



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Tuesday, December 12, 2023

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Excused	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Beau Harbin	Cortland County, NY	Board Member	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Margaret Mellott	Cortland Standard	Reporter	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	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Scott Roman	Cortland County,	Director of Emergency Response	Present	

	NY	and Communications		
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Carlita Withers	Cortland County, NY	Assistant Accountant	Remote	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Nicole Anjeski	Cortland County, NY	Director of Public Health	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Nov 7, 2023 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend 2023 Budget - Authorize Transfer of Funds to County Unemployment Account - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Amend 2023 Budget - Authorize Transfer of Funds to County Unemployment Account - Personnel Department

WHEREAS, the billing for the Unemployment Insurance has increased beyond the projected budgeted amount, AND

WHEREAS, it is necessary to appropriate monies to the Unemployment Insurance account to pay the future bills, NOW THEREFORE BE IT

RESOLVED, that the 2023 County Budget be and hereby is amended as follows:

Increase:			
Fund Balance	Appropriated Fund Balance	A359900	\$15,000

Increase:			
Expense	Unemployment Insurance	A90505.58050	\$15,000

AGENDA ITEM NO. 2 – Authorizing the Transfer of Positions to the Finance Department from Department of County Administration

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Susan Wilson, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Authorizing the Transfer of Positions to the Finance Department from Department of County Administration

WHEREAS, Local Law 11 of 2023 was duly passed by the Cortland County Legislature on November 16, 2023, creating the Finance Department effective December 31, 2023, AND

WHEREAS, the County will be better served by transferring the positions of Deputy Director of Finance, Assistant Accountant, and two (2) Senior Account Clerks from the Department of County Administration to the Finance Department, NOW THEREFORE BE IT

RESOLVED, that the positions of one (1) Deputy Director of Finance (Management, Grade 6), one (1) Assistant Accountant (CSEA, Grade 18), and two (2) Senior Account Clerks (CSEA, Grade 10) be transferred from the Department of County Administration to the Finance Department effective December 31, 2023 at 12:01 a.m.

AGENDA ITEM NO. 3 – Authorizing the Transfer of Positions to the Finance Department from Treasurer's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Authorizing the Transfer of Positions to the Finance Department from Treasurer's Department

WHEREAS, Cortland County Local Law 10 of the year 2022 was duly passed by the Cortland County Legislature on June 23, 2022 subject to mandatory referendum and received the affirmative vote of a majority of the qualified electors voting thereon at the general election held on November 8, 2022, AND

WHEREAS, said Local Law abolished the elected Office of the County Treasurer and transferred the duties of Treasurer to the existing position of Director of Finance effective December 31, 2023, AND

WHEREAS, Local Law 11 of 2023 was duly passed by the Cortland County Legislature on November 16, 2023, creating the Finance Department effective December 31, 2023, AND

WHEREAS, the County will be better served by transferring the position of Delinquent Tax Receiver from the Treasurer's Office to the Finance Department effective December 31, 2023, AND

WHEREAS, the County will be better served by abolishing the Treasurer's Department effective December 31, 2023, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Delinquent Tax Receiver (CSEA, Grade 11) be transferred to the Finance Department effective December 31, 2023 at 12:01 a.m. and that immediately thereafter, the Treasurer's Department be abolished.

MONTHLY REPORTS

1. November Monthly Report - County Attorney

RESULT:	COMPLETED
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2. November 2023 Weights and Measures Report

RESULT:	COMPLETED
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3. Monthly Activity Report November 2023 - Board of Elections

RESULT:	COMPLETED
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4. November 2023 FOIL Report - Clerk of the Legislature

RESULT:	COMPLETED
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5. December 2023 Vacancy Report

RESULT:	COMPLETED
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6. County Clerk Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 9:21 AM



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

1

~ Minutes ~

Tuesday, November 7, 2023

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Excused	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Maragaret Mellott	Cortland Stanadard	Reporter	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Kimberly Biglarleri	Cortland County,	Deputy Clerk of the	Remote	

Minutes Acceptance: Minutes of Nov 7, 2023 9:00 AM (MINUTES)

	NY	Legislature		
Carlita Withers	Cortland County	Assitant Accountant	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Oct 17, 2023 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

RESOLUTIONS

AGENDA ITEM NO. 1 – Local Law "J" of 2023 - a Local Law Creating the Cortland County Finance Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF STOCK

RESOLUTION NO.

