



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, February 10, 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	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	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Wendy Franklin	Cortland County, NY	Chief Assistant County Attorney	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	

MINUTES

1. Government Operations Committee - Committee Meeting - Jan 13, 2022 8:30 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with Jay A. Supnick, Ph.D., ABPP for Psychological Evaluations for Department of Criminal Justice Services Emergency Order - Personnel/Civil Service

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Agreement with Jay A. Supnick, Ph.D., ABPP for Psychological Evaluations for Department of Criminal Justice Services Emergency Order - Personnel/Civil Service

WHEREAS, there is a need to contract with an agency to conduct two part psychological evaluations in accordance with the Department of Criminal Justice Services Emergency Order effective October 16, 2021, AND

WHEREAS, there is currently a contract in place with Public Safety Psychology for these services, AND

WHEREAS, Jay Supnick, Ph.D. may also perform psychological evaluations if needed at a cost of up to \$325 per evaluation, AND

WHEREAS, funds have been allocated in the 2022 budget in account number indicated below, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute an agreement beginning February 25, 2022, to be paid from:

Jay A. Supnick, PhD, ABPP

A14305.54615

2/25/22 - 12/31/23

Action Items

1. Hire Above Base Step for Clinical Director - Mental Health Department

It was MOVED by Mr. Heider, seconded by Ms. Preston, and unanimously adopted by voice-vote of members present, to enter into an executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. MOTION CARRIED.

An executive session was held from 9:05 a.m. to 9:24 a.m., at which time on motion of Mr. Wagner, seconded by Ms. Preston, and unanimously approved to exit executive session.

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

DISCUSSION ITEMS

1. Deputy Election Commissioner Discussion

After a brief discussion, it was decided to hold off on this topic of discussion.

RESULT:	COMPLETED
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MONTHLY REPORTS

1. February Vacancy Report

RESULT:	COMPLETED
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2. Personnel Budget Report

RESULT:	COMPLETED
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3. County Clerk Monthly Report

RESULT:	COMPLETED
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4. Board of Elections Monthly Report

RESULT:	COMPLETED
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5. County Attorney Monthly Report

RESULT:	COMPLETED
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6. Weights and Measures Monthly Report

RESULT:	COMPLETED
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7. Weights and Measures Monthly Budget Report

RESULT:	COMPLETED
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8. Weights and Measures Annual Report 2021

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

RESULT:	COMPLETED
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10. Legislature Monthly Budget Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:29 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

1

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 Acceptance: Minutes of Jan 13, 2022 8:30 AM (MINUTES)

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

Minutes Acceptance: Minutes of Jan 13, 2022 8:30 AM (MINUTES)



Cortland County Board of Elections

112 River Street, Suite 1
Cortland, NY 13045-2828

Tel: 607-753-5032 Fax: 607-758-5513

www.Cortland-Co.org

Thomas H. Brown
Democratic Commissioner
607-753-5033

Robert C. Howe
Republican Commissioner
607-753-5031

To: Government Operations Committee
From: Robert C. Howe, Thomas H. Brown, Commissioners
Re: Employee Title Change

January 11, 2022

At the end of 2019, this subject was brought to the personnel department, to discuss changing the pay grade and title of the two Senior Clerks, based on their job duties, to justify their title change to Deputy Commissioner. In early 2020, after interviews with the personnel department, to review job descriptions, there was no action taken by the personnel dept. As a department, we understood this decision, because it was the beginning of the COVID pandemic, and the county was in the process of laying employees off, and we felt that it was not prudent to pursue this action further at that time. Now, we feel it is important to revisit this discussion, due to the multiple changes in Election Law and management.

In 2020, there were approximately 100 election law updates, changes, amendments, reforms and new election laws, and for 2022, the State Legislature is on track with another 100 election law reforms.

According to Election Law § 3-300, "Every board of elections shall appoint, and at its pleasure remove, clerks, voting machine technicians, custodians and other employees, fix their number, prescribe their duties, fix their titles and rank and establish their salaries with the amounts appropriated.." We have decided that the two senior clerks, shall have their titles changed to Deputy Commissioners, with the required modification in pay grade, for the following reasons; increased level of responsibility, independent decision making, because they are the only full time office staff, and management/oversight of other employees. Currently both employees are working out of the scope of their current job description as senior clerks, and based on the changes that have occurred, and will continue to occur, it is being requested that the two senior clerks are approved by the legislature to be upgraded to Deputy Commissioners with a corresponding pay grade. It should also be noted that Cortland County Board of Elections office is the only county board in all of New York State that does not have Deputy Commissioners on staff.

Case law supports the upholding of this section of Election Law. In the Matter of Larson v. Tangalos, Supreme Court, Chautauqua County, April 22, 1982, stated the following, "Petitioners herein established new titles for their employees as of January 1, 1982. They assigned the newly titled position to various grades and steps on the salary scale which the legislature of the county had established.... The issue before the court is simple- which body has the power to establish the titles, duties and salary grades of election employees- the Board of Elections itself, or the county legislature and its civil service agency (the personnel director)?.... The Board of Elections here acted fully within its power. It did not try to set salaries except within the county system grades. It established its titles and prescribed its employees duties. It did its duty in accordance with the Constitution which demands total bipartisanship on the board. All legislative bodies are of necessity partisan bodies. The State Constitution and the Legislature of the State acting under such Constitution demand that county

legislatures must not be allowed to control bipartisan Boards of Elections once annual moneys have been appropriated. To allow the county legislative body to control Board of Election policies in any way would be to thwart the Constitution (Matter of Blondheim v Cohen, 248 App. Div, affd 272 NY 520).

To see other examples of case law, referring to this topic, please see Matter of Mohr v Giambra, Erie County, 2005, Matter of Wilson v Alleghany, 1991.

We look forward to continuing this conversation with you, and we know that you appreciate all the changes and demands that are now placed on the Board of Elections, and will respect our request with a thoughtful acknowledgment.

Jurisdiction: Cortland County
 Classification: Unclassified
 Grade: 6
 Adopted:

Deputy Commissioner of Elections

DISTINGUISHING FEATURES OF THE CLASS:

Under the general direction of the Commissioners of Elections, the incumbent executes and administers the laws pertaining to the registration of voters and the designation, nomination, and election of all party and public officials in the County. The work involves administering established procedures for voter registration, the conduct of elections and vote tabulation. An employee in this class provides information to the public on registration and voting procedures, provides forms and assistance in filling out forms and other documents. All other positions within the office shall be subordinate and responsible to the Deputy Commissioner of Elections for the performance of assigned duties. In the course of performing the managerial duties of this position, the incumbent is responsible for developing and recommending to the Commissioners of Elections general policies and procedures for use within the Elections office and its relationship with other units of government. In addition, the Deputy Commissioner of Elections, in conjunction with his or her counterpart, will develop and recommend to the Commissioners of Elections the adoption of internal personnel policies to provide and maintain the efficient and cooperative operation of the office. The work is performed under the general direction of the Commissioners of Elections with leeway allowed for the exercise of independent judgment. Supervision is exercised over subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts for and on behalf of the Commissioners of Elections in his/her absence;
- Directs the administration of election laws and regulations;
- Develops and administers organizational and administrative procedures designed to maintain departmental activities on an efficient, timely and effective basis;
- Develops manuals, forms, and other tools to facilitate the recording of votes and to inform the electorate;
- Supervises the preservation of records;
- Cooperates with other agencies, public and private and officials and citizens in voter registration guidelines;
- Analyzes and reports to the Commissioners of Elections on all legislative reforms dealing with the elections process;
- Supervises and coordinates training; scheduling and payment of seasonal personnel; including election inspectors and voting machine technicians;
- Supervises and participates in compiling official enrollment records and the posting of registers;
- Supervises all functions of Early Voting;
- Supervises the re-canvass of voting machines;
- Supervises the hand count process for elections that meet the state threshold for a recount;
- Supervises the distribution of absentee ballots for all elections to Military; Federal; and local voters;
- Supervises and participates in the counting of all absentee ballots received for each election;
- Supervises and participates in the research and counting of all Affidavit ballots cast for each election;
- Supervises Mail Check activities and processing;
- Supervises NVRA activities and processing;
- Supervises the transfer of registered voters from anywhere within New York State;
- Prepares and compiles data for the New York State Board of Elections Annual Report;
- Prepares and presents reports regarding office activities and results to the Commissioners of Elections;
- Tabulates results from official canvass of votes cast in primary, special and general elections;
- Compiles statistical data relative to the creation and/or consolidation of election districts;
- Checks and records designating petitions filed for candidacy; Instructs voters in use of voting machines; Registers voters;
- Answers inquiries of the public on the Election Law;
- Enters and retrieves data through the use of a computer terminal;
- Instructs election inspectors in Election Law and voting procedures;
- Supervises office staff;
- Maintains Voter Registration database (TEAM/SUITE); ie; new, movers, transfers, felons and deceased;
- Maintains NYSVOTER database;
- Maintains State Voting Machine Asset Management database;
- Creates content and updates information and links for BOE website;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS;

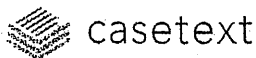
- Thorough knowledge of the State and Federal Election Law, rules and regulations;
- Thorough knowledge of the principles of office management and administrative practices and techniques;
- Thorough knowledge of office procedures, terminology and equipment;
- Thorough knowledge of the operation and maintenance of office machinery and equipment;
- Thorough knowledge of the use and operation of voting machines;
- Thorough knowledge of Statewide Voter database system (NYSVOTER), on site administration;
- Thorough knowledge of Voter registration and Election software (TEAM/SUITE), on site administration;
- Thorough knowledge of website content creation and maintenance;
- Thorough knowledge of State Voting Machine Asset Management program;
- Thorough knowledge of data processing techniques applications; confidentiality and good judgement are required;
- Ability to plan and supervise the work of others in a manner conducive to high performance and morale;
- Ability to understand and follow complex oral and written instructions, and communicate effectively;
- Ability to establish and maintain cooperative relationships with the public and other governmental and private agencies;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

(A). Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree AND three years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree AND five years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity; OR

(C) Graduation from high school or possession of a GED AND seven years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity


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Matter of Larson v. Tangalos

Supreme Court, Chautauqua County

Apr 22, 1982

113 Misc. 2d 696 (N.Y. Sup. Ct. 1982)

[Copy Citations](#)

April 22, 1982

Daniel B. Larson and Terry A. Niebel, petitioners *pro se*. *Edwin J. Kuzdale*, County Attorney, for respondents.



