



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, March 12, 2024

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:47 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Joseph Nauseef	Cortland County, NY	Committee Chair	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Vice-Chair	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Christopher Simser	Cortland County, NY	Chief Assistant County Attorney	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Margaret Mellott	Cortland Standard	Reporter	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Donald Chu	Corland County, NY	Resident	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Feb 6, 2024 11:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Heider, Nauseef, Waldbauer, Eccleston, Mantella
EXCUSED:	Susan Wilson

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Closure of Bank Account/Reallocation to Petty Cash Account - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/19/2024 9:00 AM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Heider, Nauseef, Waldbauer, Eccleston, Mantella
EXCUSED:	Susan Wilson

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Closure of Bank Account/Reallocation to Petty Cash Account - County Clerk

WHEREAS, the Cortland County Legislature adopted Resolution No. 63-06 establishing a joint petty cash account for the County Clerk and DMV offices (the departments) in the amount of \$1,300; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 282-21 allowing \$175 of the \$1,300 to be dedicated to a department cash account, where a checking account was established; AND

WHEREAS, access to the checking account is no longer needed; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby directs the County Clerk to close the bank account and add the \$175 bank balance to the petty cash account available within the departments; AND BE IT FURTHER

RESOLVED, the joint petty cash account available within the departments be shared as follows:

County Clerk location: \$400
DMV location: \$900

AGENDA ITEM NO. 2 – Abolish Position of Risk Manager/Create Safety Director Position - County Attorney's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/28/2024 6:00 PM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Heider, Nauseef, Waldbauer, Eccleston, Mantella
EXCUSED:	Susan Wilson

ON MOTION OF NAUSEEF

RESOLUTION NO.

Abolish Position of Risk Manager/Create Safety Director Position - County Attorney's Office

WHEREAS, the needs of the County Attorney's Office will be better served by abolishing one (1) position of Risk Manager and creating one (1) position of Safety Director; AND

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

RESOLVED, that one (1) position of Risk Manager (Grade 9, Management Compensation Plan, \$61,842-82,312, competitive class, full time with benefits) be and hereby is abolished effective March 28, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Safety Director (Grade 9, Management Compensation Plan, \$61,842-82,312, competitive class, full time with benefits) be created with permission to fill effective March 29, 2024 at 12:01 am.

AGENDA ITEM NO. 3 – Appoint Democratic Election Commissioner

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/28/2024 6:00 PM
MOVER:	Douglas Bentley, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Heider, Nauseef, Waldbauer, Eccleston, Mantella
EXCUSED:	Susan Wilson

ON MOTION OF NAUSEEF

RESOLUTION NO.

Appoint Democratic Election Commissioner

WHEREAS, the term of Thomas Brown, duly appointed Cortland County Democratic Election Commissioner expires December 31, 2024; AND

WHEREAS, the Cortland County Democratic Committee has submitted a certification endorsing the reappointment of Thomas Brown as the Cortland County Democratic Election Commissioner; NOW THEREFORE BE IT

RESOLVED, that Thomas H. Brown, of 6 Hamlin Street, Cortland, NY 13045, be and hereby is appointed as the Cortland County Democratic Election Commissioner for a term set to run January 1, 2025 through December 31, 2028.

MONTHLY REPORTS

1. March 2024 Personnel/Civil Service Reports

RESULT:	COMPLETED
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2. Board of Elections Monthly Report

RESULT:	COMPLETED
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3. County Attorney Monthly Report

RESULT:	COMPLETED
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4. Weights and Measures Monthly Report

RESULT:	COMPLETED
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5. County Clerk - February 2024 Monthly Report

RESULT:	COMPLETED
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6. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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EXECUTIVE SESSION

It was MOVED by Mr. Waldbauer, seconded by Mr. Heider, and unanimously approved 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, MOTION CARRIED.

An executive session was held from 11:57 a.m. to 12:15 p.m., at which time on motion of Mr. VanDee, seconded by Mr. Waldbauer, it was unanimously approved by voice vote to exit executive session.

DISCUSSION ITEMS

1. 2023 County Clerk Annual Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 12:15 PM



Government Operations Committee

Committee Meeting

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

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~ Minutes ~

Tuesday, February 6, 2024

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:26 AM by Committee Vice-Chair Mitchel Eccleston

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Chair	Excused	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Vice-Chair	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County, NY	Republican Election Commissioner	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	

Minutes Acceptance: Minutes of Feb 6, 2024 11:00 AM (MINUTES)

	NY			
Donald Chu	Cortland County, NY	Resident	Remote	

MINUTES

- Government Operations Committee - Committee Meeting - Jan 9, 2024 11:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paul Heider, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Heider, Wilson, Waldbauer, Eccleston, Mantella
EXCUSED:	Joseph Nauseef

PRESENTATIONS

- NY Citizen's Audit Presentation
Presenter backed out of the presentation.

RESULT:	PULLED
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RESOLUTIONS

MONTHLY REPORTS

- County Clerk/DMV January 2024 Report

RESULT:	COMPLETED
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- January Monthly Report - Weights and Measures

RESULT:	COMPLETED
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- January Monthly Report - Board of Elections

RESULT:	COMPLETED
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- County Attorney Monthly Report

RESULT:	COMPLETED
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- January 2024 FOIL Report - Clerk of the Legislature

RESULT:	COMPLETED
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- February 2024 Personnel Department Reports

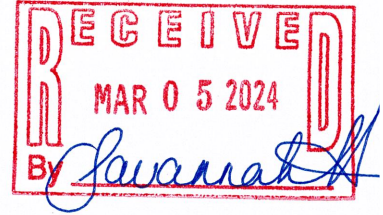
RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:47 AM

State of New York
State Board of Elections



Election Commissioner Certification

To the Clerk of the County Legislature, County of Cortland.

