



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, May 22, 2025

4:30 PM

Room 302

CALL TO ORDER

The meeting was called to order at 4:32 PM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Absent	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Present	
Joseph Nauseef	Cortland County	Committee Chair	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Victoria J. Monty	Cortland County	County Attorney	Present	
Michelle Brown	Cortland County	Republican Election Commissioner	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Keith VanGorder	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Kim Cameron	Cortland County	Resident	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Apr 8, 2025 11:00 AM

RESULT: ACCEPTED

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Mortgage Tax Disbursement for October 2024 - March 2025

RESULT: APPROVED [UNANIMOUS]

Next: 5/22/2025 6:00 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Paul Heider, Committee Member

AYES: Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ABSENT: Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Mortgage Tax Disbursement for October 2024 - March 2025

WHEREAS, in accordance with New York State Tax Law, Article 11, § 261, the Semi-Annual Mortgage Tax Report for October 1, 2024 - March 31, 2025, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance; AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Director of Finance; AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage tax between the towns and villages; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Cortland County Director of Finance to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cincinnatus	\$4,940.99
Cortland	\$166,324.38
Cortlandville	\$53,922.68
Cuyler	\$3,070.58
Freetown	\$2,145.75
Harford	\$2,241.09
Homer, Town	\$19,053.12
Homer, Village	\$14,114.45
Lapeer	\$1,846.53
Marathon, Town	\$7,331.37
Marathon, Village	\$3,873.26
McGraw, Village	\$1,484.86
Preble	\$4,997.11
Scott	\$11,262.82
Solon	\$5,790.12
Taylor	\$1,483.01
Truxton	\$7,647.70
Virgil	\$18,029.78
Willet	\$3,542.66
TOTAL	\$333,102.26

AGENDA ITEM NO. 2 – Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No.S7912, Assembly Bill No. A8210)

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
ABSENT:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No.S7912, Assembly Bill No. A8210)

WHEREAS, the Cortland County Legislature approved Resolution No. 6-25 and 82-25, "A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County" and "Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County"; AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2025); AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests State approval of Senate Bill No. S7912 and Assembly Bill No. A8210, and urges its elected representatives in the Senate and Assembly to support this legislation extending the authorization through December 1, 2027; AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature be and hereby is directed to prepare the documentation necessary for the New York State Legislature to enact said Legislation; AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature and Clerk of the Legislature be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

AGENDA ITEM NO. 3 – Amend 2025 Budget/Authorize Agreement with CivicPlus for Agenda and Minutes Software and Live Streaming Services - Clerk of the Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
ABSENT:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend 2025 Budget/Authorize Agreement with CivicPlus for Agenda and Minutes Software and Live Streaming Services - Clerk of the Legislature

WHEREAS, the Cortland County Legislature recognizes the need for a centralized, efficient, and publicly accessible platform to manage legislative agendas, minutes, and live-streamed meetings; AND

WHEREAS, CivicPlus offers an integrated software solution for agenda and minutes management and meeting live streaming that will enhance transparency, accessibility, and internal workflows; AND

WHEREAS, the proposed agreement with CivicPlus includes an initial implementation and setup cost; AND

WHEREAS, funds are not currently budgeted for this expense in the 2025 Adopted Budget; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, upon review and approval by the County Attorney or designee, and subject to appropriation by the legislature, is hereby authorized to execute an agreement with CivicPlus for agenda and minutes software and live streaming services, with an initial implementation and setup cost not to exceed \$17,000; AND BE IT FURTHER

RESOLVED, that the 2025 County Budget is hereby amended as follows:

INCREASE

A10405.54015	Maint. Agreements	\$17,000
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INCREASE

A.359900	Appr.Fund Balance	\$17,000
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AGENDA ITEM NO. 4 – Authorize 2026 - 2029 Cortland County Sheriff and the County Police Association of Cortland (CPAC) Contract

It was MOVED by Mr. Heider, seconded by Ms. Bischoff, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the collective negotiations pursuant to article fourteen of the civil service law, with Laurie Leonard, Rob Corpora, Victoria Monty and Savannah Hempstead permitted to stay in the room. MOTION CARRIED.

An executive session was held from 4:35 p.m. to 4:41 p.m., at which time on motion of Mr. Mantella, seconded by Mr. Eccleston, it was unanimously approved by voice vote to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
ABSENT:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

**Authorize 2026 - 2029 Cortland County Sheriff and the County Police Association of Cortland
(CPAC) Contract**

WHEREAS, the County of Cortland/Cortland County Sheriff and the County Police Association of Cortland (CPAC) negotiating committees have met to negotiate a new contract; AND

WHEREAS, the negotiating committees have agreed on a new contract; AND

WHEREAS, CPAC ratified the contract on April 28, 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Agreement by and between the County of Cortland/Cortland County Sheriff and the County Police Association of Cortland, for the time period of January 1, 2026 to December 31, 2029.