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LEE TOWNE ADAMS, J.

Petitioners herein established new titles for their employees as of January 1, 1982. They assigned the newly titled position to various grades and steps on the salary scale which the legislature of the county had established.

Respondent Tangalos, personnel director, refused to certify the payment of salaries to the board employees from January 1, 1982 through February 25, 1982. The respondent Nelson refused to pay
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 accordance with their newly established steps and grades. Petitioners seek



Search all cases and statutes...

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were within the limits of the budget appropriations of the Chautauqua County Legislature. Nevertheless, respondents refused to accept the new titles and the salary steps until the legislature of the county had adopted a resolution establishing such grades and steps. The legislature did by Resolution No. 45-82, signed by the county executive on February 25, 697 establish grades and *697 steps for the election personnel which were the same as those established by the commissioners. The titles assigned to the personnel, however, were different. After February 25, the election employees began to receive their salaries.

Respondents contend that the commissioners are not aggrieved, and, accordingly, have no standing. If their position be right, respondents are intruding upon the commissioners' powers and duties. Accordingly, they are aggrieved; and this is not a political controversy, as respondents allege, but is a matter of interpretation of the laws.

The issue before the court is simple — which body has the power to establish the titles, duties, and salary grades of election employees — the Board of Elections itself, or the county legislature and its civil service agency (the personnel director)?

The statutory and constitutional provisions in point are as follows.

"All laws creating, regulating or affecting boards or officers charged with the duty of registering voters, or of distributing ballots to voters, or of receiving, recording or counting votes at elections, shall secure equal representation of the two political parties which, at the general election next preceding that for which such boards or officers are to serve, cast the highest and the next highest number of votes. All such boards and officers shall be appointed or elected in such manner, and upon the nomination of such representatives of said parties respectively, as the legislature m

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Treatment



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Opinion Case details

within the amounts appropriated therefor by the local legislative body and shall secure in the appointment of employees of the board of elections equal representation of the major political parties." (Election Law, § 3-300; 698 emphasis supplied.) *698

"Subject to the constitution and the civil service law but notwithstanding the provisions of any other general law or of any special law to the contrary, the compensation of all employees paid from county funds shall be fixed by the board of supervisors. The board of supervisors may adopt schedules of compensation and grades with minimum and maximum salaries." (County Law, § 205.)

"1. County civil service commission or personnel officer. The civil service commission or personnel officer of a county shall administer the provisions of this chapter with respect to the offices and employments in the *classified service* of such county and the civil divisions therein, including school districts, except cities which are operating under one of the optional forms of civil service administration provided in section fifteen of this chapter and the city school districts of such cities." (Civil Service Law, § 17, subd 1.)

Unclassified Service

"The civil service of the state and each of its civil divisions shall be divided into the classified and unclassified service. The unclassified service shall comprise the following * * *

"(f) all members, officers and employees of boards of elections". (Civil Service Law, § 35.)

The Constitution and the statutes are plain and clear on one point. The employees of the Board of Elections are not authority of the personnel director. He has duties, or salaries, or who shall be employed. He does not approve Election

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Opinion Case details

that the governing body control the total compensation of the Board of Election staff. Election Law § 3-300 indicates the discretion to appoint, remove and assign titles, and salaries of Board Employees is vested in the Board within the *699 monetary limits prescribed by the Legislature." (Opn of Edwin J. Kuzdale, Esq., Chautauqua County Attorney.) Further, county legislatures have the right to establish uniform grades and steps, and the salaries appropriate to such grades. (Chautauqua County has grades 1 through 40 and steps on grade 1-6.) Once the grades and steps have been established by the county legislature, the Board of Elections is empowered to perform its duties set forth in the Constitution and statutes, to establish titles, to fit those titles to grades and steps, and to fill those positions according to law and within the budget.

The Board of Elections here acted fully within its power. It did not try to set salaries except within the county system of grades. It established its titles and prescribed its employees' duties. It did its duty in accordance with the Constitution which demands total bipartisanship on the board. All legislative bodies are of necessity partisan bodies. The State Constitution and the Legislature of the State acting under such Constitution demand that county legislatures must not be allowed to control bipartisan Boards of Elections once annual moneys have been appropriated. To allow the county legislative body to control Board of Election policies in any way would be to thwart the Constitution (*Matter of Blondheim v Cohen*, 248 App. Div. 75, affd 272 N.Y. 520.)

Petitioners may have judgment for the relief demanded.

700 *700

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Matter of Mohr v Giambra

Matter of Mohr v Giambra 2005 NY Slip Op 25082 [7 Misc3d 723] February 9, 2005 Lane, J. Supreme Court, Erie County Published by New York State Law Reporting Bureau pursuant to Judiciary Law § 431. As corrected through Wednesday, June 08, 2005

[*1] In the Matter of Ralph H. Mohr et al., as Commissioners of Election, Constituting the Erie County Board of Elections, et al., Petitioners,

v

Joel A. Giambra, as County Executive of the County of Erie, et al., Respondents.[FN1]

Supreme Court, Erie County, February 9, 2005

APPEARANCES OF COUNSEL

Ralph H. Mohr, petitioner pro se, and for Laurence F. Adamczyk and others, petitioners. Richard C. Pawarski for Chester Pawarski, petitioner. Frederick A. Wolf, County Attorney (James L. Tuppen of counsel), Harter, Secrest & Emery, LLP (Kenneth W. Africano and John G. Horn of counsel), and Magavern, Magavern & Grimm, LLP (James L. Magavern and Aven Rennie of counsel), for respondents.

OPINION OF THE COURT

John P. Lane, J.

The process for managing the Erie County budget for 2005 continues to be the subject of litigation between the elections commissioners and other county officials, all in their official capacities and as citizen-taxpayers against the County Executive, his budget director and personnel commissioner, the county legislature and the County of Erie. Previously, this court severed the claim made by the election commissioners that respondents have prevented them from filling established Board of Elections positions for which funding is available. The commissioners now return to this issue and ask this court to confirm their authority to fix the number, titles, rank and salaries of its employees within the total funds appropriated by the county legislature. They also seek an order directing the respondents to certify the payroll and compensate its employees.

[*2] Respondents seek dismissal of the amended petition. Broad public policy concerns and a clear reading of the applicable statutory law and New York State Constitution, article II, § 8[FN2] compel this court to uphold the unfettered authority of the Board of Elections to fix the number of its employees and establish their salaries within the amounts appropriated by the County. Therefore, petitioners' application is granted and respondents' motions are denied for the reasons that follow.

To put the argument in simplest terms, the county respondents claim that County Law § 205 is the controlling authority in this dispute, rather than Election Law § 3-300, as urged by petitioners. Thus, the county respondents contend that the county legislature has the authority to control both the number of election employees and their individual salaries. To adopt the position of the county respondents would render part of section 3-300 of the Election Law meaningless, an interpretation that must be avoided (see *Matter of Rochester Community Sav. Bank v Board of Assessors of City of Rochester*, 248 AD2d 949, 950 [1998], lv denied 92 NY2d 811 [1998]; see also *Matter of Klipp v New York State Civ. Serv. Commn.*, 42 Misc 2d 35, 39 [1964], affd 22 AD2d 854 [1964], affd 15 NY2d 880 [1965]; McKinney's Cons Laws of NY, Book 1, Statutes § 144), and one which this court refuses to entertain.

Section 3-300 of the Election Law provides: "Every board of elections shall appoint, and at its pleasure remove, clerks, voting machine technicians, custodians and other employees, fix their number, prescribe their duties, fix their titles and rank and establish their salaries within the amounts appropriated therefor by the local legislative body and shall secure in the appointment of employees of the board of elections equal representation of the major political parties." (Election Law § 3-300 [emphasis added].)

This language is unambiguous and clear. In such circumstances, resort to statutory interpretation by the courts is generally unnecessary (see McKinney's Cons Laws of NY,

Book 1, Statutes § 76). Here, however, respondents assert that this plain language conflicts with another applicable statute, County Law § 205. That statute is codified in article 5 of the County Law, establishing the general powers of a board of supervisors, or, as here, a county legislature. It provides: "Subject to the constitution and the civil service law but notwithstanding the provisions of any other general law or of any special law to the contrary, the compensation of all employees paid from county funds shall be fixed by the board of supervisors. The board of supervisors may adopt schedules of compensation and grades with minimum and maximum salaries." (County Law § 205 [emphasis added].)

The emphasized language was added to the statute by Laws of 1956 (ch 867), when the words "general laws of this state and to rules and regulations made pursuant thereto" were deleted. Respondents claim that the 1956 amendment referring to "general law" creates a conflict and argue that County Law § 205 takes precedence over the Election Law, a general law.

