



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, November 5, 2024

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:00 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	Present	
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	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Christopher Holl	Cortland County, NY	Director, Weights & Measures	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Ashley Millard	Cortland County,	Deputy Clerk of the	Remote	

	NY	Legislature		
Jason DeRaiche	Cortland County, NY	Safety Director	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Doug Schneider	Cortland Standard	Reporter	Present	

MINUTES

1. Government Operations Committee - Committee Meeting - Oct 8, 2024 11:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Mortgage Tax Disbursement for April 2024 - September 2024 - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/12/2024 9:00 AM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Heider, Mantella, Behnke, Waldbauer, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Mortgage Tax Disbursement for April 2024 - September 2024 - County Clerk

WHEREAS, in accordance with New York State Tax Law, Article 11, § 261, the Semi-Annual Mortgage Tax Report for April 1, 2024-September 30, 2024, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance; AND

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

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

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

Cincinnatus	\$10,854.25
Cortland	\$108,946.87
Cortlandville	\$62,307.08
Cuyler	\$4,146.91
Freetown	\$3,918.43
Harford	\$4,300.60
Homer, Town	\$24,520.94
Homer, Village	\$18,455.13

Lapeer	\$5,469.87
Marathon, Town	\$7,297.22
Marathon, Village	\$3,903.28
McGraw, Village	\$1,733.39
Preble	\$11,065.08
Scott	\$6,967.55
Solon	\$4,317.48
Taylor	\$436.39
Truxton	\$4,600.40
Virgil	\$20,600.42
Willet	\$5,061.48
TOTAL	\$308,902.77

AGENDA ITEM NO. 2 – Authorize Capital Region BOCES Contract - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/21/2024 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Heider, Mantella, Behnke, Waldbauer, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Capital Region BOCES Contract - Personnel Department

WHEREAS, Resolution No. 124-23 authorized Cortland County to enter into an agreement with Keenan Associates/Express Scripts, Inc. for pharmacy benefits management services for Cortland County's employee and retiree health plan effective 1/1/2024 through 12/31/2026; AND

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

WHEREAS, Cortland County wishes to authorize an inter-municipal agreement with Capital Region BOCES to allow for participation in a prescription drug plan known as the NYS Pharmacy Purchasing Coalition, which is expected to provide an estimated cost savings to Cortland County of \$573,171, and confirms eligibility for matching funds under the CWSSI; NOW THEREFORE BE IT

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

MONTHLY REPORTS

1. Board of Elections Monthly Report

RESULT: COMPLETED

2. County Attorney Monthly Report

RESULT: COMPLETED

3. Weights & Measures Monthly Report

RESULT: COMPLETED

4. Clerk of the Legislature Monthly Reports

RESULT: COMPLETED

5. County Clerk Monthly Reports - September Activities/August Financials

RESULT: COMPLETED

6. Personnel Monthly Reports

RESULT: COMPLETED

DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:11 AM



Government Operations Committee

Committee Meeting

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

1

~ Minutes ~

Tuesday, October 8, 2024

11:00 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, 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	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Morgan Spaulding	Cortland County, NY	Grant Administrator	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Doug Schneider	Cortland Standard	Reporter	Present	

Minutes Acceptance: Minutes of Oct 8, 2024 11:00 AM (MINUTES)

Jason DeRaiche	Cortland County, NY	Safety Officer	Remote	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Sep 17, 2024 8:00 AM

RESULT: APPROVED

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Pre-Employment Background Investigation Policy

RESULT: APPROVED [UNANIMOUS]

Next: 10/24/2024 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Mitchel Eccleston, Committee Vice-Chair

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

EXCUSED: Kris Valentine Behnke

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend Pre-Employment Background Investigation Policy

WHEREAS, the Cortland County Legislature adopted the Cortland County Pre-Employment Background Investigation Policy on 7/28/2016; AND

WHEREAS, there is a need to make changes to said policy due to the enactment of the Clean Slate Act; NOW THEREFORE BE IT

RESOLVED, that the plan will be amended effective November 16, 2024 to include required provisions set forth by the Clean Slate Act.