MONTHLY REPORTS

1. Clerk of the Legislature Monthly Report

RESULT: COMPLETED

2. FOIL Report

RESULT: COMPLETED

3. Weights and Measures Monthly Report

RESULT: COMPLETED

4. County Clerk Monthly Report

RESULT: COMPLETED

5. Board of Elections Monthly Report

RESULT: COMPLETED

6. County Attorney Monthly Report

RESULT: COMPLETED

7. Safety Director Monthly Report

RESULT: COMPLETED

8. Personnel Monthly Reports

RESULT: COMPLETED

DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 4:34 PM



Government Operations Committee

Committee Meeting

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

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~ Minutes ~

Tuesday, April 8, 2025

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:04 AM by Committee Chair Joseph Nauseef

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

MINUTES

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

RESULT: APPROVED

RESOLUTIONS

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

Minutes Acceptance: Minutes of Apr 8, 2025 11:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/24/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Bischoff, Heider, Mantella, Waldbauer, Eccleston, Nauseef

ON MOTION OF NAUSEEF**RESOLUTION NO.****Establishing a Formal Proclamation Policy for Cortland County**

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

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

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

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

attendance.

5. Restrictions:

- a) Proclamations shall not be issued for divisive political issues, personal, business, political endorsements, or personal milestones such as birthdays and weddings, except for those of exceptional public service.
- b) Proclamations should be aligned with the values and mission of Cortland County.

6. Public Access:

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

; AND BE IT FURTHER

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

AGENDA ITEM NO. 2 – Amend Tobacco and Cannabis Policy

RESULT:	APPROVED [6 TO 1]
	Next: 4/24/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Bischoff, Mantella, Waldbauer, Eccleston, Nauseef
NAYS:	Paul Heider

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend Tobacco and Cannabis Policy

WHEREAS, Cortland County's current Tobacco and Cannabis Use Policy allows for designated areas for County employees to smoke; AND

WHEREAS, the Cortland County Legislature wishes to amend said policy to exclude these designated areas; AND

WHEREAS, County Health Department staff is available to assist County employees in smoking cessation; NOW THEREFORE BE IT

RESOLVED, there will no longer be designated County employee smoking areas at County work sites and the Tobacco and Cannabis Policy will be amended to exclude these designated areas effective September 1, 2025.

AGENDA ITEM NO. 3 – Amend the Cortland County Legislature Rules of Order

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/24/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bentley, Bischoff, Heider, Mantella, Waldbauer, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

Minutes Acceptance: Minutes of Apr 8, 2025 11:00 AM (MINUTES)

Amend the Cortland County Legislature Rules of Order

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

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

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

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

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

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect April 25, 2025.

AGENDA ITEM NO. 4 – Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/24/2025 6:00 PM
MOVER:	Douglas Bentley, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Bischoff, Heider, Mantella, Waldbauer, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

WHEREAS, the Cortland County Legislature adopted Resolution No. 76-23, "A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County"; AND

WHEREAS, the request for special legislation was approved and the Cortland County Legislature adopted Local Law No. 9 of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County; AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2025); AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland

Minutes Acceptance: Minutes of Apr 8, 2025 11:00 AM (MINUTES)

County that receives this revenue if this source of revenue were to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 6- 25 authorizing a “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County” for 2025; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests that the necessary information and forms be forwarded to the County Legislature in order that an appropriate Home Rule Request can be acted upon by this body; AND BE IT FURTHER

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law §253-v, extending the expiration date from December 1, 2025 to December 1, 2027; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb, New York State Assemblymember Anna Kelles, and New York State Assemblymember Jeff Gallahan in order to request the introduction of Home Rule Legislation regarding this matter.