Rather than finding the statutes to be in conflict, this court construes them to complement [*3]one another. They therefore should be read in *pari materia* (see *Neddo v State of New York*, 194 Misc 379, 385 [1948], *affd* 275 App Div 492 [1949], *affd* 300 NY 533 [1949]; *Rector, Church Workers & Vestrymen of St. Bartholomew's Church v Committee to Preserve St. Bartholomew's Church*, 84 AD2d 309, 312-313 [1982], appeal dismissed 56 NY2d 645 [1982]; *Lumbermens Mut. Cas. Co. [Berkovic]*, 74 AD2d 496, 498 [1980]; *McKinney's Cons Laws of NY*, Book 1, Statutes § 221; see also *Khela v Neiger*, 85 NY2d 333, 336-337 [1995]).

The very issue before this court was first addressed two decades ago in *Matter of Larson v Tangelos* (113 Misc 2d 696 [1982]). There Supreme Court, Chautauqua County, determined that the Board of Elections had acted fully within its power in setting new titles for its employees and establishing salary grades and steps within the amounts appropriated by the Chautauqua County Legislature. It found no "actual conflict between the sections of the County Law and the Election Law" (*id.* at 698) and read the statutes in harmony, as does this court. Although it has not explicitly addressed this issue, our Fourth Department has indicated in dicta that it is the county Board of Elections that is authorized to set its employees' salaries rather than the county legislature (see *Matter of Wilson v Allegany County*, 175 AD2d 645 [1991]; see also *Matter of Gamache v Steinhaus*, 7 AD3d 525, 526 [2004]). While *Wilson* concerned an application for attorneys' fees by petitioner Allegany Board of Elections, the underlying issue was the Election Board's authority to set its deputies' salaries.[FN3] The Board prevailed on the merits at Supreme Court and the Fourth Department modified Supreme Court's determination, holding that the Board of

Elections was entitled to recover attorney's fees for prosecution of the proceeding and appeal. Further, in *Matter of Gimbrone v Stevenson* (8 AD3d 959, 961 [2004]), the Fourth Department stated that "the commissioners of election have complete and exclusive control in hiring and terminating" their employees, and viewed the County's obligation to pay election clerks as "purely ministerial" (id., citing *Matter of Graziano v County of Albany*, 309 AD2d 1062 [2003], affd in part as mod 1 NY3d 507 [2004]). In view of the above, the opinions of the State Comptroller (12 Ops St Comp No. 8236, at 299 [1956]) and the New York State Elections Board (1975 Op State Bd of Elections No. 2) relied upon by respondents are not persuasive.

The County's argument that section 205 of the County Law deprives the Board of Elections of the authority to "fix [the] number, prescribe [the] duties, fix [the] titles and rank and establish [the] salaries" of its employees (Election Law § 3-300) is without merit. Section 205 of the County Law merely provides the authority (see generally *Gimbrone*) for the county legislature to determine the total amount to be appropriated to compensate Board of Elections employees and adopt schedules of compensation and grades with minimum and maximum salaries. It must be read in conjunction with Election Law § 3-300, where the authority is clearly and unequivocally granted to the Board to fix the number of its employees and "establish their salaries within the amounts appropriated therefor" by the county legislature. Additionally, respondents' argument that the authority of the Board under section 3-300 to fix the salaries of its employees is in any way limited by the Erie County Charter or the County's Administrative Code is incorrect. The Board of Elections is granted broad discretion in personnel matters (see *County of Chautauqua v Chautauqua County Employees' Unit 6300 of Local 807 of Civ. Serv. Employees' Assn.*, [*4]181 AD2d 1052, 1052 [1992]; accord *Matter of Board of Elections of County of Westchester v O'Rourke*, 210 AD2d 402 [1994]; Election Law § 3-300). The provisions of the Election Law, a general law, cannot be superseded by the Erie County Charter (see *Municipal Home Rule Law* § 34 [3] [g]; accord *Matter of Monahan v Murphy*, 71 AD2d 92, 94 [1979], affd 51 NY2d 807 [1980] for reasons stated below) and, therefore, cannot be subordinated to the County's Administrative Code.

Further support for the authority of the Board of Elections to fix the number of its employees, and, therefore, their salaries within the amounts appropriated for the Board is found in Election Law § 3-302 (l), which provides in pertinent part: "The board of elections shall appoint as many voting machine technicians and voting machine custodians as shall be necessary for the proper preparation and repair of voting machines." (Emphasis added.) Had the New York State Legislature intended to curtail the Board of Elections' discretionary authority to appoint its employees, it certainly could have done so (see *Matter*

of *Fugazy v Kern*, 280 NY 375, 379 [1939] [discussing Election Law § 36, the predecessor to section 3-300]).

Respondents' argument that if this court adopts the Board's position, the petitioner Board of Elections would then be able to spend the total amount allocated for salaried items between the two petitioning Commissioners of Elections is rejected as without merit. Election Law § 3-208 explicitly provides that the salary of each election commissioner outside the City of New York shall be set by the county legislative body.

Finally, it is not the function of the County's commissioner of personnel to certify the payroll of the Board of Elections. His authority is limited to performing that function for officers and employees within the classified civil service (see Civil Service Law § 17 [1]). Board of Elections members, officers and employees are not within the classified civil service (see Civil Service Law § 35 [f]). Respondents shall henceforth recognize the number, titles, rank and salaries of employees of the Board of Elections certified by the Commissioners of the Board of Elections within the amounts appropriated therefor, and process and approve payrolls for those employees as approved and certified by the Board of Elections from time to time. Footnotes

Footnote 1: For ease of reference, the parties will be identified collectively in this decision as petitioners and respondents. Dennis E. Ward is the successor to Elections Commissioner Laurence F. Adamczyk.

Footnote 2: That section of the State Constitution provides for equal representation among the two major political parties in the appointment of employees of the Board of Elections.

Footnote 3: "[T]he Allegany County Board of Elections . . . has the statutory authority to establish the salaries of Board of Elections employees within the amounts appropriated by the local legislative body (Election Law § 3-300)" (id. at 645-646).

CORTLAND COUNTY PERSONNEL/CIVIL SERVICE
60 CENTRAL AVENUE
CORTLAND, NY 13045
607-753-5076

TO: Tom Brown, Election Commissioner
 Robert Howe, Election Commissioner

FROM: Laurie Gosse, Deputy Personnel Officer
 Debbie Hatch, Personnel Technician

DATE: May 28, 2020

RE: Position Review: Senior Election Clerks

BACKGROUND: At the request of the incumbents and Election Commissioners, a review (including interviews with the incumbents and Thomas Brown, Election Commissioner) was conducted on the two positions titled Senior Election Clerk, currently held by Michelle Brown and Angela Burchfield. These positions were given the Senior Election Clerk title in the MSD Classification Study, which was adopted October 20, 2005. The former title of the position was Election Clerk. It was decided at that time that there needed to be a differentiation between the two full-time incumbents' positions and the temporary positions.

These positions serve as support for the Cortland County Board of Elections. The two Election Commissioners work varied hours. Because of this, the Senior Election Clerks are the only employees in this office on a regular basis. All of the functions of the office are carried out by the Senior Election Clerks on a daily basis. Recently, Election Law changed to allow for early voting. This essentially increased the number of voting days from one to ten. Additionally, the voting methods have changed to now incorporate digital and electronic means of voting. The Senior Election Clerks must stay up to date on their training to keep up with the new laws set forth by New York State.

FINDINGS: Approximately thirty-five percent of the Senior Election Clerks' time is spent tracking and updating records in local and state databases, developing and administering procedures and forms for the office and supervising the retention of voter and office records. They also create content for and update the Board of Elections' website. These duties are included in the current job description for Senior Election with the exception of creating office procedures. The final approval for office procedures is given by the Election Commissioners.

Approximately thirty percent of their time is spent providing information to the public, both verbally and in writing, and giving advice to the State and local officials in regards to Election Law. These duties are also included in the current job description for Senior Election Clerk. Approximately twenty-five percent of their time is spent dealing with general and local elections. They tabulate results, participate in recanvassing voting machines, supervise the distribution of

absentee ballots, supervise and participate in counting absentee ballots and the research and counting of affidavit ballots. They also give advice on preparing and distribution petitions and nominating candidates, as well as any other duty related to the records designating petitions filed for candidacy.

The remainder of their time involves training, scheduling and coordinating subordinate personnel. The job description references training election inspectors, although it does not state any duties in regards to scheduling or coordinating the inspectors' activities. This should be added.

Both incumbents in the Senior Election Clerk title have been deputized by the County Clerk. This allows them to act on the Election Commissioners' behalf. However, Mr. Brown stated that there are documents that may only be signed by Election Commissioners or Deputy Election Commissioners. Both Mr. Brown and Mr. Howe would like to see the Senior Election Clerks' titles by changed to Deputy Election Commissioner. Some counties similar in size to Cortland County use the title of Deputy Election Commissioner.

DETERMINATION:

We feel that the current job description covers the typical work duties of the position of Senior Election Clerk with a few exceptions as noted above. What is not represented in the job description is the level of work in regards to Election Law that is performed. The Senior Election Clerks are allowed and encouraged to deal with matters that arise on their own. As mentioned previously, the Election Commissioners work varied hours. Therefore, the Senior Election Clerks make independent decisions frequently without consulting the Commissioners. The Commissioners should be available for consultation however.

While laws and regulations have recently changed, we find that the scope of the Senior Election Clerks' duties have changed mostly in volume, not practice. The addition of more voting days and increased data entry does not justify a reclassification but the level of independent judgment that must be used may. The question is: should the Senior Election Clerks' title remain as such or be changed to Deputy Election Commissioner? Can the existing title of Senior Election Clerk be used for efficient office operations or would a title change allow for more efficient operations?

RECOMMENDATION: Our recommendation is to retain the title of Senior Election Clerk and amend the job description to more accurately reflect the duties as stated above. The current salary range is appropriate based upon comparison to other positions in the same salary grade.

