



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

60 Central Ave.  
Cortland, NY 13045  
[www.cortlandcountyny.gov](http://www.cortlandcountyny.gov)

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**Tuesday, June 9, 2026**

**10:30 AM**

**Room 302**

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**Call to Order**

The meeting was called to order at 10:34 AM by Committee Chair Joseph Nauseef.

**Roll Call**

|                        |                                                                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRESENT:</b>        | Legislator Douglas Bentley, Legislator Paul Heider, Legislator Linda Jones, Legislator Dominick Mantella, Legislator Mitchel Eccleston, Legislator Joseph Nauseef |
| <b>ABSENT:</b>         |                                                                                                                                                                   |
| <b>EXCUSED:</b>        | Legislator Cathy Bischoff                                                                                                                                         |
| <b>OTHERS PRESENT:</b> |                                                                                                                                                                   |
| Kevin Fitch            | Chair of the Legislature                                                                                                                                          |
| Savannah Hempstead     | Clerk of the Legislature                                                                                                                                          |
| Michael Ponticiello    | County Administrator                                                                                                                                              |
| Pam Abbott             | Deputy Personnel Officer                                                                                                                                          |
| Brooke Kemak           | County Clerk                                                                                                                                                      |
| Jeri DuVall            | Chief Assistant County Attorney                                                                                                                                   |
| Tom Brown              | Elections Commissioner                                                                                                                                            |
| Michelle Phelps        | Elections Commissioner                                                                                                                                            |
| Jason DeRaiche         | Safety Officer                                                                                                                                                    |
| Morgan Spaulding       | Grants Administrator                                                                                                                                              |
| Christopher Newell     | Legislator                                                                                                                                                        |
| Kim Cameron            | Resident                                                                                                                                                          |
| Nicole Compton         | County Attorney Executive Assistant (Remote)                                                                                                                      |
| Ashley Millard         | Deputy Clerk of the Legislature (Remote)                                                                                                                          |
| Andrea Herzog          | Director of Finance (Remote)                                                                                                                                      |

**Approval of Minutes**

1. **20260512- Government Operations Committee Minutes**

|                |                 |
|----------------|-----------------|
| <b>RESULT:</b> | <b>APPROVED</b> |
|----------------|-----------------|

**Resolutions**

**Action Items**

**Monthly Reports**

1. **County Clerk/DMV Monthly Report**

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. **Board Of Elections Monthly Report**

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

3. **County Attorney Monthly Report**

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

4. **Safety Director Monthly Report**

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

5. **Personnel Monthly Report**

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

6. **Office of the Clerk of the Legislature Monthly Report**

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

**Discussion Items**

**Adjournment**

The meeting was adjourned at 10:41 AM.



## 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

### May 2026 Activities

- DMV
  - Vacancy: Received numerous applications with varying levels of experience. . An applicant who has experience with DMV transactions has accepted the position.
  - Preliminary 2027 budget development work has started; focus on Personnel resources and opportunities to increase efficiencies.
- County Clerk
  - Cortland County Historical Society hosted a workshop for individuals interested in learning more about searching County Clerk records. Event was well attended and another is scheduled in July.
  - Attended the NYS Association of County Clerks annual Summer conference. Presentations and discussions included Deed Fraud, Personnel, DMV, Efiling for Criminal matters and Legislation.
  - Monitoring progress with the Uniform Law Commission on developing legislation to help prevent Deed Fraud.

### Financial Activity (January – April 2026)

*Numbers are rounded*

| Numbers are rounded                                             |                   |                    |                    |
|-----------------------------------------------------------------|-------------------|--------------------|--------------------|
| Revenue - General Fund                                          | YTD<br>April 2026 | 2026 Budget        | 2025 Actual        |
| Clerk – Fees                                                    | \$203,108         | \$1,012,000        | \$1,258,509        |
| Clerk – Transfer Tax                                            | \$108,299         |                    |                    |
| Clerk – Local Mtg. Tax                                          | \$93,967          |                    |                    |
| <i>Clerk – Total</i>                                            | <i>\$405,374</i>  |                    |                    |
|                                                                 |                   |                    |                    |
| DMV – Fees & Sales Tax                                          | \$88,608          | \$715,000          | \$770,689          |
| DMV – Use Tax                                                   | \$65,000*         |                    |                    |
| DMV – Online Revenue                                            | \$45,000*         |                    |                    |
| <i>DMV – Total</i>                                              | <i>\$198,608*</i> |                    |                    |
| *Final March or April figures have not been received; projected |                   |                    |                    |
| <b>Total Revenue</b>                                            | <b>\$603,982</b>  | <b>\$1,727,000</b> | <b>\$2,030,198</b> |

# CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

[www.cortlandcountyny.gov/182/elections](http://www.cortlandcountyny.gov/182/elections)

Democratic Commissioner

**Thomas H. Brown**

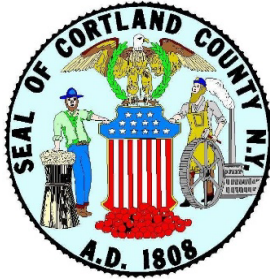
607-753-5033

[tbrown@cortlandcountyny.gov](mailto:tbrown@cortlandcountyny.gov)

Deputy Commissioner

**Angela I. Burchfield**

[aburchfield@cortlandcountyny.gov](mailto:aburchfield@cortlandcountyny.gov)



Republican Commissioner

**Michelle S. Phelps**

607-753-5125

[mphelps@cortlandcountyny.gov](mailto:mphelps@cortlandcountyny.gov)

Deputy Commissioner

**Karen A. C. Jenney**

[kjenney@cortlandcountyny.gov](mailto:kjenney@cortlandcountyny.gov)

## MONTHLY REPORT – May 2026

### Voter Registrations/Records:

| New | Address | Party | Name | Purge/Incomplete | Duplicates | Status Change | DOH | OCA | TOTAL |
|-----|---------|-------|------|------------------|------------|---------------|-----|-----|-------|
| 117 | 175     | 0     | 9    | 136              | 1          | 119           | 34  | 2   | 593   |

### Notices Sent:

| Acknowledgments | Transfers | Confirmations | HAVA ID | Cancellations | Incompletes | TOTAL |
|-----------------|-----------|---------------|---------|---------------|-------------|-------|
| 168             | 290       | 93            | 2       | 166           | 33          | 752   |

- Mailed 28,859 Mailcheck cards to the registered voters in the County. The Mailcheck is an annual process(EL§4-117) that checks the address of the voter and also gives them information on where, when and how to vote for the upcoming year.
- Liberty Vote and NYSBOE came to rebuild a computer that had a boot up error.
- Provided assistance with 3 school district votes.  
Cortland  
Homer  
Marathon
- Independent Petition filing period was 5/19-5/26.  
3 filings were received



## 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*

### **MAY MONTHLY REPORT – Dated May 29, 2026**

#### **DEBT COLLECTION & CLASS ACTION SETTLEMENTS:**

| <b>YTD 2026</b> | <b>2025</b> | <b>2024</b> | <b>2023</b> | <b>2022</b>  |
|-----------------|-------------|-------------|-------------|--------------|
| \$3,775.00      | \$12,177.00 | \$322.50    | \$25,775.94 | \$151,289.00 |

#### **FINES COLLECTED:**

| <b>YTD 2026</b> | <b>2025</b> | <b>2024</b> | <b>2023</b> | <b>2022</b> |
|-----------------|-------------|-------------|-------------|-------------|
| \$0.00          | \$0.00      | \$153,000   | \$400.00    | \$400.00    |

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

|            | <b>2026</b> | <b>2025</b> | <b>2024</b> | <b>2023</b> | <b>2022</b> |
|------------|-------------|-------------|-------------|-------------|-------------|
| <b>JAN</b> | 57          | 52          | 42          | 24          | 29          |
| <b>FEB</b> | 68          | 67          | 73          | 43          | 48          |
| <b>MAR</b> | 97          | 120         | 87          | 82          | 80          |
| <b>APR</b> | 126         | 146         | 121         | 108         | 112         |
| <b>MAY</b> | 157         | 164         | 171         | 150         | 142         |
| <b>JUN</b> |             | 196         | 189         | 177         | 172         |
| <b>JUL</b> |             | 221         | 218         | 202         | 188         |
| <b>AUG</b> |             | 244         | 244         | 229         | 236         |
| <b>SEP</b> |             | 272         | 260         | 253         | 267         |
| <b>OCT</b> |             | 293         | 295         | 283         | 286         |
| <b>NOV</b> |             | 327         | 319         | 336         | 323         |
| <b>DEC</b> |             | 392         | 364         | 391         | 371         |

