



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, January 13, 2022

8:30 AM

Board Room

CALL TO ORDER

The meeting was called to order at 8:30 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice-Chair	Excused	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Wendy Franklin	Cortland County, NY	Chief Assistant County Attorney	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	

MINUTES

1. Government Operations Committee - Committee Meeting - Dec 2, 2021 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

RESOLUTIONS

AGENDA ITEM NO. 1 – Create Temporary Positions - Public Health Fellow (4 Positions) and Public Health Fellow Coordinator - Health Department

RESULT:	FAILED [3 TO 3]
MOVER:	George Wagner, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Sandra Price, George Wagner, Susan Wilson
NAYS:	Paul Heider, Richard Stock, Mitchel Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF PRICE

RESOLUTION NO.

Create Temporary Positions - Public Health Fellow (4 Positions) and Public Health Fellow Coordinator - Health Department

WHEREAS, the Cortland County Health Department has been awarded a grant by Health Research, Inc. for the New York State Public Health Corps (NYSPHC) Fellowship Program in the amount of \$849,912 for the period of 9/1/21 - 7/31/23, AND

WHEREAS, the Cortland County Health Department will use these funds to recruit, train, deploy and manage NYSPHC Fellows in order to augment LHD capacity to respond to current and emerging public health emergencies, to provide health education services to inform and protect communities, improve outreach and assistance to vulnerable populations and to directly assist with the local COVID-19 public health response, AND

WHEREAS, the Cortland County Health Department needs to create four temporary Public Health Fellow positions (CSEA, Grade 16, \$22.4261-28.2445/HR, competitive, with benefits) and one temporary Public Health Fellow Coordinator (CSEA, Grade 22, \$27.7991-35.0115/HR, competitive, with benefits), AND

WHEREAS, the Health and Human Services Committee recommends the creation of four temporary Public Health Fellow positions and one temporary Public Health Fellow Coordinator position with approval to fill effective January 28, 2022 through July 31, 2023, NOW THEREFORE BE IT

RESOLVED, that funds be appropriated in the 2022 County Budget as follows:

A40455.51005	Personnel	\$491,042
A40455.52005	Office Equip	\$22,500
A40455.52060	Computer Equip	\$9,700
A40455.54000	Phone	\$990
A40455.54005	Office Supplies	\$11,330
A40455.54015	Software/Maint Agree	\$3,612
A40455.54020	Postage	\$1,000

A40455.54035	Educ/Train	\$5,000
A40455.54045	Travel	\$27,500
A40455.54213	Copy/Print	\$1,000
A40455.58020	Retirement	\$78,567
A40455.58030	FICA	\$37,565
A40455.58040	Workers Comp	\$14,993
A40455.58060	Health Ins	\$144,288
A40455.58062	Dental Ins	\$675
A40455.58065	Vision Ins	\$150
TOTAL Expense		\$849,912
A40455.43450 PHCF Revenue		\$849,912

AGENDA ITEM NO. 2 – Authorize Annual Stipend for Additional Duties - Safety Officer

RESULT:	APPROVED [5 TO 1]
	Next: 1/18/2022 10:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Heider, Stock, Wilson, Eccleston
NAYS:	George Wagner
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Annual Stipend for Additional Duties - Safety Officer

WHEREAS, the position of Safety Officer has been vacant since July 18, 2017, AND

WHEREAS, Charles Miller has been performing the duties of Safety Officer without additional compensation, AND

WHEREAS, the Buildings and Grounds and Finance and Administration Committees recommend compensating Mr. Miller for performing these duties with a \$4,000 yearly stipend which would not be added to his base salary for as long as he continues to perform Safety Officer duties, NOW THEREFORE BE IT

RESOLVED, that Charles Miller will receive a \$4,000 stipend for performing the duties of Safety Officer effective January 27, 2022.

AGENDA ITEM NO. 3 – Abolish Part-Time County Attorney/Create Full-Time County Attorney - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/18/2022 10:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

Abolish Part-Time County Attorney/Create Full-Time County Attorney - Personnel Department

WHEREAS, the needs of the office will be better served by abolishing one (1) part-time 25 hrs/week County Attorney position and creating one (1) full-time County Attorney position in the County Attorney's Office, AND

WHEREAS, the Government Operations Committee recommends the abolition and creation of these positions, NOW, THEREFORE BE IT

RESOLVED, that one (1) position of County Attorney (Grade 1, Management Compensation Plan, \$48.89-59.48/hr, 25 hrs/week with benefits, exempt class) be and hereby is abolished effective January 27, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of County Attorney (Grade 1, Management Compensation Plan, \$88,977-108,254, full-time with benefits, exempt class) be created with permission to fill effective January 27, 2022 at 12:01 A.M.

MONTHLY REPORTS

1. Weights and Measures Monthly Reports

RESULT:	COMPLETED
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2. Board of Elections Monthly Budget Report

RESULT:	COMPLETED
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3. County Attorney Monthly Report

RESULT:	COMPLETED
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4. County Clerk Monthly Report for December 2021

RESULT:	COMPLETED
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5. January Vacancy Report

RESULT:	COMPLETED
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6. Personnel Department Monthly Budget Report

RESULT:	COMPLETED
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7. Clerk of the Legislature Monthly Budget Report

RESULT:	COMPLETED
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8. Legislature Monthly Budget Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:24 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

1

Thursday, December 2, 2021

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:05 AM by Committee Chair, Susan Wilson

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Vice-Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Remote	
Susan Wilson	Cortland County, NY	Committee Chair,	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Tim Bennett	Cortland Voice	Owner	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Present	

Minutes Acceptance: Minutes of Dec 2, 2021 10:00 AM (MINUTES)

MINUTES

1. Government Operations Committee - Committee Meeting - Nov 4, 2021 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

2. Government Operations Committee - Special Committee Meeting - Nov 9, 2021 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

3. Government Operations Committee - Special Committee Meeting - Oct 19, 2021 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Resolution 212-20 Standard Workday Reporting for Elected and Appointed Officials

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/7/2021 10:00 AM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Amend Resolution 212-20 Standard Workday Reporting for Elected and Appointed Officials

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

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

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

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

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

for a three month period and submit it to the clerk of the governing board within 180 days of taking office, 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, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 212-20 on June 25, 2020, AND

WHEREAS, changes in the calculation of the standard workday have impacted the previously adopted in Resolution No. 212-20, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the following as Standard Work Days for these elected and appointed officials who are not covered by a collective bargaining agreement, and will report the following days worked to the New York State and Local Employees' Retirement System based on the established time keeping system or the record of activities (ROA) maintained and submitted to the Clerk of the Legislature:

Name (First and Last)	Social Security Number (Last 4 digits)	NYSLRS ID	Title	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Record of Activities Result*	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Susan Wilson			Legislator	1/1//20-12/31/23	7	3.34 3.09/4.63		Biweekly	
Kevin Fitch			Legislator	1/1//20-12/31/23	7	1.68 1.56/2.33		Biweekly	
John Banewicz			County Treasurer	1/1//20-12/31/23	7	17.63 16.28/24.42		Biweekly	

I, Savannah M. Hempstead, 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 16 day of December, 2021 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 __, 2021.