AGENDA ITEM NO. 2 – Authorize Amendments Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

RESULT: APPROVED [5 TO 1]

Next: 10/24/2024 6:00 PM

MOVER: Douglas Bentley, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Bentley, Mantella, Waldbauer, Eccleston, Nauseef

NAYS: Paul Heider

EXCUSED: Kris Valentine Behnke

ON MOTION OF NAUSEEF

RESOLUTION NO.

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

WHEREAS, the Management Compensation Review Committee has reviewed the Employment Policy Manual for Departments Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the committee has identified several amendments to the language of the document which are necessary to clarify existing practices and to provide Management employees with benefits that are at least equal to union employees' benefits; AND

WHEREAS, these language changes do not change anything in the existing salary grade plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the language amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees as attached effective January 1, 2025.

AGENDA ITEM NO. 3 – Adopt Local Law "E" of 2024 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/24/2024 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Heider, Mantella, Waldbauer, Eccleston, Nauseef
EXCUSED:	Kris Valentine Behnke

ON MOTION OF NAUSEEF

RESOLUTION NO.

Adopt Local Law "E" of 2024 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

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

RESOLVED, that Local Law "E" for the year 2024 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; AND BE IT FURTHER

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

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

SECTION 1. **LEGISLATIVE INTENT**

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

Minutes Acceptance: Minutes of Oct 8, 2024 11:00 AM (MINUTES)

SECTION II.

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

SECTION III.

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

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

Elected officers include:

County Clerk
County Coroner(s)
County Sheriff

Officers appointed for a fixed term include:

Clerk of the Legislature
County Attorney
Public Defender
Veteran's Services Officer
Commissioner of Social Services
Highway Superintendent
Personnel Officer
Public Health Director
Real Property Tax Services Director

SECTION IV:

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

AGENDA ITEM NO. 4 – Adopt Local Law "F" of 2024 - a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/24/2024 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bentley, Heider, Mantella, Waldbauer, Eccleston, Nauseef
EXCUSED:	Kris Valentine Behnke

ON MOTION OF NAUSEEF

RESOLUTION NO.

Minutes Acceptance: Minutes of Oct 8, 2024 11:00 AM (MINUTES)

Adopt Local Law "F" of 2024 - a Local Law Setting the Salary of Cortland County Election Commissioners

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

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

RESOLVED, that Local Law "F" for the year 2024 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; AND BE IT FURTHER

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

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

Section I:

Pursuant to Election Law §3-208, each Cortland County Election Commissioner shall receive an equal annual salary, to be fixed by the County Legislature.

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$57,528 to \$59,254 for fiscal year 2025 and paid over the balance of 2025 calendar year, upon the effective date of this local law.

Section III:

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

Minutes Acceptance: Minutes of Oct 8, 2024 11:00 AM (MINUTES)

MONTHLY REPORTS

1. October 2024 Vacancy Report

RESULT:	COMPLETED
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2. County Attorney Office Monthly Report

RESULT:	COMPLETED
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3. Weights & Measures Monthly Report

RESULT:	COMPLETED
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4. County Clerk - Monthly Report (September Activities - August Financials)

RESULT:	COMPLETED
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5. Clerk of the Legislature Committee Report

RESULT:	COMPLETED
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6. September FOIL Report

RESULT:	COMPLETED
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7. Board of Elections Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:32 AM

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR**AGENDA ITEM NO. 1****Authorize Mortgage Tax Disbursement for April 2024 - September 2024 - County Clerk**

WHEREAS, in accordance with New York State Tax Law, Article 11, § 261, the Semi-Annual Mortgage Tax Report for April 1, 2024-September 30, 2024, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance; AND

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

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

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

Cincinnatus	\$10,854.25
Cortland	\$108,946.87
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Solon	\$4,317.48
Taylor	\$436.39
Truxton	\$4,600.40
Virgil	\$20,600.42
Willet	\$5,061.48
TOTAL	\$308,902.77