Local Law "J" of 2023 - a Local Law Creating the Cortland County Finance Department

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 "J" for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, NOW THEREFORE

Be it enacted by the Legislature of the County of Cortland as follows:

SECTION 1. Legislative Findings and Intent

It is the desire of the Cortland County Legislature, in its continuing efforts to upgrade the administration of County government, to legally define, clarify and improve the management structure of the financial operations of the County of Cortland.

Cortland County Local Law 10 of the year 2022 abolished the elected office of the County Treasurer and transferred the duties of Treasurer to the existing position of Director of Finance as the County's professional Chief Fiscal Officer in Cortland County effective December 31, 2023. Said Local Law was duly passed by the Cortland County Legislature on June 23, 2022 subject to mandatory referendum and received the affirmative vote of a majority of the qualified electors voting thereon at the general election held on November 8, 2022.

The Cortland County Legislature finds that it is in the public interest to establish the Cortland

County Finance Department. It is not the purpose or intent of the Cortland County Legislature in the adoption of this local law to curtail, diminish, transfer or divest the Legislature of Cortland County of any of its functions, powers or duties.

SECTION 2. Creation of Department

There is hereby created within the County of Cortland a Department of Finance, the head of which shall be the Director of Finance, effective December 31, 2023.

SECTION 3. Powers and Duties

The Director of Finance shall be responsible for the administration of the Finance Department, financial analysis and support to the County Administrator and/or the County Legislature, and shall have general superintendence over the fiscal affairs of the County. In accordance with Local Law 10 of the year 2022, the Director of Finance shall perform the duties prescribed by law as the Chief Fiscal Officer of the County of Cortland, shall perform such additional and related duties as may be prescribed by law and directed by the Legislature, and shall be in accordance with the Civil Service job description for Director of Finance.

The Director of Finance shall have the power to appoint such personnel within the Finance Department as may be authorized by the County Legislature.

SECTION 4. No Divestiture of Powers and Duties of Legislature or Administrator

Nothing contained in this local law shall operate or be construed to divest the County Legislature of Cortland County of any of its functions, powers and duties. Nothing contained in this local law shall operate or be construed to divest the County Administrator of any of his/her/their functions, powers and duties.

SECTION 5. Severability of Provisions

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

SECTION 6. Conflict with Previous Local Laws and Resolutions

In the event of a conflict or inconsistency between this local law and any previous local law or resolution of the County Legislature, this local law shall govern.

SECTION 7: Effective Date

This local law shall take effect when all applicable statutory requirements for its passage and adoption have been complied with fully and it has been duly filed as provided by the Municipal Home Rule Law.

AGENDA ITEM NO. 2 – Adopt Local Law "L" of 2023 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF STOCK**RESOLUTION NO.**

**Adopt Local Law "L" of 2023 - 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 "L" for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, AND BE IT FURTHER

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

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

SECTION 1.
LEGISLATIVE INTENT

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

SECTION II.

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

SECTION III.

The same rate of annual salary increase for fiscal year 2024 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 2024 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. 3 – Adopt Local Law "M" of 2023 - a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "M" of 2023 - 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 "M" for the year 2023 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

Minutes Acceptance: Minutes of Nov 7, 2023 9:00 AM (MINUTES)

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 \$55,315 to \$57,528 for fiscal year 2024 and paid over the balance of 2024 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.

AGENDA ITEM NO. 4 – Resolution Permitting the Execution of a Replacement Quit Claim Deed for the Conveyance of 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Bearing Tax Map No. 111.00-02-01.000 - County Attorney's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF STOCK

RESOLUTION NO.

Resolution Permitting the Execution of a Replacement Quit Claim Deed for the Conveyance of 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Bearing Tax Map No. 111.00-02-01.000 - County Attorney's Office

WHEREAS, the Cortland County Treasurer conveyed the property located at 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000, to Cortland County by deed dated February 9, 1996, which was recorded in the Cortland County Clerk's Office on February 15, 1996, as Instrument No. 1996-589, AND

WHEREAS, the property located at 3010 E. Freetown Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000, was listed as Parcel No. 4 in the Tax Foreclosure Auction held on June 5, 1996, AND

WHEREAS, the property located at 3010 E. Freetown Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000 was successfully purchased by Linda Bamberry at the Tax Foreclosure Auction held on June 5, 1996, for the amount of thirteen thousand two hundred dollars (\$13,200), AND

Minutes Acceptance: Minutes of Nov 7, 2023 9:00 AM (MINUTES)

WHEREAS, the successful bidder, Linda Bamberry, has paid a ten percent (10%) deposit in the amount of one thousand two hundred dollars (\$1,200) and a ten percent (10%) Buyer's Premium in the amount of one thousand two hundred dollars (\$1,200), for a total of two thousand four hundred dollars (\$2,400), on June 5, 1996, AND