Affidavit of Posting: I, **Savannah M. Hempstead**, being duly sworn, deposes and says that the posting of the Resolution began on December 17, 2021 and continued for at least 30 days. That the Resolution was available to the public on the:

Employer's website at www.cortland-co.org

Official sign board at 60 Central Avenue, Cortland NY 13045

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

AGENDA ITEM NO. 2 – Amend Cortland County Legislature's Rules of Order

Minutes Acceptance: Minutes of Dec 2, 2021 10:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Amend Cortland County Legislature's Rules of Order

WHEREAS, the County Legislature adopt Resolution No. 310-21 to revise the Rules of Order on November 18, 2021, AND

WHEREAS, the Government Operations Committee recommends amendments to the Rules of Order to clarify the process for the election of the Chair, NOW THEREFORE BE IT

RESOLVED, that Article II, 2, B, i of the Rules of Order be amended as attached, AND BE IT FURTHER

RESOLVED, that the Rules of Order be and hereby are amended, by two-thirds vote of the Cortland County Legislature effective January 1, 2022.

AGENDA ITEM NO. 3 – Amend Resolution No. 170-06 Creating the Offices of Majority Leader and Minority Leader

RESULT:	APPROVED [6 TO 1]
	Next: 12/16/2021 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer
NAYS:	George Wagner

ON MOTION OF WILSON

RESOLUTION NO.

Amend Resolution No. 170-06 Creating the Offices of Majority Leader and Minority Leader

WHEREAS, the Cortland County Legislature adopted Resolution No. 170-06 which created the offices of Majority Leader and Minority Leader with two year terms, AND

WHEREAS, the Cortland County Legislature adopted Local Law 7 of 2019 which modified the Term of Office for Cortland County Legislators from Two Years to Four Years, AND

WHEREAS, there is a need to amend Resolution No. 170-06 to reflect the adoption of Local Law 7 of 2019, NOW THEREFORE BE IT

RESOLVED, that: SECTION 5 of Resolution No. 170-06 is hereby amended as follows:

SECTION 5. OATH OF OFFICE

The Majority and Minority Leaders, shall a take an oath of office.

, AND BE IT FURTHER

Minutes Acceptance: Minutes of Dec 2, 2021 10:00 AM (MINUTES)

RESOLVED, that Resolution No. 170-06 be amended to add the following:

SECTION 7. REMOVAL FROM OFFICE

The majority and/or minority leaders may be removed from office upon majority vote of the members of the caucus by which they were appointed.

MONTHLY REPORTS

1. Board of Elections Monthly Budget Report

RESULT:	COMPLETED
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2. County Attorney - Monthly Report

RESULT:	COMPLETED
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3. Personnel Department Monthly Budget Report

RESULT:	COMPLETED
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4. December Vacancy Report

RESULT:	COMPLETED
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5. County Clerk Monthly Report

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

6. Legislature Monthly Budget Report

RESULT:	COMPLETED
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7. Clerk of the Legislature Monthly Budget Report

RESULT:	COMPLETED
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8. Weights and Measures Monthly Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Committee Meeting Procedures

RESULT:	COMPLETED
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2. Rules of Order Discussion

RESULT:	COMPLETED
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3. Majority/Minority Leader

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:36 AM

Minutes Acceptance: Minutes of Dec 2, 2021 10:00 AM (MINUTES)

**Abolish County Attorney (25 hr/week)/ Create County Attorney (full-time)
County Attorney's Office**

WHEREAS, the needs of the office will be better served by abolishing one (1) part-time 25 hrs/week County Attorney position and creating one (1) full-time County Attorney position in the County Attorney's Office, AND

WHEREAS, the Government Operations Committee recommends the abolition and creation of these positions, NOW, THEREFORE BE IT

RESOLVED, that one (1) position of County Attorney (Grade 1, Management Compensation Plan, \$48.89-59.48/hr, 25 hrs/week with benefits, exempt class) be and hereby is abolished effective January 27, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of County Attorney (Grade 1, Management Compensation Plan, \$88,977-108,254, full-time with benefits, exempt class) be created with permission to fill effective January 27, 2022 at 12:01 am.

12/21/2021 09:02
wfoleyCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A66105 SEALER OF WEIGHTS & MEASURES							
A66105 51005 PERSONAL SERVICES	51,046	0	51,046	48,525.93	.00	2,520.07	95.1%
A66105 54000 TELEPHONE	700	0	700	582.95	69.51	47.54	93.2%
A66105 54002 COMPUTER MTN/AGREE	185	-185	0	.00	.00	.00	.0%
A66105 54005 Office Materials &	100	0	100	.00	100.00	.00	100.0%
A66105 54012 SPECIAL SUPPLIES &	100	-100	0	.00	.00	.00	.0%
A66105 54015 Maintenance Agreeem	0	185	185	185.00	.00	.00	100.0%
A66105 54020 POSTAGE	150	0	150	10.34	.00	139.66	6.9%
A66105 54040 ASSOC/MEMBERSHIP D	125	0	125	25.00	.00	100.00	20.0%
A66105 54048 Prog Spec Material	0	100	100	.00	.00	100.00	.0%
A66105 54050 Equip. Repairs & M	200	0	200	30.00	80.00	90.00	55.0%
A66105 54070 INSURANCE	245	0	245	253.40	.00	-8.40	103.4%*
A66105 54074 VEHICLE INSURANCE	290	0	290	308.74	.00	-18.74	106.5%*
A66105 54078 Fuel	1,000	0	1,000	609.56	.00	390.44	61.0%
A66105 54300 Vehicle Repairs &	500	0	500	497.98	.00	2.02	99.6%
A66105 54605 LAB TESTING	150	-150	0	.00	.00	.00	.0%
A66105 54615 CONTRACTED MEDICAL	0	150	150	121.00	.00	29.00	80.7%
A66105 58020 RETIREMENT	7,147	0	7,147	.00	.00	7,147.00	.0%
A66105 58030 FICA	3,906	0	3,906	3,368.09	.00	537.91	86.2%
A66105 58040 WORKERS COMP	1,995	0	1,995	2,021.52	.00	-26.52	101.3%*
A66105 58060 HEALTH INS	18,275	0	18,275	17,572.75	.00	702.49	96.2%
A66105 58062 DENTAL INS	90	0	90	87.00	.00	3.24	96.4%
A66105 58065 VISION CARE BENEFI	20	0	20	18.75	.00	.85	95.7%
TOTAL SEALER OF WEIGHTS & MEASURES	86,224	0	86,224	74,218.01	249.51	11,756.56	86.4%
TOTAL GENERAL FUND	86,224	0	86,224	74,218.01	249.51	11,756.56	86.4%
TOTAL EXPENSES	86,224	0	86,224	74,218.01	249.51	11,756.56	