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

| <b>NEW Since last report</b> | <b>YTD 2026</b> | <b>2025</b> | <b>2024</b> | <b>2023</b> | <b>2022</b> |
|------------------------------|-----------------|-------------|-------------|-------------|-------------|
| 14                           | 65              | 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                             | 3        | 21   | 21   | 17   | 12   |
| JD - RTA*                      | 0        | 7    | 7    | 7    | 4    |
| PINS                           | 6        | 11   | 7    | 12   | 9    |
| Probation Violations - Support | 1        | 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                                                                   | 1        | 14   | 11   | 14   | 11   |
| Crimes Against Persons                                                            | 2        | 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 |
|-----------------------|----------|------|------|------|------|
| 8                     | 42       | 82   | 71   | 64   | 49   |

**ERPO (Extreme Risk Protection Orders):**

| NEW Since last report | YTD 2026 | 2025 | 2024 | 2023 | 2022 |
|-----------------------|----------|------|------|------|------|
| 4                     | 8        | 6    | 5    | 5    | 5    |

**AOT (Assisted Outpatient Treatment):**

| NEW Since last report | YTD 2026 | 2025 | 2024 | 2023 | 2022 |
|-----------------------|----------|------|------|------|------|
| 0                     | 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 – May 29, 2026**

#### **May Highlights:**

- First Aid/CPR/AED Training held 5/27 & 5/28 (14 attendees)
  - Upcoming: 6/25, 6/26, 7/23, 7/24, 8/13, 8/14
- LEPC Monthly Meeting 5/1/2026
- 2025 OSHA Report Removal 5/1/2026
- Compliance Roundtable Discussion 5/8/2026
- PERMA Conference 5/14 – 5/15/2026
- Safety & Compliance Committee Meeting 5/27/2026
- 49 Grant Street Walkthrough w. Co. Administrator, Commissioner of DPW, Chief Information Officer 5/27/2026
- Playground Inspection Webinar 5/28/2026
- MH Safety Committee Meeting 5/28/2026
- Clerk's Chair Lift Inspection
  - Remains out of order
- ESSA Safety Briefs forwarded to Department Heads:
  - Voluntary Use of Respirators
  - Work Zone Safety
  - Extreme Heat Guidance
  - A Dozen Spring Clean-up Tips
  - Snake Habitat Work

#### **Upcoming:**

- Monthly LEPC Meeting 6/5/2026
- DSS Safety & Security Meeting 6/5/2026,
- Insurance Property Values Review 6/9/2026
- Card Access Meeting w. IT 6/9/2026
- Compliance Roundtable Discussion 6/12/2026
- Safety & Compliance Committee Meeting 6/24/2026

