



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, April 9, 2024

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:05 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived	Departed
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		11:07 AM
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Cathy Bischoff	Cortland County, NY	Board Member	Present		
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
Laurie Leonard	Cortland County, NY	Personnel Officer	Present		
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present		
Stephen Trobert	Cortland County, NY	Manger of Audit and Financial Projects	Present		
Margaret Mellott	Cortland Standard	Reporter	Present		
Christopher Newell	Cortland County, NY	Board Member	Present		
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote		
Brooke Kemak	Cortland County, NY	County Clerk	Remote		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote		
Donald Chu	Cortland County,	Resident	Remote		

	NY				
Andrea Herzog	Cortland County, NY	Director of Finance	Remote		

MINUTES

1. Government Operations Committee - Committee Meeting - Mar 12, 2024 11:00 AM

RESULT:	APPROVED [5 TO 0]
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bentley, Heider, Nauseef, Waldbauer, Eccleston
EXCUSED:	Susan Wilson
AWAY:	Dominick Mantella

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend 2024 Budget to Reallocate Funding - Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/16/2024 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.

Amend 2024 Budget to Reallocate Funding - Legislature

WHEREAS, the Cortland County Legislature adopted the 2023 budget on November 17, 2022;
AND

WHEREAS, the 2023 amended budget included money for the encoder update for the legislative chambers; AND

WHEREAS, the invoice, in the amount of \$5,500, for the legislative chambers encoder update was not received until March 28, 2024; AND

WHEREAS, there is a wish to allocate funding in the amount of \$5,500 to the legislative budget line for the purchase of laptops; NOW THEREFORE BE IT

RESOLVED, that the 2024 County Budget be amended as follows:

Increase:

A10105.52060	Capital Computer Equipment	\$11,000
A359900	Appropriated Fund Balance	\$11,000

AGENDA ITEM NO. 2 – Award Bid/Authorize Contract for County-Wide Shredding Services - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/25/2024 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bentley, Heider, Nauseef, Waldbauer, Eccleston, Mantella
EXCUSED:	Susan Wilson

ON MOTION OF NAUSEEF

RESOLUTION NO.

Award Bid/Authorize Contract for County-Wide Shredding Services - County Clerk

WHEREAS, the contract for shredding services with Stericycle/Shred-it expired in 2022 and no responses were received for the previously issued Request for Proposals; AND

WHEREAS, the Cortland County Clerk issued a Request for Proposals in March 2024; AND

WHEREAS, all proposals were solicited in accordance with County policies; AND

WHEREAS, one proposal was received in response to the request as follows:

Proshred Security
6067 Corporate Drive
East Syracuse, NY 13057
Annual Price: \$10,270

, AND

WHEREAS, based upon the results of the bid, the Government Operations Committee recommends that the bid be awarded to the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that the contract for Cortland County Shredding Services be awarded to Proshred Security, of 6067 Corporate Drive, East Syracuse, NY 13057; AND BE IT FURTHER

RESOLVED, that the Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Proshred Security, of 6067 Corporate Drive, East Syracuse, NY 13057 for shredding services.

AGENDA ITEM NO. 3 – Adopt Amended County Whistleblower Protection Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/16/2024 9:00 AM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Heider, Nauseef, Waldbauer, Eccleston, Mantella
EXCUSED:	Susan Wilson

ON MOTION OF NAUSEEF

RESOLUTION NO.

Adopt Amended County Whistleblower Protection Policy

WHEREAS, the Cortland County Whistleblower Protection Policy has been revised and updated for necessary changes to the procedures for reporting and investigating complaints and for the addition of definitions; AND

WHEREAS, this Cortland County Whistleblower Protection Policy is intended to supersede the County's current whistleblower protection policy as well as any previously adopted changes to the current policy; AND

WHEREAS, the Cortland County Whistleblower Protection Policy has been reviewed for content by the Personnel Director, County Attorney, County Administrator, Manager of Audit & Financial Projects, and the Government Operations Committee; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the attached Cortland County Whistleblower Protection Policy; AND BE IT FURTHER

RESOLVED, that this policy shall supersede all previously adopted whistleblower protection policies, as well as any previously adopted amendments to those policies; AND BE IT FURTHER

RESOLVED, that this policy will be effective April 26, 2024.

AGENDA ITEM NO. 4 – Create Deputy Director of Weights & Measures - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/16/2024 9:00 AM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Heider, Nauseef, Waldbauer, Eccleston, Mantella
EXCUSED:	Susan Wilson

ON MOTION OF NAUSEEF

RESOLUTION NO.

Create Deputy Director of Weights & Measures - Personnel Department

WHEREAS, the needs of the Weights and Measures Department will be better served by creating one (1) Deputy Director of Weights and Measures (Management Compensation Plan, Grade 12, \$49,781-\$66,258, full-time with benefits, competitive class); AND

WHEREAS, the Government Operations Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one (1) Deputy Director of Weights and Measures (Management Compensation Plan, Grade 12, \$49,781-\$66,258, full-time with benefits, competitive class) be created with permission to fill effective April 26, 2024.

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

INCREASE:

A66105.51005	Personnel Services	\$34,000
A66105.58030	FICA	\$ 2,601
A66105 58020	Retirement	\$4,760
A66105 58060	Health Insurance	\$13,333
A359900	Appropriated Fund Balance	\$54,694

AGENDA ITEM NO. 5 – Abolish Two Personnel Technicians and One Personnel Assistant/Create Two Human Resources Generalists and One Human Resources Assistant - Personnel Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 4/16/2024 9:00 AM

MOVER: Paul Heider, Committee Member

SECONDER: Douglas Bentley, Committee Member

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

EXCUSED: Susan Wilson

ON MOTION OF NAUSEEF

RESOLUTION NO.