Attachment: Weights and Measures Dec YTD report 2021 (10259 : Weights and Measures Monthly

12/21/2021 09:02
 wfoley

Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	86,224	0	86,224	74,218.01	249.51	11,756.56	86.4%

** END OF REPORT - Generated by Wes Foley **

12/21/2021 09:02
 wfoley

 Cortland County
 YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

 Report title:
 YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2020/ 2

To Yr/Per: 2020/ 2

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/12

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
Org	A66105
Object	
Project	
Rollup code	
Account type	
Account status	

Weights and Measures
For November
Government Operations Committee

The month of December I completed the last of the commercial scales for the year. At this time all of the invoice money for the year has been collected with the exception of 9 invoices. I rounded out the year with some package checking. Most packages checked are items that are packed in the store. This is to make sure that stores are taking correct tare and using good weighing practices. I do this at least once a year and sometimes more if time allows. Overall our local stores did very well. Total packages weighed to check tare this year was 1062. I only found one issue and it was from an employee that just started and did not understand the concept of tare. I spent some time with the person to educate and instill the importance of always checking for correct tare. This can happen when a product plu is not set up correctly or the wrong container was used.

The next few weeks will be spent preparing the Annual Report for Albany. The report will be included in next months report. This is the best time to compare progress for the Department since month to month the items tested at that time of year vary.

Wesley Foley
Director of Weights and Measures
Office phone 607-753-5025



01/10/2022 14:30
shempstead

Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS A	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A145042 ELECTIONS								
A145042	41289 ELECTIONS FEES	-300	0	-300	-526.76	.00	226.76	175.6%
A145042	41289 SCH DEPARTMENTAL F	-3,000	0	-3,000	-3,000.00	.00	.00	100.0%
	TOTAL ELECTIONS	-3,300	0	-3,300	-3,526.76	.00	226.76	106.9%
A145043 ELECTIONS								
A145043	43145 SHOE BD ELECTIONS	0	0	0	-22,220.00	.00	22,220.00	100.0%
	TOTAL ELECTIONS	0	0	0	-22,220.00	.00	22,220.00	100.0%
A14505 ELECTIONS								
A14505	51005 PERSONAL SERVICES	83,226	0	83,226	82,066.22	.00	1,159.78	98.6%
A14505	51010 PART-TIME PAY	63,688	0	63,688	77,714.96	.00	-14,026.96	122.0%*
A14505	51015 TEMP PAY	35,000	0	35,000	23,363.88	.00	11,636.12	66.8%
A14505	51020 OVERTIME PAY	0	0	0	3,354.94	.00	-3,354.94	100.0%*
A14505	52005 Capital Office Equ	0	2,060	2,060	2,056.99	.00	3.01	99.9%
A14505	54000 TELEPHONE	8,000	-390	7,610	1,907.13	582.28	5,120.59	32.7%
A14505	54001 COPYING/PRINTING	54,000	-3,297	50,703	38,703.48	.00	11,999.52	76.3%
A14505	54004 COMPUTER SOFTWARE	32,620	4,640	37,260	34,928.00	.00	2,332.00	93.7%
A14505	54005 Office Materials &	1,500	1,472	2,972	2,802.35	.00	169.65	94.3%
A14505	54015 Maintenance Agreem	0	2,097	2,097	2,097.00	.00	.00	100.0%
A14505	54020 POSTAGE	42,000	-399	41,601	8,266.13	.00	33,334.87	19.9%
A14505	54035 EDUCATION & TRAINI	1,500	2,244	3,744	.00	.00	3,744.00	.0%
A14505	54040 ASSOC/MEMBERSHIP D	140	0	140	140.00	.00	.00	100.0%
A14505	54041 PUBLICATIONS	350	0	350	234.00	.00	116.00	66.9%
A14505	54045 Travel & Sustenanc	0	828	828	818.52	.00	9.48	98.9%
A14505	54047 MILEAGE REIMBURSEM	250	-250	0	.00	.00	.00	.0%
A14505	54050 Equip. Repairs & M	300	0	300	.00	.00	300.00	.0%
A14505	54055 PROFESSIONAL SERVI	75,000	-10,005	64,995	44,998.86	.00	19,996.14	69.2%
A14505	54060 LEGAL NOTICES / AD	3,000	0	3,000	2,067.92	.00	932.08	68.9%
A14505	54065 EQUIP RENT / LEASE	63,295	1,000	64,295	61,465.19	.00	2,829.81	95.6%
A14505	54070 INSURANCE	5,713	0	5,713	6,072.30	.00	-359.80	106.3%*
A14505	54078 Fuel	500	0	500	268.25	.00	231.75	53.7%
A14505	54213 I/D COPIER	1,240	0	1,240	999.48	.00	240.52	80.6%

Attachment: Board of Elections Monthly Budget Report (10307 : Board of Elections Monthly Budget

