



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 3, 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	
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	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Christopher Holl	Cortland County, NY	Director, Weights & Measures	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Director	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County, NY	Republican Election Commissioner	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Jason DeRaiche	Cortland County, NY	Safety Director	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Doug Schneider	Cortland Standard	Reporter	Present	

MINUTES

1. Government Operations Committee - Committee Meeting - Nov 5, 2024 11:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Appoint Members - Records Management Advisory Board 2025

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/19/2024 6:00 PM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Heider, Mantella, Behnke, Waldbauer, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

Appoint Members - Records Management Advisory Board 2025

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. 156-24; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed to the Records Management Advisory Board for a term January 1, 2025 through December 31, 2025:

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

AGENDA ITEM NO. 2 – Adopt Cortland County Freedom of Information Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/19/2024 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.

Adopt Cortland County Freedom of Information Policy

WHEREAS, Chapter 302 of the Laws of 2024 for the State of New York was amended to mandate that agencies subject to Section 87 of Public Officers Law develop a policy regarding providing a notification to public employees in the event that the agency is responding to a request for such employee's disciplinary record; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby adopts the attached Cortland County Freedom of Information Policy effective immediately.

MONTHLY REPORTS

1. Weights and Measures Monthly Report

RESULT:	COMPLETED
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2. County Clerk Monthly Report

RESULT:	COMPLETED
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3. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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4. Board of Elections Monthly Report

RESULT:	COMPLETED
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5. County Attorney Monthly Report

RESULT:	COMPLETED
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6. Personnel Monthly Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:19 AM



Government Operations Committee

Committee Meeting

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1

~ Minutes ~

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11:00 AM

Room 302

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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	

Minutes Acceptance: Minutes of Nov 5, 2024 11:00 AM (MINUTES)

	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

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

Minutes Acceptance: Minutes of Nov 5, 2024 11:00 AM (MINUTES)

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
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6. Personnel Monthly Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS**ADJOURNMENT**

The meeting was closed at 11:11 AM

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR**AGENDA ITEM NO. 1****Appoint Members - Records Management Advisory Board 2025**

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. 156-24; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed to the Records Management Advisory Board for a term January 1, 2025 through December 31, 2025:

Kevin Fitch	Chair of the Legislature
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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

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR

AGENDA ITEM NO. 2

Adopt Cortland County Freedom of Information Policy

WHEREAS, Chapter 302 of the Laws of 2024 for the State of New York was amended to mandate that agencies subject to Section 87 of Public Officers Law develop a policy regarding providing a notification to public employees in the event that the agency is responding to a request for such employee's disciplinary record; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby adopts the attached Cortland County Freedom of Information Policy effective immediately.



Cortland County Administrative Policy Manual

The Administrative Manual: The Policies and Procedures of Cortland County Government

Freedom of Information Policy

Policy/Procedure Number:

Modified Date(s):

Resolution No.:

Effective Date: 12/20/2024

Next Scheduled Review:

Objective: The purpose of this policy is to ensure compliance with the Freedom of Information Law (FOIL)

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

- New York State Public Officers Law, Article 6
- Freedom of Information Law (FOIL)

Legislative Policy Statement: Cortland County is committed to transparency and accountability in government operations by ensuring public access to public records as required by law.

Responsible Department(s): Clerk of the Legislature

General Information:

I. Definitions:

FOIL Request: A request made under the New York State Freedom of Information Law for access to public records.

Records Access Officer: The individual designated to manage and process FOIL requests, serving as the liaison between the public and County departments.

II. Policy:

In accordance with the New York State Public Officers Law, Cortland County has established rules governing public access to County records. The Clerk of the Legislature will serve as the “Records Access Officer” and all requests for County records under the Freedom of Information Law (“FOIL”) should be forwarded to them. A fee will be charged pursuant to section 87 of Public Officers Law to individuals requesting copies of public records.

Policy for Notification of Employees Regarding Disclosure of Disciplinary Records

Notification Requirement: When a FOIL request seeks access to an employee’s disciplinary record, the County Records Access Officer will make reasonable efforts to notify the employee when it responds to such request. This notice will be sent by electronic mail, sent to the employee’s County email address or, where there is no active County email address, to the last known contact information on file with the Cortland County Personnel Department.

