



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, February 9, 2023

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 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	Present	
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	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Victoria Staves	Cortland County, NY	Benefits Manager	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Beau Harbin	Cortland County, NY	Board Member	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Remote	
Anthony Brothers	Assured Partners	Senior Vice President	Remote	

Eddie Velazquez	Cortland Voice	Reporter	Remote	
Wendy Canfield	Cortland County, NY	Executive Assistant to the County Adminsitrator	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Jan 12, 2023 9:00 AM

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

PRESENTATIONS

1. Assured Partners - Presentation from Anthony Brothers on Medicare Advantage

RESULT:	COMPLETED
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RESOLUTIONS

MONTHLY REPORTS

1. Vacancy Report January 2023

RESULT:	COMPLETED
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2. County Attorney Office Monthly Report

RESULT:	COMPLETED
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3. County Clerk Monthly Report

RESULT:	COMPLETED
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4. Weights and Measures Monthly Report

RESULT:	COMPLETED
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5. January FOIL Report - Clerk of the Legislature

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Walmart Mail Order Prescriptions

RESULT:	COMPLETED
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2. Weights and Measures Annual Report 2022

RESULT:	COMPLETED
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3. Form for Personnel Changes

RESULT:	COMPLETED
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4. Committee Procedures

RESULT:	COMPLETED
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5. Director of Planning Reallocation Discussion

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:25 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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Cortland, NY 13045
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1

Thursday, January 12, 2023

9:00 AM

Room 302

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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	Present	
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	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Present	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

Minutes Acceptance: Minutes of Jan 12, 2023 9:00 AM (MINUTES)

MINUTES

1. Government Operations Committee - Committee Meeting - Nov 3, 2022 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

MONTHLY REPORTS

1. County Attorney Office Monthly Report

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
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3. January New & Filled Vacancies

RESULT:	COMPLETED
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4. January 2023 Vacancy Report

RESULT:	COMPLETED
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5. 2022 EOY FOIL Report

RESULT:	COMPLETED
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6. County Clerk January Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Legislative Mileage Policy

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Resolution No. 258-15 Legislative Mileage Reimbursement Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/26/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	George Wagner, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Amend Resolution No. 258-15 Legislative Mileage Reimbursement Policy

WHEREAS, § 203 (2) b of New York State County Law states that “The board of supervisors may authorize the payment of a reasonable mileage allowance the miles actually and necessarily traveled on official business of the county by any supervisor by the use of his own automobile, including travel on official business of the county in going from and returning to his residence,” AND

WHEREAS, Resolution No. 258-15 adopted a Legislative Mileage Reimbursement Policy,

Minutes Acceptance: Minutes of Jan 12, 2023 9:00 AM (MINUTES)

AND

WHEREAS, there is a need to amend the policy to fairly enable reimbursement without restricting the ability of Legislators who must drive further due to their residence location, AND

WHEREAS, the Cortland County Government Operations Committee has reviewed and recommends the adoption of the policy below, NOW THEREFORE BE IT

RESOLVED that Resolution No. 258-15 - Adopt Legislative Mileage Reimbursement Policy is hereby amended as noted below, AND BE IT FURTHER

RESOLVED that the Legislators shall be reimbursed for mileage expenses incurred at the County's established reimbursement rate as determined annually by the Internal Revenue Services, AND BE IT FURTHER

RESOLVED that any travel/mileage reimbursement incurred by Legislators that falls outside the scope of the policy below shall be governed by the existing duly adopted Travel Policy that covers all County employees, AND BE IT FURTHER

RESOLVED, that the following policy indicating eligible expense and procedures is hereby adopted as follows:

Legislative Local Mileage Policy

I. Definitions:

Legislative Assignments/Committees/Boards - Specific assignment of individual Legislators designating them as a representative of the Legislature (includes, but not limited to, Advisory Boards, Regional Boards, Planning Boards, etc.)

Travel/Training Mileage Reimbursement - The current Authorization to Travel Policy originally adopted on May 20, 2004 and amended June 25, 2015, August 16, 2016 and March 28, 2019.

II. Policy:

Mileage reimbursement to County Legislators shall be allowed as follows:

1. The annual amount to be reimbursed for mileage traveled and properly documented shall be based on the most recent Internal Revenue Service (IRS) standards.
2. The policy does not conflict with the Authorization to Travel policy with regard to Legislator's attendance at conferences and training.

III. Procedure:

Legislators are required to complete a Mileage Record that provides the following information:

1. Claimant name and complete address.
2. A record of attendance shall include the date; complete address of starting location, location of meeting, and return location; round trip miles; name of specific meeting attended; total miles submitted; and signature of claimant.
3. Upon completion the form shall be submitted to the Legislature office for processing.

ADJOURNMENT

The meeting was closed at 10:07 AM

Cortland County

Medicare Advantage Plan Overview – February 9th, 2023



AssuredPartners
EMPLOYEE BENEFITS

1.1.a



POWER

through Partnership

Packet Pg. 8

Attachment: Medicare advantage overview Presentation Cortland County (11232 : Assured



Agenda

- What's an MA Plan?
- How do MA Plans work?
- When you can join or switch plans
- What are the types of MA Plans?





About Us

At AssuredPartners, we're not just in the insurance business. We're in the business of developing strong, lasting relationships. Relationships built on trust that we earn day in and day out by collaborating with you as partners – where we view each other as equals, show mutual respect and work openly and honestly together to achieve common goals.