WHEREAS, the successful bidder, Linda Bamberry, signed a Purchase Agreement, on or about June 5, 1996, whereas it was stated that the transfer is to be completed at the office of the County Attorney, 60 Central Avenue, Cortland, New York, on or before July 5, 1996, or as soon thereafter as the deed can be delivered, AND

WHEREAS, on or about July 11, 1996, correspondence was mailed to the successful bidder, Linda Bamberry, notifying her that the deed to the parcel she had purchased was ready to be picked up and that she was responsible for filing the deed within the County Clerk's Office, AND

WHEREAS, the Deed conveying the property from the County of Cortland to Linda Bamberry was not properly filed within the County Clerk's Office and such deed has been misplaced, NOW THEREFORE BE IT

RESOLVED, that the County Administrator is hereby authorized to execute a replacement Quit Claim Deed, RP-5217, and TP-584, conveying the property from the County of Cortland to Linda Bamberry; the successful bidder, and to file the same with the Office of the Cortland County Clerk upon Linda Bamberry providing the County of Cortland with the necessary filing fees for proper recording of said deed and related transfer documents.

MONTHLY REPORTS

1. Monthly Activity Report October2023 - Board of Elections

RESULT:	COMPLETED
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2. October Weights and Measures Report

RESULT:	COMPLETED
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3. County Clerk Monthly Report for October 2023

RESULT:	COMPLETED
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4. Clerk of the Legislature Monthly FOIL Report

RESULT:	COMPLETED
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5. County Attorney Office Monthly Report

RESULT:	COMPLETED
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6. Vacancy Report November 2023

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 9:28 AM



OFFICE OF THE CORTLAND COUNTY ATTORNEY

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

Victoria J. Monty
County Attorney

Christopher I. Simser, Sr.
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

Nicole M. Compton
Secretary

MONTHLY REPORT – Dated December 4, 2023

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2023	2022	2021	2020	2019
\$25,483.77	\$151,289.00	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2023	2022	2021	2020	2019
\$0.00	\$13,280.98	\$20,622.62	\$22,219.98	\$122,477.76

FINES COLLECTED:

YTD 2023	2022	2021	2020	2019
\$400.00	\$400.00	(data unknown)	(data unknown)	(data unknown)

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
55	336	371	307	359	360

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
6	89	92	126	144	143

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 2023	2022	2021	2020	2019
JD	16	12	17	21	22
JD - RTA*	7	4	3	8	13
PINS	12	9	4	4	15
Probation Violations - Support	7	10	3	5	6

* 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 2023	2022	2021	2020	2019
Property Crimes	13	11	9	24	19
Crimes Against Persons	7	2	7	4	6
Sex Offenses	2	1	6	1	10
Other (e.g., Violation of Probation)	1	3	0	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 2023	2022	2021	2020	2019
6	62	49	21	65	87

Weights and Measures
For November 2023
Government Operations Committee

Commercial device inspections are mostly complete for the year. I will have a few more new devices which will need to be done when they come online. I started collection efforts for 7 clients that have not paid for invoices within 60 days. This starts with warning letter with 10 days to pay without penalty. If payment is not received within 10 days a penalty letter is written. Penalty amounts vary with the amount of times the client has not paid on time. At one time we mailed warning letters and penalty letters registered mail. This was costly and often times the person that signed for the registered mail was not the manager and invoices remained unpaid. I make sure the manager gets the warning or penalty letter and they sign a time stamp when I deliver the letter. This has worked very well and has resulted in less penalties being written.

Late fall is when I do package checking and pricing accuracy audits. I have checked 384 packages for correct tare. Audits so far have been much better than last year. I have done two stores for pricing accuracy. Passing audit is 98% correct. One store passed and the other failed. Audit failure results in another audit to see if corrections have been made.

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

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortland-co.org/182/elections

Democratic Commissioner

Thomas H. Brown

607-753-5033

tbrown@cortland-co.org

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortland-co.org



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortland-co.org

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortland-co.org

MONTHLY REPORT – November 2023

Voter Registrations/Records:

New	Address	Party	Name	IA/Purge/Other	Duplicates	Incomplete	DOH	OCA	TOTAL
55	108	25	16	74	0	65	27	0	370

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
93	67	0	0	54	65	268

FOIL Requests:

Received	In process	Completed
22	0	22

- The General Election was held on November 7, 2023, for 94 races throughout the county and the election was certified on November 22, 2023.
- A total of 7,736 people voted out of an eligible 30,742, that is approximately a 25% turnout.
- There were 7 propositions throughout the county, 2 statewide, one county, one for Cortlandville, two for Cincinnatus, and one for Virgil.
- A manual recount was completed (as required per Election Law) for the following districts, Ward 2, Ward 5, both for Alderperson, and one for the Town of Harford for Councilperson. The manual recount did not change the results.

