



Judiciary & Public Safety Committee

Committee Meeting

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

~ Agenda ~

Thursday, May 13, 2021

9:00 AM

Board Room

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Chair Sandra Price	☐	☐	☐	
Committee Member Christopher Newell	☐	☐	☐	
Committee Member Ronald J. Van Dee	☐	☐	☐	
Committee Vice-Chair Richard Stock	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Susan Wilson	☐	☐	☐	
Committee Member Mitchel Eccleston	☐	☐	☐	

MINUTES

Judiciary & Public Safety Committee - Committee Meeting - Apr 8, 2021 9:00 AM

RESOLUTIONS

ON MOTION OF PRICE

AGENDA ITEM NO. 1

Amend the 2021 Budget to Accept Bureau of Justice Bulletproof Vest Partnership Grant and Authorize the Associated Contract Agreement - Sheriff's Department

WHEREAS, the Bureau of Justice Assistance (BJA), funded under the Fiscal Year (FY) 2020 BVP Patrick Leahy Bulletproof Vest Partnership (BVP) solicitation, has awarded the Cortland County Sheriff's Office a FY 2020 grant in the amount of \$16,000, AND

WHEREAS, the fiscal period for this grant is April 1, 2020 to August 31, 2022, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget be amended as follows:

REVENUE:		Revised
A312043.43306.22BVP	FY 2020 BVP Grant	\$16,000
EXPENSE:		
A312055.52015.22BVP	Department Specific Equipment	\$16,000

, AND BE IT FUTHER

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

or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with Bureau of Justice Assistance (BJA) for the \$16,000 Bulletproof Vest Partnership 2020 award, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF PRICE

AGENDA ITEM NO. 2

Amend 2021 Budget to Accept 2021 Child Passenger Safety Grant and Authorize Agreement with the New York State Governor's Traffic Safety Committee - Sheriff's Department

WHEREAS, the New York State Governor's Traffic Safety Committee, has awarded the Cortland County Sheriff's Office a grant to participate in the statewide "Child Passenger Safety" program, CPS-2021-Cortland Co SO-00185-(012), SA00001925, CFDA# 20.616, and receive grant monies from the State for the period of October 1, 2020 to September 30, 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office accept the grant, and that the 2021 budget be amended to reflect the acceptance of these funds with the following adjustments:

		Current	Change	Revised
Revenue	A312043.43329.21CPS	\$0	\$1,200	\$1,200
Expense	A312055.52015.21CPS	\$0	\$ 900	\$ 900
	Department Specific Equipment			
	A312055.54035.21CPS	\$0	\$225	\$225
	Education & Training			
	A312055.54005.21CPS	\$0	\$75	\$75
	Office Supplies			

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Governor's Traffic Safety Committee to participate in the statewide "Child Passenger Safety" program. AND BE IT FURTHER

RESOLVED, the director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF PRICE

AGENDA ITEM NO. 3

Authorize Annual Support and Services Agreement with Automon, LLC for Probation Case Load Software - Probation Department

WHEREAS, the Cortland County Probation Department utilizes the AutoMon LLC digital case load Explorer software for the management of Probation clients, AND

WHEREAS, the Annual Support and Services agreement for said software is due to expire on June 30, 2021, AND

WHEREAS, AutoMon LLC has agreed to provide professional services for a twelve month period at a base rate of \$4,576.90 plus \$224.14 for each of the 24 actual or registered users, totaling

\$9,956.26, AND

WHEREAS, Cortland County Probation Director and County Administrator both recommend continuing the use of this software, AND

WHEREAS, funds for this service contract are in the 2021 County Budget in Account No. A31405.54015, Maintenance Agreements in the amount of \$9,957, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon approval by the County Attorney or designee, be and hereby is authorized to execute an agreement with AutoMon, LLC, 6621 North Scottsdale Road, Scottsdale, AZ 85250, for a twelve month term commencing July 1, 2021 and concluding June 30, 2022, for maintenance of case load Explorer software and licensing in the Cortland County Probation Department.

ON MOTION OF PRICE

AGENDA ITEM NO. 4

Adopt Revisions to New York State Department of Homeland Security and Emergency Services (NYS DHSES) Grant Policy & Procedures - Department of Emergency Response & Communications

WHEREAS, the Cortland County Legislature adopted Resolution No. 304-13 which established the New York State Department of Homeland Security and Emergency Services (NYS DHSES) grant funding policy, AND

WHEREAS, the (NYS DHSES) has advised the County that the established policy for grant funding needs to be revised to reflect the most current requirements, NOW, THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the revised policy "Cortland County Policies and Procedures for NYS DHSES Grant Administration" for the Cortland County Department of Emergency Response & Communications.

ON MOTION OF PRICE

AGENDA ITEM NO. 5

Local Law "D" of 2021 a Local Law to Amend Local Law 2 of 1966 - a Local Law Providing for the Creation of the Office of Public Defender, Fixing the Term of Office, Compensation and Duties

WHEREAS, the Cortland County Legislature adopted Local Law 2 of 1966, A Local Law Providing for the Creation of the Office of Public Defender, Fixing the Term of Office, Compensation and Duties, AND

WHEREAS, the Cortland County Legislature's Government Operations Committee has recommended revisions to said Local Law, AND

Whereas, a public hearing was held on May 27, 2021 before the Cortland County Legislature, AND

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

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

Article II, Section 2 of Local Law No. 2 of 1966 is hereby amended to read as follows:

The term of office of Public Defender shall be for the term for which the membership appointing him/her was elected or for a term as may be determined by local law not to exceed four years.

