



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

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

Tuesday, February 10, 2026

10:30 AM

Room 302

Call to Order

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

Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator Cathy Bischoff, Legislator Paul Heider, Legislator Linda Jones, Legislator Dominick Mantella, Vice Chair Mitchel Eccleston, Chair Joseph Nauseef
ABSENT:	
EXCUSED:	
OTHERS PRESENT:	
Savannah Hempstead	Clerk of the Legislature
Michael Ponticiello	County Administrator
Andrea Herzog	Finance Director
Michelle Phelps	Elections Commissioner
Thomas Brown	Elections Commissioner
Laurie Leonard	Personnel Director
Brooke Kemak	County Clerk
Victoria Monty	County Attorney
Jeri DuVall	Chief Assistant County Attorney (Remote)
Nicole Compton	Executive Assistant to the County Attorney (Remote)
Ashley Millard	Deputy Clerk of the Legislature (Remote)
Carlita Withers	Deputy Finance Director (Remote)

Approval of Minutes

1. January 6, 2026 Government Operations Committee Minutes

RESULT:	APPROVED
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Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Authorize Agreement Roemer Wallens Gold & Mineaux, LLP

WHEREAS, Cortland County has a need for labor law attorneys and consultants to provide the County with comprehensive professional services; AND

WHEREAS, the Government Operations Committee is desirous of entering into an agreement with Roemer Wallens Gold and & Mineaux, LLP to provide these services; AND

WHEREAS, the funding for this agreement is available in account number A14305.54063; 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 Roemer Wallens Gold and Mineaux, LLP to provide the above referenced services, effective February 26, 2026 through December 31, 2028.

RESULT:	PULLED
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ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 2.

Establishing and Delegating Authority to the County Administrator to Execute Certain Agreements in Accordance with Established County Procedures - County Legislature

WHEREAS, Resolution No. 126-22 of the Cortland County Legislature authorized the County Administrator to execute contracts that had been previously approved through the adopted County budget, thereby reducing duplicative legislative authorizations and improving administrative efficiency; AND

WHEREAS, the County Legislature retains authority over appropriations, budget adoption, and the establishment of purchasing policies and thresholds, while day-to-day administrative execution of minor contractual matters is appropriately delegated to the County Administrator; AND

WHEREAS, the County's adopted procurement policy establishes a discretionary purchasing threshold of \$2,500, under which formal quoting is not required; AND

WHEREAS, requiring individual legislative approval for contracts at or below the discretionary procurement threshold creates unnecessary administrative delay and consumes legislative and staff time disproportionate to the fiscal impact of such agreements; AND

WHEREAS, authorizing the County Administrator to execute contracts within this existing discretionary threshold, when sufficient budgeted appropriations exist, will improve operational efficiency, reduce administrative burden, and maintain appropriate fiscal controls; AND

WHEREAS, such authority would apply only to contracts that comply with all applicable procurement laws, County purchasing policies, and budgetary controls, and would not diminish the Legislature's fiscal oversight role; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to execute contracts and agreements on behalf of Cortland County in an amount not to exceed \$2,500 per contract, consistent with the County's discretionary procurement threshold, provided that:

- Sufficient funds have been appropriated in the adopted County budget; and

- The contract complies with all applicable provisions of New York State General Municipal Law, County procurement policies, and any other applicable laws or regulations; and
- The contract is for routine operational purposes and does not involve the acquisition or disposition of real property, long-term obligations, or matters otherwise requiring legislative approval by law;

; AND BE IT FURTHER

RESOLVED, that this authorization is intended to further the policy established by Resolution No. 126-22 by eliminating unnecessary duplicative legislative approvals for minor contracts, while preserving legislative oversight through the budget process and established procurement thresholds; AND BE IT FURTHER

RESOLVED, that the County Administrator shall file quarterly with the Clerk of the Legislature a report identifying all contracts executed pursuant to this authorization, including the vendor name, contract purpose, and dollar amount of each contract.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Douglas Bentley
SECONDER:	Legislator Linda Jones
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 3.

