



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Minutes ~

Tuesday, March 11, 2025

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:13 AM by Committee Vice-Chair Mitchel Eccleston

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Present	
Joseph Nauseef	Cortland County	Committee Chair	Excused	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Christopher Holl	Cortland County	Director of Weights and Measures	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Tom Brown	Cortland County	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County	Republican Election Commissioner	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Victoria J. Monty	Cortland County	County Attorney	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Beau Harbin	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Feb 11, 2025 11:00 AM

RESULT: **APPROVED**

RESOLUTIONS

AGENDA ITEM NO. 1 – Establishing a Formal Proclamation Policy for Cortland County

RESULT: **APPROVED [UNANIMOUS]**

Next: 3/27/2025 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Douglas Bentley, Committee Member

AYES: Bentley, Bischoff, Heider, Mantella, Waldbauer, Eccleston

EXCUSED: Joseph Nauseef

Establishing a Formal Proclamation Policy for Cortland County

WHEREAS, the Cortland County Legislature recognizes the importance of issuing proclamations to commemorate significant events, achievements, and contributions that positively impact the County and its residents; AND

WHEREAS, the issuance of proclamations should follow a uniform process to ensure fairness, transparency, and efficiency in granting such recognitions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the following policy for the issuance of proclamations:

- 1. Purpose:** Proclamations are honorary, non-legally binding documents issued by the Cortland County Legislature to recognize individuals, organizations, events, or causes of countywide significance. **Proclamations shall not be issued for divisive political issues, personal, business, or political endorsements.**
- 2. Request Process:**
 - a) Requests for proclamations must be submitted in writing to the Clerk of the Legislature at least 14 days prior to the intended issuance date.
 - b) Requests should include the proposed text, the reason for recognition, and any supporting documentation.
 - c) Requests shall be reviewed by the Chair of the Legislature or their designee to determine eligibility.
 - d) Proclamations may only be requested by residents or organizations that have representation with Cortland County.
- 3. Approval Process:**
 - a) Proclamations deemed appropriate will be scheduled for presentation at a legislative session or an appropriate public event.
 - b) The Chair of the Legislature retains the discretion to approve, modify, or deny any request.
 - c) Proclamations do not require a vote by the full Legislature but shall be noted in the legislative record.
- 4. Format and Presentation:**
 - a) Proclamations shall follow a standard format as established by the Clerk of the Legislature.
 - b) The document shall be signed by the Chair of the Legislature and may be co-signed by other legislators if deemed appropriate.
 - c) Proclamations may be presented in person at an event held within Cortland County, in person at a legislative meeting, or picked up in the office of the Clerk of the Legislature.
 - d) Requests for legislative attendance at events for presentation of Proclamations must be included in the submission to the Clerk of the Legislature, but does not guarantee attendance.
- 5. Restrictions:**
 - a) Proclamations shall not be issued for divisive political issues, personal, business, political endorsements, or personal milestones such as birthdays and weddings, except for those of exceptional public service.
 - b) Proclamations should be aligned with the values and mission of Cortland County.

6. Public Access:

- a) Information about the proclamation policy and request procedures shall be made available to the public through the official Cortland County website and the Clerk of the Legislature's office.

; AND BE IT FURTHER

RESOLVED, that this policy shall take effect immediately upon adoption and shall be reviewed periodically for necessary amendments.

MONTHLY REPORTS

1. Weights and Measures Monthly Report

RESULT: COMPLETED

2. Board of Elections Monthly Report

RESULT: COMPLETED

3. County Attorney Monthly Report

RESULT: COMPLETED

4. Safety Office Monthly Report

RESULT: COMPLETED

5. County Clerk Monthly Report

RESULT: COMPLETED

6. Clerk of the Legislature Monthly Reports

RESULT: COMPLETED

7. Personnel Monthly Report

RESULT: COMPLETED

DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:31 AM



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

1

~ Minutes ~

Tuesday, February 11, 2025

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:00 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Excused	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Present	
Joseph Nauseef	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Pamela Abbott	Cortland County	Deputy Personnel Officer	Present	
Christopher Holl	Cortland County	Director of Weights and Measures	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Tom Brown	Cortland County	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County	Republican Election Commissioner	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Victoria J. Monty	Cortland County	County Attorney	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Sandra Price	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
Christopher Newell	Cortland County	Legislator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Kim Cameron	Cortland County	Resident	Present	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Jan 7, 2025 11:00 AM

RESULT: ACCEPTED

RESOLUTIONS

AGENDA ITEM NO. 1 – Enact Cortland County Workplace Accommodations Policy

Minutes Acceptance: Minutes of Feb 11, 2025 11:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

Enact Cortland County Workplace Accommodations Policy

WHEREAS, there is a need to enact a policy to comply with all applicable laws prohibiting unlawful discrimination and protecting the rights of employees and applicants who may need accommodations under the Americans with Disabilities Act (ADA); AND

WHEREAS, this policy will formalize current Cortland County practices; AND

WHEREAS, the County Attorney has reviewed this policy; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and enacts the attached Cortland County Workplace Accommodations Policy effective February 28, 2025.