Cc: Angela Burchfield, Senior Election Clerk
Michelle Brown, Senior Election Clerk
Annette D. Barber, Personnel Officer

POSITION VACANCY REPORT

As of February 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
Principal Account Clerk Grade 13 \$20.2732-\$25.5331/hr	Budget & Finance	Transfer	9/27/2021	9/13/2021	9/13/2021	9/15/2021	Posted		*
Custodian Grade 3 \$14.7244-\$18.5447/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 \$46,409-\$56,464/yr	County Administrator	New	8/27/2021	8/26/2021	Approved by resolution	8/26/2021	Posted		*
Keyboard Specialist Grade 5 \$15.8667-\$19.9833/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020				*
County Attorney Grade 1 \$87,064-\$105,927/yr	County Attorney	Resignation	1/8/2022	1/10/2022	1/10/2022				*
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	1/20/2022	Richard VanDonsel	*
Information Processing Clerk Grade 8 \$17.3185-\$21.8118/hr	District Attorney	Removal	12/2/2021	12/2/2021	12/2/2021	12/6/2021	Cert/Posted		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
Support Investigator Grade 10 \$18.4184-\$23.1971/hr	DSS	Resignation	8/20/2021	8/2/2021	8/2/2021	8/2/2021	1/4/2022	Robin Chrzan	*
Support Investigator Grade 10 \$18.4184-\$23.1971/hr	DSS	Resignation	10/1/2021	9/13/2021	9/13/2021	9/15/2021	1/10/2022	Dawn Oot	*
Community Services Workers Grade 5 \$15.8667-\$19.9833/hr	DSS	3 Temporary HEAP	10/18/2021	7/12/2021	7/13/2021	7/13/2021	Canvass/Cert/Post (2 hired)	* Patricia Pittsley * Carol Hammel	*
Caseworker Grade 17 \$23.2158-\$29.2392/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 \$16.8134-\$21.1756/hr	DSS	Promotion	11/8/2021	11/4/2021	11/5/2021	11/8/2021	12/28/2021	Gabrielle Cutting	*

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of February 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
Caseworker Grade 17 \$23.2158-\$29.2392/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 \$23.2158-\$29.2392/hr	DSS	Temporary	12/31/2021	12/9/2021	12/10/2021	12/13/2021	1/1/2022	Jodi Horner	*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Temporary	12/31/2021	12/9/2021	12/10/2021	12/13/2021	1/1/2022	Maureen Spann	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	1/1/2022	Joanne Cincotta	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	1/1/2022	Cole Rourke	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	1/1/2022	Robin Morganti	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	1/1/2022	Janet Twomey	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	Posted/Cert		*
Social Welfare Examiner Trainee Grade 9 \$17.8541-\$22.4863/hr	DSS	Retirement	1/14/2022	10/21/2021	10/21/2021	10/22/2021	Cert/Post/Exam File Apps		*
Social Welfare Examiner Trainee Grade 9 \$17.8541-\$22.4863/hr	DSS	Resignation	1/18/2022	1/19/2022	1/20/2022	1/20/2022	Exam file apps/Cert		*
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		*
Case Aide (PT up to 9 hrs/wk) Grade 7 \$16.8134-\$21.1756/hr	DSS	Resignation	1/21/2022	1/21/2022	1/27/2022	1/27/2022			*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Resignation	2/9/2022	1/26/2022	1/28/2022	1/28/2022	Posted/Cert		*

Attachment: February 2022 (10365 : February Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of February 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
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Resignation	2/11/2022	1/27/2022	1/28/2022	1/28/2022	Posted/Cert		*
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
Employment & Training Specialist Grade 12 \$19.6239-\$24.7153/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	1/11/2022	Marissa Riccardi	*
Dispatcher Grade 6 \$20.5973-\$30.6286/hr	ERAC	New-Temp	1/28/2022	1/27/2022	Approved by resolution	1/27/2022	Exam File Apps		*
Public Health Educator Grade 16 \$22.4261-\$28.2445/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
Public Health Educator Grade 16 \$22.4261-\$28.2445/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 \$34.9958-\$44.0754/hr	Health	Resignation	11/9/2021	11/18/2021	11/18/2021	11/18/2021	1/10/2022	Elaine Fisher	*
Deputy County Super of Hwys Grade 4 \$71,623-\$87,139/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
Assistant Hvy Equip Maint Mech Grade 17 \$22.3229-\$28.118/hr	Highway	Resignation	7/1/2021	7/6/2021	7/9/2021	7/9/2021	Posted		*
Highway Construction Mechanic Grade 16 \$21.5636-\$27.1556/hr	Highway	Voluntary Demotion	7/9/2021	10/25/2021	10/25/2021	10/26/2021	Posted		*
Motor Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway	Promotion	10/18/2021	10/13/2021	10/15/2021	10/15/2021	Posted		*

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** Will Discuss

POSITION VACANCY REPORT

As of February 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
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	11/10/2021	11/17/2021	11/23/2021	11/24/2021	Posted		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Promotion	11/26/2021	11/17/2021	11/23/2021	11/24/2021	Posted		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	2/18/2022	1/24/2022	1/26/2022	1/26/2022	Will post as position isnt vacant util 2/18		*
Network Technician Grade 18 \$24.0458-\$30.2843/hr	IT	Resignation	10/1/2021	9/17/2021	9/17/2021	9/17/2021	Posted		*
Network Technician Grade 18 \$24.0458-\$30.2843/hr	IT	Resignation	1/15/2022	1/26/2022	1/26/2022	1/27/2022	Posted		*
Computer Support Specialist Grade 9 \$17.8541-\$22.4863/hr	IT	New	1/20/2022	1/20/2022	1/20/2022	1/20/2022	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
Clinical Dir of MH Programs Grade 6 \$61,977-\$75,405/yr	Mental Health	Demotion	7/6/2021	7/7/2021	7/7/2021	7/7/2021	Posted		*
Licensed Master Social Worker Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Resignation	9/24/2021	9/7/2021	9/7/2021	9/7/2021	1/18/2022	Dana Todara	*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Demotion	12/6/2021	1/26/2022	1/26/2022	1/27/2022	Posted		*
LCSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	New	1/4/2022	1/4/2022	1/4/2022	1/4/2022	Exam File		*
Deputy Director Comm MH Services Grade 4 \$71,623-\$87,139/Yr	Mental Health	New	1/4/2022	1/4/2022	1/4/2022	1/4/2022	Posted		*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Promotion	1/24/2022	1/26/2022	1/26/2022	1/27/2022	Posted		*

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** Will Discuss

POSITION VACANCY REPORT

As of February 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
Driver, per diem (1) Grade 2 \$13.8960-\$17.5013/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 \$71,623-\$87,139/yr	Public Defender	Resignation	7/26/2021	7/16/2021	7/19/2021	7/19/2021	Posted		Grant Funded
Investigator (Public Defender) Grade 2 \$19.4344-\$23.6449/hr	Public Defender	Resignation	8/12/2021	8/16/2021	8/17/2021	8/18/2021	Posted		*
Case Manager for Indigent Defendants Grade 14 \$20.9567-\$26.3940/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 \$17.0676-\$22.6844/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	4/1/2020	4/20/2020	4/20/2020	4/21/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Promotion	6/5/2020	6/5/2020	6/5/2020	6/15/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/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 \$21.6310-\$35.7065/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Exam file apps/Cert		*

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POSITION VACANCY REPORT

As of February 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 \$21.6310-\$35.7065/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/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 \$21.6310-\$35.7065/hr	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
Keyboard Specialist Grade 1 \$16.0670-\$21.3545/hr	Sheriff	Resignation	9/17/2021	9/10/2021	9/15/2021	9/16/2021	Preferred list		*
Senior Account Clerk Grade 3 \$17.2967-\$23.6713/hr	Sheriff	Resignation	10/11/2021	9/24/2021	9/27/2021	9/27/2021	Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Exam file apps/cert		*

Attachment: February 2022 (10365 : February Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

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FOR 2022 12

ACCOUNTS FOR: PERSONNEL	CIVIL SERVICE	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14305 51005	PERSONAL SERVICES	280,155.07	.00	280,155.07	15,593.65	.00	264,561.42	5.6%
A14305 51010	PART-TIME PAY	12,357.57	.00	12,357.57	.00	.00	12,357.57	.0%
A14305 51020	OVERTIME PAY	2,000.00	.00	2,000.00	.00	.00	2,000.00	.0%
A14305 51035	OTHER COMPENSATION	8,437.94	.00	8,437.94	.00	.00	8,437.94	.0%
A14305 54000	TELEPHONE	1,056.00	.00	1,056.00	.00	.00	1,056.00	.0%
A14305 54001	PRINTING/COPYING	400.00	.00	400.00	.00	.00	400.00	.0%
A14305 54005	Office Materials & POSTAGE	2,200.00	.00	2,200.00	.00	.00	2,200.00	.0%
A14305 54020	EDUCATION & TRAINING	3,500.00	.00	3,500.00	.00	.00	3,500.00	.0%
A14305 54035	ASSOC/MEMBERSHIP D	500.00	.00	500.00	.00	.00	500.00	.0%
A14305 54040	PUBLICATIONS	800.00	.00	800.00	.00	.00	800.00	.0%
A14305 54041	Travel & Sustenanc	500.00	.00	500.00	.00	.00	500.00	.0%
A14305 54045	PROFESSIONAL SERVI	1,000.00	.00	1,000.00	.00	.00	1,000.00	.0%
A14305 54055	LEGAL NOTICES / AD	8,000.00	.00	8,000.00	.00	.00	8,000.00	.0%
A14305 54060	LEGAL FEES	4,000.00	.00	4,000.00	.00	.00	4,000.00	.0%
A14305 54063	INSURANCE	60,000.00	.00	60,000.00	.00	.00	60,000.00	.0%
A14305 54070	I/D COPIER	2,612.20	.00	2,612.20	.00	.00	2,612.20	.0%
A14305 54213	FEES & PERMITS	1,800.00	.00	1,800.00	.00	.00	1,800.00	.0%
A14305 54444	CONTRACTED MEDICAL	5,500.00	.00	5,500.00	.00	.00	5,500.00	.0%
A14305 54615	RETIREMENT	41,000.00	.00	41,000.00	3,800.00	.00	36,200.00	11.7%
A14305 58020	FICA	33,132.92	.00	33,132.92	.00	.00	33,132.92	.0%
A14305 58030	WORKERS COMP	23,175.73	.00	23,175.73	1,095.41	.00	22,080.32	4.7%
A14305 58040	HEALTH INS	12,965.00	.00	12,965.00	13,267.08	.00	-302.08	102.3%
A14305 58060	DENTAL INS	98,889.63	.00	98,889.63	4,795.40	.00	94,094.23	4.8%
A14305 58062	VISION CARE BENEFIT	451.20	.00	451.20	20.88	.00	430.32	4.6%
A14305 58065		98.00	.00	98.00	3.00	.00	95.00	3.1%
TOTAL PERSONNEL - CIVIL SERVICE		604,531.26	.00	604,531.26	38,575.42	1,000.00	564,955.84	6.5%
TOTAL EXPENSES		604,531.26	.00	604,531.26	38,575.42	1,000.00	564,955.84	