Requests by Month

Run Date: 12/05/2023 4:33 PM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
11/1/2023	Sheriff Department Request	Yes	11/14/2023	S000658-110123
11/1/2023	Sheriff Department Request	Yes	11/14/2023	S000659-110123
11/1/2023	Sheriff Department Request	Yes	11/14/2023	S000660-110123
11/1/2023	Sheriff Department Request	Yes	11/14/2023	S000661-110123
11/1/2023	Sheriff Department Request	Yes	11/14/2023	S000662-110123
11/1/2023	Sheriff Department Request	Yes	12/3/2023	S000663-110123
11/2/2023	Sheriff Department Request	Yes	12/3/2023	S000664-110223
11/2/2023	Sheriff Department Request	Yes	12/3/2023	S000665-110223
11/4/2023	County FOIL Request	No		R000265-110423
11/4/2023	Sheriff Department Request	No		S000666-110423
11/6/2023	County FOIL Request	No		R000266-110623
11/7/2023	Sheriff Department Request	Yes	12/3/2023	S000667-110723
11/7/2023	Sheriff Department Request	Yes	12/3/2023	S000668-110723
11/8/2023	Sheriff Department Request	Yes	11/14/2023	S000669-110823
11/8/2023	Sheriff Department Request	Yes	11/27/2023	S000670-110823
11/8/2023	Sheriff Department Request	Yes	11/27/2023	S000671-110823
11/9/2023	County FOIL Request	No		R000267-110923
11/9/2023	County FOIL Request	No		R000268-110923
11/9/2023	County FOIL Request	No		R000269-110923
11/9/2023	County FOIL Request	No		R000270-110923
11/9/2023	Sheriff Department Request	Yes	12/3/2023	S000672-110923
11/13/2023	Sheriff Department Request	Yes	12/3/2023	S000673-111323
11/14/2023	Sheriff Department Request	Yes	12/3/2023	S000674-111423
11/14/2023	Sheriff Department Request	Yes	12/3/2023	S000675-111423
11/14/2023	Sheriff Department Request	Yes	12/3/2023	S000676-111423
11/15/2023	Sheriff Department Request	Yes	12/3/2023	S000677-111523
11/15/2023	County FOIL Request	No		R000271-111523
11/15/2023	Sheriff Department Request	Yes	11/15/2023	S000678-111523
11/16/2023	Unrecognized Email	Yes	11/16/2023	U001111-111623
11/16/2023	Sheriff Department Request	No		S000679-111623
11/17/2023	Sheriff Department Request	Yes	12/4/2023	S000680-111723
11/17/2023	Sheriff Department Request	Yes	12/3/2023	S000681-111723
11/17/2023	Sheriff Department Request	Yes	12/4/2023	S000682-111723
11/17/2023	Sheriff Department Request	Yes	12/4/2023	S000683-111723
11/17/2023	Sheriff Department Request	Yes	12/4/2023	S000684-111723
11/17/2023	Sheriff Department Request	No		S000685-111723
11/17/2023	Sheriff Department Request	No		S000686-111723
11/17/2023	Sheriff Department Request	No		S000687-111723
11/17/2023	Sheriff Department Request	No		S000688-111723
11/17/2023	Sheriff Department Request	No		S000689-111723
11/17/2023	Sheriff Department Request	No		S000690-111723
11/17/2023	Sheriff Department Request	No		S000691-111723
11/17/2023	Sheriff Department Request	Yes	11/27/2023	S000692-111723
11/20/2023	Sheriff Department Request	No		S000693-112023
11/20/2023	Sheriff Department Request	Yes	11/21/2023	S000694-112023