Establishing a Standardized Policy Development Framework for County Operations

WHEREAS, the Cortland County Legislature is the policy-making body of the County and is responsible for establishing overall legislative direction; AND

WHEREAS, the County Administrator is responsible for the day-to-day administration of County operations and utilizes policies and procedures as administrative tools to implement legislative direction and ensure consistent, effective, and transparent County operations; AND

WHEREAS, Cortland County currently lacks a uniform, countywide framework for the development, review, and implementation of operational policies and procedures, resulting in inconsistent practices across departments; AND

WHEREAS, Departments have historically relied on legacy practices or informal guidance without a standardized process for review, coordination, documentation, or revision; AND

WHEREAS, establishing a standardized policy development framework will promote consistency, accountability, transparency, and continuity across county government while preserving legislative authority; AND

WHEREAS, it is the intent of the Legislature to organize the process by which policies and procedures are developed and administered, without limiting its authority to adopt, amend, or rescind policy by resolution; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the following policy development framework for countywide operational policies and procedures:

Section 1. Establishment of Framework

The Cortland County Legislature hereby establishes a standardized framework for the development, review, and administration of policies and procedures.

Section 2. Legislative Authority

The Legislature retains full authority to:

- Adopt policy direction by resolution;
- Direct the County Administrator to develop policies and procedures; and
- Review, amend, or rescind any administrative or operational policy or procedure developed pursuant to this framework.

Nothing in this resolution shall be construed to limit or diminish the authority of the Legislature.

Section 3. Role of the County Administrator

The County Administrator is hereby authorized and directed to:

- Develop and draft policies and procedures consistent with legislative intent;
- Consult with Department Heads, or other resources, as appropriate;
- Submit proposed policies and procedures to the relevant statutory committee for review;
- Implement approved policies and procedures following committee review; and
- Maintain a centralized repository of all adopted policies and procedures and revisions thereto.

Section 4. Role of Legislative Committees

Statutory committees shall provide subject-matter oversight and review of policies and procedures within their respective jurisdictions.

Each policy or procedure shall identify a responsible department for implementation. The statutory committee with jurisdiction over that department shall review the policy or procedure. Any question regarding committee jurisdiction shall be resolved by the Chair of the Legislature.

Committee review shall include consideration of:

- Alignment with legislative intent;
- Clarity, effectiveness, and potential impacts; and
- Readiness for implementation.

Section 5. Role of Department Heads

Department Heads may establish department-level procedures tailored to their operational needs, provided such procedures do not conflict with adopted countywide policies.

Department-level procedures:

- Shall be submitted to the County Administrator for review to ensure consistency, unless otherwise exempt;
- Must comply with applicable countywide policies;
- Must be maintained in writing; and
- Must be periodically reviewed and updated.

Section 6. Policy Structure and Content Principles

Policies and procedures developed under this framework shall follow a generally uniform structure sufficient to promote consistency, clarity, and effective implementation.

As appropriate to their subject matter, such policies and procedures shall address:

- Purpose and intent;
- Scope of applicability;
- Relevant legal or regulatory authority;
- Roles and responsibilities for implementation; and
- Any procedures or guidance necessary to support consistent administration.

The specific format, level of detail, and supporting documentation for policies and procedures shall be determined by the County Administrator, in consultation with affected Departments, and may evolve over time to reflect operational needs and best practices. All approved policies must be indexed and titled according to said format determined by the County Administrator.

All approved policies must reference the date approved and legislative committee that approved said Policy.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Linda Jones
SECONDER:	Legislator Douglas Bentley
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None

EXCUSED:

ABSENT:

Monthly Reports

1. **Personnel 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. **Board of Elections 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 Reports**

RESULT:	COMPLETED
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Discussion Items

1. **2025 County Clerk Annual Report**

RESULT:	COMPLETED
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Adjournment

The meeting was adjourned at 11:17 AM.