Monthly Reports

1. Assigned Counsel Monthly Activities Report
2. Monthly Budget Report - Coroners
3. Department of Emergency Response and Communications Monthly Reports
4. District Attorney Monthly Activities Report
5. Child Advocacy Center Activities Report
6. Public Defender Monthly Reports
7. Probation Monthly Report

Discussion Items

Presentation from Cortland County Child Advocacy Center



Judiciary & Public Safety Committee

Committee Meeting

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

~ Minutes ~

Thursday, April 8, 2021

9:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Sandra Price

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Chair	Present	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Eric Mulvihill	Cortland County, NY	Clerk, County Legislature	Present	
Budd Rigg	Cortland County, NY	Undersheriff	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Mark Helms	Cortland County, NY	Sheriff	Present	
Jeri Duvall	Cortland County, NY	Assistant County Attorney	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Remote	
Andrea Herzog	Cortland County, NY	Director, Finance	Remote	
Patrick Perfetti	Cortland County, NY	District Attorney	Remote	
Nicole Albro	Cortland County, NY	Probation Director	Present	
Annette Barber	Cortland County, NY	Personnel Director	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	

Minutes Acceptance: Minutes of Apr 8, 2021 9:00 AM (MINUTES)

MINUTES

Judiciary & Public Safety Committee - Committee Meeting - Mar 11, 2021 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Vice-Chair
AYES:	Price, Newell, Van Dee, Stock, Bischoff, Wilson, Eccleston

Presentation

Presentation from Verra Mobility Regarding School Bus Stop Arm Program

RESULT:	COMPLETED
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Unfinished Business

AGENDA ITEM NO. – A Local Law Implementing a Demonstration Program Imposing Owner Liability for Failure of an Operator to Stop for a School Bus Displaying a Red Visual Signal and Stop-Arm

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/22/2021 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Price, Newell, Van Dee, Stock, Bischoff, Wilson, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

A Local Law Implementing a Demonstration Program Imposing Owner Liability for Failure of an Operator to Stop for a School Bus Displaying a Red Visual Signal and Stop-Arm

BE IT ENACTED BY THE BOARD OF COUNTY LEGISLATORS OF THE COUNTY OF CORTLAND, STATE OF NEW YORK, AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT.

The Cortland County Legislature hereby finds and determines that New York State has authorized counties to implement a demonstration program or monitoring program which will allow Cortland County to install cameras on the exterior of school buses in participating school districts, and impose monetary liability on vehicles that fail to stop behind or in front of a school bus while the school bus stop signs are extended, including traffic traveling in both directions on divided highways.

The Cortland County Legislature also finds and determines that cars that fail to stop when a school bus operator engages the bus stop signs pose a threat to the safety of the children entering and exiting the bus.

The Cortland County Legislature further finds and determines that it is difficult to ticket drivers who disregard school bus stop signs without video evidence of the violation, as there are usually no members of law enforcement witnessing the violation.

The Cortland County Legislature determines that this school bus photo violation monitoring program will not only help to keep children safe when entering and exiting the school bus, but will also act as a deterrent to those who debate passing a school bus while the stop signs are engaged.

Therefore, the purpose of this law is to implement a demonstration program to impose monetary liability on the owner of a vehicle for failure of the operator to stop when a school bus has its stop signs extended in Cortland County through the installation and monitoring of external school bus cameras.

Minutes Acceptance: Minutes of Apr 8, 2021 9:00 AM (MINUTES)

SECTION 2. DEFINITIONS.

For the purposes of this Local Law, the following terms shall have the following meanings:

- A. "County" shall mean the County of Cortland.
- B. "Manual on Uniform Traffic Control Devices" or "MUTCD" shall mean the manual and specifications for a uniform system of traffic control devices maintained by the Commissioner of the Department of Transportation pursuant to Section 1680 of the New York Vehicle Traffic Law.
- C. "Owner" shall have the meaning provided in Section 239 of the New York Vehicle and Traffic Law.
- D. "School Bus Photo Violation Monitoring System" shall mean a device that is capable of operating independently of an enforcement officer which is installed to work in conjunction with a school bus stop-arm and which automatically produces two or more photographs, two or more microphotographs, a videotape or other recorded images of a vehicle at the time it is used or operated in violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law.

SECTION 3. PROGRAM ESTABLISHED.

- A. There is hereby established, pursuant to Section 1174-a of the New York State Vehicle and Traffic Law, a demonstration program imposing monetary liability on Owners of vehicles for failure of the operators thereof to comply with Section 1174 of the New York State Vehicle and Traffic Law when meeting a school bus marked and equipped as provided in subdivisions 20 and 21-c of Section 375 of the New York State Vehicle and Traffic Law in Cortland County.
- B. Under such demonstration program the County is hereby authorized to install and operate School Bus Photo Violation Monitoring Systems which may be stationary or mobile, and which may be installed, pursuant to an agreement with a school district within the County on school buses owned and/or operated by such school district. Provided, however, that:
 - I. No stationary School Bus Photo Violation Monitoring System shall be installed or operated by the County, except on roadways under the jurisdiction of the County; and
 - II. No mobile School Bus Photo Violation Monitoring System shall be installed or operated on any such school buses unless the County and such school district enter into an agreement for such installation and operation.
- C. To carry out the demonstration program, the County, acting by and through the County Administrator, is authorized to enter into agreements with school districts for the installation, maintenance and use of School Bus Photo Violation Monitoring Systems, for the proper handling and custody of photographs, microphotographs, videotapes, other recorded images and data produced by such systems, and for the forwarding of such photographs, microphotographs, videotapes, other recorded images and data to the County, subject to the provisions of this section and Section 1174-a of the New York Vehicle and Traffic Law and approval of the Board of County Legislators.
- D. Nothing in this Local Law shall be construed to prevent the County or school district at any time from withdrawing from or terminating an agreement for the installation, maintenance and use of School Bus Photo Violation Monitoring Systems, provided however, that the County or the school district shall provide no less than thirty days' required notice to the other for such

withdrawal, if any, prior to such withdrawal.