As true partners, our local and national team of dedicated, experienced insurance professionals always have your best interests in mind and are passionate about protecting your assets and helping you grow. Through listening, problem solving and collaboration, together we find the best new innovative solutions to fulfill your specific needs and promote your success – now and for the future. It's what we call power through partnership.



5th

LARGEST P&C
BROKER IN
THE US



11th

LARGEST
BROKER IN
THE US



38

STATES, 250
CITIES, 2
COUNTRIES



200

PHYSICAL
OFFICE
LOCATIONS



250+

PRODUCTS &
SERVICES



8,500

DEDICATED
PROFESSIONALS ON
STAFF



800,000

HAPPY CLIENTS
AND
COUNTING!



\$2B

IN
ANNUALIZED
REVENUE



What are Medicare Advantage Plans?

- Health plans run by private companies that provide Part A and Part B benefits
 - Part of the Medicare Program
 - Approved by Medicare
 - Most plans include prescription drug coverage—Part D
 - May provide vision and dental services
- Sometimes called Part C
- Available across the country



AssuredPartners
EMPLOYEE BENEFITS

How do Medicare Advantage Plans work?



- Medicare pays the plan every month for your care
 - Provides Medicare-covered benefits
 - You still have Medicare rights and protections
- You may have to use in-network doctors/hospitals
- May differ from Original Medicare—cost sharing
- If the plan leaves Medicare, you can
Join another MA Plan, or
Return to Original Medicare





Who Can Join a Medicare Advantage Plan?

- To be eligible, you must
 - Be enrolled in Medicare Part A (Hospital Insurance)
 - Be enrolled in Medicare Part B (Medical Insurance)
 - Live in the plan's service area
 - Be a United States (U.S.) citizen or lawfully present in the U.S.
 - Not be incarcerated
- To join you must also
 - Provide necessary information to the plan
 - Follow the plan's rules
 - Only belong to one plan at a time



Types of Medicare Advantage Plans



- Health Maintenance Organization (HMO)
- HMO Point-of-Service
- Preferred Provider Organization
- Special Needs Plan
- Private Fee-for-Service
- Medicare Medical Savings Account



Medicare Health Maintenance Organization (HMO) Plan

Can you get your health care from any doctor or hospital?

No. You generally must get your care and services from doctors, other health care providers, or hospitals in the plan's network (except emergency care, out-of-area urgent care, or out-of-area dialysis). In some plans, you may be able to go out-of-network for certain services, usually for a higher cost. This is called an HMO with a point-of-service option in certain geographic areas.

Are prescription drugs covered?

In most cases, yes. Ask the plan. If you want Medicare drug coverage, you must join an HMO plan that offers prescription drug coverage.

Do you need to choose a primary care doctor?

In most cases, yes.

Do you need a referral to see a specialist?

In most cases, yes. Certain services, like yearly screening mammograms, don't require a referral.

What else do you need to know about this type of plan?

If your doctor or other health care provider leaves the plan, your plan will notify you and you can choose another plan doctor.

If you get health care outside the plan's network, you may have to pay the full cost.

It's important that you follow the plan rules. For example, the plan may require prior approval for certain services.

Medicare Preferred Provider Organization (PPO) Plan

Can you get your health care from any doctor or hospital?

In most cases, yes. PPOs have network doctors, other health care providers, and hospitals, but you can also use out-of-network providers for covered services, usually for a higher cost.

Are prescription drugs covered?

In most cases, yes. If you want Medicare drug coverage, you must join a PPO plan that offers prescription drug coverage. You may contact individual plans to find out if they offer prescription drug coverage.

Do you need to choose a primary care doctor?

No.

Do you need a referral to see a specialist?

In most cases, no.

What else do you need to know about this type of plan?

PPO plans aren't the same as Original Medicare or Medigap.

Medicare PPO plans usually offer extra benefits (like dental or vision services) than Original Medicare, but you may have to pay extra for these benefits.

Rights in Medicare Health Plans

- Choice of health care providers within the plan
- Access to health care providers (treatment plan)
- Know how your doctors are paid
- Fair, efficient, and timely appeals process
- Grievance process
- Coverage/payment information before service
- Privacy of personal health information

Acronyms

- **AIC** Amount in Controversy
- **ALJ** Administrative Law Judge
- **ANOC** Plan Annual Notice of Change
- **CHIP** Children's Health Insurance Program
- **CMS** Centers for Medicare & Medicaid Services
- **EOC** Evidence of Coverage
- **ESRD** End-Stage Renal Disease
- **HIPAA** Health Insurance Portability and Accountability Act
- **HMO** Health Maintenance Organization
- **IRE** Independent Review Entity
- **LIS** Low Income Subsidy
- **LPI** Low Performance Icon
- **MA** Medicare Advantage
- **MAC** Medicare Appeals Council
- **MA-PD** Medicare Advantage with Prescription Drug Coverage
- **MAO** Medicare Advantage Organizations
- **MMG** Medicare Marketing Guidelines
- **MSA** Medical Savings Account
- **NTP** National Training Program
- **OEP** Open Enrollment Period
- **PACE** Programs of All-Inclusive Care for the Elderly
- **PDP** Prescription Drug Plan
- **PFFS** Private Fee-for-Service
- **PPO** Preferred Provider Organization
- **SEP** Special Enrollment Period
- **SHIP** State Health Insurance Assistance Program
- **SNP** Special Needs Plan
- **TTY** Teletypewriter



AssuredPartners

EMPLOYEE BENEFITS

Thank You!