Abolish Two Personnel Technicians and One Personnel Assistant/Create Two Human Resources Generalists and One Human Resources Assistant - Personnel Department

WHEREAS, the needs of the Personnel Department will be better served by abolishing two (2) positions of Personnel Technician and one (1) position of Personnel Assistant and creating two (2) positions of Human Resources Generalist and one (1) position of Human Resources Assistant; AND

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

RESOLVED, that two (2) positions of Personnel Technician (Grade 6H, Management Compensation Plan, \$24.4262-32.5115/hr, competitive class, full time with benefits) and one (1) position of Personnel Assistant (Grade 4H, Management Compensation Plan, \$21.1369-28.1333/hr, competitive class, full time with benefits) be and hereby are abolished effective April 25, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that two positions of Human Resources Generalist (Grade 6H, Management Compensation Plan, \$24.4262-32.5115/hr, competitive class, full time with benefits) and one (1) position of Human Resources Assistant (Grade 4H, Management Compensation Plan, \$21.1369-28.1333/hr, competitive class, full time with benefits) be created with permission to fill effective April 26, 2024 at 12:01 am.

MONTHLY REPORTS

1. April 2024 Personnel Reports

RESULT:	COMPLETED
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2. Board of Elections Monthly Report

RESULT:	COMPLETED
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3. Weights and Measures Monthly Report

RESULT:	COMPLETED
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4. County Clerk - March 2024 Monthly Report

RESULT:	COMPLETED
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5. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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6. County Attorney Office Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Update on Rules of Order

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:33 AM



Government Operations Committee

Committee Meeting

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

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~ 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 Acceptance: Minutes of Mar 12, 2024 11:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Mar 12, 2024 11:00 AM (MINUTES)

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



**Cortland County
Administrative Policy Manual**

Whistleblower Protection Policy

Policy/Procedure Number: 01.016

Modified Date (s): 4/1/2015

Resolution No.: 104-15

Effective Date:

Next Review:

Objective: This policy is intended to encourage and enable employees and others to raise serious concerns internally so that Cortland County can address and correct improper actions.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement: This policy is intended to support the reporting of suspected illegal activities or other improper actions and to protect officers and employees from retaliation who, in good faith, have reported a concern of improper governmental action.

Responsible Department: County Attorney; Personnel; County Administrator; County Auditor

General Information:

I. Definitions:

Good faith: Good faith is evident when a report is made without malice or consideration of personal benefit and the whistleblower has a reasonable basis to believe that the report is true and reasonably believes that it constitutes a potential improper action.

Whistleblower: An individual who in good faith makes a report of suspected improper action concerning official business of the County.

Employee: All staff, officers and legislators employed at Cortland County whether full-time, part-time, employed pursuant to contract, employees on probation, and temporary employees.

Improper action: Examples of an improper action include but are not limited to fraud, including misappropriation of assets and fraudulent financial reporting, violations of laws or regulations, and violations of the Cortland County Code of Ethics or other County policies.



Cortland County Administrative Policy Manual

II. Policy:

It is the responsibility of all board members, officers, legislators, employees and volunteers to report concerns about suspected violations of Cortland County's code of ethics, suspected violations of laws or regulations that govern Cortland County's operations, or suspicion of any other improper actions.

It is contrary to the values of Cortland County for anyone to retaliate against any board member, officer, department head, legislator, employee or volunteer who in good faith reports a suspected ethics violation, a suspected violation of law such as a complaint of discrimination, suspected fraud, a suspected violation of any regulation governing the operations of Cortland County, or suspicion of any other improper action. An employee who retaliates against someone who has reported a suspected violation or other improper action in good faith is subject to discipline up to and including termination of employment. A legislator who retaliates against someone who has reported a suspected violation or other improper action in good faith will be subject to discipline by the Legislative Chair or Legislative Committee Chair as deemed necessary and prudent.

III. Procedure:

Cortland County has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Personnel Director. Additionally, if you are not comfortable speaking with your supervisor or the Personnel Director, you may also report to the County Administrator or County Attorney. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, department head, the Personnel Director, County Administrator, or the County Attorney.

Supervisors and department heads are required to report complaints or concerns about suspected ethical and legal violations in writing to the Cortland County Attorney within two business days. For complaints or concerns regarding accounting matters, internal controls or alleged financial improprieties, supervisors and department heads shall report in writing to the County Auditor within two business days.

The County Attorney is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The County Attorney will advise the Personnel Director, County Administrator, the relevant Legislative Committee Chair(s), and the Legislative Chair of all complaints and their resolution.



Cortland County Administrative Policy Manual

The County Auditor is responsible for investigating reported compliance activity relating to accounting matters or alleged financial improprieties. The County Auditor shall immediately notify the Finance & Administration Committee Chair, the Legislative Chair, the County Administrator, and the Director of Finance of any concerns or complaints regarding municipal accounting practices, internal controls, auditing, or alleged financial improprieties and advise the Finance & Administration Committee of all matters and their resolution.