County Clerk Monthly Report: January 2021, (Stats are for December 2021) (100%)

	<u>YTD 2019</u>	<u>YTD 2020</u>	<u>YTD 2021</u>
Clerk Fees	406,367.41	405,515.28	498,042.51
DMV Fees	485,089.49	344,261.87	373,685.58,
User Fee	268,507.70	250,864.85	278,358.66
Internet Fee	12,183.43	21,751.12	24,757.75
Local Mtg Tax	291,153.84	465,428.12	465,108.77
DWI Fines	9,292.18	5,053.76	9,550.24
Mtg Tax Exp	62,315.64	62,315.64	62,315.64
 TOTAL	 1,534,909.69	 1,555,190.64	 1,711,819.15
% OF Est Rev	99.31%	103.42%	116.12%
Est Rev	1,545,616.00	1,503,816.00	1,474,216.00
Actual Rev	1,545,616.00	1,555,190.64	1,711,819.15

All County Clerk annual reports have been submitted including annual report to Legislature

Coroner's report

2022 Roster

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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
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A14105 COUNTY CLERK

A14105 43060 19LGG RECORDS MANAG	0	-28,572	-28,572	-28,572.00	.00	100.0%
A14105 51005 PERSONAL SERVICES	224,057	0	224,057	224,735.32	-678.54	100.3%
A14105 51035 OTHER COMPENSATION	0	0	0	502.53	-502.53	100.0%
A14105 54000 TELEPHONE	981	0	981	824.32	156.68	84.0%
A14105 54001 PRINTING/COPYING	1,000	0	1,000	900.00	100.00	90.0%
A14105 54005 Office Materials & Maintenance Agreem	5,200	-700	4,500	1,965.15	53.34	39.6%
A14105 54015 Postage	5,657	700	4,957	1,991.85	-70.12	102.6%
A14105 54020 ASSOC/MEMBERSHIP D	2,000	0	2,000	2,770.12	30.00	99.6%
A14105 54040 Travel & Sustenanc	7,275	0	7,275	951.00	549.00	63.4%
A14105 54045 PROFESSIONAL SERVI	1,500	0	1,500	2,974.25	717.06	85.7%
A14105 54055 19LGG PROFESSIONAL	5,000	0	5,000	29,548.56	.00	100.0%
A14105 54060 LEGAL NOTICES / AD	0	33,116	33,116	.00	100.00	100.0%
A14105 54065 EQUIP RENTAL/LEASE	100	0	49,200	6,013.28	-2,085.28	153.1%
A14105 54070 INSURANCE	49,200	0	3,928	2,051.76	.24	100.0%
A14105 54213 I/D COPIER	3,928	0	2,052	1,575.00	.00	100.0%
A14105 54444 FEES & PERMITS	2,052	0	1,575	.00	.00	.0%
A14105 58020 RETIREMENT	1,575	0	31,367	16,482.48	657.52	96.2%
A14105 58030 FICA	31,367	0	17,140	9,601.95	-125.95	101.3%
A14105 58040 WORKERS COMP	17,140	0	9,476	36,481.71	-234.99	100.6%
A14105 58060 HEALTH INS	9,476	0	36,247	420.50	8.50	98.0%
A14105 58062 DENTAL INS	36,247	0	429	71.05	2.95	96.0%
A14105 58065 VISION CARE BENEFIT	429	0	74			
TOTAL COUNTY CLERK	404,258	4,544	408,802	370,851.68	4,913.13	91.9%
TOTAL GENERAL FUND	404,258	4,544	408,802	370,851.68	4,913.13	91.9%
TOTAL REVENUES	0	-28,572	-28,572	-28,572.00	.00	
TOTAL EXPENSES	404,258	33,116	437,374	399,423.68	4,913.13	33,036.73

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	404,258	4,544	408,802	370,851.68	4,913.13	33,036.73	91.9%

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FOR 2021 12

ACCOUNTS FOR: ORIGINAL TRANSFERS/ REVISD YTD EXPENDED ENCUMBRANCES AVAILABLE PCT
A GENERAL FUND APPROP ADJUSTMTS BUDGET YTD EXPENDED ENCUMBRANCES BUDGET USED

A14115 COUNTY CLERK - MOTOR VEHICLES

A14115 51005	PERSONAL SERVICES	300,412	0	300,412	302,131.95	.00	-1,720.23	100.6%
A14115 51035	OTHER COMPENSATION	0	0	0	147.08	.00	-147.08	100.0%
A14115 54000	CELL & LONG/DISTAN	2,140	0	2,140	2,139.59	86.94	-86.53	104.0%
A14115 54005	Office Materials &	1,300	-500	800	387.87	.00	412.13	48.5%
A14115 54020	POSTAGE	2,500	500	3,000	2,715.66	77.14	207.20	93.1%
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	849.12	.00	-.12	100.0%
A14115 58020	RETIREMENT	42,058	0	42,058	.00	.00	42,058.00	.0%
A14115 58030	FICA	22,982	0	22,982	21,519.70	.00	1,462.30	93.6%
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	77,648.15	.00	1,038.29	98.7%
A14115 58062	DENTAL INS	654	0	654	564.34	.00	89.66	86.3%
A14115 58065	VISION CARE BENEFI	123	0	123	102.20	.00	20.80	83.1%
TOTAL COUNTY CLERK - MOTOR VEHICLES		474,476	0	474,476	431,243.73	164.08	43,068.35	90.9%
TOTAL GENERAL FUND		474,476	0	474,476	431,243.73	164.08	43,068.35	90.9%
TOTAL EXPENSES		474,476	0	474,476	431,243.73	164.08	43,068.35	

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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 EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	474,476	0	474,476	431,243.73	164.08	43,068.35	90.9%

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

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FOR 2022 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	.00	.00	-300.00	.0%
A145042	41289 SCH DEPARTMENTAL F	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
	TOTAL ELECTIONS	-3,300	0	-3,300	.00	.00	-3,300.00	.0%
A14505 ELECTIONS								
A14505	51005 PERSONAL SERVICES	86,582	0	86,582	4,877.40	.00	81,704.28	5.6%
A14505	51010 PART-TIME PAY	67,584	0	67,584	3,908.00	.00	63,676.10	5.8%
A14505	51015 TEMP PAY	35,000	0	35,000	.00	.00	35,000.00	.0%
A14505	54000 TELEPHONE	8,000	0	8,000	.00	470.88	7,529.12	5.9%
A14505	54001 COPYING/PRINTING	57,500	0	57,500	.00	.00	57,500.00	.0%
A14505	54004 COMPUTER SOFTWARE	32,620	0	32,620	.00	.00	32,620.00	.0%
A14505	54005 Office Materials &	2,500	0	2,500	64.15	30.00	2,405.85	3.8%
A14505	54015 Maintenance Agreem	2,097	0	2,097	.00	.00	2,097.00	.0%
A14505	54020 POSTAGE	45,000	0	45,000	.00	.00	45,000.00	.0%
A14505	54035 EDUCATION & TRAINI	2,850	0	2,850	.00	.00	2,850.00	.0%
A14505	54040 ASSOC/MEMBERSHIP D	140	0	140	.00	.00	140.00	.0%
A14505	54041 PUBLICATIONS	350	0	350	.00	.00	350.00	.0%
A14505	54045 Travel & Sustenanc	250	0	250	.00	.00	250.00	.0%
A14505	54050 Equip. Repairs & M	300	0	300	.00	.00	300.00	.0%
A14505	54055 PROFESSIONAL SERVI	83,300	0	83,300	185.00	.00	83,115.00	.2%
A14505	54060 LEGAL NOTICES / AD	2,500	0	2,500	.00	.00	2,500.00	.0%
A14505	54065 EQUIP RENT / LEASE	63,295	0	63,295	.00	.00	63,295.00	.0%
A14505	54070 INSURANCE	6,254	0	6,254	.00	.00	6,254.47	.0%
A14505	54078 Fuel	200	0	200	.00	.00	200.00	.0%
A14505	54213 I/D COPIER	1,000	0	1,000	.00	.00	1,000.00	.0%
A14505	58020 RETIREMENT	13,806	0	13,806	.00	.00	13,805.92	.0%
A14505	58030 FICA	14,471	0	14,471	644.20	.00	13,827.05	4.5%
A14505	58040 WORKERS COMP	5,980	0	5,980	6,119.33	.00	-139.33	102.3%
A14505	58060 HEALTH INS	15,027	0	15,027	1,155.88	.00	13,870.98	7.7%
A14505	58062 DENTAL INS	271	0	271	20.88	.00	249.84	7.7%
A14505	58065 VISION CARE BENEFI	59	0	59	4.50	.00	54.30	7.7%
	TOTAL ELECTIONS	546,936	0	546,936	16,979.34	500.88	529,455.58	3.2%
	TOTAL GENERAL FUND	543,636	0	543,636	16,979.34	500.88	526,155.58	3.2%
	TOTAL REVENUES	-3,300	0	-3,300	.00	.00	-3,300.00	
	TOTAL EXPENSES	546,936	0	546,936	16,979.34	500.88	529,455.58	