1.1.a

Attachment: Medicare advantage overview Presentation Cortland County (11232 : Assured

POSITION VACANCY REPORT

As of February 1, 2023

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
Cook Grade 7/\$17,1917-\$21,7603	Aging	Death	1/3/2023	1/10/2023	1/10/2023	1/11/2023	Posted		
Director,Area Agency on Aging Grade 7/\$68,718-\$91,464	Aging	Retirement	11/30/2022	8/24/2022	8/24/2022	8/24/2022	2/6/2023	Pearl Reed-Klein	*
Driver Grade 4/ \$15.3434-\$19.4208/hr	Aging	New	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		*
Driver Grade 4/ \$15.3434-\$19.4208/hr	Aging	New	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		*
Fiscal Manager Grade 11/\$51,456-\$68,488	Aging	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam file/Posted		*
Building Maintenance Mechanic Grade 10/\$18.8329-\$23.8377	Buildings and Grounds	Moving to different position	1/1/2023	1/3/2023	1/6/2023	1/6/2023	Posted		
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	10/28/2022	10/21/2022	10/21/2022	10/21/2022	Posted		Grant Funded
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Termination	12/28/2022	1/3/2023	1/6/2023	1/6/2023	Posted		
Deputy County Administrator Grade 4/\$85,369-\$113,625	County Admin	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	2/6/2023	Melanie Valardi	*
Chief Assistant County Attorney Grade 4/\$85,369-\$113,625	County Attorney	New	11/18/2022	11/18/2022	11/18/2022	11/18/2022	Posted		*
Paralegal Grade 6H/\$23.4869-\$31.2611	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Posted		*
Senior Index Clerk Grade 8/\$17.7082-\$22.4141	County Clerk	New	1/1/2023	12/22/2022	12/22/2022	12/22/2022	Posted		*
Assistant District Attorney Grade 6/\$73,873-\$98.324	District Attorney	Removal	11/7/2022	11/14/2022	11/14/2022	11/14/2022	Posted		
Case Supervisor, Grade A Grade 24/\$30.6414-\$38.7843	DSS	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	1/9/2023	Tammy McCall	Grant Funded

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of February 1, 2023

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
Case Supervisor, Grade B Grade 22/\$28.4246-\$35.9782	DSS	Promotion	1/6/2023	1/3/2023	1/3/2023	1/3/2023	Posted		
Case Supervisor, Grade B Grade 22/\$28.4246-\$35.9782	DSS	Promotion	1/6/2023	1/3/2023	1/3/2023	1/30/2023	1/30/2023	Ann-Marie Partis	
Case Supervisor, Grade B Grade 22/\$28.4246-\$35.9782	DSS	Resignation	1/27/2023	1/11/2023	1/13/2023	1/13/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	10/14/2022	9/30/2022	10/3/2022	10/4/2022	1/30/2023	William McGrane	Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	10/14/2022	10/14/2022	10/14/2022	Post/exam results		Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	12/22/2022	12/7/2022	12/7/2022	12/7/2022	Posted		Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	5/13/2022	4/26/2022	4/27/2022	4/27/2022	1/23/2023	Shane King	*
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/3/2023	1/3/2023	1/3/2023	Post/exam results		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/3/2023	1/3/2023	1/3/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/11/2023	1/13/2023	1/13/2023	Posted		
Community Service Worker Grade 5 \$16.2237-\$20.5351	DSS	Seasonal (Temp)	10/17/2022	7/8/2022	7/21/2022	7/21/2022	Posted		Grant Funded
Director of Social Services Grade 7/\$68,718-\$91,464	DSS	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	1/9/2023	Wendy Youngs	Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Resignation	12/8/2022	11/30/2022	11/30/2022	11/30/2022	exam apps/posted		Grant Funded
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	1/6/2023	1/3/2023	1/3/2023	1/30/2023	Posted		

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of February 1, 2023

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
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	1/6/2023	1/3/2023	1/3/2023	1/3/2023	Posted		
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	1/6/2023	1/11/2023	1/13/2023	1/13/2023	Posted		
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	Promotion	11/15/2022	11/16/2022	11/16/2022	11/16/2022	Posted		Grant Funded
Support Investigator Grade 10/\$18.8329-\$23.8377	DSS	Resignation	8/16/2022	9/9/2022	9/20/2022	9/20/2022	1/30/2023	Brandi Price	Grant Funded
Support Investigator Grade 10/\$18.8329-\$23.8377	DSS	Removal	11/14/2022	11/7/2022	11/7/2022	11/7/2022	Posted		Grant Funded
Family Advocate Grade 12-\$20.0654-\$25.3977	DSS/CAC	Resignation	10/31/2022	10/21/2022	10/21/2022	10/21/2022	Posted		Grant Funded
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	1/8/2023	12/22/2022	12/22/2022	12/22/2022	Exam File		*
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	1/5/2023	1/5/2023	1/9/2023	1/9/2023	Exam file		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	1/24/2023	1/25/2023	1/26/2023	1/26/2023	Exam file		
Senior Dispatcher Grade 8/\$25.0106-\$34.1584	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam File		
Public Health Educator Grade 16/\$22.9307-\$29.1244	Health	Resignation	9/6/2019	9/9/2019	10/14/2022	10/19/2022	Posted		Grant Funded
Public Health Educator Grade 16/\$22.9307-\$29.1244	Health	Removal	12/21/2022	12/20/2022	12/20/2022	12/20/2022	1/9/2023	Emily Kromer	*
RN/ \$29.6033-\$34.6753 hr PHN / \$31.8942-\$37.3569 hr	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of February 1, 2023