E. Cost of Program and Reports Relating Thereto.

- I. The total cost to the school district of the installation, maintenance and use of School Bus Photo Violation Monitoring Systems pursuant to an agreement authorized by this Local Law shall be borne entirely by the County.
 - II Any participating school district, acting by and through the Superintendent of Schools of such district, or his or her designee shall provide any report required of the district, pursuant to Section 1174-a of the Vehicle and Traffic Law, to the State or any official thereof.
 - III. To the extent that the County shall be required to issue any report to the State or any official thereof as a result of the adoption of this Local Law and/or Section 1174-a of the Vehicle and Traffic Law, the Cortland County Sheriff's Office shall cause the same to be prepared pursuant to this Local or applicable State law.
- (a) Pursuant to Section 1174-a (a)(3)(i) of the Vehicle and Traffic Law, any school district participating in the demonstration program shall be prohibited from accessing any photographs, microphotographs, videotapes, other recorded images and data from School Bus Photo Violation Monitoring Systems but shall provide, pursuant to the agreement with the County, as provided in this Local Law, for the proper handling and custody of such photographs, microphotographs, videotapes, other recorded images and data produced by such systems, and for the forwarding of such photographs, microphotographs, videotapes, other recorded images and data to the County for the purpose of determining whether a motor vehicle was operated in violation of subdivision of Section 1174 of the New York Vehicle and Traffic Law and imposing monetary liability on the Owner of such motor vehicle therefor.
 - (b) The agreements between the County and the school district shall provide that photographs, microphotographs, videotapes other recorded images and data produced by School Bus Photo Violation Monitoring Systems shall be destroyed (i) ninety days after the date of the alleged imposition of liability if a notice of liability is not issued for such alleged imposition of liability pursuant to this Local Law; or (ii) upon final disposition of a notice of liability issued pursuant to this Local Law.
- F. The County shall adopt and enforce measures to protect the privacy of drivers, passengers, pedestrians and cyclists whose identity and identifying information may be captured by a school bus photo monitoring device. Such measures shall include:
- I. Utilization of necessary technologies to ensure, to the extent practicable, that photographs produced by such School Bus Photo Violation Monitoring Systems shall not include images that identify the driver, the passengers, the contents of the vehicle, pedestrians and cyclists, provided, however, that no notice of liability issued pursuant to this section shall be dismissed solely because a photograph or photographs allow for the identification of the contents of a vehicle, provided that the County has made a reasonable effort to comply with the provisions of this paragraph; and
 - II. A prohibition of the use or dissemination of vehicles' license plate information and other information and images captured by School Bus Photo Violation Monitoring Systems except: (a) as required to establish liability under this section or collect payment of penalties; (b) as required by court order; or (c) as otherwise required by law; and
 - III. Oversight procedures to ensure compliance with the privacy protection measures

required herein.

- G. The County, acting by and through the Commissioner of the Department of Public Works (DPW) shall also undertake the installation of signage in conformance with standards established in the MUTCD. Such signage shall be installed at each roadway entrance of the jurisdictional boundaries of the County giving notice that School Bus Photo Violation Monitoring Systems are used to enforce restrictions on vehicles violating Section 1174 of the New York Vehicle and Traffic Law. For the purposes of this paragraph, the term "roadway" shall not include state expressway routes or state interstate routes but shall include controlled-access highway exit ramps that enter the boundaries of the County.

SECTION 4. PENALTIES.

An Owner liable for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law shall be liable for monetary penalties in accordance with the following schedule of fines and penalties:

- A. Two hundred fifty dollars (\$250.00) for a first violation;
- B. Two hundred seventy-five dollars (\$275.00) for a second violation committed within eighteen (18) months of the first violation;
- C. Three hundred dollars (\$300.00) for a third violation or subsequent violation all of which were committed within eighteen (18) months from the first violation; and
- D. An additional penalty of twenty-five dollars (\$25.00) for each violation for the failure to respond to a notice of liability within the prescribed time period.

SECTION 5. NOTICE OF LIABILITY.

- A. A notice of liability shall be sent as provided by New York State Law by first class mail to each person alleged to be liable as an Owner for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law. Personal delivery on the Owner shall not be required. A manual or automatic record of mailing prepared in the ordinary course of business shall be prima facie evidence of the facts contained therein. To the extent that New York State Law does not preclude the County from causing such mailing to be made, the County shall undertake or cause to be undertaken such mailing.
- B. A notice of liability shall contain the name and address of the person alleged to be liable as an Owner for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law, the registration number of the vehicle involved in such violation, the location where such violation took place, the date and time of such violation and the identification number of the camera which recorded the violation or other document locator number.
- C. A notice of liability shall contain information advising the person charged of the manner and the time in which he or she may contest the liability alleged in the notice. Such notice of liability shall also contain a warning to advise the persons charged that failure to contest in the manner and time provided shall be deemed an admission of liability and that a default judgment may be entered thereon.
- D. The notice of liability may contain such other information as the entity causing such notice of liability to be mailed deems appropriate to communicate the law, the adjudicatory process if the addressee of the notice wishes to contest the notice of liability.

Minutes Acceptance: Minutes of Apr 8, 2021 9:00 AM (MINUTES)

SECTION 6. OWNER LIABILITY.

- A. The Owner of a vehicle shall be liable for a penalty imposed pursuant to this Local Law if such vehicle was used or operated with the permission of the Owner, express or implied, in violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law and such violation is evidenced by information obtained from a School Bus Photo Violation Monitoring System; provided however that no Owner of a vehicle shall be liable for a penalty imposed pursuant to this Local Law where the operator of such vehicle has been convicted of the underlying violation of subdivision (a) of Section 1174 of the New York State Vehicle and Traffic Law. For purpose of this Section and this Local Law, there shall be a presumption that such vehicle was used and operated with the consent of the Owner at the time it was used and operated in violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law.
- B. If the Owner receives a notice of liability pursuant to this Local Law for any time period during which the vehicle was reported to the police as having been stolen, it shall be a valid defense to an allegation of liability for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law that the vehicle had been reported to the police as stolen prior to the time the violation occurred and had not been recovered by such time. For purposes of asserting the defense provided by this subdivision, it shall be sufficient that a certified copy of the police report on the stolen vehicle be sent or delivered to a court of competent jurisdiction or parking violations bureau having jurisdiction where any contested notice of liability would otherwise be determined.
- C. An Owner who is a lessor of a vehicle to which a notice of liability was issued pursuant to this Local Law shall not be liable for the violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law, provided that he or she complies with the provisions of Section 1174-a of the New York Vehicle and Traffic Law and otherwise sends to the Court of competent jurisdiction or other adjudicatory bureau or agency of competent jurisdiction, a copy of the rental, lease or other such contract document covering such vehicle on the date of the violation, with the name and address of the lessee clearly legible, within thirty-seven (37) days after receiving notice from the agency or entity which caused such notice of liability to be issued, together with the information contained in the original notice of liability. Failure to send such information within thirty seven (37) day time period shall render the Owner liable for the penalty prescribed by this Local Law. Where the lessor complies with the provisions of this paragraph, the lessee of such vehicle for purposes of this Section, shall be deemed to be the Owner of such vehicle on the date of such violation for the purposes of this Section, shall be subject to liability for the violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law and shall be sent a notice of liability pursuant to Section 4 of this Local Law.
- D. A certificate, sworn to or affirmed by a technician employed by the County, or a facsimile thereof, upon inspection of photographs, microphotographs, videotapes, other recorded images produced by a School Bus Photo Violation Monitoring System, shall be prima facie evidence of the facts contained therein. Any photographs, microphotographs, videotapes, or other recorded images evidencing such a violation shall be available for inspection in any proceeding to adjudicate the liability for such violation.
- E. It shall be a defense to any prosecution for or allegation of a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law that such school bus stop-arms were malfunctioning at the time of the alleged violation.
- F. An imposition of liability under this Local Law shall not be deemed a conviction and shall not be made part of the operating record of the person upon whom such liability is imposed nor shall