Anyone filing a written complaint concerning a suspected violation or other improper action must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Reports of suspected violations or other improper actions may be submitted on a confidential basis by the whistleblower. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The officer investigating a matter will notify the whistleblower and acknowledge receipt of the reported suspected violation or other improper action. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



**Cortland County
Administrative Policy Manual**

Whistleblower Protection Policy

Policy/Procedure Number: 01.016

Modified Date (s): 4/1/2015

Resolution No.: 104-15

Effective Date:

Next Review:

Objective: This policy is intended to encourage and enable employees and others to raise serious concerns internally so that Cortland County can address and correct ~~inappropriate~~improper ~~conduct and~~ actions.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement: This policy is intended to support the reporting of suspected illegal activities or other improper actions and to protect officers and employees from retaliation who, in good faith, have reported a concern of improper governmental action.

Responsible Department: County Attorney; Personnel; County Administrator; County Auditor

General Information:

I. Definitions:

Good faith: Good faith is evident when a report is made without malice or consideration of personal benefit and the whistleblower has a reasonable basis to believe that the report is true and reasonably believes that it constitutes a potential improper action.

Whistleblower: An individual who in good faith makes a report of suspected improper action concerning official business of the County.

Employee: All staff, officers and legislators employed at Cortland County whether full-time, part-time, employed pursuant to contract, employees on probation, and temporary employees.

Improper action: Examples of improper action include but are not limited to fraud, including misappropriation of assets and fraudulent financial reporting, violations of laws or regulations, and violations of the Cortland County Code of Ethics or other County policies.



Cortland County Administrative Policy Manual

II. Policy:

~~This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Cortland County can address and correct inappropriate conduct and actions.~~ It is the responsibility of all board members, officers, legislators, employees and volunteers to report concerns about suspected violations of Cortland County's code of ethics, ~~or~~ suspected violations of laws or regulations that govern Cortland County's operations, or suspicion of any other improper actions.

It is contrary to the values of Cortland County for anyone to retaliate against any board member, officer, department head, legislator, employee or volunteer who in good faith reports a suspected ethics violation, ~~or~~ a suspected violation of law, such as a complaint of discrimination, ~~or~~ suspected fraud, ~~or~~ a suspected violation of any regulation governing the operations of Cortland County, or suspicion of any other improper action. An employee who retaliates against someone who has reported a suspected violation or other improper action in good faith is subject to discipline up to and including termination of employment. A ~~volunteer or~~ legislator who retaliates against someone who has reported a suspected violation or other improper action in good faith will be subject to discipline~~may be subject to further action~~ by the appropriate Department Head, Legislative Chair or Legislative Committee Chair as deemed necessary and prudent.

III. Procedure:

Cortland County has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Personnel Director. Additionally, if you are not comfortable speaking with your supervisor or the Personnel Director, you may also report to the County Administrator or County Attorney. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, department head, ~~or~~ the Personnel Director County Administrator, or the County Attorney.

Supervisors and department heads are required to report complaints or concerns about suspected ethical and legal violations in writing to the Cortland County Attorney within two business days, ~~who has the responsibility to investigate all reported complaints.~~ For complaints or concerns regarding accounting matters, internal controls or alleged financial improprieties, supervisors and department heads shall report in writing to the County Auditor within two business days.

~~The Cortland County Attorney shall act as the Compliance Officer.~~ The Compliance Officer ~~County Attorney~~ is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The ~~Compliance Officer~~ County Attorney will advise the



Cortland County Administrative Policy Manual

Personnel Director, County Administrator, the relevant Legislative Committee Chair(s), and the Legislative Chair of all complaints and their resolution.

~~The County Auditor and will report at least annually to the Budget & Finance Committee of the Legislature on is responsible for investigating~~ reported compliance activity relating to accounting matters or alleged financial improprieties.

~~In the event that the County Attorney is unable to act as the Compliance Officer, whether based on conflict, unavailability or other circumstance, the Assistant County Attorney will assume the role as Compliance Officer.~~

~~Cortland County's Compliance Officer~~The County Auditor shall immediately notify the Budget & Finance & Administration Committee Chair, the Legislative Chair, the County Administrator, and the Director of Finance of any concerns or complaints regarding municipal accounting practices, internal controls, ~~or auditing, or alleged financial improprieties~~ and ~~workadvise with the Finance & Administration Committee until the of all matters is resolved and their resolution.~~

Anyone filing a written complaint concerning a ~~violation or~~ suspected violation or other improper action must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

~~Reports of Violations or~~ suspected violations or other improper actions may be submitted on a confidential basis by the whistleblower complainant. Reports ~~of violations or suspected violations~~ will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

~~Cortland County's Compliance Officer~~The officer investigating a matter will notify the whistleblower person who submitted a complaint and acknowledge receipt of the reported ~~violation or~~ suspected violation or other improper action. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



Personnel Change Justification Form

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

Position Name (s): Create Deputy Assistant Director of Weights and Measures Abolish _____

Bargaining Unit: Management

Purpose and Background:

Provide a means for succession planning for ne wDirector of Weights and Measures after I retire. This would allow for a candidate that does not meet all the requirements that New York State Agriculture and Markets requires to gain the experience requirement that would make them eligible.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

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

Requested Grade/Salary of Position: _____ Grade 12 Salary Range \$ 49,781 to \$66,258

Annual Increase: \$ 49,781 - 66,258 County Share: \$ All # of Positions Affected: 1

Goals:

Provide a smooth transition with no lapse of coverage for the County.