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
Deputy County Superintendent of Highways Grade 7/\$68,718-\$91,464	Highway	Resignation	11/10/2022	11/9/2022	11/9/2022	11/9/2022	Posted		
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	Post		Grant Funded
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator	Highway	New/Promotion	6/24/22 / 11/18/22	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	Posted		
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator	Highway	New/Promotion	6/24/22 / 11/18/22	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	1/3/2023	Scott Record	
Parts Chaser Grade 5/\$15.5997-19.7412	Highway	Promotion	10/3/2022	9/27/2022	10/3/2022	10/4/2022	1/3/2023	Tim Halstead	Grant Funded
Information Systems Administrator Grade 25/\$31.8367-\$40.2972	IT	New	1/1/2023	12/6/2022	12/6/2022	12/6/2022	1/3/2023	Jonathan Sanders	*
Network Technician Grade 18/\$24.5868-\$31.1205	IT	Resignation	1/3/2023	1/3/2023	1/3/2023	1/3/2023	Posted		
Supervisor, Solid Waste Mgt. Grade 9 \$59,465-\$79.147	Landfill (Highway)	Resignation	6/24/2022	6/6/2022	6/7/2022	6/8/2022	1/23/2023	James Aiken Jr.	*
Medical Services Clerk Grade 8/\$17.7082-\$22.4141	Mental Health	Resignation	1/10/2023	1/9/2023	1/9/2023	1/10/2023	Posted		
Mental Health Clinician Grade 26/\$33.0886-\$41.8817	Mental Health	Resignation	9/8/2022	8/30/2022	8/30/2022	8/30/2022	Posted		*
Mental Health Clinician Grade 26/\$33.0886-\$41.8817	Mental Health	Resignation	12/6/2022	11/2/2022	11/2/2022	11/2/2022	Posted		
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Resignation	1/16/2023	1/26/2023	1/26/2023	1/26/2023	Posted		
RN \$31.0835-\$36.5889 hr	Mental Health	New	1/1/2023	12/1/2022	12/1/2022	12/1/2022	Posted		*
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Mental Health	Resignation	1/3/2023	12/13/2022	12/13/2022	12/13/2022	Posted		*
Senior Medical Services Clerk Grade 10/\$18-8329-\$23.8377	Mental Health	Promotion	1/3/2023	12/19/2022	12/19/2022	12/19/2022	1/9/2023	Adam Burhans	*
Senior Mental Health Clinician Grade 28/\$34.9958-\$40.0754	Mental Health	Temporary	11/28/2022	11/18/2022	11/18/2022	11/21/2022	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of February 1, 2023

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
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Benefits Manager Grade 10/\$55,315-\$73,625	Personnel	New	1/1/2023	11/28/2022	11/30/2022	11/30/2022	Posted		*
Payroll Coordinator Grade 5H/\$21.8483-\$29.0801	Personnel	Promotion	1/1/2023	11/28/2022	11/30/2022	11/30/2022	2/13/2023	Nicole Brink- Raney	*
Director of Planning Grade 5/\$79,412-\$105,698	Planning	Resignation	10/15/2022	9/22/2022	9/22/2022	9/22/2022	Posted		*
Grant Administrator Grade 10/\$55,315-\$75,625	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Posted		*
Probation Officer Grade 18/\$24.5868-\$31.1205	Probation	Resignation	11/21/2022	11/9/2022	11/9/2022	11/9/2022	1/4/2023	Nicole Riley	
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4209	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4210	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4211	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	1/18/2023	1/6/2023	1/6/2023	1/9/2023	Cert/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0968	Sheriff	New	6/24/2022	6/24/2022	Approved by Resolution	6/24/2022	1/17/2023	Brandon Batsford	*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of February 1, 2023

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
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0969	Sheriff	Resignation	8/17/2022	8/17/2022	8/18/2022	8/18/2022	1/17/2023	Andrew Van Patten	*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0970	Sheriff	Resignation	8/30/2022	8/30/2022	9/13/2022	9/14/2022	1/17/2023	Ethan Eldred	*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0971	Sheriff	Retirement	10/28/2022	10/21/2022	10/21/2022	10/21/2022	1/17/2023	Brinley Butcher	*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	New 2023	1/1/2023	11/29/2022	11/30/2022	11/30/2022	Cert		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Resignation	12/30/2022	12/27/2022	12/27/2022	12/27/2022	Cert		*
Jail Cook-Per Diem Grade 2 \$17.4089-\$23.1381	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Keyboard Specialist Grade 5/\$16.2237-\$20.5351	Sheriff	New	8/26/2022	8/25/2022	Approved by Resolution	8/25/2022	Cert		*
PT Jail Cook (12 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*

Attachment: Vacancy Report (11261 : Vacancy Report January 2023)

* Funded in 2022 Budget

[illegible]

FILLED VACANCIES JANUARY 2023

[illegible]



**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

Jeri A. DuVall
Assistant County Attorney

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

Nicole Compton
Secretary

MONTHLY REPORT – Dated February 1, 2023

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2023	2022	2021	2020	2019
\$0.00	\$151,289.00	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2023	2022	2021	2020	2019
\$0.00	\$13,280.98	\$20,622.62	\$22,219.98	\$122,477.76

CONTRACTS & AGREEMENTS referred to County Attorney's Office for review:

NEW Since last report	YTD 2023	2022	2021	2020	2019
24	24	371	307	359	360

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
7	7	92	126	144	143

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 2023	2022	2021	2020	2019
JD	1	12	17	21	22
JD - RTA*	3	4	3	8	13
PINS	1	9	4	4	15
Probation Violations - Support	3	10	3	5	6

* 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 2023	2021	2021	2020	2019
Property Crimes	3	11	9	24	19
Crimes Against Persons	0	2	7	4	6
Sex Offenses	1	1	6	1	10
Other (e.g., Violation of Probation)	0	3	0	0	0

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
4	4	49	21	65	87

County Clerk Monthly Report: January 2023 8.34%

	<u>YTD 2021</u>	<u>YTD 2022</u>	<u>YTD 2023</u>
Clerk Fees	40,492.28	46,156.96	36,712.97
DMV Fees	25460.5	21,115.34	26,157.83
User Fee	14,855.22	16,081.37	15,042.08
Internet Fee	3,093.20	2,793.27	2,760.26
Local Mtg Tax	24,804.68	30,983.13	17,509.76
DWI Fines	500	407.74	1,000.00
Mtg Tax Exp	5,193.00	5,193.00	5,193.00
TOTAL	114,398.88	122,730.81	104,375.90
% OF Est Rev	7.71%	8.25%	6.81%
Est Rev	1,484,216.00	1,487,516.00	1,534,316.00
Actual Rev	1,705,470.28	1,615,993.68	TBD

Submitted annual report to legislature

Regional committee meeting for Southern Tier County Clerks

Conference call with NYSDOS on notaries/renewals

Local Mtg Recording Tax?

Attachment: County Clerk Monthly Stats January 2023 (11271 : County Clerk Monthly Report)

Weights and Measures
For January 2023
Government Operations Committee

For the month I did gas samples for the New York State Petroleum Program. I also did two fuel oil trucks over past several weeks. One was a truck that was down for repairs for almost a year waiting on repair parts. The other truck had a meter failure and needed to be retested. I worked on my annual report for Albany. I will attach a copy of my annual report.

At the last meeting I reported on some package testing audits that failed and I provided some training. I revisited these stores and I am happy to report that these stores did very well in my last audit which is very good news.

I traveled to the Albany Metrology lab to have the Counties 50 lb weights and 5 gallon prover cans certified. These should be ready the first week of February so I will need to make another trip to get them.

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

Requests by Month

Run Date: 02/02/2023 2:56 PM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
1/3/2023	Sheriff Department Request	Yes	1/22/2023	R000100-010323
1/3/2023	Sheriff Department Request	Yes	1/4/2023	S000100-010323
1/3/2023	Sheriff Department Request	Yes	1/3/2023	S000101-010323
1/4/2023	Sheriff Department Request	Yes	1/4/2023	S000102-010423
1/4/2023	Sheriff Department Request	Yes	1/8/2023	S000103-010423
1/4/2023	Sheriff Department Request	Yes	1/8/2023	S000104-010423
1/4/2023	Sheriff Department Request	Yes	1/8/2023	S000105-010423
1/4/2023	Sheriff Department Request	Yes	1/8/2023	S000106-010423
1/4/2023	Sheriff Department Request	Yes	1/10/2023	S000107-010423
1/4/2023	Sheriff Department Request	Yes	1/10/2023	S000108-010423
1/4/2023	Sheriff Department Request	Yes	1/10/2023	S000109-010423
1/4/2023	Sheriff Department Request	Yes	1/10/2023	S000110-010423
1/4/2023	Sheriff Department Request	Yes	1/10/2023	S000111-010423
1/5/2023	County FOIL Request	Yes	1/19/2023	R000101-010523
1/5/2023	Sheriff Department Request	Yes	1/10/2023	S000112-010523
1/6/2023	Sheriff Department Request	Yes	1/10/2023	S000113-010623
1/6/2023	Sheriff Department Request	Yes	1/10/2023	S000114-010623
1/6/2023	Sheriff Department Request	Yes	1/25/2023	R000102-010623
1/6/2023	County FOIL Request	Yes	1/25/2023	R000103-010623
1/6/2023	Sheriff Department Request	Yes	1/25/2023	S000115-010623
1/6/2023	Sheriff Department Request	Yes	1/10/2023	S000116-010623
1/6/2023	Sheriff Department Request	Yes	1/22/2023	S000117-010623
1/9/2023	Sheriff Department Request	Yes	1/10/2023	S000118-010923
1/9/2023	Sheriff Department Request	Yes	1/10/2023	S000119-010923
1/9/2023	Sheriff Department Request	Yes	1/31/2023	S000120-010923
1/11/2023	County FOIL Request	No		R000104-011123
1/12/2023	Sheriff Department Request	Yes	1/15/2023	S000121-011223
1/12/2023	Sheriff Department Request	Yes	1/15/2023	S000122-011223
1/12/2023	Sheriff Department Request	Yes	1/15/2023	S000123-011223
1/12/2023	Sheriff Department Request	Yes	1/15/2023	S000124-011223
1/12/2023	Sheriff Department Request	Yes	1/22/2023	R000105-011223
1/12/2023	Sheriff Department Request	Yes	1/22/2023	R000106-011223
1/12/2023	County FOIL Request	Yes	1/25/2023	R000107-011223
1/12/2023	Sheriff Department Request	Yes	1/15/2023	S000125-011223
1/13/2023	Sheriff Department Request	Yes	1/15/2023	S000126-011323
1/13/2023	Sheriff Department Request	No		R000108-011323
1/13/2023	County FOIL Request	No		R000109-011323
1/13/2023	County FOIL Request	No		R000110-011323
1/13/2023	County FOIL Request	No		R000111-011323
1/13/2023	County FOIL Request	No		R000112-011323
1/13/2023	County FOIL Request	No		R000113-011323
1/18/2023	County FOIL Request	Yes	1/20/2023	R000114-011823
1/19/2023	County FOIL Request	No		R000115-011923
1/19/2023	Sheriff Department Request	Yes	1/22/2023	S000127-011923
1/20/2023	Sheriff Department Request	Yes	1/22/2023	S000128-012023