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR**AGENDA ITEM NO. 2****Authorize Capital Region BOCES Contract - Personnel Department**

WHEREAS, Resolution No. 124-23 authorized Cortland County to enter into an agreement with Keenan Associates/Express Scripts, Inc. for pharmacy benefits management services for Cortland County's employee and retiree health plan effective 1/1/2024 through 12/31/2026; AND

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

WHEREAS, Cortland County wishes to authorize an inter-municipal agreement with Capital Region BOCES to allow for participation in a prescription drug plan known as the NYS Pharmacy Purchasing Coalition, which is expected to provide an estimated cost savings to Cortland County of \$573,171, and confirms eligibility for matching funds under the CWSSI; NOW THEREFORE BE IT

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

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – October 2024

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
585	205	225	55	269	3	37	25	0	1,404

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
652	196	0	60	220	37	1,165

FOIL Requests:

Received	In process	Completed
17	0	17

- Tested and sealed the machines for the upcoming Election.
- Issued 2,550 Absentee/EVBM ballots.
- Received 1,623 Absentee/EVBM ballots.
- Set-up the back room for the Early Voting site, which is getting harder to do with our limited space.
- Early Voting started on Saturday (10/26) and we had over 900 voters on the first day.



**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

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

Jeri A. DuVall
Chief Assistant County Attorney

Nicole M. Compton
Paralegal

MONTHLY REPORT – Dated October 28, 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
30	290	391	371	307	359

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

NEW Since last report	YTD 2024	2023	2022	2021	2020
13	111	99	92	126	144

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

Type	YTD 2024	2023	2022	2021	2020
JD	18	17	12	17	21
JD - RTA*	7	7	4	3	8
PINS	5	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
4	55	64	49	21	65

Weights and Measures

Report for October

Government Operations Committee

As of October 21 our New Weights and Measures official, Chris Holl, has started his training. The crunch has been on to complete our gas stations before cold weather sets in. The training is going very well and he will be a great asset to our community.

Devices tested in October include 158 petroleum meters, 1 fuel oil truck, 2 computing scales used at farmers market, and 1 platform scale.

Wesley Foley

Director of Weights and Measures

Office phone 607-753-5025



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

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

shempstead@cortlandcountyny.gov
(607) 753-5048

Monthly Report Office of the Clerk of the Legislature

Month: October 2024

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of September 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 October**
- **Pumpkinfest**
- **Courthouse Space Meeting**
- **Homeless Coalition Meeting**
- **Chairman's Roundtable Meeting**
- **Homeless Coalition Communications Team Meeting**
- **Shared Services Mobile Stage Meeting**
- **Special Finance and Administration Meeting**
- **Executive Board Meeting for the NYS Association of Clerks of Legislative Boards**
- **Tourism Marketing Grant Meeting**
- **Granicus meetings**
- **CVB Board Meeting**
- **Meeting with OCR and Thoma**

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. Prepare three local laws for legislative approval.
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.
5. **Public Information Officer Duties:** As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

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

shempstead@cortlandcountyny.gov
(607) 753-5048

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:** Communication with other County Historians regarding the semiquincentennial for the United States.
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. Working on paperwork for extension of current MAP agreement
 - b. Most awardees have submitted for the second reimbursement