VACANT APPROVED POSITIONS AS OF FEBRUARY 1, 2026

Department	Title	Vacancy Eff. Date
AGING	AGING SERVICES SPECIALIST	12/12/2025
AGING	DRIVER	1/13/2026
AGING	FOOD SERVICE HELPER	9/17/2025
AGING	SENIOR ACCOUNT CLERK	9/26/2025
DEPARTMENT OF PUBLIC WORKS	CLEANER	1/29/2025
DEPARTMENT OF PUBLIC WORKS	CREW LEADER	1/26/2026
DEPARTMENT OF PUBLIC WORKS	HEAVY EQUIPMENT MAINTENANCE MECHANIC	10/8/2025
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	MOTOR EQUIPMENT OPERATOR	12/19/2025
DEPARTMENT OF PUBLIC WORKS	PARTS CHASER	10/17/2025
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	CASE AIDE	1/6/2026
DSS	CASEWORKER	12/19/2025
DSS	CASEWORKER	1/2/2026
DSS	CASEWORKER	1/16/2026
DSS	CASE SUPERVISOR, GRADE B	NEW 1/1/2026
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	DISPATCHER	1/22/2026
FINANCE	PAYROLL SPECIALIST	NEW 1/1/2026
INFORMATION TECHNOLOGY	COMPUTER SUPPORT TECHNICIAN	NEW 11/24/2025
INFORMATION TECHNOLOGY	INFORMATION SYSTEMS ADMINISTRATOR	11/23/2025
INFORMATION TECHNOLOGY	INFORMATION SYSTEMS ADMINISTRATOR	11/23/2025
INFORMATION TECHNOLOGY	NETWORK SPECIALIST	NEW 11/24/2025
MENTAL HEALTH	MENTAL HEALTH CLINICIAN	1/28/2026
MENTAL HEALTH	MENTAL HEALTH CLINICIAN	12/26/2025
MENTAL HEALTH	MENTAL HEALTH CLINICIAN	12/1/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST (HELP PROGRAM)	8/29/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST (HELP PROGRAM)	4/14/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST (HELP PROGRAM)	3/12/2025
MENTAL HEALTH	SENIOR MENTAL HEALTH CLINICIAN	12/31/2025
PLANNING	LAND USE PLANNER (HELP PROGRAM)	8/29/2025
PROBATION	PROBATION DIRECTOR (GROUP A)	10/15/2025
PROBATION	PROBATION OFFICER	12/15/2025
PROBATION	SENIOR PROBATION OFFICER	12/16/2025
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	12/31/2025
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	10/24/2025
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	1/29/2026
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	12/26/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	10/31/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	8/8/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	11/10/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	11/11/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)-(PT)	varies
SHERIFF	SPECIAL PATROL OFFICER (SRO)	varies



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

JANUARY MONTHLY REPORT – Dated January 30, 2026

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2026	2025	2024	2023	2022
\$3,775.00	\$12,177.00	\$322.50	\$25,775.94	\$151,289.00

FINES COLLECTED:

YTD 2026	2025	2024	2023	2022
\$0.00	\$0.00	\$153,000	\$400.00	\$400.00

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

	2026	2025	2024	2023	2022
JAN	57	52	42	24	29
FEB		67	73	43	48
MAR		120	87	82	80
APR		146	121	108	112
MAY		164	171	150	142
JUN		196	189	177	172
JUL		221	218	202	188
AUG		244	244	229	236
SEP		272	260	253	267
OCT		293	295	283	286
NOV		327	319	336	323
DEC		392	364	391	371

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

NEW Since last report	YTD 2026	2025	2024	2023	2022
11	11	152	126	99	92

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 2026	2025	2024	2023	2022
JD	0	21	21	17	12
JD - RTA*	0	7	7	7	4
PINS	2	11	7	12	9
Probation Violations - Support	0	1	3	7	10

* 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 2026	2025	2024	2023	2022
Property Crimes	0	14	11	14	11
Crimes Against Persons	0	7	11	7	2
Sex Offenses	0	6	5	2	1
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	1	3

FAMILY 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 2026	2025	2024	2023	2022
13	13	82	71	64	49

ERPO (Extreme Risk Protection Orders):

NEW Since last report	YTD 2026	2025	2024	2023	2022
1	1	6	5	5	5

AOT (Assisted Outpatient Treatment):

NEW Since last report	YTD 2026	2025	2024	2023	2022
2	2	1	2	0	0



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 – January 30, 2026

November Highlights:

- First Aid/CPR/AED Training:
 - None held in January
 - Schedule for 2026 trainings will be out soon
- LEPC Meeting 1/2/2026
- COB Gym Security Meeting 1/6/2026
- Mental Health Certificate of Occupancy Meeting 1/6/2026
- MH Building Move Workgroup Meeting 1/6/2026, 1/13/2026, 1/20/2026, 1/27/2026
- DSS Safety & Security Meeting 1/9/2026, 1/23/2026
- MH Building Walk Thru
 - With Patty 1/21/2026
 - With Scott 1/30/2026
 - With City Police/Fire 1/30/2026
- Code Enforcement Update Webinar 1/22/2026
- DSS Staff Meeting 1/28/2026
- Safety & Compliance Committee Meeting 1/29/2026
- OSHA End of Year Reports – information collected throughout month – to submit 2/2/2026
- Clerk's Chair Lift Inspection
 - Out of order
- PERMA Inspection Report
 - All correction made, or scheduled
- COB Code Enforcement yearly inspection, corrective action completed or underway
- ESSA Safety Briefs forwarded to Department Heads:
 - Voluntary Usage of Respirators
 - Tool Box Talks
 - Winter Temperatures
 - Grass Roots Safety
 - Shoveling Snow

Upcoming:

- DOS Codes Training (webinar) 2/3/2026-2/5/2026
- Monthly LEPC Meeting 2/6/2026
- MH Building Move Workgroup Meeting 2/3/2026, 2/10/2026
- DSS Safety & Security Meeting 2/20/2026
- Safety & Compliance Committee Meeting 2/25/2026

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

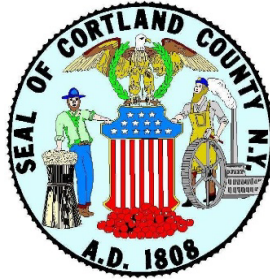
607-753-5033

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 – January 2026

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
150	103	28	6	83	0	39	43	0	410

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
162	99	1	5	88	71	426

- Submitted Annual Report to NYSBOE.
- Attended the NYSECA conference in Albany.



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

January 2026 Activities

- Administration
 - Continued work in regards to Laserfiche and moving forward with streamlined/digital workflows for Personnel forms.
- County Clerk's Association
 - Attended "Clerk 101" which is hosted in Madison County for all new County Clerks across New York State and some existing County Clerks.
- Records Management
 - Met with Real Property, IT and a representative from ICC (Laserfiche) to discuss Real Property records; digitization and capturing data.
- DMV
 - Preparing for temporary closure as a result of the change in software.
 - Staff are now in a hands-on training module, called The Sandbox, with real data.
 - Exploring various options to assist with phone calls at the DMV.
- Clerk
 - Confirmed a table at the Gun Show scheduled in April at the NYS Fairgrounds. This is the first time our office has been able to attend.

Requests by Month

Run Date: 02/03/2026 11:28 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
1/2/2026	S000100-010226	Full Release	Yes	1/6/2026
1/2/2026	S000101-010226	Full Release	Yes	1/6/2026
1/2/2026	S000102-010226	Full Release	Yes	1/6/2026
1/3/2026	R000100-010326	Withdrawn	Yes	1/7/2026
1/3/2026	S000103-010326	Withdrawn	Yes	1/7/2026
1/3/2026	R000101-010326	Withdrawn	Yes	1/7/2026
1/3/2026	S000104-010326	Withdrawn	Yes	1/7/2026
1/5/2026	R000102-010526	No Response from Requester	Yes	2/3/2026
1/5/2026	R000103-010526	Not Custodian of Records	Yes	1/5/2026
1/5/2026	S000105-010526	Withdrawn	Yes	1/7/2026
1/6/2026	S000106-010626	Full Release	Yes	1/6/2026
1/6/2026	R000104-010626	Withdrawn	Yes	1/7/2026
1/6/2026	R000105-010626	Full Release	Yes	2/3/2026
1/6/2026	R000106-010626	No Records Exist	Yes	2/3/2026
1/7/2026	S000107-010726	Full Release	Yes	1/8/2026
1/7/2026	S000108-010726	Full Release	Yes	1/8/2026
1/8/2026	S000109-010826	No Records Exist	Yes	1/8/2026
1/8/2026	S000110-010826	No Records Exist	Yes	1/8/2026
1/8/2026	S000111-010826	Update from Requester	Yes	1/8/2026
1/8/2026	S000112-010826	Full Release	Yes	1/9/2026
1/8/2026	S000113-010926	Not Custodian of Records	Yes	1/12/2026
1/9/2026	S000114-010926	No Records Exist	Yes	1/12/2026
1/12/2026	S000115-011226	No Records Exist	Yes	1/12/2026
1/12/2026	S000116-011226	No Records Exist	Yes	1/12/2026
1/12/2026	S000117-011226	No Records Exist	Yes	1/13/2026
1/12/2026	R000107-011226	Exemption Denial	Yes	1/21/2026
1/12/2026	S000118-011226	New Request	No	
1/13/2026	S000119-011326	Full Release	Yes	1/13/2026
1/13/2026	S000120-011326	Full Release	Yes	1/13/2026
1/13/2026	S000121-011326	Full Release	Yes	1/13/2026
1/13/2026	S000122-011326	Full Release	Yes	1/13/2026
1/13/2026	S000123-011326	Full Release	Yes	1/13/2026
1/13/2026	S000124-011326	No Records Exist	Yes	1/13/2026
1/13/2026	S000125-011326	No Records Exist	Yes	1/13/2026
1/13/2026	S000126-011326	No Records Exist	Yes	1/13/2026
1/13/2026	S000127-011326	No Records Exist	Yes	1/13/2026
1/13/2026	S000128-011326	No Records Exist	Yes	1/14/2026
1/13/2026	S000129-011326	Full Release	Yes	1/14/2026
1/13/2026	S000130-011326	No Records Exist	Yes	1/14/2026
1/13/2026	S000131-011326	No Records Exist	Yes	1/14/2026
1/13/2026	R000108-011326	Update from Requester	Yes	1/14/2026
1/14/2026	R000109-011426	New Request	No	
1/14/2026	R000110-011426	New Request	No	
1/14/2026	S000132-011426	Full Release	Yes	1/15/2026
1/14/2026	S000133-011426	Full Release	Yes	1/15/2026