I certify that:

At the meeting of the Democratic County Committee of the County of Cortland, held on the 2nd day of March, 2024, at 72 South Main Street, Homer, New York, under the provisions of the Election Law and rules of the County Committee, a quorum being present,

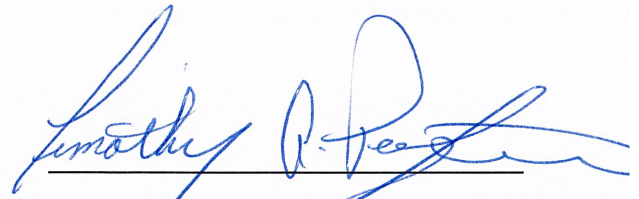
Thomas H. Brown, residing at 6 Hamlin Street, Cortland, New York 13045, was recommended by majority of said committee as a suitable and qualified person for appointment of the office of Commissioner of Elections,

- For the term beginning January 1, 2025
- To fill the existing vacancy in said office for the remainder of the current term.

and that said designee is a registered voter of the County of Cortland and a duly enrolled member of the Democratic Party.

Dated at Cortland, New York

March 4th, 2024


(Chairman or Secretary)

Attachment: Election Commissioner Certification - Democratic Appointment - Thomas Brown - Received 20240305 (12079 : Appoint Democratic

POSITION VACANCY REPORT

As of March 1, 2024

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Driver, per diem Grade 4 \$15.9571-\$20.1976	Aging	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		
Food Service Helper Grade 3/\$15.6579-\$19.8190	Aging	Removal	1/17/2024	1/17/2024	1/17/2024	1/18/2024	2/5/2024	Avery Koekebaker	
Aging Services Specialist Grade 15/\$23.0509-\$29.1766	Aging	removal	2/9/2024	2/5/2024	2/5/2024	2/5/2024	Posted		
Senior Cleaner Grade 7/\$17.8794-\$22.6307	Buildings and Grounds	Retirement	9/29/2023	9/13/2023	9/14/2023	9/15/2023	2/5/2024	Sean Wilcox	
Cleaner Grade 5/\$16.8726-\$21.3565	Buildings and Grounds	Resignation	11/12/2023	11/29/2023	11/29/2023	11/29/2023	2/12/2024	Colleen Sebring	
Superintendent of Buildings & Grounds Grade 8/\$66,481-\$88,486	Buildings and Grounds	Retirement	1/30/2024	2/21/2024	2/21/2024	2/21/2024	Posted		
Paralegal Grade 6H/\$24.4264-\$32.5115	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Exam File		
Risk Manager Grade 9/\$61,842-\$82,312	County Attorney	New	1/1/2024	12/27/2023	12/27/2023	12/27/2023	Posted		
Assistant District Attorney Grade 2/\$85,000-\$111,041	District Attorney	Resignation	12/5/2023	11/20/2023	11/20/2023	11/20/2023	Posted		
Assistant District Attorney Grade 2/\$85,000-\$111,041	District Attorney	New position 2024 budget	1/1/2024	11/21/2023	11/21/2023	11/21/2023	Posted		Grant
Caseworker (Unfunded) Grade 18/\$25.5703-\$32.3653	DSS	Removal	2/12/2020	10/12/2023	10/13/2023	10/16/2023	Posted		
Senior Account Clerk Grade 10/\$19.5862-\$24.7912	DSS	Reinstatement	7/24/2023	7/10/2023	7/12/2023	7/13/2023	Posted		
Case Aide (PT) Grade 8/\$18.4165-\$23.3107	DSS	Resignation	9/28/2023	9/14/2023	9/15/2023	9/15/2023	1/20/2024	Nina Frattasio	Grant Funded
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	Resignation	11/3/2023	10/23/2023	10/24/2023	10/24/2023	1/26/2024	Andrew Lynch	Grant Funded
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	Resignation	11/10/2023	10/27/2023	10/30/2023	10/30/2023	Posted		Grant
Senior Case Aide Grade 10/\$19.5862-\$24.7912	DSS	Removal	12/1/2023	12/1/2023	12/1/2023	12/5/2023	2/20/2024	Baillie Miller	
Case Aide Grade 8/\$1804165-\$23.3107	DSS	Resignation	12/5/2023	12/6/2023	12/7/2023	12/7/2023	1/29/2024	Brianna Head	

Attachment: March 2024 (12056 : March 2024 Personnel/Civil Service Reports)

POSITION VACANCY REPORT

As of March 1, 2024

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Social Welfare Examiner Trainee Grade 10/\$19.5862-\$24.7913	DSS	Resignation	1/9/2024	1/9/2024	1/9/2024	1/9/2024	2/26/2024	Ainsley Cascanett	Grant Funded
Social Welfare Examiner Trainee Grade 10/\$19.5862-\$24.7912	DSS	Demotion	1/26/2024	1/5/2024	1/5/2024	1/5/2024	1/29/2024	Clarissa Wyak	Grant Funded
Social Welfare Examiner Trainee Grade 10/\$19.5862-\$24.7913	DSS	Resignation	1/26/2024	1/16/2024	1/16/2024	1/16/2024	2/20/2024	Moriah Marshall	Grant Funded
Case Aide Grade 8/\$1804165-\$23.3107	DSS	Promotion	1/29/2024	1/30/2024	1/31/2024	1/31/2024	2/26/2024	Kacey Weeks	
Principal Account Clerk Grade 13/\$21.5585-\$27.2877	DSS	Resignation	1/29/2024	1/29/2024	1/29/2024	1/29/2024	Posted		
Senior Case Aide Grade 10/\$19.5862-\$24.7912	DSS	Promotion	2/23/2024	1/30/2024	1/31/2024	1/31/2024	2/26/2024	Connie Jo Fuller	
Community Service Worker Grade 5/\$16.8726-\$21.3565	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	Posted		
Senior Account Clerk Grade 10/\$19.5862-\$24.7912	Employment & Training	Retirement	9/29/2023	9/11/2023	9/11/2023	9/11/2023	Posted		
Dispatcher Grade 6/\$27.2602-\$39.5459	ERAC	Promotion	12/29/2023	12/13/2023	12/15/2023	12/15/2023	1/29/2024	Devin Short	
Dispatcher Grade 6/\$27.2602-\$39.5459	ERAC	Promotion	1/29/2024	1/11/2024	1/11/2024	1/11/2024	Posted/Exam File		
Dispatcher Grade 6/\$27.2602-\$39.5460	ERAC	Promotion	1/29/2024	1/11/2024	1/11/2024	1/11/2024	Posted/Exam File		
Assistant Accountant Grade 18/\$25.5703-\$32.3653	Finance	Resignation	12/18/2023	12/20/2023	12/20/2023	12/20/2023	Posted		
RN/ \$31.0835-\$36.5889/hr PHN / \$33.4889-\$39.4204	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		
Speech Language Pathologist Grade 28/\$37.2145-\$47.10471	Health	Resignation	11/20/2023	11/20/2023	11/20/2023	11/20/2023	n/a	Abolished 2/22/24	
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	2/1/2024	Jennifer Hamilton	
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	2/1/2024	Courtney Maxson	
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	2/1/2024	Elizabeth Nichols	

