



# Government Operations Committee

## Committee Meeting

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

~ Minutes ~

Tuesday, September 17, 2024

8:00 AM

Room 302

### CALL TO ORDER

The meeting was called to order at 8:00 AM by Committee Chair Joseph Nauseef

| Attendee Name         | Organization        | Title                               | Status  | Arrived |
|-----------------------|---------------------|-------------------------------------|---------|---------|
| Douglas Bentley       | Cortland County, NY | Committee Member                    | Present |         |
| Paul Heider           | Cortland County, NY | Committee Member                    | Present |         |
| Dominick Mantella     | Cortland County, NY | Committee Member                    | Absent  |         |
| Kris Valentine Behnke | Cortland County, NY | Committee Member                    | Present |         |
| Eugene Waldbauer      | Cortland County, NY | Committee Member                    | Present |         |
| Mitchel Eccleston     | Cortland County, NY | Committee Vice-Chair                | Present |         |
| Joseph Nauseef        | Cortland County, NY | Committee Chair                     | Present |         |
| Savannah Hempstead    | Cortland County, NY | Clerk of the Legislature            | Present |         |
| Rob Corpora           | Cortland County, NY | County Administrator                | Present |         |
| Wesley Foley          | Cortland County, NY | Director, Weights & Measures        | Present |         |
| Laurie Leonard        | Cortland County, NY | Personnel Officer                   | Present |         |
| Patrick Perfetti      | Cortland County, NY | District Attorney                   | Present |         |
| Michael Cardinale     | Cortland County, NY | Assigned Counsel Plan Administrator | Present |         |
| Tom Brown             | Cortland County, NY | Democratic Election Commissioner    | Present |         |
| Michelle Brown        | Cortland County, NY | Republican Election Commissioner    | Present |         |
| Kevin Jones           | Cortland County, NY | Public Defender                     | Present |         |
| Victoria J. Monty     | Cortland County, NY | County Attorney                     | Present |         |
| Brooke Kemak          | Cortland County, NY | County Clerk                        | Present |         |
| Pamela Abbott         | Cortland County, NY | Deputy Personnel Officer            | Present |         |
| Melanie Vilardi       | Cortland County, NY | Deputy County Administrator         | Present |         |
| Ronald J. Van Dee     | Cortland County, NY | Board Member                        | Present |         |

|                  |                     |                |         |         |
|------------------|---------------------|----------------|---------|---------|
|                  | NY                  |                |         |         |
| Cathy Bischoff   | Cortland County, NY | Board Member   | Present | 8:03 AM |
| Sandra Price     | Cortland County, NY | Board Member   | Present | 8:09 AM |
| Doug Schneider   | Cortland Standard   | Reporter       | Present | 8:35 AM |
| William McGovern | Cortland County, NY | Board Member   | Present | 8:37 AM |
| Jason DeRaiche   | Cortland County, NY | Safety Officer | Remote  |         |

## MINUTES

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

|                |                 |
|----------------|-----------------|
| <b>RESULT:</b> | <b>APPROVED</b> |
|----------------|-----------------|

2. Government Operations Committee - Special Committee Meeting - Aug 22, 2024 4:00 PM

|                |                 |
|----------------|-----------------|
| <b>RESULT:</b> | <b>APPROVED</b> |
|----------------|-----------------|

## RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with New York State Department of Agriculture & Markets - Weights & Measures

|                |                             |
|----------------|-----------------------------|
| <b>RESULT:</b> | <b>APPROVED [UNANIMOUS]</b> |
|----------------|-----------------------------|

**Next: 9/26/2024 6:00 PM**

**MOVER:** Eugene Waldbauer, Committee Member

**SECONDER:** Paul Heider, Committee Member

**AYES:** Bentley, Heider, Behnke, Waldbauer, Eccleston, Nauseef

**ABSENT:** Dominick Mantella

ON MOTION OF NAUSEEF

RESOLUTION NO.

### **Authorize Agreement with New York State Department of Agriculture & Markets - Weights & Measures**

WHEREAS, the Cortland County Legislature has authorized agreements with the New York State Department of Agriculture and Markets since 2004, resolution 306-04, that the New York State Department of Agriculture and Markets shall reimburse Cortland County for actual costs and expenses incurred in participating in the Petroleum Product Quality Program; AND

WHEREAS, upon agreement, New York State Department of Agriculture and Markets shall reimburse Cortland County up to \$3,009.00 per year for those expenses for a period of five years, beginning April 1, 2024 and ending March 31, 2029; AND

WHEREAS, it is recommended by the Cortland County Legislature to re-enter into the Petroleum Product Quality Program; AND

WHEREAS, the Petroleum Product Quality Program ensures that petroleum products in Cortland County meet specified quality standards and guards against the sale of inferior products; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney

or designee, is hereby authorized and directed to execute an agreement with the New York State Department of Agriculture and Markets for an annual payment of up to \$3,009.00 for a five year term to begin April 1, 2024 and ending March 31, 2029.

AGENDA ITEM NO. 2 – Create Temporary Director of Weights and Measures

|                  |                                                        |
|------------------|--------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                            |
|                  | <b>Next: 9/26/2024 6:00 PM</b>                         |
| <b>MOVER:</b>    | Eugene Waldbauer, Committee Member                     |
| <b>SECONDER:</b> | Mitchel Eccleston, Committee Vice-Chair                |
| <b>AYES:</b>     | Bentley, Heider, Behnke, Waldbauer, Eccleston, Nauseef |
| <b>ABSENT:</b>   | Dominick Mantella                                      |

ON MOTION OF NAUSEEF

RESOLUTION NO.

**Create Temporary Director of Weights and Measures**

WHEREAS, the needs of the agency will be better served by creating one full-time temporary position of Director of Weights and Measures in order to provide time to train with the current Director of Weights and Measures who is retiring December 2024; AND

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

RESOLVED, that one full-time temporary position of Director of Weights and Measures (Management, Grade 10, \$57,528-76,569, competitive class, full-time, temporary through 12/31/2024, with benefits) be created on September 26, 2024 with approval to fill; AND BE IT FURTHER

RESOLVED, that funds be appropriated in the 2024 County Budget as follows:

|                                |  |                    |
|--------------------------------|--|--------------------|
| A66105.51005 Personal Services |  | \$15,821.00        |
| A66105.58020 Retirement        |  | \$2,214.94         |
| A66105.58030 FICA              |  | \$1,210.31         |
| A66105.58060 Health Insurance  |  | \$4,900.00         |
|                                |  |                    |
| <b>TOTAL Expense</b>           |  | <b>\$24,146.25</b> |

AGENDA ITEM NO. 3 – Appoint Director of Weights and Measures

It was MOVED by Mr. Heider, seconded by Mr. Waldbauer, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the the appointment of a particular person or corporation, with Joseph Nauseef, Mitchell Eccleston, Kris Valentine Behnke, Doug Bentley, Melanie Vilardi, Savannah Hempstead, Rob Corpora, Laurie Leonard, Pamela Abbott and Wes Foley permitted to stay in the room. MOTION CARRIED.

An executive session was held from 8:08 a.m. to 8:15 a.m., at which time on motion of Mr. Heider, seconded by Mr. Bentley, it was unanimously approved by voice vote to exit executive session.

|                  |                                                        |
|------------------|--------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                            |
|                  | <b>Next: 9/26/2024 6:00 PM</b>                         |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member                      |
| <b>SECONDER:</b> | Kris Valentine Behnke, Committee Member                |
| <b>AYES:</b>     | Bentley, Heider, Behnke, Waldbauer, Eccleston, Nauseef |
| <b>ABSENT:</b>   | Dominick Mantella                                      |

**ON MOTION OF NAUSEEF**

**RESOLUTION NO.**

### **Appoint Director of Weights and Measures**

WHEREAS, the Cortland County Legislature has created a temporary Director of Weights and Measures position to provide for a period of training with the current Director of Weights and Measures until his retirement; AND

WHEREAS, Chairman Kevin Fitch, Legislator Joe Nauseef, Legislator Eugene Waldbauer, County Administrator Robert Corpora, Director of Weights and Measures Wes Foley and Personnel Officer Laurie Leonard conducted interviews and offered a recommendation for this appointment; AND

WHEREAS, the County Legislature has received the recommendation for appointment of \_\_\_\_\_ as Director of Weights and Measures; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint \_\_\_\_\_ as Director of Weights and Measures at an annual salary of \$\_\_\_\_\_ (Grade 10, Step \_\_ , Management Compensation Plan, temporary with benefits through 12/31/2024, 40 hours/week, competitive class) effective September 28, 2024 or after; AND BE IT FURTHER

RESOLVED, that \_\_\_\_\_ will move directly into the permanent Director of Weights and Measures position upon the retirement of the current Director of Weights and Measures on or before 12/31/2024.

AGENDA ITEM NO. 4 – Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees - Personnel Department

There was a motion made by Mr. Heider and seconded by Mr. Waldbauer to amend the start date for the change to January 1, 2025.

Amendment failed 2:4, with Mr Heider and Mr. Waldbauer voting yay and Mr. Bentley, Mr. Eccleston, Mr. Nauseef and Ms. Valentine Behnke voting Nay

|                  |                                                                           |
|------------------|---------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [4 TO 2]</b>                                                  |
|                  | <b>Next: 9/26/2024 6:00 PM</b>                                            |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member                                         |
| <b>SECONDER:</b> | Kris Valentine Behnke, Committee Member                                   |
| <b>AYES:</b>     | Douglas Bentley, Kris Valentine Behnke, Mitchel Eccleston, Joseph Nauseef |
| <b>NAYS:</b>     | Paul Heider, Eugene Waldbauer                                             |
| <b>ABSENT:</b>   | Dominick Mantella                                                         |

**ON MOTION OF NAUSEEF**

**RESOLUTION NO.**

**Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees - Personnel Department**

WHEREAS, there is a need to amend the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the Government Operations Committee has reviewed and recommends the amendments shown below; AND

WHEREAS, the committee recommends that all incumbents in the titles shown below do not receive the 2025 annual salary increase due to this adjustment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees effective October 1, 2024 as follows:

|         | Step 1    | Step 2    | Step 3    | Step 4    |
|---------|-----------|-----------|-----------|-----------|
| Grade 0 | n/a       | n/a       | n/a       | \$146,802 |
| Grade 1 | n/a       | n/a       | n/a       | \$125,000 |
| Grade 2 | \$100,000 | \$105,000 | \$11,0000 | \$115,000 |
| Grade 3 | n/a       | n/a       | n/a       | \$74,160  |

Grade 0

County Attorney  
Public Defender

Grade 1

Chief Assistant County Attorney  
Chief Assistant District Attorney  
Chief Assistant Public Defender  
Chief DSS Attorney  
Plan Administrator