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14505 58020 RETIREMENT	16,110	0	16,110	.00	.00	16,110.00	.0%
A14505 58030 FICA	11,239	0	11,239	13,907.19	.00	-2,668.19	123.7%*
A14505 58040 WORKERS COMP	5,980	0	5,980	6,059.48	.00	-79.48	101.3%*
A14505 58060 HEALTH INS	22,540	0	22,540	15,026.44	.00	7,513.85	66.7%
A14505 58062 DENTAL INS	271	0	271	271.44	.00	-.72	100.3%*
A14505 58065 VISION CARE BENEFI	59	0	59	58.50	.00	.30	99.5%
TOTAL ELECTIONS	527,520	0	527,520	429,648.65	582.28	97,289.38	81.6%
TOTAL GENERAL FUND	524,220	0	524,220	403,901.89	582.28	119,736.14	77.2%
TOTAL REVENUES	-3,300	0	-3,300	-25,746.76	.00	22,446.76	
TOTAL EXPENSES	527,520	0	527,520	429,648.65	582.28	97,289.38	

Attachment: Board of Elections Monthly Budget Report (10307 : Board of Elections Monthly Budget

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	75,302	0	75,302	76,529.97	.00	-1,227.97	101.6%*
A14205 51010 PART-TIME PAY	168,464	0	168,464	134,961.34	.00	33,502.66	80.1%
A14205 51020 OVERTIME PAY	0	0	0	595.37	.00	-595.37	100.0%*
A14205 51035 OTHER COMPENSATION	0	0	0	18,563.50	.00	-18,563.50	100.0%*
A14205 54000 TELEPHONE	792	-75	717	655.94	.00	61.06	91.5%
A14205 54001 COPYING/PRINTING	60	0	60	1.12	.00	58.88	1.9%
A14205 54005 Office Materials &	500	195	695	439.31	201.71	53.98	92.2%
A14205 54020 POSTAGE	192	-100	92	33.98	.00	58.02	36.9%
A14205 54035 EDUCATION & TRAINI	4,250	-3,000	1,250	100.00	.00	1,150.00	8.0%
A14205 54040 ASSOC/MEMBERSHIP D	845	0	845	565.00	.00	280.00	66.9%
A14205 54041 PUBLICATIONS	1,220	-500	720	-4.29	.00	724.29	-.6%
A14205 54045 Travel & Sustenanc	1,000	-300	700	.00	.00	700.00	.0%
A14205 54047 MILEAGE REIMBURSEM	1,200	-1,200	0	.00	.00	.00	.0%
A14205 54055 PROFESSIONAL SERVI	8,000	7,525	15,525	12,603.60	2,000.00	921.40	94.1%
A14205 54060 LEGAL NOTICES / AD	500	0	500	53.42	.00	446.58	10.7%
A14205 54070 INSURANCE	2,033	0	2,033	1,682.04	.00	350.96	82.7%
A14205 54213 I/D COPIER	1,513	0	1,513	1,386.55	.00	126.45	91.6%
A14205 54215 I/D LEXIS NEXIS	2,406	-200	2,206	2,048.20	.00	157.80	92.8%
A14205 54444 FEES & PERMITS	120	-120	0	.00	.00	.00	.0%
A14205 58020 RETIREMENT	34,127	0	34,127	.00	.00	34,127.24	.0%
A14205 58030 FICA	18,648	0	18,648	16,966.99	.00	1,681.12	91.0%
A14205 58040 WORKERS COMP	6,975	0	6,975	7,067.71	.00	-92.71	101.3%*
A14205 58060 HEALTH INS	44,064	0	44,064	32,167.81	.00	11,896.10	73.0%
A14205 58062 DENTAL INS	271	0	271	259.66	.00	11.34	95.8%
A14205 58065 VISION CARE BENEFIT	59	0	59	36.46	.00	22.54	61.8%
TOTAL COUNTY ATTORNEY	372,541	2,225	374,766	306,713.68	2,201.71	65,850.87	82.4%
TOTAL GENERAL FUND	372,541	2,225	374,766	306,713.68	2,201.71	65,850.87	82.4%
TOTAL EXPENSES	372,541	2,225	374,766	306,713.68	2,201.71	65,850.87	

Attachment: MUNIS 12-31-21 (10265 : County Attorney Monthly Report)

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 Cortland County
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	372,541	2,225	374,766	306,713.68	2,201.71	65,850.87	82.4%

** END OF REPORT - Generated by Maria Adsit **



**CORTLAND COUNTY ATTORNEY
WENDY L. FRANKLIN**

CHIEF ASSISTANT COUNTY ATTORNEY

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045
TEL 607-753-5095
FAX: 607-756-3489

December 30, 2021

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:

January 1, 2018 – December 31, 2018

2018 -	JD referred for petition:	20	(**01 RTA)
	PINS petitions:	12	
	Vio. Probation/Support:	<u>09</u>	
		41	

January 1, 2019 – December 31, 2019

2019 -	JD referred for petition:	35*	(**13 RTA)
	PINS petitions:	15	
	Vio. Probation/Support:	<u>06</u>	
		56	

January 1, 2020 – December 31, 2020

2020 -	JD referred for petition:	29*	(**8 RTA)
	PINS petitions:	04	
	Vio. Probation/Support:	<u>05</u>	
		38	

January 1, 2021 – December 30, 2021

2021-	JD referred for petition:	20	(**3 RTA)
	PINS petitions:	04	
	Vio. Probation/Support:	<u>03</u>	
		27	

JD referrals for petition by classification of offense:

2020	Property crimes:	24	2021	Property crimes:	09
	Crimes against persons:	04		Crimes against persons:	07
	Sex offenses:	<u>01</u>		Sex offenses:	<u>06</u>
		29			22

****RTA (Raise the Age) JD petitions included above:**

(respondent 16 years old at date of offense(s), committed 10/1/18-9/30/19
17 years old at date of offense(s), committed after 10/1/19)



**CORTLAND COUNTY ATTORNEY
WENDY L. FRANKLIN**

Chief Assistant County Attorney

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045
TEL 607-753-5095
FAX: 607-756-3489

December 30, 2021

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:

(Note: Orders are prepared by County Attorney's Office, sent to Attorney for the Child/Respondent for review, held for 10 days, then submitted to the Family Court Judge for signature and entry)

January 1, 2017 – December 31, 2017: 72 orders

January 1, 2018 – December 11, 2018: 97 orders

January 1, 2019 – December 31, 2019: 87 orders

January 1, 2020 – December 31, 2020: 65 orders

January 1, 2021 – December 30, 2021: 21 orders

Attachment: JAN Committee Report (10265 : County Attorney Monthly Report)

County Clerk Monthly Report: December (Stats for November 2021 (91.67%))