VACANT APPROVED POSITIONS AS OF JUNE 1, 2026

| Department                 | Title                                        | Vacancy Eff. Date |
|----------------------------|----------------------------------------------|-------------------|
| AGING                      | ACCOUNT CLERK                                | 5/29/2026         |
| AGING                      | DRIVER                                       | 2/23/2026         |
| AGING                      | DRIVER                                       | 5/8/2026          |
| AGING                      | DRIVER                                       | 4/13/2026         |
| AGING                      | FOOD SERVICE HELPER                          | 5/1/2026          |
| AGING                      | FOOD SERVICE HELPER                          | 2/17/2026         |
| AGING                      | SENIOR ACCOUNT CLERK                         | 9/26/2025         |
| CLERK/DMV                  | MOTOR VEHICLE CLERK                          | 4/23/2026         |
| DEPARTMENT OF PUBLIC WORKS | CLEANER                                      | 5/29/2026         |
| DEPARTMENT OF PUBLIC WORKS | CREW LEADER                                  | 3/27/2026         |
| DEPARTMENT OF PUBLIC WORKS | HEAVY EQUIPMENT MAINTENANCE MECHANIC         | 10/8/2025         |
| DEPARTMENT OF PUBLIC WORKS | HEAVY EQUIPMENT MAINTENANCE MECHANIC         | 5/22/2026         |
| DEPARTMENT OF PUBLIC WORKS | HEAVY EQUIPMENT OPERATOR                     | 6/29/2025         |
| DEPARTMENT OF PUBLIC WORKS | HEAVY EQUIPMENT OPERATOR                     | 3/20/2026         |
| DEPARTMENT OF PUBLIC WORKS | HIGHWAY CONSTRUCTION MECHANIC                | 3/1/2026          |
| DEPARTMENT OF PUBLIC WORKS | HIGHWAY CONSTRUCTION MECHANIC                | 5/15/2026         |
| DEPARTMENT OF PUBLIC WORKS | MOTOR EQUIPMENT OPERATOR                     | 5/23/2024         |
| DEPARTMENT OF PUBLIC WORKS | MOTOR EQUIPMENT OPERATOR                     | 12/19/2025        |
| DEPARTMENT OF PUBLIC WORKS | MOTOR EQUIPMENT OPERATOR                     | 12/26/2025        |
| DEPARTMENT OF PUBLIC WORKS | MOTOR EQUIPMENT OPERATOR                     | 4/12/2026         |
| DEPARTMENT OF PUBLIC WORKS | MOTOR EQUIPMENT OPERATOR                     | 5/8/2026          |
| DEPARTMENT OF PUBLIC WORKS | MOTOR EQUIPMENT OPERATOR                     | 5/13/2026         |
| DISTRICT ATTORNEY          | ASSISTANT DISTRICT ATTORNEY                  | 3/26/2024         |
| DISTRICT ATTORNEY          | ASSISTANT DISTRICT ATTORNEY                  | 2/6/2026          |
| DISTRICT ATTORNEY          | INVESTIGATOR                                 | 1/1/2026          |
| DISTRICT ATTORNEY          | KEYBOARD SPECIALIST                          | 8/22/2025         |
| DSS                        | CASE AIDE                                    | 4/24/2026         |
| DSS                        | CASE AIDE                                    | 4/30/2026         |
| DSS                        | CASEWORKER                                   | 4/27/2026         |
| DSS                        | CASEWORKER                                   | 5/12/2026         |
| DSS                        | SENIOR CASE AIDE                             | 4/5/2026          |
| DSS                        | SENIOR CASEWORKER                            | 4/24/2026         |
| DSS                        | SENIOR SOCIAL WELFARE EXAMINER               | 5/11/2026         |
| DSS                        | SOCIAL WELFARE EXAMINER TRAINEE              | 4/24/2026         |
| DSS                        | SOCIAL WELFARE EXAMINER TRAINEE              | 5/14/2026         |
| DSS                        | SOCIAL WELFARE EXAMINER TRAINEE              | 5/15/2026         |
| DSS                        | STAFF DEVELOPMENT COORDINATOR                | 5/29/2026         |
| EMERGENCY RESPONSE         | DISPATCHER                                   | 5/31/2026         |
| INFORMATION TECHNOLOGY     | INFORMATION SYSTEMS ADMINISTRATOR            | 5/5/2026          |
| MENTAL HEALTH              | FORENSIC COUNSELOR                           | 5/29/2026         |
| MENTAL HEALTH              | MENTAL HEALTH CLINICIAN                      | 1/28/2026         |
| MENTAL HEALTH              | MENTAL HEALTH REHABILITATION SPECIALIST      | 8/29/2025         |
| MENTAL HEALTH              | MENTAL HEALTH REHABILITATION SPECIALIST (PT) | 3/27/2026         |
| MENTAL HEALTH              | PEER SPECIALIST                              | 4/27/2026         |
| PERSONNEL                  | PERSONNEL OFFICER                            | 4/24/2026         |
| PLANNING                   | LAND USE PLANNER                             | 8/29/2025         |
| PUBLIC DEFENDER            | ASSISTANT PUBLIC DEFENDER                    | 12/31/2025        |
| PUBLIC DEFENDER            | ASSISTANT PUBLIC DEFENDER                    | 5/4/2026          |
| PUBLIC DEFENDER            | ASSISTANT PUBLIC DEFENDER (PT)               | 2/19/2026         |
| REAL PROPERTY              | TAX MAP TECHNICIAN                           | 12/19/2025        |
| REAL PROPERTY              | TAX MAP TECHNICIAN (PER DIEM)                | 5/29/2026         |

