



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, August 12, 2025

10:30 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:30 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Excused	
Cathy Bischoff	Cortland County	Committee Member	Late	10:32 AM
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	
Kevin Fitch	Cortland County	Chair of the Legislature	Remote	
Victoria J. Monty	Cortland County	County Attorney	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Michelle Phelps	Cortland County	Republican Election Commissioner	Present	
Victoria Twomey	Cortland County	Personnel Benefits Manager	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Amber Morsch	Cortland County	County Police Sergeant	Present	
Connie Bentley	Cortland	Resident	Present	
Wendy Canfield	Cortland County	County Administrator Executive Assistant	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Ed Goehler	Cortland	Resident	Present	
Michelle Mullen	Assured Partners	Account Executive	Present	
Ashley Millard	Cortland	Deputy Clerk of the Legislature	Remote	

	County			
Nicole Compton	Cortland County	Executive Assistant	Remote	
Andrea Herzog	Cortland County	Director of Finance	Remote	
Anthony Brothers	Assured Partners	Senior Vice President	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Jun 10, 2025 10:30 AM

RESULT: APPROVED

PRESENTATIONS

1. Assured Partners - Presentation of Medicare Advantage Plan and Pharmacy Benefit Management RFP

RESULT: COMPLETED

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Medicare Advantage Plan - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/28/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
EXCUSED:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Medicare Advantage Plan - Personnel Department

WHEREAS, Broome County has secured contracts with Excellus for Medicare Advantage and Prescription Drug Benefit Plans (MAPD plans) for the Medicare primary retirees of the participating entities of the Broome County Purchasing Alliance (BCPA); AND

WHEREAS, Broome County allows participation of other interested municipalities pursuant to General Municipal Law Section 119-o; AND

WHEREAS, each participating municipality will enter into its own contract with Excellus the BCPA to receive the preferred pricing and coverage of the alliance; AND

WHEREAS, Cortland County received one Medicare Advantage Plan proposal from the BCPA MAPD Program that was analyzed by the County health insurance consultants; AND

WHEREAS, Cortland County wishes to participate in the BCPA MAPD Program effective January 1, 2026; AND

WHEREAS, this Medicare Advantage Plan will be offered to existing Medicare eligible retirees and their Medicare eligible dependents on a voluntary basis; AND

WHEREAS, this Medicare Advantage Plan will be mandatory for those employees whose

collective bargaining agreements/management compensation plan contains language mandating enrollment in the County's Medicare Advantage Plan upon obtaining Medicare eligibility, who retire January 1, 2026 or after; NOW THEREFORE BE IT

RESOLVED, that Cortland County agrees to participate with Broome County and other participating municipalities in the BCPA for Medicare Advantage and Prescription Drug Benefit Services for its eligible retirees and their eligible dependents; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes and directs the County Administrator, upon review and approval by the County Attorney or designee, to execute a contract for Medicare Advantage Plan Option 4 through the Broome County Purchasing Alliance with Excellus from January 1, 2026 through December 31, 2026.

***Note – corrected Scrivener's error of "United Health Care" with "Excellus" in final Resolved clause.**

AGENDA ITEM NO. 2 – Authorize Agreement with Keenan (Express Scripts, Inc.) for Pharmacy Benefit Management - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/28/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
EXCUSED:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Agreement with Keenan (Express Scripts, Inc.) for Pharmacy Benefit Management - Personnel Department

WHEREAS, Cortland County has solicited Requests for Proposals for a Pharmacy Benefit Manager for the Cortland County Health Insurance Plan; AND

WHEREAS, four (4) Pharmacy Benefit Manager proposals were received and analyzed; AND

WHEREAS, upon this analysis, it has been determined that Keenan (Express Scripts, Inc.) will provide the highest level of administration of the County's plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and awards the administration of the Cortland County Health Insurance Plan Pharmacy Benefit Manager to Keenan (Express Scripts, Inc.) and hereby authorizes and directs the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee, to execute a contract for pharmacy benefit management from January 1, 2026 through December 31, 2027.

AGENDA ITEM NO. 3 – Amend 2025 Budget for Legal Fees - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/19/2025 9:00 AM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
EXCUSED:	Douglas Bentley

Amend 2025 Budget for Legal Fees - Personnel Department

WHEREAS, the billing for legal fees has increased beyond the projected budgeted amount due in the Personnel Department; AND

WHEREAS, it is necessary to appropriate monies to the legal fees account to pay the future bills; NOW THEREFORE BE IT

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

Increase:

Appropriated Fund Balance

Appropriated Fund Balance	A.359900	\$50,000
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Increase:

Expense

Legal Fees	A14305.54063	\$50,000
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AGENDA ITEM NO. 4 – Adopt Revisions to Employee ID Badge Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/28/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
EXCUSED:	Douglas Bentley

Adopt Revisions to Employee ID Badge Policy

WHEREAS, there is a need to amend the Cortland County Employee ID Badge Policy to remove the requirement that employees must wear the ID badge and add the requirement that employees must carry the ID badge on their person; AND

WHEREAS, the Government Operations Committee approves this amendment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the amendment to the Employee ID Badge Policy effective August 29, 2025.

AGENDA ITEM NO. 5 – Increase Mortgage Tax Expense - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/28/2025 6:00 PM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
EXCUSED:	Douglas Bentley

Increase Mortgage Tax Expense - County Clerk

WHEREAS, Article 11, Section 250 through Section 262 of the Tax Law, indicates the Recording Officer (County Clerk) is charged with the collection and administration of mortgage tax monies; AND

WHEREAS, by Section 262 of the Tax Law, Recording Officers are entitled to receive their necessary expenses associated with the collection and administration of mortgage tax monies; AND

WHEREAS, the current allowable allowance of \$107,155.44 per year, payable monthly, was passed by Resolution No. 155-24; AND

WHEREAS, the Recording Officer has estimated, effective January 1, 2026, the cost associated with the collection and administration of mortgage tax amounts to be \$117,591.58 per year; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 155-24 be and hereby is rescinded effective January 1, 2026; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature does hereby authorize the County Clerk's Mortgage Tax Expense to be increased to the sum of \$117,591.58 per year effective January 1, 2026; AND BE IT FURTHER

RESOLVED, the County Clerk withhold from her disbursements in twelve (12) equal monthly installments at a total annum amount of \$117,591.58; AND BE IT FURTHER

RESOLVED, that the County Clerk forward a certified copy of this resolution to the New York State Department of Taxation and Finance for approval.

AGENDA ITEM NO. 6 – Adopt Local Law "F" of 2025 - A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code in the County of Cortland

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/28/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Dominick Mantella, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
EXCUSED:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Adopt Local Law "F" of 2025 - A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code in the County of Cortland

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE BE IT

RESOLVED, that Local Law "F" of 2025 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; NOW

THEREFORE

BE IT ENACTED by the County Legislature of the County of Cortland as follows:

**LOCAL LAW “F” OF 2025 - A LOCAL LAW PROVIDING FOR THE ADMINISTRATION
AND ENFORCEMENT OF THE NEW YORK STATE UNIFORM
FIRE PREVENTION AND BUILDING CODE IN THE COUNTY OF CORTLAND**

Section 1. PURPOSE AND INTENT

This local law provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code (hereinafter referred to as the “Uniform Code”) and the State Energy Conservation Construction Code (hereinafter referred to as the “Energy Code”) within all buildings, structures and premises in the “custody of the County of Cortland” as that phrase is defined herein. This local law is adopted pursuant to section 10 of the Municipal Home Rule Law. Except as otherwise provided in the Uniform Code, the Energy Code, other state law, or other section of this local law, all buildings, structures, and premises, regardless of use or occupancy, which are in the custody of the County of Cortland, are subject to the provisions this local law. This local law shall not apply to properties and buildings acquired by the County under Article 11 of the Real Property Tax Law of the State of New York.

Section 2. DEFINITIONS

The following words shall have the meanings herein assigned to them for the purposes of this local law:

- A. Areas of Public Assembly: All buildings or portions of buildings used for gathering together fifty or more persons for uses including but not limited to amusement, athletic, civic, dining, educational, entertainment, patriotic, political, recreational, religious, social, or similar purposes, the entire fire area of which they are a part, and the means of egress therefrom.
- B. Building: A combination of any materials, whether portable or fixed, having a roof, to form a structure affording shelter for persons, animals or property. The word "building" shall be construed when used herein as though followed by the words "or part or parts thereof" unless the context clearly requires a different meaning. The word "building" shall be construed when used herein as though it included the words "structure", "equipment", and "premises" as used herein, unless the context clearly requires a different meaning.
- C. Code Enforcement Officer: The Code Enforcement Officer appointed pursuant to Section 3 of this local law. Throughout this document, the abbreviation “CEO” may be used for the term “Code Enforcement Officer.”
- D. Codes: The Uniform Code and Energy Code.
- E. County: The County of Cortland, a municipal corporation organized and existing under the laws of the State of New York.
- F. Energy Code: The New York State Energy Conservation Construction Code, adopted pursuant to Article 11 of the Energy Law.
- G. Equipment: All materials related to plumbing, heating, electrical, ventilating, air conditioning, refrigerating, elevators, dumbwaiters, escalators, and other mechanical additions or installations.
- H. FCNYS: The 2020 Fire Code of New York State as currently incorporated by reference in 19 NYCRR Part 1225.
- I. Fire Safety and Property Maintenance Inspection: An inspection performed to determine

compliance with the applicable provisions of 19 NYCRR Part 1225 and the publications incorporated therein by reference and the applicable provisions of 19 NYCRR Part 1226 (as those currently exist and may subsequently be amended by New York State) and the publications incorporated therein by reference.

J. Hazardous Production Materials: A solid, liquid, or gas associated with semiconductor manufacturing that has a degree-of-hazard rating in health, flammability, or instability of Class 3 or 4, as ranked by NFPA 704 (Standard Systems for Identification of the Hazards of Materials for Emergency Response), and which is used directly in research, laboratory or production processes which have, as their end product, materials that are not hazardous.

K. Inspector: An inspector appointed pursuant to Section 3(D) of this local law.

L. In the Custody of the County:

1. Any building, structure, or premises owned by the County of Cortland; and/or
2. Any building, structure, or premises rented or leased by the County of Cortland as lessee and occupied by the County of Cortland during the normal course of its business and located within the physical confines of Cortland County.

Such definition shall expressly not include:

1. County roads and bridges owned and maintained by the County of Cortland; and/or
2. Any property or buildings acquired by the County under Article 11 of the Real Property Tax Law of the State of New York, for the sole purpose of sale under tax foreclosure; and/or
3. Any dwelling unit, including room or suites in a hotel, motel, or other short term rental accommodation that is rented by the County, including by the County Commissioner of Social Services, to provide emergency or other housing.

M. Owner: For projects under the direction of, initiated by, or in the custody of the County of Cortland, the Owner, for the purpose of this local law shall be the Director or Department Head of the department whose personnel are proposing to perform, are performing, or are overseeing contractors who are performing any renovation, repair, or construction work. For all other projects the Owner for the purpose of this local law shall be the owner of the premises upon which the renovation, repair, or construction project is proposed to be or is actually being constructed or performed.

N. Order to Remedy: an order issued by the Code Enforcement Officer pursuant to Section 11 of this local law.

O. Permit Holder: the person to whom a building permit has been issued.

P. Person: an individual, corporation, limited liability company, partnership, limited partnership, business trust, estate, trust, association, or any other legal or commercial entity of any kind or description.

Q. PMCNY: The 2020 Property Maintenance Code of New York State as currently incorporated by reference in 19 NYCRR Part 1226, and as may subsequently be amended by the State of New York.

R. Premises: For any projects under the direction of, initiated by, or in the custody of the County of Ontario, the Premises shall be any property owned by the County of Ontario, except property obtained or acquired by the County of Ontario under Article 11 of the Real Property Tax Law of the State of New York. For all other projects the Premises shall be the owner's property upon which the renovation, repair, or construction project is proposed to be or is actually being constructed or performed.

S. RCNYS: the 2020 Residential Code of New York State as currently incorporated by reference in 19 NYCRR Part 1220, and as may subsequently be amended by the State of New York.

T. Repair: The reconstruction, replacement, or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

U. Stop Work Order: An order issued pursuant to Section 6 of this local law.

V. Structure: An assembly of materials, forming a construction framed of component structural parts for occupancy or use.

W. Uniform Code: The New York State Uniform Fire Prevention and Building Code, Subchapter A of Chapter XXXIII of Title 19 of the NYCRR, adopted pursuant to Article 18 of the Executive Law, as it currently exists and as it may subsequently be amended by the State of New York.