	Jan-Nov		
	<u>YTD 2019</u>	<u>YTD2020</u>	<u>YTD</u>
Clerk Fees	371,862.66	365,844.40	454,168.59
DMV Fees	445,107.31	310,668.19	348,573.92
User Fee	252,306.86	236,150.38	278,358.66
Internet Fee	12,030.86	18,461.45	24,757.75
Local Mtg Tax	259,517.67	425,353.10	412,587.35
DWI Fines	9,292.18	4,568.08	7,975.24
Mtg Tax Exp	57,122.67	57,122.67	57,122.67
TOTAL	1,407,240.21	1,417,755.93	1,583,536.18
% OF Est Rev	91.05%	93.04%	107.42%
Est Rev	1,545,616.00	1,523,808.39	1,474,216.00
Actual Rev	1,523,808.39	1,555,190.64	TBD

Regional Zoom Mtg with DMV Commissioner-County to resume receiving vehicle mail-in registrations

Met with the following State Court Committees:

- *Legal Services Advisory Board
- *Civil E-filing Advisory Board
- *Criminal E-filing Advisory Board

Met with Willet Town Clerk to inventory records

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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A14115 COUNTY CLERK - MOTOR VEHICLES

A14115 51005	PERSONAL SERVICES	300,412	0	300,412	284,243.25	.00	16,168.47	94.6%
A14115 51035	OTHER COMPENSATION	0	0	0	67.18	.00	-67.18	100.0%*
A14115 54000	CELL & LONG/DISTAN	2,140	0	2,140	1,990.49	146.04	3.47	99.8%
A14115 54005	Office Materials &	1,300	-500	800	373.12	14.75	412.13	48.5%
A14115 54020	POSTAGE	2,500	500	3,000	2,438.33	121.18	440.49	85.3%
A14115 54055	PROFESSIONAL SERVI	500	0	500	288.00	.00	212.00	57.6%
A14115 54060	LEGAL NOTICES / AD	100	0	100	.00	.00	100.00	.0%
A14115 54070	LIABILITY INSURANC	5,713	0	5,713	6,072.30	.00	-359.30	106.3%*
A14115 54213	I/D COPIER	849	0	849	778.36	.00	70.64	91.7%
A14115 58020	RETIREMENT	42,058	0	42,058	20,207.00	.00	42,058.00	.0%
A14115 58030	FICA	22,982	0	22,982	20,207.00	.00	2,775.00	87.9%
A14115 58040	WORKERS COMP	16,459	0	16,459	16,677.77	.00	-218.77	101.3%*
A14115 58060	HEALTH INS	78,686	0	78,686	74,652.63	.00	4,033.81	94.9%
A14115 58062	DENTAL INS	654	0	654	542.59	.00	111.41	83.0%
A14115 58065	VISION CARE BENEFIT	123	0	123	98.26	.00	24.74	79.9%

TOTAL COUNTY CLERK - MOTOR VEHICLES

474,476

0

474,476

408,429.28

281.97

65,764.91

86.1%

TOTAL GENERAL FUND

474,476

0

474,476

408,429.28

281.97

65,764.91

86.1%

TOTAL EXPENSES

474,476

0

474,476

408,429.28

281.97

65,764.91

86.1%

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	474,476	0	474,476	408,429.28	281.97	65,764.91	86.1%

** END OF REPORT - Generated by Elizabeth Larkin **

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FOR 2021 12

ACCOUNTS FOR:
A GENERAL FUND

ORIGINAL
APPROP

TRANSFERS/
ADJUSTMENTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

A14105 COUNTY CLERK

A14105 43060	19LGG RECORDS MANAG	0	-28,572	-28,572	-28,572.00	.00	.00	12,560.98	100.0%
A14105 51005	PERSONAL SERVICES	224,057	0	224,057	211,495.80	.00	.00	-502.53	94.4%
A14105 51035	OTHER COMPENSATION	0	0	0	502.53	.00	.00	219.68	100.0%
A14105 54000	TELEPHONE	981	0	981	761.32	.00	.00	100.00	90.0%
A14105 54001	PRINTING/COPYING	1,000	0	1,000	900.00	.00	.00	35.34	99.3%
A14105 54005	Office Materials & Maintenance Agreem	5,657	-700	4,957	1,965.15	.00	.00	2,991.85	39.6%
A14105 54015	POSTAGE	2,000	700	1,300	2,546.97	.00	.00	153.03	94.3%
A14105 54020	ASSOC/MEMBERSHIP D	7,275	0	7,275	7,245.00	.00	.00	30.00	99.6%
A14105 54045	Travel & Sustenanc	1,500	0	1,500	951.00	.00	.00	549.00	63.4%
A14105 54055	PROFESSIONAL SERV	5,000	0	5,000	2,855.18	.00	.00	634.77	87.3%
A14105 54055	19LGG PROFESSIONAL	0	33,116	33,116	29,548.56	1,510.05	3,567.48	100.00	100.0%
A14105 54060	LEGAL NOTICES / AD	100	0	100	.00	.00	.00	100.00	.0%
A14105 54065	EQUIP RENTAL/LEASE	49,200	0	49,200	49,200.00	.00	.00	-2,085.28	153.1%
A14105 54070	INSURANCE	3,928	0	3,928	6,013.28	.00	.00	171.22	91.7%
A14105 54213	I/D COPIER	2,052	0	2,052	1,880.78	.00	.00	.00	100.0%
A14105 54444	FEES & PERMITS	1,575	0	1,575	1,575.00	.00	.00	.00	.0%
A14105 58020	RETIREMENT	31,367	0	31,367	.00	.00	.00	31,367.00	90.4%
A14105 58030	FICA	17,140	0	17,140	15,496.32	.00	.00	1,643.68	101.3%
A14105 58040	WORKERS COMP	9,476	0	9,476	9,601.95	.00	.00	-125.95	96.8%
A14105 58060	HEALTH INS	36,247	0	36,247	35,087.62	.00	.00	1,159.10	95.0%
A14105 58062	DENTAL INS	429	0	429	407.45	.00	.00	21.55	93.2%
A14105 58065	VISION CARE BENEFIT	74	0	74	68.99	.00	.00	5.01	88.0%
TOTAL COUNTY CLERK		404,258	4,544	408,802	354,595.67	5,177.42	49,028.45	88.0%	
TOTAL GENERAL FUND		404,258	4,544	408,802	354,595.67	5,177.42	49,028.45	88.0%	
TOTAL REVENUES		0	-28,572	-28,572	-28,572.00	.00	.00	49,028.45	
TOTAL EXPENSES		404,258	33,116	437,374	383,167.67	5,177.42	49,028.45		