Grade 2

Assistant County Attorney  
Assistant District Attorney  
Assistant Public Defender  
Social Services Attorney

Grade 3

Associate Assistant County Attorney  
Associate Assistant District Attorney  
Associate Assistant Public Defender  
Associate Social Services Attorney

## MONTHLY REPORTS

1. County Clerk - Monthly Report (August Activities - July Financials)

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

2. Board of Elections Monthly Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

3. Weight & Measures Monthly Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

4. Clerk of the Legislature Monthly Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

5. County Attorney Monthly Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

6. Personnel Department Monthly Reports

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

## DISCUSSION ITEMS

## ADJOURNMENT

The meeting was closed at 8:55 AM



# Government Operations Committee

## Committee Meeting

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

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~ Minutes ~

Tuesday, August 6, 2024

11:00 AM

Room 302

### CALL TO ORDER

The meeting was called to order at 11:01 AM by Committee Vice-Chair Mitchel Eccleston

| Attendee Name         | Organization        | Title                            | Status  | Arrived  | Departed |
|-----------------------|---------------------|----------------------------------|---------|----------|----------|
| Douglas Bentley       | Cortland County, NY | Committee Member                 | Present |          |          |
| Paul Heider           | Cortland County, NY | Committee Member                 | Present |          |          |
| Dominick Mantella     | Cortland County, NY | Committee Member                 | Present |          |          |
| Kris Valentine Behnke | Cortland County, NY | Committee Member                 | Excused |          |          |
| Eugene Waldbauer      | Cortland County, NY | Committee Member                 | Present |          |          |
| Mitchel Eccleston     | Cortland County, NY | Committee Vice-Chair             | Present |          |          |
| Joseph Nauseef        | Cortland County, NY | Committee Chair                  | Excused |          |          |
| Savannah Hempstead    | Cortland County, NY | Clerk of the Legislature         | Present |          |          |
| Ashley Millard        | Cortland County, NY | Deputy Clerk of the Legislature  | Present |          |          |
| Laurie Leonard        | Cortland County, NY | Personnel Officer                | Present |          |          |
| Pamela Abbott         | Cortland County, NY |                                  | Present |          |          |
| Brooke Kemak          | Cortland County, NY | County Clerk                     | Present |          |          |
| Wesley Foley          | Cortland County, NY | Director, Weights & Measures     | Present |          |          |
| Tom Brown             | Cortland County, NY | Democratic Election Commissioner | Present |          |          |
| Michelle Brown        | Cortland County, NY | Republican Election Commissioner | Present |          |          |
| Victoria J. Monty     | Cortland County, NY | County Attorney                  | Present |          |          |
| Rob Corpora           | Cortland County, NY | County Administrator             | Present |          |          |
| Andrea Herzog         | Cortland County, NY | Director of Finance              | Present | 11:09 AM |          |
| Cathy Bischoff        | Cortland County, NY | Board Member                     | Present |          |          |
| Jason DeRaiche        | Cortland County, NY | Safety Director                  | Present |          |          |
| Sandra Price          | Cortland County, NY | Board Member                     | Present |          |          |

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

|                   |                     |                          |         |          |          |
|-------------------|---------------------|--------------------------|---------|----------|----------|
|                   | NY                  |                          |         |          |          |
| Morgan Spaulding  | Cortland County, NY | Grants Administrator     | Present |          |          |
| Doug Schneider    | Cortland Standard   | Reporter                 | Present |          |          |
| Kevin Fitch       | Cortland County, NY | Chair of the Legislature | Remote  |          | 11:39 AM |
| Ronald J. Van Dee | Cortland County, NY | Board Member             | Present | 11:19 AM |          |
| Anthony Brothers  | Assured Partners    |                          | Remote  |          |          |
| Michelle Mullen   | Assured Partners    |                          | Remote  |          | 11:25 AM |

## MINUTES

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

|                |                 |
|----------------|-----------------|
| <b>RESULT:</b> | <b>ACCEPTED</b> |
|----------------|-----------------|

## RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Membership of the Cortland County Records Management Advisory Board

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Paul Heider, Committee Member                   |
| <b>SECONDER:</b> | Eugene Waldbauer, Committee Member              |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

### ON MOTION OF NAUSEEF

### RESOLUTION NO.

#### **Amend Membership of the Cortland County Records Management Advisory Board**

WHEREAS, a Records Management Advisory Board was established and specific composition of the Board was detailed by Resolution No. 153-97; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 273-08, which amended Resolution No. 153-97 to add the Cortland County Administrator to the Records Management Advisory Board; AND

WHEREAS, by Local Law 10 of 2022 the County Treasurer position was abolished and the duties were transferred to the Director of Finance; AND

WHEREAS, the Information Technology department of Cortland County plays a critical role in the infrastructure and day-to-day operations of the County; AND

WHEREAS, the Cortland County Historical Society is a mission focused agency working to safeguard the history of Cortland County; AND

WHEREAS, the Government Operations Committee, upon recommendation of the Records Management Officer, recommends updating the members of the Records Management Advisory Board to remove the County Treasurer and add the Cortland County Director of Finance, Cortland County Director

of Information Technology, and a member of the Cortland County Historical Society; NOW THEREFORE BE IT

RESOLVED, the Records Management Advisory Board consist of the Chairman of the Legislature, County Administrator, County Attorney, County Clerk/Records Management Officer, County Historian, Director of Finance, Director of Information Technology, two members from the Legislature, up to 8 additional members from Cortland County municipalities and one member from the Cortland County Historical Society; AND BE IT FURTHER

RESOLVED, that this shall take effect upon adoption by the Cortland County Legislature.

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

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member               |
| <b>SECONDER:</b> | Paul Heider, Committee Member                   |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph 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 August 23, 2024.

#### AGENDA ITEM NO. 3 – Award Bid Medical Insurance - Personnel Department

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member               |
| <b>SECONDER:</b> | Dominick Mantella, Committee Member             |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

ON MOTION OF NAUSEEF

RESOLUTION NO.

### Award Bid Medical Insurance - Personnel Department

WHEREAS, a Request for Proposals (RFP) was issued for a third party administrator for Cortland County's employee and retiree medical insurance; AND

WHEREAS, the funding for these services currently exists in the health insurance budget; AND

WHEREAS, bids were received from two companies: Emblem Health, 55 Water Street, New York, NY and Excellus BlueCross BlueShield, of 333 Butternut Drive, Syracuse, NY; AND

WHEREAS, the Government Operations Committee recommends that the bid be awarded to the company who presented the best value for the services provided; NOW THEREFORE BE IT

RESOLVED, that Excellus BlueCross BlueShield, of 333 Butternut Drive, Syracuse, NY be and hereby is awarded the bid for third party administration of the Cortland County employee and retiree medical insurance; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to enter into a contract with Excellus BlueCross BlueShield, 333 Butternut Drive, Syracuse, NY for third party administration of Cortland County's medical insurance for the time period of January 1, 2025 - December 31, 2027.

#### AGENDA ITEM NO. 4 – Award Bid Dental and Vision Insurance - Personnel Department

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member               |
| <b>SECONDER:</b> | Paul Heider, Committee Member                   |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

ON MOTION OF NAUSEEF

RESOLUTION NO.

### Award Bid Dental and Vision Insurance - Personnel Department

WHEREAS, a Request for Proposals (RFP) was issued for a third party administrator for Cortland County's employee and retiree dental and vision insurances; AND

WHEREAS, the funding for these services currently exists in the health insurance budget; AND

WHEREAS, bids were received from two companies: Emblem Health, 55 Water Street, New York, NY and Excellus BlueCross BlueShield, of 333 Butternut Drive, Syracuse, NY; AND

WHEREAS, the Government Operations Committee recommends that the bid be awarded to the company who presented the best value for the services provided; NOW THEREFORE BE IT

RESOLVED, that Excellus BlueCross BlueShield, of 333 Butternut Drive, Syracuse, NY be and hereby is hereby awarded the bid for third party administration of the Cortland County employee and retiree dental and vision insurance; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is hereby authorized to enter into a contract with Excellus BlueCross BlueShield, 333 Butternut Drive, Syracuse, NY for third party administration of Cortland County's dental

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

and vision insurance for the time period of January 1, 2025 - December 31, 2027.

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

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Eugene Waldbauer, Committee Member              |
| <b>SECONDER:</b> | Douglas Bentley, Committee Member               |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

**ON MOTION OF NAUSEEF**

**RESOLUTION NO.**

**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.

**AGENDA ITEM NO. 6 – Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees Management Attorney Salary Table - Personnel Department**

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

**RESULT: APPROVED [4 TO 1]**

**Next: 8/22/2024 6:00 PM**

**MOVER:** Douglas Bentley, Committee Member

**SECONDER:** Eugene Waldbauer, Committee Member

**AYES:** Douglas Bentley, Dominick Mantella, Eugene Waldbauer, Mitchel Eccleston

**NAYS:** Paul Heider

**EXCUSED:** Kris Valentine Behnke, Joseph Nauseef

**ON MOTION OF NAUSEEF**

**RESOLUTION NO.**

**Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees Management Attorney Salary Table - Personnel Department**

WHEREAS, there is a need to amend the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the Government Operations Committee has reviewed and recommends the amendments shown below; AND

WHEREAS, the committee recommends that all incumbents in the titles shown below do not receive the 2025 annual salary increase due to this adjustment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees effective September 1, 2024 as follows:

|         | Step 1    | Step 2    | Step 3    | Step 4    |
|---------|-----------|-----------|-----------|-----------|
| Grade 0 | n/a       | n/a       | n/a       | \$146,802 |
| Grade 1 | n/a       | n/a       | n/a       | \$125,000 |
| Grade 2 | \$100,000 | \$105,000 | \$11,0000 | \$115,000 |
| Grade 3 | n/a       | n/a       | n/a       | \$74,160  |

Grade 0

County Attorney  
Public Defender

Grade 1

Chief Assistant County Attorney  
Chief Assistant District Attorney  
Chief Assistant Public Defender  
Chief DSS Attorney  
Plan Administrator

Grade 2

Assistant County Attorney  
Assistant District Attorney  
Assistant Public Defender  
Social Services Attorney

Grade 3

Associate Assistant County Attorney

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

Associate Assistant District Attorney  
 Associate Assistant Public Defender  
 Associate Social Services Attorney

AGENDA ITEM NO. 7 – Appoint Members - Records Management Advisory Board 2024

**RESULT:**           **APPROVED [UNANIMOUS]**

**Next: 8/22/2024 6:00 PM**

**MOVER:**           Eugene Waldbauer, Committee Member

**SECONDER:**       Douglas Bentley, Committee Member

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

**EXCUSED:**        Kris Valentine Behnke, Joseph Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

**Appoint Members - Records Management Advisory Board 2024**

WHEREAS, a Records Management Program was established by the Cortland County Legislature through the adoption of Resolution No. 89-217; AND