Attachment: March 2024 (12056 : March 2024 Personnel/Civil Service Reports)

POSITION VACANCY REPORT

As of March 1, 2024

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
Supervising Public Health Sanitarian Grade 22/\$29,5616-\$37,4173	Health	Promotion	1/1/2024	12/28/2023	12/28/2023	12/28/2023	2/1/2024	Regina Reinschidt	
Heavy Equipment Maint. Mechanic Grade 17/\$24,6877-\$31,2484	Highway	Retirement	9/29/2023	9/21/2023	9/22/2023	9/22/2023	Posted		
Motor Equipment Operator Grade 13/\$21,5585-\$27,2876	Highway	Promotion	10/2/2023	10/26/2023	10/26/2023	10/26/2023	Posted		
Senior Engineer Grade 25/\$33,1102-\$41,9091	Highway	Resignation	11/2/2023	10/26/2023	10/26/2023	10/26/2023	n/a	Abolished 2/22/24	
Principal Account Clerk Grade 13/\$21,5585-\$27,2877	Highway	Temporary	1/1/2024	12/28/2023	12/28/2023	1/4/2024	2/26/2024	Amy Spadolini	
Crew Leader Grade 17/\$24,6877-\$31,2484	Highway	Promotion	1/2/2024	1/2/2024	1/2/2024	1/3/2024	Posted		Grant Funded
Executive Administrative Officer Grade 11/\$51,514-\$71,227	Highway	New	1/26/2024	1/25/2024	Approved by Resolution	1/25/2024	1/26/2024	Ruth Stanton	
Project Manager Grade 25/\$33,1102-\$41,9091	Highway	New	2/22/2024	2/22/2024	Approved by Resolution	2/23/2024	Posted		
Executive Administrative Officer Grade 11/\$51,514-\$71,227	Highway	Retirement	3/18/2024	2/7/2024	2/8/2024	2/9/2024	Posted		
Heavy Equipment Operator Grade 15/\$23,0509-\$29,1766	Highway	Resignation	2/8/2024	2/8/2024	2/9/2024	2/9/2024	Posted		
Heavy Equipment Operator-Recycling Grade 15/\$23,0509-\$29,1766	Highway - Recycling	Resignation	9/29/2023	9/20/2023	9/20/2023	9/21/2023	Posted		
Peer Specialist Grade 9/\$18,9861-\$24,0315	Mental Health	Resignation	8/23/2023	8/9/2023	8/9/2023	8/9/2023	exam file		
Mental Health Practitioner \$70.23/hr	Mental Health	New position 2024 budget	1/1/2024	11/21/2023	11/21/2023	11/21/2023	n/a	Abolished 2/22/24	
Mental Health Practitioner \$70.23/hr	Mental Health	Temporary	1/31/2024	1/26/2024	1/26/2024	1/29/2024	2/12/2024	Belinda Hollenbeck	
Mental Health Practitioner \$127,812/yr	Mental Health	Resignation	2/5/2024	1/3/2024	1/3/2024	1/3/2024	Posted		
Medical Director/Psychiatrist \$231.25/hr	Mental Health	Resignation	2/29/2024	11/27/2023	11/27/2023	11/27/2023	Posted		
Grant Administrator Grade 10/\$57,528-\$76,569	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Exam Files		

Attachment: March 2024 (12056 : March 2024 Personnel/Civil Service Reports)

POSITION VACANCY REPORT

As of March 1, 2024

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
Client Liaison Specialist Grade 7/\$17.8794-\$22.6307	Public Defender	Promotion	8/4/2023	8/25/2023	8/25/2023	8/25/2023			Grant Funded
Assistant Public Defender Grade 2/\$85,000-\$111,041	Public Defender	Resignation	8/31/2023	9/28/2023	9/28/2023	9/28/2023	Posted		Grant Funded
Assistant Public Defender Grade 2/\$85,000-\$111,041	Public Defender	Promotion	11/15/2023	12/13/2023	12/13/2023	12/13/2023	Posted		
Case Manager for Indigent Defendants Grade 14/\$22.2853-\$28.2077	Public Defender	Change of Departments	12/18/2023	1/25/2024	1/25/2024	1/25/2024	posted		Grant Funded
Assistant Public Defender Grade 2/\$85,000-\$111,041	Public Defender	Resignation	12/29/2023	12/13/2023	12/13/2023	12/13/2023	Posted		
Paralegal Grade 6H/\$24.4264-\$32.5115	Public Defender	New	1/1/2024	12/5/2023	12/8/2023	12/11/2023	1/29/2024	Lori Rush	Grant Funded
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$72,000-\$94,058 Grade	Public Defender	New	1/26/2024	1/25/2024	Approved by Resolution	1/25/2024	Posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Retirement	3/31/2023	4/3/2023	4/3/2023	4/3/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	4/6/2023	4/6/2023	4/17/2023	4/17/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Retirement	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	8/7/2023	8/9/2023	8/9/2023	8/9/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	9/14/2023	8/28/2023	8/29/2023	8/29/2023	Canvass/exam file apps		