AGENDA ITEM NO. 2 – Amend Student Intern Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend Student Intern Policy

WHEREAS, there is a need to amend the Cortland County Student Intern Policy to include information regarding interns who drive for County business while interning; AND

WHEREAS, the County Attorney has reviewed this amendment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the amendment to the Student Intern Policy as attached effective February 28, 2025.

AGENDA ITEM NO. 3 – Authorize Grant Application for Records Management - County Clerk

Minutes Acceptance: Minutes of Feb 11, 2025 11:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 2/27/2025 6:00 PM

MOVER: Mitchel Eccleston, Committee Vice-Chair

SECONDER: Cathy Bischoff, Committee Member

AYES: Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch

EXCUSED: Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Grant Application for Records Management - County Clerk

WHEREAS, in 2017 Cortland County participated in a grant with Tompkins County that provided Laserfiche Software to Cortland County for Records Management; AND

WHEREAS, the use of Laserfiche within Cortland County has continued to expand; AND

WHEREAS, in 2024 Cortland County entered into a Contract for Laserfiche Software, independent of Tompkins County; AND

WHEREAS, the Records Management Officer (County Clerk) has identified an ongoing need to scan records, to support departments who are moving towards a paperless process, to decrease the storage demand at the Records Center, and to preserve permanent records; AND

WHEREAS, the Records Management Officer (County Clerk) recommends applying for a grant through New York State Archives Local Government Records Management Improvement Fund to provide scanning services to Cortland County; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby supports the Records Management Officer (County Clerk) to apply for the grant through New York State Archives; AND FURTHER BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review by the County Attorney or designee, to sign the grant application and associated paperwork or contracts; AND BE IT FURTHER

RESOLVED, that the Director of Finance hereby is authorized to accept the funds if awarded and create an account for said funds upon notice of the grant award.

AGENDA ITEM NO. 4 – Amend the Cortland County Legislature Rules of Order

Ms. Bischoff MADE A MOTION TO AMEND the attached Rules of Order to strike the last sentence of Article VII (3), and to add "The Finance Committee shall provide a report to the Legislature stating the reason for not approving the resolution." to the end of Article XII (9); Mr. Heider SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

Ms. Bischoff MADE A MOTION TO AMEND the attached Rules of Order to add language stating that although no meetings are scheduled in the month of July, other informal meetings will take place; Mr. Fitch SECONDED THE MOTION, and the vote was as follows:

YES: Bischoff, Bentley, Eccleston

NO: Heider, Mantella, Nauseef, Fitch

MOTION FAILED.

Minutes Acceptance: Minutes of Feb 11, 2025 11:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF**RESOLUTION NO.****Amend the Cortland County Legislature Rules of Order**

WHEREAS, Local Law No. 2 for year 1972, Section 202, Paragraph 5 established that the Cortland County Legislature is empowered to enact rules governing the conduct of the members at its sessions and the manner of transacting business thereat; AND

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings; AND

WHEREAS, the Government Operations Committee has reviewed and approved the recommended changes to the Rules of Order as attached; NOW THEREFORE BE IT

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby amended as attached; AND BE IT FURTHER

RESOLVED, that the rules shall be published on the Cortland County website; AND BE IT FURTHER

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect February 28, 2025.

AGENDA ITEM NO. 5 – Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF**RESOLUTION NO.****Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees**

WHEREAS, Local Law No. 2 of 2008, Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees as outlined on "Appendix B" incorporated into the law by reference; AND

WHEREAS, Article IV. FINANCIAL DISCLOSURE (A) Positions Required to File states: "Attached hereto as "Appendix B", which is fully incorporated into this law by this reference, is a listing of all positions for which financial disclosure is required of the persons holding one or more positions contained therein. Said "Appendix B" may be amended by the adoption of a Resolution of the

Legislature, as needed, subject to provisions of this law and New York State statutes. Any such amendments shall be effective immediately, and a certified copy thereof shall be filed with the Board of Ethics within five (5) days of adoption.”; AND

WHEREAS, upon review of “Appendix B” it has been determined there is a need to amend said “Appendix B”, to more accurately reflect the addition, deletion, and amendment of the titles of County Officials and Employees that are subject to this Local Law; AND

WHEREAS, the Cortland County Personnel Officer has reviewed “Appendix B” and updated it with the proper titles and positions to complete a Financial Disclosure form; AND

WHEREAS, the Government Operations Committee and the Board of Ethics has reviewed and recommends the amendments to said “Appendix B”; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature, upon review by the County Attorney or designee, hereby amends Local Law 2 of 2008, Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees “Appendix B” as follows:

APPENDIX “B”
Officers and Employees Required to File
Financial Disclosure Statement