Section 3. ESTABLISHMENT OF CODE ENFORCEMENT OFFICER DUTIES AND RESPONSIBILITIES

The Cortland County Safety Director is hereby designated as the Cortland County Code Enforcement Officer (hereinafter referred to as “CEO”), and is hereby vested with such authority as is necessary to fulfill the duties of this position. The Safety Director shall be the primary County official charged with performance of the CEO’s duties and responsibilities as contained in this local law. The CEO shall administer and enforce all the provisions of the Uniform Code, the Energy Code, and this local law. The CEO shall:

A. Maintain records of building inspection activities including, but not limited to Building Permits, Construction Inspection, Certificates of Occupancy, Certificates of Compliance, Notice of Violations, Stop Work Orders, and Annual Inspections as required by the Uniform Code.

B. Perform Uniform Code review including review of plans, Building Permits, Certificates of Occupancy or Certificates of Compliance for all new construction or any renovation projects requiring such review pursuant to applicable state or local law.

C. Coordinate the performance of periodic inspections during construction of new buildings or renovation of existing buildings in the custody of the County with the appropriate County personnel, consultants, or contractors, and shall have authority to participate in or perform any or all such periodic inspections as are necessary to ensure full compliance with the Uniform Code and this local law.

D. Be and hereby is authorized and empowered to contract with independent certified electrical inspectors as deemed necessary and prudent as part of construction or renovation project inspection. Such contracting of electrical inspectors shall be from a list of inspectors previously approved by the County Legislature for this purpose, shall be subject to the availability of funds within the County Budget, and shall not exceed the sum of \$250.00 per inspection. The electrical inspector shall furnish proof of insurance in compliance with standard County insurance requirements prior to performance of any inspection work.

E. Conduct random field inspections of at least 5% of all renovation, remodeling, or construction work not otherwise required to be inspected under this local law for compliance with the Uniform Code. Said 5% shall be measured from all work orders concerning construction, repair, and remodeling of buildings in the custody of the County of Cortland.

F. Conduct annual fire prevention inspections of all buildings in the custody of the County of Cortland which contain or constitute areas of public assembly.

G. Once every three (3) years conduct a fire prevention inspection of all buildings in the custody of the County of Cortland which are not included within subparagraph F above.

H. Consult monthly, or more frequently as determined by the CEO to be necessary to comply with the requirements of this local law, with the Commissioner of Public Works or designee, to review all renovation, construction, repair, and remodeling work requests and orders received and processed by the Department of Public Works for the purpose of determining which projects require review under the Uniform Code and this local law.

I. Be and hereby is authorized and empowered to review and investigate complaints, issue Stop Work Orders, issue orders pursuant to section (Violations) of this local law, pursue administrative

enforcement actions and proceedings, and, in consultation with the County's Attorney, pursue such legal actions as may be necessary to enforce the Uniform Code, the Energy Code and this local law or abate or correct conditions not in compliance with the Uniform Code, the Energy Code, or this local law.

J. Be and hereby is authorized and empowered to exercise all other powers and fulfill all other duties conferred upon the Code Enforcement Officer by this local law.

Section 4. APPOINTMENT OF ACTING CODE ENFORCEMENT OFFICER

In the event that the Safety Director is unable to serve as the CEO for any reason (including but not limited to a vacancy in the position of Safety Director), an Acting Code Enforcement Officer shall be appointed by the County Legislature. The Acting CEO shall, during the term of their appointment, exercise all powers and fulfill all duties conferred upon the CEO by this local law. Said Acting CEO shall possess background experience related to building construction or fire prevention and shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training, and other training as the State of New York shall require for code enforcement personnel, and the Code Enforcement Officer shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder. The compensation for the Acting CEO shall be fixed by the County Legislature at the time of appointment.

Section 5. CONSTRUCTION INSPECTIONS

A. Work shall remain accessible and exposed until inspected and accepted by the Code Enforcement Officer or by an Inspector authorized by the Code Enforcement Officer. The Owner shall notify the Code Enforcement Officer when any element of work described in subdivision (b) of this section is ready for inspection.

B. The following elements of the construction process shall be inspected, where applicable:

1. Work site prior to the issuance of a Building Permit;
2. Footing and foundation;
3. Preparation for concrete slab;
4. Framing;
5. Structural, electrical, plumbing, mechanical, fire-protection, and other similar servicesystems of the building;
6. Fire resistant construction;
7. Fire resistant penetrations;
8. Solid fuel burning heating appliances, chimneys, flues, or gas vents;
9. inspections required to demonstrate Energy Code compliance, including but not limited to insulation, fenestration, air leakage, system controls, mechanical equipment size, and, where required, minimum fan efficiencies, programmable thermostats, energy recovery, whole-house ventilation, plumbing heat traps, and high-performance lighting and controls;
10. Installation, connection, and assembly of factor manufactured buildings and manufactured homes; and
11. A final inspection after all work authorized by the Building Permit has been completed.

C. After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Owner shall be notified as to the manner in which the work fails to comply with the Uniform Code or Energy Code, including a citation to the specific code provision or provisions that have not been met. Work not in compliance with any applicable provision of the Uniform Code or Energy Code shall remain exposed until such work shall have been brought into compliance with all applicable provisions

of the Uniform Code and the Energy Code, reinspected, and found satisfactory as completed.

SECTION 6. STOP WORK ORDERS.

A. The Code Enforcement Officer is authorized to issue Stop Work Orders pursuant to this section. The Code Enforcement Officer shall issue a Stop Work Order to halt:

1. Any work that is determined by the Code Enforcement Officer to be contrary to any applicable provision of the Uniform Code or Energy Code, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work; or

2. Any work that is being conducted in a dangerous or unsafe manner in the opinion of the Code Enforcement Officer, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work; or

3. Any work for which a Building Permit is required which is being performed without the required Building Permit, or under a Building Permit that has become invalid, has expired, or has been suspended or revoked.

B. Stop Work Orders shall (1) be in writing, (2) be dated and signed by the Code Enforcement Officer, (3) state the reason or reasons for issuance, and (4) if applicable, state the conditions which must be satisfied before work will be permitted to resume.

C. The Code Enforcement Officer shall cause the Stop Work Order, or a copy thereof, to be served on the owner of the affected property (and, if the owner is not the Permit Holder, on the Permit Holder) personally or by certified mail. The Code Enforcement Officer shall be permitted, but not required, to cause the Stop Work Order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work affected by the Stop Work Order, personally or by certified mail; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Stop Work Order.

D. Upon the issuance of a Stop Work Order, the owner of the affected property, the Permit Holder, and any other Person performing, taking part in, or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order, other than work expressly authorized by the Code Enforcement Officer to correct the reason for issuing the Stop Work Order.

E. The issuance of a Stop Work Order shall not be the exclusive remedy available to address any event described in subdivision A of this section, and the authority to issue a Stop Work Order shall be in addition to, and not in substitution for or limitation of, the right and authority to pursue any other remedy or impose any other penalty under section 11 (Violations) of this local law or under any other applicable local law or State law. Any such other remedy or penalty may be pursued at any time, whether prior to, at the time of, or after the issuance of a Stop Work Order.

SECTION 7. CERTIFICATES OF OCCUPANCY AND CERTIFICATES OF COMPLIANCE

A. A Certificate of Occupancy or Certificate of Compliance shall be required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or subclassification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a Certificate of Occupancy or Certificate of Compliance.

B. The Code Enforcement Officer shall issue a Certificate of Occupancy or Certificate of Compliance if the work which was the subject of the Building Permit was completed in accordance with all applicable provisions of the Uniform Code and Energy Code and, if applicable, that the structure, building or portion thereof that was converted from one use or occupancy classification or subclassification to another complies with all applicable provisions of the Uniform Code and Energy Code. The Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer shall inspect the building, structure, or work prior to the issuance of a Certificate of Occupancy or Certificate of Compliance. In addition, where applicable, the following documents, prepared in accordance with the provisions of the Uniform Code by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the applicant for the Certificate of Occupancy or Certificate of Compliance, shall be provided to the Code Enforcement Officer prior to the issuance of the Certificate of Occupancy or Certificate of Compliance:

1. A written statement of structural observations and/or a final report of special inspections,
2. Flood hazard certifications,
3. A written statement of the results of tests performed to show compliance with the Energy Code, and
4. Where applicable, the affixation of the appropriate seals, insignias, and manufacturer's data plates as required for factory manufactured buildings and/or manufactured homes.

C. Contents of Certificates of Occupancy and Certificates of Compliance. A Certificate of Occupancy or Certificate of Compliance shall contain the following information:

1. The Building Permit number, if any;
2. The date of issuance of the Building Permit, if any;
3. The name (if any), address and tax map number of the property;
4. If the Certificate of Occupancy or Certificate of Compliance is not applicable to an entire structure, a description of that portion of the structure for which the Certificate of Occupancy or Certificate of Compliance is issued;
5. The use and occupancy classification of the structure;
6. The type of construction of the structure;
7. The occupant load of the assembly areas in the structure, if any;
8. Any special conditions imposed in connection with the issuance of the Building Permit; and
9. The signature of the Code Enforcement Officer issuing the Certificate of Occupancy or Certificate of Compliance and the date of issuance.

D. Temporary Certificate of Occupancy. The Code Enforcement Officer shall be permitted to issue a Temporary Certificate of Occupancy allowing the temporary occupancy of a building or structure, or a portion thereof, prior to completion of the work which is the subject of a Building Permit. However, in no event shall the Code Enforcement Officer issue a Temporary Certificate of Occupancy unless the

Code Enforcement Officer determines (1) that the building or structure, or the portion thereof covered by the Temporary Certificate of Occupancy, may be occupied safely, (2) that any required fire and life safety components, such as fire protection equipment and fire, smoke, carbon monoxide, and heat detectors and alarms are installed and operational, and (3) that all required means of egress from the structure have been provided. The Code Enforcement Officer may include in a Temporary Certificate of Occupancy such terms and conditions as he or she deems necessary or appropriate to ensure the health and safety of the persons occupying and using the building or structure and/or performing further construction work in the building or structure. A Temporary Certificate of Occupancy shall be effective for a period of time, not to exceed six (6) months, which shall be determined by the Code Enforcement Officer and specified in the Temporary Certificate of Occupancy. During the specified period of effectiveness of the Temporary Certificate of Occupancy, the Permit Holder shall undertake to bring the building or structure into full compliance with all applicable provisions of the Uniform Code and the Energy Code.

E. Revocation or suspension of certificates. If the Code Enforcement Officer determines that a Certificate of Occupancy, Certification of Compliance, or a Temporary Certificate of Occupancy was issued in error or on the basis of incorrect information, and if the relevant deficiencies are not corrected to the satisfaction of the Code Enforcement Officer within such period of time as shall be specified by the Code Enforcement Officer, the Code Enforcement Officer shall revoke or suspend such certificate.

SECTION 8. UNSAFE BUILDINGS, STRUCTURES, AND EQUIPMENT AND CONDITIONS OF IMMINENT DANGER

Unsafe buildings, structures, and equipment and conditions of imminent danger and in the custody of Cortland County shall be identified and addressed in accordance with all applicable laws.

SECTION 9. COMPLAINTS

The Code Enforcement Officer shall review and investigate complaints which allege or assert the existence of conditions or activities that fail to comply with the Uniform Code, the Energy Code, this local law, or any other local law or regulation adopted for administration and enforcement of the Uniform Code or the Energy Code. The process for responding to a complaint shall include such of the following steps as the Code Enforcement Officer may deem to be appropriate:

- A. performing an inspection of the conditions and/or activities alleged to be in violation, and documenting the results of such inspection;
- B. if a violation is found to exist, providing the owner of the affected property and any other Person who may be responsible for the violation with notice of the violation and opportunity to abate, correct or cure the violation, or otherwise proceeding in the manner described in section 17 (Violations) of this local law;
- C. if appropriate, issuing a Stop Work Order; and/or
- D. if a violation which was found to exist is abated or corrected, performing an inspection to ensure that the violation has been abated or corrected, preparing a final written report reflecting such abatement or correction, and filing such report with the complaint.

SECTION 10. RECORD KEEPING

A. The CEO shall keep permanent official records of all transactions and activities conducted in relation to this local law, including records of:

1. All applications received, reviewed and approved or denied;
2. All plans, specifications and construction documents approved;
3. All Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates, Stop Work Orders, and Operating Permits issued;
4. All inspections and tests performed;
5. All statements and reports issued;
6. All complaints received;
7. All investigations conducted;
8. All condition assessment reports received;
9. All fees charged and collected; and
10. All other features and activities specified in or contemplated by this local law.

B. All such records shall be public records open for public inspection during normal business hours. All plans and records pertaining to buildings or structures, or appurtenances thereto, shall be retained for at least the minimum time period so required by State law and regulation.

SECTION 11. VIOLATIONS

A. The Code Enforcement Officer is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of the Uniform Code, the Energy Code, or this local law. An Order to Remedy shall be in writing; shall be dated and signed by the Code Enforcement Officer; shall specify the condition or activity that violates the Uniform Code, the Energy Code, or this local law; shall specify the provision or provisions of the Uniform Code, the Energy Code, or this local law which is/are violated by the specified condition or activity; and shall include a statement substantially similar to the following:

“The person or entity served with this Order to Remedy must completely remedy each violation described in this Order to Remedy by _____ [specify date], which is thirty (30) days after the date of this Order to Remedy.”