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	404,258	4,544	408,802	354,595.67	5,177.42	49,028.45	88.0%

** END OF REPORT - Generated by Elizabeth Larkin **

POSITION VACANCY REPORT

As of January 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Food Service Helper Grade 2 \$13.6235-\$17.0727/hr	Aging	New	10/27/2021	10/28/2021	10/28/2021	10/28/2021	12/2/2021	Mack Sams	*
Principal Account Clerk Grade 13 \$19.8756-\$24.9079/hr/hr	Budget & Finance	Transfer	9/27/2021	9/13/2021	9/13/2021	9/15/2021	Posted		*
Custodian Grade 3 \$14.4357-\$18.0906/hr	Building & Grounds	Resignation	5/17/2021	7/15/2021	7/15/2021	7/15/2021	Posted		*
Executive Assistant to the Co Adm Grade 10 \$45,499-\$55,357/yr	County Administrator	New	8/27/2021	8/26/2021	Approved by resolution	8/26/2021	Posted		*
Keyboard Specialist Grade 5 \$15.5556-\$19.4940/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020				*
Assistant District Attorney Grade 4 \$71,623-\$87,139/yr	District Attorney	Promotion	1/15/2021	12/2/2021	12/22/2021	12/3/2021	Posted		*
Family Advocate Grade 12 \$19.2391-24.1101/hr	District Attorney	Resignation	5/10/2021	5/3/2021	5/3/2021	5/3/2021	12/7/2021	Taylor Cullip	Grant Funded
Information Processing Clerk Grade 8 \$16.9790-\$21.2778/hr	District Attorney	Removal	12/2/2021	12/2/2021	12/2/2021	12/6/2021	Cert/Posted		*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
Support Investigator Grade 10 \$18.0573-\$22.6292/hr	DSS	Resignation	8/20/2021	8/2/2021	8/2/2021	8/2/2021	Cert/Post		*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Resignation	9/1/2021	9/24/2021	9/24/2021	9/24/2021	12/6/2021	Alicia Miller	*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Resignation	9/1/2021	9/24/2021	9/24/2021	9/24/2021	12/13/2021	Erica Barhite	*
Support Investigator Grade 10 \$18.0573-\$22.6292/hr	DSS	Resignation	10/1/2021	9/13/2021	9/13/2021	9/15/2021	Post/Cert		*
Community Services Workers Grade 5 \$15.5556-\$19.4940/hr	DSS	3 Temporary HEAP	10/18/2021	7/12/2021	7/13/2021	7/13/2021	Canvass/Cert/Post	* Patricia Pittsley (9/27) * Carol Hammel (12/20)	*

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of January 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Social Welfare Examiner Trainee Grade 9 \$17.5041-\$21.9357/hr	DSS	Promotion	10/29/2021	8/13/2021	8/16/2021	8/16/2021	12/1/2021	Matthew Barnes	*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Removal from probation	11/3/2021	11/3/2021	11/5/2021	11/8/2021	Post/Cert/Exam File apps		*
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	Promotion	11/8/2021	11/4/2021	11/5/2021	11/8/2021	Cert/Posted		*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Removal of provisional	11/18/2021	11/18/2021	11/18/2021	11/19/2021	Post/Cert/Exam File apps		*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Temporary	12/31/2021	12/9/2021	12/10/2021	12/13/2021			*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Temporary	12/31/2021	12/9/2021	12/10/2021	12/13/2021			*
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	Posted/Cert		*
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	Posted/Cert		*
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	Posted/Cert		*
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	Posted/Cert		*
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	Posted/Cert		*
Social Welfare Examiner Trainee Grade 9 \$17.5041-\$21.9357/hr	DSS	Retirement	1/14/2022	10/21/2021	10/21/2021	10/22/2021	Cert/Post/Exam File Apps		*
Social Services Attorney Grade 4 \$71,623-\$87,139/yr	DSS	Resignation	1/21/2022	12/20/2021	12/21/2021	12/21/2021	Posted		*
Safe Harbour Coordinator Grade 13 \$20.2732-\$25.5331/hr	DSS/CAC	New	1/1/2022	12/16/2021	Approved by resolution	12/16/2021	Posted		Grant Funded

Attachment: January 2022 (10276 : January Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of January 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Employment & Training Specialist Grade 12 \$19.2391-\$24.1101/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6 \$20.5973-\$30.6286/hr	ERAC	Failed Probation	10/24/2021	10/14/2021	10/15/2021	10/15/2021	Canvass/Cert		*
Public Health Educator Grade 16 \$21.9864-\$27.5529/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
Public Health Educator Grade 16 \$21.9864-\$27.5529/hr	Health	Resignation	8/6/2021	8/23/2021	8/23/2021	8/23/2021	Posted		*
Contact Investigators (6 Positions) \$20/hr	Health	New	9/23/2021	9/23/2021	Approved by resolution	9/23/2021	10/25/2021 (3 hired)	*Cory Eckstrom *David Thon *Anna Maria	*
Speech Language Pathologist Grade 28 \$34.3096-\$42.9962/hr	Health	Resignation	11/9/2021	11/18/2021	11/18/2021	11/18/2021	Posted		*
Deputy County Super of Hwys Grade 4 \$70,219-\$85,430/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
Assistant Hvy Equip Maint Mech Grade 17 \$21.8852-\$27.4262/hr	Highway	Resignation	7/1/2021	7/6/2021	7/9/2021	7/9/2021	Posted		*
Highway Construction Mechanic Grade 16 \$21.1408-\$26.4932/hr	Highway	Voluntary Demotion	7/9/2021	10/25/2021	10/25/2021	10/26/2021	Posted		*
Parts Chaser Grade 5 \$14.9573-\$18.7442/hr	Highway	Resignation	9/3/2021	9/20/2021	9/22/2021	9/22/2021	12/13/2021	Richard Metcalf	*
Motor Equipment Operator Grade 14 \$19.7556-\$24.7574/hr	Highway	Promotion	10/18/2021	10/13/2021	10/15/2021	10/15/2021	Posted		*
Heavy Equipement Operator Grade 16 \$21.1408-\$26.4932/hr	Highway	Resignation	11/10/2021	11/17/2021	11/23/2021				*
Heavy Equipment Operator Grade 16 \$21.1408-\$26.4932/hr	Highway	Promotion	11/26/2021	11/17/2021	11/23/2021				*
Network Technician Grade 18 \$23.5743-\$29.5428/hr	IT	Resignation	10/1/2021	9/17/2021	9/17/2021	9/17/2021	Posted		*