County Legislators	Deputy Director of Information Technology
Clerk of the Legislature	Public Defender
Deputy Clerk of the Legislature	Chief Assistant Public Defender
County Attorney	Assistant Public Defender(s)
Chief Assistant County Attorney	County Coroners
Assistant County Attorney(s)	District Attorney
Director of Veterans’ Services	Chief Assistant District Attorney
County Clerk	Assistant District Attorney(s)
Deputy County Clerk(s)	Grant Administrator
Director of Finance	Administrative Services Manager
Deputy Director of Finance	Director of Workforce Development
Manager of Audit and Financial Projects	Employment and Training Director
County Treasurer	Plan Administrator (Assigned Counsel)
Superintendent of Highways	Director of Emergency Response and Communications
Deputy Superintendent of Highways	Deputy Director of Emergency Response & Communication
Director of Community Services	Probation Director II
Personnel Officer	Commissioners of Elections
Deputy Personnel Officer	Public Health Director
Commissioner of Social Services	Deputy Director of Public Health
Deputy Commissioner(s) of Social Services	Director of Environmental Health
Director of Social Services (Administrative Services)	Director of Planning
Chief Social Services Attorney(s)	County Administrator
Sheriff	Deputy County Administrator
Undersheriff	Director of Real Property Tax Services
Director of Area Agency on Aging	Director of Weights and Measures (Sealer)
Assistant Director of Area Agency on Aging	Superintendent of Buildings and Grounds
Supervisor, Solid Waste Management	Building Maintenance Foreperson
Director of Information Technology	

Advisory Boards and Committees

Minutes Acceptance: Minutes of Feb 11, 2025 11:00 AM (MINUTES)

Members of the Cortland County Board of Ethics
 Members of the Cortland County Industrial Development Agency
 Members of the Cortland County Board of Health
 Members of the Tobacco Asset Securitization Corporation
 Members of the Tompkins Cortland Community College Board of Trustees
 Members of the Cortland County Planning Board

; AND BE IT FURTHER

RESOLVED, that upon adoption, the Clerk of the Legislature is hereby directed to file with the Cortland County Board of Ethics a certified copy of this resolution within the required five day period.

MONTHLY REPORTS

1. County Attorney Monthly Report

RESULT:	COMPLETED
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2. Board of Elections Monthly Report

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

3. Weights and Measures Monthly Report

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

4. Clerk of the Legislature Monthly Report

RESULT:	COMPLETED
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5. Personnel Monthly Reports

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

6. County Clerk Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. County Clerk 2024 Annual Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:50 AM

Minutes Acceptance: Minutes of Feb 11, 2025 11:00 AM (MINUTES)

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR

AGENDA ITEM NO. 1

Establishing a Formal Proclamation Policy for Cortland County

WHEREAS, the Cortland County Legislature recognizes the importance of issuing proclamations to commemorate significant events, achievements, and contributions that positively impact the County and its residents; AND

WHEREAS, the issuance of proclamations should follow a uniform process to ensure fairness, transparency, and efficiency in granting such recognitions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the following policy for the issuance of proclamations:

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2. **Request Process:**
 - a) Requests for proclamations must be submitted in writing to the Clerk of the Legislature at least 14 days prior to the intended issuance date.
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6. Public Access:

- a) Information about the proclamation policy and request procedures shall be made available to the public through the official Cortland County website and the Clerk of the Legislature's office.

; AND BE IT FURTHER

RESOLVED, that this policy shall take effect immediately upon adoption and shall be reviewed periodically for necessary amendments.



CORTLAND COUNTY WEIGHTS AND MEASURES
60 Central Ave., Cortland NY 13045 - (607)753-5025
choll@cortlandcountyny.gov
Monthly Report

2.1.a

Chris Holl
Director

February 2025

It was a somewhat slow month in the field as I continue to familiarize myself with test requirements, rules and regulations. More scale and price audits were conducted with everything looking good so far. The electronic reports and data sheets continue to be worked on and some are in use.

Test Type	Qty
Computing Scale	11
Pre-Pack Scale	1
Customer Scale	1
Price Audit	100

Attachment: 202502_Weights and Measures (12833 : Weights and Measures Monthly Report)

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

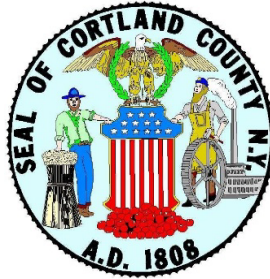
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – February 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
187	291	59	17	67	2	234	56	1	914

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
199	295	237	5	75	46	857

FOIL Requests:

Received	In process	Completed
7	0	7

- Completed NCOA (National Change of Address) for 700 voters in the County – a file that is received from USPS with address changes.
- Met with our new Dominion Regional Representative for the voting machines.
- February 28th was the start to the ballot access process:
First day to sign Designating Petitions
First day to hold a Town Caucus



**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
PHONE: (607) 753-5095

Jeri A. DuVall
Chief Assistant County Attorney

Nicole M. Compton
Executive Assistant

MONTHLY REPORT – Dated March 3, 2025

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2025	2024	2023	2022	2021
\$0.00	\$322.50	\$25,775.94	\$151,289.00	\$0.00

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2025	2024	2023	2022	2021
\$0.00	\$0.00	\$0.00	\$13,280.98	\$20,622.62

FINES COLLECTED:

YTD 2025	2024	2023	2022	2021
\$0.00	\$153,000	\$400.00	\$400.00	(data unknown)