Content of Notification: The notification to the employee will include the description of the records requested.

Weights and Measures
Report for November 2024
Government Operations Committee

In the month of November we checked 55 petroleum meters, 15 computing scales, 4 meat processing plant monorail scales, 1 platform scale, and 5 fuel oil trucks.

All is going well with training. As part of training, we will be doing a large vehicle scale with the Tompkins County Director of Weights and Measures, as well as with the States Regional Weights and Measures employee.

Chris Holl

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



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

November 2024 Activities

- Meetings: LEPC, Criminal E-filing Pilot planning with New York State
- Implemented use of televisions at the DMV to provide messages to customers; have offered this to county departments who would like messages to be available to the community.
- IT related issues have been significant in the Clerk's Office since November 12th. IT is working to resolve the issues, but they continue to hinder the work of the office and the availability of records to the public and courts. In addition, the office software interfaces with a court system through New York State, who will not allow communication between the systems to resume, until certain measures are completed by Cortland County IT. (as of 11/25/24)
- Relocation of the office to the basement of the Courthouse is tentatively planned for January 2025. Al from Buildings and Grounds has been in regular communication with me to provide a timeline and a plan for the move. We are looking forward to this move being complete so we can settle into a new space.

	Description	1st Quarter	2nd Quarter	3rd Quarter	Oct	YTD
Revenue County	Clerk	\$ 124,495.06	\$ 117,834.31	\$ 120,899.02	\$ 51,530.80	\$ 414,759.19
	Local Mtg. Tax	\$ 53,320.19	\$ 73,991.70	\$ 80,459.74	\$ 41,069.77	\$ 248,841.40
	Transfer Tax	\$ 30,797.00	\$ 67,543.00	\$ 76,719.00	\$ 27,623.00	\$ 202,682.00
	DMV	\$ 94,351.42	\$ 120,135.52	\$ 79,927.05	\$ 32,600.09*	\$ 327,014.08
	Total	\$ 302,963.67	\$ 379,504.53	\$ 358,004.81	\$ 152,823.66	\$ 1,193,296.67
*Estimated – delay in payment from NYS						
Revenue Pass through funds	Basic Mtg. Tax	\$ 106,639.37	\$ 147,983.34	\$ 160,919.43	\$ 82,139.52	\$ 497,681.66
	DWI Fines	\$ 4,818.00	\$ 3,110.00	\$ 1,480.00	\$ 2,303.00	\$ 11,711.00
	Bail	\$ 19,303.22	\$ 7,202.00	\$ 760.00	\$ 3,001.00	\$ 30,266.22
	Court & Trust	\$ -	\$ -	\$ -	\$ -	\$ -
	Passports	\$ 9,728.59	\$ 8,138.59	\$ 5,305.44	\$ 2,541.36	\$ 25,713.98
	Total	\$ 140,489.18	\$ 166,433.93	\$ 168,464.87	\$ 89,984.88	\$ 565,372.86
Revenue Paid to NYS	Special Mtg. Tax	\$ 39,819.95	\$ 60,453.42	\$ 65,420.70	\$ 34,821.15	\$ 200,515.22
	Court	\$ 45,785.31	\$ 48,595.47	\$ 48,990.60	\$ 16,058.56	\$ 159,429.94
	State Education	\$ 20,710.13	\$ 23,522.22	\$ 22,002.19	\$ 8,027.07	\$ 74,261.61
	Transfer Tax	\$ 101,985.69	\$ 137,177.30	\$ 150,124.77	\$ 53,957.11	\$ 443,244.87
	Real Property	\$ 42,560.00	\$ 42,996.00	\$ 40,051.00	\$ 16,590.00	\$ 142,197.00
	DMV	\$ 1,162,898.81	\$ 1,227,626.53	\$ 1,159,484.02	\$ 357,173.20	\$ 3,907,182.56
	Total	\$ 1,413,759.89	\$ 1,540,370.94	\$ 1,486,073.28	\$ 486,627.09	\$ 4,926,831.20
Total Revenue Generated		\$ 1,857,212.74	\$ 2,086,309.40	\$ 2,012,542.96	\$ 729,435.63	\$ 6,685,500.73