OFFICE OF THE CORTLAND COUNTY ATTORNEY

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

Wendy Franklin
Chief Assistant County Attorney

Jeri DuVall
Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Maria Adsit
Confidential Secretary

FIVE YEAR COMPARISON

Report Date: **January 31, 2022**

Contracts & Agreements referred to County Attorney's Office for review:

<u>January 1, 2018 – December 31, 2018</u>	338
<u>January 1, 2019 – December 31, 2019</u>	360
<u>January 1, 2020 – December 31, 2020</u>	359
<u>January 1, 2021 – December 31, 2021</u>	307
<u>January 1, 2022 – January 31, 2022</u>	29

Incident/Accident/Threat Reports reviewed by County Attorney's Office:

<u>January 1, 2018 – December 31, 2018</u>	136
<u>January 1, 2019 – December 31, 2019</u>	143
<u>January 1, 2020 – December 31, 2020</u>	114
<u>January 1, 2021 – December 31, 2021</u>	126
<u>January 1, 2022 – January 31, 2022</u>	10

Attachment: FEB Committee Report (10362 : County Attorney Monthly Report)



OFFICE OF THE CORTLAND COUNTY ATTORNEY

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

January 26, 2022

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	

January 1, 2022-January 26, 2022

2022	JD referred for petition:	01
	PINS petitions:	00
	Vio. Probation/Support:	<u>01</u>
		02

JD referrals for petition by classification of offense:

2021	Property crimes:	09	2022	Property crimes:	01
	Crimes against persons:	07		Crimes against persons:	00
	Sex offenses:	<u>06</u>		Sex Offenses:	<u>00</u>
		22			01

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

(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

January 26, 2022

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

January 1, 2022-January 26, 2022: 5 orders

Attachment: FEB Committee Report (10362 : County Attorney Monthly Report)



**CORTLAND COUNTY
OFFICE OF THE COUNTY ATTORNEY**

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TEL: 607-753-5095
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M. Tabitha Palladino
Legal Associate

Jeri DuVall
Assistant County Attorney

Maria Adsit
Confidential Secretary

DEBT COLLECTION

722(d), Landfill, W&M, Personnel, etc.

January 2022	YTD 2022	2021	2020	2019
\$0.00	\$0.00	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES

Related to Vehicle & Property Damage (road signs, guide rails, vehicles, etc.)

January 2022	YTD 2022	2021	2020	2019
\$0.00	\$0.00	\$20,622.62	\$22,219.98	\$122,477.76

TOTALS:	\$726.81	\$22,219.98	\$126,825.89	\$23,702.29
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CURRENT YEAR COLLECTIONS

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
January				\$ 0.00
February				0.00
March				0.00

Continued on next page

Attachment: FEB Committee Report (10362 : County Attorney Monthly Report)

CURRENT YEAR COLLECTIONS CONTINUED

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
April				0.00
May				0.00
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
				\$ 0.00

The **2018** numbers jumped up by \$18,854.00 based on review and closing out a file from July 2018 in which the office assisted with recovery from the boiler issue at the County Court House.

The **2020** numbers jumped up by \$2,090.29 based on review and closing out a file from September 2019 in which the office assisted with recovery from an accident involving a probation vehicle.

Attachment: FEB Committee Report (10362 : County Attorney Monthly Report)

CORTLAND COUNTY ATTORNEY
2021 BUDGET SPENDING REPORT
REPORT DATE: 1/31/2022, 2:03 PM

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OBJ CODE	ACCOUNT TITLE	2021 BUDGET	SPENDING TO DATE	BUDGET BALANCE	% OF BUDGET REMAINING
	Legal Associate	36,913.00	39,580.27	\$ (2,667.27)	-7.23%
	Sec. to County Attorney	38,389.00	38,480.13	\$ (91.13)	-0.24%
51005	PERSONAL SERVICES	75,302.00	78,060.40	\$ (2,758.40)	-3.66%
	County Attorney	95,560.00	53,635.95	\$ 41,924.05	43.87%
	Chief Assistant County Attorney	38,483.00	49,354.57	\$ (10,871.57)	-28.25%
	Assistant County Attorney	34,421.00	33,985.19	\$ 435.81	1.27%
	Keyboard Specialist	-	-	\$ -	--
51010	PART-TIME PAY:	168,464.00	136,975.71	\$ 31,488.29	18.69%
51020	OVERTIME PAY	-	595.37	\$ (595.37)	--
51035	OTHER COMPENSATION	-	18,563.50	\$ (18,563.50)	--
54000	TELEPHONE (BASE + USE)	717.00	709.94	\$ 7.06	0.98%
54001	COPYING/PRINTING	60.00	2.74	\$ 57.26	95.43%
54005	SUPPLIES	695.00	634.38	\$ 60.62	8.72%
54020	POSTAGE	92.00	35.04	\$ 56.96	61.91%
54035	EDUCATION & TRAINING	1,250.00	100.00	\$ 1,150.00	92.00%
54040	ASSOC/MEMBERSHIP DUES	845.00	565.00	\$ 280.00	33.14%
54041	PUBLICATIONS	720.00	292.11	\$ 427.89	59.43%
54045	TRAVEL & SUBSISTENCE	700.00	-	\$ 700.00	100.00%
54047	MILEAGE REIMBURSEMENT	-	-	\$ -	--
54055	PROFESSIONAL SERVICES	15,525.00	12,603.60	\$ 2,921.40	18.82%
54060	CLASSIFIED ADVERTISING	500.00	53.42	\$ 446.58	89.32%
54070	INSURANCE	2,033.00	1,682.04	\$ 350.96	17.26%
54212	I/D PHONE (BASE FEES)	-	-	\$ -	--
54213	I/D COPIER	1,513.00	1,512.60	\$ 0.40	0.03%
54215	I/D INT COUNTY DEPT (LEXIS)	2,206.00	2,196.32	\$ 9.68	0.44%
54444	NOTARY FEES	-	-	\$ -	--
58020	RETIREMENT	34,127.00	34,127.00	\$ -	0.00%
58030	FICA	18,648.00	13,864.76	\$ 1,429.06	7.66%
58031	MEDICARE	-	3,354.18		
58040	WORKERS COMP	6,975.00	6,975.00	\$ -	0.00%
58060	HEALTH INS	44,064.00	33,302.10	\$ 10,761.90	24.42%
58062	DENTAL INS	271.00	271.44	\$ (0.44)	-0.16%
58065	VISION CARE BENEFITS	59.00	39.00	\$ 20.00	33.90%
	TOTAL \$	\$ 374,766.00	\$ 346,515.65	\$ 28,250.35	7.54%
% of Year Remaining					0.00%

Attachment: FEB Committee Report (10362 : County Attorney Monthly Report)

CORTLAND COUNTY ATTORNEY
2021 BUDGET SPENDING REPORT
REPORT DATE: 1/31/2022, 2:03 PM

Revenue & Income

Previous Years:

A141001-CA Accounts Receivable

2021 Opening Balance 1,779.00

Payments Received -

New Receivables -

Current A/R Balance: _____ \$ 1,779.00

Current Year:

A142042-41289 Program Fees Collected - 722d Orders -

Liability - Awards & Claims #A17115.54920

CK#		Ck. Amount	Spending YTD	Balance	Department
	BUDGET			\$0.00	BUDGET

Attachment: FEB Committee Report (10362 : County Attorney Monthly Report)

MUNIS RECONCILIATION
County Attorney Spending
1/31/2022, 2:01 PM

OBJ CODE	ACCOUNT TITLE	SPENDING TO DATE	MUNIS	DIFFERENCE	EXPLANATION
	Paralegal	\$ 39,580.27			
	Sec. to County Attorney	\$ 38,480.13			
51005	PERSONAL SERVICES	\$ 78,060.40	\$ 78,060.40	\$ (0.00)	
	County Attorney	\$ 53,635.95			
	Chief Assistant County Attorney	\$ 49,354.57			
	Assistant County Attorney	\$ 33,985.19			
	Keyboard Specialist	\$ -			
51010	PART-TIME PAY:	\$ 136,975.71	\$ 136,975.71	\$ -	
51020	OVERTIME PAY	\$ 595.37	\$ 595.37	\$ -	
51035	OTHER COMPENSATION	\$ 18,563.50	\$ 18,563.50	\$ -	
54000	TELEPHONE (USAGE)	\$ 709.94	\$ 709.94	\$ -	
54001	COPYING/PRINTING	\$ 2.74	\$ 2.74	\$ -	
54005	SUPPLIES	\$ 634.38	\$ 634.38	\$ -	
54020	POSTAGE	\$ 35.04	\$ 35.04	\$ -	
54035	EDUCATION & TRAINING	\$ 100.00	\$ 100.00	\$ -	
54040	ASSOC/MEMBERSHIP DUES	\$ 565.00	\$ 565.00	\$ -	
54041	PUBLICATIONS	\$ 292.11	\$ 292.11	\$ -	
54045	TRAVEL & SUBSISTENCE	\$ -	\$ -	\$ -	
54047	MILEAGE REIMBURSEMENT	\$ -	\$ -	\$ -	
54055	PROFESSIONAL SERVICES	\$ 12,603.60	\$ 12,603.60	\$ -	
54060	CLASSIFIED ADVERTISING	\$ 53.42	\$ 53.42	\$ -	
54070	INSURANCE	\$ 1,682.04	\$ 1,682.04	\$ -	
54212	I/D PHONE (BASE FEES)	\$ -	\$ -	\$ -	
54213	I/D COPIER	\$ 1,512.60	\$ 1,512.60	\$ -	
54215	I/D INT COUNTY DEPT (LEXIS)	\$ 2,196.32	\$ 2,196.32	\$ -	
54500	MEDICAL FEES	\$ -	\$ -	\$ -	
58020	RETIREMENT	\$ 34,127.00	\$ -	\$ 34,127.00	Jan-Dec. Retirement not posted yet in MUNIS
58030	FICA	\$ 13,864.76	\$ 17,238.16	\$ (19.22)	Adjustment Pending - working with Personnel to correct
58031	MEDICARE	\$ 3,354.18			
58040	WORKERS COMP	\$ 6,975.00	\$ 7,067.71	\$ (92.71)	Inquiry with B&F needed - allocation is off
58060	HEALTH INS	\$ 33,302.10	\$ 32,167.81	\$ 1,134.29	Adjustment Pending - working with Personnel to correct
58062	DENTAL INS	\$ 271.44	\$ 259.66	\$ 11.78	Adjustment Pending - working with Personnel to correct
58065	VISION CARE BENEFITS	\$ 39.00	\$ 36.46	\$ 2.54	Adjustment Pending - working with Personnel to correct
	TOTAL \$	\$ 346,515.65	\$ 311,351.97	\$ 35,163.68	