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

NEW Since last report	YTD 2025	2024	2023	2022	2021
15	67	364	391	371	307

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

NEW Since last report	YTD 2025	2024	2023	2022	2021
18	29	126	99	92	126

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

Type	YTD 2025	2024	2023	2022	2021
JD	4	21	17	12	17
JD - RTA*	1	7	7	4	3
PINS	1	7	12	9	4
Probation Violations - Support	0	3	7	10	3

* Respondent 16 years of age at date of offense(s), committed 10/01/2018-9/30/2019; 17 years of age at date of offense(s), committed after 10/01/2019

JD (including RTA) referrals for petition by classification of offense:

	YTD 2025	2024	2023	2022	2021
Property Crimes	2	11	14	11	9
Crimes Against Persons	3	11	7	2	7
Sex Offenses	1	5	2	1	6
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	3	0

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

NEW Since last report	YTD 2025	2024	2023	2022	2021
5	9	71	64	49	21



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5081

Safety Office Monthly Update – Dated March 3, 2025

Emergency communication testing:

- First quarter Duress button tested at DMV & BOE completed
- Duress & Panic button testing Mental Health completed
- First quarter County Employee Rave testing

OSHA 300 completed and posted at COB and Clerk Office

Safety procedure review

New York State Dept. of Labor Div. of Policy, Strategy & Research report completed receipt saved in Safety shared drive.

First aid/CPR/AED training

- First training scheduled Highway department, additional training will be announced

County Confined Space scheduled for May 21st at Cortlandville Training center

Health Department site surveys

Cortland County Jail tour

Meeting with New York State department of Code Enforcement, updates to follow

First quarter Work place violence committee meeting took place covering all new threats to county staff members.



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street

Cortland, New York 13045-3702

P: 607-753-5021

countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER

MARCIA L. FORD

Deputy County Clerks

BROOKE KEMAK

County Clerk

bkemak@cortlandcountyny.gov

SONIA GANOUNG

Motor Vehicle Director

P: 607-753-5023

February 2025 Activities

- Meetings: Department Head, Planning Department regarding GIS Parcel Fabric, NYS Supreme and County Court Advisory Subcommittee.
- In-Rem Foreclosure Process: met with Andrea Herzog to discuss changes in the law for Surplus monies; Court and Trust. Discussions have continued with the Court. Meeting has been scheduled with Andrea, Victoria Monty and myself.
- NYS Archives Grant: preparing Grant application that is due at the end of the March. The goal will be scan records for some departments that have implemented a paperless and/or electronic record process. The application allows for a request up to \$75,000.
- Multi-factor Authentication: implemented within the County Clerk and DMV offices. This has been going well and there has not been any issues.

Court and Trust

Court and Trust are funds that have been court ordered to “pay into the court” and the County Clerk maintains these transactions and related records. The NYS Comptroller conducts audits of Court and Trust, which outside of the County Clerk’s Office also relates to functions with Surrogate’s Court and the Finance Office.

The most common Court and Trust function within the Clerk’s Office is Foreclosure Sales, Bail and Family Court Purge. When a foreclosure Judgment is entered into the case, a Court and Trust record is created to track the results of the sale and if there is a surplus how the funds are handled. Very rarely is a surplus from a bank foreclosure. About 98% of them report a deficiency. Surplus funds are transmitted to the County Finance Office to await further order of the Court of how the funds are disbursed.

Since 2022 the Comptroller’s Office has audited 16 counties in regards to Court and Trust. I have reviewed the audit reports to identify their findings, have spent time ensuring my records meet the standards of the law and have developed a clear procedure in my office. In addition I have implemented an annual report of Court and Trust funds, beginning with 2024, and have sent the report to Andrea Herzog. Going forward a monthly report will be provided to Andrea. Often the audits identify a lack of transparency and communication between the Clerk and Finance office.

This became a priority of my office with the amendments to various laws allowing previous owner’s to claim interest in a surplus generated from Foreclosures that the County initiates, due to unpaid taxes. The most recent foreclosure process that must comply with the amended laws generated 39 new Court and Trust records with 36 of those reporting a surplus. It is imperative that our records be complete and the procedure be understood and followed.

	Description	Jan	Feb	Mar	1st Quarter
Revenue County	Clerk	\$32,640.82			\$ 32,640.82
	Local Mtg. Tax	\$13,692.16			\$ 13,692.16
	Transfer Tax	\$17,788.00			\$ 17,788.00
	DMV (In Office)	\$26,573.75			\$ 26,573.75
	*DMV (Online)	\$10,171.87			\$ 10,171.87
	*DMV (Use Tax)	\$16,900.33			\$ 16,900.33
	Total	\$117,766.93	\$0.00	\$0.00	\$ 117,766.93

Revenue Pass through funds	Basic Mtg. Tax	\$27,384.32			\$ 27,384.32
	DWI Fines	\$0.00			\$ -
	Court & Trust	\$1,001.00			\$ 1,001.00
	Additional Mtg. Tax	\$12,596.60			\$ 12,596.60
	Passports	\$5,017.72			\$ 5,017.72
	Total	\$45,999.64	\$0.00	\$0.00	\$ 45,999.64