MONTHLY REPORTS

1. County Clerk Monthly Report

RESULT:	COMPLETED
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2. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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3. April 2025 Vacancy Report

RESULT:	COMPLETED
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4. County Attorney Monthly Report

RESULT:	COMPLETED
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5. Safety Director Monthly Report

RESULT:	COMPLETED
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6. Weights and Measures Monthly Report

RESULT:	COMPLETED
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7. Board of Elections Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:29 AM



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

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

shempstead@cortlandcountyny.gov
(607) 753-5048

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: May 6, 2025

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

Meetings/Trainings Attended:

- All standing committees of the Cortland County Legislature and Legislative Session for the month of April
- Special Meetings of the Legislature – two Finance meetings, one Highway meeting, and one Health and Human Services Meeting
- LEPC Meeting
- CVB Board Meeting
- Meetings with the Cortland Regional Sports Council and the CVB Executive Director
- IT Steering Committee Meeting
- EMS Meetings - multiple
- County Administrator Meeting
- Homeless Coalition Meeting
- Meeting with Thoma on Microenterprise Assistance Program
- WIOA Training Meeting
- Centro Board Meeting
- Interview with Channel 9
- Purchasing Policy 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.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
3. **Public Information Officer Duties:**
 - As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many



CORTLAND COUNTY

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Savannah M. Hempstead
Clerk, Cortland County Legislature
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social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024. Pushing things out on both Facebook and Instagram – Instagram has had more engagement as of recently.

- Working on updates to the communications policy.
- **Started new “Cortland County” Facebook and Instagram pages to spread more “general news” (not from the legislature) following the closure of the Cortland Standard – please like, follow, and share.**

<https://www.facebook.com/profile.php?id=61573732018903>

<https://www.instagram.com/cortlandcounty/>

4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Prepare local law for legislative approval. Preparing home rule requests needed this session. Reviewing NYSAC adopted resolutions for adoption by Cortland County Legislature. Tracking the bills that are going through State Legislative Session.
5. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.
6. **Historian Duties:** Currently working on a project for the Convention and Visitors Bureau for a historical story for their marketing. – Currently placed on hold.
 - Attended County Historians meeting – April 5, 2025
7. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.
 - Microenterprise Grant:
 1. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
 - Special Finance & Administration Committee Meeting scheduled to review applications – the legislature awarded five (5) business. There is still \$35,000 is funding left to award. The funding must be completely used and the grant closed out by March 30, 2026.



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

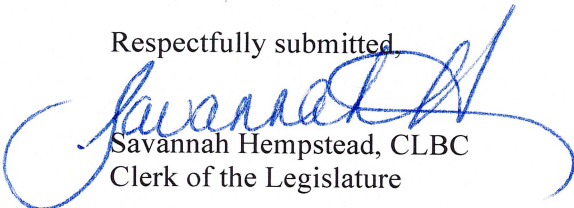
Savannah M. Hempstead
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- Rewrote the Commitment Letters provided by Thoma Development for submission to the awardees, to be in line with the program requirements.
 - Courthouse Grant
 1. Received initial funding letter from the Speaker of the House. ~~Corrections are needed to the letter. Currently working with Anna Kelles to get the necessary corrections completed.~~ – Received okay to move ahead; resolutions approved in March of 2025. Charlie and Al R. are the project managers on this. We are waiting for the feasibility study to complete the preliminary CREST application.
 - Correspondence with Senator Schumer and Senator Gillibrand's offices regarding the CDS funding application. Continued follow-up with appropriations staff and Morgan Spaulding.
 - Submitted final closeout paperwork for 2022 CDBG CARES Grant in the amount of \$1,750,000, which was administered by my office.
8. **Misc.:** Submitted Home Rule request to Senate and Assembly for Sales Tax Extender. Attendance at meetings and planning for the departure of the County Administrator.