Create Date	Reference No	Request Status	Completed/Closed	Close Date
1/15/2026	U002922-011526	Not Public Records Request	Yes	1/15/2026
1/15/2026	S000134-011526	No Records Exist	Yes	1/20/2026
1/15/2026	S000135-011526	No Records Exist	Yes	1/20/2026
1/15/2026	S000136-011526	Full Release	Yes	1/20/2026
1/15/2026	S000137-011526	No Records Exist	Yes	1/20/2026
1/16/2026	R000111-011626	Full Release	Yes	1/26/2026
1/19/2026	R000112-011926	New Request	No	
1/19/2026	S000138-011926	Full Release	Yes	1/20/2026
1/20/2026	R000113-012026	Not Custodian of Records	Yes	1/21/2026
1/22/2026	S000139-012226	Full Release	Yes	1/23/2026
1/22/2026	S000140-012226	Not Custodian of Records	Yes	1/23/2026
1/22/2026	S000141-012226	Full Release	Yes	1/23/2026
1/22/2026	S000142-012226	Full Release	Yes	1/23/2026
1/22/2026	R000114-012226	Full Release	Yes	1/26/2026
1/23/2026	S000143-012326	No Records Exist	Yes	1/23/2026
1/23/2026	S000144-012326	No Records Exist	Yes	1/23/2026
1/26/2026	S000145-012626	Full Release	Yes	1/26/2026
1/26/2026	S000146-012626	Not Custodian of Records	Yes	1/26/2026
1/26/2026	R000115-012626	Not Custodian of Records	Yes	2/3/2026
1/26/2026	S000147-012626	Full Release	Yes	1/27/2026
1/26/2026	S000148-012626	Full Release	Yes	1/27/2026
1/27/2026	S000149-012726	Full Release	Yes	2/3/2026
1/27/2026	S000150-012726	Full Release	Yes	2/3/2026
1/27/2026	S000151-012726	Full Release	Yes	2/3/2026
1/27/2026	R000116-012726	New Request	No	
1/27/2026	S000152-012726	Update from Requester	No	
1/29/2026	R000117-012926	New Request	No	
1/29/2026	R000118-012926	Update from Requester	No	
1/29/2026	S000153-012926	Full Release	Yes	2/3/2026
1/29/2026	S000154-012926	Full Release	Yes	2/3/2026
1/30/2026	S000155-013026	No Records Exist	Yes	2/3/2026

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: 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:

- **Organization Meeting of the Cortland County Legislature**
- **All standing committees of the Cortland County Legislature and Legislative Session for the month of January**
- **Broadband Meetings (multiple)**
- **Committee Chair Meeting**
- **Poet Laureate Meeting**
- **Sexual Harassment Training**
- **Department Head Meeting**
- **Program Committee Meeting – NYSACCLB**
- **Pumpkinfest Meeting**
- **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**
- **FOIL Meeting**
- **Leadership Cortland Workshop**
- **Micron Meeting**
- **Community Discussion – Occupancy Tax Use**
- **Special Finance & Administration Committee Meeting**
- **WHCU Radio Interview**
- **Special Legislative Session**
- **America250 Meeting with Cortland Historical Society**

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.