Attachment: March 2024 (12056 : March 2024 Personnel/Civil Service Reports)

POSITION VACANCY REPORT

As of March 1, 2024

[illegible]

Attachment: March 2024 (12056 : March 2024 Personnel/Civil Service Reports)

POSITION VACANCY REPORT**As of March 1, 2024**

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

Attachment: March 2024 (12056 : March 2024 Personnel/Civil Service Reports)

VACANCIES FILLED FEBRUARY 1 –FEBRUARY 29, 2024

[illegible]

NEW VACANCIES THAT OCCURRED FEBRUARY 1 – FEBRUARY 29, 2024

Department	Title	Date of Vacancy
Aging	Aging Services Specialist	2/9/2024
DSS	Senior Case Aide	2/23/2024
Highway	Project Manager	2/22/2024
	Heavy Equipment Operator	2/8/2024
Mental Health	Mental Health Practitioner	2/5/2024
	Medical Director/Psychiatrist	2/29/2024
Sheriff	County Police Sergeant (Deputy Sheriff)	2/20/2024

Civil Service Exams Administered

Title	Exam No.	Date
AIRPORT MAINTENANCE WORKER	66-943	2/10/2024
INFORMATION PROCESSING CLERK	106-24	2/10/2024
PRINCIPAL ACCOUNT CLERK	74-142	2/10/2024
PRINCIPAL ACCOUNT CLERK	85-617	2/10/2024
PUBLIC HEALTH TECHNICIAN	600-24	2/10/2024
SENIOR ACCOUNT CLERK	67-194	2/10/2024
SENIOR KEYBOARD SPECIALIST	350-24	2/10/2024
WW TREATMENT PLANT OPERATOR/TRAINEE	502-24	2/10/2024

Attachment: Feb 2024 Exams (12056 : March 2024 Personnel/Civil Service Reports)

Total Number of Exams 8

* END OF REPORT *

Wednesday, February 28, 2024

2/29/2024

Number of Civil Service Transactions by Agency

From: 02/01/2024 to 02/29/2024

Agency	Count
BOARD OF EDUCATION	6
CINCINNATUS SCHOOL	50
CITY OF CORTLAND	132
CORTLAND CITY SCHOOLS	11
CORTLAND COUNTY	83
DERUYTER SCHOOL	34
HOMER SCHOOL	11
MCGRAW SCHOOL	46
SOIL & WATER	2
TOWN OF C'VILLE	1
TOWN OF VIRGIL	30
TULLY SCHOOL	15
VILLAGE OF HOMER	8
VILLAGE OF MCGRAW	5
Total:	434

Attachment: Feb 2024 Transactions (12056 : March 2024 Personnel/Civil Service Reports)

* END OF REPORT *

Thursday, February 29, 2024

Page No. 1

Packet Pg. 17

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortland-co.org/182/elections

Democratic Commissioner

Thomas H. Brown

607-753-5033

tbrown@cortland-co.org

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortland-co.org



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortland-co.org

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortland-co.org

MONTHLY REPORT – February 2024

Voter Registrations/Records:

New	Address	Party	Name	IA/Purge/Other	Duplicates	Incomplete	DOH	OCA	TOTAL
101	797	41	13	15	4	44	24	7	1,046

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
156	436	303	45	44	35	1,019

FOIL Requests:

Received	In process	Completed
9	0	9

- Completed NCOA(National Change of Address) for 776 voters in the County, 242 of which have moved out of the County.
- Installed an on demand Absentee Ballot printer in the office. Using this printer will eliminate the need to purchase Absentee Ballots.
- Issued 575 Absentee ballots for the Presidential Primary.
- Party Enrollment cut-off date was February 14th until July 2nd. Any changes made between those dates will be held.



OFFICE OF THE CORTLAND COUNTY ATTORNEY

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

Victoria J. Monty
County Attorney

Christopher I. Simser, Sr.
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

Nicole M. Compton
Secretary

MONTHLY REPORT – Dated March 4, 2024

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2024	YTD 2023	2022	2021	2020
\$0.00	\$25,775.94	\$151,289.00	\$0.00	\$0.00

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2024	YTD 2023	2022	2021	2020
\$0.00	\$0.00	\$13,280.98	\$20,622.62	\$22,219.98

FINES COLLECTED:

YTD 2024	YTD 2023	2022	2021	2020
0.00	\$400.00	\$400.00	(data unknown)	(data unknown)

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

NEW Since last report	YTD 2024	YTD 2023	2022	2021	2020
31	73	391	371	307	359

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

NEW Since last report	YTD 2024	YTD 2023	2022	2021	2020
13	23	99	92	126	144

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 2024	YTD 2023	2022	2021	2020
JD	4	17	12	17	21
JD - RTA*	1	7	4	3	8
PINS	0	12	9	4	4
Probation Violations - Support	2	7	10	3	5

* 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 2024	YTD 2023	2022	2021	2020
Property Crimes	1	14	11	9	24
Crimes Against Persons	2	7	2	7	4
Sex Offenses	2	2	1	6	1
Other (e.g., Violation of Probation)	0	1	3	0	0

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

NEW Since last report	YTD 2024	YTD 2023	2022	2021	2020
1	4	64	49	21	65

Weights and Measures
For February
Government Operations Committee

I did more pricing verification for the month. 250 items were tested. This month I focused on gas station convenient markets. The stores did fairly well. The main area of concern was the vendor displays. This was also a problem at the grocery stores. The managers have been asked to keep after the vendors. Some of the stores have taken the pricing control away from the vendors to insure they do not fail an audit in the future. Commercial device testing for 2024 has started and 68 scales have been tested for the month.