Respectfully submitted,


Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 04/29/2025 1:49 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
4/1/2025	R000129-040125	Update from Requester	No	
4/1/2025	R000130-040125	Assigned	No	
4/1/2025	R000131-040125	No Response from Requester	Yes	4/29/2025
4/1/2025	S000259-040125	Full Release	Yes	4/6/2025
4/1/2025	S000260-040125	Not Custodian of Records	Yes	4/6/2025
4/1/2025	R000132-040125	New Request	No	
4/2/2025	S000261-040225	Full Release	Yes	4/6/2025
4/2/2025	S000262-040225	Full Release	Yes	4/7/2025
4/2/2025	S000263-040225	No Records Exist	Yes	4/7/2025
4/2/2025	S000264-040225	No Records Exist	Yes	4/7/2025
4/2/2025	R000133-040225	Not Custodian of Records	Yes	4/23/2025
4/4/2025	S000265-040425	No Records Exist	Yes	4/6/2025
4/4/2025	R000134-040425	No Records Exist	Yes	4/23/2025
4/7/2025	R000135-040725	Full Release	Yes	4/7/2025
4/7/2025	R000136-040725	Full Release	Yes	4/23/2025
4/7/2025	R000137-040725	Full Release	Yes	4/22/2025
4/7/2025	S000266-040725	Full Release	Yes	4/10/2025
4/7/2025	S000267-040725	No Records Exist	Yes	4/13/2025
4/7/2025	S000268-040725	No Records Exist	Yes	4/13/2025
4/8/2025	S000269-040825	Exemption Denial	Yes	4/13/2025
4/8/2025	R000138-040825	No Records Exist	Yes	4/11/2025
4/9/2025	S000270-040925	Full Release	Yes	4/10/2025
4/10/2025	S000271-041025	Full Release	Yes	4/13/2025
4/10/2025	S000272-041025	Full Release	Yes	4/10/2025
4/10/2025	S000273-041025	Full Release	Yes	4/10/2025
4/10/2025	S000274-041025	Exemption Denial	Yes	4/17/2025
4/11/2025	R000139-041125	New Request	No	
4/11/2025	S000275-041125	No Records Exist	Yes	4/17/2025
4/11/2025	S000276-041125	No Records Exist	Yes	4/17/2025
4/12/2025	R000140-041225	New Request	No	
4/14/2025	S000277-041425	No Records Exist	Yes	4/23/2025
4/14/2025	S000278-041425	No Records Exist	Yes	4/23/2025
4/14/2025	S000279-041425	Not Public Records Request	Yes	4/23/2025
4/14/2025	R000141-041425	No Records Exist	Yes	4/23/2025
4/14/2025	S000280-041425	Full Release	Yes	4/23/2025
4/14/2025	S000281-041425	Full Release	Yes	4/23/2025
4/15/2025	R000142-041525	No Records Exist	Yes	4/23/2025
4/15/2025	S000282-041525	No Records Exist	Yes	4/23/2025
4/15/2025	S000283-041525	No Records Exist	Yes	4/24/2025
4/16/2025	S000284-041625	Exemption Denial	Yes	4/24/2025
4/16/2025	R000143-041625	New Request	No	
4/17/2025	S000285-041725	Full Release	Yes	4/24/2025
4/18/2025	S000286-041825	No Records Exist	Yes	4/24/2025
4/18/2025	S000287-041825	No Records Exist	Yes	4/24/2025
4/18/2025	R000144-041825	Full Release	Yes	4/18/2025

Attachment: May 2025 FOIL report (12997 : FOIL Report)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
4/18/2025	S000288-041825	Exemption Denial	Yes	4/22/2025
4/22/2025	R000145-042225	No Records Exist	Yes	4/24/2025
4/22/2025	S000289-042225	Full Release	Yes	4/24/2025
4/23/2025	S000290-042325	Full Release	Yes	4/24/2025
4/23/2025	S000291-042325	No Records Exist	Yes	4/24/2025
4/23/2025	S000292-042325	No Records Exist	Yes	4/24/2025
4/23/2025	R000146-042325	New Request	No	
4/23/2025	S000293-042325	No Records Exist	Yes	4/24/2025
4/23/2025	S000294-042325	Full Release	Yes	4/24/2025
4/23/2025	R000147-042325	Waiting for Clarification	No	
4/23/2025	U002278-042325	Not Public Records Request	Yes	4/23/2025
4/24/2025	S000295-042425	No Records Exist	Yes	4/24/2025
4/24/2025	R000148-042425	New Request	No	
4/24/2025	R000149-042425	New Request	No	
4/26/2025	S000296-042625	New Request	No	
4/28/2025	S000297-042825	New Request	No	
4/28/2025	U002284-042825	Not Public Records Request	Yes	4/28/2025
4/28/2025	S000298-042825	New Request	No	
4/28/2025	R000150-042825	Waiting for Clarification	No	
4/29/2025	S000299-042925	New Request	No	
4/29/2025	S000300-042925	New Request	No	
4/29/2025	S000301-042925	New Request	No	
4/29/2025	S000302-042925	New Request	No	
4/29/2025	S000303-042925	New Request	No	
4/29/2025	S000304-042925	New Request	No	
4/29/2025	S000305-042925	New Request	No	
4/29/2025	R000151-042925	New Request	No	
4/29/2025	R000152-042925	New Request	No	
4/29/2025	R000153-042925	New Request	No	

Attachment: May 2025 FOIL report (12997 : FOIL Report)



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

2.3.a

Chris Holl
Director

April 2025

The month of April went well with the exception of 1 complaint that resulted in a pricing accuracy audit. We also had our annual meeting with the NYSWM Central Group region which touched base on current and developing issues and changes around the state.