Attachment: November FOIL Report (11895 : November 2023 FOIL Report - Clerk of the Legislature)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
11/21/2023	Sheriff Department Request	No		S000695-112123
11/21/2023	Unrecognized Email	Yes	11/21/2023	U001129-112123
11/22/2023	Sheriff Department Request	Yes	12/3/2023	S000696-112223
11/22/2023	Sheriff Department Request	No		S000697-112223
11/22/2023	Sheriff Department Request	No		S000698-112223
11/22/2023	Sheriff Department Request	No		S000699-112223
11/22/2023	County FOIL Request	No		R000272-112223
11/22/2023	County FOIL Request	Yes	12/4/2023	R000273-112223
11/25/2023	Sheriff Department Request	Yes	12/3/2023	S000700-112523
11/27/2023	Sheriff Department Request	Yes	12/3/2023	S000701-112723
11/27/2023	County FOIL Request	No		R000274-112723
11/27/2023	Sheriff Department Request	Yes	12/3/2023	S000702-112723
11/27/2023	Sheriff Department Request	Yes	12/3/2023	S000703-112723
11/27/2023	Sheriff Department Request	Yes	12/3/2023	S000704-112723
11/28/2023	Sheriff Department Request	Yes	12/3/2023	S000705-112823
11/28/2023	County FOIL Request	No		R000275-112823
11/29/2023	Sheriff Department Request	Yes	12/3/2023	S000706-112923
11/30/2023	Sheriff Department Request	Yes	12/3/2023	S000707-113023

POSITION VACANCY REPORT

As of December 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Aging Services Specialist Grade 15/\$22.1643-\$28.0544	Aging	Resignation	11/3/2023	10/18/2023	10/18/2023	10/18/2023	Posted/Cert		
Case Manager for Indigent Defendants Grade 14/\$21.4282-\$27.1251	Assigned Counsel	Resignation	8/16/2023	8/24/2023	8/24/2023	8/24/2023	Posted		Grant Funded
Senior Cleaner Grade 7/\$17.1917-\$21.7603	Buildings and Grounds	Retirement	9/29/2023	9/13/2023	9/14/2023	9/15/2023	Posted		
Paralegal Grade 6H/\$23.4869-\$31.2611	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Posted		*
Information Processing Clerk Grade 8/\$17.7082-\$20.4141	District Attorney	Removal	6/21/2023	6/30/2023	6/30/2023	6/30/2023	Posted		
Assistant District Attorney Grade 6/\$73,873-\$98,324	District Attorney	Promotion	9/18/2023	9/28/2023	9/28/2023	9/28/2023	Posted		
Paralegal Grade 6H/\$23.4869-\$31.2611	District Attorney	Resignation	11/27/2023	11/17/2023	11/17/2023	11/17/2023	Posted		
Assistant District Attorney Grade 6/\$73,873-\$98,324	District Attorney	Resignation	12/5/2023	11/20/2023	11/20/2023	11/20/2023	Posted		
Assistant District Attorney Grade 6/\$85,000-\$111,041	District Attorney	New position 2024 budget	1/1/2024	11/21/2023	11/21/2023	11/21/2023	Posted		
Caseworker (Unfunded) Grade 18/\$24.5868-\$31.1205	DSS	Removal	2/12/2020	10/12/2023	10/13/2023	10/16/2023	Posted		
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Promotion	5/22/2023	5/1/2023	5/1/2023	5/1/2023	11/27/2023	Leann Field	Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Promotion	6/2/2023	5/16/2023	5/16/2023	5/16/2023	Posted		Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Reinstatement	7/24/2023	7/10/2023	7/12/2023	7/13/2023	Posted		
Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	Resignation	9/8/2023	9/1/2023	9/1/2023	9/1/2023	Posted		
Case Aide (PT) Grade 8/\$17.7082-\$22.4141	DSS	Resignation	9/28/2023	9/14/2023	9/15/2023	9/15/2023	Posted		Grant Funded
Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	Removal	10/5/2023	9/28/2023	9/28/2023	9/28/2023	Posted		Grant Funded
Social Welfare Examiner Trainee Grade 10/\$18.8329-\$23.8377	DSS	Resignation	10/15/2023	9/29/2023	10/3/2023	10/3/2023	11/13/2023	Jessica McKane	Grant Funded

Attachment: December 2023 (11855 : December 2023 Vacancy Report)