Revenue Paid to NYS	Special Mtg. Tax	\$9,304.72			\$ 9,304.72
	Court	\$17,014.52			\$ 17,014.52
	State Education	\$6,902.89			\$ 6,902.89
	Transfer Tax	\$34,529.47			\$ 34,529.47
	Real Property	\$12,797.00			\$ 12,797.00
	DMV	\$334,467.94			\$ 334,467.94
	Total	\$415,016.54	\$0.00	\$0.00	\$ 415,016.54

Revenue Generated	\$578,783.11	\$0.00	\$0.00	\$ 578,783.11
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*Once a month NYS electronically transmits funds to Cortland County for the previous month's transactions accounting for the Use Tax collected and revenue generated from online transactions.



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

Savannah M. Hempstead
Clerk, Cortland County Legislature
County Historian
Records Access Officer
Public Information Officer

shempstead@cortlandcountyny.gov
(607) 753-5048

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: March 11, 2025

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of February 2025. As the liaison between the legislature and the public, it is our responsibility to ensure transparency, efficiency, and professionalism in all endeavors.

Meetings/Trainings Attended:

- **All standing committees of the Cortland County Legislature and Legislative Session for February**
- **LEPC Meeting**
- **CVB Board Meeting**
- **Department Head Meeting**
- **Policy Update Meeting**
- **Personnel Meeting**
- **Mobile Stage Meeting**
- **Meeting with Thoma on Microenterprise Assistance Program**
- **WHCU Interview**
- **Attendance at NYSAC February Conference**
- **Meeting with Regional Sports Council & CVB**

Activities Completed:

1. **Meeting Preparation & Follow Up:** Prepared all legislative meeting agendas, with the approval of the Committee Chairs and Chairman. Preparation of all committee minutes for approval. Preparation for legislative attendance at NYSAC conference.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
3. **Public Information Officer Duties:**
 - As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024. Pushing things out on both Facebook and Instagram – Instagram has had more engagement as of recently.
 - Working on updates to the communications policy.



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- Started a new “Cortland County” Facebook page. Please follow, like, and share the page <https://www.facebook.com/profile.php?id=61573732018903>
- 4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Prepare local law for legislative approval. Preparing home rule requests needed this session. Reviewing NYSAC adopted resolutions for adoption by Cortland County Legislature.
- 5. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.
- 6. **Historian Duties:** Currently working on a project for the Convention and Visitors Bureau for a historical story for their marketing.
- 7. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.
 - Microenterprise Grant:
 1. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
 2. Working with Thoma Development to finalize applications for submittal to the Finance & Administration Committee.
 - Courthouse Grant:
 1. Received initial funding letter from the Speaker of the House. Corrections are needed to the letter. Currently working with Anna Kelles to get the necessary corrections completed.
- 8. **Misc.:** Put out two (2) requests for proposals and notices for each. Drafted the new lease agreement between Cortland County and Cortland Repertory Theatre.

Respectfully submitted,

Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 03/04/2025 8:32 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
2/1/2025	S000150-020125	Withdrawn	Yes	2/16/2025
2/1/2025	S000151-020125	Full Release	Yes	2/20/2025
2/2/2025	S000152-020225	Full Release	Yes	2/20/2025
2/3/2025	U002098-020325	Not Public Records Request	Yes	2/3/2025
2/3/2025	S000153-020325	No Records Exist	Yes	2/11/2025
2/3/2025	S000154-020325	No Records Exist	Yes	2/11/2025
2/3/2025	S000155-020325	No Records Exist	Yes	2/11/2025
2/5/2025	S000156-020525	No Records Exist	Yes	2/11/2025
2/5/2025	S000157-020525	No Records Exist	Yes	2/12/2025
2/5/2025	S000158-020525	Full Release	Yes	2/12/2025
2/5/2025	S000159-020525	No Records Exist	Yes	2/16/2025
2/5/2025	S000160-020525	No Records Exist	Yes	2/16/2025
2/5/2025	R000113-020525	New Request	No	
2/6/2025	S000161-020625	New Request	No	
2/7/2025	S000162-020725	Full Release	Yes	2/19/2025
2/8/2025	R000114-020825	Update from Requester	No	
2/5/2025	S000163-021025	Time Extension	No	
2/10/2025	S000164-021025	Full Release	Yes	2/20/2025
2/10/2025	S000165-021025	Full Release	Yes	2/11/2025
2/10/2025	R000115-021025	Update from Requester	No	
2/13/2025	S000166-021325	Full Release	Yes	2/23/2025
2/13/2025	S000167-021325	Full Release	Yes	2/23/2025
2/14/2025	S000168-021425	No Records Exist	Yes	2/23/2025
2/14/2025	R000116-021425	New Request	Yes	3/3/2025
2/17/2025	R000117-021725	Waiting for Clarification	No	
2/18/2025	S000169-021825	Full Release	Yes	2/23/2025
2/18/2025	R000118-021825	Waiting for Clarification	No	
2/18/2025	R000119-021825	New Request	No	
2/18/2025	S000170-021825	Withdrawn	Yes	2/23/2025
2/19/2025	S000171-021925	No Records Exist	Yes	2/26/2025
2/19/2025	S000172-021925	No Records Exist	Yes	2/26/2025
2/19/2025	S000173-021925	No Records Exist	Yes	2/26/2025
2/19/2025	S000174-021925	New Request	No	
2/19/2025	R000120-021925	New Request	No	
2/19/2025	R000121-021925	New Request	No	
2/20/2025	R000122-022025	Not Custodian of Records	Yes	3/3/2025
2/21/2025	S000175-022125	New Request	No	
2/24/2025	S000176-022425	Update from Requester	No	2/26/2025
2/24/2025	S000177-022425	Update from Requester	Yes	2/24/2025
2/24/2025	S000178-022425	Full Release	Yes	3/2/2025
2/25/2025	S000179-022525	Full Release	Yes	3/2/2025
2/25/2025	S000180-022525	Full Release	Yes	2/26/2025
2/25/2025	S000181-022525	No Records Exist	Yes	2/26/2025
2/25/2025	S000182-022525	New Request	No	
2/26/2025	S000183-022625	New Request	No	