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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.
 - **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.

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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).

- Check arrived and was sent with order form for plaque.

America250 – received limited guidance from NYSED to begin planning. Met with Tabitha Scoville of the Cortland Historical Society to work on plans for the year. No funding has been received as of yet. Began to build out the webpage on the County website.

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.
 3. Final drawdown has been received for most of the recipients.
- 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.
- Built the webpage for the County's Poet Laureate. More to be added as information comes in. Applications are due February 13, 2026.

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.

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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

2025 ANNUAL REPORT

CORTLAND COUNTY CLERK

Presented By : Brooke Kemak, County Clerk



February 3, 2026

Cortland County Legislature
60 Central Avenue
Cortland, New York 13045

Honorable Members:

I am pleased to submit the Cortland County Clerk 2025 Annual Report. The fiscal year proved to be successful with revenues exceeding the budgeted amount, which directly helps Cortland County, municipalities and State and Federal offices.

The County Clerk is a constitutional office in New York State along with the Sheriff and District Attorney. The office is the register of all records pertaining to Real Property, serves as the Clerk of Supreme and County Courts, collects all fees associated with the Courts, provides several other services and is an agent for the Commissioner of New York State Motor Vehicles.

Hundreds of customers receive services each year between the County Clerk and Motor Vehicle Offices. Both offices work with individuals during some of the best times of their lives, as well as their most difficult. Stable and strong infrastructure is critical to the services provided, as well as staff development and support.

While 2025 was a successful financial year, both offices experienced changes and challenges. The County Clerk's Office relocated from the first floor of the Courthouse to the basement in April, and was able to make the transition without disruption to services or office hours. The County Buildings and Grounds Department was a tremendous asset in this transition. The Motor Vehicle Office served a record number of people in their office as requirements for Real ID took effect in May, which included a large amount of confusion and frustration among our customers.

The 2025 Annual Report has a fiscal focus with various statistical highlights. While statistics can provide an overview of the workload the offices manage year to year, it is not a proven indicator of revenue performance. Both offices are directly impacted by the health of the economy on both an individual level and that of the County through economic development.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brooke Kemak".

Brooke Kemak
Cortland County Clerk

STAFFING

County Clerk: Brooke Kemak (10 years)
January 1, 2024; 4 year term

County Clerk's Office: 46 Greenbush Street, Suite B5

Deputies: Tammy L. Barriger (16 years) & Marcia Ford (8 years)
Sr. Index Clerks: Amy Clark (1 year) & Melinda Braman (2 years)

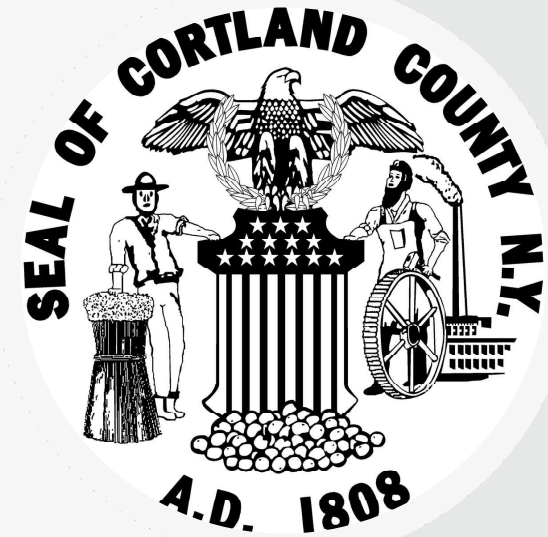
Motor Vehicle Office: 112 River Street

Director: Sonia Ganoung (18 years)
Sr. Motor Vehicle Clerk: Amanda Jones (5 years)
Motor Vehicle Clerks: Kim Lewis (16 years), Lance Lella (16 years), Mariah Storey (2 years), Tami Nickerson (less than 1 year), Brandon Houston (less than 1 year)

What experience do the employees have?