it be used for insurance purposes in the provision of motor vehicle insurance coverage.

- G. All fines and penalties collected pursuant to this law shall be deposited with the County Treasurer.
- H. For the purpose of informing and educating Owners for motor vehicles in this County during the first thirty-day (30) period in which a School Bus Photo Violation Monitoring System is in operation pursuant to the provisions of this Local Law, all Owners of motor vehicles who would otherwise be held liable for failure of operators thereof to comply with Section 1174 of the New York Vehicle and Traffic Law when meeting a school bus marked and equipped as provided in subdivisions 20-21-c of Section 375 of such Law, shall be issued a written warning in lieu of a notice of liability.

SECTION 7. ADJUDICATION OF LIABILITY.

Liability pursuant to the demonstration program established hereunder shall be imposed upon Owners by the Court of competent jurisdiction in Oneida County or in another other manner pursuant to the New York State General Municipal or Vehicle and Traffic Law(s).

SECTION 8. ACTION FOR INDEMNIFICATION.

If the Owner held liable for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law was not the operator of the vehicle at the time of the violation, the Owner may maintain an action for indemnification against the operator.

SECTION 9. REPORTING REQUIREMENTS.

- A. The County, acting by and through the Cortland County Sheriff's Office, shall develop and cause to be submitted an annual report on the results of the use of a School Bus Photo Violation Monitoring System to the Governor, the president of the Senate and the speaker of the Assembly on or before June 1 of each year in which the demonstration program is operable. Such report shall include any information required by Section 1174- a (m) of the New York Vehicle and Traffic Law to be included as a result of the enactment of this Local Law.
- B. Pursuant to the requirements of Section 1174-a of the New York State Vehicle and Traffic Law, courts, bureaus, and agencies conducting adjudications as a result of this Local Law shall report at least annually to the County on the quality of the adjudication process and its results including the total number of hearings scheduled, re-scheduled, and held; the total number of persons scheduled for such hearings; the total number of cases where fines were paid on or before the hearing date; and the total number of default judgments entered.
- C. The County, acting by and through the Cortland County Sheriff's Office, shall annually provide a copy of the annual report submitted pursuant to subsections A and B of this Section, to each Local Law enforcement agency having jurisdiction to enforce violations of the vehicle and traffic law or any ordinance, rule or regulation relating to traffic adopted pursuant to such law on roadways within the County.

SECTION 10. APPLICABILITY.

This Local Law shall apply to all actions in school districts that have agreements with the County for any school year commencing on or after September 1st, 2021.

SECTION 11. SEVERABILITY.

If any clause, sentence, paragraph, subdivision, section, or part of this Local Law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be

adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment 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 of this Local Law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 12. EFFECTIVE DATE

This Local Law shall take effect on June 1, 2021.

RESOLUTIONS

Assigned Counsel

Coroners

AGENDA ITEM NO. 1 – Appoint Cortland County Coroner

RESULT:	APPROVED [6 TO 0]
	Next: 4/22/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Price, Newell, Stock, Bischoff, Wilson, Eccleston
ABSTAIN:	Ronald J. Van Dee

ON MOTION OF PRICE

RESOLUTION NO.

Appoint Cortland County Coroner

WHEREAS, due to the resignation of Kevin Sharp as County Coroner a vacancy exists, AND

WHEREAS, New York State County Law, Section 400 provides for the appointment of Coroner when a vacancy exists, NOW THEREFORE, BE IT

RESOLVED, that _____ be and hereby is appointed County Coroner to serve from April 23, 2021 until December 31st, 2021 and be compensated in accordance with the Management/Management Confidential Compensation Employment Policy.

District Attorney

AGENDA ITEM NO. 2 – A Resolution in Support of Reintroduction into the New York State Senate and Assembly of Senate Bill S2761 of 2018, Also Known as “Laree’s Law,” to Amend the New York Penal Law by Adding a New Subdivision 21 to § 220.00, Defining an “Opiate Controlled Substance” and Creating a New Section, § 125.24, to Establish an Offense of “Homicide by Sale of a Controlled Substance.” - District Attorney

RESULT:	APPROVED [6 TO 1]
	Next: 4/22/2021 6:00 PM
MOVER:	Susan Wilson, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Price, Newell, Van Dee, Stock, Wilson, Eccleston
NAYS:	Cathy Bischoff

Minutes Acceptance: Minutes of Apr 8, 2021 9:00 AM (MINUTES)

A Resolution in Support of Reintroduction into the New York State Senate and Assembly of Senate Bill S2761 of 2018, Also Known as “Laree’s Law,” to Amend the New York Penal Law by Adding a New Subdivision 21 to § 220.00, Defining an “Opiate Controlled Substance” and Creating a New Section, § 125.24, to Establish an Offense of “Homicide by Sale of a Controlled Substance.” - District Attorney

WHEREAS, deaths due to opioid overdoses in the United States have been at an epidemic level since 2010, such as to cause a decrease in the average life expectancy by three (3) years from 2010 to 2017; 1 AND