Attachment: March 2025 FOIL report (12840 : Clerk of the Legislature Monthly Reports)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
2/26/2025	S000184-022625	New Request	No	
2/26/2025	R000123-022625	New Request	No	
2/28/2025	S000185-022825	New Request	No	
2/28/2025	S000186-022825	New Request	No	
2/28/2025	S000187-022825	New Request	No	
2/28/2025	S000188-022825	New Request	No	

Civil Service Exams Administered

Title	Exam No.	Date
CORRECTION OFFICER T&E EXAMINATION	60017-620	2/1/2025
DISPATCHER	60003-210	2/8/2025
SENIOR DISPATCHER	70000-700	2/8/2025
TECHNICAL COMMUNICATIONS OFFICER	74603-010	2/8/2025

Attachment: February 2025 Exams (12832 : Personnel Monthly Report)

Total Number of Exams 4

* END OF REPORT *

Monday, March 3, 2025

New Vacancies February 1 – February 28 2025		
Department	Title	Date of Vacancy
Aging	Driver	2/5/25
	Aging Services Specialist	2/10/25
DSS	Caseworker	2/3/25
	Caseworker	2/7/25
	Senior Support Investigator	2/13/25
	Coordinator of Child Support Enforcement	2/13/25
	Social Welfare Examiner Trainee	2/14/25
	Caseworker (PT)	2/17/25
	Support Investigator	2/28/25
	Caseworker	2/28/25
	Caseworker	2/28/25
Highway	Heavy Equipment Operator	2/24/25
Highway-Solid Waste	Heavy Equipment Operator	2/14/25
Mental Health	Mental Health Clinician	2/10/25
Probation	Probation Officer	2/7/25
	Probation Officer II	2/7/25
Public Defender	Paralegal	2/24/25
Sheriff	Correction Officer	2/21/25

POSITION VACANCY REPORT

As of March 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Nutrition Program Manager Gr 10/\$59,254-\$78,866	Aging	11/22/2024	11/22/2024	11/22/2024	11/22/2024	2/18/2025	
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	12/23/2024	12/20/2024	12/20/2024	12/23/2024	2/4/2025	100% Federal
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	1/23/2025	1/13/2025	1/13/2025	1/14/2025	2/11/2025	100% State
Driver Grade 6/\$17.8832-\$22.6355	Aging	1/31/2025	1/31/2025	1/31/2025	2/3/2025	Posted	100% Contracts
Driver Grade 6/\$17.8832-\$22.6355	Aging	2/5/2025	2/7/2025	2/7/2025	2/11/2025	Posted	100% Nutrition Contracts
Aging Services Specialist Grade 15/\$23.7424-\$30.0519	Aging	2/10/2025	2/4/2025	2/4/2025	2/4/2025	Posted	57% Grant 43% HEAP
Case Manager for Indigent Defendants Grade 14/\$22.9539-\$29.0539	Assigned Counsel	12/6/2024	11/26/2024	11/27/2024	12/2/2024	Posted	Grant Funded - 100% NYS
Assistant District Attorney Grade 2/\$100,000-\$115,000	District Attorney	3/20/2024	3/21/2024	3/21/2024	3/21/2024	Posted	Local
Crime Victim Advocate Grade 9/\$19.5557-\$24.7524	District Attorney	12/6/2024	8/13/2024	8/13/2024	8/13/2024	Posted	Local
Paralegal Grade 6H/\$25.1590-\$33.4868	District Attorney	6/2/2025	2/4/2025	2/4/2025	2/4/2025	Posted	Grant
Case Aide (PT) Grade 8/\$18.9690-\$24.0100	DSS	4/1/2024	9/26/2024	9/27/2024	10/4/2024	Posted	35% Local
Support Investigator Grade 12/\$21.4940-\$27.2060	DSS	11/18/2024	11/4/2024	11/5/2024	11/5/2024	2/24/2025	35% Local
Social Services Attorney Gr 2/\$100,000-\$115,000	DSS	1/3/2025	12/19/2024	12/20/2024	12/20/2024	Posted	25% Local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	1/3/2025	1/2/2025	1/3/2025	1/3/2025	2/24/2025	25% Local