The Order to Remedy may include provisions ordering the person or entity served with such Order to Remedy (1) to begin to remedy the violations described in the Order to Remedy immediately, or within some other specified period of time which may be less than thirty (30) days; to continue diligently to remedy such violations until each such violation is fully remedied; and, in any event, to complete the remedying of all such violations within thirty (30) days of the date of such Order to Remedy; and/or (2) to take such other protective actions (such as vacating the building or barricading the area where the violations exist) which are authorized by this local law or by any other applicable statute, regulation, rule, local law or ordinance, and which the Code Enforcement Officer may deem appropriate, during

the period while such violations are being remedied. The Code Enforcement Officer shall cause the Order to Remedy, or a copy thereof, to be served on the owner of the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy. The Code Enforcement Officer shall be permitted, but not required, to cause the Order to Remedy, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work being performed at the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Compliance Order.

B. Injunctive Relief. An action or proceeding may be instituted in the name of the County of Cortland, in a court of competent jurisdiction, to prevent, restrain, enjoin, correct, or abate any violation of, or to enforce, any provision of the Uniform Code, the Energy Code, this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit, Order to Remedy, or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law. In particular, but not by way of limitation, where the construction or use of a building or structure is in violation of any provision of the Uniform Code, the Energy Code, this local law, or any Stop Work Order, Order to Remedy or other order obtained under the Uniform Code, the Energy Code or this local law, an action or proceeding may be commenced in the name of Cortland County, in the Supreme Court or in any other court having the requisite jurisdiction, to obtain an order directing the removal of the building or structure or an abatement of the condition in violation of such provisions. No action or proceeding described in this subdivision shall be commenced without the appropriate authorization from the Cortland County Legislature.

C. No remedy or penalty specified in this section shall be the exclusive remedy or remedy available to address any violation described in this section, and each remedy or penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the other remedies or penalties specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. Any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. In particular, but not by way of limitation, each remedy and penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the penalties specified in subdivision (2) of section 382 of the Executive Law, and any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any penalty specified in subdivision (2) of section 382 of the Executive Law.

SECTION 12. PARTIAL INVALIDITY

If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

SECTION 13. EFFECTIVE DATE

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

AGENDA ITEM NO. 7 – Amend 2025 Budget - Increase Education and Training for NYSAC Fall Conference - Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/19/2025 9:00 AM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Dominick Mantella, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
EXCUSED:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend 2025 Budget - Increase Education and Training for NYSAC Fall Conference - Legislature

WHEREAS, the Cortland County Legislature recognizes the value of professional development, networking, and continuing education for its members through participation in events such as the New York State Association of Counties (NYSAC) conferences; AND

WHEREAS, the Fall NYSAC Conference provides County legislators with opportunities to engage in policy discussions, receive training on emerging issues, and exchange best practices with counterparts from across New York State; AND

WHEREAS, the current 2025 Education and Training budget line in the Legislature's budget is insufficient to cover the anticipated costs for legislator attendance at the 2025 Fall NYSAC Conference; AND

WHEREAS, it is necessary to increase the Education and Training budget line to allow for full participation of interested legislators; NOW THEREFORE BE IT

RESOLVED, that the 2025 Budget for the Cortland County Legislature be amended as follows:

Increase:

A10105.54035	Education and Training	\$2,000
A.359900	Appropriated Fund Balance	\$2,000

AGENDA ITEM NO. 8 – Designate Official Newspaper

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/28/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
EXCUSED:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Designate Official Newspaper

WHEREAS, Section 214 of New York State County Law requires each County Legislature to annually designate a newspaper or newspapers published within the County for the publication of all local laws, notices and other matters required by law to be published; AND

WHEREAS, due to the temporary closure and suspension of publication of *The Cortland Standard*, the Cortland County Legislature had previously designated *The Post Standard*, a newspaper published outside of Cortland County, as the official newspaper in order to comply with notice requirements during the interim period; AND

WHEREAS, *The Cortland Standard*, located at 50 Main Street, PO Box 150, Cortland, NY 13045, has resumed operations and is once again publishing within Cortland County; AND

WHEREAS, the Cortland County Legislature finds it appropriate and necessary to redesignate a newspaper that is published within the County as the official newspaper in compliance with the requirements of County Law Section 214; NOW THEREFORE BE IT

RESOLVED, that *The Cortland Standard*, of 50 Main Street, PO Box 150, Cortland, NY 13045, be and hereby is designated as the official newspaper of Cortland County for the publication of local laws, notices, and other matters required by law to be published for the period beginning August 29, 2025 through December 31, 2025; AND BE IT FURTHER

RESOLVED, that this designation supersedes and replaces any prior designation of *The Post Standard* as the official newspaper, effective August 29, 2025; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature, in conformance with County Law Section 214, shall cause this designation to be filed with the New York State Secretary of State.

MONTHLY REPORTS

1. Board of Elections Monthly Report

RESULT:	COMPLETED
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2. County Clerk Monthly Report

RESULT:	COMPLETED
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3. County Attorney Monthly Reports

RESULT:	COMPLETED
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4. Safety Director Monthly Report

RESULT:	COMPLETED
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5. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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6. Personnel Monthly Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:20 AM



Government Operations Committee

Committee Meeting

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

1

~ Minutes ~

Tuesday, June 10, 2025

10:30 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:31 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	
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	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Jeri DuVall	Cortland County	Chief Assistant County Attorney	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Charles Sudbrink	Cortland County	Superintendent of Highways	Present	
Christopher Newell	Cortland County	Legislator	Present	
Tom Brown	Cortland County	Democratic Election Commissioner	Present	
Kim Cameron	Cortland County	Resident	Present	
William McGovern	Cortland County	Legislator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Wendy Canfield	Cortland County	Executive Assistant of the County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	

Minutes Acceptance: Minutes of Jun 10, 2025 10:30 AM (MINUTES)

Ricia Marano	Cortland County	Personnell	Present	
Nicole Compton	Cortland County	Executive Assistant	Remote	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Andrea Herzog	Cortland County	Director of Finance	Remote	
Rebecca Glover	Cortland	Resident	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - May 22, 2025 4:30 PM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Extend Contract Capital Region BOCES

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/26/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

Extend Contract Capital Region BOCES

WHEREAS, Resolution No. 124-23 authorized Cortland County to enter into an agreement with Keenan Associates/Express Scripts Inc. for pharmacy benefits management services for Cortland County's employee and retiree health plan effective January 1, 2024 through December 31, 2025; AND

WHEREAS, Keenan Associates partners with Capital Region BOCES for a county-wide shared services initiative (CWSSI) that authorizes funding from the State to match net savings achieved; AND

WHEREAS, Resolution No. 215-24 authorized an inter-municipal agreement with Capital Region BOCES effective January 1, 2024 through December 31, 2024, to allow for participation in a prescription drug plan known as the NYS Pharmacy Purchasing Coalition, which is expected to provide an estimated cost savings to Cortland County of at least \$573,171; AND

WHEREAS, the County wishes to extend the inter-municipal agreement with Capital Region BOCES through December 31, 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs the Chair of the Legislature, upon review and approval by the County Attorney, to execute a contract for participation in an inter-municipal agreement with Capital Region BOCES from January 1, 2024 through December 31, 2025.

AGENDA ITEM NO. 2 – Amend the Cortland County Legislature Rules of Order

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/26/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

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

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

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

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

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

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

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect June 27, 2025.

AGENDA ITEM NO. 3 – Adopt Local Law "D" of 2025 - A Local Law to Establish a Department of Public Works, and to Merge Therein the Existing Departments of Weights and Measures, Buildings and Grounds and Highway

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/26/2025 6:00 PM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF**RESOLUTION NO.**

Adopt Local Law "D" of 2025 - A Local Law to Establish a Department of Public Works, and to Merge Therein the Existing Departments of Weights and Measures, Buildings and Grounds and Highway

WHEREAS, the Cortland County Legislature recognizes the need to modernize, streamline, and improve the efficiency of county operations by consolidating related infrastructure, maintenance, and regulatory functions under a single administrative structure; AND

WHEREAS, the Legislature finds that merging the existing Departments of Weights and Measures, Buildings and Grounds, and Highway into a unified Department of Public Works will promote greater coordination, enhance service delivery, and reduce administrative redundancies; NOW THEREFORE

BE IT ENACTED by the Legislature of Cortland County, New York, as follows:

Local Law "D" of 2025 - A Local Law to Establish a Department of Public Works, and to Merge Therein the Existing Departments of Weights and Measures, Buildings and Grounds and Highway

Section 1. Department of Public Works Established; Merger of Existing Departments and Transfer of Functions

(a) Pursuant to the provisions of Section 10 of the Municipal Home Rule Law, there is hereby created and established the Cortland County Department of Public Works, which shall have the powers, functions and duties set forth in Section 2 of this local law.

(b) The Cortland County Departments of Weights and Measures, Buildings and Grounds and Highway are hereby merged into, and the functions, powers and duties of said departments without limitation, is hereby transferred to and become vested in, the Cortland County Department of Public Works.

(c) Cortland County Local Law No. 3 of 1966, which established the Cortland County Department of Highways, is hereby repealed.

(d) The Cortland County Department of Public Works shall be under the supervision and direction of a County Commissioner of Public Works, who shall be appointed by the Cortland County Legislature. The County Commissioner of Public Works shall report to the Cortland County Administrator, and shall serve at the pleasure of the Cortland County Legislature. Said Legislature may remove such County Commissioner of Public Works for malfeasance or misfeasance in office, upon written charges, after an opportunity to be heard, not less than five (5) days after the service upon such Commissioner of a copy of such charges.

(e) The term of office of such County Commissioner of Public Works shall be four (4) years, unless sooner removed by the County Legislature as provided above. A vacancy in the office of County Commissioner of Public Works shall be filled by the County Legislature for the unexpired term as prescribed by law.

Section 2. Functions, Powers and Duties of the Department of Public Works

(a) The Cortland County Department of Public Works shall have and exercise such

Minutes Acceptance: Minutes of Jun 10, 2025 10:30 AM (MINUTES)

functions, powers and duties as may be prescribed by the Cortland County Legislature, including but not limited to the care, maintenance, supervision, control, construction, reconstruction, repair and improvement of all County roads, highways, bridges, culverts, and activities related to Cortland County roads and highways as provided in the laws of the State of New York including but not limited to the Highway Law of the State of New York, the General Municipal Law, the Vehicle and Traffic Law, and the regulations promulgated thereunder, and all activities heretofore performed by the Cortland County Highway Department.

(b) The Department of Public Works shall have such employees as may from time to time be authorized by the Cortland County Legislature and appointed by the Commissioner of Public Works as provided by law.

Section 3. Department of Public Works Divisions

(a) Subject to the Commissioner's authority to combine or consolidate functions common to the various divisions, there shall be the following Divisions with the Department of Public Works:

- i. Airport
- ii. Buildings and Grounds
- iii. Dwyer Park
- iv. Highway
- v. Recycling
- vi. Solid Waste
- vii. Weights and Measures

(b) All divisions shall be under the administrative direction and supervision of the Commissioner of Public Works.

(c) Each division shall be under the direction of a Division Head who shall be

appointed by the Commissioner of Public Works in accordance with any requirements of the Civil Service Law or rules that may apply. The Division Heads may be titled Director, Supervisor, Coordinator, Worker, or any other title as determined by past practice or by the Cortland County Legislature to be reflective of such division's duties, authority and responsibilities, except that any title designation must be in accordance with any applicable Civil Service Law or rule or any other State or Federal Laws or rules.

Section 4. Construction

(a) This local law shall be liberally construed to effectuate the purposes of consolidating, merging and replacing the Cortland County Departments of Weights and Measures, Buildings and Grounds, and Highway, and all powers, duties and authority heretofore exercised by such departments shall be deemed to continue and be vested in the Cortland County Department of Public Works.

(b) The Director of Weights and Measures shall possess all of the powers and duties as now or hereafter prescribed by New York State County Law Article 21.

(c) The Commissioner of Public Works shall possess all powers and duties of a County Superintendent of Highways as now or hereafter prescribed by law, and such additional and related duties as may be prescribed by general or special law, county law, or Legislative resolution.

Section 5. Separability

If any clause, sentence, paragraph, subdivision, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree or order shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order shall have been rendered, and the remainder of this local law shall not be affected thereby and shall remain in full force and effect.

Section 6. Effective Date

This local law shall take effect immediately upon filing with the Office of the Secretary of State.

AGENDA ITEM NO. 4 – Adopt Local Law "E" of 2025 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT: **APPROVED [UNANIMOUS]**

Next: 6/26/2025 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Cathy Bischoff, Committee Member

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

ON MOTION OF NAUSEEF

RESOLUTION NO.