VACANT APPROVED POSITIONS AS OF JUNE 1, 2026

|         |                                        |            |
|---------|----------------------------------------|------------|
| SHERIFF | CORRECTION OFFICER                     | 2/21/2025  |
| SHERIFF | CORRECTION OFFICER                     | 5/27/2025  |
| SHERIFF | CORRECTION OFFICER                     | 6/25/2025  |
| SHERIFF | CORRECTION OFFICER                     | 9/29/2025  |
| SHERIFF | CORRECTION OFFICER                     | 12/26/2025 |
| SHERIFF | COUNTY POLICE OFFICER (DEPUTY SHERIFF) | 3/6/2026   |
| SHERIFF | COUNTY POLICE OFFICER (DEPUTY SHERIFF) | 4/15/2026  |
| SHERIFF | COUNTY POLICE OFFICER (DEPUTY SHERIFF) | 10/31/2025 |
| SHERIFF | COUNTY POLICE OFFICER (DEPUTY SHERIFF) | 11/10/2025 |
| SHERIFF | COUNTY POLICE OFFICER (DEPUTY SHERIFF) | 11/11/2025 |

# CORTLAND COUNTY



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Clerk, Cortland County Legislature  
[shempstead@cortlandcountyny.gov](mailto:shempstead@cortlandcountyny.gov)  
(607) 753-5048

County Historian  
Public Information Officer  
Records Access Officer  
[www.cortlandcountyny.gov](http://www.cortlandcountyny.gov)

## Monthly Report Office of the Clerk of the Legislature

**Committee Meeting Date:** June 9, 2026

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of May 2026. As the liaison between the Legislature and the public, our office is committed to promoting transparency, efficiency, and professionalism in all of our work.

### Meetings/Trainings Attended:

- All standing committees of the Cortland County Legislature and Legislative Session for the month of May
- Deputy Clerk attended the Soil & Water 80<sup>th</sup> Anniversary Event
- Property Tax Meetings
- Special Agriculture, Economic Development, Planning, and Environment Committee Meeting
- Special Finance and Administration Committee Meeting
- Special Legislative Session
- Courthouse Tour
- New York State Association of Clerks of Legislative Boards Annual Training School and Conference
- Committee Chair Meeting
- Pumpkinfest Meeting
- Multiple meetings with Department Heads & County Administrator for various County matters
- Internal Workgroup Meetings
- RFP Meeting/Training
- Chairman's Roundtable Meeting
- Bylaws Meeting
- CVB Board Meeting
- Courthouse HVAC Discussion
- WHCU Radio Interview
- Drive to Albany to drop off Home Rule Request

### 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. The office regularly receives questions from residents on a wide range of topics.

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When those inquiries come in, we either provide the appropriate information or direct residents to the proper department or resource for assistance.

### 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.
  - i. Since this time last year the Cortland County Legislature's social media pages analytics are as follows:
    - Views: 15.5% increase
    - Viewers: 19.9% increase
    - Content Interactions: 21.7% increase
    - Link Clicks: 2.4K% increase
    - Visits: 59.9% increase
    - Follows: 18.6% increase
  - ii. The other pages are too new to provide accurate analytics.
- **Cortland County YouTube page:**  
<https://www.youtube.com/@CortlandCountyNY>
- **Please like, follow, and share the County socials:**  
<https://www.facebook.com/profile.php?id=61573732018903>  
<https://www.instagram.com/cortlandcounty/>
- **Please like and follow the Cortland County Legislature socials:**  
<https://www.facebook.com/CortlandCountyLegislature/>  
<https://www.instagram.com/cortlandcountylegislature/>
- Working on updates to the communications policy.
- **Started implementation of the PR plan and social media improvements for 2026.**  
**Updates needed to policies and procedures.**
- **Working on implementing a County newsletter to keep the public informed of major things occurring.**

4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Tracking the bills that are going through State Legislative Session. Reorganizing and posting all local laws on the Cortland County website, and working with the County Clerk to get all of the records to match.

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- **Working with our state representatives and their staff to finalize Home Rule Request legislation ahead of the end of the New York State Legislative Session.** Due to budget extenders continually being passed and the state budget still not final (as of 5/1), this has put the other legislation behind schedule.

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. **Update – this is complete and all files are backed up in Laserfiche.**

**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 entrance sidewalk).
  - Check arrived and was sent with order form for plaque. **Update – plaque has arrived in the office. A ceremony will be planned for the spring. I will work with Charlie on the installation of the plaque.**

America250 – the budget has been submitted to NYSED for the NY250 funding. We are awaiting disbursement.

Received multiple phone calls from constituents and/or relatives of past constituents looking for information. I am currently working on two different Historian research projects. **Update – closed out one research project and still working on another.**

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:

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- i. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
    - We are currently in the process of closing out the Microenterprise grant. All monies have been disbursed and program requirements have been fulfilled.
  - ii. Working with Morgan Spaulding on next year's CDBG MAP round funding.
9. **Misc.:** Continually updating the County website and providing training to departments.