Attachment: January 2022 (10276 : January Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of January 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
Clinical Dir of MH Programs Grade 6 \$60,762-\$73,927/yr	Mental Health	Demotion	7/6/2021	7/7/2021	7/7/2021	7/7/2021	Posted		*
Licensed Master Social Worker Grade 24 \$29.3795-\$36.8180/hr	Mental Health	Resignation	9/24/2021	9/7/2021	9/7/2021	9/7/2021	Posted		*
Forensic Counselor Grade 22 \$27.2540-\$34.1542/hr	Mental Health	Promotion	9/27/2021	9/14/2021	9/14/2021	9/15/2021	12/6/2021	Chris Cushing	*
Driver, per diem (1) Grade 2 \$13.6235-\$17.0727/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Personnel Assistant Grade 3 \$20.2116-\$24.5906/hr	Personnel	Temporary	2/7/2022	12/21/2021	12/21/2021	waiting for scores			*
Assistant Public Defender Grade 4 \$70,219-\$85,430/yr	Public Defender	Resignation	7/26/2021	7/16/2021	7/19/2021	7/19/2021	Posted		Grant Funded
Investigator (Public Defender) Grade 2 \$19.0533-\$23.1813/hr	Public Defender	Resignation	8/12/2021	8/16/2021	8/17/2021	8/18/2021	Posted		*
Case Manager for Indigent Defendants Grade 14 \$20.5458-\$25.7477/hr	Public Defender	Resignation	9/8/2021	10/29/2021	11/2/2021	11/5/2021	Posted		Grant Funded
Assistant Public Defender (P/T) Grade 4 \$35,811-\$43,569/yr (50%)	Public Defender	Resignation	12/20/2021	12/30/2021	1/4/2022	1/4/2022	Posted		*
PT Jail Cook (12 hrs) Grade 2 \$16.7329-\$22.2396/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$16.7329-\$22.2396/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	4/1/2020	4/20/2020	4/20/2020	4/21/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Promotion	6/5/2020	6/5/2020	6/5/2020	6/15/2020	Exam file apps/Cert		*

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of January 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Exam file apps/Cert		*
Co Police Officer (Deputy Sheriff) CPO \$20.1069-\$32.1663/hr	Sheriff	Promotion	7/14/2021	6/21/2021	6/22/2021	6/29/2021	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
Keyboard Specialist Grade 1 \$15.7520-\$20.9358/hr	Sheriff	Resignation	9/17/2021	9/10/2021	9/15/2021	9/16/2021	Preferred list		*
Senior Account Clerk Grade 3 \$16.9575-\$23.2071/hr	Sheriff	Resignation	10/11/2021	9/24/2021	9/27/2021	9/27/2021	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Exam file apps/Cert		*

Attachment: January 2022 (10276 : January Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

12/31/2021 09:39
vstavesCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR:	PERSONNEL - CIVIL SERVICE	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14305	51005 PERSONAL SERVICES	314,405.31	.00	314,405.31	262,926.93	.00	51,478.38	83.6%
A14305	51020 OVERTIME PAY	1,000.00	.00	1,000.00	873.80	.00	126.20	87.4%
A14305	51035 OTHER COMPENSATION	.00	.00	.00	18,091.21	.00	-18,091.21	100.0%*
A14305	54000 TELEPHONE	1,264.00	.00	1,264.00	1,185.02	.00	78.98	93.8%
A14305	54001 PRINTING/COPYING	400.00	.00	400.00	.00	.00	400.00	.0%
A14305	54005 Office Materials &	2,000.00	300.00	2,300.00	1,841.04	200.23	258.73	88.8%
A14305	54020 POSTAGE	3,500.00	.00	3,500.00	3,152.15	.00	347.85	90.1%
A14305	54035 EDUCATION & TRAINI	500.00	.00	500.00	.00	.00	500.00	.0%
A14305	54040 ASSOC/MEMBERSHIP D	1,300.00	.00	1,300.00	584.00	.00	716.00	44.9%
A14305	54041 PUBLICATIONS	1,400.00	-500.00	900.00	581.94	.00	318.06	64.7%
A14305	54045 Travel & Sustenanc	500.00	500.00	1,000.00	812.92	.00	187.08	81.3%
A14305	54055 PROFESSIONAL SERVI	.00	10,500.00	10,500.00	11,054.75	.00	-554.75	105.3%*
A14305	54060 LEGAL NOTICES / AD	4,500.00	500.00	5,000.00	4,358.72	467.94	173.34	96.5%
A14305	54063 LEGAL FEES	60,000.00	42,000.00	102,000.00	82,794.85	83.75	19,121.40	81.3%
A14305	54070 INSURANCE	2,401.35	.00	2,401.35	2,493.20	.00	-91.85	103.8%*
A14305	54075 OFFICE EQUIPMENT	200.00	-200.00	.00	.00	.00	.00	.0%
A14305	54213 I/D COPIER	1,678.00	.00	1,678.00	1,559.65	.00	118.35	92.9%
A14305	54380 EMPLOYEES EXPENSES	25,168.00	-25,168.00	.00	.00	.00	.00	.0%
A14305	54444 FEES & PERMITS	5,522.50	.00	5,522.50	67.50	37.50	5,417.50	1.9%
A14305	54615 CONTRACTED MEDICAL	5,000.00	22,068.00	27,068.00	24,121.30	913.62	2,033.08	92.5%
A14305	58020 RETIREMENT	44,056.07	.00	44,056.07	.00	.00	44,056.07	.0%
A14305	58030 FICA	24,073.51	.00	24,073.51	20,118.10	.00	3,955.41	83.6%
A14305	58040 WORKERS COMP	11,970.00	.00	11,970.00	12,129.10	.00	-159.10	101.3%*
A14305	58060 HEALTH INS	88,127.82	.00	88,127.82	66,216.83	.00	21,910.99	75.1%
A14305	58062 DENTAL INS	541.44	.00	541.44	324.61	.00	216.83	60.0%
A14305	58065 VISION CARE BENEFI	117.60	.00	117.60	67.70	.00	49.90	57.6%
TOTAL PERSONNEL - CIVIL SERVIC		599,625.60	50,000.00	649,625.60	515,355.32	1,703.04	132,567.24	79.6%
TOTAL EXPENSES		599,625.60	50,000.00	649,625.60	515,355.32	1,703.04	132,567.24	