WHEREAS, a Records Management Advisory Board was established by the Cortland County Legislature through the adoption of Resolution No. 153-97, and amended through the adoption of Resolution No. XXX-24; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed to the Records Management Advisory Board for a term ending December 31, 2024:

|                        |                                         |
|------------------------|-----------------------------------------|
| Kevin Fitch            | Chair of the Legislature                |
| Sandra Price           | Legislator                              |
| Joseph Nauseef         | Legislator                              |
| Andrea Herzog          | Director of Finance                     |
| Victoria Monty         | County Attorney                         |
| Brooke Kemak           | County Clerk/Records Management Officer |
| Rob Corpora            | County Administrator                    |
| Savannah Hempstead     | County Historian                        |
| Jack Hess              | Directory of Information Technology     |
| Carrie Osborne         | City of Cortland                        |
| Heather Hill           | Town of Homer                           |
| Morgan Larkin          | Town of Truxton                         |
| Anna Wilcox            | Town of Willet                          |
| Kristin Rocco-Petrella | Town of Cortlandville                   |
| Tabitha Scoville       | Cortland County Historical Society      |

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

## MONTHLY REPORTS

1. Board of Elections Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. County Attorney Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

3. Safety Office Monthly Update

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

4. Clerk of the Legislature Monthly Reports

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

5. County Clerk Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

6. Weights and Measures Monthly Reports

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

7. Personnel Monthly Reports - June 2024

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

8. Personnel Monthly Reports - July 2024

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

## ADJOURNMENT

The meeting was closed at 11:51 AM



# Government Operations Committee

## Special Committee Meeting

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

2

~ Minutes ~

Thursday, August 22, 2024

4:00 PM

Room 302

### Call to Order

The meeting was called to order at 4:06 PM by Committee Chair Joseph Nauseef

| Attendee Name         | Organization        | Title                           | Status  | Arrived |
|-----------------------|---------------------|---------------------------------|---------|---------|
| Douglas Bentley       | Cortland County, NY | Committee Member                | Present |         |
| Paul Heider           | Cortland County, NY | Committee Member                | Present |         |
| Dominick Mantella     | Cortland County, NY | Committee Member                | Absent  |         |
| Kris Valentine Behnke | Cortland County, NY | Committee Member                | Present |         |
| Eugene Waldbauer      | Cortland County, NY | Committee Member                | Present |         |
| Mitchel Eccleston     | Cortland County, NY | Committee Vice-Chair            | Present |         |
| Joseph Nauseef        | Cortland County, NY | Committee Chair                 | Present |         |
| Kevin Fitch           | Cortland County, NY | Chair of the Legislature        | Present |         |
| Savannah Hempstead    | Cortland County, NY | Clerk of the Legislature        | Present |         |
| Trisha Hiemstra       | Cortland County, NY | Planning Director               | Present |         |
| Laurie Leonard        | Cortland County, NY | Personnel Officer               | Present |         |
| Victoria J. Monty     | Cortland County, NY | County Attorney                 | Present |         |
| Jeri DuVall           | Cortland County, NY | Cheif Assistant County Attorney | Present |         |
| Brooke Kemak          | Cortland County, NY | County Clerk                    | Present |         |
| Katee Padbury         | Cortland County, NY | Health Department               | Present |         |
| Lisa Perfetti         | Cortland County, NY | Deputy Public Health Director   | Present |         |
| Christopher Newell    | Cortland County, NY | Board Member                    | Present |         |
| Nicole Anjeski        | Cortland County, NY | Director of Public Health       | Present |         |
| Todd McAdam           | Cortland Standard   | Reporter                        | Present |         |
| Melanie Vilardi       | Cortland County, NY | Deputy County Administrator     | Present |         |
| Ronald J. Van Dee     | Cortland County, NY | Board Member                    | Present |         |

Minutes Acceptance: Minutes of Aug 22, 2024 4:00 PM (MINUTES)

|                  |                     |                                             |         |  |
|------------------|---------------------|---------------------------------------------|---------|--|
| Keith VanGorder  | Cortland County, NY | Board Member                                | Present |  |
| Jessica Leet     | Cortland County, NY | Executive Assistant                         | Present |  |
| Cathy Bischoff   | Cortland County, NY | Board Member                                | Present |  |
| Rob Corpora      | Cortland County, NY | County Administrator                        | Present |  |
| Christopher Tuff | CENTRO              | Deputy Chief Executive Officer              | Present |  |
| Jackie Musengo   | CENTRO              | Vice President of Human Resources           | Present |  |
| Bruce Fong       | CENTRO              | Vice President of IT                        | Present |  |
| Steve Koegel     | CENTRO              | Vice President of Communications & Business | Present |  |
| Bren Daiss       | CENTRO              | Sr. Director of Service Planning            | Present |  |

## Resolutions

AGENDA ITEM NO. 1 – Imposition of Additional Mortgage Tax - County Clerk

|                  |                                                        |
|------------------|--------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                            |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                         |
| <b>MOVER:</b>    | Paul Heider, Committee Member                          |
| <b>SECONDER:</b> | Mitchel Eccleston, Committee Vice-Chair                |
| <b>AYES:</b>     | Bentley, Heider, Behnke, Waldbauer, Eccleston, Nauseef |
| <b>ABSENT:</b>   | Dominick Mantella                                      |

ON MOTION OF NAUSEEF

RESOLUTION NO.

### Imposition of Additional Mortgage Tax - County Clerk

WHEREAS, New York State Tax Law §253-2(a) indicates each mortgage on real property recorded on or after July 1, 1969 outside of the metropolitan commuter transportation district as defined by New York State Public Authorities Law §1262, shall impose an additional tax of twenty-five cents for each one hundred dollars and each remaining major fraction thereof of principal debt or obligation, saving and excepting the first \$10,000 of principal debt; AND

WHEREAS, New York State Tax Law §253-2(a) allows the suspension of additional mortgage tax by resolution; AND

WHEREAS, the Cortland County Board of Supervisors suspended the imposition of the tax by Resolution No. 116 of 1969; AND

WHEREAS, the Cortland County Board of Supervisors defeated a motion to join the Central New York Regional Transportation District by Resolution No. 267 of 1975; AND

WHEREAS, the Cortland County Legislature has revisited the transportation needs of Cortland County and has concluded they would be better addressed by joining the Central New York Regional Transportation Authority, which receives its funding based on New York State Tax Law §253-2(a); NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature directs the Recording Officer (County Clerk) of Cortland County, effective January 1, 2025, to impose an additional mortgage tax of twenty-five cents for each one hundred dollars and each remaining major fraction thereof of principal debt or obligation, saving and excepting the first \$10,000 of principal debt on recorded mortgages; AND BE IT FURTHER

RESOLVED, the County Clerk forward a certified copy of this resolution to the New York State Department of Taxation and Finance at least 60 days prior to January 1, 2025; AND BE IT FURTHER

RESOLVED, the County Clerk forward a certified copy of this resolution to the New York State Comptroller's Office for filing within five days of it being duly adopted.

## **Adjournment**

The meeting was closed at 4:07 PM

Minutes Acceptance: Minutes of Aug 22, 2024 4:00 PM (MINUTES)

**ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR****AGENDA ITEM NO. 1****Authorize Agreement with New York State Department of Agriculture & Markets - Weights & Measures**

WHEREAS, the Cortland County Legislature has authorized agreements with the New York State Department of Agriculture and Markets since 2004, resolution 306-04, that the New York State Department of Agriculture and Markets shall reimburse Cortland County for actual costs and expenses incurred in participating in the Petroleum Product Quality Program; AND

WHEREAS, upon agreement, New York State Department of Agriculture and Markets shall reimburse Cortland County up to \$3,009.00 per year for those expenses for a period of five years, beginning April 1, 2024 and ending March 31, 2029; AND

WHEREAS, it is recommended by the Cortland County Legislature to re-enter into the Petroleum Product Quality Program; AND

WHEREAS, the Petroleum Product Quality Program ensures that petroleum products in Cortland County meet specified quality standards and guards against the sale of inferior products; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized and directed to execute an agreement with the New York State Department of Agriculture and Markets for an annual payment of up to \$3,009.00 for a five year term to begin April 1, 2024 and ending March 31, 2029.

**ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR****AGENDA ITEM NO. 2****Create Temporary Director of Weights and Measures**

WHEREAS, the needs of the agency will be better served by creating one full-time temporary position of Director of Weights and Measures in order to provide time to train with the current Director of Weights and Measures who is retiring December 2024; AND

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

RESOLVED, that one full-time temporary position of Director of Weights and Measures (Management, Grade 10, \$57,528-76,569, competitive class, full-time, temporary through 12/31/2024, with benefits) be created on September 26, 2024 with approval to fill; AND BE IT FURTHER

RESOLVED, that funds be appropriated in the 2024 County Budget as follows:

|                                |  |                    |
|--------------------------------|--|--------------------|
| A66105.51005 Personal Services |  | \$15,821.00        |
| A66105.58020 Retirement        |  | \$2,214.94         |
| A66105.58030 FICA              |  | \$1,210.31         |
| A66105.58060 Health Insurance  |  | \$4,900.00         |
|                                |  |                    |
| <b>TOTAL Expense</b>           |  | <b>\$24,146.25</b> |

**ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR**

**AGENDA ITEM NO. 3**

**Appoint Director of Weights and Measures**

WHEREAS, the Cortland County Legislature has created a temporary Director of Weights and Measures position to provide for a period of training with the current Director of Weights and Measures until his retirement; AND

WHEREAS, Chairman Kevin Fitch, Legislator Joe Nauseef, Legislator Eugene Waldbauer, County Administrator Robert Corpora, Director of Weights and Measures Wes Foley and Personnel Officer Laurie Leonard conducted interviews and offered a recommendation for this appointment; AND

WHEREAS, the County Legislature has received the recommendation for appointment of \_\_\_\_\_ as Director of Weights and Measures; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint \_\_\_\_\_ as Director of Weights and Measures at an annual salary of \$\_\_\_\_\_ (Grade 10, Step \_\_ , Management Compensation Plan, temporary with benefits through 12/31/2024, 40 hours/week, competitive class) effective September 28, 2024 or after; AND BE IT FURTHER

RESOLVED, that \_\_\_\_\_ will move directly into the permanent Director of Weights and Measures position upon the retirement of the current Director of Weights and Measures on or before 12/31/2024.

**ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR****AGENDA ITEM NO. 4****Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees - Personnel Department**

WHEREAS, there is a need to amend the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the Government Operations Committee has reviewed and recommends the amendments shown below; AND

WHEREAS, the committee recommends that all incumbents in the titles shown below do not receive the 2025 annual salary increase due to this adjustment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees effective October 1, 2024 as follows:

|         | Step 1    | Step 2    | Step 3    | Step 4    |
|---------|-----------|-----------|-----------|-----------|
| Grade 0 | n/a       | n/a       | n/a       | \$146,802 |
| Grade 1 | n/a       | n/a       | n/a       | \$125,000 |
| Grade 2 | \$100,000 | \$105,000 | \$11,0000 | \$115,000 |
| Grade 3 | n/a       | n/a       | n/a       | \$74,160  |

Grade 0

County Attorney  
Public Defender

Grade 1

Chief Assistant County Attorney  
Chief Assistant District Attorney  
Chief Assistant Public Defender  
Chief DSS Attorney  
Plan Administrator

Grade 2

Assistant County Attorney  
Assistant District Attorney  
Assistant Public Defender  
Social Services Attorney

Grade 3

Associate Assistant County Attorney  
Associate Assistant District Attorney  
Associate Assistant Public Defender  
Associate Social Services Attorney

# **COST PER CASE: ASSIGNED COUNSEL VS PUBLIC DEFENDER COMPARISON**

| <u>Assigned Counsel Attorney</u>                                                | <u>Cost per Case</u> | <u>Total Case Cost</u> |
|---------------------------------------------------------------------------------|----------------------|------------------------|
| Yr. 2024 545 criminal and family court cases representing \$913,869 in billings | \$ 1,675.57          |                        |
| <u>Assigned Counsel Program - Personnel</u>                                     |                      |                        |
| \$324,369 minus state funding =                                                 |                      |                        |
| \$175,329 cost to the county divided by # of yearly AC cases about 1600         | \$ 109.58            | \$ 1,785.15            |
| <u>Public Defender Attorney - Personnel</u>                                     |                      |                        |
| \$1,964,762.00 minus the state subsidy                                          |                      |                        |
| \$ 1,096,024.00 divided by yearly 1480 cases                                    | \$ 740.55            |                        |
| Retiree Health 7 Attys. X \$820 mo. X 12 mo. divided by 1480= \$\$ per case     | \$ 46.54             |                        |
| \$250,000 Attorney Upgrade divided by 1480                                      | \$ 169.00            | \$ 956.09              |
| <b>Assigned Counsel Cost More Per Case than PD</b>                              |                      | <b>\$ 829.06</b>       |
| 125 cases per year per new PD Lawyer (3) =                                      |                      |                        |
| 375 cases x Additional AC Case Cost = County Savings:                           |                      | \$ 310,897.50          |

## Case Cost - Public Defender vs Assigned Counsel 2024 Budget Information

### Public Defender (Only Personnel Costs)

|                   |                 |
|-------------------|-----------------|
| Personal Services | \$ 1,130,820.00 |
| PT Pay            | \$ 109,673.00   |
| Other Comp        |                 |
| Retirement        | \$ 147,878.00   |
| FICA              | \$ 94,273.00    |
| COMp              | \$ 29,700.00    |
| Health            | \$ 300,007.00   |
| Dental            | \$ 1,624.00     |
| Vision            | \$ 353.00       |

|                       |                        |                      |                               |
|-----------------------|------------------------|----------------------|-------------------------------|
| Professional Services | \$ 108,767.00          |                      |                               |
| Malp Insurance        | \$ 41,667.00           |                      |                               |
|                       |                        | <b>State Subsidy</b> | <b>Net Cost to the County</b> |
| <b>Total Manpower</b> | <b>\$ 1,964,762.00</b> | <b>\$868,738.00</b>  | <b>\$1,096,024.00</b>         |

### Assigned Counsel (Only Personnel Costs)

|                   |               |
|-------------------|---------------|
| Personal Services | \$ 159,252.00 |
| PT Pay            | \$ 44,175.00  |
| OT Pay            |               |
| Other Comp        |               |
| Retirement        | \$ 24,410.00  |
| FICA              | \$ 15,562.00  |
| Comp              | \$ 8,100.00   |
| Health            | \$ 68,284.00  |
| Dental            | \$ 360.00     |
| Vision            | \$ 59.00      |

|                       |                      |                      |                               |
|-----------------------|----------------------|----------------------|-------------------------------|
| Professional Services |                      |                      |                               |
| Insurance             | \$ 4,167.00          |                      |                               |
|                       |                      | <b>State Subsidy</b> | <b>Net Cost to the County</b> |
| <b>Total Manpower</b> | <b>\$ 324,369.00</b> | <b>\$149,040.00</b>  | <b>\$ 175,329.00</b>          |



## 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

### August 2024 Activities

- Meeting with NYS Association of Professional Land Surveyors to discuss access to County Clerk records.
- Webinar training on the Local Government Contact Management System
- Multiple meetings in regards to Additional Mortgage Tax
- Visit from Cayuga and Madison County Clerks
- Budget preparation, submission and discussion meeting.

### Service Highlight – County Clerk – Pistol Permits

In Cortland County, the County Clerk manages all aspects of the Pistol Permitting process. This includes:

- Selling applications
  - 545 (2022), 403 (2023), 247 (thru 8/31/24)
- Processing submitted applications
  - 260 (2022), 144 (2023), 102 (thru 8/31/24)
- Managing the application process – District Attorney, Probation and Police Agency Investigation; currently handled by the Sheriff's Department and City Police Department
  - Sheriff: 187 (2022), 165 (2023), 92 (thru 8/31/24)
  - City PD: 41 (2022), 187 (2023), 15 (thru 8/31/24)
  - The NY State Police no longer participates in the investigation process. This stopped in 2022. From 2019-2021 they completed investigations on approximately 300 applications. When they stopped participating this increased the demand on the Sheriff's Department.
- Managing the process from the Licensing Officer decision through revocation or surrendered permits.
  - Amendments: 1,431 (2022), 1,322 (2023), 758 (thru 8/31/24)
  - Printing Cards: 1,404 (2022), 1,309 (2023), 735 (thru 8/31/24)
  - Transfer In/Out: 37 (2022), 33 (2023), 21 (thru 8/31/24)

The Licensing Officers include Judge Campbell and Judge Alexander. Historically the application process averaged 6-8 months, but currently is 2-3 months. All applicants must complete a 16 hour classroom and 2 hour live fire safety course training, prior to applying for their permit.

The fees for pistol permit transactions range \$3-\$10. This has generated revenue for the county as follows: \$16,948 (2022), \$14,706 (2023) and \$8,523 (thru 8/31/24).

Due to the nature of the records, it is difficult to say exactly how many Pistol Permits there are in Cortland County. It is estimated to be about 7,000.

|                               | Description                     | 1st Quarter            | 2nd Quarter            | July                 | YTD                    |
|-------------------------------|---------------------------------|------------------------|------------------------|----------------------|------------------------|
| Revenue County                | Clerk                           | \$ 124,495.06          | \$ 117,834.31          | \$ 39,121.85         | \$ 281,451.22          |
|                               | Local Mtg. Tax                  | \$ 53,320.19           | \$ 73,991.70           | \$ 26,048.73         | \$ 153,360.62          |
|                               | Transfer Tax<br>(Eff. 11/17/23) | \$ 30,797.00           | \$ 67,543.00           | \$ 24,149.00         | \$ 122,489.00          |
|                               | DMV                             | \$ 94,351.42           | \$ 120,135.52          | \$ 25,996.77         | \$ 240,483.71          |
|                               | <b>Total</b>                    | <b>\$ 302,963.67</b>   | <b>\$ 379,504.53</b>   | <b>\$ 115,316.35</b> | <b>\$ 797,784.55</b>   |
| Revenue<br>Pass through funds | Basic Mtg. Tax                  | \$ 106,639.37          | \$ 147,983.34          | \$ 52,097.44         | \$ 306,720.15          |
|                               | DWI Fines                       | \$ 4,818.00            | \$ 3,110.00            | \$ 400.00            | \$ 8,328.00            |
|                               | Bail                            | \$ 19,303.22           | \$ 7,202.00            | \$ 10.00             | \$ 26,515.22           |
|                               | Court & Trust                   | \$ -                   | \$ -                   | \$ -                 | \$ -                   |
|                               | Passports                       | \$ 9,728.59            | \$ 8,138.59            | \$ 1,761.36          | \$ 19,628.54           |
|                               | <b>Total</b>                    | <b>\$ 140,489.18</b>   | <b>\$ 166,433.93</b>   | <b>\$ 54,268.80</b>  | <b>\$ 361,191.91</b>   |
| Revenue<br>Paid to NYS        | Special Mtg. Tax                | \$ 39,819.95           | \$ 60,453.42           | \$ 19,875.18         | \$ 120,148.55          |
|                               | Court                           | \$ 45,785.31           | \$ 48,595.47           | \$ 16,940.32         | \$ 111,321.10          |
|                               | State Education                 | \$ 20,710.13           | \$ 23,522.22           | \$ 7,600.07          | \$ 51,832.42           |
|                               | Transfer Tax                    | \$ 101,985.69          | \$ 137,177.30          | \$ 46,929.87         | \$ 286,092.86          |
|                               | Real Property                   | \$ 42,560.00           | \$ 42,996.00           | \$ 12,672.00         | \$ 98,228.00           |
|                               | DMV                             | \$ 1,162,898.81        | \$ 1,227,626.53        | \$ 423,089.83        | \$ 2,813,615.17        |
|                               | <b>Total</b>                    | <b>\$ 1,413,759.89</b> | <b>\$ 1,540,370.94</b> | <b>\$ 527,107.27</b> | <b>\$ 3,481,238.10</b> |
| Total Revenue<br>Generated    |                                 | \$ 1,857,212.74        | \$ 2,086,309.40        | \$ 696,692.42        | \$ 4,640,214.56        |

# CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

[www.cortlandcountyny.gov/182/elections](http://www.cortlandcountyny.gov/182/elections)

Democratic Commissioner

**Thomas H. Brown**

607-753-5033

[tbrown@cortlandcountyny.gov](mailto:tbrown@cortlandcountyny.gov)

Deputy Commissioner

**Angela I. Burchfield**

[aburchfield@cortlandcountyny.gov](mailto:aburchfield@cortlandcountyny.gov)



Republican Commissioner

**Michelle S. Brown**

607-753-5125

[mbrown@cortlandcountyny.gov](mailto:mbrown@cortlandcountyny.gov)

Deputy Commissioner

**Karen A. C. Jenney**

[kjenney@cortlandcountyny.gov](mailto:kjenney@cortlandcountyny.gov)

## MONTHLY REPORT – August 2024

### Voter Registrations/Records:

| New | Address | Party | Name | IA/Purge/Other | Duplicates | Incomplete | DOH | OCA | TOTAL |
|-----|---------|-------|------|----------------|------------|------------|-----|-----|-------|
| 276 | 172     | 100   | 70   | 88             | 8          | 38         | 33  | 1   | 786   |

### Notices Sent:

| Acknowledgments | Transfers | Confirmations | HAVA ID | Cancellations | Incompletes | TOTAL |
|-----------------|-----------|---------------|---------|---------------|-------------|-------|
| 290             | 151       | 1             | 6       | 92            | 38          | 578   |

### FOIL Requests:

| Received | In process | Completed |
|----------|------------|-----------|
| 10       | 0          | 10        |

- Commissioners and Deputies attended the NYS Election Commissioners Association annual training in Westchester County.
- Deputies attended Accessible Ballot training to learn how to handle sending ballots to people with disabilities.
- Surveyed Parker School to replace the Armory as a poll site.
- Increased Absentee/Early Vote By Mail ballot requests for the General Election. Absentee 826/EVBM 236 for a total of 1,062
- Overall increase in the traffic coming into the office and phone calls as the election nears.