OTHER MUNIS RECONCILIATIONS:

		BALANCE TO DATE	MUNIS	DIFFERENCE	EXPLANATION
A141001-CA	ACCOUNTS RECEIVABLE	\$ 1,779.00	\$ 1,779.00	\$ -	
A142042-41289	PROGRAM FEES	\$ -	\$ -	\$ -	
A17115-54920	AWARDS & CLAIMS	\$ -	\$ -	\$ -	

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madsitCortland 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
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	75,302	0	75,302	78,060.40	.00	-2,758.40	103.7%*
A14205 51010 PART-TIME PAY	168,464	0	168,464	136,975.71	.00	31,488.29	81.3%
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	709.94	.00	7.06	99.0%
A14205 54001 COPYING/PRINTING	60	0	60	2.74	.00	57.26	4.6%
A14205 54005 Office Materials &	500	195	695	634.38	.00	60.62	91.3%
A14205 54020 POSTAGE	192	-100	92	35.04	.00	56.96	38.1%
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	292.11	.00	427.89	40.6%
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	1,512.60	.00	.40	100.0%
A14205 54215 I/D LEXIS NEXIS	2,406	-200	2,206	2,196.32	.00	9.68	99.6%
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	17,238.16	.00	1,409.95	92.4%
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 BENEFI	59	0	59	36.46	.00	22.54	61.8%
TOTAL COUNTY ATTORNEY	372,541	2,225	374,766	311,351.97	2,000.00	61,414.29	83.6%
TOTAL GENERAL FUND	372,541	2,225	374,766	311,351.97	2,000.00	61,414.29	83.6%
TOTAL EXPENSES	372,541	2,225	374,766	311,351.97	2,000.00	61,414.29	

Attachment: 2021 MUNIS 01-31-2022 (10362 : County Attorney Monthly Report)



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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	372,541	2,225	374,766	311,351.97	2,000.00	61,414.29	83.6%
** END OF REPORT - Generated by Maria Adsit **							

Attachment: 2021 MUNIS 01-31-2022 (10362 : County Attorney Monthly Report)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 01

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	82,694	0	82,694	4,683.08	.00	78,011.38	5.7%
A14205 51010 PART-TIME PAY	182,595	0	182,595	6,002.21	.00	176,592.45	3.3%
A14205 51035 OTHER COMPENSATION	0	0	0	855.55	.00	-855.55	100.0%
A14205 54000 TELEPHONE	924	0	924	.00	.00	924.00	.0%
A14205 54001 COPYING/PRINTING	50	0	50	.00	.00	50.00	.0%
A14205 54005 Office Materials &	500	0	500	.00	.00	500.00	.0%
A14205 54020 POSTAGE	192	0	192	.00	.00	192.00	.0%
A14205 54035 EDUCATION & TRAINI	2,500	0	2,500	.00	.00	2,500.00	.0%
A14205 54040 ASSOC/MEMBERSHIP D	327	0	327	327.00	.00	.00	100.0%
A14205 54041 PUBLICATIONS	600	0	600	.00	.00	600.00	.0%
A14205 54045 Travel & Sustenanc	500	0	500	.00	.00	500.00	.0%
A14205 54055 PROFESSIONAL SERVI	5,000	0	5,000	.00	.00	5,000.00	.0%
A14205 54060 LEGAL NOTICES / AD	250	0	250	.00	.00	250.00	.0%
A14205 54070 INSURANCE	1,762	0	1,762	.00	.00	1,762.32	.0%
A14205 54213 I/D COPIER	1,513	0	1,513	.00	.00	1,513.00	.0%
A14205 54215 I/D LEXIS NEXIS	1,795	0	1,795	.00	.00	1,795.00	.0%
A14205 54444 FEES & PERMITS	120	0	120	40.00	40.00	40.00	66.7%
A14205 58020 RETIREMENT	30,231	0	30,231	.00	.00	30,230.98	.0%
A14205 58030 FICA	20,295	0	20,295	830.39	.00	19,464.26	4.1%
A14205 58040 WORKERS COMP	7,970	0	7,970	8,155.70	.00	-185.70	102.3%
A14205 58060 HEALTH INS	33,302	0	33,302	2,492.60	.00	30,809.50	7.5%
A14205 58062 DENTAL INS	271	0	271	20.05	.00	250.95	7.4%
A14205 58065 VISION CARE BENEFI	40	0	40	2.82	.00	37.18	7.1%
TOTAL COUNTY ATTORNEY	373,431	0	373,431	23,409.40	40.00	349,981.77	6.3%
TOTAL GENERAL FUND	373,431	0	373,431	23,409.40	40.00	349,981.77	6.3%
TOTAL EXPENSES	373,431	0	373,431	23,409.40	40.00	349,981.77	

Attachment: MUNIS 01-31-2022 (10362 : County Attorney Monthly Report)

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2022 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	373,431	0	373,431	23,409.40	40.00	349,981.77	6.3%

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

Weights and Measures

For January

Government Operations Committee

The month of January saw one Fuel oil truck inspection. This truck ,from West Monroe needed to be calibrated after some repairs. The Weights and Measures inspector in Oswego County called me and explained that he could not inspect the truck because he had covid. The Company was in dire need to get it back on the road due to the fact they had three trucks down waiting for parts. Thanks to the Highway department for the use of the wash bay. I was able to help Oswego County and the fuel oil company and make \$150 revenue that we would not normally get and do the inspection inside when it was near 0 deg. outside. A win for all parties involved.

The last several weeks I have been collecting the data for the Annual Report that goes to Albany. This report tracks types and numbers of devices tested as well as failure rates across the state as well as many other things. A copy of this report is being filed.

Numbers were very close to previous years. A few examples:

	2020	2021
Total scales	251	248
Total liquid meas.	462	403
Total all devices	746	725
Pkgs checked	852	1064

Liquid measures vary year to year. Gas stations sometimes have a private company calibrate the pumps after I have done my yearly inspection. I have to go back to inspect the device and replace broken seals. Stations often due this when

fuel prices are high due to the fact that petroleum meters drift in favor of the customer over time and they want keep the calibrations as close to zero as possible. I would expect that petroleum meter calibrations might go up for 2022.

As always give me a call if you have any questions.

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

01/25/2022 14:35
wfoleyCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 01

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	54,293	0	54,293	1,044.10	.00	53,248.46	1.9%
A66105 54000 TELEPHONE	700	0	700	.00	.00	700.00	.0%
A66105 54005 Office Materials &	100	0	100	.00	.00	100.00	.0%
A66105 54015 Maintenance Agreeem	185	0	185	.00	.00	185.00	.0%
A66105 54020 POSTAGE	150	0	150	.00	.00	150.00	.0%
A66105 54040 ASSOC/MEMBERSHIP D	125	0	125	.00	.00	125.00	.0%
A66105 54048 Prog Spec Material	100	0	100	.00	.00	100.00	.0%
A66105 54050 Equip. Repairs & M	200	0	200	.00	.00	200.00	.0%
A66105 54070 INSURANCE	319	0	319	.00	.00	319.00	.0%
A66105 54074 VEHICLE INSURANCE	320	0	320	.00	.00	320.00	.0%
A66105 54078 Fuel	1,000	0	1,000	.00	.00	1,000.00	.0%
A66105 54300 Vehicle Repairs &	1,200	0	1,200	.00	.00	1,200.00	.0%
A66105 54615 CONTRACTED MEDICAL	150	0	150	.00	.00	150.00	.0%
A66105 58020 RETIREMENT	6,185	0	6,185	.00	.00	6,185.10	.0%
A66105 58030 FICA	4,153	0	4,153	66.11	.00	4,086.81	1.6%
A66105 58040 WORKERS COMP	1,995	0	1,995	2,041.48	.00	-46.48	102.3%
A66105 58060 HEALTH INS	18,275	0	18,275	702.91	.00	17,572.33	3.8%
A66105 58062 DENTAL INS	90	0	90	3.48	.00	86.76	3.9%
A66105 58065 VISION CARE BENEFI	20	0	20	.75	.00	19.25	3.8%
TOTAL SEALER OF WEIGHTS & MEASURES	89,560	0	89,560	3,858.83	.00	85,701.23	4.3%
TOTAL GENERAL FUND	89,560	0	89,560	3,858.83	.00	85,701.23	4.3%
TOTAL EXPENSES	89,560	0	89,560	3,858.83	.00	85,701.23	

Attachment: Weights and Measures January YTD report 2022 (10332 : Weights and Measures Monthly

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wfoley

Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	89,560	0	89,560	3,858.83	.00	85,701.23	4.3%

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

01/25/2022 14:35
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: 2022/ 1

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	

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

2021

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 2021.