Test Type	Qty
Computing Scale	13
Pre-Pack Scale	3
Customer Scale	1
Vehicle Scale	3
Price Audit	100
Milk Tanks 20% (from Sect	1
Petroleum Samples	12

Attachment: 202504_Weights and Measures (12998 : Weights and Measures Monthly Report)



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street

Cortland, New York 13045-3702

P: 607-753-5021

countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER

MARCIA L. FORD

Deputy County Clerks

BROOKE KEMAK

County Clerk

bkemak@cortlandcountyny.gov

SONIA GANOUNG

Motor Vehicle Director

P: 607-753-5023

April 2025 Activities

- Meetings: Regional County Clerk, Laserfiche Brainstorming
- Conducted a survey among departments from a Records Management standpoint to better identify the needs for improved records management. Three different focused educational resources will be developed to be utilized with the departments.
- Went “live” with a feature in Laserfiche that allows for better tracking and automation of record retention. This still needs to be implemented with all Laserfiche users.
- A new automated system to manage the inventory of the Records Center is in the development phases with Laserfiche. The Records Center currently utilizes a Microsoft access database that is extremely outdated and paper is generated to manage the inventory. Implementation of a new updated system is long overdue.
- Relocated the County Clerk’s Office to the basement – some of the final items are being moved the last couple of days of April. The only item left outstanding is the safe and a plan is falling into place for that.
- DMV continues to see a record number of customers and this is the trend across New York State as a result of the implementation of Real ID compliant identification requirements effective May 7, 2025. A passport card, passport book, Real ID driver’s license and Enhanced driver’s license all meet the requirements. NYS also offers the Real ID and Enhanced for non-driver’s identification.

Department of Motor Vehicles

Online vs. In-Office Transactions & Revenue

	<u>Online</u>	<u>In-Office</u>	<u>Total</u>	<u>County Revenue</u>
2022	15,462	42,410	57,872	\$611,229.21
2023	15,898	43,329	59,227	\$662,642.09
2024	14,866	44,762	59,628	\$677,655.54
2025 (1/1-4/12)	5,004	14,551	19,555	\$186,227.08*

*thru March 2025

	Description	Jan	Feb	Mar	1st Quarter
Revenue County	Clerk	\$32,640.82	\$43,040.02	\$42,159.84	\$ 117,840.68
	Local Mtg. Tax	\$13,692.16	\$19,771.23	\$49,461.50	\$ 82,924.89
	Transfer Tax	\$17,788.00	\$18,605.00	\$24,973.00	\$ 61,366.00
	DMV (In Office)	\$26,573.75	\$28,012.34	\$35,821.09	\$ 90,407.18
	*DMV (Online)	\$10,171.87	\$8,375.24	\$11,223.16	\$ 29,770.27
	*DMV (Use Tax)	\$16,900.33	\$20,886.81	\$28,262.49	\$ 66,049.63
	Total	\$117,766.93	\$138,690.64	\$191,901.08	\$ 448,358.65

Revenue Pass through funds	Basic Mtg. Tax	\$27,384.32	\$39,542.46	\$98,958.79	\$ 165,885.57
	DWI Fines	\$0.00	\$0.00	\$1,220.00	\$ 1,220.00
	Court & Trust	\$1,001.00	\$11,000.00	\$25.00	\$ 12,026.00
	Additional Mtg. Tax	\$12,596.60	\$18,956.47	\$47,304.09	\$ 78,857.16
	Passports	\$5,017.72	\$3,477.72	\$4,701.36	\$ 13,196.80
	Total	\$45,999.64	\$72,976.65	\$152,209.24	\$ 271,185.53

Revenue Paid to NYS	Special Mtg. Tax	\$9,304.72	\$17,297.89	\$44,698.20	\$ 71,300.81
	Court	\$17,014.52	\$17,517.24	\$17,591.74	\$ 52,123.50
	State Education	\$6,902.89	\$6,084.25	\$7,510.01	\$ 20,497.15
	Transfer Tax	\$34,529.47	\$36,315.37	\$52,888.31	\$ 123,733.15
	Real Property	\$12,797.00	\$11,057.00	\$13,127.00	\$ 36,981.00
	DMV	\$334,467.94	\$295,839.75	\$411,016.53	\$ 1,041,324.22
	Total	\$415,016.54	\$384,111.50	\$546,831.79	\$ 1,345,959.83

Revenue Generated	\$578,783.11	\$595,778.79	\$890,942.11	\$ 2,065,504.01
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*Once a month NYS electronically transmits funds to Cortland County for the previous month's transactions accounting for the Use Tax collected and revenue generated from online transactions.