Both the Clerk and Deputy Clerk attended the NYSACCLB Training School and Conference.

Managed many IT issues throughout the month of May that took up a significant amount of time, including but not limited to getting the Chambers livestreaming back in working order (firewall was blocking it again).

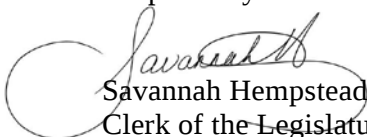
**Finalizing the plans for the Dwyer Memorial County Park Independence Day Festival, which is taking place on July 4, 2026 this year. This event includes fireworks, live music, food and craft vendors, and a historical display for the 250<sup>th</sup> celebration. We currently have 19 vendors.**

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. **Update – the legislative clerk's offices are supposed to be moving back down to the other end of the third floor. It is tentatively scheduled for the summer, and we would hope to be moved into the new space before the fall semester begins to get an intern or two in the office.**

The Office of the Clerk of the Legislature is responsible for many different and distinct tasks that assist in keeping the County going on a daily basis. We try our best to get around to everything requested, but are doing so with a staff of two. If there is anything that the committee would like to see us prioritizing more, please let us and the Chairman know.

**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: 06/01/2026 4:05 PM

| Create Date | Reference No                   | Request Status             | Completed/Closed | Close Date |
|-------------|--------------------------------|----------------------------|------------------|------------|
| 5/1/2026    | <a href="#">S000339-050126</a> | No Records Exist           | Yes              | 5/5/2026   |
| 5/3/2026    | <a href="#">S000340-050326</a> | Full Release               | Yes              | 5/8/2026   |
| 5/4/2026    | <a href="#">S000341-050426</a> | No Records Exist           | Yes              | 5/4/2026   |
| 5/4/2026    | <a href="#">U003197-050426</a> | Not Public Records Request | Yes              | 5/4/2026   |
| 5/4/2026    | <a href="#">R000173-050426</a> | Waiting for Clarification  | No               |            |
| 5/4/2026    | <a href="#">S000342-050426</a> | No Records Exist           | Yes              | 5/4/2026   |
| 5/4/2026    | <a href="#">R000174-050426</a> | Waiting for Clarification  | No               |            |
| 5/4/2026    | <a href="#">S000343-050426</a> | No Records Exist           | Yes              | 5/4/2026   |
| 5/5/2026    | <a href="#">R000175-050526</a> | New Request                | No               |            |
| 5/6/2026    | <a href="#">R000176-050626</a> | Not Custodian of Records   | Yes              | 5/27/2026  |
| 5/7/2026    | <a href="#">S000344-050726</a> | Full Release               | Yes              | 5/8/2026   |
| 5/7/2026    | <a href="#">S000345-050726</a> | Waiting for Payment        | No               |            |
| 5/7/2026    | <a href="#">S000346-050726</a> | No Records Exist           | Yes              | 5/26/2026  |
| 5/7/2026    | <a href="#">S000347-050726</a> | No Records Exist           | Yes              | 5/26/2026  |
| 5/7/2026    | <a href="#">S000348-050726</a> | No Records Exist           | Yes              | 5/26/2026  |
| 5/8/2026    | <a href="#">S000349-050826</a> | No Records Exist           | Yes              | 5/8/2026   |
| 5/8/2026    | <a href="#">S000350-050826</a> | No Records Exist           | Yes              | 5/8/2026   |
| 5/8/2026    | <a href="#">S000351-050826</a> | No Records Exist           | Yes              | 5/8/2026   |
| 5/8/2026    | <a href="#">S000352-050826</a> | No Records Exist           | Yes              | 5/8/2026   |
| 5/8/2026    | <a href="#">S000353-050826</a> | No Records Exist           | Yes              | 5/8/2026   |
| 5/8/2026    | <a href="#">S000354-050826</a> | No Records Exist           | Yes              | 5/8/2026   |
| 5/8/2026    | <a href="#">S000355-050826</a> | No Records Exist           | Yes              | 5/12/2026  |
| 5/8/2026    | <a href="#">S000356-050826</a> | No Records Exist           | Yes              | 5/12/2026  |
| 5/8/2026    | <a href="#">S000357-050826</a> | No Records Exist           | Yes              | 5/12/2026  |
| 5/8/2026    | <a href="#">S000358-050826</a> | Full Release               | Yes              | 5/12/2026  |
| 5/8/2026    | <a href="#">S000359-050826</a> | Full Release               | Yes              | 5/12/2026  |
| 5/8/2026    | <a href="#">R000177-050826</a> | Full Release               | Yes              | 5/11/2026  |
| 5/9/2026    | <a href="#">S000360-050926</a> | Update from Requester      | No               |            |
| 5/11/2026   | <a href="#">R000178-051126</a> | New Request                | No               |            |
| 5/11/2026   | <a href="#">S000361-051126</a> | Exemption Denial           | Yes              | 5/14/2026  |
| 5/12/2026   | <a href="#">R000179-051226</a> | Update from Requester      | Yes              | 5/12/2026  |
| 5/12/2026   | <a href="#">S000362-051226</a> | Update from Requester      | Yes              | 5/12/2026  |
| 5/12/2026   | <a href="#">S000363-051226</a> | No Records Exist           | Yes              | 5/14/2026  |
| 5/13/2026   | <a href="#">S000364-051326</a> | Full Release               | Yes              | 5/14/2026  |
| 5/13/2026   | <a href="#">R000180-051326</a> | Not Custodian of Records   | Yes              | 5/21/2026  |
| 5/14/2026   | <a href="#">S000365-051426</a> | No Records Exist           | Yes              | 5/14/2026  |
| 5/14/2026   | <a href="#">S000366-051426</a> | No Records Exist           | Yes              | 5/14/2026  |
| 5/14/2026   | <a href="#">S000367-051426</a> | Exemption Denial           | Yes              | 5/14/2026  |
| 5/15/2026   | <a href="#">S000368-051526</a> | No Records Exist           | Yes              | 5/28/2026  |
| 5/18/2026   | <a href="#">R000181-051826</a> | New Request                | No               |            |
| 5/18/2026   | <a href="#">R000182-051826</a> | New Request                | No               |            |
| 5/18/2026   | <a href="#">S000369-051826</a> | Full Release               | Yes              | 5/28/2026  |
| 5/18/2026   | <a href="#">S000370-051826</a> | Full Release               | Yes              | 5/28/2026  |
| 5/18/2026   | <a href="#">S000371-051826</a> | Full Release               | Yes              | 5/28/2026  |
| 5/18/2026   | <a href="#">S000372-051826</a> | No Records Exist           | Yes              | 5/28/2026  |