Human Services, Speedway, Grocery Store Butcher, Paralegal, Manufacturing, Courts, 7-Eleven, County, Highway Department, Bank and Laborer

(Completed years of service.)



MANDATED SERVICES

- Clerk of the Supreme and County Court
- Clerk of the Corporation
- Register of Real Property Records
- Pistol Permit Issuing Agent
- Notary Services
- Records Management Officer
- Motor Vehicle Office

NON-MANDATED SERVICES

- Passport Agent
- Return the Favor Program



FEEES

All fees charged by the County Clerk and Motor Vehicles Offices are established by law with very few exceptions. Fees collected by the offices are reconciled on a monthly basis and disbursed to the appropriate agency/office, also outlined by law.

The trend continues where both offices collect revenue that is attributed to the County General Fund, above and beyond the expenses to operate the offices.

REAL PROPERTY

Documents includes Deeds, Mortgages, Discharges, Assignments, Leases, etc.

1,130 Deeds

846 Mortgages

909 Discharges

167 Assignments

52 Lease Releases

850 all others

3,954 Real Property documents recorded in 2025.

3,973 Real Property documents recorded in 2024.

REAL PROPERTY: TAXES DUE WITH RECORDING

Transfer Tax: \$974,161		Form TP-584; NYS Taxation and Finance Clerk uses data to record document and sends form to NYS.
NYS	\$647,284	\$4 per \$1,000 of conveyance New York State Law
County	\$320,844	\$2 per \$1,000 of conveyance Home Rule request – adopted as New York State Law (every 7 years) Adopted: November 2023
County	\$6,033	Retain \$6 for every TP-584 processed; fees vary with public utility companies
Mortgage Tax: \$1,723,368.89		
Municipalities	\$714,472.11	Basic Mortgage Tax – 0.50%
NYS	\$303,752.00	Special Mortgage Tax – 0.25%
County	\$357,195.22	Local Mortgage Tax – 0.25% (Home Rule – NYS Law – every 2 years)
CENTRO	\$347,849.56	Additional Mortgage Tax – 0.25% (Joined Transportation Authority – NYS Law) Implemented: January 1, 2025

JUDICIAL: SUPREME & COUNTY COURTS

Felony criminal cases, Administrative criminal cases, Matrimonials, Foreclosures, Consumer Credit, Torts, etc.

229 New criminal cases

229 Admin. criminal cases

9,566 criminal filings

861 New civil cases

707 Electronically filed

17,882 civil filings



135 Matrimonial

43 Foreclosures

434 Consumer Credit

2024: 9,156 criminal filings; 275 new criminal cases and 177 admin. cases

2024: 770 new civil cases with 15,388 civil filings

JUDICIAL: FEES COLLECTED - \$414,956.15

NYS	\$196,214.74	Civil filing fees Criminal surcharges, fines and fees
County (pass-thru)	\$40,854.41	Surplus, Bail and family court Purges collected and paid to County Finance Generally, the County is able to retain 2% for the general fund and 1% for the Alternatives to Incarceration Program.
County (pass-thru)	\$8,117	DWI Fines collected and paid to County Finance to credit the DWI Fund with the Sheriff.
County	\$19,195	Fees for issuing an Index Number (Civil) and other misc. filing fees
County	\$149,765	Criminal background checks
County	\$810	In-rem tax foreclosure certificates; redemptions & withdrawals

There are not any fees to file documents in criminal cases.

Filing fees are only associated with civil cases.

STATE EDUCATION & RECORDS: \$94,560

Every recorded document and new civil index number issued, contains fees for records management purposes.

New York State - \$89,832

- State Ed (Records): \$67,374
- LGRMIF (Grants): \$22,458

County

- General fund: \$4,728



Cortland County has received multiple grants, totaling much more than contributed.