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

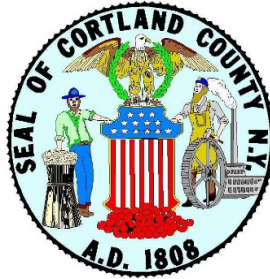
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – April 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
129	109	9	13	134	0	52	34	2	482

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
113	168	0	5	153	27	466

FOIL Requests:

Received	In process	Completed
3	0	3

- Annual NYS Board of Elections visit.
- Independent nominating petitions for upcoming races are being circulated .



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, SUITE 312

CORTLAND, NY 13045

PHONE: (607) 753-5095

Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

MONTHLY REPORT – Dated April 30, 2025

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

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

FINES COLLECTED:

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

CONTRACTS & AGREEMENTS (YTD) to County Attorney's Office for review:

	2025	2024	2023	2022	2021
JAN	52	42	24	29	19
FEB	67	73	43	48	34
MAR	120	87	82	80	81
APR	146	121	108	112	102
MAY		171	150	142	110
JUN		189	177	172	141
JUL		218	202	188	158
AUG		244	229	236	172
SEP		260	253	267	195
OCT		295	283	286	215
NOV		319	336	323	256
DEC		364	391	371	307

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

NEW Since last report	YTD 2025	2024	2023	2022	2021
9	47	126	99	92	126

Attachment: April_CAO_Report_20250430 (13004 : County Attorney Monthly Report)

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

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

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

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

	YTD 2025	2024	2023	2022	2021
Property Crimes	4	11	14	11	9
Crimes Against Persons	4	11	7	2	7
Sex Offenses	1	5	2	1	6
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	3	0

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

NEW Since last report	YTD 2025	2024	2023	2022	2021
4	14	71	64	49	21



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

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

Safety Director's Monthly Update – Dated April 30, 2025

April Highlights:

- Second week of State of New York Department of State 6-week training course for Code Enforcement Officer completed 4/3/2025
- First Aid/CPR/AED Training:
 - First training completed with Misc. County Employees 4/25/2025
 - 6 Additional trainings scheduled
- Labor Management Safety Committee Meeting held 4/29/2025
- Met with Cornell Cooperative Extension to discuss Safety off-hours activities
- COB Security Evaluation continues
- ESSA Safety Briefs forwarded to Department Heads:
 - “Chainsaw Safety”
 - “Reducing Risky Situations”
 - “A Dozen Spring Cleaning Tips”

Upcoming:

- County Confined Space training scheduled for May 21st at Cortlandville Training center
- Annual PERMA Conference scheduled for May 15th & 16th
 - “Front Desk Safety & Security”
 - “Re-engineering Ergonomics”
 - “Learning by Doing: Methods to Improve Behavioral Change”
 - “Workers Comp Simplified: Claims 101”
 - “Mastering Workers Comp: Beyond the Basics”
 - “Creating a Culture that Drives Employee Engagement and Retention”
 - Annual Member Meeting

POSITION VACANCY REPORT

As of May 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Date Filled	Funding
Driver Grade 6/\$17.8832-\$22.6355	Aging	2/5/2025	2/7/2025	2/7/2025	2/11/2025- rescinded	Posted	100% Nutrition Contracts
Office for Aging Director Grade 6/\$79,132-\$105,324	Aging	3/28/2025	3/28/2025	3/28/2025	3/28/2025	4/25/2025	35% Gov't Funding
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	4/11/2025	4/11/2025	4/11/2025	rescinded		100% State
Deputy Director, Area Agency Aging Grade 8/\$68,475-\$91,141	Aging	4/25/2025	4/28/2025	4/28/2025	4/29/2025	Posted	61% Federal 39% State
Case Manager for Indigent Defendants Grade 14/\$22.9539-\$29.0539	Assigned Counsel	12/6/2024	11/26/2024	11/27/2024	12/2/2024- rescinded	Posted	Grant Funded - 100% NYS
Assistant District Attorney Grade 2/\$100,000-\$115,000	District Attorney	3/20/2024	3/21/2024	3/21/2024	3/21/2024- rescinded	Posted	Local
Crime Victim Advocate Grade 9/\$19.5557-\$24.7524	District Attorney	12/6/2024	8/13/2024	8/13/2024	8/13/2024	4/8/2025	Local
Paralegal Grade 6H/\$25.1590-\$33.4868	District Attorney	6/2/2025	2/4/2025	2/4/2025	2/4/2025	Offer before 4/24	Grant
Case Aide (PT) Grade 8/\$18.9690-\$24.0100	DSS	4/1/2024	9/26/2024	9/27/2024	10/4/2024 - rescinded	Posted	35% Local
Social Services Attorney Gr 2/\$100,000-\$115,000	DSS	1/15/2025	12/19/2024	12/20/2024	12/20/2024- rescinded	Posted	25% Local
Senior Support Investigator Grade 15/\$23.7424-\$30.0519	DSS	2/14/2025	1/25/2024	1/28/2025	1/28/2025- rescinded	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	3/14/2025	2/14/2025	2/14/2025	2/18/2025	4/28/2025	35% Local
Housing Coordinator Grade 16/\$24.5633-\$31.0910	DSS	3/17/2025	3/12/2025	3/13/2025	3/13/2025- rescinded	Exam List	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	3/21/2025	3/14/2025	3/17/2025	3/17/2025- rescinded	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	4/11/2025	4/9/2025	4/9/2025	4/9/2025- rescinded, 4/28/25	Posted	35% local