Attachment: March 2025 (12832 : Personnel Monthly Report)

POSITION VACANCY REPORT

As of March 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Senior Caseworker Gr 20/\$28.2890-\$35.8067	DSS	1/14/2025	1/6/2025	1/6/2025	1/6/2025	Posted	35% Local
Social Services Attorney Gr 2/\$100,000-\$115,000	DSS	1/15/2025	12/19/2024	12/20/2024	12/20/2024	Posted	25% Local
Caseworker Gr 18/26.3374-33.3363	DSS	1/31/2025	1/21/2025	1/21/2025	1/21/2025	2/24/2025	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	2/3/2025	1/6/2025	1/6/2025	1/6/2025	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	2/7/2025	1/21/2025	1/21/2025	1/21/2025	Posted	35% Local
Senior Support Investigator Grade 15/\$23.7424-\$30.0519	DSS	2/13/2025	1/25/2024	1/28/2025	1/28/2025	Posted	35% Local
Coordinator of Child Support Enforcement Grade 20/\$28.2890-\$35.8067	DSS	2/13/2025	1/25/2024	1/28/2025	1/28/2025	Posted	35% Local
Social Welfare Examiner Trainee Grade 10/\$20.1738-\$25.5349	DSS	2/14/2025	2/10/2025	2/10/2025	2/10/2025	Posted	35% Local
Caseworker (PT) Gr 18/26.3374-33.3363	DSS	2/17/2025	2/6/2025	2/7/2025	2/7/2025	2/17/2025	35% Local
Support Investigator Grade 12/\$21.4940-\$27.2060	DSS	2/28/2025	2/18/2025	2/18/2025	2/18/2025	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	2/28/2025	2/14/2025	2/14/2025	2/18/2025	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	2/28/2025	2/14/2025	2/14/2025	2/18/2025	Posted	35% Local
Senior Case Aide Grade 10/\$20.1738-\$25.5349	DSS	3/7/2025	2/20/2025	2/20/2025	2/21/2025	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	3/14/2025	2/14/2025	2/14/2025	2/18/2025	Posted	35% Local

Attachment: March 2025 (12832 : Personnel Monthly Report)

POSITION VACANCY REPORT

As of March 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Support Investigator Grade 12/\$21.4940-\$27.2060	DSS	unknown	1/25/2024	1/28/2025	1/28/2025	Posted	35% Local
Safe Harbour Coordinator Gr 13/\$22.2053-\$28.1062	DSS-CAC	1/1/2025	11/22/2024	11/22/2024	11/22/2024	Posted	Grant Funded - 100% NYS OCFS-Safe Harbour
Family Advocate Gr 12/21.4940-\$27.2060	DSS-CAC	1/1/2025	12/16/2024	12/16/2024	12/17/2024	Posted	Grant Funded - 100% NYS OCFS/NYS OVS
Senior Account Clerk Grade 10/\$20.1738-\$25.5349	Finance	1/1/2025	12/18/2024	12/18/2024	12/18/2024	2/18/2025	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1062	Highway	3/8/2024	2/29/2024	2/29/2024	2/29/2024	Posted	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1063	Highway	5/23/2024	6/19/2024	6/20/2024	6/20/2024	Posted	Local
Highway Construction Mechanic Grade 15/\$23.7424-\$30.0519	Highway	10/2/2024	9/26/2024	9/26/2024	10/4/2024	Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	Highway	1/24/2025	1/29/2025	1/29/2025	1/30/2025	Posted	Local
Heavy Equipment Operator Grade 15/\$23.7424-\$30.0518	Highway	2/24/2025	1/25/2025	1/25/2025	10/26/2025	Posted	Local
Heavy Equipment Operator Grade 15/\$23.7424-\$30.0519	Highway- Recycling	9/29/2023	9/20/2023	9/20/2023	9/21/2023	Posted	Local
Heavy Equipment Operator Grade 15/\$23.7424-\$30.0519	Highway-Solid Waste	2/14/2025	2/13/2025	2/13/2025	2/13/2025	Posted	Local
Network Technican Grade 18/\$26.3374-\$33.3363	IT	11/18/2024	11/5/2024	11/5/2024	11/5/2024	Posted	Local
Director of Information Technology Gr 3/\$98,304-\$130,843	IT	1/18/2025	12/17/2024	12/17/2024	12/17/2024	Posted	Local
Network Technican Grade 18/\$26.3374-\$33.3363	IT	1/27/2025	1/23/2025	1/23/2025	1/24/2025	2/10/2025	Local

Attachment: March 2025 (12832 : Personnel Monthly Report)