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: November 2024

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of November 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 November
- Special Finance and Administration Meeting
- Meetings with County Attorney and County Administrator regarding policies
- Monthly Update Meeting
- Press Event with Senator Schumer for Railroad Infrastructure Funding Announcement
- Homeless Coalition Meeting
- Chairman's Roundtable Meeting
- Homeless Coalition Communications Team Meeting
- Program Committee Meeting for the NYS Association of Clerks of Legislative Boards
- Set Up for Long Term Care Coalition Celebration
- CVB Board Meeting
- Meeting with OCR and Thoma
- Consultant Monitoring of Thoma Development
- CNYRPDB Broadband Informational Meeting
- WHCU Interview

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. Working towards going paperless – November is the final month of printed agendas. We are hoping that this change will save paper, money and time, now that all legislators have their legislative laptops. The Deputy Clerk is providing a training, for those who would like it, to show them how to take notes on the agenda PDF.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
3. **Public Information Officer Duties:** As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases. The office



CORTLAND COUNTY

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

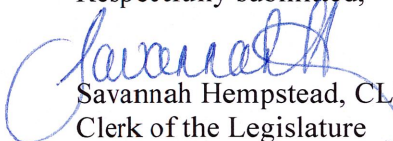
shempstead@cortlandcountyny.gov

(607) 753-5048

is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024. Pushing things out on both Facebook and Instagram – Instagram has had more engagement as of recently.

4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Prepare three local laws for legislative approval.
5. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe. **Many lengthy FOIL requests have come in over the course of the past two months, which are taking more time to process.**
6. **Historian Duties:** Worked on multiple applications for historic markers through the William G. Pomeroy Foundation. We will know the final decision for the awards around March 2025.
7. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.
 - a. Submitted extension of current MAP agreement.
 - b. Most awardees have submitted for the second reimbursement.
 - c. Completed the consultant monitoring.
 - d. Completed second site visit for PlayD8, LLC.
 - e. Received initial funding letter from the Speaker of the House. Corrections are needed to the letter. Currently working with Luke Davis from Anna Kelles' office to get the necessary corrections completed.

Respectfully submitted,


Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 11/25/2024 11:14 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
11/1/2024	S000694-110124	No Records Exist	Yes	11/21/2024
11/1/2024	S000695-110124	No Records Exist	Yes	11/25/2024
11/1/2024	S000696-110124	No Records Exist	Yes	11/25/2024
11/1/2024	S000697-110124	No Records Exist	Yes	11/25/2024
11/4/2024	S000698-110424	Full Release	Yes	11/13/2024
11/4/2024	S000699-110424	Full Release	Yes	11/25/2024
11/5/2024	S000700-110524	No Records Exist	Yes	11/25/2024
11/5/2024	S000701-110524	No Records Exist	Yes	11/25/2024
11/6/2024	S000702-110624	No Records Exist	Yes	11/25/2024
11/6/2024	S000703-110624	New Request	No	
11/7/2024	S000704-110724	Not Custodian of Records	Yes	11/11/2024
11/7/2024	R000222-110724	New Request	No	
11/8/2024	S000705-110824	New Request	No	
11/12/2024	R000223-111224	New Request	No	
11/12/2024	S000706-111224	Full Release	Yes	11/13/2024
11/13/2024	S000707-111324	New Request	No	
11/13/2024	S000708-111324	New Request	No	
11/13/2024	S000709-111324	Full Release	Yes	11/19/2024
11/13/2024	S000710-111324	Full Release	Yes	11/19/2024
11/13/2024	S000711-111324	New Request	No	
11/13/2024	S000712-111324	No Records Exist	Yes	11/19/2024
11/13/2024	S000713-111324	New Request	No	
11/13/2024	S000714-111324	Full Release	Yes	11/19/2024
11/13/2024	S000715-111324	Full Release	Yes	11/19/2024
11/13/2024	S000716-111324	Full Release	Yes	11/19/2024
11/13/2024	S000717-111324	Exemption Denial	Yes	11/19/2024
11/14/2024	R000224-111424	New Request	No	
11/14/2024	R000225-111424	Not Custodian of Records	Yes	11/18/2024
11/14/2024	R000226-111424	Waiting for Clarification	No	
11/15/2024	R000227-111524	New Request	No	
11/15/2024	R000228-111524	New Request	Yes	11/15/2024
11/15/2024	R000229-111524	New Request	No	
11/15/2024	R000230-111524	New Request	No	
11/18/2024	S000718-111824	No Records Exist	Yes	11/19/2024
11/18/2024	U001958-111824	Not Public Records Request	Yes	11/18/2024
11/19/2024	S000719-111924	Full Release	Yes	11/19/2024
11/20/2024	R000231-112024	New Request	No	
11/22/2024	U001961-112224	Not Public Records Request	Yes	11/22/2024
11/22/2024	S000720-112224	New Request	No	
11/22/2024	S000721-112224	New Request	No	
11/22/2024	S000722-112224	New Request	No	
11/22/2024	S000723-112224	New Request	No	
11/22/2024	R000232-112224	New Request	No	