POSITION VACANCY REPORT

As of December 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Promotion	10/20/2023	9/7/2023	9/7/2023	9/7/2023	Posted		Grant Funded
Caseworker Grade 18/\$24.5868-\$31.1205	DSS	Resignation	11/3/2023	10/23/2023	10/24/2023	10/24/2023	Posted		Grant Funded
Caseworker Grade 18/\$24.5868-\$31.1205	DSS	Resignation	11/10/2023	10/27/2023	10/30/2023	10/30/2023	Posted		Grant
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Promotion	11/17/2023	10/20/2023	10/24/2023	10/24/2023	Posted		Grant Funded
Community Service Worker Grade 5/\$16.2237-\$20.5351/hr	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	11/6/2023	Laura-Mae VanCise	
Community Service Worker Grade 5/\$16.2237-\$20.5351/hr	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	Posted		
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020	Posted		Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Employment & Training	Retirement	9/29/2023	9/11/2023	9/11/2023	9/11/2023	Posted		
Senior Dispatcher Grade 8/\$25.0106-\$34.1584	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam File		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	9/14/2023	9/15/2023	9/15/2023	9/15/2023	11/13/2023	Marybeth Bizzle	
Technical Communications Officer Grade 9/\$29.8728-\$43.3360 (24 rate)	ERAC	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	Posted		
Deputy Director of Finance Grade 6/\$73,873-\$98,324	Finance	New Postion	9/29/2023	9/28/2023	9/28/2023	9/28/2023	Posted		
RN/ \$29.6033-\$34.6753 hr PHN / \$31.8942-\$37.3569 hr	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		*
Speech Language Pathologist Grade 28/\$35.7832-45.2924	Health	Resignation	11/20/2023	11/20/2023	11/20/2023	11/20/2023	Posted		
Public Health Fellow Grade 16/\$22.9307-\$29.0244	Health	Resignation	11/27/2023	11/13/2023	11/13/2023	11/13/2023	Posted		
Director of Environmental Health Grade 7/\$71,467-\$95,123	Health	Retirement	12/31/2023	11/27/2023	11/27/2023	11/27/2023	Posted		
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	To be posted		

Attachment: December 2023 (11855 : December 2023 Vacancy Report)

POSITION VACANCY REPORT

As of December 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	To be posted		
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	To be posted		
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9024	Highway	Resignation	5/25/2023	6/2/2023	6/2/2023	6/5/2023	Posted		Grant Funded
Motor Equipment Operator Trainee Grade 11 \$19.4349/hr /	Highway	Resignation	7/27/2023	10/26/2023	10/26/2023	10/26/2023	11/13/2023	Samantha Coville	
Heavy Equipment Maintenance Mechanic Grade 18/\$23.6411-\$29.9174	Highway	Retirement	9/29/2023	9/21/2023	9/22/2023	9/22/2023	Posted		
Motor Equipment Operator Trainee Grade 11 \$19.4349/hr /	Highway	Promotion	10/2/2023	10/26/2023	10/26/2023	10/26/2023	11/20/2023	Dominic Forrest	
Motor Equipment Operator Trainee Grade 11 \$19.4349/hr /	Highway	Promotion	10/2/2023	10/26/2023	10/26/2023	10/26/2023	Posted		
Senior Engineer Grade 26/\$31.8159-\$40.2625	Highway	Resignation	11/2/2023	10/26/2023	10/26/2023	10/26/2023	Posted		
Heavy Equipment Operator-Recycling Grade 16/\$22.0488-\$27.9023	Highway - Recycling	Resignation	9/29/2023	9/20/2023	9/20/2023	9/21/2023	Posted		
Network Technician Grade 18/\$24.5868-\$31.1265	IT	Resignation	6/9/2023	6/12/2023	6/12/2023	6/12/2023	11/3/2023	Calvin Mundy	
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Resignation	6/29/2023	5/10/2023	5/10/2023	5/10/2023	11/6/2023	Destiny Houghton	
Peer Specialist Grade 9/\$18.2559-\$23.1072	Mental Health	Resignation	8/23/2023	8/9/2023	8/9/2023	8/9/2023	Posted		
Supervising Community Health Nurse \$36.1829-\$43.0101/hr	Mental Health	New position 2024 budget	1/1/2024	11/21/2023	11/21/2023	11/21/2023	Posted		
Mental Health Practitioner \$70.23/hr	Mental Health	New position 2024 budget	1/1/2024	11/21/2023	11/21/2023	11/21/2023	Posted		
Medical Director/Psychiatrist \$231.25/hr	Mental Health	Resignation	2/29/2024	11/27/2023	11/27/2023	11/27/2023	Posted		
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Grant Administrator Grade 10/\$55,315-\$75,625	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Exam Files		*

Attachment: December 2023 (11855 : December 2023 Vacancy Report)

