnel forms – target implementation February 2026.
- County Clerk's Association
 - Preparation for a new law that is effective June 2026 where sellers are required to remove discriminatory restrictive covenants from property Deeds. These often represent past segregation policies. NYS is not the first state to implement this Legislation, so implementation will likely mirror best practices of other states.
- Records Management
 - Worked with our contact at the New York State Archives to discuss the Cortland County Records Advisory Committee, best practices and the future of it.
 - Cortland County Records Advisory Committee - intent & future of the committee.
 - Met with Real Property to discuss the large number of physical files and a best practice for digitization along with the financial commitment.
 - Met with Assigned Counsel to complete additional training on Records Management in Laserfiche along with best practices for destruction of records.
- DMV
 - All employees completed Phase 1 of the training for DRIVES, the new software NYS DMV will implement in February. This was completed without closing the office to the public and worked well. Phase 2 has started.
 - County Clerks met virtually with the leaders of NYS DMV to discuss software implementation. There will be a need to close the DMV during the software transition as the entire system will be unavailable. Decisions will be finalized in January 2026 for adequate notification to the public.
 - Drop-in visit from DMV Office of Field Investigation to discuss our procedures in regards to a few areas other DMV locations are not in compliance with.
- Clerk
 - Closing numerous court files, to assist the Courts with freeing up the need for physical file storage, when they move to their new location.
 - Preparing for the change in Judges with a retirement and case allocation changes.

	Description	1st Quarter	2nd Quarter	3rd Quarter	Oct	Nov	4th Quarter	YTD
Revenue County	Clerk	\$ 117,840.68	\$ 155,490.00	\$ 155,546.83	\$ 45,501.70	\$ 48,212.65	\$ 93,714.35	\$ 522,591.86
	Local Mtg. Tax	\$ 82,924.89	\$ 68,894.77	\$ 123,522.35	\$ 40,821.33	\$ 22,630.64	\$ 63,451.97	\$ 338,793.98
	Transfer Tax	\$ 61,366.00	\$ 60,119.00	\$ 112,460.00	\$ 57,675.00	\$ 16,726.00	\$ 74,401.00	\$ 308,346.00
	DMV (In Office)	\$ 90,407.18	\$ 109,424.13	\$ 88,740.99	\$ 27,778.87	\$ 26,070.00	\$ 53,848.87	\$ 342,421.17
	*DMV (Online)	\$ 29,770.27	\$ 31,221.10	\$ 27,894.85	\$ 9,477.37	**	\$ 9,477.37	\$ 98,363.59
	*DMV (Use Tax)	\$ 66,049.63	\$ 81,851.81	\$ 79,250.53	\$ 21,395.48	**	\$ 21,395.48	\$ 248,547.45
	Total	\$ 448,358.65	\$ 507,000.81	\$ 554,101.43	\$ 171,776.90	\$ 113,639.29	\$ 285,416.19	\$ 1,859,064.05
Revenue Pass through funds	Basic Mtg. Tax	\$ 165,885.57	\$ 137,789.49	\$ 246,368.82	\$ 81,642.66	\$ 45,983.11	\$ 127,625.77	\$ 677,669.65
	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	\$ 8,500.00	\$ 8,601.00	\$ 27,749.94
	Additional Mtg. Tax	\$ 78,857.16	\$ 64,750.38	\$ 122,006.80	\$ 39,241.45	\$ 18,071.56	\$ 57,313.01	\$ 322,927.35
	Passports	\$ 13,196.80	\$ 9,405.00	\$ 7,695.00	\$ 3,086.15	\$ 3,400.00	\$ 6,486.15	\$ 36,782.95
	Total	\$ 271,185.53	\$ 218,575.81	\$ 383,459.62	\$ 124,071.26	\$ 75,954.67	\$ 200,025.93	\$ 1,073,246.89
Revenue Paid to NYS	Special Mtg. Tax	\$ 71,300.81	\$ 50,755.22	\$ 111,467.41	\$ 36,418.48	\$ 18,443.53	\$ 54,862.01	\$ 288,385.45
	Court	\$ 52,123.50	\$ 52,085.00	\$ 48,958.24	\$ 15,280.28	\$ 13,264.43	\$ 28,544.71	\$ 181,711.45
	State Education	\$ 20,497.15	\$ 22,039.56	\$ 24,696.28	\$ 8,115.80	\$ 6,845.89	\$ 14,961.69	\$ 82,194.68
	Transfer Tax	\$ 123,733.15	\$ 117,242.66	\$ 220,264.35	\$ 114,052.39	\$ 32,549.04	\$ 146,601.43	\$ 607,841.59
	Real Property	\$ 36,981.00	\$ 37,284.00	\$ 44,602.00	\$ 16,581.00	\$ 11,878.00	\$ 28,459.00	\$ 147,326.00
	DMV	\$ 1,041,324.22	\$ 930,265.92	\$ 755,634.02	\$ 251,375.84	\$ 219,805.04	\$ 471,180.88	\$ 3,198,405.04
	Total	\$ 1,345,959.83	\$ 1,209,672.36	\$ 1,205,622.30	\$ 441,823.79	\$ 302,785.93	\$ 744,609.72	\$ 4,505,864.21
Revenue Generated		\$ 2,065,504.01	\$ 1,935,248.98	\$ 2,143,183.35	\$ 737,671.95	\$ 492,379.89	\$ 1,230,051.84	\$ 7,438,175.15

*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 November.