Adopt Local Law "E" of 2025 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE BE IT

RESOLVED, that Local Law "E" for the year 2025 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; AND BE IT FURTHER

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted; NOW THEREFORE

BE IT ENACTED by the Legislature of the County of Cortland, as follows:

SECTION 1.

LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County Law §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

SECTION III.

The same rate of annual salary increase for fiscal year 2025 extended to Cortland County Management

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and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2025 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

Officers appointed for a fixed term include:

Commissioner of Public Works

SECTION IV:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

AGENDA ITEM NO. 5 – Authorize Amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

RESULT: **APPROVED [UNANIMOUS]**

Next: 6/26/2025 6:00 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Douglas Bentley, Committee Member

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

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

WHEREAS, the Legislature's Government Operations Committee has reviewed recommended amendments to the County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and supports the various amendments; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby adopts the amended County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees as attached effective June 30, 2025.

Minutes Acceptance: Minutes of Jun 10, 2025 10:30 AM (MINUTES)

MONTHLY REPORTS

1. Safety Director Monthly Report

RESULT:	COMPLETED
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2. County Clerk Monthly Report

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

3. County Attorney Monthly Report

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

4. Board of Elections Monthly Report

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

5. Weights and Measures Monthly Report

RESULT:	COMPLETED
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6. Personnel Monthly Reports

RESULT:	COMPLETED
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7. Clerk of the Legislature Monthly Report

RESULT:	COMPLETED
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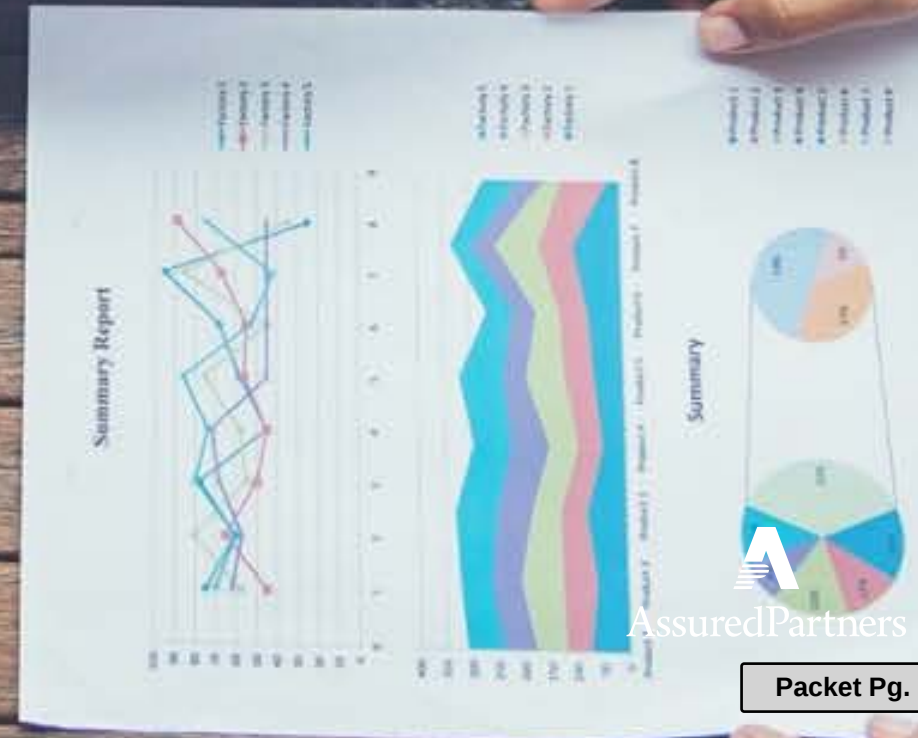
DISCUSSION ITEMS**ADJOURNMENT**

The meeting was closed at 10:48 AM

8/12/2025

Cortland County Medicare and PBM RFP presentation

Presentation for:
Cortland County Government Operations
Committee



AssuredPartners

WHO WE ARE

About AssuredPartners

AssuredPartners Overview

- ◆ Founded in 2011
- ◆ Over \$2.5B in revenue, 11th largest insurance broker in the US
- ◆ 400 offices in 40 states, plus offices in Canada and the UK
- ◆ More than 450+ acquisitions completed since 2011
- ◆ Focused on middle market clients providing a unique combination of national scale, wide range of products and services, and deep local presence, which allows for higher retention and margin expansion



WHO WE ARE

AssuredPartners Snapshot



5th

Largest P&C broker in
the us



11th

Largest broker in
the US



40

States, 250 cities, 4
countries



400

Physical office
locations



250+

Products & services



10,532

Team members



900K

Happy clients and
counting!



\$2.5B

In annualized
revenue



WHO WE ARE

Power Through Partnership

At AssuredPartners, we're not just in the insurance business. We're in the business of developing strong, lasting relationships. Relationships built on trust that we earn by collaborating with you as partners – where we view each other as equals, show mutual respect and work openly and honestly together to achieve common goals.

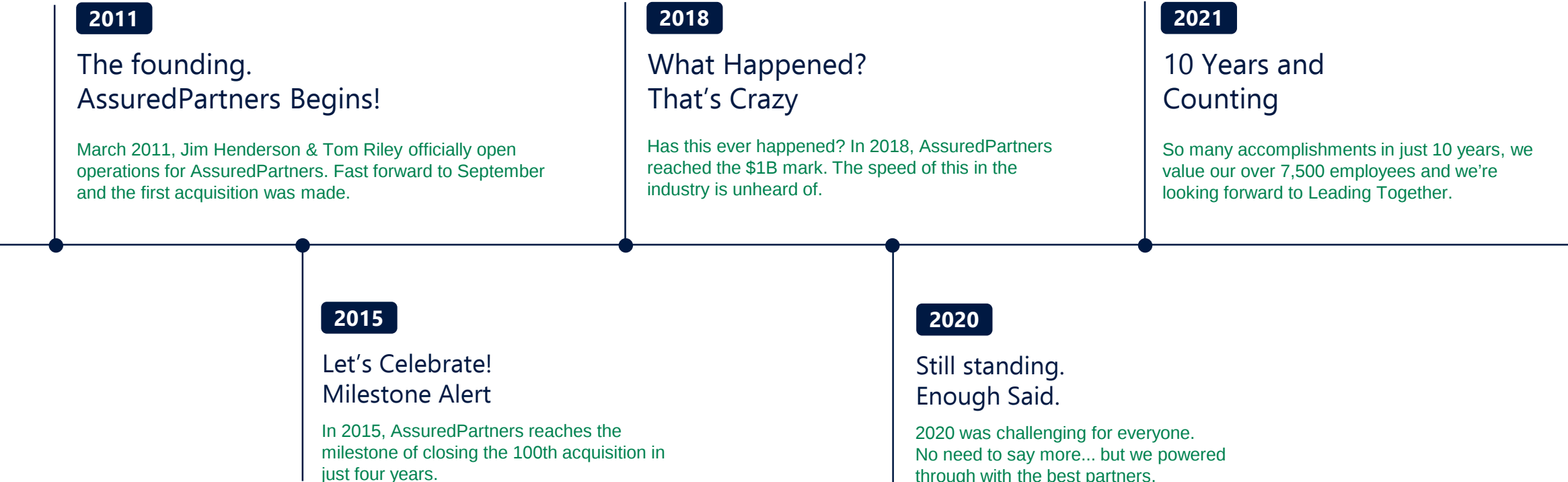
As true partners, our national team of dedicated, experienced insurance professionals always have your best interests in mind and are passionate about protecting your assets and helping you grow. Through listening, problem solving and collaboration, together we find the best new innovative solutions to fulfill your specific needs and promote your success – now and for the future. It's what we call **Power through Partnership**.



WHO WE ARE

Our History

Since our founding in 2011 we have added over 440 partners



INDUSTRY EXPERTISE

Employee Benefits

AssuredPartners has assembled a client-focused team structure that solely focuses on employee benefits. Our practice maintains unsurpassed carrier relationships and offers a variety of solutions to maximize benefits plans, while also focusing on compliance and controlling costs for our clients.

- ◆ Proprietary Health Exchange
- ◆ Compliance Reporting Solution
- ◆ Client Communication Portal
- ◆ Certified HR Client Support
- ◆ Underwriting & Data Analytics
- ◆ Eligibility Management
- ◆ Prescription Drug Management
- ◆ In-House ERISA Resources



OUR APPROACH

Service Team Approach

Service Commitment:

Our client retention is attributed to our hands-on approach to servicing our clients. We will assign a dedicated team of experts that will act as an extension of your benefits team and can be accessed throughout the year so that your HR team always feels supported



Senior Consultants

- ◆ Benefits strategy
- ◆ Plan design & funding
- ◆ Ensures all deliverables meet quality standards



Account Executive

- ◆ Acts as in-house benefits administrator
- ◆ Key contact for HR department
- ◆ Monitors carrier service levels
- ◆ Coordinates day-to-day activities



Benefits Analyst

- ◆ Financial & statistical analysis
- ◆ Go to market as required
- ◆ Quarterly reporting
- ◆ Population health management*
- ◆ Predictive modeling*



Communications Consultant

- ◆ Branding & strategy
- ◆ Copy & content
- ◆ Design & layout
- ◆ E-Design delivery
- ◆ Benefit booklets



Compliance Department

- ◆ Plan documents & SPDs
- ◆ 5500s & SARs
- ◆ Ongoing technical issues
- ◆ Newsletter & seminars



Customer Service Department

- ◆ Employee advocate
- ◆ Claims resolution
- ◆ Benefits questions
- ◆ Branded employee portal
- ◆ Open enrollment assistance



SCOPE OF SERVICES

Employee Benefits – Scope of Services



Brokerage

- ◆ Benchmarking
- ◆ Plan design
- ◆ Plan comparison
- ◆ Negotiate renewals



Consulting & Analytics

- ◆ Population health management
- ◆ Medical and Rx analysis
- ◆ Plan disruption analysis
- ◆ Forecasting and predictive modeling
- ◆ Data warehouse with 20 million member lives
- ◆ Plan design and funding analysis



Communications

- ◆ Communication strategy
- ◆ Branded benefits guide, i-guide, postcard, poster
- ◆ E-mail branded announcements
- ◆ Health & wellness newsletters
- ◆ Mailing & fulfillment center



Pharmacy & Analytics

- ◆ Custom PBM and clinical programs
- ◆ Pharmacy coalition drug purchasing tool
- ◆ Clinical care management
- ◆ RFP / vendor selection
- ◆ Contract review and negotiation
- ◆ Market check analysis



Employee Advocacy

- ◆ Employee call center
- ◆ Escalated claims resolution
- ◆ Dedicated 800 number and email
- ◆ Liaison between employee and carrier
- ◆ Telephonic support for over 200 languages



Compliance

- ◆ ERISA attorneys and compliance team
- ◆ Health care reform guidance
- ◆ Plan documents and SPDs
- ◆ Initial compliance audit
- ◆ Signature ready 5500s and SARs
- ◆ Notification of legislative changes



Benefits Administration

- ◆ Online enrollment platform
- ◆ Eligibility and billing administration
- ◆ Consolidated billing
- ◆ FSA, COBRA, HRA administration
- ◆ Real-time administration panel, employee portal
- ◆ Mobile apps



Executive Benefits

- ◆ Executive benefit plans to attract top talent
- ◆ Retirement plans
- ◆ Business succession planning
- ◆ Wealth preservation
- ◆ Life and disability plans
- ◆ Executive long-term care



Additional Services

Expanded Wellness | Stop Loss Coalition | Medical TPA | Translation services | Mobile applications



INDUSTRY EXPERTISE

Our Partnership

AssuredPartners has been the County's Health Benefits Consulting Partner since 2023

- ◆ AssuredPartners has a proven track record with the County, ensuring the best fit and most cost-effective medical, prescription, and stop loss
 - ◆ Formal Request for Proposal (RFP) process
 - ◆ New prescription drug contracts
 - ◆ Multi-year contract guarantee for medical administrator
 - ◆ Stop Loss management and negotiations
 - ◆ Pharmacy Reconciliation services
 - ◆ CWSSI Savings Grant Opportunity



Prescription Drug RFP Review

Incumbent Proposal Summary – Commercial Pricing

Analysis includes full population (Active Employees, Pre-65 Retirees, Post-65 Retirees and all dependents)

Guaranteed Cost Categories	Incumbent Pricing Current Contract	Incumbent Pricing Proposed Contract	Proposal Impact
Gross Discounted Ingredient Cost (Incl. Dispensing fees)	\$6,003,186	\$5,915,120	-\$88,066
Member Cost Share (Copay and Deductible)	-\$238,393	-\$238,393	\$0
PBM Administrative Fees (Includes Clinical Management)	\$119,164	\$106,366	-\$12,798
Estimated Earned Rebates Minimums	-\$2,225,095	-\$2,342,545	-\$117,450
Rx Carveout Impact to Medical Administrative Costs	\$53,558	\$53,558	\$0
Estimated RDS Subsidy	-\$287,420	-\$287,420	\$0
Pharmacy Management Fund & Implementation Credits	\$0	-\$14,220	-\$14,220
Net Plan Spend (Gross Cost less Reductions in Liability)	\$3,425,000	\$3,192,466	-\$232,534
Average Members	1,422	1,422	
Number of Claims Analyzed	28,440	28,440	
Additional Savings for KPCM and FastMed		-\$218,343	-\$218,434
\$ below Current	\$0	-\$232,534	-\$232,534
Estimated Net Plan Cost PMPM	\$200.71	\$187.09	-\$13.63
% below Current	0.00%	-6.79%	-6.79%
Total savings with KPCM and FastMed		-\$450,968	-\$450,968

Additional Considerations: KPCM program has identified \$90K in savings over and above what has already been achieved with the program. In addition to the existing KPCM program, the incumbent identified a potential savings of \$128,434 with the FastMed management program.