POSITION VACANCY REPORT

As of December 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Mobility Coordinator Grade 17/\$23.7382-\$30.0465	Planning	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	Exam Files		
Fiscal Officer Grade 7/\$23.7382-\$30.0465	Planning	Retirement	9/15/2023	8/16/2023	8/16/2023	8/16/2023	11/20/2023	Jessica Leet	
Probation Officer Grade 18 \$24.5868-\$31.1205/ Probation Officer Trainee	Probation	Retirement	10/9/2023	10/11/2023	10/12/2023	10/12/2023	11/27/2023	Samantha Farley	
Client Liaison Specialist Grade 7/\$17.1917-\$21.7603	Public Defender	Promotion	8/4/2023	8/25/2023	8/25/2023	8/25/2023	Posted		Grant Funded
Assistant Public Defender Grade 6/\$73,873-\$98,324	Public Defender	Resignation	8/31/2023	9/28/2023	9/28/2023	9/28/2023	Posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4209	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Exam File apps/Posted		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	New 2023	1/1/2023	11/29/2022	11/30/2022	11/30/2022	Exam File Apps		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	1/18/2023	1/6/2023	1/6/2023	1/9/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	1/27/2023	2/6/2023	2/7/2023	2/7/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	3/29/2023	3/21/2023	3/21/2023	3/22/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	3/31/2023	4/3/2023	4/3/2023	4/3/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	4/6/2023	4/6/2023	4/17/2023	4/17/2023	Exam File apps/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Resignation	4/6/2023	4/11/2023	4/17/2023	4/17/2023	Exam File Apps		
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Retirement	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Exam File apps/Posted		

Attachment: December 2023 (11855 : December 2023 Vacancy Report)

POSITION VACANCY REPORT

As of December 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Promotion	6/20/2023	6/26/2023	6/26/2023	6/26/2023	exam file apps		
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Exam File apps/Posted		
Undersheriff Grade 4/\$85,369-\$113,625/yr	Sheriff	Retirement	7/27/2023	7/12/2023	7/24/2023	7/25/2023	11/1/2023	Chad Burhans	
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	8/7/2023	8/9/2023	8/9/2023	8/9/2023	Exam File apps/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Retirement	9/14/2023	8/28/2023	8/29/2023	8/29/2023	exam file apps		
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Resignation	9/14/2023	8/28/2023	8/29/2023	8/29/2023	Exam File apps/Posted		
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Sheriff	Resignation	9/18/2023	9/7/2023	9/11/2023	9/15/2023	Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Promotion	9/19/2023	9/19/2023	9/20/2023	9/20/2023	Exam Files Apps		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Resignation	10/19/2023	10/20/2023	10/23/2023	10/23/2023	exam file apps		
County Police Capitan (Deputy Sheriff) CAPT \$51.5199/hr	Sheriff	Promotion	10/31/2023	11/1/2023	11/13/2023	11/13/2023	exam file apps		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Resignation	11/2/2023	10/20/2023	10/23/2023	10/23/2023	exam file apps		
County Police Sergeant (Deputy Sheriff) SGT \$43.3884/hr	Sheriff	New position 2024 budget	1/1/2024	11/21/2023	11/21/2023	11/27/2023			

Attachment: December 2023 (11855 : December 2023 Vacancy Report)

POSITION VACANCY REPORT**As of December 1, 2023**

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

Attachment: December 2023 (11855 : December 2023 Vacancy Report)

POSITION VACANCY REPORT**As of December 1, 2023**

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

Attachment: December 2023 (11855 : December 2023 Vacancy Report)

VACANCIES FILLED IN NOVEMBER 2023

Department	Title	Date Filled
DSS	Case Aide	11/27/2023
	Social Welfare Examiner Trainee	11/13/2023
ERAC	Dispatcher	11/13/2023
Highway	Motor Equipment Operator Trainee	11/13/2023
	Motor Equipment Operator Trainee	11/20/2023
Information Technology	Network Technician	11/3/2023
Mental Health	Mental Health Rehab Specialist	11/6/2023
Planning	Fiscal Officer	11/20/2023
Probation	Probation Officer	11/27/2023
Sheriff	Undersheriff	11/1/2023

NEW VACANCIES THAT OCCURRED IN NOVEMBER 2023

Department	Title	Date of Vacancy
Aging	Aging Services Specialist	11/3/2023
District Attorney	Paralegal	11/27/2023
DSS	Caseworker	11/3/2023
	Caseworker	11/10/2023
	Case Aide	11/17/2023
Health	Speech Language Pathologist	11/20/2023
	Public Health Fellow	11/27/2023
Highway	Senior Engineer	11/2/2023
Sheriff	County Police Office (Deputy Sheriff)	11/2/2023



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Deputy Director /Emergency Response Abolish _____

Bargaining Unit: Management _____

Purpose and Background:

Create a deputy director position for the Emergency Response & Communications. Assist with daily operational oversight of 911 center/911 & radio equipment/personnel and Emergency Management operations.