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



CORTLAND COUNTY CLERK
 Courthouse – 46 Greenbush Street, Suite 105
 Cortland, New York 13045-3702
 P: 607-753-5021
cortlandcountyclerk@cortland-co.org

TAMMY L. BARRIGER
 MARCIA L. FORD
 Deputy County Clerks

BROOKE KEMAK
 County Clerk
bkemak@cortland-co.org

SONIA GANOUNG
 Motor Vehicle Director
 P: 607-753-5023

Monthly Report **February 2023**

Description	Jan 2024
<i>Revenue: Retained by County</i>	
Court	\$1,500.00
Land Records	\$36,178.50
Local Mtg. Tax	\$15,821.50
Transfer Tax*	\$4,874.00
Miscellaneous	\$3,392.05
DMV: Fees & Sales Tax	\$29,809.10
TOTAL TO COUNTY	\$91,575.15
<i>Revenue: Paid to another entity (pass through funds)</i>	
Basic Mtg. Tax	\$31,643.00
DWI Fines	\$800.00
Bail	\$1,750.00
Court & Trust	\$0.00
Passports	\$3,744.53
TOTAL PASS THROUGH	\$37,937.53
<i>Revenue: Paid to New York State</i>	
Special Mtg. Tax	\$11,140.65
Court	\$15,090.21
State Education	\$7,144.09
Transfer Tax	\$31,941.44
Real Property	\$15,368.00
DMV: Fees & Sales Tax	\$328,869.17
TOTAL PD TO NYS	\$409,553.56
TOTAL REVENUE:	\$539,066.24

Attachment: 2024 02 Monthly Report (12073 : County Clerk - February 2024 Monthly Report)

*Transfer Tax: Effective November 17, 2023 an additional Transfer Tax is collected that is retained by the County. Not in place in January 2023.

Monthly Activities:

- Meetings: Local Emergency Planning Committee, Department Head and IT Steering
- Relocation: We continue to work with Buildings and Grounds to relocate the office. They have made significant progress preparing the space. I am working with our staff to ensure the transition can go as smooth as possible. Without an emergency, our office cannot close. Therefore, plans must be made so that services can be maintained without interruption.
- Records Assistance: I met with the Willet Town Clerk to provide some training with Laserfiche, the software utilized for the scanning grant to store records.
- DMV Audit: Sonia the DMV Director and myself, completed the exit interview for the Department of Motor Vehicles audit with New York State. We are still waiting for the final report. Overall, the audit went extremely well with no significant deficiencies.
- Passport Audit: Our office completed an audit with the United States Department of State in regards to executing passports. This audit went extremely well. We are still waiting for the final report.

Service Highlight – Notary Services:

All permanent employees in the County Clerk's office (4 out of 5) are commissioned New York State Notaries. County Clerk offices are required to provide free Notary services. Our average since January 2023 is 73 individuals per month with the highest month being 84 individuals and the lowest being 62. Our office also is a resource for notaries who may have questions in regards to testing, Notary law and other circumstances they have.



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

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

shempstead@cortland-co.org
(607) 753-5048

Monthly Report Office of the Clerk of the Legislature

Month: March 2024

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of February 2024. 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**
- **Local Emergency Plan Committee (LEPC)**
- **NYS DSHES Training – Basic Emergency Operations Center (EOC) Functions**
- **Governor’s Budget Update**
- **Department Head Meeting**
- **NYSAC Conference**
- **Website Redesign Meetings (two in February)**
- **Cortland Town/Gown Meeting**
- **Meeting with Assemblyman Gallahan**
- **IT Steering Committee**
- **Newly Elected Official Training**
- **Courthouse Construction/Grant Update Meeting**
- **Convention and Visitor’s Bureau Board of Directors Meeting**

Activities Completed:

1. **Newly Elected Training:** Prepared and facilitated a three hour training, open to all members of the legislature, for the newly elected legislators.
2. **Website Redesign:** The office has been working on the redesign of the County website, which is set for launch in the next month.
3. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Extra research this month due to the State budget and NYSAC.
5. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with



CORTLAND COUNTY

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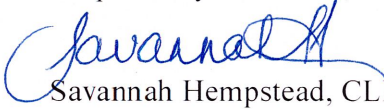
applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe. **69 requests submitted in the month of February** (see attached report).

6. **Public Information Officer Duties:** As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications.
7. **Historian Duties:** Meeting with representative from the Brewster House regarding a William G. Pomeroy historical marker. Reviewed application information, went over the timeline for grant submission, and provided guidance for grant application.
8. **Grants:** Received the Comprehensive Monitoring Report from OCR for the CDBG CARES Act grant administration (\$1,750,000 grant award), which was administered by the office (see attached letter). Continued work on grants for the Cortland County Courthouse. Research and tracking of grant cycles for historical grants.

Notable Absence:

It is pertinent to note the absence of the Deputy Clerk since February 7, 2024. Efforts are being made to mitigate the impact of this absence on office operations. There are no other staff members in the legislative office to redistribute responsibilities. May need to explore the option of a temporary employee or additional staff in the office.

Respectfully submitted,


Savannah Hempstead, CLBC
Clerk of the Legislature



Homes and Community Renewal

KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

March 6, 2024

Kevin Fitch
Chair of the Legislature
Cortland County
County Office Building
60 Central Avenue
Cortland, NY 13045-2795

Re: Comprehensive Monitoring Report
NYS CDBG Project # 286CVHR47-22

Thank you for the time and efforts you and your staff gave to the Office of Community Renewal's (OCR) Project Manager who conducted a file review of Cortland County's 2022 project identified above on November 14, 2023.

The review was conducted to determine whether program operations are compliant with the requirements of the CDBG regulations as contained in 2 CFR Part 200, as well as the provisions of the contract(s) executed with the Housing Trust Fund Corporation dated February 17, 2022.

The review of your program administration and project files indicates compliance with the statutory and regulatory requirements of the program. In addition, OCR's review did not identify any areas where improvements could be made. I would like to take this opportunity to commend you for your excellent work in administering the NYS CDBG grant.