WHEREAS, deaths due to opioid overdoses in the United States have caused the average life expectancy to decrease by one (1) full year in 2020; 2 AND

WHEREAS, opioid deaths, particularly in the County of Cortland, New York, in 2020 have increased approximately two (2) fold from 2019; AND

WHEREAS, many illicit drugs encountered by local law enforcement agencies are found or suspected to be laced with the highly addictive and deadly fentanyl; AND

WHEREAS, the illegal trade in narcotics in large measure facilitates such overdose deaths, AND

WHEREAS, law enforcement, in the investigation of such overdose deaths, is often able to trace the source of illicit drugs that caused such overdose deaths; AND

WHEREAS, there presently exists no statutory mechanism by which to investigate, arrest, prosecute, convict, and punish the sale, exchange, gift, or disposal of opioids, or other drugs that are the cause of such overdose deaths, AND

WHEREAS, the proposed legislation would define specifically an “opiate controlled substance;” as well as create an offense of *Homicide by Sale of a Controlled Substance* by which law enforcement and prosecutors may then investigate, arrest, prosecute, convict, and punish the sale, exchange, gift, or disposal of opioids found to be the cause of an overdose drug death; NOW THEREFORE BE IT

RESOLVED, that this Cortland County Legislature hereby entreats the New York State Legislature to enact Senate Bill S2761 of 2018, also known as “Laree’s Law;” AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature is hereby directed to transmit a copy of this resolution to the New York State Governor, President *Pro Tempore* of the New York State Senate, the Speaker of the New York State Assembly, Senator Oberacker, and Members of Assembly Kelles and Lemondes, urging their sponsorship and enactment of this legislation.

Emergency Services/Communications

Probation Department/ATI

Public Defender

Sheriff's Department

AGENDA ITEM NO. 3 – Amend the 2021 Budget Related to the Lease of Sheriff's Department Vehicles - Sheriff's Department

RESULT: APPROVED [UNANIMOUS]

Next: 4/13/2021 10:00 AM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Mitchel Eccleston, Committee Member

AYES: Price, Newell, Van Dee, Stock, Bischoff, Wilson, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Amend the 2021 Budget Related to the Lease of Sheriff's Department Vehicles - Sheriff's Department

WHEREAS, the Cortland County Sheriff's Department leased vehicles in 2020, AND

WHEREAS, due to the impact of the COVID-19 pandemic, the vehicles were not received until December of 2020, and therefore the vehicles were not placed into service until 2021, AND

WHEREAS, the Sheriff's Department incurred expenses for the leased vehicles in 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's 2021 budget be amended as follows:

Increase 2021:

A31205.54301	Leased Equipment	\$20,000
A31505.54301	Leased Equipment	\$2,500
A31205.54765	Judgment & Claims	\$2,240
A359900	Appropriated Fund Balance	\$24,740

Minutes Acceptance: Minutes of Apr 8, 2021 9:00 AM (MINUTES)

Monthly Reports

1. Assigned Counsel Monthly Activities Report

RESULT:	COMPLETED
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2. Coroner Monthly Budget Report

RESULT:	COMPLETED
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3. District Attorney Monthly Report

RESULT:	COMPLETED
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4. Emergency Response & Communications Report

RESULT:	COMPLETED
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5. Probation Monthly Activities Report

RESULT:	COMPLETED
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6. Public Defender Monthly Activities Report

RESULT:	COMPLETED
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7. Public Defender Monthly Budget Report

RESULT:	COMPLETED
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8. Probation Monthly Budget Reports

RESULT:	COMPLETED
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Discussion Items

AGENDA ITEM NO. – Reallocate Salary Grade for Undersheriff, Director, Area Agency on Aging, and Personnel Department Payroll Coordinator - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Price, Newell, Van Dee, Stock, Bischoff, Wilson, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Reallocate Salary Grade for Undersheriff, Director, Area Agency on Aging, and Personnel Department Payroll Coordinator - Personnel Department

WHEREAS, the County Administrator and the Personnel Officer have reviewed the salary grade for Undersheriff, Area Agency on Aging Director, and Payroll Coordinator (Personnel Department),
AND

WHEREAS, the County Administrator and the Personnel Officer each recommend that the aforesaid positions be reallocated as follows:

Undersheriff - Grade 3 to Grade 2

Area Agency on Aging Director - Grade 5 to Grade 4

Payroll Coordinator - Grade 4 Management Confidential to Grade 5 Management Confidential,

NOW, THEREFORE, BE IT

Minutes Acceptance: Minutes of Apr 8, 2021 9:00 AM (MINUTES)

RESOLVED, that the aforementioned positions are hereby reallocated in the Management/Management Confidential Compensation Employment Policy as follows:

Undersheriff - Grade 3 \$74,005 - \$90,037 to Grade 2 \$79,554 - \$96,791

Area Agency on Aging Director - Grade 5 \$64,039 - \$77,913 to Grade 4 \$68,842 - \$83,755

Payroll Coordinator - Grade 4 \$20,2040 - \$24,5813 Management Confidential to Grade 5 \$21,8569 - \$26,5925 Management Confidential

AND BE IT FURTHER

RESOLVED, that the effective date is April 23, 2021.

Executive Session

Ms. Bischoff made a motion to enter executive session to discuss the employment and medical history of a specific individual. Ms. Wilson seconded the motion; all voting in favor none opposed. The Committee entered executive session at 9:46 AM.

Mr. Newell made a motion to return to regular session, Mr. Stock seconded the motion; all voting in favor, none opposed. The committee returned to regular session at 9:54 AM.