Respectfully submitted,

Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 10/29/2024 1:32 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
10/1/2024	S000620-100124	Full Release	Yes	10/14/2024
10/1/2024	S000621-100124	No Records Exist	Yes	10/14/2024
10/1/2024	S000622-100124	Full Release	Yes	10/14/2024
10/1/2024	S000623-100124	Full Release	Yes	10/28/2024
10/1/2024	S000624-100124	No Records Exist	Yes	10/14/2024
10/1/2024	S000625-100124	No Records Exist	Yes	10/14/2024
10/1/2024	S000626-100124	No Records Exist	Yes	10/14/2024
10/1/2024	S000627-100124	No Records Exist	Yes	10/22/2024
10/2/2024	S000628-100224	Full Release	Yes	10/24/2024
10/2/2024	S000629-100224	Full Release	Yes	10/14/2024
10/2/2024	S000630-100224	Full Release	Yes	10/24/2024
10/3/2024	S000631-100324	Full Release	Yes	10/8/2024
10/3/2024	S000632-100324	Update from Requester	No	
10/4/2024	S000633-100424	Exemption Denial	Yes	10/24/2024
10/4/2024	S000634-100424	Full Release	Yes	10/24/2024
10/7/2024	S000635-100724	New Request	No	
10/7/2024	S000636-100724	No Records Exist	Yes	10/14/2024
10/7/2024	S000637-100724	No Records Exist	Yes	10/14/2024
10/8/2024	R000213-100824	Full Release	Yes	10/16/2024
10/10/2024	R000214-101024	Not Custodian of Records	Yes	10/11/2024
10/11/2024	S000638-101124	No Records Exist	Yes	10/13/2024
10/11/2024	S000639-101124	No Records Exist	Yes	10/14/2024
10/11/2024	S000640-101124	Full Release	Yes	10/14/2024
10/11/2024	S000641-101124	No Records Exist	Yes	10/14/2024
10/11/2024	S000642-101124	Full Release	Yes	10/14/2024
10/11/2024	S000643-101124	Full Release	Yes	10/14/2024
10/11/2024	S000644-101124	Full Release	Yes	10/14/2024
10/11/2024	S000645-101124	Full Release	Yes	10/14/2024
10/11/2024	S000646-101124	Full Release	Yes	10/14/2024
10/11/2024	S000647-101124	No Records Exist	Yes	10/14/2024
10/11/2024	S000648-101124	Waiting for Clarification	No	
10/14/2024	S000649-101424	New Request	No	
10/16/2024	S000650-101624	New Request	No	
10/16/2024	S000651-101624	New Request	No	
10/16/2024	S000652-101624	Full Release	Yes	10/24/2024
10/16/2024	S000653-101624	Full Release	Yes	10/24/2024
10/17/2024	S000654-101724	No Records Exist	Yes	10/24/2024
10/17/2024	S000655-101724	Waiting for Clarification	No	
10/18/2024	S000656-101824	Full Release	Yes	10/24/2024
10/18/2024	S000657-101824	Full Release	Yes	10/24/2024
10/18/2024	S000658-101824	No Records Exist	Yes	10/24/2024
10/18/2024	S000659-101824	No Records Exist	Yes	10/24/2024
10/18/2024	R000215-101824	Not Public Records Request	Yes	10/28/2024
10/18/2024	S000660-101824	No Records Exist	Yes	10/24/2024
10/18/2024	R000216-101824	No Records Exist	Yes	10/28/2024

Attachment: October 2024 FOIL Report (12578 : Clerk of the Legislature Monthly Reports)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
10/22/2024	R000217-102224	New Request	No	
10/22/2024	S000661-102224	Full Release	Yes	10/24/2024
10/22/2024	S000662-102224	Full Release	Yes	10/24/2024
10/23/2024	S000663-102324	No Records Exist	Yes	10/24/2024
10/23/2024	S000664-102324	No Records Exist	Yes	10/24/2024
10/23/2024	S000665-102324	Full Release	Yes	10/24/2024
10/23/2024	S000666-102324	Full Release	Yes	10/24/2024
10/23/2024	S000667-102324	Full Release	Yes	10/24/2024
10/23/2024	S000668-102324	Full Release	Yes	10/24/2024
10/23/2024	S000669-102324	Full Release	Yes	10/24/2024
10/23/2024	S000670-102324	No Records Exist	Yes	10/24/2024
10/23/2024	S000671-102324	Full Release	Yes	10/24/2024
10/23/2024	S000672-102324	No Records Exist	Yes	10/24/2024
10/24/2024	S000673-102424	No Records Exist	Yes	10/24/2024
10/24/2024	S000674-102424	No Records Exist	Yes	10/24/2024
10/24/2024	S000675-102424	New Request	No	
10/24/2024	S000676-102424	New Request	No	
10/24/2024	S000677-102424	New Request	No	
10/24/2024	R000218-102424	Not Custodian of Records	Yes	10/28/2024
10/25/2024	R000219-102524	Not Custodian of Records	Yes	10/28/2024
10/25/2024	S000678-102524	New Request	No	
10/25/2024	S000679-102524	New Request	No	
10/28/2024	S000680-102824	New Request	No	
10/28/2024	S000681-102824	New Request	No	
10/29/2024	S000682-102924	New Request	No	