The expenditure of funds has been completed and all required accomplishments have been reported, the County is now cleared to close out this grant. Upon submission and approval of all materials needed to satisfy federal Single Audit requirements, the OCR will issue a Grant Closeout Transmittal Form and instructions electronically to the County, which must be signed, and the returned electronically to the OCR within 30 days of receipt.

Please be aware that this report does not relieve the County of its obligation to continue to administer the grant in accordance with grant agreement requirements; Federal and State rules and regulations; and sound management practices. We look forward to working with you on the successful completion of your project.

If you have any questions or require additional information, please contact Hailey Hamias at Hailey.Hamias@hcr.ny.gov.

Sincerely,

Charles Phillion
Program Director
Office of Community Renewal

Enclosure

cc: Savannah Hempstead, Clerk of the Legislature, Cortland County
Hailey Hamias, Project Manager, OCR

Attachment: 286CVHR47-22 Cortland County Post Monitoring Letter - No Findings (12101 : Clerk of the Legislature Monthly Reports)

Requests by Month

Run Date: 03/11/2024 9:40 AM

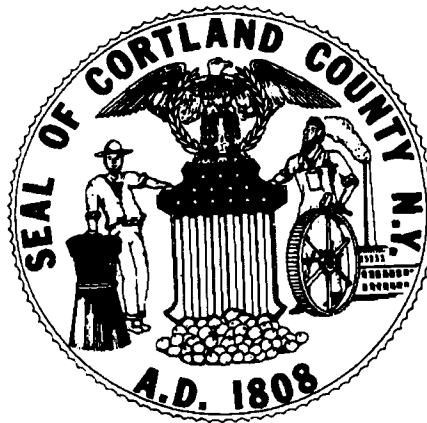
Create Date	Reference No	Request Status	Completed/Closed	Close Date
2/1/2024	S000159-020124	Full Release	Yes	2/5/2024
2/1/2024	S000160-020124	Full Release	Yes	2/5/2024
2/2/2024	R000110-020224	New Request	No	
2/5/2024	S000161-020524	Full Release	Yes	2/5/2024
2/5/2024	S000162-020524	Full Release	Yes	2/5/2024
2/5/2024	S000163-020524	Full Release	Yes	2/7/2024
2/6/2024	S000164-020624	Full Release	Yes	2/25/2024
2/6/2024	S000165-020624	Full Release	Yes	2/25/2024
2/6/2024	S000166-020624	Full Release	Yes	2/25/2024
2/6/2024	S000167-020624	Full Release	Yes	3/3/2024
2/6/2024	S000168-020624	No Records Exist	Yes	2/25/2024
2/7/2024	S000169-020724	No Records Exist	Yes	2/11/2024
2/7/2024	R000111-020724	Update from Requester	No	
2/8/2024	S000170-020824	Not Custodian of Records	Yes	2/25/2024
2/8/2024	S000171-020824	Full Release	Yes	2/25/2024
2/8/2024	S000172-020824	Full Release	Yes	2/25/2024
2/8/2024	S000173-020824	Exemption Denial	Yes	2/25/2024
2/8/2024	S000174-020824	Full Release	Yes	2/8/2024
2/9/2024	S000175-020924	Full Release	Yes	2/25/2024
2/9/2024	S000176-020924	Full Release	Yes	2/25/2024
2/12/2024	S000177-021224	Full Release	Yes	2/25/2024
2/12/2024	S000178-021224	No Records Exist	Yes	2/25/2024
2/12/2024	S000179-021224	Full Release	Yes	2/19/2024
2/12/2024	S000180-021224	Full Release	Yes	2/19/2024
2/13/2024	S000181-021324	Full Release	Yes	2/19/2024
2/13/2024	R000112-021324	Not Custodian of Records	Yes	2/20/2024
2/13/2024	R000113-021324	New Request	No	
2/13/2024	R000114-021324	New Request	No	
2/13/2024	R000115-021324	New Request	No	
2/13/2024	R000116-021324	Update from Requester	No	
2/15/2024	R000117-021524	New Request	No	
2/15/2024	S000182-021524	No Records Exist	Yes	2/19/2024
2/15/2024	S000183-021524	New Request	Yes	2/19/2024
2/15/2024	S000184-021524	Full Release	Yes	2/19/2024
2/15/2024	S000185-021524	Not Custodian of Records	Yes	2/18/2024
2/16/2024	R000118-021624	Update from Requester	No	
2/16/2024	S000186-021624	Full Release	Yes	2/19/2024
2/16/2024	S000187-021624	Full Release	Yes	2/19/2024
2/19/2024	S000188-021924	No Records Exist	Yes	2/19/2024
2/20/2024	S000189-022024	Full Release	Yes	2/25/2024
2/20/2024	R000119-022024	New Request	No	
2/20/2024	S000190-022024	No Records Exist	Yes	2/25/2024
2/20/2024	S000191-022024	No Records Exist	Yes	2/25/2024
2/20/2024	S000192-022024	Full Release	Yes	3/6/2024
2/20/2024	S000193-022024	Full Release	Yes	3/6/2024