| Create Date | Reference No                   | Request Status           | Completed/Closed | Close Date |
|-------------|--------------------------------|--------------------------|------------------|------------|
| 5/18/2026   | <a href="#">R000183-051826</a> | New Request              | No               |            |
| 5/19/2026   | <a href="#">S000373-051926</a> | Full Release             | Yes              | 5/28/2026  |
| 5/19/2026   | <a href="#">S000374-051926</a> | No Records Exist         | Yes              | 5/28/2026  |
| 5/20/2026   | <a href="#">S000375-052026</a> | Full Release             | Yes              | 5/28/2026  |
| 5/20/2026   | <a href="#">S000376-052026</a> | Full Release             | Yes              | 5/28/2026  |
| 5/20/2026   | <a href="#">R000184-052026</a> | New Request              | No               |            |
| 5/21/2026   | <a href="#">S000377-052126</a> | No Records Exist         | Yes              | 5/28/2026  |
| 5/21/2026   | <a href="#">S000378-052126</a> | Full Release             | Yes              | 5/28/2026  |
| 5/21/2026   | <a href="#">S000379-052126</a> | Exemption Denial         | Yes              | 5/28/2026  |
| 5/21/2026   | <a href="#">S000380-052126</a> | Not Custodian of Records | Yes              | 5/28/2026  |
| 5/22/2026   | <a href="#">S000381-052226</a> | No Records Exist         | Yes              | 5/28/2026  |
| 5/22/2026   | <a href="#">S000382-052226</a> | No Records Exist         | Yes              | 5/28/2026  |
| 5/26/2026   | <a href="#">R000185-052626</a> | Full Release             | Yes              | 5/27/2026  |
| 5/26/2026   | <a href="#">R000186-052626</a> | Assigned                 | No               |            |
| 5/26/2026   | <a href="#">R000187-052626</a> | New Request              | No               |            |
| 5/27/2026   | <a href="#">R000188-052726</a> | New Request              | No               |            |
| 5/29/2026   | <a href="#">S000383-052926</a> | New Request              | No               |            |