Operational Impact:

Budget increase for 2024 would be up to ~~\$54,000~~ \$55,000 including Fringes

Requested By:

Wesley L. Foley
Signature of Requesting Department Head

4/2/2024
Date

Personnel Officer Approval

Jammi Zornick
Signature of Personnel Officer

4/2/2024
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

4/5/2024
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Position Name (s): Create Human Resources Generalist (2) Abolish Personnel Technician (2)

Bargaining Unit: Management

Purpose and Background:

Change in titles only. Proposing this change in order to reflect current human resources job titles in the job market.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded % Grant Exp. Date

Current Grade/Salary of Position: Grade 6H Salary Range \$ 24.4262-32.5115/hr

Requested Grade/Salary of Position: Grade 6H Salary Range \$ 24.4262-32.5115/hr

Annual Increase: \$ County Share: \$ # of Positions Affected: 2

Goals:

Make job titles more recognizable in the current job market.

Operational Impact:

None.

Requested By:

Lauri Zeman

Signature of Requesting Department Head

4-1-24

Date

Personnel Officer Approval

Lauri Zeman

Signature of Personnel Officer

4-1-24

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Position Name (s): Create Human Resources Assistant Abolish Personnel Assistant

Bargaining Unit: Management

Purpose and Background:

Change in title only. Proposing this change in order to reflect current human resources job title in the job market.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded % Grant Exp. Date

Current Grade/Salary of Position: Grade 4H Salary Range \$ 21.1369-28.1333/hr

Requested Grade/Salary of Position: Grade 4H Salary Range \$ 21.1369-28.1333/hr

Annual Increase: \$ County Share: \$ # of Positions Affected: 1

Goals:

Make job title more recognizable in the current job market.

Operational Impact:

None.

Requested By:

Laurie Zeman
Signature of Requesting Department Head

4-1-24
Date

Personnel Officer Approval

Laurie Zeman
Signature of Personnel Officer

4-1-24
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Civil Service Exams Administered

Title	Exam No.	Date
CASE MANAGER FOR INDIGENT DEFENDANTS	85-452	3/2/2024
CONFIDENTIAL SECRETARY CORTLAND CITY POLICE DEPT	73-257	3/2/2024
DEPUTY DIRECTOR COMMUNITY MENTAL HEALTH SERVICES	64-771	3/2/2024
EARLY INTERVENTION SERVICE COORDINATOR	86-046	3/2/2024
EXECUTIVE SECRETARY	69-773	3/2/2024
MENTAL HEALTH REHABILITATION SPECIALIST	60-340	3/2/2024
PARKS & RECREATION MAINTENANCE SUPERVISOR	69-847	3/2/2024
RECREATION MAINTENANCE SUPERVISOR	86-045	3/2/2024
SECRETARY TO THE CHIEF OF POLICE-VILLAGE OF HOMER	63-032	3/2/2024
SECRETARY TO THE PLAN ADMINISTRATOR	79-046	3/2/2024
SECRETARY TO THE PLAN ADMINISTRATOR	60-566	3/2/2024
AGE WELL CENTER MANAGER	86-288	3/23/2024
AGING SERVICES COORDINATOR	86-289	3/23/2024
AGING SERVICES SPECIALIST	86-886	3/23/2024
AGING SERVICES WORKER	66-866	3/23/2024
INSTRUCTIONAL TECHNOLOGY SPECIALIST	85-409	3/23/2024
NETWORK TECHNICIAN	67-055	3/23/2024
NETWORK TECHNICIAN - SCHOOLS	67-063	3/23/2024
PUBLIC HEALTH EDUCATOR	67-647	3/23/2024
PUBLIC HEALTH FELLOW - GRADUATE	86-890	3/23/2024
PUBLIC HEALTH FELLOW - UNDERGRADUATE	60-924a	3/23/2024

Attachment: March 2024 Exams (12136 : April 2024 Personnel Reports)

Total Number of Exams 21

* END OF REPORT *

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NEW VACANCIES THAT OCCURRED MARCH 1- MARCH 31, 2024

Department	Title	Date of Vacancy
Aging	Senior Cook	3/1/2024
Assigned Counsel	Information Processing Clerk	3/13/2024
District Attorney	Assistant District Attorney	3/20/2024
DSS (CAC)	Multi-Disciplinary Team Facilitator – Safe Harbour Coord	3/28/2024
DSS	Caseworker	3/8/2024
	Sr. Social Welfare Examiner	3/22/2024
Highway	Motor Equipment Operator	3/8/2024
	Executive Administrative Officer	3/18/2024
Legislature	Deputy Clerk of the Legislature	3/5/2024
Mental Health	Medical Services Clerk	3/29/2024