*Records Center

*Digitizing Records

CLERK FEES

All fees paid to the County

Copies:	\$10,832.57
Cover Pages:	\$19,635
EZ Pass:	\$650
Passports:	\$11,720
Pistol Permit:	\$13,003
UCC:	\$9,700
Businesses, Notary, etc.:	\$13,735.68

Total: \$79,276.25



MOTOR VEHICLE

52,558
Transactions

211 average daily
transactions

1,500 average
monthly transactions
online

2,738 incoming
phones calls
(2 months)

66 average calls
per day

663 License Plates
collected average
monthly

NYS DMV provides software, computers and equipment necessary for transactions.
County provides staffing, office supplies, phones and multi-use printer/copier.

DMV FEES & SALES TAX: 5,928,936.37

	New York State	County
Sales Tax	\$1,983,291.55	\$6,205.75
Fees	\$3,174,955.53	\$367,786.66
Use Tax*	N/A	\$273,462.77
Internet	N/A	\$123,234.11
TOTAL	\$5,158,247.08	\$770,689.29

- Use Tax - Cortland began in 2003.
- Revenue Sharing (Internet) - In 2024 the revenue sharing agreement with NYS was updated so that both in-office and online transactions are the same.

BUDGET ANALYSIS

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget
DMV Revenue	\$661,000	\$662,642	\$676,000	\$677,656	\$681,000	\$770,689	\$715,000
DMV Expense	\$335,108	\$318,604	\$358,389	\$353,033	\$350,159	\$327,043	\$366,308
DMV Net – County	\$325,892	\$344,038	\$318,611	\$325,623	\$330,841	\$443,646	\$348,692
Clerk Revenue	\$873,316	\$908,562	\$1,134,116	\$1,019,957	\$997,527	\$1,260,640*	\$1,012,000*
Clerk Expense	\$703,471	\$646,668	\$542,744	\$508,810	\$711,003	\$508,944	\$612,472
Clerk Net – County	\$169,845	\$261,894	\$591,372	\$511,147	\$286,524	\$751,696*	\$399,528*

*Grant Funds in revenue, but not reflected in expenses.

Revenue = funds paid to the County General Fund; does not include funds paid to other agencies or NYS.

The following report is provided pursuant to New York State County Law §406. It only accounts for the funds generated in the offices. Numbers reported earlier in the Annual Report would include financials from the DMV like credit card transactions, Use Tax and Internet Revenue which is not directly recieved upon transaction by the County Clerk.

Report pursuant to Section 406 of County Law

Fiscal Year 2025

Revenue generated (Does not include credits from NYS)

County Clerk	\$3,782,259.16
Motor Vehicles	\$2,636,028.84
Total revenue generated	\$6,418,288.00

Disbursement of funds

County Finance – County Revenue

Local Mortgage Tax	\$357,195.22
Transfer Tax	\$320,844.00
County Clerk	\$580,470.39
Motor Vehicles	\$373,691.76
<i>Total disbursement to County</i>	<i>\$1,632,201.37</i>

Collected as pass-thru

Passports (U.S. Dept. of State)	\$39,237.95
Bail/Purge/Court & Trust (County Finance)	\$40,854.41
DWI – (County Finance-Sheriff)	\$8,117.00
Basic Mortgage Tax – (County Finance-municipalities)	\$714,472.11
Additional Mortgage Tax – (CENTRO)	\$347,849.56
<i>Total disbursement as pass-thru</i>	<i>\$1,150,531.03</i>

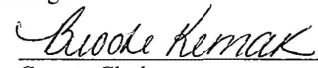
New York State

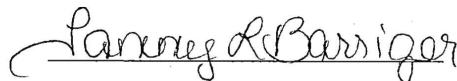
Special Mortgage Tax	\$303,752.00
Judicial	\$196,365.38
Records Mgmt., Cultural Education	\$89,893.73
Real Property	\$160,739.00
Transfer Tax	\$622,468.41
Motor Vehicles	\$2,262,337.08
<i>Total disbursement to NYS</i>	<i>\$3,635,555.60</i>

Total disbursements \$6,418,288.00

I, Brooke Kemak, Clerk of the County of Cortland, being duly sworn, do hereby state that the foregoing statement is in all respects a full and true statement for all monies received and disbursed by the Cortland County Clerk's Office for the fiscal year January 1, 2025 through December 31, 2025, to the best of my knowledge.

Subscribed and sworn to before me this
2nd day of February, 2026.


County Clerk



TAMMY L. BARRIGER
Notary Public, State of New York
No. 04BA6223827
Qualified in Cortland County
Commission Expires June 21, 2026