Attachment: February 2024 FOIL Report (12101 : Clerk of the Legislature Monthly Reports)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
2/20/2024	R000120-022024	New Request	No	
2/20/2024	S000194-022024	Full Release	Yes	2/25/2024
2/20/2024	S000195-022024	No Records Exist	Yes	2/25/2024
2/20/2024	S000196-022024	No Records Exist	Yes	2/25/2024
2/20/2024	S000197-022024	No Records Exist	Yes	2/25/2024
2/20/2024	S000198-022024	No Records Exist	Yes	2/25/2024
2/21/2024	S000199-022124	No Records Exist	Yes	2/25/2024
2/21/2024	S000200-022124	Waiting for Payment	No	
2/22/2024	S000201-022224	Full Release	Yes	2/25/2024
2/22/2024	S000202-022224	Update from Requester	Yes	3/6/2024
2/26/2024	R000121-022624	New Request	No	
2/26/2024	S000203-022624	Full Release	Yes	2/27/2024
2/28/2024	S000204-022824	New Request	No	
2/28/2024	S000205-022824	No Records Exist	Yes	3/10/2024
2/28/2024	S000206-022824	No Records Exist	Yes	3/10/2024
2/28/2024	R000122-022824	New Request	No	
2/28/2024	R000123-022824	New Request	No	
2/28/2024	S000207-022824	No Records Exist	Yes	3/10/2024
2/28/2024	S000208-022824	No Records Exist	Yes	3/10/2024
2/29/2024	S000209-022924	Full Release	Yes	3/10/2024
2/29/2024	S000210-022924	Full Release	Yes	3/10/2024
2/29/2024	S000211-022924	No Records Exist	Yes	3/10/2024
2/29/2024	S000212-022924	Full Release	Yes	3/10/2024
2/29/2024	S000213-022924	Not Custodian of Records	Yes	3/10/2024

CORTLAND COUNTY CLERK

ANNUAL REPORT FOR 2023



Prepared & Submitted by: Brooke Kemak
Cortland County Clerk

Staffing as of December 31, 2023

Elizabeth Larkin, Cortland County Clerk
Office located in County Courthouse

County Clerk's Office

46 Greenbush Street, Suite 105

Deputy County Clerks: Tammy L. Barriger
Brooke Kemak

Senior Index Clerks: Janet Herrick
Marcia Ford
Melinda Braman

Department of Motor Vehicles

112 River Street

DMV Director: Sonia Ganoung

Senior DMV Clerk: Bryan Dintino

DMV Clerks: Kim Lewis
Lance Lella
Alice Moore
Amanda Jones
Mariah Storey

Honorable Members of the Cortland County Legislature
60 Central Avenue
Cortland, NY 13045

Ladies and Gentlemen:

It is with pleasure that I submit the Annual Report for the Cortland County Clerk's Office for the fiscal year January 1, 2023 through December 31, 2023.

The County Clerk's Office is a state constitutional office that is the main depository for records created within the county. The County Clerk has many duties including serving as the Clerk of the Corporation of the county, register of all records pertaining to real property within the county and is the clerk of the Supreme and County Courts. The County Clerk is commissioned to not only collect all fees of the courts but also to protect, produce and preserve court records. In accordance with Vehicle and Traffic Law, the County Clerk acts as an agent for the Commissioner of the New York State Motor Vehicle Department.

The County Clerk's office is located in the Courthouse at 46 Greenbush Street and the Department of Motor Vehicles is located at 112 River Street. Both offices are revenue generating offices for Cortland County. This report outlines a summary of funds collected by the County Clerk and Department of Motor Vehicle Offices. All the funds collected by the offices are then distributed to the appropriate State offices and the County Treasurer on a monthly basis, unless otherwise noted.

I would like to thank the County Legislature and the County Administrator for their support and look forward to working with you to continue to serve the residents of Cortland County in the most efficient and productive manner possible.

If at any time you would like a tour of my offices, have questions or concerns please do not hesitate to contact me.

Respectfully submitted,

Brooke Kemak
Cortland County Clerk

REAL PROPERTY TRANSACTIONS

Various documents are recorded in the County Clerk's office that pertains to Real Property. Common documents are Deeds, Mortgages, Mortgage Assignments, Agreements, Leases and Discharges.

Mortgage Tax: Mortgage tax of 1% is collected for all Mortgages. \$62,315.58 of the tax collected is retained by the County to defray the costs associated with collecting and disbursing Mortgage Tax. This amount coincides with the State's fiscal year.

\$1,583,028.45 Total Mortgage Tax Collected

- \$823,599.97 Municipalities: Basic Mortgage Tax calculated at ½ of 1%. Twice a year the County Clerk presents the Legislature with a Resolution to disburse the monies to the towns where the mortgaged properties are located.
- \$411,799.99 County: Local Mortgage Tax calculated at ¼ of 1%. Local Mortgage tax is paid to County Finance.
- \$347,628.49 State: Special Mortgage Tax calculated at ¼ of 1%. Special Mortgage Tax is disbursed to the New York State Mortgage Agency.

Transfer Tax: All transfers of interest of Real Property require the filing of a NYS Form called TP 584. This form is applicable to transactions including Deeds, Boundary Line Agreements, Right of Ways, Easements and many others.

\$563,251.00 Total Revenue from Transfer Tax

- \$552,936.00 State: Transfer Tax calculated at \$4 per \$1,000 of the conveyance amount.
- \$4,382.00 County: County Transfer Tax calculated at \$2.00 per \$1,000 of the conveyance amount. This tax became effective November 17, 2023.
- \$5,933.00 County: County retains \$6 for each TP-584 processed.

Assessment/Transfer Report: NYS Real Property Law mandates form RP 5217 to be submitted with Deeds. This form contains information about the parcel, is used to calculate the fee to record a Deed and is sent to the county Real Property office. The total for this form is either \$125 or \$250 and is determined by the type of property being transferred.

\$173,500.00 Total Revenue from RP 5217

- \$163,276.00 State: \$116 or \$241 for each RP 5217 depending on the parcel.

\$10,224.00 County: \$9 for each RP 5217 form collected.

NYS Commissioner of Education and Local Government Records Management Fund:
Each time a document is recorded or a Civil Index Number is issued the total amount due includes a \$20 fee. This was established by New York State with the intention to have funds available to preserve records that must be maintained permanently. Local Governments Records Management Fund, LGRMIF, is meant to be returned to municipalities through State Archives grants.

\$92,840.00 Total Revenue

\$66,148.50 State: \$14.75 per \$20 collected paid to the NYS Commissioner of Education.