POSITION VACANCY REPORT

As of April 1, 2024

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
Driver, per diem Grade 4 \$15.9571-\$20.1976	Aging	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted	
Aging Services Specialist Grade 15/\$23.0509-\$29.1766	Aging	2/9/2024	2/5/2024	2/5/2024	2/5/2024	3/20/2024	
Senior Cook Grade 10/\$19.5862-\$24.7912	Aging	3/1/2024	3/1/2024	3/1/2024	3/6/2024	Posted	
Food Service Helper Grade 3/\$15.6579-\$19.8190	Aging	4/3/2024	3/21/2024	3/21/2024	3/25/2024	Posted	
Information Processing Clerk Grade 8/\$18.4165-\$23.3107	Assigned Counsel	3/13/2024	3/4/2024	3/4/2024	3/4/2024	Posted	
Cleaner Grade 5/\$16.8726-\$21.3565	Buildings and Grounds	8/10/2023	3/5/2024	3/5/2024	3/5/2024	4/1/2024	
Superintendent of Buildings & Grounds Grade 8/\$66,481-\$88,486	Buildings and Grounds	1/30/2024	2/21/2024	2/21/2024	2/21/2024	Posted	
Multi-Disciplinary Team Facilitator-Safe Harbour Coordinator Grade 13/\$21,5585-\$27,2876	CAC	3/28/2024	2/29/2024	2/29/2024	2/29/2024	Posted	
Paralegal Grade 6H/\$24.4264-\$32.5115	County Attorney	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Exam File	
Risk Manager Grade 9/\$61,842-\$82,312	County Attorney	1/1/2024	12/27/2023	12/27/2023	12/27/2023	Posted	
Senior Index Clerk Grade 11/\$20.2123-\$25.5835	County Clerk	1/1/2024	3/12/2024	3/13/2024	3/14/2024	Posted/exam file	
Assistant District Attorney Grade 2/\$85,000-\$111,041	DA	3/20/2024	3/21/2024	3/21/2024	3/21/2024	Posted	
Assistant District Attorney Grade 2/\$85,000-\$111,041	District Attorney	12/5/2023	11/20/2023	11/20/2023	11/20/2023	3/20/2024	
Assistant District Attorney Grade 2/\$85,000-\$111,041	District Attorney	1/1/2024	11/21/2023	11/21/2023	11/21/2023	Posted	Grant

Attachment: April 2024 (12136 : April 2024 Personnel Reports)

POSITION VACANCY REPORT

As of April 1, 2024

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
Caseworker (Unfunded) Grade 18/\$25.5703-\$32.3653	DSS	2/12/2020	10/12/2023	10/13/2023	10/16/2023	Posted	
Senior Account Clerk Grade 10/\$19.5862-\$24.7912	DSS	7/24/2023	7/10/2023	7/12/2023	7/13/2023	Posted	
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	11/10/2023	10/27/2023	10/30/2023	10/30/2023	3/4/2024	Grant
Principal Account Clerk Grade 13/\$21.5585-\$27.2877	DSS	1/29/2024	1/29/2024	1/29/2024	1/29/2024	3/25/2024	
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	3/8/2024	3/8/2024	3/15/2024	3/15/2024	Posted	
Senior Senior Welfare Examiner Grade 15/\$23.0509-\$29.1766	DSS	3/22/2024	3/8/2024	3/15/2024	3/15/2024	Posted	
Senior Account Clerk Grade 10/\$19.5862-\$24.7912	Employment & Training	9/29/2023	9/11/2023	9/11/2023	9/11/2023	Posted	
Dispatcher Grade 6/\$27.2602-\$39.5459	ERAC	1/29/2024	1/11/2024	1/11/2024	1/11/2024	Posted/Exam File	
Dispatcher Grade 6/\$27.2602-\$39.5460	ERAC	1/29/2024	1/11/2024	1/11/2024	1/11/2024	Posted/Exam File	
Assistant Accountant Grade 18/\$25.5703-\$32.3653	Finance	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	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted	
Heavy Equipment Maint. Mechanic Grade 17/\$24.6877-\$31.2484	Highway	9/29/2023	9/21/2023	9/22/2023	9/22/2023	Posted	
Motor Equipment Operator Grade 13/\$21.5585-\$27.2876	Highway	10/2/2023	10/26/2023	10/26/2023	10/26/2023	Posted	
Crew Leader Grade 17/\$24.6877-\$31.2484	Highway	1/2/2024	1/2/2024	1/2/2024	1/3/2024	Posted	Grant Funded

Attachment: April 2024 (12136 : April 2024 Personnel Reports)

POSITION VACANCY REPORT

As of April 1, 2024

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
Project Manager Grade 25/\$33.1102-\$41.9091	Highway	2/22/2024	2/22/2024	Approved by Resolution	2/23/2024	Posted	
Motor Equipment Operator Grade 13/\$21.5585-\$27.2876	Highway	3/8/2024	2/29/2024	2/29/2024	2/29/2024	Posted	
Executive Administrative Officer Grade 11/\$51,514-\$71,227	Highway	3/18/2024	2/7/2024	2/8/2024	2/9/2024	3/18/2024	
Wade Pool Attendant (2 FT positions) \$16.00/hr	Highway	5/1/2024	2/29/2024	2/29/2024	2/29/2024	Posted	
Wade Pool Attendant (2 PT positions) \$16.00/hr	Highway	5/1/2024	3/1/2024	3/1/2024	3/4/2024	Posted	
Park Attendant (5 FT Positions) \$16.00/hr	Highway	5/1/2024	2/29/2024	2/29/2024	2/29/2024	Posted	
Seasonal Aide (5 FT Positions) \$16.00/hr	Highway	5/1/2024	2/29/2024	2/29/2024	2/29/2024	Posted	
Heavy Equipment Operator Grade 15/\$23.0509-\$29.1766	Highway	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	9/29/2023	9/20/2023	9/20/2023	9/21/2023	Posted	
Deputy Clerk of the Legislature Grade 12/\$49,781-\$66.258	Legislature	3/5/2024	3/13/2024	3/13/2024	3/13/2024	Posted	
Peer Specialist Grade 9/\$18.9861-\$24.0315	Mental Health	8/23/2023	8/9/2023	8/9/2023	8/9/2023	Posted	
Mental Health Practioner \$127,812/yr	Mental Health	2/5/2024	1/3/2024	1/3/2024	1/3/2024	Posted	
Medical Director/Psychiatrist \$231.25/hr	Mental Health	2/29/2024	11/27/2023	11/27/2023	11/27/2023	3/26/2024	
Medical Services Clerk Grade 8/\$18.4165-\$23.3107	Mental Health	3/29/2024	3/25/2024	3/25/2024	3/26/2024	Posted	