Adjournment

The meeting was closed at 9:55 AM

Minutes Acceptance: Minutes of Apr 8, 2021 9:00 AM (MINUTES)

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 1****Amend the 2021 Budget to Accept Bureau of Justice Bulletproof Vest Partnership Grant and
Authorize the Associated Contract Agreement - Sheriff's Department**

WHEREAS, the Bureau of Justice Assistance (BJA), funded under the Fiscal Year (FY) 2020 BVP Patrick Leahy Bulletproof Vest Partnership (BVP) solicitation, has awarded the Cortland County Sheriff's Office a FY 2020 grant in the amount of \$16,000, AND

WHEREAS, the fiscal period for this grant is April 1, 2020 to August 31, 2022, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget be amended as follows:

		Revised
REVENUE:		
A312043.43306.22BVP	FY 2020 BVP Grant	\$16,000
EXPENSE:		
A312055.52015.22BVP	Department Specific Equipment	\$16,000

, AND BE IT FUTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with Bureau of Justice Assistance (BJA) for the \$16,000 Bulletproof Vest Partnership 2020 award, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 2****Amend 2021 Budget to Accept 2021 Child Passenger Safety Grant and Authorize Agreement with the New York State Governor's Traffic Safety Committee - Sheriff's Department**

WHEREAS, the New York State Governor's Traffic Safety Committee, has awarded the Cortland County Sheriff's Office a grant to participate in the statewide "Child Passenger Safety" program, CPS-2021-Cortland Co SO-00185-(012), SA00001925, CFDA# 20.616, and receive grant monies from the State for the period of October 1, 2020 to September 30, 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office accept the grant, and that the 2021 budget be amended to reflect the acceptance of these funds with the following adjustments:

		Current	Change	Revised
Revenue	A312043.43329.21CPS	\$0	\$1,200	\$1,200
Expense	A312055.52015.21CPS	\$0	\$ 900	\$ 900
	Department Specific Equipment			
	A312055.54035.21CPS	\$0	\$225	\$225
	Education & Training			
	A312055.54005.21CPS	\$0	\$75	\$75
	Office Supplies			

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Governor's Traffic Safety Committee to participate in the statewide "Child Passenger Safety" program. AND BE IT FURTHER

RESOLVED, the director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 3****Authorize Annual Support and Services Agreement with Automon, LLC for Probation Case Load Software - Probation Department**

WHEREAS, the Cortland County Probation Department utilizes the AutoMon LLC digital case load Explorer software for the management of Probation clients, AND

WHEREAS, the Annual Support and Services agreement for said software is due to expire on June 30, 2021, AND

WHEREAS, AutoMon LLC has agreed to provide professional services for a twelve month period at a base rate of \$4,576.90 plus \$224.14 for each of the 24 actual or registered users, totaling \$9,956.26, AND

WHEREAS, Cortland County Probation Director and County Administrator both recommend continuing the use of this software, AND

WHEREAS, funds for this service contract are in the 2021 County Budget in Account No. A31405.54015, Maintenance Agreements in the amount of \$9,957, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon approval by the County Attorney or designee, be and hereby is authorized to execute an agreement with AutoMon, LLC, 6621 North Scottsdale Road, Scottsdale, AZ 85250, for a twelve month term commencing July 1, 2021 and concluding June 30, 2022, for maintenance of case load Explorer software and licensing in the Cortland County Probation Department.

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR

AGENDA ITEM NO. 4

**Adopt Revisions to New York State Department of Homeland Security and Emergency Services
(NYS DHSES) Grant Policy & Procedures - Department of Emergency Response &
Communications**

WHEREAS, the Cortland County Legislature adopted Resolution No. 304-13 which established the New York State Department of Homeland Security and Emergency Services (NYS DHSES) grant funding policy, AND

WHEREAS, the (NYS DHSES) has advised the County that the established policy for grant funding needs to be revised to reflect the most current requirements, NOW, THEREFORE
BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the revised policy “Cortland County Policies and Procedures for NYS DHSES Grant Administration” for the Cortland County Department of Emergency Response & Communications.

CORTLAND COUNTY
DEPARTMENT OF EMERGENCY RESPONSE & COMMUNICATIONS
NYSDHSES GRANT ADMINISTRATION POLICY

Policy: New York State Homeland Security & Emergency Services (DHSES) Grant Administration Policies and Procedures.

Purpose: To create a formal policy designed to provide a process of applying for, receiving and administering of Federal and State grants awarded through NYS Division of Homeland Security & Emergency Services (NYSDHSES).

Scope: Cortland County, and its Implementing Agency (IA), the Department of Emergency Response and Communications (DOERC) will be responsible for the grant administration of NYSDHSES funds that are awarded to the County's Department of Emergency Response.

A. Application

There are many Federal and State grant programs in which Cortland County may apply through NYSDHSES. When the County is made aware of the grant programs available, County Administration will review with staff the guidance documents and make a decision to apply for the funds.

1. County Administration or its designee, hereinafter referred to as the Implementing Agency (IA) Director will seek verbal permission from the County Administrator or their designee.
2. Upon receipt of verbal permission by the County Administrator or their designee to proceed with the development of the grant application the IA Director, will draft the application in accordance with the guidelines distributed within the grant application.
3. The IA Director, or designee, will submit the grant via the DHSES E-grants system. After the grant is submitted, upon receipt that the grant has been awarded and a contract has been developed by DHSES, the IA Director will draft a resolution to accept the grant award and submit it through the established legislative procedure. Upon receipt of a copy of the approved resolution, along with a copy of the fully executed contract, said document(s) will be kept on file in the office of the IA Director. File will be labeled with the DHSES Grant Year, Period, Contract Number, and Total Award.
4. Per the resolution an account will be established in the County's Financial Accounting System. The County will ensure that the grant funds are not commingled with other sources of funding by establishing separate project codes to be attached to the department/object number. These codes will be labeled with, at least as a minimum, the grant name and fiscal year, but can include the NYS Contract # and full period of

performance. In the case of a DHSES grant award for a specific capital project in its entirety, the same procedure would be established to the capital account specific to that grant. No items will be purchased until a signed contract is executed and on file with County Administration.

B. Procurement

1. Once all application materials are in place and accounted for, all procurements will be done in accordance with NYS Contract and Appendices, Code of Federal Regulations 2 CFR Part 200, Uniform Guidance NYS General Municipal Law or Cortland County's Procurement Policy, whichever is more restrictive.
2. Written justification and supporting documentation for all procurements must be maintained on file and made available upon request. If questions about the procurement of goods and services arise the questions will be forwarded to the Purchasing Department for review and resolve.