	Description	1st Quarter	2nd Quarter	July	Aug	Sep	3rd Quarter	YTD
Revenue County	Clerk	\$ 124,495.06	\$ 117,834.31	\$ 39,121.85	\$ 43,462.42	\$ 38,314.75	\$ 120,899.02	\$ 363,228.39
	Local Mtg. Tax	\$ 53,320.19	\$ 73,991.70	\$ 26,048.73	\$ 34,095.35	\$ 20,315.66	\$ 80,459.74	\$ 207,771.63
	Transfer Tax (Eff. 11/17/23)	\$ 30,797.00	\$ 67,543.00	\$ 24,149.00	\$ 27,026.00	\$ 25,544.00	\$ 76,719.00	\$ 175,059.00
	DMV	\$ 94,351.42	\$ 120,135.52	\$ 25,996.77	\$ 25,302.31	\$ 28,627.97	\$ 79,927.05	\$ 294,413.99
	Total	\$ 302,963.67	\$ 379,504.53	\$ 115,316.35	\$ 129,886.08	\$ 112,802.38	\$ 358,004.81	\$ 1,040,473.01

Revenue Pass through funds	Basic Mtg. Tax	\$ 106,639.37	\$ 147,983.34	\$ 52,097.44	\$ 68,190.69	\$ 40,631.30	\$ 160,919.43	\$ 415,542.14
	DWI Fines	\$ 4,818.00	\$ 3,110.00	\$ 400.00	\$ -	\$ 1,080.00	\$ 1,480.00	\$ 9,408.00
	Bail	\$ 19,303.22	\$ 7,202.00	\$ 10.00	\$ 750.00	\$ -	\$ 760.00	\$ 27,265.22
	Court & Trust	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Passports	\$ 9,728.59	\$ 8,138.59	\$ 1,761.36	\$ 2,301.36	\$ 1,242.72	\$ 5,305.44	\$ 23,172.62
	Total	\$ 140,489.18	\$ 166,433.93	\$ 54,268.80	\$ 71,242.05	\$ 42,954.02	\$ 168,464.87	\$ 475,387.98

Revenue Paid to NYS	Special Mtg. Tax	\$ 39,819.95	\$ 60,453.42	\$ 19,875.18	\$ 29,527.01	\$ 16,018.51	\$ 65,420.70	\$ 165,694.07
	Court	\$ 45,785.31	\$ 48,595.47	\$ 16,940.32	\$ 14,675.12	\$ 17,375.16	\$ 48,990.60	\$ 143,371.38
	State Education	\$ 20,710.13	\$ 23,522.22	\$ 7,600.07	\$ 7,144.05	\$ 7,258.07	\$ 22,002.19	\$ 66,234.54
	Transfer Tax	\$ 101,985.69	\$ 137,177.30	\$ 46,929.87	\$ 53,007.43	\$ 50,187.47	\$ 150,124.77	\$ 389,287.76
	Real Property	\$ 42,560.00	\$ 42,996.00	\$ 12,672.00	\$ 13,404.00	\$ 13,975.00	\$ 40,051.00	\$ 125,607.00
	DMV	\$ 1,162,898.81	\$ 1,227,626.53	\$ 423,089.83	\$ 360,119.90	\$ 376,274.29	\$ 1,159,484.02	\$ 3,550,009.36
	Total	\$ 1,413,759.89	\$ 1,540,370.94	\$ 527,107.27	\$ 477,877.51	\$ 481,088.50	\$ 1,486,073.28	\$ 4,440,204.11