Attachment: April 2024 (12136 : April 2024 Personnel Reports)

POSITION VACANCY REPORT

As of April 1, 2024

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
Grant Administrator Grade 10/\$57,528-\$76,569	Planning	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Exam Files	
Probation Officer-Grade 18/\$25.5703-\$32.3653	Probation	2/16/2024	3/14/2024	3/14/2024	3/15/2024	Posted	
Probation Officer Trainee-Grade 18/\$25.5703-\$32.3653	Probation	2/16/2024	3/14/2024	3/14/2024	3/15/2024	Posted	
Client Liaison Specialist Grade 7/\$17.8794-\$22.6307	Public Defender	8/4/2023	8/25/2023	8/25/2023	8/25/2023	Posted	Grant Funded
Assistant Public Defender Grade 2/\$85,000-\$111,041	Public Defender	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	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	12/18/2023	1/25/2024	1/25/2024	1/25/2024	3/4/2024	Grant Funded
Assistant Public Defender Grade 2/\$85,000-\$111,041	Public Defender	12/29/2023	12/13/2023	12/13/2023	12/13/2023	Posted	
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$72,000-\$94,058-Grade	Public Defender	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	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	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	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	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	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	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Canvass/exam file apps	

Attachment: April 2024 (12136 : April 2024 Personnel Reports)

POSITION VACANCY REPORT

As of April 1, 2024

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/\$22.5049-\$37.1490	Sheriff	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	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	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	9/14/2023	8/28/2023	8/29/2023	8/29/2023	Canvass/exam file apps	
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	11/2/2023	10/20/2023	10/23/2023	10/23/2023	Cert	
County Police Sergeant (Deputy Sheriff) SGT \$43.3884/hr	Sheriff	1/1/2024	11/21/2023	11/21/2023	11/27/2023	3/4/2024	
County Police Sergeant (Deputy Sheriff) SGT \$43.3884/hr	Sheriff	2/20/2024	1/25/2024	1/25/2024	1/25/2024	Cert	
County Police Lieutenant (Deputy Sheriff) SGT \$48.1961/hr	Sheriff	3/6/2024	3/4/2024	3/6/2024	3/25/2024	3/25/2024	
County Police Lieutenant (Deputy Sheriff) SGT \$48.1961/hr	Sheriff	4/26/2024	3/7/2024	3/12/2024	3/13/2024		
County Police Sergeant (Deputy Sheriff) SGT \$43.3884/hr	Sheriff	4/29/2024	3/7/2024	3/12/2024	3/13/2024		
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	4/29/2024	3/7/2024	3/12/2024	3/13/2024		
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	unknown	1/25/2024	1/25/2024	1/25/2024	Cert	

Attachment: April 2024 (12136 : April 2024 Personnel Reports)

3/26/2024

Number of Civil Service Transactions by Agency

From: 03/01/2024 to 03/26/2024

Agency	Count
BOARD OF EDUCATION	2
CITY OF CORTLAND	37
CORTLAND CITY SCHOOLS	15
CORTLAND COUNTY	72
HOMER SCHOOL	1
MCGRAW SCHOOL	2
SOIL & WATER	1
TOWN OF C'VILLE	11
TOWN OF VIRGIL	2
TULLY SCHOOL	1
VILLAGE OF HOMER	3
Total:	147

Attachment: March 2024 Transactions (12136 : April 2024 Personnel Reports)

* END OF REPORT *

Tuesday, March 26, 2024

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VACANCIES FILLED MARCH 1- MARCH 31, 2024

[illegible]

CORTLAND COUNTY 2023

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Employees

Enter the number of employees in the classified service as of December 31. Do not include those employees in the unclassified service. Employees in titles that are "Pending Jurisdictional Classification" or not yet approved outside the competitive class by the State Civil Service Commission should be accounted for in this section as Provisional.

Employees

ORGANIZATION TYPE	COMPETITIVE			NON-COMPETITIVE		EXEMPT	LABOR	TOTAL CLASSIFIED
	PERMANENT	PROVISIONAL	TEMPORARY	TOTAL COMPETITIVE	SECTION 42	SECTION 55-A		
COUNTY	310	71	1	382	116	0	15	519
CITIES	106	14	0	120	35	0	3	160
TOWNS	8	2	0	10	81	0	30	139
VILLAGE	20	4	0	24	30	0	5	70
SCHOOL DISTRICT	127	28	0	155	255	0	6	515
SPECIAL DISTRICT	13	2	1	16	4	0	1	21
TOTAL	584	121	2	707	521	0	60	1424

The total number of employees in the column "Provisional" must equal the total number of employees listed in the **Provisional Employees** section.

The total number of employees in the column "Temporary" must equal the total number of employees listed in the **Temporary Employees** section.

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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 – March 2024

Voter Registrations/Records:

New	Address	Party	Name	IA/Purge/Other	Duplicates	Incomplete	DOH	OCA	TOTAL
213	130	22	12	159	2	50	37	1	626

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
213	184	2	5	149	50	603

FOIL Requests:

Received	In process	Completed
13	0	13

- Preparation work for the Presidential Primary: held a Poll site Chairman class, tested all of the voting machines, deployed the voting machines to the poll sites, uploaded information to the poll pads and packed all of the poll site bags.
- Early Voting for the Presidential Primary was held March 23-30 at the Board of Elections with 221 voters using the site.