Weights and Measures  
Report for August  
Government Operations Committee

For the month of August I did 2 milk bulk tanks, 2 large vehicle scales, 9 rx scales, 19 scales at health food store and small grocery stores, 5 scales at hardware stores and 1 scale at the local elk farm.

We also did interviews for my replacement in December.

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



# Certificate of Analysis: CT24-04121

Date: 25-Jul-2024

STATE OF NY DEPT OF AGRI MARKETS  
DEPT OF AGRICULTURE & MARKETS /BUREAU OF WEIGHTS  
& MEASURES  
10B AIRLINE DRIVE  
ALBANY, 12235, UNITED STATES

The results shown in this test report specifically refer to the sample(s) tested as received unless otherwise stated. All tests have been performed using the latest revision of the methods indicated unless specifically marked otherwise on the report. Precision parameters apply in the determination of the above results. Users of analytical results, when establishing conformance with commercial regulatory requirements should note the full provisions of ASTM D3244, IP 367 and ISO 4259 in that context, the default confidence level of petroleum testing having been set at the 95% confidence level. Your attention is specifically drawn to Sections 7.3.6., 7.3.7 and 7.3.8 of ASTM D3244. With respect to the UOP methods listed in the report below the user is referred to the method and statement within it specifying that the precision statements were determined using UOP Method 999. This Test Report is issued under the Company's General Conditions of Service (copy available upon request or on the company website at <https://www.sgs.com/en/terms-and-conditions>). Attention is drawn to the limitations of liability, indemnification and jurisdictional issues defined therein. This report shall not be reproduced except in full, without the written approval of the laboratory.

The sample(s) to which the findings recorded herein (the "Findings") relate was(were) drawn and / or provided by the Client or by a third party acting at the Client's direction. The Findings constitute warranty of the sample's representativeness of any goods and strictly relate to the sample(s). The Company accepts no liability with regard to the origin or source from which the sample(s) is/are said to be extracted.

| JOB DETAILS                                                                  |             | SAMPLE NO.:    | 021          | 022          | 023          | 024          | 025          | 026          |
|------------------------------------------------------------------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|
| SGS ORDER NO.:                                                               | 5205927     | CLIENT ID :    | G578101      | G578102      | G578103      | G578104      | G578105      | G57810       |
| RECEIVED                                                                     | 18-Jul-2024 | TEST TYPE :    | Original     | Original     | Original     | Original     | Original     | Original     |
| ANALYSED :                                                                   | 25-Jul-2024 | JURISDICTION : | 11           | 11           | 11           | 11           | 11           | 11           |
| COMPLETED :                                                                  | 25-Jul-2024 | INSPECTOR :    | 081          | 081          | 081          | 081          | 081          | 081          |
|                                                                              |             | SAMPLED :      | 18-JUL-24    | 18-JUL-24    | 18-JUL-24    | 18-JUL-24    | 18-JUL-24    | 18-JUL-24    |
|                                                                              |             | PRODUCT :      | Gasoline     | Gasoline     | Gasoline     | Gasoline     | Gasoline     | Gasoline     |
| PROPERTY                                                                     | UNITS       |                |              |              |              |              |              |              |
| Research Octane Number - ASTM D2699                                          | Rating      |                | 92.0         | 92.9         | 97.9         | 92.0         | 93.5         | 97.5         |
| Motor Octane Number - ASTM D2700                                             | Rating      |                | 82.5         | 83.5         | 88.0         | 82.2         | 83.5         | 88.0         |
| Anti Knock Index (RON+MON)/2 - ASTM D4814 (Annex 1)                          | ---         |                | 87.2         | 88.2         | 93.0         | 87.1         | 88.5         | 92.8         |
| Reid Vapor Pressure Equivalent (RVPE) - ASTM D5191-20 (EPA)                  | psi         |                | 8.69         | 8.70         | 8.62         | 8.76         | 8.76         | 8.76         |
| 10% Evaporated at - ASTM D86                                                 | °F          |                | 125.1        | 126.0        | 128.6        | 127.8        | 130.8        | 131.1        |
| 50% Evaporated at - ASTM D86                                                 | °F          |                | 180.9        | 187.0        | 210.8        | 183.2        | 197.6        | 206.4        |
| 90% Evaporated at - ASTM D86                                                 | °F          |                | 304.2        | 302.9        | 297.3        | 309.2        | 305.8        | 290.7        |
| Final boiling point (FBP) - ASTM D86                                         | °F          |                | 389.5        | 387.2        | 389.1        | 389.7        | 390.5        | 380.5        |
| % Residue - ASTM D86                                                         | % (v/v)     |                | 1.0          | 1.0          | 1.1          | 1.0          | 1.1          | 1.0          |
| Benzene - ASTM D3606                                                         | % (v/v)     |                | 0.72         | 0.65         | 0.44         | 0.71         | 0.62         | 0.37         |
| API at 60°F - ASTM D4052                                                     | °API        |                | 59.5         | 59.8         | 60.7         | 58.3         | 59.5         | 62.1         |
| Driveability Index - ASTM D4814                                              | ---         |                | 1058         | 1076         | 1146         | 1075         | 1119         | 1135         |
| Estimated Temperature of V/L = 20 for Ethanol Blends - ASTM D4814 Annex X2.3 | °F          |                | 131.4        | 132.3        | 136.1        | 131.9        | 134.3        | 135.5        |
| Total Oxygen - ASTM D4815                                                    | % (m/m)     |                | 3.69         | 3.66         | 3.60         | 3.70         | 3.72         | 3.88         |
| Methanol - ASTM D4815                                                        | % (v/v)     |                | Not detected | Not detected | Not detected | Not detected | Not detected | Not detected |
| Ethanol - ASTM D4815                                                         | % (v/v)     |                | 9.92         | 9.83         | 9.63         | 10.01        | 10.02        | 10.29        |
| MTBE - ASTM D4815                                                            | % (v/v)     |                | Not detected | Not detected | Not detected | Not detected | Not detected | Not detected |
| ETBE - ASTM D4815                                                            | % (v/v)     |                | Not detected | Not detected | Not detected | Not detected | Not detected | Not detected |
| TAME - ASTM D4815                                                            | % (v/v)     |                | Not detected | Not detected | Not detected | Not detected | Not detected | Not detected |
| Other Oxygenates § - ASTM D4815                                              | % (v/v)     |                | <0.20        | <0.20        | <0.20        | <0.20        | <0.20        | <0.20        |

§ - Analyte not in published method scope

AUTHORISED SIGNATORY

Osama Abdelrahman  
Lab Tech

2507202417200000150621

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OGC-EN\_Report\_MultiSamp\_Port\_NYS-v3 - 2016-08-17

SGS North America Inc.

Oil, Gas & Chemicals Services 900 Milik Street, Carteret, NJ, 07008, U.S.A Tel: +1-(732)-366 7200 Fax: +1-(732)-802-0010

Packet Pg. 28

Attachment: WM Agrimarket Stats (12458 : Weight &amp; Measures Monthly Report)



# Certificate of Analysis: CT24-04120

Date: 25-Jul-2024

STATE OF NY DEPT OF AGRI MARKETS  
DEPT OF AGRICULTURE & MARKETS /BUREAU OF WEIGHTS  
& MEASURES  
10B AIRLINE DRIVE  
ALBANY, 12235, UNITED STATES

The results shown in this test report specifically refer to the sample(s) tested as received unless otherwise stated. All tests have been performed using the latest revision of the methods indicated unless specifically marked otherwise on the report. Precision parameters apply in the determination of the above results. Users of analytical results, when establishing conformance with commercial regulatory requirements should note the full provisions of ASTM D3244, IP 367 and ISO 4259 in that context, the default confidence level of petroleum testing having been set at the 95% confidence level. Your attention is specifically drawn to Sections 7.3.6., 7.3.7 and 7.3.8 of ASTM D3244. With respect to the UOP methods listed in the report below the user is referred to the method and statement within it specifying that the precision statements were determined using UOP Method 999. This Test Report is issued under the Company's General Conditions of Service (copy available upon request or on the company website at <https://www.sgs.com/en/terms-and-conditions>). Attention is drawn to the limitations of liability, indemnification and jurisdictional issues defined therein. This report shall not be reproduced except in full, without the written approval of the laboratory.