Attachment: January FOIL Report (11282 : January FOIL Report - Clerk of the Legislature)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
1/20/2023	Sheriff Department Request	Yes	1/22/2023	S000129-012023
1/20/2023	Sheriff Department Request	Yes	1/22/2023	S000130-012023
1/20/2023	Sheriff Department Request	Yes	1/22/2023	R000116-012023
1/23/2023	Sheriff Department Request	Yes	1/25/2023	S000131-012323
1/23/2023	Sheriff Department Request	Yes	1/25/2023	S000132-012323
1/23/2023	Sheriff Department Request	Yes	1/29/2023	S000133-012323
1/24/2023	Sheriff Department Request	Yes	1/29/2023	S000134-012423
1/24/2023	Sheriff Department Request	No		S000135-012423
1/24/2023	Sheriff Department Request	Yes	1/29/2023	S000136-012423
1/24/2023	Sheriff Department Request	No		S000137-012423
1/24/2023	Sheriff Department Request	Yes	1/24/2023	S000138-012423
1/24/2023	Sheriff Department Request	Yes	1/24/2023	S000139-012423
1/24/2023	Sheriff Department Request	Yes	1/29/2023	S000140-012423
1/25/2023	Sheriff Department Request	Yes	1/29/2023	S000141-012523
1/25/2023	Sheriff Department Request	Yes	1/29/2023	S000142-012523
1/26/2023	Sheriff Department Request	Yes	1/29/2023	S000143-012623
1/26/2023	Sheriff Department Request	Yes	1/29/2023	S000144-012623
1/26/2023	County FOIL Request	No		R000117-012623
1/26/2023	County FOIL Request	No		R000118-012623
1/27/2023	Sheriff Department Request	Yes	1/29/2023	S000145-012723
1/27/2023	Sheriff Department Request	Yes	1/29/2023	S000146-012723
1/27/2023	Sheriff Department Request	Yes	1/29/2023	S000147-012723
1/27/2023	Sheriff Department Request	Yes	1/29/2023	S000148-012723
1/27/2023	Sheriff Department Request	Yes	1/29/2023	S000149-012723
1/27/2023	Sheriff Department Request	Yes	1/29/2023	S000150-012723
1/27/2023	Sheriff Department Request	Yes	1/29/2023	S000151-012723
1/30/2023	County FOIL Request	No		R000119-013023
1/30/2023	Sheriff Department Request	No		S000152-013023
1/31/2023	Sheriff Department Request	No		S000153-013123
1/31/2023	Sheriff Department Request	No		S000154-013123

Attachment: January FOIL Report (11282 : January FOIL Report - Clerk of the Legislature)

Basic Instructions for Calendar Year Report 2022

The spreadsheet is preprogrammed and locked to prevent changes to the format, calculation formulas, column headings and row names. You may make entries in only the cells set up to receive your data. Some cells are programmed to do the calculations for you such as totals at the bottom of columns of data, %time in Table 1, %correct in Table 6, and all the summary values in Table 7.

Please be sure to put your jurisdiction number in cell G3 on page three of the spreadsheet. This populates your jurisdiction number in a large number of places in the spreadsheet so we can retrieve your information electronically.

Do not put \$ in front of money entries in Table 9 (Fees) or Table 10 (Penalties). The spreadsheet will do that automatically.

To move to the appropriate page of the report, click on one of the tabs at the bottom left of the screen labeled Instructions, Page 1, Page 2, etc. The page numbers follow the hard copy form (WM-14).

When entering long text entries, place the cursor in the leftmost cell and type the whole entry in that cell. The system will automatically display the text across the other cells.

You may send the narrative information I requested on the Director Notes page of the worksheet, as a Text document or on a separate paper document

You may also send the penalty information in Table 10 as a separate text file, Word file, or printed document.

If you have questions, please call Steve Timar at (845-437-5150) or Mike Smith at (315-728-4121).

STATE OF NEW YORK
DEPARTMENT OF AGRICULTURE AND MARKETS
BUREAU OF WEIGHTS AND MEASURES
10B AIRLINE DRIVE
ALBANY, NEW YORK 12235

2022

ANNUAL REPORT OF DIRECTOR OF WEIGHTS AND MEASURES
(In compliance with Section 181.3 of the Agriculture and Markets Law)

County/City Date

I,
Director of Weights and Measures for the County/City of
do hereby respectfully submit the following report as required by Section 181.3 of the Agriculture and Markets Law for the Calendar year 2022.