Program Name	Cortland County 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. ☒ COVID-19 related duties

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	370	22.5
Gasoline Pumps Inspected and Tested	230	14.0
All Other Commercial Device Inspections	250	15.2
Non-Mandated Tests and Requests	35	2.1
Petroleum Quality Program	160	9.7
Package Control	80	4.9
Complaints	10	0.6
Civil Penalty and Court Hearings	0	0.0
Administration (records, reports, scheduling)	350	21.3
Public Relations	40	2.4
Other	120	7.3
Pricing Accuracy	0	0.0
Totals	1645	100%

Section 2. Establishments

Establishment Type	Number in Jurisdiction	Number of Inspections	w/Diesel In Juris.
Supermarket	9	21	
Food Store/Deli	15	18	
Farm/Produce	15	18	
Fish/Butcher	7	7	
Candy/Nut	0	0	
Bakery	3	3	
Drug	7	8	
Hardware	4	5	
Gas Station	1	2	1
Gas Station Store	19	22	16
Marina	0	0	
Airport	1	3	
Variety/Multiple	2	3	
Fuel Oil Dealer	4	7	
LPG Dealer	1	1	
Proc/Ware/Manuf	0	0	
Asphalt/Salvage	8	11	
Fabric/Sewing	0	0	
Feed & Fertilizer	3	3	
Other	8	9	
Non-Commercial Estab.	1	1	
Total	108	142	

Section 3. Farm Milk Tanks

Category	#
Total in Jurisdiction	204
New Calibrations	4
Recalibrations	2
Rechecks	13
No. Against Producer	1
No. Against Receiver	1

Section 4. Petroleum Quality

Product		
Gasoline - Laboratory	40	Samples
Gasoline - Screened	0	Samples
Diesel Fuel	8	Samples
Investigations	0	Cases

Section 5. Complaints

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

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	160	158	98.8	0	2	0	0	2	0
Pre-Pack Scale	41	41	100.0	0	0	0	0	0	0
Customer Scale	5	5	100.0	0	0	0	0	0	0
Vehicle Scale	13	12	92.3	0	1	0	0	0	0
Monorail Scale	3	3	100.0	0	0	0	0	0	0
Prescription Scale	9	9	90.0	0	1	0	0	0	1
Hopper/Batch/Tank Scale	0	0	0.0	0	0	0	0	0	0
Platform Scale	12	12	100.0	0	0	0	0	3	0
Livestock Scale	0	0	0.0	0	0	0	0	0	0
Miscellaneous Scale	5	5	100.0	0	0	0	0	0	0
Petroleum Pump	352	337	95.7	14	1	0	0	0	12
Petroleum Meter VTM	9	9	90.0	0	1	0	0	0	1
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	1	1	100.0	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	11	11	100.0	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)	41	15	88.2	1	1	0	0	0	4

Section 7. Device Test Summary

Automatically summed from data above

Total Scales	248	245	98.4	0	4	0	0	5	1
Total Liquid Meas. Devices	403	362	95.3	15	3	0	0	0	13
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	11	11	100.0	0	0	0	0	0	0
Total All Devices	725	680	96.7	15	8	0	0	5	14

Classification Devices	651
Civil Service Class	A

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

WM-14e (8/18)

Juris #

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Section 8. Commodities (Net Weight Compliance)

Type of Package	# Pkgs in Lots	# Pkgs Measured	# Lots	# of Lots Failed
Packed In-Store	1150	1064	92	2
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	0	0	0	0	0	#DIV/0!
Full Inspections	0	0	0	0	0	#DIV/0!
Reinspections - Audit or Full	0	0	0	0	0	#DIV/0!

Ocharges = Overcharges

Ucharges = Undercharges

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Section 10. Particulars of Civil Proceedings or Prosecutions

[illegible]

Attachment: Weights and Measures Annual Report 2021 (10330 : Weights and Measures Annual Report 2021)

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.)

Covid 19 affected my ability to check all my scales safely. As things got better and vaccines rolled out I contacted some of the clients I missed the year before. Several of these were scales at salad bars which in all the cases the salad bars have been removed but might be put back in service in the future. I marked them on this report as untested. I did Covid enforcement for the County the last two months of 2020 and the first few months of 2021. Our County did an approach of investigate and educate on complaints. As we often see in Weights and Measures complaints, many were not valid. Most years I have done pricing accuracy audits. Supply chain and workforce shortages due to Covid caused most retail stores to be mess. If I was to perform an audit for pricing accuracy they most likely would all fail. I am in hopes that we can get back to some form of order and I will resume the audits . I did in store package checking and most of our stores did very well. I had one store that just hired a new deli manager that had no concept of tare. I spent some time with the employee to educate on proper procedure for determining tare as well as laws and regulations that pertained. Milk Bulk tank data is not up to date. We have no way to determine which farms are still producing and which are not. It would be helpful to get a list of active farms from the milk inspectors. Should we only count active farm bulk tanks or all tanks in place since they could change ownership and resume producing at any time. The new 100/30 prover is working out very well and our agreement with Oswego County to share the equipment has been well received. More Counties should do this. I think our budgets are going to be strained with the rise in inflation. It will take careful planning by all of us to provide the level of service to our community that we have provided in the past.

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 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	103,131	0	103,131	5,957.85	.00	97,172.84	5.8%
A10405 54000 TELEPHONE	528	0	528	.00	.00	528.00	.0%
A10405 54001 COPYING/PRINTING	1,100	0	1,100	.00	.00	1,100.00	.0%
A10405 54005 Office Materials &	1,500	0	1,500	.00	300.00	1,200.00	20.0%
A10405 54015 Maintenance Agreem	16,359	0	16,359	1,274.05	15,084.71	.00	100.0%
A10405 54020 POSTAGE	500	0	500	.00	150.00	350.00	30.0%
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	0	234	.00	.00	234.00	.0%
A10405 54045 Travel & Sustenanc	500	0	500	.00	.00	500.00	.0%
A10405 54055 PROFESSIONAL SERVI	500	0	500	.00	.00	500.00	.0%
A10405 54070 LIABILITY INSURANC	450	0	450	.00	.00	450.12	.0%
A10405 54213 I/D COPIER	1,544	0	1,544	.00	.00	1,544.40	.0%
A10405 58020 RETIREMENT	11,749	0	11,749	.00	.00	11,748.80	.0%
A10405 58030 FICA	7,890	0	7,890	423.99	.00	7,465.51	5.4%
A10405 58040 WORKERS COMP	3,990	0	3,990	4,082.97	.00	-92.97	102.3%
A10405 58060 HEALTH INS	18,275	0	18,275	1,405.82	.00	16,869.42	7.7%
A10405 58062 DENTAL INS	180	0	180	13.92	.00	166.56	7.7%
A10405 58065 VISION CARE BENEFI	20	0	20	1.50	.00	18.10	7.7%
TOTAL CLERK OF THE LEGISLATIVE BOARD	169,025	0	169,025	13,260.10	15,534.71	140,229.78	17.0%
TOTAL GENERAL FUND	169,025	0	169,025	13,260.10	15,534.71	140,229.78	17.0%
TOTAL EXPENSES	169,025	0	169,025	13,260.10	15,534.71	140,229.78	

02/01/2022 08:28
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 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	.00	.00	-10,000.00	.0%
TOTAL COUNTY LEGISLATURE	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
A10105 COUNTY LEGISLATURE							
A10105 51010 PART-TIME PAY	182,550	0	182,550	10,531.65	.00	172,018.35	5.8%
A10105 54000 TELEPHONE	264	0	264	.00	.00	264.00	.0%
A10105 54005 Office Materials &	1,500	0	1,500	.00	500.00	1,000.00	33.3%
A10105 54040 ASSOC/MEMBERSHIP D	34,102	0	34,102	.00	.00	34,102.00	.0%
A10105 54045 Travel & Sustenanc	12,000	0	12,000	.00	.00	12,000.00	.0%
A10105 54055 PROFESSIONAL SERVI	1,500	0	1,500	.00	.00	1,500.00	.0%
A10105 54055 1011 PROFESSIONAL S	10,000	0	10,000	.00	.00	10,000.00	.0%
A10105 54060 LEGAL NOTICES / AD	1,500	0	1,500	.00	500.00	1,000.00	33.3%
A10105 54070 INSURANCE	5,002	0	5,002	.00	.00	5,001.63	.0%
A10105 54400 Food Materials & S	700	0	700	.00	.00	700.00	.0%
A10105 58020 RETIREMENT	461	0	461	.00	.00	460.79	.0%
A10105 58030 FICA	13,965	0	13,965	804.96	.00	13,160.20	5.8%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,309.11	.00	-394.11	102.3%
A10105 58062 DENTAL INS	90	0	90	6.96	.00	83.28	7.7%
A10105 58065 VISION CARE BENEFI	20	0	20	1.50	.00	18.10	7.7%
TOTAL COUNTY LEGISLATURE	280,568	0	280,568	28,654.18	1,000.00	250,914.24	10.6%
TOTAL GENERAL FUND	270,568	0	270,568	28,654.18	1,000.00	240,914.24	11.0%
TOTAL REVENUES	-10,000	0	-10,000	.00	.00	-10,000.00	
TOTAL EXPENSES	280,568	0	280,568	28,654.18	1,000.00	250,914.24	

Attachment: Legislature Monthly Budget Report - February (10404 : Legislature Monthly Budget Report)