Weights and Measures
For March 2024
Government Operations Committee

In the month of March I did Petroleum samples for the New York State Petroleum Quality Program. With spring we start to open gravel beds and asphalt plants. I have tested 7 large vehicle scales at these operations and 1 large vehicle scale at a scrap yard. Also tested 2 scales that will be used for precious metal sales in the near future.

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 2024 Financials

	Description	Jan	Feb	YTD
Revenue County	Clerk	\$41,257.45	\$40,619.24	\$81,876.69
	Local Mtg. Tax	\$15,821.50	\$20,727.77	\$36,549.27
	Transfer Tax	\$4,874.00	\$12,048.00	\$16,922.00
	DMV	\$29,809.10	\$29,951.86	\$59,760.96
	Total	\$91,762.05	\$103,346.87	\$195,108.92

Revenue Pass through funds	Basic Mtg. Tax	\$31,642.00	\$41,455.55	\$73,097.55
	DWI Fines	\$800.00	\$2,588.00	\$3,388.00
	Bail	\$1,750.00	\$5,001.00	\$6,751.00
	Court & Trust	\$0.00	\$0.00	\$0.00
	Passports	\$3,744.53	\$3,405.00	\$7,149.53
	Total	\$37,936.53	\$52,449.55	\$90,386.08

Revenue Paid to NYS	Special Mtg. Tax	\$11,140.65	\$14,994.01	\$26,134.66
	Court	\$15,090.21	\$16,290.10	\$31,380.31
	State Education	\$7,144.09	\$6,631.04	\$13,775.13
	Transfer Tax	\$31,941.44	\$420,605.25	\$452,546.69
	Real Property	\$15,368.00	\$13,181.00	\$28,549.00
	DMV	\$328,869.17	\$428,988.99	\$757,858.16
	Total	\$409,553.56	\$900,690.39	\$1,310,243.95

Total Revenue Generated	\$539,252.14	\$1,056,486.81	\$1,595,738.95
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March 2024 Activities:

- Meetings: Local Emergency Planning Committee, Legislative Breakfast
- Advocacy: Two other County Clerks and I met one-on-one with our representatives in Albany to discuss the Clerk Association's Legislative Agenda.

- Community: Ms. Reif a Social Studies teacher brought a group of students to observe jury selection and part of a criminal trial.
- Vacancy: A Senior Index Clerk retired from the Clerk's office. Interviews will occur early in April.

Service Highlight – Passport Services:

The County Clerk's office has 3 out of 5 employees certified as Passport agents. This requires an initial training and test and is followed by annual re-certification. Every couple of years the office has an on-site audit conducted by the Department of State.

The office receives a \$35 execution fee for each application processed and this fee is set by the Department of State. We do offer photos for \$10 each.

In 2023 our office processed 227 passports, which with photo services generated \$9,665 in revenue. We are not able to officially process renewals, but we do review the applications and assist the customer with preparing it to mail so that they just need to visit the Post Office and have postage added.



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: April 2024

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of March 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
- Special Finance and Administration Meeting
- Special Buildings and Grounds Meeting
- 49 Grant Street Walk-through
- Project Management Meeting
- Gutchess Sports Complex Stakeholder Meeting
- Meeting with Assemblymember Kelles & Senator Webb
- Rules of Order Citizens' Advisory Meeting
- Independence Day Celebration Planning Meeting
- Ag Dinner
- Pumpkinfest Planning Meeting
- Local Emergency Plan Committee (LEPC)
- Microenterprise Assistance Program Meeting with Thoma Development & Cathy Bischoff
- Homeless Meeting
- Website Redesign Meetings (three in March)
- Methane Gas Collection System Unveiling
- Courthouse Construction/Grant Update Meeting
- Convention and Visitor's Bureau Board of Directors Meeting
- SUNY Cortland Football Celebration
- Dwyer Park Elevator Updates Meeting

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.



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

Savannah M. Hempstead
Clerk, Cortland County Legislature
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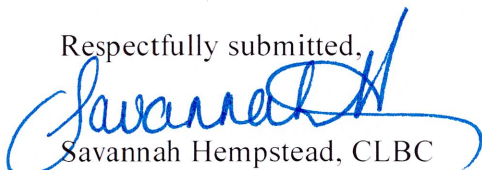
shempstead@cortland-co.org
(607) 753-5048

2. **Website Redesign:** The office has been working on the redesign of the County website, which is set for launch in the April 5, 2024. There will be continued updates and cleaning up of the County website. Worked with CivicPlus for AudioEye implementation for increased accessibility on the website.
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. Still tracking many pending bills.
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. **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. Scheduled many social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public.
7. **Historian Duties:** None in March.
8. **Grants:** Continued work on grants for the Cortland County Courthouse. Research and tracking of grant cycles for historical grants.

Notable Absence:

There has been no active Deputy Clerk since February 7, 2024. I have held two interviews to date.