Non-Incumbent Proposal Summary – Commercial Pricing

Analysis includes full population (Active Employees, Pre-65 Retirees, Post-65 Retirees and all dependents)

Guaranteed Cost Categories	Vendor 1 Proposed Contract	Vendor 2 Proposed Contract	Vendor 3 Proposed Contract
Gross Discounted Ingredient Cost (Incl. Dispensing fees)	\$5,998,845	\$6,120,659	\$6,182,690
Member Cost Share (Copay and Deductible)	-\$238,393	-\$238,393	-\$238,393
PBM Administrative Fees	\$16,000	\$17,064	\$1,365
Estimated Earned Rebates Minimums	-\$2,806,050	-\$2,290,015	-\$1,756,305
Rx Carveout Impact to Medical Administrative Costs	\$53,558	\$0	\$53,558
Estimated RDS Subsidy	-\$287,420	-\$287,420	-\$287,420
Pharmacy Management Fund & Implementation Credits	-\$17,064	-\$47,064	-\$11,376
Net Plan Spend (Gross Cost less Reductions in Liability)	\$2,719,476	\$3,274,830	\$3,944,119
Average Members	1,422	1,422	1,422
Number of Claims Analyzed	28,440	28,440	28,440
\$ below Current	-\$705,524	-\$150,170	\$519,119
Estimated Net Plan Cost PMPM	\$159.37	\$191.91	\$231.14
% below Current	-20.60%	-4.38%	15.16%
Clinical Program Considerations and Copay Assistance			
Estimated Copay Assistance - Vendor Reported	-\$312,564	-\$403,871	-\$147,864
Copay Assistance Program Administrative Fees	\$78,141	\$100,968	\$36,966
Clinical Program Financial Description - Vendor Reported	Clinical program evaluation and financial impact will be reviewed with Client and Consultant input	RxConcierge (fee guaranteed)	Therapeutic Interchange + International Mail
Gross Clinical Cost Avoidance		-\$29,862	-\$85,758
Clinical Program Fees		\$29,862	\$17,064



Attachment: Assured Partners - Cortland County Legislative Meeting Presentation (13164 :

Formulary Impact Analysis

Definition:

Excluded Medications: Medication isn’t available under the proposed formulary, vendor’s preferred alternative is proposed.

- a. **Member Impact:** Alternative medication may be the same or lower cost at the pharmacy

Note: Excluded medications are not always “**true**” disruption. An example of this would include a scenario where the PBM purchases the same drug from a different manufacturer (i.e. Epinephrine), or the Branded medication has a chemically identical generic equivalent available in the market (Vyvanse). **There will always be a preferred alternative available to the membership.**

The figures below evaluate the County’s total utilization for all members from 4/1/2024 – 3/31/2025 (12 months).

Vendor	Disruption Type	# of Scripts	# of Members Affected	% of Total Utilization	% of Average Population
Vendor 1	Excluded	928	266	3.26%	18.71%



Medicare Advantage Carrier Review

Current Traditional Plan vs BCPA Proposed

	Excellus BCBS		BCPA		BCPA		BCPA	
	Traditional Plan		Plan Option 1		Plan Option 3		Plan Option 4	
Benefits	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
In-Network:	Current (Medical Plan)		Proposed (Medicare Advantage Plan)		Proposed (Medicare Advantage Plan)		Proposed (Medicare Advantage Plan)	
Deductible	\$100/\$300		None		None		None	
Coinsurance	20% Coinsurance		None		None		None	
Out-of-Pocket Maximum	\$500/\$1,500		None		None		None	
Out-of-Network:								
Deductible	\$100/\$300		None		None		None	
Coinsurance	20% Coinsurance		None		None		None	
Out-of-Pocket Maximum	\$500/\$1,500		None		None		None	
Medical Services:								
Preventive Services	Covered In Full		Covered In Full		Covered In Full		Covered In Full	
Primary Care	20% Coinsurance		Covered In Full		Covered In Full		Covered In Full	
Specialist	20% Coinsurance		Covered In Full		Covered In Full		Covered In Full	
X-rays	\$0 Copayment		Covered In Full		Covered In Full		Covered In Full	
Hospital Care:								
Urgent Care	\$0 Copayment		Covered In Full		Covered In Full		Covered In Full	
Emergency Room	\$0 Copayment		Covered In Full		Covered In Full		Covered In Full	
Inpatient Hospital	\$0 Copayment		Covered In Full		Covered In Full		Covered In Full	
Outpatient Surgery - Ambulatory Center	20% Coinsurance		Covered In Full		Covered In Full		Covered In Full	
Outpatient Surgery - Facility	20% Coinsurance		Covered In Full		Covered In Full		Covered In Full	
Rehabilitation Services								
Physical, Occupational, and Speech Therapy	Deductible then 20% Coinsurance		Covered In Full		Covered In Full		Covered In Full	
Chiropractor	Deductible then 20% Coinsurance		Covered In Full		Covered In Full		Covered In Full	
Cardiac Rehab	Deductible then 20% Coinsurance		Covered In Full		Covered In Full		Covered In Full	
Prescription Drug:								
Generic/Formulary/Non-Formulary	\$10/\$20/\$35		\$0/\$5/\$20		\$10/\$20/\$35		\$0/\$1/\$1	
Coverage Gap/Donut hole	No Coverage Gap		No Coverage Gap		No Coverage Gap		No Coverage Gap	
Mail Order	\$10/\$40/\$70		\$0/\$5/\$20		\$20/\$40/\$70		\$0/\$1/\$1	
Additional Details:								
Unique Benefits	N/A		Silver&Fit		Silver&Fit		Silver&Fit + Dental& Vision	
Monthly Rates:								
Rate Guarantee	12 Months		12 Months with a 2027 rate cap of 7.5%		12 Months with a 2027 rate cap of 7.5%		12 Months with a 2027 rate cap of 7.5%	
Premium								
Single	\$930.05		\$546		\$454		\$583	
Family	\$2,262.22		\$1,092		\$908		\$1,166	
Retirees	545		545		545		545	

Notes:
1. Enrollment is based on the Medicare eligible census shared from Excellus on 6/11/2025
2. Plan 4 includes an annual \$300 vision allowance and covers routine dental procedures in full



Summary of Findings

- There are significant savings with all BCPA Medicare Advantage plan options presented
- ALL Plans presented offer equal or better benefits than current
- BCPA's proposed MAPD Solution can be offered on a voluntary basis



Thank you





**Cortland County
Administrative Policy Manual**

Employee Identification Badge Policy

Policy/Procedure Number: 01.002 **Modified Date(s):** 3/31/2016, 11/17/2023, 8/28/2025

Resolution No.: 158.16

Effective Date: 3/31/2016

Next Review: As needed

Objective: To establish a policy for the issuance of a photo identification badge to all employees for the use of said badge by employees while at work or when representing the County of Cortland in any official capacity in an effort to provide a safe and secure workplace for all employees.

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

Legislative Policy Statement:

Responsible Department: County Administration and Personnel Department

General Information: This policy applies to all County Employees (including full-time, part-time and temporary), Elected Officials, Volunteers, Interns, and Contracted Services while on County property and/or in the community will adhere to the following identification standards.

I. Definitions:

II. Policy:

All employees will be issued and must wear and visibly display photo identification badges as provided by the County. Individuals requiring identification badges **must carry the badge on their person at all times when representing the County.** ~~be worn in a manner that allows the identification of an employee by photo, first and last names and department.~~ This badge and PIN will also provide location access to certain areas throughout the County using keyless entry.

All persons working or conducting business on County property and/or in the community will adhere to the following identification standards.

Access for Volunteers, Interns and Contracted Services employees will provided based on the policy for that particular group of individuals.

Procedure:

- A. The policy and procedures described herein are intended to provide for the safety and security of County employees, all employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action.



Cortland County Administrative Policy Manual

- B. The Personnel Department will provide all new staff members with a copy of this policy at the time of new employee orientation. The policy can also be found on the County's intranet.
- C. All employees are required to wear the ID badge at County work areas during official capacity. ID badges are to be prominently worn so the photo is clearly visible to others. The requirement may be temporarily waived at the department's discretion when wearing the ID presents a safety issue (e.g. Sheriff's, Buildings and Grounds and Highway Department's). However, the employee must carry the ID at all times during work hours or when acting in an official capacity.
- D. The ID is to be worn between the shoulders and waist on a lanyard or attached clip as provided by the County. The ID shall not be defaced or altered with pins, stickers, decals, etc.
- E. Employees are responsible for safeguarding their own ID and PIN. Any lost or damaged ID should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID to IT.
- F. In an event that an employee forgets their ID, the employee's supervisor must be notified at the start of the work shift. The supervisor will issue a temporary ID for the shift. The temporary ID will only list the employee's department.
- G. The PIN will be four (4) numeric digits in length and cannot be some other identifying number assigned to the individual such as part of Social Security Number, Badge Number, Extension Number, etc.

IDENTIFICATION CARD HOLDER RESPONSIBILITIES

- A. Do not lend your ID to anyone.
- B. Do not allow unauthorized individuals into any secure area.
- C. Do not leave ID on dash of vehicle or other locations where exposed to extreme temperatures.
- D. Do not fold, bend, or mutilate your ID.
- E. Do not use your ID improperly.
- F. Do not leave your ID unattended.
- G. Do not write your PIN on your card, lanyard, card pouch, or anything else your ID card may be near.
- H. Immediately notify your supervisor if your ID is no longer in your possession.

Immediately notify your supervisor of any difficulties or problems with any ID.



**Cortland County
Administrative Policy Manual**

Employee Identification Badge Policy

Policy/Procedure Number: 01.002 **Modified Date(s):** 3/31/2016, 11/17/2023, 8/28/2025

Resolution No.: 158.16

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Cortland County Administrative Policy Manual

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- F.** Do not leave your ID unattended.
- G.** Do not write your PIN on your card, lanyard, card pouch, or anything else your ID card may be near.
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Immediately notify your supervisor of any difficulties or problems with any ID.

ON MOTION OF RICHARD BUSHNELL

RESOLUTION NO. 351-17

Increase Revenue/Clerk Expense

WHEREAS, by Section 262 of the Tax Law, recording officers are entitled to receive their necessary expenses for purposes of administration, collection and disbursement of mortgage taxes in their offices on approval and allowance by the State Tax Commission, AND

WHEREAS, the State Tax Commission did, on July 1, 1946 by resolution duly approved at the amount to be certified to the State Tax Commission by the County Legislature, provided it is a reasonable and necessary allowance for such expenses, AND

WHEREAS, the current allowable allowance of \$36,203.00 per year, payable monthly was passed by Resolution 181 in 2004, when the amount of mortgage tax collected and the employee expenses were considerably less, NOW THEREFORE BE IT

RESOLVED, that the sum of \$62,315.58 per annum be and hereby is determined to be a reasonable and necessary allowance of the Recording Officer of the County of Cortland for the hire of clerks and assistants to perform the administration, collection and disbursement of the Mortgage Recording Tax in her office, AND BE IT FURTHER

RESOLVED, the County Clerk collect or withhold from her disbursements in twelve (12) equal monthly installments at a total annum amount of \$62,315.58, which we hereby certify to the New York State Tax Commission and the New York State Department of Audit and Control, as the reasonable and proper allowance for expenses, effective January 1, 2018 to be entered in county clerk revenue account A141042-41255.