Total Revenue Generated	\$ 1,857,212.74	\$ 2,086,309.40	\$ 696,692.42	\$ 679,005.64	\$ 636,844.90	\$ 2,012,542.96	\$ 5,956,065.10
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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

October 2024 Activities

- Shadowed Madison County Clerk during monthly financial closeout tasks to observe for best practices.
- Attended NYS Association of County Clerks Fall 2024 conference in Saratoga Springs.
- Spent a considerable amount of time working on implementing Laserfiche for Cortland County.
- Conducted spending analysis going into the 4th quarter of the year.

Service Highlight – DMV – Registration Use Tax

In the September Government Operations Committee meeting, member Paul Heider inquired on the Registration Use Tax that Cortland County imposes, and asked for additional information.

39 of the 62 counties in the State of New York impose this tax and the counties include Albany, Allegany, Broome, Cattaraugus, Chautauqua, Chemung, Clinton, Cortland, Dutchess, Erie, Franklin, Genesee, Livingston, Madison, Monroe, Montgomery, Nassau, Niagara, Oneida, Onondaga, Orange, Orleans, Oswego, Putnam, Rensselaer, Rockland, Schenectady, Schuyler, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Westchester, Wyoming and Yates.

Cortland County adopted a Local Law in 2003 to begin this tax, which is also when the majority of other counties began as well. The tax is the same for all update counties. For vehicles 3,500 pounds or less the tax is \$10 for 2 years, and vehicles over 3,500 pounds are \$20 for 2 years. In 2023, the monthly average was \$23,000 with a total collected of \$275,054 and in 2024 the monthly average remains the same with a total of \$207,108 through September.

POSITION VACANCY REPORT

As of November 1, 2024

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Driver Grade 6/\$17.3623-\$21.9462	Aging	10/4/2024	9/23/2024	9/23/2024	9/23/2024	10/15/2024	
Driver Grade 6/\$17.3623-\$21.9462	Aging	10/7/2024	10/10/2024	10/10/2024	10/11/2024	Posted	
Nutrition Manager Grade 9/\$61,842-\$82,312	Aging	11/4/2024	10/15/2024	10/15/2024			
Case Manager for Indigent Defendants Grade 14/\$22.2853-\$28.2077	Assigned Counsel	8/20/2024	8/14/2024	8/14/2024	8/14/2024	Posted	Grant
Cleaner Grade 5/\$16.8726-\$21.3565	Buildings & Grounds	9/16/2024	9/17/2024	9/17/2024			
Secretary to the County Attorney Grade 5H/\$22.7222-\$30.2433	County Attorney	8/14/2024	7/26/2024	7/26/2024	7/29/2024	Posted	
Assistant District Attorney Grade 2/\$85,000-\$111,041	District Attorney	3/20/2024	3/21/2024	3/21/2024	3/21/2024	Posted	
Crime Victim Advocate Grade 9/\$18.9861-\$24.0315	District Attorney	12/6/2024	8/13/2024	8/13/2024	8/13/2024	Posted	
Senior Account Clerk Grade 10/\$19.5862-\$24.7912	DSS	7/24/2023	7/10/2023	7/12/2023	7/13/2023	Exam Files	
Case Aide (PT) Grade 8/\$18.4165-\$23.3107	DSS	4/1/2024	9/26/2024	9/27/2024	10/4/2024	Posted	
Case Aide Grade 8/\$18.4165-\$23.3107	DSS	8/16/2024	8/5/2024	8/5/2024	8/6/2024	10/7/2024	
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	8/16/2024	8/5/2024	8/5/2024	8/6/2024	10/7/2024	
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	10/4/2024	9/17/2024	9/17/2024	9/17/2024	Posted	
Community Services Worker (3 pos) Grade 5/\$16.8726-\$21.3569	DSS	10/14/2024	7/11/2024	7/11/2024	7/11/2024	Posted	