CORTLAND COUNTY



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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: January 6, 2026

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

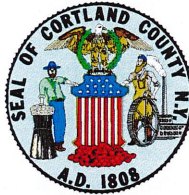
Meetings/Trainings Attended:

- All standing committees of the Cortland County Legislature and Legislative Session for the month of December
- Broadband Meetings (multiple)
- Committee Chair Meeting
- Cincinnatus Girls Soccer Team Award Ceremony
- Coroner Transition Meeting
- CVB Executive Board Meeting (Budget)
- CDBG APR Training
- Department Head Meeting
- Program Committee Meeting – NYSACCLB
- Microenterprise Update Meeting with Grants Administrator
- Special Finance & Administration Committee Meeting
- Multiple meetings with Department Heads for various County matters
- Internal Workgroup Meetings
- Civic Plus Implementation Meetings
- Convention & Visitor's Bureau Board of Directors Meeting
- Holiday Decorating Contest
- Constituent Meeting with Legislators
- Records Advisory Board Meeting
- WHCU Radio 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. **Many lengthy requests have come in in the month of December that will take time in the office throughout the next couple of months.**

CORTLAND COUNTY



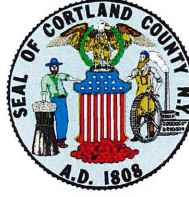
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3. Public Information Officer Duties:

- 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.
 - **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/>
 - Working on updates to the communications policy.
 - **Working on plan for PR and social media improvements for 2026. Updates needed to policies and procedures.**
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

CORTLAND COUNTY



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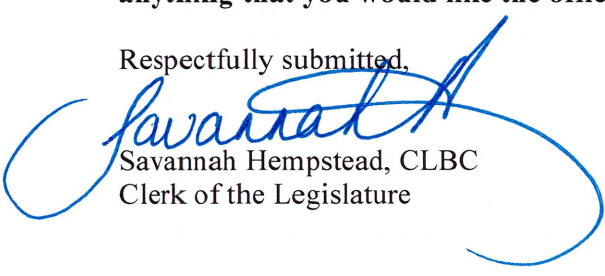
purchase of the plaque, which is to be installed in front of the main pavilion (across from the entrance sidewalk).

- Check arrived and was sent with order form for plaque.
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.
- Continued work on new intranet.
 - Launched new encoder for chambers.

We continue to face a significant shortage of office space. To operate at the level of effectiveness, confidentiality, and professionalism that our responsibilities require, individual offices are essential. Expanded space will also allow us to advance an important goal for 2026: bringing on interns and making meaningful use of the college resources and talent available in our community. Unfortunately, this initiative cannot be implemented within our current space limitations.

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: 12/31/2025 1:15 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
12/1/2025	R000279-120125	Update from Requester	Yes	12/3/2025
12/1/2025	S000707-120125	Not Custodian of Records	Yes	12/1/2025
12/2/2025	S000708-120225	No Records Exist	Yes	12/2/2025
12/2/2025	S000709-120225	Full Release	Yes	12/2/2025
12/3/2025	R000280-120325	Full Release	Yes	12/4/2025
12/2/2025	R000281-120325	Assigned	No	
12/2/2025	R000282-120325	Assigned	No	
12/3/2025	S000710-120325	No Records Exist	Yes	12/8/2025
12/4/2025	R000283-120425	Update from Requester	No	
12/4/2025	R000284-120425	Full Release	Yes	12/9/2025
12/4/2025	S000711-120425	Waiting for Payment	No	
12/4/2025	S000712-120425	Full Payment Received	Yes	12/15/2025
12/5/2025	S000713-120525	Full Release	Yes	12/8/2025
12/5/2025	S000714-120525	No Records Exist	Yes	12/8/2025
12/5/2025	S000715-120525	No Records Exist	Yes	12/8/2025
12/8/2025	S000716-120825	Full Release	Yes	12/8/2025
12/8/2025	S000717-120825	Not Custodian of Records	Yes	12/10/2025
12/9/2025	S000718-120925	Exemption Denial	Yes	12/10/2025
12/10/2025	S000719-121025	Not Custodian of Records	Yes	12/10/2025
12/10/2025	R000285-121025	Update from Requester	Yes	12/11/2025
12/11/2025	S000720-121125	Full Release	Yes	12/15/2025
12/11/2025	R000286-121125	Withdrawn	Yes	12/15/2025
12/11/2025	S000721-121125	Full Release	Yes	12/15/2025
12/11/2025	S000722-121125	Full Release	Yes	12/15/2025
12/11/2025	R000287-121125	Not Public Records Request	Yes	12/16/2025
12/11/2025	R000288-121125	Full Release	Yes	12/15/2025
12/12/2025	S000723-121225	No Records Exist	Yes	12/15/2025
12/12/2025	S000724-121225	New Request	No	
12/16/2025	R000289-121625	Full Release	Yes	12/17/2025
12/16/2025	S000725-121625	New Request	No	
12/16/2025	R000290-121625	Waiting for Clarification	No	
12/18/2025	S000726-121825	New Request	No	
12/18/2025	S000727-121825	New Request	No	
12/19/2025	S000728-121925	Waiting for Payment	No	
12/19/2025	S000729-121925	Exemption Denial	Yes	12/30/2025
12/22/2025	S000730-122225	New Request	No	
12/22/2025	S000731-122225	New Request	No	
12/22/2025	S000732-122225	New Request	No	
12/22/2025	S000733-122225	New Request	No	
12/22/2025	S000734-122225	New Request	No	
12/23/2025	S000735-122325	New Request	No	
12/23/2025	S000736-122325	New Request	No	
12/25/2025	R000291-122525	New Request	No	
12/26/2025	S000737-122625	New Request	No	
12/26/2025	S000738-122625	New Request	No	