CLERK EXPENSE FOR 2018

Formula: Salary + 30% for overhead x % of time = Mortgage Tax Expense
(Overhead includes all expenses incurred for the use of calculating, depositing, recordings, collecting, disbursing, etc. of Mortgage Tax plus the fringe benefits for employees)

- | | | |
|-------------------------------------|----------------------|-------------|
| 1. County Clerk (10% of time) | | |
| Salary | \$79,263.38 | |
| 30% | <u>23,779.02</u> | |
| | \$103,042.40 x 10% = | \$10,304.23 |
| 2. Deputy Clerk (25% of time) | | |
| Salary | \$44,158.59 | |
| 30% | <u>13,247.58</u> | |
| | \$57,406.17 x 25% = | \$14,351.55 |
| 3. Deputy Clerk (25% of time) | | |
| Salary | \$40,815.18 | |
| 30% | <u>12,244.56</u> | |
| | \$53,059.74 x 25% = | \$13,264.94 |
| 4. Senior Index Clerk (40% of time) | | |
| Salary | \$29,303.07 | |
| 30% | <u>8,790.93</u> | |
| | \$38,094 x 40% = | \$15,237.60 |
| 5. Senior Index Clerk (25% of time) | | |

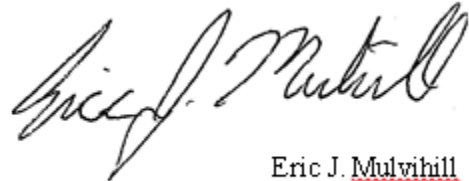
Salary	\$28,176.18	
30%	<u>8,452.86</u>	
	\$36,629.04 x 25% =	\$9,157.26

TOTAL MORTGAGE EXPENSE**\$62,315.58**

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 28th day of September, 2017 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 28th day of September, 2017.



Eric J. Mulvihill
Clerk of the Cortland County Legislature

ON MOTION OF JOSEPH NAUSEEF

RESOLUTION NO. 155-24

Increase Mortgage Tax Expense - County Clerk

WHEREAS, Article 11, Section 250 through Section 262 of the Tax Law, indicates the Recording Officer (County Clerk) is charged with the collection and administration of mortgage tax monies; AND

WHEREAS, by Section 262 of the Tax Law, Recording Officers are entitled to receive their necessary expenses associated with the collection and administration of mortgage tax monies; AND

WHEREAS, the current allowable allowance of \$62,315.58 per year, payable monthly, was passed by Resolution No. 351-17, when the employee expenses were considerably less; AND

WHEREAS, the Recording Officer has estimated effective January 1, 2025 the cost associated with the collection and administration of mortgage tax amounts to be \$107,155.44 per year; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 351-17 be and hereby is rescinded effective January 1, 2025; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature does hereby authorize the County Clerk's Mortgage Tax Expense to be increased to the sum of \$107,155.44 per year effective January 1, 2025; AND BE IT FURTHER

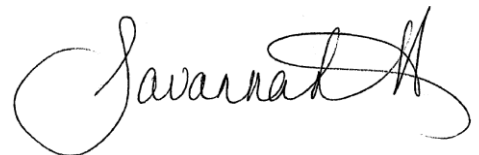
RESOLVED, the County Clerk withhold from her disbursements in twelve (12) equal monthly installments at a total annum amount of \$107,155.44; AND BE IT FURTHER

RESOLVED, that the County Clerk forward a certified copy of this resolution to the New York State Department of Taxation and Finance for approval.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 22nd day of August, 2024 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 22nd day of August, 2024.



Clerk of the Cortland County Legislature

Attachment: 2025 155-24 Resolution (13134 : Increase Mortgage Tax Expense - County Clerk)

Cortland County Clerk's Office
2026 Mortgage Tax Expense
Retention Increase Worksheet

PERSONNEL: Effective 1/1/26

Employee Name	Position	Hourly Salary	Annual Salary 2026: 1827 hrs.	Health Insurance	Comp	Soc Sec 7.65%	Retirement 14%	Total	% of Time	Annual Pay Mtg
Tammy Barriger	Deputy Clerk	\$ 44.4620	\$ 81,232.00	\$ 21,717.30	\$ 1,800.00	\$ 6,214.25	\$ 11,372.48	\$ 122,336.03	x 20%	\$ 24,467.21
Marcia Ford	Deputy Clerk	\$ 36.7476	\$ 67,135.00	\$ -	\$ 1,800.00	\$ 5,135.83	\$ 9,398.90	\$ 83,469.73	x 20%	\$ 16,693.95
Melinda Braman	Sr. Index Clerk	\$ 22.3010	\$ 40,743.93	\$ 8,035.62	\$ 1,800.00	\$ 3,116.91	\$ 5,704.15	\$ 59,400.61	x 20%	\$ 11,880.12
Amy Clark	Sr. Index Clerk	\$ 22.3010	\$ 40,743.93	\$ 19,545.58	\$ 1,800.00	\$ 3,116.91	\$ 5,704.15	\$ 70,910.57	x 10%	\$ 7,091.06
Brooke Kemak	County Clerk	\$ 49.0728	\$ 89,656.00	\$ 8,928.48	\$ 1,800.00	\$ 6,858.68	\$ 12,551.84	\$ 119,795.00	x 10%	\$ 11,979.50
Total # of Employees:		5	\$ 174.88	\$ 319,510.85	\$ 58,226.98	\$ 9,000.00	\$ 24,442.58	\$ 44,731.52	\$ 455,911.93	\$ 72,111.83

Other Expenses	Annual	%	Total
Software	\$ 51,600.00	x 30%	\$ 15,480.00
Office Supplies	\$ 11,000.00	x 30%	\$ 3,300.00
Indirect - Cost Allocation from 2024	\$ 81,861.00	x 30%	\$ 24,558.30
Liability	\$ 7,138.18	x 30%	\$ 2,141.45
TOTAL			\$ 45,479.75

Expenses for Mortgages		
Personnel	\$	72,111.83
Other Expenses	\$	45,479.75
Total	\$	117,591.58

Current Approved Expenses		
Annual	\$	107,155.44
Per Month	\$	8,929.62

Requested Expenses		
Total Annual	\$	117,591.58
Month	\$	9,799.30

Increase Year	\$	10,436.14
Increase Month	\$	869.68

Attachment: 2026 Workbook (13134 : Increase Mortgage Tax Expense - County Clerk)

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

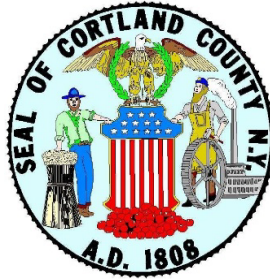
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Phelps

607-753-5125

mphelps@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – June/July 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
219	370	210	23	310	0	516	70	1	1,719

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
416	379	868	3	187	61	1,914

FOIL Requests:

Received	In process	Completed
12	0	12

- Cortland City School district re-vote
- Met with Cortlandville Fire District representatives Kevin Whitney and Courtney Metcalf regarding streamlining the check in process for Fire District Elections
- Received Town caucus nominations for the November General Election
- Received Certificates of Nominations for City Alderperson in Ward 1 & 5 (due to resignations)



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

June & July 2025 Activities

- Meetings: LEPC, NYS Courts – E-filing, Supervisor Orientation Summer Youth Employment Program, IT Steering Committee
- Laserfiche Introduction: Real Property, Assigned Counsel and Finance
- Personnel: Senior Motor Vehicle Clerk left the position and it has been filled with a Motor Vehicle Clerk. Her position remains vacant, but the hiring process has been initiated. We will also have another Motor Vehicle Clerk vacancy on 09/01/25 due to a retirement.
- County Clerk's Office: Currently have two youth from the Summer Employment Program assisting in the office. They have provided a significant amount of help taking care of tasks that the office has not had time to address.

Mid-Year Financial Overview

County Clerk County Retention Revenue:

	2025 Jan.-Jun.	2024 Jan.-Jun.	% Increase
Clerk Fees	\$273,330.68	\$242,973.55	13%
Local Mortgage Tax (0.50%)	\$151,819.66	\$127,312.23	19%
Transfer Tax (Eff. 11/2023)	\$121,485.00	\$97,535.00	25%
Total	\$546,635.34	\$467,820.78	17%

The number of total transactions is down when compared to last year, which supports the significance of larger Real Property transactions in our County. We need to continue to support those who are purchasing homes, but economic development is significant to the numbers reported above. The 2025 budgeted expenses for the office is approximately \$575,000.

Motor Vehicle County Retention Revenue:

	2025 Jan.-Jun.	2024 Jan.-Jun.	% Increase
DMV Fees & Sales Tax	\$199,831.71	\$162,345.91	23%
Use Tax (Registrations)	\$147,901.44	\$135,834.97	8%
Revenue Sharing (Online)	\$60,991.37	\$53,758.59	13%
Total	\$408,724.12	\$351,939.47	16%

The total number of transactions increased by approximately 4,000 when compared to last year. The implementation of REAL ID significantly played a role in the increase in customers visiting the DMV. Long and consistent lines have been seen since the beginning of the year, with a daily average number of transactions being 220 and last year's was 185. The 2025 budgeted expenses for the office is approximately \$575,000.

Based on the statistics released from NYS, Cortland will experience an increase in the number of individuals needing to renew their license for the next three years.

2024	2025	2026	2027	2028	2029
2,325	4,894	5,999	6,318	5,746	2,916

Revenue County	Description	1st Quarter			Apr		May		June		2nd Quarter		YTD	
	Clerk			\$ 117,840.68	\$ 44,176.97	\$ 52,724.54	\$ 58,588.49	\$ 155,490.00	\$ 273,330.68					
	Local Mtg. Tax			\$ 82,924.89	\$ 16,697.79	\$ 24,002.39	\$ 28,194.59	\$ 68,894.77	\$ 151,819.66					
	Transfer Tax			\$ 61,366.00	\$ 17,846.00	\$ 18,054.00	\$ 24,219.00	\$ 60,119.00	\$ 121,485.00					
	DMV (In Office)			\$ 90,407.18	\$ 41,271.10	\$ 36,326.44	\$ 31,826.59	\$ 109,424.13	\$ 199,831.31					
	*DMV (Online)			\$ 29,770.27	\$ 12,143.94	\$ 10,437.26	\$ 8,639.90	\$ 31,221.10	\$ 60,991.37					
	*DMV (Use Tax)			\$ 66,049.63	\$ 28,527.03	\$ 27,852.08	\$ 25,472.70	\$ 81,851.81	\$ 147,901.44					
	Total			\$ 448,358.65	\$ 160,662.83	\$ 169,396.71	\$ 176,941.27	\$ 507,000.81	\$ 955,359.46					

Revenue	Pass through funds	1st Quarter			Apr		May		June		2nd Quarter		YTD	
	Basic Mtg. Tax			\$ 165,885.57	\$ 33,395.55	\$ 48,004.78	\$ 56,389.16	\$ 137,789.49	\$ 303,675.06					
	DWI Fines			\$ 1,220.00	\$ -	\$ 2,765.00	\$ 1,765.00	\$ 4,530.00	\$ 5,750.00					
	Court & Trust			\$ 12,026.00	\$ 0.94	\$ 1,000.00	\$ 1,100.00	\$ 2,100.94	\$ 14,126.94					
	Additional Mtg. Tax (CENTRO)			\$ 78,857.16	\$ 15,606.21	\$ 22,459.82	\$ 26,684.35	\$ 64,750.38	\$ 143,607.54					
	Passports			\$ 13,196.80	\$ 4,855.00	\$ 3,390.00	\$ 1,160.00	\$ 9,405.00	\$ 22,601.80					
	Total			\$ 271,185.53	\$ 53,857.70	\$ 77,619.60	\$ 87,098.51	\$ 218,575.81	\$ 489,761.34					

Revenue	Paid to NYS	1st Quarter			Apr		May		June		2nd Quarter		YTD	
	Special Mtg. Tax			\$ 71,300.81	\$ 12,571.64	\$ 18,909.78	\$ 19,273.80	\$ 50,755.22	\$ 122,056.03					
	Court			\$ 52,123.50	\$ 19,778.73	\$ 15,728.06	\$ 16,578.21	\$ 52,085.00	\$ 104,208.50					
	State Education			\$ 20,497.15	\$ 6,943.32	\$ 7,527.85	\$ 7,568.39	\$ 22,039.56	\$ 42,536.71					
	Transfer Tax			\$ 123,733.15	\$ 34,833.79	\$ 35,012.94	\$ 47,395.93	\$ 117,242.66	\$ 240,975.81					
	Real Property			\$ 36,981.00	\$ 11,146.00	\$ 13,600.00	\$ 12,538.00	\$ 37,284.00	\$ 74,265.00					
	DMV			\$ 1,041,324.22	\$ 350,538.05	\$ 308,787.00	\$ 270,940.87	\$ 930,265.92	\$ 1,971,590.14					
	Total			\$ 1,345,959.83	\$ 435,811.53	\$ 399,565.63	\$ 374,295.20	\$ 1,209,672.36	\$ 2,555,632.19					

Revenue Generated	\$ 2,065,504.01	\$ 650,332.06	\$ 646,581.94	\$ 638,334.98	\$ 1,935,248.98	\$ 4,000,752.99
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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 ATTORNEY

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Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

JULY MONTHLY REPORT – Dated July 31, 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	164	171	150	142	110
JUN	196	189	177	172	141
JUL	221	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
18	83	126	99	92	126

Attachment: July_CAO_Report_20250731 (13159 : County Attorney Monthly Reports)