POSITION VACANCY REPORT

As of March 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	9/27/2024	9/26/2024	Approved by Resolution	9/26/2024	Posted	Billing Revenue
Mental Health Practitioner \$72.3381/hr	Mental Health	9/30/2024	9/11/2024	9/13/2024	9/13/2024	Posted	Billing Revenue
Mental Health Practitioner \$72.3381/hr	Mental Health	1/13/2025	1/8/2025	1/8/2025	1/8/2025	2/18/2025	Billing Revenue
Mental Health Clinician Grade 26/\$35.4445-\$44.8637	Mental Health	2/10/2025	2/11/2025	2/11/2025	2/12/2025	Posted	Local
Mental Health Director/Psychiatrist \$238.1875/hr.	Mental Health	3/1/2025	2/27/2025	Approved by Resolution	Approved by Resolution	Posted	Local
Mental Health Director/Psychiatrist \$238.1875/hr.	Mental Health	3/1/2025	2/27/2025	Approved by Resolution	Approved by Resolution	Posted	Local
Payroll Coordinator Grade 6H/\$25.1590-\$33.4868	Personnel	11/22/2024	11/18/2021	11/18/2024	11/18/2024	Posted	Local
Human Resource Assistant Gr 4H/21.7710-26.9773	Personnel	3/17/2025	12/31/2024	12/31/2024	12/31/2024	Posted	Local
Mobility Coordinator Grade 17/\$25.4283-\$32.1859	Planning	9/6/2024	10/28/2024	10/28/2024	11/4/2024	Posted	90% State, 10% Local
Administrative Assistant Gr 5H/\$23.4039-\$31.156	Probation	12/30/2024	12/27/2024	12/27/2024	12/30/2024	1/21/2025	90% Local, 10% State
Probation Officer Trainee/Probation Officer Gr 15/\$23.7424-\$30.0519 - Gr	Probation	1/1/2025	12/17/2024	12/17/2024	12/17/2024	2/17/2025	90% Local, 10% State
Alternative to Incarceration Officer Grade 14/\$22.9539-\$29.0539	Probation	1/21/2025	1/15/2025	1/15/2025	1/15/2025		100% Grant
Probation Supervisor Gr 22/\$30.4484-\$38.5398	Probation	1/29/2025	1/15/2025	1/15/2025	1/15/2025	2/10/2025	90% Local, 10% State
Probation Officer Trainee/Probation Officer Gr 15/\$23.7424-\$30.0519 - Gr	Probation	2/7/2025	1/28/2025	1/28/2025	1/30/2025	2/18/2025	90% Local, 10% State

Attachment: March 2025 (12832 : Personnel Monthly Report)

POSITION VACANCY REPORT

As of March 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Probation Officer II Gr 20/\$28.2890-\$35.8067	Probation	2/7/2025	1/23/2025	1/23/2025	1/23/2025	2/10/2025	90% Local, 10% State
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000	Public Defender	1/26/2024	1/25/2024	Approved by Resolution	1/25/2024	Posted	Grant Funded - 50% NYS, Asst. PD only
Paralegal Grade 6H/\$25.1590-\$33.4868	Public Defender	2/24/2025	2/11/2025	2/11/2025	2/11/2025	Posted	Grant
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	10/20/2017	10/10/2017	10/13/2017	11/2/2017		Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/6/2023	4/6/2023	4/17/2023	4/17/2023	2/24/2025	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Cert	Local
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	7/11/2024	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	12/30/2024	12/12/2024	12/12/2024	12/12/2024	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	1/3/2025	1/10/2025	1/10/2025	1/10/2025	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	1/22/2025	1/24/2025	1/27/2025	1/28/2025	Cert	Local

Attachment: March 2025 (12832 : Personnel Monthly Report)

POSITION VACANCY REPORT

As of March 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	1/31/2025	1/24/2024	1/28/2025	1/29/2025	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	2/21/2025	2/24/2025	2/25/2025		Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/9/2025	2/24/2025	2/25/2025		Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	unknown	7/9/2024	7/24/2024	7/25/2024	Cert	Local

Attachment: March 2025 (12832 : Personnel Monthly Report)

POSITION VACANCY REPORT

As of March 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding

Attachment: March 2025 (12832 : Personnel Monthly Report)

3/3/2025

Number of Civil Service Transactions by Agency

From: 02/01/2025 to 02/28/2025

Agency	Count
BOARD OF EDUCATION	2
CINCINNATUS SCHOOL	3
CITY OF CORTLAND	165
CORTLAND CITY SCHOOLS	11
CORTLAND COUNTY	135
DERUYTER SCHOOL	7
HOMER SCHOOL	3
HOUSING AUTHORITY	7
MARATHON SCHOOL	60
MCGRAW SCHOOL	2
TOWN OF CINCINNATUS	9
TOWN OF CUYLER	4
TOWN OF C'VILLE	1
TOWN OF HOMER	20
TOWN OF LAPEER	3
TOWN OF MARATHON	3
TOWN OF SCOTT	1
TOWN OF SOLON	2
TOWN OF TRUXTON	57
TOWN OF VIRGIL	2
TULLY SCHOOL	4
VILLAGE OF HOMER	6
VILLAGE OF MARATHON	10
Total:	517

Attachment: Feb 2025 CS Transactions (12832 : Personnel Monthly Report)

[illegible]