Program Name	Department of Weights and Measures	Telephone	607-753-5025
Street Address	60 Central Ave.	Fax	
City, State Zip	Cortland, New York 13045	Cell	607-423-6946
Email Address	wfoley@cortland-co.org		
Web Address			

Director's Original Date of Appointment Salary per year

Appointment Status: Director Fraction FTE in W&M
(Non-Competitive, Permanent Competitive, or Provisional Competitive)

Total W&M Program Budget Total Budget

No. of W&M Inspection Staff No. of W&M Clerical Staff

(Do not include Director)

No. of Other Staff (Consumer Affairs, etc) Classification Devices

Civil Service Class

"A" or "B"

Program responsibilities under Local Law (other than W&M Article 16):

Mark with "X" in box where appropriate

- | | |
|-------------------------------------|--|
| ☒ | A. General Consumer Affairs |
| ☒ | B. Item Pricing |
| ☒ | C. Pricing Accuracy (Scanner Accuracy) |
| ☐ | D. Device Repairman Registration |
| ☐ | E. Home Repairman Licensing |

Other (list)

F.

Weights and Measures Inspection Staff (other than Director)

[illegible]

Weights and Measures Clerical Staff

[illegible]

Non-Weights and Measures Staff

[illegible]

Cortland County

Jurisdiction# 11

Section 1. Workload (estimated)

Work Category	Hours Worked	Percentage of Total
Weighing Devices Inspected and Tested	380	23.0
Gasoline Pumps Inspected and Tested	165	10.0
All Other Commercial Device Inspections	220	13.3
Non-Mandated Tests and Requests	30	1.8
Petroleum Quality Program	180	10.9
Package Control	140	8.5
Complaints	8	0.5
Civil Penalty and Court Hearings	35	2.1
Administration (records, reports, scheduling)	200	12.1
Public Relations	130	7.9
Other	130	7.9
Pricing Accuracy	35	2.1
Totals	1653	100%

Section 2. Establishments

Establishment Type	Number in Jurisdiction	Number of Inspections	w/Diesel In Juris.
Supermarket	9	11	
Food Store/Deli	6	6	
Farm/Produce	16	16	
Fish/Butcher	4	4	
Candy/Nut	0	0	
Bakery	2	2	
Drug	7	7	
Hardware	7	7	
Gas Station	0	0	0
Gas Station Store	22	26	13
Marina	0	0	
Airport	1	2	
Variety/Multiple	1	2	
Fuel Oil Dealer	6	8	
LPG Dealer	9	0	
Proc/Ware/Manuf	3	3	
Asphalt/Salvage	6	7	
Fabric/Sewing	0	0	
Feed & Fertilizer	4	4	
Other	7	7	
Non-Commercial Estab.	3	0	
Total	113	112	

Section 3. Farm Milk Tanks

Category	#
Total in Jurisdiction	42
New Calibrations	1
Recalibrations	3
Rechecks	3
No. Against Producer	0
No. Against Receiver	0

Section 4. Petroleum Quality

Product		
Gasoline - Laboratory	60	Samples
Gasoline - Screened	0	Samples
Diesel Fuel	0	Samples
Investigations	0	Cases

Section 5. Complaints

Type	# Received	# Resolved or Referred
Devices	0	0
Shortweight	0	0
Gasoline	1	1
LPG	0	0
Fuel Oil	0	0
Firewood	0	0
Other	1	1
Pricing Accuracy	0	0
Total	2	2

Section 6. Devices

Device Type	Total # in Juris	Results of Prescribed Tests						Prescribed Devices not Tested	Other Tests Rechecks Complaints
		Test Correct		Test Incorrect			Incorrect Visual		
		#	%	(+)	(-)	Other			
Computing Scale	161	159	98.1	2	1	0	0	0	3
Pre-Pack Scale	20	20	100.0	0	0	0	0	0	0
Customer Scale	5	5	100.0	0	0	0	0	0	0
Vehicle Scale	14	14	82.4	0	0	3	0	0	3
Monorail Scale	3	3	100.0	0	0	0	0	0	0
Prescription Scale	9	8	88.9	1	0	0	0	0	1
Hopper/Batch/Tank Scale	0	0	0.0	0	0	0	0	0	0
Platform Scale	10	10	100.0	0	0	0	0	0	0
Livestock Scale	0	0	0.0	0	0	0	0	0	0
Miscellaneous Scale	6	6	100.0	0	0	0	0	0	0
Petroleum Pump	389	384	98.7	5	0	0	0	0	5
Petroleum Meter VTM	19	17	89.5	1	1	0	0	1	2
Other Meter	0	0	0.0	0	0	0	0	0	0
Rack Meter	0	0	0.0	0	0	0	0	0	0
Liquid Measure	0	0	0.0	0	0	0	0	0	0
Volumetric Measure	0	0	0.0	0	0	0	0	0	0
Weights Pharmacy	63	62	98.4	0	1	0	0	0	0
Weights Other	0	0	0.0	0	0	0	0	0	0
Linear Measure	0	0	0.0	0	0	0	0	0	0
Linear Measuring Device	0	0	0.0	0	0	0	0	0	0
Timing Device	0	0	0.0	0	0	0	0	0	0
Taximeter	0	0	0.0	0	0	0	0	0	0
Miscellaneous Device	0	0	0.0	0	0	0	0	0	0
LPG Meters	0	0	0.0	0	0	0	0	0	0
Non-Commercial Devices									0
Milk Tanks 20% (from Sect 3)	8	6	100.0	0	0	0	0	0	1

Section 7. Device Test Summary

Automatically summed from data above

Total Scales	228	225	97.0	3	1	3	0	0	7
Total Liquid Meas. Devices	416	407	98.3	6	1	0	0	1	7
Total Weights	63	62	98.4	0	1	0	0	0	0
Total Linear Measures	0	0	0.0	0	0	0	0	0	0
Total Miscellaneous Devices	0	0	0.0	0	0	0	0	0	0
Total All Devices	707	694	97.9	9	3	3	0	1	14

Classification Devices	644
Civil Service Class	A

* Rows 24, 25, 28, 31 and 32 are not counted in Civil Service classification

WM-14e (8/18)

Juris #

Page 5 of 6

Section 8. Commodities (Net Weight Compliance)

Type of Package	# Pkgs in Lots	# Pkgs Measured	# Lots	# of Lots Failed
Packed In-Store	1050	994	82	7
Packed Out-of-Store	0	0	0	0
Test Purchases		0		0
		# test purchases made ^		# violations ^

Section 9. Collection of Device Inspection Fees

Does your jurisdiction collect device inspection fees (Y/N)?