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	14	21	17	12	17
JD - RTA*	3	7	7	4	3
PINS	4	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	8	11	14	11	9
Crimes Against Persons	4	11	7	2	7
Sex Offenses	5	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
7	28	71	64	49	21



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Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

JUNE MONTHLY REPORT – Dated June 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	164	171	150	142	110
JUN	196	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
7	65	126	99	92	126

Attachment: June_CAO_Report_20250630 (13159 : County Attorney Monthly Reports)

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	13	21	17	12	17
JD - RTA*	1	7	7	4	3
PINS	4	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	6	11	14	11	9
Crimes Against Persons	4	11	7	2	7
Sex Offenses	4	5	2	1	6
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	3	0

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

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



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

CORTLAND COUNTY OFFICE BUILDING
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CORTLAND, NY 13045
TEL: 607-753-5081

Safety Director's Monthly Update – July 31, 2025

July Highlights:

- First Aid/CPR/AED Training:
 - Training completed for Misc. County Employees 7/25/2025
 - Additional trainings scheduled for August 22nd, September 5th, September 9th, October 17th
- Fifth & Sixth week of State of New York Department of State 6-week training course for Code Enforcement Officer completed 7/10/2025 & 7/31/2025 – approx. 64 hours training / 4 hours testing
- Attended Dwyer Park Fireworks 7/5/2025
- Attended ALERTUS Training via Zoom 7/15/2025
- Held Labor Management Safety Committee Meeting 7/22/2025
- COB Security Evaluation continues
- ESSA Safety Briefs forwarded to Department Heads:
 - “Using Hand Tools Safely”
 - “Backing Safety”
 - “Indirect Causes of Incidents”

Upcoming:

- RAVE Testing 8/6/2025
- Quarterly Workplace Violence Advisory Committee Meeting 8/14/2025
- PERMA Tour 8/21/2025
- Planning Meeting at 111 Port Watson St. 8/25/2025



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

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TEL: 607-753-5081

Safety Director's Monthly Update – June 30, 2025

June Highlights:

- Touch a Truck Event COB parking lot 6/1/2025
- First Aid/CPR/AED Training:
 - Training completed for Misc. County Employees 6/5/2025 & 6/25/2025
 - 5 Additional trainings are scheduled for July 25th, August 22nd, September 5th, September 9th, October 17th
- Fourth week of State of New York Department of State 6-week training course for Code Enforcement Officer completed 6/12/2025 – approx. 32 hours training / 2 hours testing
- Attended Monthly LEPC Meeting 6/6/2025
- Held Incident Management Meeting 6/6/2025
- Attended Planning Meeting at 111 Port Watson St. 6/23/2025
- Held Courthouse Fire Drill 6/24/2025
- DSS Leadership check in meeting 6/24/2025
- Attended Active Shooter Training in Skaneateles 6/30/2025
- COB Security Evaluation continues
- ESSA Safety Briefs forwarded to Department Heads:
 - “Making Safety a Habit”
 - “Extreme Heat Guidance”
 - “Water Safety Overview”

Upcoming:

- Dwyer Park Fireworks 7/5/2025
- Alertus Training via Zoom 7/15/2025
- Labor Management Safety Committee Meeting 7/22/2025
- PERMA Tour 7/24/2025
- Planning Meeting at 111 Port Watson St. 7/28/2025
- Fifth & Sixth week of State of New York Department of State 6-week training course for Code Enforcement Officer July 7th - 10th and July 28th – 31st



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: August 12, 2025

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the months of June and July 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 June
- Special Meetings of the Legislature – Special Government Operations Meeting, Two Special Public Works Meeting, Special Finance & Administration Meeting, and Two Special Legislative Sessions
- Meeting to transfer JP Morgan to Finance Department
- Occupancy Tax Meeting
- IT Meeting
- LEPC Meeting
- DPW Meeting
- Mobile Stage Training
- Department Head meeting
- Bid Openings – multiple
- CVB Meetings – multiple
- Many internal meetings
- Broadband meetings – multiple
- Civic Plus Meeting
- WXHC Interview
- Ribbon Cutting Ceremony for Mobile Stage
- Clerk's Association Executive Meeting
- Elder Abuse Event
- SUNY Meeting
- Meet Cortland County Interview
- County Administrator Search Meetings
- OGS Roundtable Procurement Training
- CFA Workshop
- Multiple OCR Trainings on CDBG Funding Opportunities



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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 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.



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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.
 - One recipient is moving out of County and will need to rescind the resolution awarding them \$35,000. We have two potential businesses with applications forthcoming.
 - I would like to submit for CDBG HUD funding for the County as well.
8. **Misc.:** Sales Tax Home Rule Request approved – the Governor signed on 8/7/2025. A resolution will be on the Finance and Administration agenda for approval.

Respectfully submitted,

Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 08/01/2025 9:01 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
6/3/2025	R000178-060325	Full Release	Yes	6/11/2025
6/3/2025	S000368-060325	Full Release	Yes	6/3/2025
6/3/2025	R000179-060325	Withdrawn	Yes	6/24/2025
6/4/2025	R000180-060425	No Response from Requester	Yes	7/14/2025
6/4/2025	S000369-060425	Full Release	Yes	6/9/2025
6/4/2025	S000370-060425	No Records Exist	Yes	6/9/2025
6/4/2025	S000371-060425	No Records Exist	Yes	6/9/2025
6/4/2025	S000372-060425	Full Release	Yes	6/9/2025
6/4/2025	R000181-060425	No Records Exist	Yes	6/20/2025
6/6/2025	S000373-060625	No Records Exist	Yes	6/9/2025
6/6/2025	S000374-060625	No Records Exist	Yes	6/9/2025
6/6/2025	R000182-060625	No Response from Requester	Yes	7/14/2025
6/9/2025	S000375-060925	Full Release	Yes	6/29/2025
6/9/2025	S000376-060925	Full Release	Yes	6/26/2025
6/9/2025	S000377-060925	Full Release	Yes	6/11/2025
6/9/2025	S000378-060925	No Records Exist	Yes	6/11/2025
6/9/2025	S000379-060925	Full Release	Yes	6/11/2025
6/9/2025	S000380-060925	No Records Exist	Yes	6/11/2025
6/9/2025	S000381-060925	No Records Exist	Yes	6/11/2025
6/10/2025	S000382-061025	Exemption Denial	Yes	6/29/2025
6/10/2025	S000383-061025	Full Release	Yes	6/11/2025
6/10/2025	S000384-061025	Full Release	Yes	6/11/2025
6/10/2025	S000385-061025	No Records Exist	Yes	6/12/2025
6/10/2025	S000386-061025	Full Release	Yes	6/12/2025
6/10/2025	S000387-061025	No Records Exist	Yes	6/12/2025
6/10/2025	S000388-061025	Not Custodian of Records	Yes	6/11/2025
6/11/2025	R000183-061125	No Response from Requester	Yes	7/14/2025
6/11/2025	R000184-061125	Withdrawn	Yes	6/11/2025
6/12/2025	S000389-061225	Exemption Denial	Yes	6/12/2025
6/12/2025	S000390-061225	No Records Exist	Yes	6/12/2025
6/12/2025	S000391-061225	Full Release	Yes	6/12/2025
6/13/2025	S000392-061325	No Records Exist	Yes	6/16/2025
6/13/2025	S000393-061325	No Records Exist	Yes	6/16/2025
6/13/2025	R000185-061325	Full Release	Yes	6/20/2025
6/16/2025	S000394-061625	No Records Exist	Yes	6/16/2025
6/16/2025	S000395-061625	Full Release	Yes	6/16/2025
6/16/2025	R000186-061625	Update from Requester	Yes	6/18/2025
6/16/2025	S000396-061625	Full Release	Yes	6/18/2025
6/17/2025	S000397-061725	No Records Exist	Yes	6/18/2025
6/17/2025	S000398-061725	Full Release	Yes	6/18/2025
6/17/2025	R000187-061725	Update from Requester	No	
6/18/2025	S000399-061825	Full Release	Yes	6/18/2025
6/18/2025	S000400-061825	Full Release	Yes	6/18/2025
6/18/2025	S000401-061825	No Records Exist	Yes	6/18/2025
6/18/2025	S000402-061825	No Records Exist	Yes	6/18/2025

Attachment: June 2025 FOIL Report for august (13187 : Clerk of the Legislature Monthly Reports)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
6/18/2025	S000403-061825	No Records Exist	Yes	6/18/2025
6/18/2025	S000404-061825	No Records Exist	Yes	6/18/2025
6/19/2025	S000405-061925	No Records Exist	Yes	6/19/2025
6/19/2025	R000188-061925	Update from Requester	Yes	6/24/2025
6/19/2025	R000189-061925	Full Release	Yes	6/24/2025
6/19/2025	R000190-061925	Full Release	Yes	7/17/2025
6/19/2025	S000406-061925	Exemption Denial	Yes	6/30/2025
6/19/2025	S000407-061925	Exemption Denial	Yes	7/9/2025
6/20/2025	R000191-062025	Not Custodian of Records	Yes	6/29/2025
6/22/2025	R000192-062225	Exemption Denial	Yes	7/21/2025
6/23/2025	R000193-062325	No Response from Requester	Yes	7/29/2025
6/23/2025	S000408-062325	No Records Exist	Yes	6/23/2025
6/23/2025	S000409-062325	Full Release	Yes	6/23/2025
6/23/2025	S000410-062325	Full Release	Yes	6/23/2025
6/24/2025	R000197-062425	Withdrawn	Yes	6/30/2025
6/24/2025	S000411-062425	Full Release	Yes	6/26/2025
6/24/2025	R000198-062425	No Records Exist	Yes	6/30/2025
6/24/2025	R000199-062425	Full Release	Yes	6/27/2025
6/25/2025	R000200-062525	Full Release	Yes	7/21/2025
6/25/2025	S000412-062525	Full Release	Yes	6/25/2025
6/25/2025	S000413-062525	Full Release	Yes	6/25/2025
6/25/2025	S000414-062525	No Records Exist	Yes	6/25/2025
6/25/2025	S000415-062525	No Records Exist	Yes	6/25/2025
6/25/2025	S000416-062525	Full Release	Yes	6/25/2025
6/25/2025	S000417-062525	No Records Exist	Yes	6/25/2025
6/25/2025	S000418-062525	Full Release	Yes	6/25/2025
6/25/2025	S000419-062525	No Records Exist	Yes	6/25/2025
6/25/2025	S000420-062525	No Records Exist	Yes	6/25/2025
6/25/2025	S000421-062525	No Records Exist	Yes	6/25/2025
6/26/2025	S000422-062625	No Response from Requester	Yes	7/23/2025
6/26/2025	S000423-062625	Update from Requester	Yes	7/15/2025
6/25/2025	S000424-062625	Exemption Denial	Yes	7/2/2025
6/30/2025	S000425-063025	No Records Exist	Yes	7/1/2025

Attachment: June 2025 FOIL Report for august (13187 : Clerk of the Legislature Monthly Reports)

Requests by Month

Run Date: 08/01/2025 9:02 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
7/1/2025	R000201-070125	Withdrawn	Yes	7/2/2025
7/1/2025	R000202-070125	No Records Exist	Yes	7/24/2025
7/2/2025	S000427-070225	Full Release	Yes	7/2/2025
7/2/2025	S000428-070225	No Records Exist	Yes	7/2/2025
7/2/2025	S000429-070225	Full Release	Yes	7/2/2025
7/3/2025	S000430-070325	Full Release	Yes	7/3/2025
7/3/2025	S000431-070325	Full Release	Yes	7/3/2025
7/3/2025	S000432-070325	No Records Exist	Yes	7/3/2025
7/3/2025	S000433-070325	No Records Exist	Yes	7/3/2025
7/3/2025	S000434-070325	Full Release	Yes	7/3/2025
7/3/2025	S000435-070325	Full Release	Yes	7/3/2025
7/3/2025	S000436-070325	Full Release	Yes	7/3/2025
7/3/2025	S000437-070325	No Records Exist	Yes	7/3/2025
7/3/2025	S000438-070325	No Records Exist	Yes	7/3/2025
7/4/2025	R000203-070425	Full Release	Yes	7/17/2025
7/7/2025	S000439-070725	No Records Exist	Yes	7/8/2025
7/8/2025	S000440-070825	Full Release	Yes	7/9/2025
7/8/2025	S000441-070825	Full Release	Yes	7/8/2025
7/9/2025	S000442-070925	Full Release	Yes	7/31/2025
7/9/2025	S000443-070925	Full Release	Yes	7/10/2025
7/9/2025	S000444-070925	Full Release	Yes	7/10/2025
7/10/2025	S000445-071025	Full Release	Yes	7/10/2025
7/10/2025	R000204-071025	Full Release	Yes	7/24/2025
7/10/2025	S000446-071025	Full Release	Yes	7/10/2025
7/10/2025	S000447-071025	No Records Exist	Yes	7/10/2025
7/10/2025	S000448-071025	No Records Exist	Yes	7/10/2025
7/10/2025	S000449-071025	Full Release	Yes	7/11/2025
7/10/2025	S000450-071025	Full Payment Received	Yes	7/15/2025
7/10/2025	S000451-071025	Full Release	Yes	7/11/2025
7/11/2025	S000452-071125	No Records Exist	Yes	7/14/2025
7/11/2025	S000453-071125	No Records Exist	Yes	7/14/2025
7/11/2025	S000454-071125	Full Release	Yes	7/14/2025
7/11/2025	S000455-071125	No Records Exist	Yes	7/14/2025
7/11/2025	S000456-071125	Full Release	Yes	7/14/2025
7/11/2025	S000457-071125	Full Release	Yes	7/14/2025
7/11/2025	R000205-071125	Update from Requester	No	
7/14/2025	R000206-071425	Full Release	Yes	7/24/2025
7/16/2025	S000458-071625	Full Release	Yes	7/16/2025
7/16/2025	S000459-071625	Full Release	Yes	7/16/2025
7/16/2025	S000460-071625	No Records Exist	Yes	7/16/2025
7/16/2025	S000461-071625	No Records Exist	Yes	7/16/2025
7/16/2025	S000462-071625	Full Release	Yes	7/16/2025
7/16/2025	S000463-071625	No Records Exist	Yes	7/16/2025
7/17/2025	R000207-071725	Waiting for Clarification	No	
7/17/2025	S000464-071725	Not Custodian of Records	Yes	7/18/2025