Attachment: November 2024 FOIL Report (12640 : Clerk of the Legislature Monthly Reports)

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

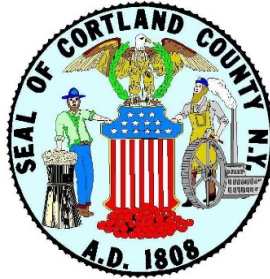
607-753-5033

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 – November 2024

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
308	22	20	10	12	0	19	1	0	392

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
313	16	0	0	13	0	342

FOIL Requests:

Received	In process	Completed
13	0	13

- General Election recap:
Early Voting (9days) – 6,446 voters
Election Day – 12,877 voters
Absentee/EVBM – 2,328 voters
Affidavits – 679 voters
Total – 22,330 voters (69%) +2% from GE20
- Launched 3 Vote Centers in the City of Cortland (Parker School, TC3 Main St, and Park Center)
- EV site at the BOE was turned into a Vote Center for election day where any voter in the County could vote instead of having to go to the poll site in their district



**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 November 25, 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
23	313	391	371	307	359

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

NEW Since last report	YTD 2024	2023	2022	2021	2020
10	121	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	21	17	12	17	21
JD - RTA*	7	7	4	3	8
PINS	7	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	11	7	2	7	4
Sex Offenses	5	2	1	6	1
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	1	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
11	66	64	49	21	65

POSITION VACANCY REPORT

As of December 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	10/7/2024	10/10/2024	10/10/2024	10/11/2024	11/12/2024	
Driver Grade 6/\$17.3623-\$21.9462	Aging	10/24/2024	10/30/2024	10/30/2024			
Nutrition Manager/RD Grade 9/\$61,842-\$82,312	Aging	11/4/2024	10/15/2024	10/15/2024			
Senior Cook Grade 10/\$19.5862-\$24.7912	Aging	11/12/2024	11/5/2024	11/5/2024	11/5/2024	Posted	
Age Well Center Manager Grade 10/\$19.5862-\$24.7912	Aging	11/25/2024	11/5/2024	11/5/2024	1/5/2024	Posted	
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	11/18/2024	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	
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	10/4/2024	9/17/2024	9/17/2024	9/17/2024	11/18/2024	
Community Services Worker (2 pos) Grade 5/\$16.8726-\$21.3569	DSS	10/14/2024	7/11/2024	7/11/2024	7/11/2024	Posted	

Attachment: December 2024 (12625 : Vacancy Report December 2024)

POSITION VACANCY REPORT

As of December 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	
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	11/8/2024	11/4/2024	11/5/2024	11/5/2024	Posted	Grant
Support Investigator Grade 12/\$20.89680-\$26.4136	DSS	11/18/2024	11/4/2024	11/5/2024	11/5/2024	Posted	Grant
Senior Social Welfare Examiner Grade 15/\$23.0509-\$29.1765	DSS	12/7/2024	10/30/2024	10/30/2024	10/30/2024	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	11/14/2024	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 18/\$25.5703-\$32.3653	Health	11/22/2024	10/23/2024	10/23/2024	10/23/2024	Posted	
Motor Equipment Operator Trainee Grade 11/\$20.2123-\$25.5835	Highway	10/2/2023	10/26/2023	10/26/2023	10/26/2023	11/14/2024	
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 Trainee Grade 13/\$21.5585-\$27.2876	Highway	8/16/2024	8/5/2024	8/5/2024	8/6/2024	11/4/2024	
Principal Account Clerk Grade 13/\$21.5585-\$27.2876	Highway	9/16/2024	9/16/2024	9/16/2024	9/16/2024	Posted	