If yes:

How much did you issue in fees?

Do you collect for all device types (Yes/No)?

If no, please attach a copy of your fee schedule to this report.

Section 9.a. Pricing Accuracy

Type of Inspection	# Inspections	# Items Checked	# Ocharges	# Ucharges	# Insp Fail	% Fail
Complaint - Individual Items	0	0	0	0	0	#DIV/0!
Audit Inspections	5	200	4	9	4	80
Full Inspections	0	0	0	0	0	#DIV/0!
Reinspections - Audit or Full	0	0	0	0	0	#DIV/0!

Ocharges = Overcharges

Ucharges = Undercharges

Juris # 11

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Section 10. Particulars of Civil Proceedings or Prosecutions

[illegible]

Attachment: Weights and Measures Annual report 2022-2 (11247 : Weights and Measures Annual Report 2022)

Director's Notes (Each cell below is set to allow multiple lines of text. The spreadsheet will automatically wrap the text at the end of each line to keep it in the cell. Please do not use the enter key at the end of each line.)

After a few years of COVID, this year was somewhat normal. The biggest concern that I see is that package checking and pricing accuracy audits have not done very well. Package checking in meat sections of the stores have been very good but deli and produce not so much. When talking to managers they tell me that they have a large turnover and the people that they can get do not have the same work ethics that they enjoyed in the past. I have done some training seminars for the stores that did poorly and will do some follow-up audits to see if the training has helped. We have the same issue with pricing accuracy audits. I hope to do more of these audits as well in the early part of 2023.

**Personnel Change Justification Form**

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Purpose and Background:

Fiscal Impact: ☐ County Funded _____% ☐ Grant Funded _____% Grant Exp. Date _____

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

Operational Impact:

Requested By:

Signature of Requesting Department Head

Date

Personnel Officer Approval

Signature of Personnel Officer

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Jurisdiction: Cortland County
 Jurisdictional Class: Non-competitive
 Adopted: 10/20/05
 Amended: 4/26/21; 10/31/22; 1/26/23

DIRECTOR OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, administering and supervising activities in the Office of Planning. The position involves responsibility for the oversight and coordination of a comprehensive planning program of a County by providing technical assistance to municipalities in areas such as land usage, business retention, and water resource management. The position also involves representing the County on a variety of planning related organizations and boards. The position oversees the Grant Administrator to aid County Departments and County municipalities with grants and shared services. Work is performed under the administrative direction of the County Administrator and the general direction of the County Legislature. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as project manager in special and ongoing planning projects including land usage, business retention and water resource management;

Evaluates effectiveness of projects under development and issue instructions governing their progress;

Guides the preparation of feasibility studies and statistical analysis for planning reports, including supervision of consultant documents.

Recommends economic development projects for consideration by the Director and respective organizations (e.g. IDA, Legislature, etc.);

Participates in regional, state and federal planning activities/efforts, including review of new planning and environmental legislation (e.g. National Flood Insurance Program changes, sustainability planning).

Assesses infrastructure needs in the County, recommend solutions to resolve them and implement projects;

Applies for grant and loan funds to accomplish the mission of the Department;

Works with and is the liaison to other Economic and Development agencies in the County;

Prepares the departmental budget, the annual work plan and oversees the work of department employees;

Develops policies, procedures and programs for the County's community and economic development functions to enhance economic growth and activities consistent with the goals of the County;

Develops and implements programs in conjunction with the County Chamber of Commerce to retain, restore and expand the commercial and industrial tax base and attract new businesses to the area;

Represents the interests of the County in local, regional and State organizations;

Coordinates activities with surrounding counties and works with community and citizen groups to foster the development of an appropriate business climate;

Provides information and technical assistance in planning and development as requested by municipal officials, county departments, businesses and others;

Gathers statistics and completes reports;

May review and stamp plan sets for County departments if qualified.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and techniques used in economic and community development, municipal planning and promotional activities;
 Thorough knowledge of Federal and State programs related to the economic development and planning process;
 Thorough knowledge of business and economic conditions of the county;
 Good knowledge of Federal, State and Local laws and policies as they relate to economic development;
 Good knowledge of the general principles, terminology and practices used in municipal and community planning;
 Ability to plan and supervise the work of others;
 Ability to prepare and deliver presentations in a clear, concise and articulate manner;
 Ability to operate a personal computer and utilize common office software programs;
 Ability to communicate effectively both orally and in writing;
 Ability to establish and maintain effective working relationships with others;
 Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Master's degree in planning, public administration, architecture, engineering, environmental studies or a closely related field and two (2) years of experience in planning or economic development; OR
- (b) Possession of a Bachelor's degree or higher in planning, architecture, engineering, environmental studies or a closely related field and three (3) years of experience as defined in (a); OR
- (c) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/cfm>. Applicants must pay the required evaluation fee.