The sample(s) to which the findings recorded herein (the "Findings") relate was(were) drawn and / or provided by the Client or by a third party acting at the Client's direction. The Findings constitute warranty of the sample's representativeness of any goods and strictly relate to the sample(s). The Company accepts no liability with regard to the origin or source from which the sample(s) is/are said to be extracted.

| JOB DETAILS                                  |             | SAMPLE NO.:    | 005       | 006       |       |       |       |       |
|----------------------------------------------|-------------|----------------|-----------|-----------|-------|-------|-------|-------|
| SGS ORDER NO.:                               | 5205927     | CLIENT ID :    | D085382   | D085383   |       |       |       |       |
| RECEIVED                                     | 18-Jul-2024 | TEST TYPE :    | Original  | Original  |       |       |       |       |
| ANALYSED :                                   | 25-Jul-2024 | JURISDICTION : | 11        | 11        |       |       |       |       |
| COMPLETED :                                  | 25-Jul-2024 | INSPECTOR :    | 081       | 081       |       |       |       |       |
|                                              |             | SAMPLED :      | 18-JUL-24 | 18-JUL-24 |       |       |       |       |
|                                              |             | PRODUCT :      | Diesel    | Diesel    |       |       |       |       |
| PROPERTY                                     | UNITS       |                |           |           |       |       |       |       |
| API at 60°F - ASTM D4052                     | °API        |                | 35.9      | 36.2      | ..... | ..... | ..... | ..... |
| Flash Point by PMCC - ASTM D93 (Procedure A) | °F          |                | 141       | 131       | ..... | ..... | ..... | ..... |
| 50% Recovered at - ASTM D86                  | °F          |                | 521.0     | 521.3     | ..... | ..... | ..... | ..... |
| 90% Recovered at - ASTM D86                  | °F          |                | 622.8     | 616.9     | ..... | ..... | ..... | ..... |
| Cetane Index (Procedure A) - ASTM D4737      | Rating      |                | 49.7      | 50.0      | ..... | ..... | ..... | ..... |
| Sulfur Content - ASTM D5453                  | ppm (m/m)   |                | 8.5       | 7.7       | ..... | ..... | ..... | ..... |
| ** End of Analytical Results **              |             |                |           |           |       |       |       |       |

AUTHORISED SIGNATORY

Osama Abdelrahman  
Lab Tech

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Page 1 of 1

OGC-EN\_Report\_MultiSamp\_Port\_NYS-v3 - 2016-06-11

SGS North America Inc.

Oil, Gas & Chemicals Services 900 Millik Street, Carteret, NJ, 07008, U.S.A Tel: +1-(732)-366-7200 Fax: +1-(732)-802-0010

Packet Pg. 29

Attachment: WM Agrimarket Stats (12458 : Weight &amp; Measures Monthly Report)



## 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](mailto:shempstead@cortlandcountyny.gov)  
(607) 753-5048

### Monthly Report Office of the Clerk of the Legislature

**Month:** August 2024

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of June and July 2024. As the liaison between the legislature and the public, it is our responsibility to ensure transparency, efficiency, and professionalism in all endeavors.

#### Meetings/Trainings Attended:

- **All standing committees of the Cortland County Legislature and Legislative Session for August**
- **Pumpkinfest Meetings**
- **Communications Team Meeting – Homeless Coalition**
- **Transportation Meetings**
- **Homeless Coalition Meeting**
- **Employee Appreciation Meeting**
- **Meeting with grant representative from Assemblyman Gallahan's office**
- **Dwyer Park grant follow up meeting**
- **Granicus meetings**
- **TC3 Feasibility Study meeting**
- **CDBG – Hillside Farms site visit**
- **CVB Executive Board Meeting**
- **Special Government Ops, APE and Finance Committee meetings**
- **WHCU interview**
- **Cayuga Radio Group meeting for Pumpkinfest**

#### 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. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies.
4. **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. **89 requests submitted in the months of August.**



## 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](mailto:shempstead@cortlandcountyny.gov)  
(607) 753-5048

5. **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.
6. **Historian Duties:** Doing research for Judge Campbell.
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.
  - a. Performed a site visit for Hillside Farms
  - b. Waiting on new insurance certificate from LePuppet Regime
  - c. Most awardees have submitted for the first reimbursement

Respectfully submitted,

Savannah Hempstead, CLBC  
Clerk of the Legislature

# Requests by Month

Run Date: 09/10/2024 1:43 PM

| Create Date | Reference No                   | Request Status             | Completed/Closed | Close Date |
|-------------|--------------------------------|----------------------------|------------------|------------|
| 8/1/2024    | <a href="#">R000183-080124</a> | Full Release               | Yes              | 8/9/2024   |
| 8/1/2024    | <a href="#">R000184-080124</a> | Withdrawn                  | Yes              | 8/2/2024   |
| 8/1/2024    | <a href="#">S000496-080124</a> | Full Release               | Yes              | 8/18/2024  |
| 8/1/2024    | <a href="#">R000185-080124</a> | Full Release               | Yes              | 8/19/2024  |
| 8/1/2024    | <a href="#">S000497-080124</a> | Full Release               | Yes              | 8/29/2024  |
| 8/2/2024    | <a href="#">S000498-080224</a> | Full Payment Received      | Yes              | 8/28/2024  |
| 8/2/2024    | <a href="#">S000499-080224</a> | Full Release               | Yes              | 8/22/2024  |
| 8/4/2024    | <a href="#">S000500-080424</a> | Waiting for Clarification  | No               |            |
| 8/5/2024    | <a href="#">U001694-080524</a> | Not Public Records Request | Yes              | 8/5/2024   |
| 8/5/2024    | <a href="#">S000501-080524</a> | Full Release               | Yes              | 8/22/2024  |
| 8/5/2024    | <a href="#">S000502-080524</a> | No Response from Requester | Yes              | 9/10/2024  |
| 8/5/2024    | <a href="#">S000503-080524</a> | Full Release               | Yes              | 8/21/2024  |
| 8/6/2024    | <a href="#">S000504-080624</a> | Full Release               | Yes              | 8/22/2024  |
| 8/6/2024    | <a href="#">S000505-080624</a> | No Records Exist           | Yes              | 8/22/2024  |
| 8/6/2024    | <a href="#">S000506-080624</a> | Full Release               | Yes              | 8/22/2024  |
| 8/7/2024    | <a href="#">S000507-080724</a> | Full Release               | Yes              | 8/22/2024  |
| 8/8/2024    | <a href="#">R000186-080824</a> | Exemption Denial           | Yes              | 9/9/2024   |
| 8/8/2024    | <a href="#">S000508-080824</a> | No Records Exist           | Yes              | 8/22/2024  |
| 8/8/2024    | <a href="#">S000509-080824</a> | No Records Exist           | Yes              | 8/22/2024  |
| 8/8/2024    | <a href="#">S000510-080824</a> | Full Release               | Yes              | 8/18/2024  |
| 8/9/2024    | <a href="#">S000511-080924</a> | Full Release               | Yes              | 8/22/2024  |
| 8/9/2024    | <a href="#">S000512-080924</a> | Full Release               | Yes              | 8/22/2024  |
| 8/9/2024    | <a href="#">S000513-080924</a> | Full Release               | Yes              | 8/22/2024  |
| 8/9/2024    | <a href="#">S000514-080924</a> | Full Release               | Yes              | 8/22/2024  |
| 8/12/2024   | <a href="#">S000515-081224</a> | Full Release               | Yes              | 8/13/2024  |
| 8/12/2024   | <a href="#">S000516-081224</a> | No Records Exist           | Yes              | 8/22/2024  |
| 8/12/2024   | <a href="#">S000517-081224</a> | No Records Exist           | Yes              | 8/22/2024  |
| 8/12/2024   | <a href="#">S000518-081224</a> | Full Release               | Yes              | 8/22/2024  |
| 8/12/2024   | <a href="#">S000519-081224</a> | No Records Exist           | Yes              | 8/22/2024  |
| 8/12/2024   | <a href="#">S000520-081224</a> | No Records Exist           | Yes              | 8/26/2024  |
| 8/12/2024   | <a href="#">S000521-081224</a> | No Records Exist           | Yes              | 8/26/2024  |
| 8/12/2024   | <a href="#">S000522-081224</a> | No Response from Requester | Yes              | 8/26/2024  |
| 8/12/2024   | <a href="#">R000187-081224</a> | Assigned                   | No               |            |
| 8/12/2024   | <a href="#">R000188-081224</a> | Full Release               | Yes              | 9/9/2024   |
| 8/13/2024   | <a href="#">S000523-081324</a> | New Request                | No               |            |
| 8/13/2024   | <a href="#">S000524-081324</a> | Full Release               | Yes              | 8/26/2024  |
| 8/14/2024   | <a href="#">S000525-081424</a> | Full Release               | Yes              | 8/26/2024  |
| 8/14/2024   | <a href="#">S000526-081424</a> | Full Release               | Yes              | 8/26/2024  |
| 8/14/2024   | <a href="#">S000527-081424</a> | Full Release               | Yes              | 9/1/2024   |
| 8/14/2024   | <a href="#">S000528-081424</a> | Full Release               | Yes              | 8/26/2024  |
| 8/14/2024   | <a href="#">S000529-081424</a> | Full Release               | Yes              | 8/26/2024  |
| 8/14/2024   | <a href="#">S000530-081424</a> | Full Release               | Yes              | 8/26/2024  |
| 8/14/2024   | <a href="#">S000531-081424</a> | Full Release               | Yes              | 8/26/2024  |
| 8/14/2024   | <a href="#">S000532-081424</a> | No Records Exist           | Yes              | 8/22/2024  |
| 8/14/2024   | <a href="#">S000533-081424</a> | No Records Exist           | Yes              | 8/22/2024  |

Attachment: Monthly FOIL report AUGUST (12496 : Clerk of the Legislature Monthly Report)