Attachment: November 2024 (12567 : November 2024 Personnel Monthly Reports)

POSITION VACANCY REPORT

As of November 1, 2024

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	10/18/2024	10/7/2024	10/7/2024	10/7/2024	Posted	
Paralegal Grade 6H/\$24.4264-\$32.5115	DSS	10/25/2024	10/4/2024	10/4/2024	10/4/2024	Posted	
Multi-Disciplinary Team Facilitator-Safe Harbour Coordinator Grade 13/\$21.5585-\$27.2876	DSS-CAC	3/28/2024	2/29/2024	2/29/2024	2/29/2024	Posted	
Community Outreach Educator Grade 15/\$23.0509-\$29.1765	DSS-CAC	9/18/2024	9/18/2024	9/18/2024	9/19/2024	Posted	Grant
Safe Harbour Coordinator Grade 13/\$21.5585-\$27.2876	DSS-CAC	10/1/2024	8/21/2024	8/21/2024	8/21/2024	10/22/2024	Grant
RN/ \$31.0835-\$36.5889/hr PHN / \$33.4889-\$39.4204	Health	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted	
Public Health Educator Grade 16/\$23.8479-\$30.1854	Health	11/22/2024	10/23/2024	10/23/2024	10/23/2024	Posted	
Motor Equipment Operator Grade 13/\$21.5585-\$27.2876	Highway	10/2/2023	10/26/2023	10/26/2023	10/26/2023	Posted	
Motor Equipment Operator Grade 13/\$21.5585-\$27.2876	Highway	3/8/2024	2/29/2024	2/29/2024	2/29/2024	Posted	
Motor Equipment Operator Grade 13/\$21.5585-\$27.2876	Highway	5/23/2024	6/19/2024	6/20/2024	6/20/2024	Posted	
Heavy Equip. Maintenance Mechanic Grade 17/\$24.6577-\$31.2484	Highway	8/16/2024	8/5/2024	8/5/2024	8/6/2024	Posted	
Crew Leader Grade 17/\$24.6877-\$31.2484	Highway	9/6/2024	9/17/2024	9/17/2024	9/18/2024	10/28/2024	
Principal Account Clerk Grade 13/\$21.5585-\$27.2876	Highway	9/16/2024	9/16/2024	9/16/2024	9/16/2024	Posted	
Highway Construction Mechanic Grade 15/\$23.0509-\$29.1765	Highway	10/2/2024	9/26/2024	9/26/2024	10/4/2024	Posted	

Attachment: November 2024 (12567 : November 2024 Personnel Monthly Reports)