\$22,049.50 State: \$4.25 per \$20 collected paid to the Local Government Records Management Fund (LGRMIF)

\$4,642.00 County: \$1.00 per \$20 collected

JUDICIAL: SUPREME AND COUNTY COURTS

The County Clerk's Office is the repository for all documents submitted to the Supreme and County Courts, both Civil and Criminal, and is responsible for the preservation, production and certification of these documents. The County Clerk's Office also acts as treasurer for the courts. All fees for the submission of papers, fines and surcharges are collected by the clerk's office.

\$363,255.25 Total Revenue for Judicial Purposes

\$180,327.25 State: Filing fees for Civil documents and Fines, Surcharges and Fees imposed by the County Criminal or IDV Court.

\$32,212.00 County: Bails – collected and disbursed to the County Treasurer who disburses based on Court Orders. 2% is retained by the County and deposited in the General Fund and 1% is retained to help fund the County Alternatives to Incarceration Program.

\$1.00 County: Court and Trust – collected and disbursed per Court Order.

\$3,995.00 County: DWI Fines imposed by the Courts – collected and disbursed to County Finance who credits the Sheriff's DWI account.

\$146,720.00 County: Collected from fees when various documents for Supreme Court proceedings are processed. This also includes search requests, copies and various certifications.

OTHER SERVICES

Notary Commissions: Free notary services are provided to our constituents in the Clerk's Office. All non-probationary employees are commissioned notaries. In addition the Clerk's Office maintains the records and signatures of those commissioned in Cortland County.

New York State changed the Notary process to become a Notary and to submit a notary renewal. This now is all completed online. Prior to this change all renewals were processed locally in the County Clerk's Office. This transition has not been smooth and continues to be a work in progress.

\$5,820.00 Total Collected Locally and Disbursed

\$3,400.00 State: \$40 for each commission or renewal.
\$2,420.00 County: \$20 for each commission or renewal.

Other County Clerk Fees: All fees are regulated by a variety of New York State and Federal Laws, with the exception of photo fees and overages collected. These fees are paid to the County Treasurer.

\$299,552.87 Total Revenue

\$2,302.44	Copy Fees
\$19,895.00	Cover Pages: generated on recorded land records
\$425.00	EZ Pass: purchased for \$21 and sold for \$25
\$3,125.00	Miscellaneous filing: \$5 per filing – land records
\$233,225.80	Miscellaneous Recording: land records, business documents, searches and many other items.
\$963.63	Overages: retain overpayments of up to \$10 per transaction
\$10,660.00	Passport fees: \$35 execution fee for each new passport; \$10 photo
\$15,701.00	Pistol Permit Transactions
\$8,120.00	Uniform Commercial Code (UCC) filings
\$5,135.00	Tax Certificates: \$5 per name where status is updated on Tax Foreclosures

DEPARTMENT OF MOTOR VEHICLES

The Cortland County Clerk acts as an agent for the Commissioner of the Department of Motor Vehicles. New York State supplies the county motor vehicle office with computer equipment, support, and all necessary forms and literature to run the DMV on behalf of the state. The county supplies the facility and the personnel to perform DMV transactions.

Various calculations for revenue:

- 12.7% of many transactions conducted locally – In 2024 this will change to 10.75% for all transactions; locally and online. It is predicted this will be a benefit for Cortland County.
- \$1.00 for each of the first 5,000 transactions where sales tax is collected. \$0.75 for each transaction after. Cortland County averages just under 5,000 transactions a month.
- \$10 vehicle registration fee for each two-year registration for vehicles under 3,500 pounds and \$20 for vehicles over 3,500 pounds. This is a common practice across the state and is pursuant to Cortland County Local Law #1 of 2003. This started when New York State started mailing renewals to customers with a state return address, decreasing revenue in local offices.
- In 2011, the NYS Association of County Clerks negotiated an agreement with the State that Counties would receive a portion of transactions conducted online.

	COUNTY	STATE
Fees	\$394,056.73	\$2,502,739.57
Sales Tax	\$5,915.25	\$1,966,076.52
Interest	\$22.17	\$22.13
MV User Fee	\$275,054.01	--
Internet Fee	\$20,980.03	--
TOTAL:	\$696,028.19	\$4,468,838.22

Report pursuant to Section 406 of County Law

Fiscal Year 2023

Revenue generated

County Clerk	\$3,081,547.57
Motor Vehicles	\$5,164,866.41
Total revenue generated	\$8,246,413.98

Disbursement of funds*County Finance – County Revenue*

Local Mortgage Tax	\$411,799.99
Judicial	\$146,720.00
Land recordings	\$395,892.50
County Clerk – other	\$62,266.57
Motor Vehicles	\$696,028.19
<i>Total disbursement to County</i>	<i>\$1,712,707.25</i>

Collected as pass-thru

Passports (U.S. Dept. of State)	\$32,570.80
Bail (County Finance)	\$32,212.00
Undertaking (County Finance)	\$1.00
DWI – (County Finance-Sheriff)	\$3,995.00
Basic Mortgage Tax – (County Finance-municipalities)	\$823,599.97
<i>Total disbursement as pass-thru</i>	<i>\$892,378.77</i>

New York State

Special Mortgage Tax	\$347,628.49
Notary	\$3,400.00
Judicial	\$180,327.25
Records Management, Cultural Education, etc.	\$88,198.00
Transfer Tax	\$552,936.00
Motor Vehicles	\$4,468,838.22
<i>Total disbursement to NYS</i>	<i>\$5,641,327.96</i>

Total disbursements \$8,246,413.98

I, Brooke Kemak, Clerk of the County of Cortland, being duly sworn, do hereby state that the foregoing statement is in all respects a full and true statement for all monies received and disbursed by the Cortland County Clerk's Office for the fiscal year January 01, 2023 through December 31, 2023, to the best of my knowledge.

Subscribed and sworn to before me this
28th day of February, 2024.

Brooke Kemak
 County Clerk

Tammy L. Barriger

TAMMY L. BARRIGER
 Notary Public, State of New York
 No. 04BA6223827
 Qualified in Cortland County
 Commission Expires June 21, 2026