Procurement Process will follow these standards:

- a) i.e. A purchase order requires no quote* if the cost of the item is \$500 or under and the purchase order total for all items is less than \$1,500. *Three (3) price comparisons should be maintained in grant folder to show price reasonableness for any item purchased.
 - b) A purchase order requires three (3) verbal quotes if cost of an item is between \$501 to \$3,000 and/or the total dollar amount of all items on the purchase order is between \$1,501 and \$3,000. Written documentation of verbal quotes must be maintained in grant folder.
 - c) A purchase order requires three (3) written quotes if the total amount of all items on the purchase order is between \$3,001 and \$9,999.
 - d) Any items or purchase order \$10,000 and over require Competitive Sealed Bid or a Request for Proposal.
 - e) Any purchases made will include any grant specific requirements, including but not limited to, proving reasonableness of price.
3. Purchase orders must include the state contract number, if used, resolution number, county contract number and a copy of the award letter, along with the specific company information.
 4. If the item to be purchased has unique requirements, thereby limiting the purchase to a sole/single source vendor/bidder, all documentation substantiating such justification must be presented to NYSDHSES for prior approval. Such purchases will adhere to the guidelines in the "Cortland County Procurement Policy for Non-Competitive Procurement" or Federal or State purchasing guideline; whichever is more restrictive.

Copies of all documentation must be kept in the grant folder, as well as provided to the Cortland County Audit Department for final approval before proceeding with the procurement process. A copy of the DHSES justification of Non-competitive procurement is attached in the appendix.

5. A copy of the proposal(s) or bid document(s) will be stamp dated and initialed by the assigned County official when received and a copy will be kept on file in the office of the IA Director.
6. Pre-approval of all procurement documents will be reviewed prior to award by the Director of Cortland County's Department of Emergency Response & Communications. All questions about the procurement of goods will be responded to by the IA Director or designee. Once the Cortland County Legislature has awarded the contract with an approved legislative resolution number, a copy of the Grant Acceptance letter, and other required documents, (i.e., insurance and bonding certification, if required) the Implementing Agency may proceed with generating a requisition and/or purchase order, depending on total cost of the purchase.
7. In order for a purchase to occur, a Cortland County Purchase Order must be drafted and approved.

C. Receipt of Goods and Equipment

1. All items will be ordered and shipped to the address provided on the purchase order or the address defined in the purchase contract with Cortland County. When said items arrive or are installed, the IA Director, or designee, will sign and date the packing slip to verify the items and check it in accordance with the packing slip or contract. If there is no packing slip, a written document, to include the items purchased, signed and dated should be produced and kept in the grant file. If any errors occur, the items will not be accepted until it can be reconciled with the vendor.
2. All equipment will be placed in the fixed asset system established by Cortland County fixed asset policy as well as labeled "Purchased with Homeland Security Funds". The following information will be recorded by award and filed in the office of the IA Director:

As per 2 CFR §200.313(d), the inventory records should include, but may not be limited to the following fields:

- a. Description of the property
- b. Serial Number or other identification number
- c. The source of the property
- d. Who holds title
- e. The acquisition date
- f. Cost of property
- g. Percentage of federal participation in the cost of the property

- h. Location of equipment
 - i. Use and condition of the property (*should be updated after first inventory from "new"*)
 - j. Any ultimate disposition data including the date of disposal and sale price of the property
 - k. Dates of inventory
3. Any equipment, furniture or supplies or other property purchased pursuant to the DHSES Agreement is deemed to be the property of the State, except as may otherwise be governed by Federal or State laws, rules or regulations or stated in the NYSDHSES Agreement.
 4. It is noted that if this property is deemed no longer needed, NYSDHSES must be notified prior to the disposition of the property. If the property is sold the sale price must be documented and a portion of those proceeds may need to be returned to NYSDHSES.
 5. A physical inventory of all DHSES grant purchased equipment must be performed at a minimum of every two years in accordance with Federal Regulations 2 CFR 200.313(d)(1,2), or more frequently if required by the *Grantee's Fixed Asset* policy and recorded on file.
 6. Any loss or damage to any equipment will be reported immediately and a record maintained.

D. Record of Time

1. Some grants involve the documentation and record of time for reimbursement purposes. Specific documentation must be maintained as support for project related personal service expenditures. Depending on the nature or extent of personal service provided under the NYSDHSES Agreement, Cortland County will maintain semi-annual (or more frequent) personal service certifications and/or a personnel activity reporting system (or equivalent) which complies with all applicable laws, regulations and program guidance.
2. When time needs to be recorded it will be done in the following manor:
 - a. Any contractor working for the County on a time accrual basis must have a contract on file prior to performing the work. Once a contract is on file the contractor may work on a requested basis at the direction of the IA Director, or designee. Once the contractor has completed the duties assigned, a record of time and any associated attendance sheets and/or paperwork will be submitted to the appropriate office within ten working days.
3. When time is recorded for reimbursement for any employee, whether it be back fill or training or grant administration, the time will be recorded on a spreadsheet of hours

worked and tasks performed along with any required personal service certifications. This spreadsheet along with copies of overtime payment requests, who the employee backfilled for and why (documentation must also be provided for where the original employee was with proof of what they were completing), and sign in sheets will be submitted with payroll and approved by the IA Director, or designee.

E. Payment

1. Prior to payment, all items must be reconciled and received by an IA Director or designee.
2. All invoices received will be dated and a copy placed in the appropriate grants folder.
3. The invoice will be compiled by the responsible department's Accounts Payable designee, according to department procedure. Prior to forwarding to the County Legislature per the auditing schedule for payment, a note will be attached requesting the Treasurer to cut the check for only the specific SHSP purchase based on the voucher or purchase order issued.
4. Upon Legislative approval the County Treasurer will issue payment to the vendor.
5. Once processed, all vouchers will be printed and supporting documentation will be attached. Supporting documentation shall include purchase orders, signed equipment authorizations, copy of grant resolution, packing slips and any other pertinent information.
6. Once the check is cut and mailed to the vendor the check number will be documented in the Cortland County accounting system as well as written on the copy of the purchase order or voucher placed in the grants file located in the office of the IA Director. A request will be made for the Treasurer's Office to forward the requesting department a copy of the cancelled check to add to the supporting documentation.
7. This information will be used to complete the required quarterly reporting and to verify all expenditures from said grant.
8. Any other Department or Municipality that is a part of or will benefit from any grant administered by the *Grantee and/or its Implementing Agencies* will adhere to all policies set forth in this policy including documentation for payments.