Attachment: May 2025 (13006 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of May 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Date Filled	Funding
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	4/11/2025	4/9/2025	4/9/2025	4/9/2025- rescinded	Posted	25% local
Caseworker Gr 18/26.3374-33.3363	DSS	5/2/2025	4/28/2025	4/28/2025			35% local
Asst. Director of Admin Services Grade 10/\$59,254-\$78,866	DSS	7/11/2025	4/28/2025	4/28/2025			45% local
Fiscal Officer Grade 17/\$25.4283-\$32.1859	DSS	7/14/2025	4/28/2025	4/28/2025			45% local
Safe Harbour Coordinator Gr 13/\$22.2053-\$28.1062	DSS-CAC	1/1/2025	11/22/2024	11/22/2024	11/22/2024- rescinded	Posted	Grant Funded - 100% NYS OCFS-Safe Harbour
Family Advocate Gr 12/21.4940-\$27.2060	DSS-CAC	1/1/2025	12/16/2024	12/16/2024	12/17/2024	4/14/2025	Grant Funded - 100% NYS OCFS/NYS OVS
E&T Specialist Grade 13/\$22.2053-\$28.1062	Employment & Training	7/1/2025	3/26/2025	3/26/2025	rescinded, 4/28/25		100% Grant
Public Health Educator Grade 18/\$26.3374-\$33.3363	Health	3/28/2025	3/27/2025	Approved by Resolution	3/27/2025- rescinded	Posted	100% Grant
Motor Equipment Operator Grade 13/\$22.2053-\$28.1062	Highway	3/8/2024	2/29/2024	2/29/2024	2/29/2024- rescinded	Posted	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1063	Highway	5/23/2024	6/19/2024	6/20/2024	6/20/2024- rescinded	Posted	Local
Highway Construction Mechanic Grade 15/\$23.7424-\$30.0519	Highway	10/2/2024	9/26/2024	9/26/2024	10/4/2024- rescinded	Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	Highway	1/24/2025	1/29/2025	1/29/2025	1/30/2025- rescinded	Posted	Local
Heavy Equipment Operator Grade 15/\$23.7424-\$30.0518	Highway	2/24/2025	1/25/2025	1/25/2025	10/26/2025-rescinded	Posted	Local
Wade Pool Attendant (3 FT positions) \$16.50/hr	Highway	5/1/2025	3/13/2025	3/13/2025	3/13/2025	Posted	Local
Park Attendant (4 FT Positions) \$16.50/hr	Highway	5/1/2025	3/13/2025	3/13/2025	3/13/2025	Posted	Local