Attachment: YTD budget report (10267 : Personnel Department Monthly Budget Report)

12/31/2021 09:39
 vstaves

 Cortland County
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	599,625.60	50,000.00	649,625.60	515,355.32	1,703.04	132,567.24	79.6%
** END OF REPORT - Generated by Victoria Staves **							

Attachment: YTD budget report (10267 : Personnel Department Monthly Budget Report)

01/10/2022 09:01
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTPg 1
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A10405 CLERK OF THE LEGISLATIVE BOARD							
A10405 51005 PERSONAL SERVICES	101,431	0	101,431	87,220.99	.00	14,210.04	86.0%
A10405 51035 OTHER COMPENSATION	0	0	0	9,505.45	.00	-9,505.45	100.0%*
A10405 54000 TELEPHONE	696	0	696	699.12	.00	-3.12	100.4%*
A10405 54001 COPYING/PRINTING	1,100	-18	1,082	.00	.00	1,082.00	.0%
A10405 54002 COMPUTER MTN/AGREE	16,002	-16,002	0	.00	.00	.00	.0%
A10405 54005 Office Materials &	1,000	520	1,520	1,134.34	23.04	362.57	76.1%
A10405 54015 Maintenance Agreem	0	16,002	16,002	15,288.59	.00	713.45	95.5%
A10405 54020 POSTAGE	500	0	500	472.33	42.22	-14.55	102.9%*
A10405 54035 EDUCATION & TRAINI	200	0	200	.00	.00	200.00	.0%
A10405 54040 ASSOC/MEMBERSHIP D	375	0	375	100.00	.00	275.00	26.7%
A10405 54041 PUBLICATIONS	234	18	252	252.00	.00	.00	100.0%
A10405 54045 Travel & Sustenanc	400	100	500	450.00	.00	50.00	90.0%
A10405 54047 MILEAGE REIMBURSEM	100	-100	0	.00	.00	.00	.0%
A10405 54055 PROFESSIONAL SERVI	500	0	500	.00	.00	500.00	.0%
A10405 54070 LIABILITY INSURANC	258	0	258	429.61	.00	-171.51	166.5%*
A10405 54075 OFFICE EQUIPMENT	500	-500	0	.00	.00	.00	.0%
A10405 54076 DWYPK Building Repa	0	17,555	17,555	13,734.45	3,326.16	493.92	97.2%
A10405 54213 I/D COPIER	1,600	0	1,600	1,751.78	.00	-151.78	109.5%*
A10405 54400 Food Materials & S	700	0	700	582.02	.00	117.98	83.1%
A10405 58020 RETIREMENT	14,200	0	14,200	.00	.00	14,200.35	.0%
A10405 58030 FICA	7,759	0	7,759	7,194.12	.00	565.36	92.7%
A10405 58040 WORKERS COMP	3,990	0	3,990	4,043.03	.00	-53.03	101.3%*
A10405 58060 HEALTH INS	7,513	0	7,513	9,215.89	.00	-1,702.46	122.7%*
A10405 58062 DENTAL INS	180	0	180	156.60	.00	23.88	86.8%
A10405 58065 VISION CARE BENEFI	0	0	0	6.75	.00	-6.75	100.0%*
TOTAL CLERK OF THE LEGISLATIVE BOARD	159,240	17,574	176,814	152,237.07	3,391.42	21,185.90	88.0%
TOTAL GENERAL FUND	159,240	17,574	176,814	152,237.07	3,391.42	21,185.90	88.0%
TOTAL EXPENSES	159,240	17,574	176,814	152,237.07	3,391.42	21,185.90	

Attachment: Clerk of the Legislature Monthly Budget Report (10297 : Clerk of the Legislature Monthly

01/10/2022 08:36
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A101042 COUNTY LEGISLATURE							
A101042 41289 1011 DEPARTMENTAL	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
TOTAL COUNTY LEGISLATURE	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
A10105 COUNTY LEGISLATURE							
A10105 51010 PART-TIME PAY	182,550	0	182,550	178,367.99	.00	4,182.01	97.7%
A10105 54000 TELEPHONE	450	0	450	242.76	.00	207.24	53.9%
A10105 54005 Office Materials &	0	1,500	1,500	1,452.26	.00	47.74	96.8%
A10105 54040 ASSOC/MEMBERSHIP D	31,486	0	31,486	30,946.00	.00	540.00	98.3%
A10105 54045 Travel & Sustenanc	3,000	11,032	14,032	4,133.84	.00	9,898.26	29.5%
A10105 54047 MILEAGE REIMBURSEM	11,032	-11,032	0	.00	.00	.00	.0%
A10105 54048 COV19 Prog Spec Mat	0	550	550	550.00	.00	.00	100.0%
A10105 54055 PROFESSIONAL SERVI	0	51,977	51,977	14,832.64	20,000.00	17,144.36	67.0%
A10105 54055 1011 PROFESSIONAL S	10,000	2,160	12,160	3,160.00	.00	9,000.00	26.0%
A10105 54060 LEGAL NOTICES / AD	1,000	3,000	4,000	3,016.22	677.95	305.83	92.4%
A10105 54070 INSURANCE	5,386	0	5,386	4,773.79	.00	612.42	88.6%
A10105 54075 OFFICE EQUIPMENT	1,500	-1,500	0	.00	.00	.00	.0%
A10105 54400 Food Materials & S	0	0	0	53.73	.00	-53.73	100.0%*
A10105 58020 RETIREMENT	558	0	558	.00	.00	557.72	.0%
A10105 58030 FICA	14,541	0	14,541	13,637.97	.00	903.24	93.8%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,139.83	.00	-224.83	101.3%*
A10105 58062 DENTAL INS	90	0	90	90.48	.00	-.24	100.3%*
A10105 58065 VISION CARE BENEFIT	20	0	20	19.50	.00	.10	99.5%
TOTAL COUNTY LEGISLATURE	278,528	57,687	336,215	272,417.01	20,677.95	43,120.12	87.2%
TOTAL GENERAL FUND	268,528	57,687	326,215	262,417.01	20,677.95	43,120.12	86.8%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	
TOTAL EXPENSES	278,528	57,687	336,215	272,417.01	20,677.95	43,120.12	

Attachment: Legislature Monthly Budget Report (10298 : Legislature Monthly Budget Report)