POSITION VACANCY REPORT

As of November 1, 2024

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Parts Chaser Grade 5/\$16.8726-\$21.3565	Highway	10/28/2024	10/17/2024	10/17/2024	10/17/2024	Posted	
Heavy Equipment Operator Grade 15/\$23.0509-\$29.1766	Highway	10/28/2024	10/23/2024	10/23/2024	10/24/2024	Posted	
Heavy Equipment Operator-Recycling Grade 15/\$23.0509-\$29.1766	Highway- Recycling	9/29/2023	9/20/2023	9/20/2023	9/21/2023	Posted	
Mental Health Rehab Specialist Grade 16/\$23.8479-\$30.1854	Mental Health	8/19/2024	8/22/2024	8/22/2024	8/22/2024	10/28/2024	
Mental Health Practitioner \$70.2312/hr	Mental Health	9/15/2024	9/3/2024	9/3/2024	9/3/2024	10/28/2024	
Mental Health Clinician Grade 26/\$34.4121-\$43.5570	Mental Health	9/23/2024	9/5/2024	9/5/2024	9/5/2024	Posted	
Senior Mental Health Clinician Grade 28/\$37.2145-\$41.1041	Mental Health	9/27/2024	9/26/2024	Approved by Resolution	9/26/2024	10/28/2024	
Mental Health Rehab Specialist Grade 16/\$23.8479-\$30.1854	Mental Health	9/27/2024	9/26/2024	Approved by Resolution	9/26/2024	Posted	
Mental Health Practitioner \$70.2312/hr	Mental Health	9/30/2024	9/11/2024	9/13/2024	9/13/2024	Posted	
Director of Community Mental Health Services Grade 3/\$95.441-\$127.032	Mental Health	10/10/2024	8/15/2024	8/15/2024	8/15/2024	10/10/2024	Grant
Deputy Director, Community MH Services Grade 6/\$66.481-\$88.486	Mental Health	10/10/2024	9/27/2024	9/27/2024	10/4/2024	Posted	
Mental Health Clinician Grade 26/\$34.4121-\$43.5570	Mental Health	10/25/2024	10/4/2024	10/4/2024	10/4/2024	Posted	
Land Use Planner Grade 19/\$26.4962-\$33.5375	Planning	6/14/2024	5/31/2024	5/31/2024	6/4/2024	Posted	
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$72.000-\$94.058-Grade	Public Defender	1/26/2024	1/25/2024	Approved by Resolution	1/25/2024	Posted	Grant Funded

Attachment: November 2024 (12567 : November 2024 Personnel Monthly Reports)

POSITION VACANCY REPORT

As of November 1, 2024

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	3/31/2023	4/3/2023	4/3/2023	4/3/2023	Exam Files	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	4/6/2023	4/6/2023	4/17/2023	4/17/2023	Exam Files	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Exam Files	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Exam Files	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Exam Files	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Exam Files	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Exam Files	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	8/7/2023	8/9/2023	8/9/2023	8/9/2023	Exam Files	
Correction Officer 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) 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) CPO \$29.0491-\$37.3585	Sheriff	3/4/2024	1/25/2024	1/25/2024	1/25/2024	Exam Files	
County Police Sergeant (Deputy Sheriff) SGT \$43.3884/hr	Sheriff	4/29/2024	3/7/2024	3/12/2024	3/13/2024	Exam Files	
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	4/29/2024	3/7/2024	3/12/2024	3/13/2024	Exam Files	

Attachment: November 2024 (12567 : November 2024 Personnel Monthly Reports)

POSITION VACANCY REPORT

As of November 1, 2024

[illegible]

POSITION VACANCY REPORT

As of November 1, 2024

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

Attachment: November 2024 (12567 : November 2024 Personnel Monthly Reports)

POSITION VACANCY REPORT

As of November 1, 2024

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

Attachment: November 2024 (12567 : November 2024 Personnel Monthly Reports)

Civil Service Exams Administered

Title	Exam No.	Date
GRANT ADMINISTRATOR	60003-140	10/26/2024
PROGRAMS COORDINATOR	71434-010	10/26/2024

Attachment: October 2024 Exams (12567 : November 2024 Personnel Monthly Reports)

Total Number of Exams 2

* END OF REPORT *

Thursday, October 24, 2024

[illegible]

[illegible]

10/24/2024

Number of Civil Service Transactions by Agency

From: 10/01/2024 to 10/24/2024

Agency	Count
BOARD OF EDUCATION	1
CINCINNATUS SCHOOL	3
CITY OF CORTLAND	53
CORTLAND CITY SCHOOLS	3
CORTLAND COUNTY	90
DERUYTER SCHOOL	2
HOMER SCHOOL	32
HOUSING AUTHORITY	2
MARATHON SCHOOL	4
MCGRAW SCHOOL	1
TOWN OF VIRGIL	1
TULLY SCHOOL	10
VILLAGE OF HOMER	3
Total:	205

Attachment: October 2024 transactions (12567 : November 2024 Personnel Monthly Reports)

* END OF REPORT *

Thursday, October 24, 2024