Create Date	Reference No	Request Status	Completed/Closed	Close Date
12/26/2025	R000292-122625	Update from Requester	No	
12/30/2025	S000739-123025	New Request	No	
12/30/2025	R000293-123025	New Request	No	
12/30/2025	S000740-123025	New Request	No	
12/30/2025	S000741-123025	New Request	No	
12/30/2025	R000294-123025	New Request	No	

Peter S. Kosinski
Co-Chair



**Board of
Elections**

Henry T. Berger
Co-Chair

Anthony J. Casale
Commissioner

40 NORTH PEARL STREET, SUITE 5
ALBANY, N.Y. 12207-2109

Essma Bagnuola
Commissioner

Raymond J. Riley
Co-Executive Director

Phone: 518/474-8100 Fax: 518/486-4068
<http://www.elections.ny.gov>

Kristen Zebrowski Stavisky
Co-Executive Director

EVEN-YEAR ELECTIONS – TRANSITION GUIDANCE

On December 22, 2023, Governor Hochul signed Chapter 741 of the Laws of 2023, which moves elections for a number of local offices outside of New York City to even-numbered years. The legislation goes into effect on January 1, 2025.

The law primarily impacts town offices (including Town Supervisor, Town Board Member, Town Clerk, and Highway Superintendent), as well as certain county offices (including County Executive, County Comptroller, and County Legislator). However, it does NOT affect any of the aforementioned offices should they have a three-year term.

All currently serving elected officials will fulfill the entirety of their term. Should an office be impacted by this legislation, that election will fall into one of the three categories below. The process to be followed is laid out below:

- 1) Two-Year Term (to be elected in 2025):
 - Election in 2025 for a one-year term
 - Election in 2026 and thereafter for regular two-year term
- 2) Four-Year Term (to be elected in 2025):
 - Election in 2025 for a three-year term
 - Election in 2028 and thereafter for regular four-year term
- 3) Four-Year Term (to be elected in 2027):
 - Election in 2027 for three-year term
 - Election in 2030 and thereafter for regular four-year term

THIS LEGISLATION DOES NOT APPLY TO THE FOLLOWING OFFICES:

- Elected offices within the City of New York
 - Any town or county office with a three-year term
-
- | | | |
|-------------------|----------------------|---------------------------|
| • City offices | • County Sheriff | • Family Court Judge |
| • Village offices | • County Clerk | • Surrogate's Court Judge |
| • School Boards | • District Attorney | • Town Justice |
| • Fire Districts | • County Court Judge | |

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

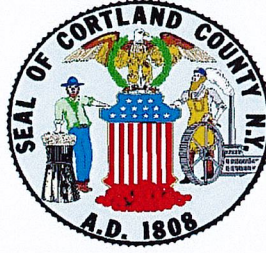
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

Offices up for Election 2026 - Unofficial

(As of 11/19/2025)

Federal Offices

Rep. in Congress (19th CD)

2 Year Term

Rep. in Congress (22nd CD)

2 Year Term

State Offices

Governor

4 Year Term

Comptroller

4 Year Term

Attorney General

4 Year Term

Senator (52nd SD)

2 Year Term

Member of Assembly (125th AD)

2 Year Term

Member of Assembly (131st AD)

2 Year Term

Towns

Preble:

Supervisor

2 Year Term

Clerk/Collector

2 Year Term

Sup. Of Highways

2 Year Term

Scott:

Supervisor

2 Year Term

Clerk/Collector

2 Year Term

Sup. Of Highways

2 Year Term

Virgil:

Supervisor

2 Year Term

Clerk/Collector

2 Year Term

Councilperson

To fill a term – 1 Year

Cuyler:

Supervisor

2 Year Term

Clerk/Collector

2 Year Term

Truxton:

Supervisor

2 Year Term

Justice

4 Year Term

Freetown:

Supervisor

2 Year Term

Clerk

2 Year Term

Justice

4 Year Term

Councilperson

To fill a term – 1 Year

Sup. Of Highways

2 Year Term

Tax Collector

2 Year Term