Attachment: July 2025 FOIL Report for August (13187 : Clerk of the Legislature Monthly Reports)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
7/17/2025	R000208-071725	Not Custodian of Records	Yes	7/21/2025
7/18/2025	S000465-071825	Full Release	Yes	7/18/2025
7/18/2025	S000466-071825	Full Release	Yes	7/18/2025
7/18/2025	R000209-071825	No Records Exist	Yes	7/24/2025
7/21/2025	S000467-072125	No Records Exist	Yes	7/22/2025
7/21/2025	S000468-072125	No Records Exist	Yes	7/22/2025
7/21/2025	R000210-072125	Not Custodian of Records	Yes	7/25/2025
7/21/2025	S000469-072125	Full Release	Yes	7/22/2025
7/21/2025	S000470-072125	Full Release	Yes	7/22/2025
7/22/2025	S000471-072225	No Records Exist	Yes	7/22/2025
7/22/2025	S000472-072225	Full Release	Yes	7/22/2025
7/22/2025	S000473-072225	No Records Exist	Yes	7/22/2025
7/22/2025	R000211-072225	No Records Exist	Yes	7/23/2025
7/22/2025	S000474-072225	No Records Exist	Yes	7/23/2025
7/22/2025	S000475-072225	No Records Exist	Yes	7/23/2025
7/22/2025	S000476-072225	No Records Exist	Yes	7/23/2025
7/22/2025	S000477-072225	No Records Exist	Yes	7/23/2025
7/22/2025	S000478-072225	No Records Exist	Yes	7/23/2025
7/22/2025	R000212-072225	New Request	No	
7/22/2025	S000479-072225	New Request	No	
7/23/2025	S000480-072325	Full Release	Yes	7/23/2025
7/25/2025	S000481-072525	Full Release	Yes	7/25/2025
7/25/2025	S000482-072525	Full Release	Yes	7/30/2025
7/25/2025	S000483-072525	New Request	No	
7/28/2025	S000484-072825	No Records Exist	Yes	7/30/2025
7/28/2025	S000485-072825	No Records Exist	Yes	7/30/2025
7/28/2025	S000486-072825	No Records Exist	Yes	7/30/2025
7/28/2025	S000487-072825	No Records Exist	Yes	7/30/2025
7/28/2025	S000488-072825	No Records Exist	Yes	7/30/2025
7/29/2025	S000489-072925	Full Release	Yes	7/30/2025
7/29/2025	S000490-072925	Full Release	Yes	7/30/2025
7/29/2025	S000491-072925	Full Release	Yes	7/30/2025
7/29/2025	S000492-072925	No Records Exist	Yes	7/30/2025
7/30/2025	S000493-073025	New Request	No	
7/30/2025	S000494-073025	New Request	No	
7/30/2025	R000213-073025	New Request	No	
7/31/2025	S000495-073125	Waiting for Clarification	No	
7/31/2025	S000496-073125	New Request	No	
7/31/2025	S000497-073125	New Request	No	
7/31/2025	R000214-073125	New Request	No	
7/31/2025	S000498-073125	New Request	No	

Attachment: July 2025 FOIL Report for August (13187 : Clerk of the Legislature Monthly Reports)

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POSITION VACANCY REPORT

As of August 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	Subsequent 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	7/7/2025	Posted	100% Nutrition Contracts
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	4/11/2025	4/11/2025	4/11/2025	rescinded	7/7/2025		100% State
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	6/13/2025	6/13/2025	6/13/2025	6/16/2025		Posted	100% 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	7/3/2025	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	7/3/2025	Posted	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1062	DPW	3/8/2024	2/29/2024	2/29/2024	2/29/2024- rescinded	5/28/2025	Posted	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1063	DPW	5/23/2024	6/19/2024	6/20/2024	6/20/2024- rescinded	7/3/2025	Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	DPW	1/24/2025	1/29/2025	1/29/2025	1/30/2025- rescinded	7/3/2025	Posted	Local
Supervisor of Buildings & Grounds Grade 9/\$63,397-\$84,781	DPW - Buildings	6/30/2025	6/26/2025	Approved by Resolution	6/26/2025		Posted	Local
Heavy Equipment Operator Grade 15/\$23.7424-\$30.0519	DPW - Solid Waste	2/14/2025	2/13/2025	2/13/2025	2/13/2025- rescinded	7/3/2025	Posted	Local
Social Services Attorney Gr 2/\$100,000-\$115,000	DSS	1/15/2025	12/19/2024	12/20/2024	12/20/2024- rescinded	7/9/2025	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	7/9/2025	Posted	35% Local
Housing Coordinator Grade 16/\$24.5633-\$31.0910	DSS	3/17/2025	3/12/2025	3/13/2025	3/13/2025- rescinded	6/16/2025	Exam List	35% Local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	4/11/2025	4/9/2025	4/9/2025	4/9/2025- rescinded	6/16/2025	Posted	25% local
Caseworker Gr 18/26.3374-33.3363	DSS	6/10/2025	6/3/2025	6/5/2025	6/10/2025		Posted	35% local
Caseworker Gr 18/26.3374-33.3363	DSS	6/27/2025	6/6/2025	6/6/2025	6/10/2025		Posted	35% local
Social Welfare Examiner Trainee Grade 10/\$20.1738-\$25.5349	DSS	7/3/2025	6/25/2025	6/25/2025	7/1/2025		7/28/2025	35% local

Attachment: August 2025 (13155 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of August 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	Subsequent Date of Approval of Action	Date Filled	Funding
Asst. Director of Admin Services Grade 10/\$59,254-\$78,866	DSS	7/11/2025	4/28/2025	4/28/2025	5/6/2025		7/14/2025	45% local
Fiscal Officer Grade 17/\$25.4283-\$32.1859	DSS	7/14/2025	4/28/2025	4/28/2025	5/6/2025		7/28/2025	45% local
Deputy Commissioner of SS Grade 5/\$85,067-\$113,223	DSS	8/1/2025	6/18/2025	6/18/2025	6/19/2025		Posted	35% local
Director of Administrative Services Gr 6/\$79132-\$105324	DSS	8/1/2025	6/18/2025	6/18/2025	6/19/2025		Posted	35% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	8/15/2025	6/13/2025	6/16/2025	6/19/2025		Posted	25% local
E&T Specialist Grade 13/\$22.2053-\$28.1062	Employment & Training	7/1/2025	3/26/2025	3/26/2025	6/10/2025		7/7/2025	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	7/1/2025	Posted	100% Grant
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 Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	3/12/2025	3/10/2025	3/11/2025	3/11/2025- rescinded	5/22/2025	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
Mental Health Practitioner \$72.3381/hr	Mental Health	5/21/2025	5/27/2025	5/27/2025	7/10/2025		Posted	Billing Revenue
Mental Health Practitioner \$72.3381/hr	Mental Health	6/27/2025	6/3/2025	6/3/2025	7/10/2025		Posted	Billing Revenue
Assistant Public Defender Grade 2/\$100,000-\$115,000	Public Defender	4/2/2025	4/3/2025	4/4/2025	4/7/2025- rescinded	6/23/2025	Posted	100% Grant
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000	Public Defender	5/15/2025	5/7/2025	5/8/2025	5/16/2025		Posted	50% Local

Attachment: August 2025 (13155 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of August 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	Subsequent Date of Approval of Action	Date Filled	Funding
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
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	11/2/2023	6/10/2025	6/12/2025	10/23/23 unfunded	denied 6/12/25		
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	7/11/2024 - rescinded		exam file apps	Local
Correction Officer Grade CO/\$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	6/12/2025	7/25/2025	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	6/12/2025	7/25/2025	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	6/12/2025	exam file apps	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	5/27/2025	5/30/2025	6/3/2025	6/5/2025		Posted	Local
Correction Officer Grade CO/\$29.2384-\$41.3702	Sheriff	6/25/2025	6/25/2025	6/26/2025	6/30/2025		exam file apps	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	unknown	7/9/2024	7/24/2024	7/25/2024-rescinded	6/12/2025	exam file apps	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	7/31/2025	6/30/2025	7/1/2025	7/16/2025		exam file apps	Local
Family Advocate Grade 12/\$21.4940-\$27.2060	DSS-CAC	7/17/2025	6/27/2025	7/1/2025	7/3/2025		Posted	Grant Funded
Senior Motor Vehicle Clerk Grade 11/\$20.8187-\$26.3510	DMV	7/16/2025	7/3/2025	7/3/2025	7/3/2025		Eligible list	Local
Fiscal Manager Grade 11/\$55,119-\$73,364	Aging	5/20/2025	7/1/2025	7/3/2025	7/3/2025		Posted	80% local
Medical Director/Psychiatrist off scale/\$238.1875	Mental Health	6/26/2025	7/8/2025	7/8/2025	7/10/2025		7/10/2025	Billing Revenue
Driver (P/T) Grade 6/\$17.8832-\$22.6355	Aging	7/18/2025	7/9/2025	7/10/2025	7/11/2025		Posted	Contracts
Community Services Workers (2 positions) Grade 5/\$17.3788-\$21.9972	DSS	N/A	6/30/2025	7/1/2025	7/9/2025		Posted	Grant

Attachment: August 2025 (13155 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of August 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	Subsequent Date of Approval of Action	Date Filled	Funding
Aging Service Specialist Grade 15/\$23.7424-\$30.0519	Aging	5/14/2025	6/30/2025	7/1/2025	7/10/2025		Posted	State Funded
Support Investigator Grade 12/\$21.4940-\$27.2060	DSS	unknown	1/23/2025	7/7/2025	7/10/2025		Posted	35% Local
Caseworker Gr 18/26.3374-\$33.3363	DSS	8/1/2025	7/9/2025	7/10/2025	7/10/2025		Posted	35% Local
Senior Caseworker Gr 20/28.2890-\$35.8067	DSS	8/1/2025	7/9/2025	7/10/2025	7/10/2025		Eligible list	35% Local
Case Supervisor, Grade B Grade 22/\$30.4484-\$38.5398	DSS	8/4/2025	7/9/2025	7/10/2025	7/10/2025		Eligible list	35% Local
Mental Health Clinician Grade 26/\$35.4445-\$44.8637	Mental Health	7/17/2025	7/14/2025	7/15/2025	7/15/2025		Posted	Billing Revenue
Medical Services Clerk Grade 8/\$18.9690-\$24.0100	Mental Health	6/6/2025	7/17/2025	7/17/2025	7/17/2025		Posted	100% local
Motor Vehicle Clerk Grade 9/\$19.5557-\$24.7524	DMV	7/16/2025	7/17/2025	7/23/2025	7/17/2025		Canvass	100% local

Attachment: August 2025 (13155 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of August 1, 2025

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Attachment: August 2025 (13155 : Personnel Monthly Reports)

POSITION VACANCY REPORT
As of August 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	Subsequent Date of Approval of Action	Date Filled	Funding

Attachment: August 2025 (13155 : Personnel Monthly Reports)

7/28/2025

Number of Civil Service Transactions by Agency

From: 07/01/2025 to 07/31/2025

Agency	Count
CITY OF CORTLAND	17
CORTLAND CITY SCHOOLS	2
CORTLAND COUNTY	71
HOMER SCHOOL	2
HOUSING AUTHORITY	1
TOWN OF C'VILLE	2
VILLAGE OF HOMER	1
VILLAGE OF MARATHON	8
VILLAGE OF MCGRAW	1
Total:	105

Attachment: July 2025 CS Transactions (13155 : Personnel Monthly Reports)

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