Respectfully submitted,


Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 04/04/2024 9:03 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
3/19/2024	R000117-021524	Full Release	Yes	3/28/2024
3/1/2024	S000214-030124	No Records Exist	Yes	3/3/2024
3/1/2024	S000215-030124	Full Release	Yes	3/10/2024
3/1/2024	S000216-030124	Full Release	Yes	3/10/2024
3/1/2024	S000217-030124	No Records Exist	Yes	3/10/2024
3/1/2024	S000218-030124	Full Release	Yes	3/10/2024
3/1/2024	S000219-030124	Full Release	Yes	3/10/2024
3/1/2024	S000220-030124	Full Release	Yes	3/10/2024
3/1/2024	S000221-030124	Full Release	Yes	3/10/2024
3/1/2024	S000222-030124	Full Release	Yes	3/6/2024
3/5/2024	S000223-030524	Update from Requester	Yes	3/6/2024
3/7/2024	S000224-030724	No Records Exist	Yes	3/10/2024
3/7/2024	S000225-030724	No Records Exist	Yes	3/10/2024
3/8/2024	R000124-030824	New Request	No	
3/8/2024	S000226-030824	Full Release	Yes	3/10/2024
3/9/2024	R000125-030924	New Request	No	
3/10/2024	S000227-031024	Full Release	Yes	3/10/2024
3/10/2024	S000228-031024	Time Extension	No	
3/11/2024	S000229-031124	Full Release	Yes	3/14/2024
3/11/2024	S000230-031124	No Records Exist	Yes	3/14/2024
3/11/2024	S000231-031124	Full Release	Yes	3/14/2024
3/11/2024	S000232-031124	Full Release	Yes	3/14/2024
3/11/2024	S000233-031124	Full Release	Yes	3/11/2024
3/11/2024	S000234-031124	No Records Exist	Yes	3/14/2024
3/11/2024	S000235-031124	No Records Exist	Yes	3/14/2024
3/12/2024	S000236-031224	Full Release	Yes	3/14/2024
3/12/2024	S000237-031224	Full Release	Yes	3/14/2024
3/12/2024	S000238-031224	Full Release	Yes	3/14/2024
3/12/2024	S000239-031224	Full Release	Yes	3/14/2024
3/12/2024	S000240-031224	No Records Exist	Yes	3/14/2024
3/12/2024	S000241-031224	Full Release	Yes	3/12/2024
3/12/2024	S000242-031224	Full Release	Yes	3/12/2024
3/12/2024	S000243-031224	Full Release	Yes	3/14/2024
3/12/2024	S000244-031224	Not Custodian of Records	Yes	3/14/2024
3/13/2024	S000245-031324	Not Custodian of Records	Yes	3/14/2024
3/14/2024	S000246-031424	No Records Exist	Yes	3/14/2024
3/14/2024	S000247-031424	Full Release	Yes	3/14/2024
3/14/2024	S000248-031424	Full Release	Yes	3/14/2024
3/14/2024	S000249-031424	Full Release	Yes	3/14/2024
3/14/2024	S000250-031424	Full Release	Yes	3/14/2024
3/14/2024	S000251-031424	No Records Exist	Yes	3/14/2024
3/14/2024	S000252-031424	No Records Exist	Yes	3/14/2024
3/14/2024	R000126-031424	New Request	No	
3/15/2024	R000127-031524	New Request	No	
3/18/2024	S000253-031824	No Records Exist	Yes	3/18/2024

Attachment: March 2024 FOIL Report (12165 : Clerk of the Legislature Monthly Reports)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
3/18/2024	S000254-031824	No Records Exist	Yes	3/18/2024
3/18/2024	S000255-031824	No Records Exist	Yes	3/18/2024
3/18/2024	S000256-031824	No Records Exist	Yes	3/18/2024
3/18/2024	S000257-031824	No Records Exist	Yes	3/18/2024
3/18/2024	S000258-031824	No Records Exist	Yes	3/18/2024
3/19/2024	S000259-031924	Full Release	Yes	3/28/2024
3/20/2024	S000260-032024	No Records Exist	Yes	3/28/2024
3/20/2024	S000261-032024	No Records Exist	Yes	3/28/2024
3/20/2024	S000262-032024	No Records Exist	Yes	3/28/2024
3/21/2024	S000263-032124	Full Release	Yes	3/28/2024
3/21/2024	S000264-032124	Full Release	Yes	3/28/2024
3/21/2024	S000265-032124	No Records Exist	Yes	3/28/2024
3/22/2024	S000266-032224	Full Release	Yes	3/28/2024
3/22/2024	S000267-032224	Full Release	Yes	3/28/2024
3/22/2024	S000268-032224	No Records Exist	Yes	3/28/2024
3/22/2024	R000128-032224	New Request	No	
3/22/2024	S000269-032224	Full Release	Yes	3/28/2024
3/25/2024	S000270-032524	No Records Exist	Yes	3/28/2024
3/27/2024	S000271-032724	No Records Exist	Yes	3/28/2024
3/27/2024	S000272-032724	No Records Exist	Yes	3/28/2024
3/27/2024	S000273-032724	No Records Exist	Yes	3/28/2024
3/27/2024	S000274-032724	No Records Exist	Yes	3/28/2024
3/27/2024	S000275-032724	No Records Exist	Yes	3/28/2024
3/29/2024	S000276-032924	New Request	No	
3/29/2024	S000277-032924	Full Release	Yes	4/2/2024
3/29/2024	S000278-032924	Full Release	Yes	4/1/2024



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 29, 2024

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

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

INSURANCE RECOVERIES & SETTLEMENTS

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

FINES COLLECTED:

YTD 2024	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	2023	2022	2021	2020
14	87	391	371	307	359

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

NEW Since last report	YTD 2024	2023	2022	2021	2020
8	31	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	2023	2022	2021	2020
JD	5	17	12	17	21
JD - RTA*	2	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	2023	2022	2021	2020
Property Crimes	2	14	11	9	24
Crimes Against Persons	2	7	2	7	4
Sex Offenses	3	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	2023	2022	2021	2020
3	7	64	49	21	65