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POSITION VACANCY REPORT

As of December 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
Highway Construction Mechanic Grade 15/\$23.0509-\$29.1765	Highway	10/2/2024	9/26/2024	9/26/2024	10/4/2024	Posted	
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	11/25/2024	
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	
Heavy Equipment Operator-Solid Waste Grade 15/\$23.0509-\$29.1766	Highway-Solid Waste	10/30/2024	10/31/2024	10/31/2024	10/31/2024	Posted	
Information Systems Administrator Grade 25/\$31.8671-\$40.3357	IT	10/28/2024	11/5/2024	11/5/2024	11/5/2024	Posted	
Network Technican Grade 18/\$25.5703-\$32.3653	IT	unknown	11/5/2024	11/5/2024	11/5/2024	Posted	
Mental Health Clinician Grade 26/\$34.4121-\$43.5570	Mental Health	9/23/2024	9/5/2024	9/5/2024	9/5/2024	11/26/2024	
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	
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	
Senior Mental Health Clinician Grade 28/\$37.2145-\$47.1041	Mental Health	12/2/2024	11/7/2024	11/7/2024	11/7/2024	Posted	
Payroll Coordinator Grade 6H/\$24.4262-\$32.5115	Personnel	11/22/2024	11/18/2021	11/18/2024	11/18/2024	Posted	

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POSITION VACANCY REPORT

As of December 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
Land Use Planner Grade 19/\$26.4962-\$33.5375	Planning	6/14/2024	5/31/2024	5/31/2024	6/4/2024	Posted	
Mobility Coordinator Grade 17/\$24.6877-\$31.2484	Planning	9/6/2024	10/28/2024	10/28/2024	11/4/2024	Posted	
Probation Officer Grade 18/\$25.5703-\$32.3653	Probation	11/25/2024	11/13/2024	11/13/2024	11/14/2024	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
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	

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POSITION VACANCY REPORT

As of December 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
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	11/25/2024	
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	
County Police Sergeant (Deputy Sheriff) SGT \$43.3884/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	7/11/2024	Exam Files	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	10/28/2024	10/30/2024	10/30/2024	10/30/2024	Exam Files	
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	11/26/2024	11/18/2024	11/18/2024	11/19/2024	Exam Files	
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	unknown	7/9/2024	7/24/2024	7/25/2024	Exam Files	

Attachment: December 2024 (12625 : Vacancy Report December 2024)

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[illegible]

Civil Service Exams Administered

Title	Exam No.	Date
CORRECTION OFFICER TRAINING&EXPERIENCE EXAM	60005-770	11/1/2024
CASEWORKER	50524-010	11/9/2024
CHIEF WATER TREATMENT PLANT OPERATOR	88488-010	11/9/2024
CUSTODIAN	20524-010	11/9/2024
KEYBOARD SPECIALIST	10224-010	11/9/2024
POLICE LIEUTENANT-CITY	70002-760	11/9/2024
WASTEWATER TREATMENT PLANT OPERATOR 1/TRAINEE	50224-010	11/9/2024

Attachment: November 2024 Exams (12625 : Vacancy Report December 2024)

Total Number of Exams 7

* END OF REPORT *

Wednesday, November 20, 2024

11/20/2024

Number of Civil Service Transactions by Agency

From: 11/01/2024 to 11/20/2024

Agency	Count
BOARD OF EDUCATION	1
CININNATUS SCHOOL	2
CITY OF CORTLAND	10
CORTLAND CITY SCHOOLS	2
CORTLAND COUNTY	90
HOMER SCHOOL	3
TOWN OF CININNATUS	1
TOWN OF HOMER	18
TOWN OF MARATHON	1
TOWN OF SCOTT	9
TOWN OF VIRGIL	2
TULLY SCHOOL	1
VILLAGE OF HOMER	4
VILLAGE OF MARATHON	1
Total:	145

Attachment: November 2024 transactions (12625 : Vacancy Report December 2024)

* END OF REPORT *

Wednesday, November 20, 2024