| Create Date | Reference No                   | Request Status           | Completed/Closed | Close Date |
|-------------|--------------------------------|--------------------------|------------------|------------|
| 8/14/2024   | <a href="#">S000534-081424</a> | No Records Exist         | Yes              | 8/22/2024  |
| 8/14/2024   | <a href="#">S000535-081424</a> | No Records Exist         | Yes              | 8/22/2024  |
| 8/15/2024   | <a href="#">S000536-081524</a> | Full Release             | Yes              | 8/22/2024  |
| 8/15/2024   | <a href="#">S000537-081524</a> | Full Release             | Yes              | 8/15/2024  |
| 8/15/2024   | <a href="#">R000189-081524</a> | Not Custodian of Records | Yes              | 9/9/2024   |
| 8/15/2024   | <a href="#">S000538-081524</a> | Full Release             | Yes              | 8/22/2024  |
| 8/15/2024   | <a href="#">S000539-081524</a> | Full Release             | Yes              | 8/22/2024  |
| 8/15/2024   | <a href="#">S000540-081524</a> | Full Release             | Yes              | 8/22/2024  |
| 8/15/2024   | <a href="#">S000541-081524</a> | No Records Exist         | Yes              | 8/22/2024  |
| 8/15/2024   | <a href="#">S000542-081524</a> | No Records Exist         | Yes              | 8/22/2024  |
| 8/16/2024   | <a href="#">S000543-081624</a> | Full Release             | Yes              | 9/1/2024   |
| 8/16/2024   | <a href="#">S000544-081624</a> | Full Release             | Yes              | 9/1/2024   |
| 8/16/2024   | <a href="#">S000545-081624</a> | New Request              | No               |            |
| 8/16/2024   | <a href="#">S000546-081624</a> | No Records Exist         | Yes              | 8/22/2024  |
| 8/16/2024   | <a href="#">S000547-081624</a> | No Records Exist         | Yes              | 8/22/2024  |
| 8/16/2024   | <a href="#">S000548-081624</a> | No Records Exist         | Yes              | 8/18/2024  |
| 8/16/2024   | <a href="#">S000549-081624</a> | No Records Exist         | Yes              | 8/18/2024  |
| 8/16/2024   | <a href="#">S000550-081624</a> | No Records Exist         | Yes              | 8/18/2024  |
| 8/16/2024   | <a href="#">S000551-081624</a> | No Records Exist         | Yes              | 8/18/2024  |
| 8/16/2024   | <a href="#">R000190-081624</a> | Waiting for Payment      | No               |            |
| 8/19/2024   | <a href="#">S000552-081924</a> | Full Release             | Yes              | 8/22/2024  |
| 8/20/2024   | <a href="#">R000191-082024</a> | New Request              | Yes              | 8/20/2024  |
| 8/20/2024   | <a href="#">S000553-082024</a> | No Records Exist         | Yes              | 8/22/2024  |
| 8/21/2024   | <a href="#">R000192-082124</a> | Full Release             | Yes              | 8/29/2024  |
| 8/23/2024   | <a href="#">S000554-082324</a> | No Records Exist         | Yes              | 8/26/2024  |
| 8/24/2024   | <a href="#">R000193-082424</a> | No Records Exist         | Yes              | 9/10/2024  |
| 8/28/2024   | <a href="#">R000194-082824</a> | Withdrawn                | Yes              | 8/29/2024  |
| 8/28/2024   | <a href="#">S000555-082824</a> | Exemption Denial         | Yes              | 8/28/2024  |
| 8/28/2024   | <a href="#">S000556-082824</a> | Full Release             | Yes              | 9/1/2024   |
| 8/28/2024   | <a href="#">S000557-082824</a> | No Records Exist         | Yes              | 9/1/2024   |
| 8/28/2024   | <a href="#">S000558-082824</a> | Full Release             | Yes              | 9/1/2024   |
| 8/28/2024   | <a href="#">S000559-082824</a> | Full Release             | Yes              | 9/1/2024   |
| 8/28/2024   | <a href="#">R000195-082824</a> | New Request              | No               |            |
| 8/28/2024   | <a href="#">S000560-082824</a> | Full Release             | Yes              | 9/1/2024   |
| 8/29/2024   | <a href="#">S000561-082924</a> | Full Release             | Yes              | 9/1/2024   |
| 8/29/2024   | <a href="#">S000562-082924</a> | Full Release             | Yes              | 9/1/2024   |
| 8/29/2024   | <a href="#">S000563-082924</a> | No Records Exist         | Yes              | 9/1/2024   |
| 8/29/2024   | <a href="#">S000564-082924</a> | No Records Exist         | Yes              | 9/1/2024   |
| 8/29/2024   | <a href="#">S000565-082924</a> | No Records Exist         | Yes              | 9/1/2024   |
| 8/29/2024   | <a href="#">S000566-082924</a> | Full Release             | Yes              | 9/1/2024   |
| 8/29/2024   | <a href="#">S000567-082924</a> | Full Release             | Yes              | 9/1/2024   |
| 8/29/2024   | <a href="#">S000568-082924</a> | Full Release             | Yes              | 9/1/2024   |
| 8/30/2024   | <a href="#">S000569-083024</a> | Full Release             | Yes              | 9/1/2024   |
| 8/30/2024   | <a href="#">S000570-083024</a> | Full Release             | Yes              | 9/1/2024   |

Attachment: Monthly FOIL report AUGUST (12496 : Clerk of the Legislature Monthly Report)



**OFFICE OF THE CORTLAND COUNTY ATTORNEY  
VICTORIA J. MONTY**

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

Jeri A. DuVall  
Chief Assistant County Attorney

Nicole M. Compton  
Paralegal

**MONTHLY REPORT – Dated August 31, 2024**

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

| YTD 2024 | 2023        | 2022         | 2021   | 2020   |
|----------|-------------|--------------|--------|--------|
| \$322.50 | \$25,775.94 | \$151,289.00 | \$0.00 | \$0.00 |

INSURANCE RECOVERIES & SETTLEMENTS

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

FINES COLLECTED:

| YTD 2024  | 2023     | 2022     | 2021           | 2020           |
|-----------|----------|----------|----------------|----------------|
| \$153,000 | \$400.00 | \$400.00 | (data unknown) | (data unknown) |

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

| NEW Since last report | YTD 2024 | 2023 | 2022 | 2021 | 2020 |
|-----------------------|----------|------|------|------|------|
| 27                    | 244      | 391  | 371  | 307  | 359  |

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

| NEW Since last report | YTD 2024 | 2023 | 2022 | 2021 | 2020 |
|-----------------------|----------|------|------|------|------|
| 4                     | 90       | 99   | 92   | 126  | 144  |

Attachment: August\_Report\_20240801\_thru\_20240831 (12468 : County Attorney Monthly Report)

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

| Type                           | YTD 2024 | 2023 | 2022 | 2021 | 2020 |
|--------------------------------|----------|------|------|------|------|
| JD                             | 18       | 17   | 12   | 17   | 21   |
| JD - RTA*                      | 7        | 7    | 4    | 3    | 8    |
| PINS                           | 4        | 12   | 9    | 4    | 4    |
| Probation Violations - Support | 3        | 7    | 10   | 3    | 5    |

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

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

|                                      | YTD 2024 | 2023 | 2022 | 2021 | 2020 |
|--------------------------------------|----------|------|------|------|------|
| Property Crimes                      | 11       | 14   | 11   | 9    | 24   |
| Crimes Against Persons               | 9        | 7    | 2    | 7    | 4    |
| Sex Offenses                         | 5        | 2    | 1    | 6    | 1    |
| Other (e.g., Violation of Probation) | 0        | 1    | 3    | 0    | 0    |

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

| NEW Since last report | YTD 2024 | 2023 | 2022 | 2021 | 2020 |
|-----------------------|----------|------|------|------|------|
| 7                     | 35       | 64   | 49   | 21   | 65   |

# POSITION VACANCY REPORT

## As of September 1, 2024

| Position<br>(Title, Grade, Salary)                                   | Department               | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled           | Funding |
|----------------------------------------------------------------------|--------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-----------------------|---------|
| Aging Services Worker<br>Grade 7/\$17.8794-\$22.6307                 | Aging                    | 6/25/2024          | 6/4/2024                          | 6/4/2024                               | 6/4/2024                         | Posted                |         |
| Case Manager for Indigent Defendants<br>Grade 14/\$22.2853-\$28.2077 | Assigned Counsel         | 8/20/2024          | 8/14/2024                         | 8/14/2024                              | 8/14/2024                        | eligible list/canvass | Grant   |
| Cleaner<br>Grade 5/\$16.8726-\$21.3565                               | Buildings and<br>Grounds | 5/29/2024          | 4/16/2024                         | 4/18/274                               | 4/18/2024                        | 8/12/2024             |         |
| Cleaner<br>Grade 5/\$16.8726-\$21.3566                               | Buildings and<br>Grounds | 8/23/2024          | 8/19/2024                         | 8/20/2024                              | 8/20/2024                        | Posted                | Grant   |
| Chief Asst County Attorney<br>Grade 1/\$95,000-\$124,105             | County Attorney          | 7/18/2024          | 7/8/2024                          | 7/8/2024                               | 7/8/2024                         | 8/5/2024              |         |
| Assistant County Attorney (PT)<br>Grade 2/\$42,500-\$55,520          | County Attorney          | 8/5/2024           | 7/22/2024                         | 7/22/2024                              | 7/23/2024                        | Posted                |         |
| Secretary to the County Attorney<br>Grade 5H/\$22.7222-\$30.2433     | County Attorney          | 8/14/2024          | 7/26/2024                         | 7/26/2024                              | 7/29/2024                        | Posted                |         |
| Assistant District Attorney<br>Grade 2/\$85,000-\$111,041            | District Attorney        | 1/1/2024           | 11/21/2023                        | 11/21/2023                             | 11/21/2023                       | Posted                | Grant   |
| Assistant District Attorney<br>Grade 2/\$85,000-\$111,041            | District Attorney        | 3/20/2024          | 3/21/2024                         | 3/21/2024                              | 3/21/2024                        | Posted                |         |
| Keyboard Specialist<br>Grade 5/\$16.8726-\$21.3565                   | District Attorney        | 8/23/2024          | 8/13/2024                         | 8/13/2024                              | 8/13/2024                        | Cert/Posted           |         |
| Crime Victim Advocate<br>Grade 9/\$18.9861-\$24.0315                 | District Attorney        | 12/6/2024          | 8/13/2024                         | 8/13/2024                              | 8/13/2024                        | Posted                |         |
| Senior Account Clerk<br>Grade 10/\$19.5862-\$24.7912                 | DSS                      | 7/24/2023          | 7/10/2023                         | 7/12/2023                              | 7/13/2023                        | Exam Files            |         |
| Caseworker<br>Grade 18/\$25.5703-\$32.3653                           | DSS                      | 6/28/2024          | 6/17/2024                         | 6/18/2024                              | 6/18/2024                        | 8/5/2024              |         |
| Senior Housing Coordinator<br>Grade 19/\$26.4962-\$33.5375           | DSS                      | 7/1/2024           | 6/30/2024                         | Approved by<br>Resolution              | 6/30/2024                        | 8/12/2024             |         |

Attachment: September 2024 (12454 : September 2024 Vacancy Report - Personnel)