Attachment: May 2025 (13006 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of May 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Date Filled	Funding
Seasonal Aide (5 FT positions) \$16.50/hr	Highway	5/1/2025	3/13/2025	3/13/2025	3/13/2025	4/21/2025	Local
Heavy Equipment Operator Grade 15/\$23.7424-\$30.0519	Highway-Solid Waste	2/14/2025	2/13/2025	2/13/2025	2/13/2025- rescinded	Posted	Local
Network Technican Grade 18/\$26.3374-\$33.3363	IT	11/18/2024	11/5/2024	11/5/2024	11/5/2024-rescinded	Posted	Local
Director of Information Technology Gr 3/\$98,304-\$130,843	IT	1/18/2025	12/17/2024	12/17/2024	12/17/2024- rescinded	Posted	Local
Mental Health Practitioner \$72.3381/hr	Mental Health	9/30/2024	9/11/2024	9/13/2024	9/13/2024- rescinded	Posted	Billing Revenue
Mental Health Clinician Grade 26/\$35.4445-\$44.8637	Mental Health	2/10/2025	2/11/2025	2/11/2025	2/12/2025	Offer before 4/24	Local
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	3/12/2025	3/10/2025	3/11/2025	3/11/2025- rescinded	Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	4/14/2025	4/9/2025	4/9/2025	4/9/2025- rescinded	Posted	Grant
HR Generalist Grade 6H/\$25.1590-\$33.4865	Personnel	4/22/2025	4/9/2025	4/9/2025	4/9/2025	4/22/2025	100% Local
Mobility Coordinator Grade 17/\$25.4283-\$32.1859	Planning	9/6/2024	10/28/2024	10/28/2024	11/4/2024	Offer before 4/24	90% State, 10% Local
GIS Planner Grade 19/\$27.2911-\$34.5436	Planning	3/18/2025	3/5/2025	3/5/2025	3/5/2025	Offer before 4/24	Local
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000-	Public Defender	1/26/2024	1/25/2024	Approved by Resolution	1/25/2024	4/14/2025	Grant Funded - 50% NYS, Asst. PD only
Assistant Public Defender Grade 2/\$100,000-\$115,000	Public Defender	4/2/2025	4/3/2025	4/4/2025	4/7/2025- rescinded	Posted	100% Grant
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	10/20/2017	10/10/2017	10/13/2017	11/2/2017- rescinded		Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/7/2023	3/21/2023	3/21/2023	3/22/2023	4/7/2025	Local

Attachment: May 2025 (13006 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of May 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Date Filled	Funding
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/13/2023	3/21/2023	3/21/2023	3/22/2023	4/7/2025	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/14/2023	3/22/2023	3/23/2023	3/23/2023	4/21/2025	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Offer before 4/24	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Offer before 4/24	Local
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	7/11/2024	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	12/30/2024	12/12/2024	12/12/2024	12/12/2024	Offer before 4/24	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	1/31/2025	1/24/2024	1/28/2025	1/29/2025	Offer before 4/24	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	2/21/2025	2/24/2025	2/25/2025	2/27/2025	Offer before 4/24	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/9/2025	2/24/2025	2/25/2025	2/27/2025- rescinded	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/24/2025	3/25/2025	3/25/2025	3/25/2025- rescinded	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/26/2025	3/26/2025	3/26/2025	3/26/2025-rescinded	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	unknown	7/9/2024	7/24/2024	7/25/2024-rescinded	Cert	Local

Attachment: May 2025 (13006 : Personnel Monthly Reports)

POSITION VACANCY REPORT**As of May 1, 2025**

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

Attachment: May 2025 (13006 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of May 1, 2025

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

Attachment: May 2025 (13006 : Personnel Monthly Reports)

[illegible]

[illegible]

Civil Service Exams Administered

Title	Exam No.	Date
BATTALION CHIEF	77005-010	4/5/2025
BUILDING MAINTENANCE FOREPERSON - HOUSING AUTHORIT	87620-010	4/5/2025
BUILDING MAINTENANCE SUPERVISOR -HA	87621-010	4/5/2025
DEPUTY SUPERVISOR OF PUBLIC WORKS	60007-260	4/5/2025
HUMAN RESOURCES GENERALIST	70013-130	4/5/2025
PUBLIC WORKS SUPERVISOR	89397-010	4/5/2025
SUPERINTENDENT OF PUBLIC WORKS	60007-220	4/5/2025

Attachment: April 2025 Exams (13006 : Personnel Monthly Reports)

Total Number of Exams 7

* END OF REPORT *

Wednesday, April 30, 2025

4/30/2025

Number of Civil Service Transactions by Agency

From: 04/01/2025 to 04/30/2025

Agency	Count
CINCINNATUS SCHOOL	6
CITY OF CORTLAND	19
CORTLAND CITY SCHOOLS	17
CORTLAND COUNTY	67
DERUYTER SCHOOL	2
HOMER SCHOOL	15
HOUSING AUTHORITY	12
MARATHON SCHOOL	3
MCGRAW SCHOOL	3
SOIL & WATER	3
TOWN OF HARFORD	3
TOWN OF SOLON	6
TOWN OF VIRGIL	3
TULLY SCHOOL	14
VILLAGE OF MARATHON	1
Total:	174

Attachment: April 2025 CS Transactions (13006 : Personnel Monthly Reports)