Fiscal Impact: ☐ County Funded _____ % ☒ Grant Funded 100 % Grant Exp. Date 2027

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade 7 Salary Range \$ 71,467-\$95,122

Annual Increase: \$ _____ County Share: \$ 0 # of Positions Affected: 1

Goals:

Accreditation of Emergency Response- Emergency Management & 911 center; develop further policy and governance; cross training to Director's position; learn grants application process.

Operational Impact:

New hire or promotion of a person to Assistant Director of Emergency Response & Communications and most likely a backfill of a position to Senior Dispatcher, then a new hire to Dispatcher.

Requested By:

Scott Roman

11/21/2023

Signature of Requesting Department Head

Date

Personnel Officer Approval

Zamir Zaman

Signature of Personnel Officer

11/30/23

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Robt Ray

Signature of County Administrator

12/4/2023

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: December 2023 Justification Forms (11855 : December 2023 Vacancy Report)



Personnel Change Justification Form

RECEIVED

NOV 27 2023

CORTLAND COUNTY
PERSONNEL SERVICE

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Public Health Engineer-Per diem Abolish

Bargaining Unit: CSEA

Purpose and Background:

This work involves responsibility for applying engineering principles and practices to detect, evaluate, control and manage, engineering aspects of the environment affecting public health. This position will work with public officials or individuals regarding public health engineering matters including promoting public health through application of environmental health practices, and enforcing the provisions of State and local health regulations. A Public Health Engineer is a requirement for local health departments through the Public Health Law-Volume A (Title 10), Part 11 and NYS Sanitary Code parts 5, 6, 7, 14 and 17. The need for this position will be on 1/1/2024, due to the retirement of the current Environmental Health Director.

Fiscal Impact: ☒ County Funded 14 % ☒ Grant Funded 50/36 A6 % Grant Exp. Date ongoing - Article 6/DWEGrant

Current Grade/Salary of Position: Grade 28 Salary Range \$ (2024) 37.2145-47.1041

Requested Grade/Salary of Position: Grade Salary Range \$

Annual Increase: \$ union contract County Share: \$ 6,500 # of Positions Affected: 1

Goals:

- Monitors the Public Water Supply Program to ensure compliance with state and local sanitary codes, including conduction facility inspections/sanitary surveys.
- Performs engineering analysis and mapping of facilities to evaluate compliance with federal, state and local requirements
- Consults with representatives of federal, state and local agencies regarding cooperative environmental health projects and engineering problems.
- Reviews subdivision plans and public sewer system improvement plans to determine compliance with state environmental health standards

Operational Impact:

This is due to the upcoming retirement of the current EH Director in December, the date of retirement was unknown at the time of 2024 budget approval. We have a succession plan in place for the next EH director, but this person is not a engineer. The EH director does not need to be an engineer, but we need to either have one on staff or contract with one, this is required by Public Health Law. By having this position created it would be less money than a contract would be and we would not have to ask for any additional funding in the already passed 2024 budget. In order to not have a laspe in services requiring public health engineering, we would like this position to begin 1/1/2024.

Requested By: Nicole Anjeski Digitally signed by Nicole Anjeski
Date: 2023.11.21 08:14:15 -05'00' 11/20/2023
Signature of Requesting Department Head Date

Personnel Officer Approval *Louise Zeman* 11/21/2023
Signature of Personnel Officer Date

County Administrator Budget Impact Statement:

County Administrator Approval *[Signature]* 11/27/2023
Signature of County Administrator Date

Statutory Committee Approval
Signature of Committee Chair after Committee Vote Date

County Clerk Monthly Report: November 2023

	Jan-November, 2023	
	<u>YTD 2022*</u>	<u>YTD 2023**</u>
Clerk Fees	441,454.13	402,568.87
DMV Fees	314,372.78	339,783.28
User Fee	236,905.09	259,189.19
Internet Fee	17,438.01	22,467.19
Local Mtg Tax	420,682.47	376,794.80
DWI Fines	8,177.77	3,995.00
Mtg Tax Exp	57,112.00	57,112.00
TOTAL	1,504,142.25	1,461,910.33
% OF Est Rev	101.12%	95%
Est Rev	1,487,516.00	1,534,316.00
Actual Rev	1,615,933.68	TBD

Held Annual Records Advisory Committee Meeting along with Laserfiche demo

Addressed NYS Assoc of DAs in regards to records retention/disposition

Numerous conference calls with NYSDOS in regards to notary commissions

Swearing in ceremony to be held 12/27 in main courtroom

Worked on draft MOU with Unified Court System in regards to access security

Domestic Relationship Registry??