# POSITION VACANCY REPORT

## As of September 1, 2024

| Position<br>(Title, Grade, Salary)                                                              | Department               | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled | Funding |
|-------------------------------------------------------------------------------------------------|--------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-------------|---------|
| Housing Coordinator<br>Grade 16/\$23.8479-\$30.1854                                             | DSS                      | 7/1/2024           | 6/30/2024                         | Approved by<br>Resolution              | 6/30/2024                        | 8/12/2024   |         |
| Housing Coordinator<br>Grade 16/\$23.8479-\$30.1854                                             | DSS                      | 7/1/2024           | 6/30/2024                         | Approved by<br>Resolution              | 6/30/2024                        | Posted      |         |
| Senior Case Aide<br>Grade 10/\$19.5862-\$24.7912                                                | DSS                      | 8/9/2024           | 8/7/2024                          | 8/8/2024                               | 8/8/2024                         | Posted      | Grant   |
| Social Welfare Examiner Trainee<br>Grade 10/\$19.5862-\$24.7912                                 | DSS                      | 8/16/2024          | 8/5/2024                          | 8/5/2024                               | 8/6/2024                         | Posted      |         |
| Case Aide<br>Grade 8/\$18.4165-\$23.3107                                                        | DSS                      | 8/16/2024          | 8/5/2024                          | 8/5/2024                               | 8/6/2024                         | Posted      |         |
| Caseworker<br>Grade 18/\$25.5703-\$32.3653                                                      | DSS                      | 8/16/2024          | 8/5/2024                          | 8/5/2024                               | 8/6/2024                         | Posted      |         |
| Senior Case Aide<br>Grade 10/\$19.5862-\$24.7912                                                | DSS                      | 9/9/2024           | 8/22/2024                         | 8/23/2024                              | 8/23/2024                        | Posted      | Grant   |
| Community Services Worker (3 pos)<br>Grade 5/\$16.8726-\$21.3569                                | DSS                      | 10/14/2024         | 7/11/2024                         | 7/11/2024                              | 7/11/2024                        | Posted      |         |
| Multi-Disciplinary Team Facilitator-Safe<br>Harbour Coordinator<br>Grade 13/\$21.5585-\$27.2876 | DSS-CAC                  | 3/28/2024          | 2/29/2024                         | 2/29/2024                              | 2/29/2024                        | Posted      |         |
| Safe Harbour Coordinator<br>Grade 13/\$21.5585-\$27.2876                                        | DSS-CAC                  | 10/1/2024          | 8/21/2024                         | 8/21/2024                              | 8/21/2024                        | Posted      | Grant   |
| Senior Account Clerk<br>Grade 10/\$19.5862-\$24.7912                                            | Employment &<br>Training | 9/29/2023          | 9/11/2023                         | 9/11/2023                              | 9/11/2023                        | Posted      |         |
| Assistant Accountant<br>Grade 18/\$25.5703-\$32.3653                                            | Finance                  | 12/18/2023         | 12/20/2023                        | 12/20/2023                             | 12/20/2023                       | Posted      |         |
| RN/ \$31.0835-\$36.5889/hr<br>PHN / \$33.4889-\$39.4204                                         | Health                   | 4/23/2022          | 5/2/2022                          | 5/2/2022                               | 5/2/2022                         | Posted      |         |
| Motor Equipment Operator<br>Grade 13/\$21.5585-\$27.2876                                        | Highway                  | 10/2/2023          | 10/26/2023                        | 10/26/2023                             | 10/26/2023                       | Posted      |         |

Attachment: September 2024 (12454 : September 2024 Vacancy Report - Personnel)

# POSITION VACANCY REPORT

## As of September 1, 2024

| Position<br>(Title, Grade, Salary)                                            | Department             | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled | Funding      |
|-------------------------------------------------------------------------------|------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-------------|--------------|
| Motor Equipment Operator<br>Grade 13/\$21.5585-\$27.2876                      | Highway                | 3/8/2024           | 2/29/2024                         | 2/29/2024                              | 2/29/2024                        | Posted      |              |
| Motor Equipment Operator<br>Grade 13/\$21.5585-\$27.2876                      | Highway                | 5/23/2024          | 6/19/2024                         | 6/20/2024                              | 6/20/2024                        | Posted      |              |
| Heavy Equip. Maintenance Mechanic<br>Grade 17/\$24.6577-\$31.2485             | Highway                | 7/10/2024          | 8/19/2024                         | 8/19/2024                              | 8/19/2024                        | Posted      |              |
| Heavy Equip. Maintenance Mechanic<br>Grade 17/\$24.6577-\$31.2484             | Highway                | 8/16/2024          | 8/5/2024                          | 8/5/2024                               | 8/6/2024                         | Posted      |              |
| Heavy Equipment Operator-Recycling<br>Grade 15/\$23.0509-\$29.1766            | Highway-<br>Recycling  | 9/29/2023          | 9/20/2023                         | 9/20/2023                              | 9/21/2023                        | Posted      |              |
| Heavy Equipment Operator<br>Grade 15/\$23.0509-\$29.1766                      | Highway-Solid<br>Waste | 5/6/2024           | 5/2/2024                          | 5/6/2024                               | 5/6/2024                         | 8/1/2024    |              |
| Mental Health Rehab Specialist (PT)<br>Grade 16/\$23.8479-\$30.1854           | Mental Health          | 4/10/2024          | 4/2/2024                          | 4/2/2024                               | 4/10/2024                        | 8/19/2024   |              |
| Mental Health Rehab Specialist<br>Grade 16/\$23.8479-\$30.1854                | Mental Health          | 8/19/2024          | 8/22/2024                         | 8/22/2024                              | 8/22/2024                        | Posted      |              |
| Community Mental Health Manager<br>Grade 10/\$57,528-\$76,569                 | Mental Health          | 8/23/2024          | 8/22/2024                         | Approved by<br>Resolution              | 8/22/2024                        | 8/24/2024   |              |
| Senior Mental Health Clinician<br>Grade 28/\$37.2145-\$41.1041                | Mental Health          | 8/23/2024          | 8/22/2024                         | Approved by<br>Resolution              | 8/22/2024                        | Posted      |              |
| Director of Community Mental Health<br>Services<br>Grade 3/\$95,441-\$127,032 | Mental Health          | 10/10/2024         | 8/15/2024                         | 8/15/2024                              | 8/15/2024                        | Posted      | Grant        |
| Land Use Planner<br>Grade 19/\$26.4962-\$33.5375                              | Planning               | 6/14/2024          | 5/31/2024                         | 5/31/2024                              | 6/4/2024                         | Posted      |              |
| Assistant Public Defender<br>Grade 2/\$85,000-\$111,041                       | Public Defender        | 5/16/2023          | 4/25/2023                         | 4/26/2023                              | 4/26/2023                        | Posted      | Grant Funded |
| Assistant Public Defender<br>Grade 2/\$85,000-\$111,041                       | Public Defender        | 11/15/2023         | 12/13/2023                        | 12/13/2023                             | 12/13/2023                       | Posted      |              |

Attachment: September 2024 (12454 : September 2024 Vacancy Report - Personnel)

# POSITION VACANCY REPORT

## As of September 1, 2024

| Position<br>(Title, Grade, Salary)                                                                             | Department      | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled | Funding      |
|----------------------------------------------------------------------------------------------------------------|-----------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-------------|--------------|
| Assistant Public Defender<br>Grade 2/\$85,000-\$111,041                                                        | Public Defender | 12/29/2023         | 12/13/2023                        | 12/13/2023                             | 12/13/2023                       | Posted      |              |
| Associate Assistant Public<br>Defender/Assistant Public Defender<br><del>Grade 3/\$72,000-\$94,058-Grade</del> | Public Defender | 1/26/2024          | 1/25/2024                         | Approved by<br>Resolution              | 1/25/2024                        | Posted      | Grant Funded |
| PT Jail Cook (12 hrs)<br>Grade 2/\$17,7571-\$26.6009                                                           | Sheriff         | 10/20/2017         | 10/10/2017                        | 10/13/2017                             | 11/2/2017                        | Posted      |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 3/31/2023          | 4/3/2023                          | 4/3/2023                               | 4/3/2023                         | Exam Files  |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 4/6/2023           | 4/6/2023                          | 4/17/2023                              | 4/17/2023                        | Exam Files  |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 4/7/2023           | 3/21/2023                         | 3/21/2023                              | 3/22/2023                        | Exam Files  |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 4/13/2023          | 3/21/2023                         | 3/21/2023                              | 3/22/2023                        | Exam Files  |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 4/14/2023          | 3/22/2023                         | 3/23/2023                              | 3/23/2023                        | Exam Files  |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 6/22/2023          | 6/26/2023                         | 6/26/2023                              | 6/26/2023                        | Exam Files  |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 7/10/2023          | 7/6/2023                          | 7/7/2023                               | 7/25/2023                        | Exam Files  |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 8/7/2023           | 8/9/2023                          | 8/9/2023                               | 8/9/2023                         | Exam Files  |              |
| Correction Officer<br>Grade 1/\$22.5049-\$37.1490                                                              | Sheriff         | 9/14/2023          | 8/28/2023                         | 8/29/2023                              | 8/29/2023                        | Exam Files  |              |
| County Police Officer (Deputy Sheriff)<br>CPO \$29.0491-\$37.3585                                              | Sheriff         | 11/2/2023          | 10/20/2023                        | 10/23/2023                             | 10/23/2023                       | Exam Files  |              |
| County Police Officer (Deputy Sheriff)<br>CPO \$29.0491-\$37.3585                                              | Sheriff         | 3/4/2024           | 1/25/2024                         | 1/25/2024                              | 1/25/2024                        | Exam Files  |              |

Attachment: September 2024 (12454 : September 2024 Vacancy Report - Personnel)

# POSITION VACANCY REPORT

## As of September 1, 2024

| Position<br>(Title, Grade, Salary)                                | Department            | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled | Funding |
|-------------------------------------------------------------------|-----------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-------------|---------|
| County Police Sergeant (Deputy Sheriff)<br>SGT \$43.3884/hr       | Sheriff               | 4/29/2024          | 3/7/2024                          | 3/12/2024                              | 3/13/2024                        | Exam Files  |         |
| County Police Officer (Deputy Sheriff)<br>CPO \$29.0491-\$37.3585 | Sheriff               | 4/29/2024          | 3/7/2024                          | 3/12/2024                              | 3/13/2024                        | Exam Files  |         |
| County Police Sergeant (Deputy Sheriff)<br>SGT \$43.3884/hr       | Sheriff               | 7/23/2024          | 7/9/2024                          | 7/10/2024                              | 7/11/2024                        | Exam Files  |         |
| County Police Officer (Deputy Sheriff)<br>CPO \$29.0491-\$37.3585 | Sheriff               | unknown            | 7/9/2024                          | 7/24/2024                              | 7/25/2024                        | Exam Files  |         |
| Director of Weights & Measures<br>Grade 10/\$57,528-\$76,569      | Weights &<br>Measures | 12/31/2024         | 4/26/2024                         | 4/26/2024                              | 4/26/2024                        | Posted      |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |
|                                                                   |                       |                    |                                   |                                        |                                  |             |         |

Attachment: September 2024 (12454 : September 2024 Vacancy Report - Personnel)

[illegible]

[illegible]

8/29/2024

## Number of Civil Service Transactions by Agency

From: 08/01/2024 to 08/29/2024

| Agency                | Count |
|-----------------------|-------|
| BOARD OF EDUCATION    | 2     |
| CITY OF CORTLAND      | 59    |
| CORTLAND CITY SCHOOLS | 7     |
| CORTLAND COUNTY       | 100   |
| HOMER SCHOOL          | 14    |
| MARATHON SCHOOL       | 5     |
| SOIL & WATER          | 13    |
| TOWN OF C'VILLE       | 1     |
| TOWN OF VIRGIL        | 1     |
| Total:                | 202   |

Attachment: Aug 2024 Transactions (12454 : September 2024 Vacancy Report - Personnel)