F. Fiscal Reporting

1. State Aid Vouchers will be sent to NYS DHSE for reimbursement along with the attached Fiscal Cost Reports (FCRs) and detailed Itemization Forms (DIFs).

2. A copy of the State Aid Vouchers will also be copied for the office of the IA Director so that the IA Fiscal Officer can assign incoming funds to the appropriate account.
3. The IA Director will sign all submitted FCRs along with the IA Fiscal Officer prior to sending to the state.
4. Reports will be sent in the time frame required by the grant. If there will be a delay in report submission, contact will be made by the designated staff member and a date for proposed completion provided.
5. NYSDHSES quarterly progress reports will be submitted on E-Grants system by the designated staff (IA Fiscal Officer or designee) in a timely manner.
6. The Primary person submitting reports will be the administrative point of contact for NYSDHSES grants (IA Fiscal Officer) with the IA Director to serve as the secondary or back up in case the Primary person is unable to assist the NYSDHSES staff due to leave of absence, work load, accident etc.

G. Retention of Records

1. Original records must be retained for six years following the submission of the final claim against the NYSDHSES Agreement or the end of the Agreement Period, if later.
2. In cases where litigation, a claim, or an audit is ongoing, the records must be retained until formal completion of the action and resolution of issues or the end of the six-year Period, whichever is later.
3. In the event of an audit, the project manager or a designated responsible party must be prepared to produce source documents that substantiate claimed expenditures
4. NYSDHSES requires that all documentation materials be organized, readily accessible, and cross-referenced to the Fiscal Cost Reports previously submitted.
5. If fiscal records, such as purchase orders, vouchers, payroll registers, payroll tax records, property records or equipment inventory records, etc., are to be kept in a fiscal office which is separate and apart from the program office, the project manager must have access to these original records.
6. All fiscal records and/or support documentation must readily identify the associated NYSDHSES Grant and Contract for each grant period.

For additional information and guidance, refer to:

2 CFR Part 200 (Uniform Guidance)

NYS General Municipal Law Article 5A; §§103, 104

NYS DHSES Contract Appendix A-1

ON MOTION OF KEVIN WHITNEY, CHAIR

RESOLUTION NO. 304-13

**Adopt Policy Cortland County Policies and Procedures for NYSDHSES Grant
Administration Information Technology**

WHEREAS, Cortland County receives grants from the New York State Department of Homeland Security and Emergency Services (NYSDHSES) AND

WHEREAS, NYSDHSES requires the County to have written policies and procedures for applying for and administering those grants NOW, THEREFORE, BE IT

RESOLVED, that the Cortland County adopt the policy “Cortland County Policies and Procedures for NYSDHSES Grant Administration” for NYSDHSES grant administration.
STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 21st day of November, 2013 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 21st day of November, 2013.


Jeremy D. Boylan, Clerk of the Legislature
Cortland County

CORTLAND COUNTY NYSDHSES GRANT ADMINISTRATION POLICY

Subject: Homeland Security Grant Administration – Policies and Procedures			
References: DHSES			
Policy:	Distribution:	Amends:	
Prepared by: Brenda DeRusso/Jack Hess Approved:	Date of Issue: 10/23/2013	Effective Date:	Standards:

Policy: New York State Homeland Security & Emergency Services Grant Administration Policies and Procedures.

Purpose: To create a formal policy on the handling of NYS Division of Homeland Security & Emergency Services (NYSDHSES) grant awards. This policy is designed to provide a process of applying for, receiving and administering grant funding awarded by the Division of Homeland Security and Emergency Services.

Scope: Cortland County as the Implementing Agency (IA), will be responsible for the grant administration of NYSDHSES funds that are awarded to the County (DHSES Grantee). This guideline is designed to provide a step by step process of applying for, receiving, and administering NYSDHSES funds within Cortland County.

A. Application

There are many grant programs in which Cortland County may apply through NYSDHSES. When the County is made aware of the grant programs available, County Administration will review with his/her staff the guidance documents and make a decision to apply for the funds.

1. County Administration or its designee, hereinafter referred to as the Implementing Agency (IA) Director will first seek verbal permission from the Chairperson of the Judiciary & Public Safety (JPS) Committee, the legislative committee assigned oversight of public safety affairs.
2. Upon receipt of verbal permission by the JPS Chairperson to proceed with the development of the grant application the IA Director, will draft the application in accordance with the guidelines distributed within the grant application. The IA Director will solicit information and advice from appropriate emergency planning and response agencies before completing the application to maximize the benefit of the grant award.
3. The IA Director will draft a resolution and schedule attendance at the JPS Committee to explain the grant, the total award, and the percentage of the local share (matching funds) of the award, if any. If matching funds are required:
 - a. Upon JPS Committee approval the resolution will be forwarded it to the Budget & Finance Committee of the County Legislature. If the Budget & Finance Committee approves the resolution, it will be returned to the IA Director to be for further processing.

4. The IA Director, or designee, will submit the grant via the DHSES E-grants system. After the grant is submitted, upon receipt that the grant has been awarded and a contract has been developed by DHSES, the IA Director will draft a resolution to accept the grant award and submit it through the established procedure as noted above. Upon receipt of a copy of the approved resolution, along with a copy of the fully executed contract, said document(s) will be kept on file in the office of the IA Director in the "ACTIVE GRANTS" file drawer; said file will be labeled with the DHSES Grant Year, Period, Contract Number, and Total Award.
5. Per the resolution an account will be established for the distribution of funds. The County will ensure that the grant funds are not commingled with other sources of funding by establishing separate project codes to be attached to the department/object number, with the last 2 digits of the project code corresponding to the last two digits of the grant fiscal year specific to each DHSES grant award. In the case of a DHSES grant award for a specific capital project in its entirety, the same procedure would be established to the capital account specific to that grant. No items will be purchased until a signed contract is executed and on file County Administration.

B. Procurement

1. Once all application materials are in place and accounted for, the process of procurement can begin. All procurements will be done in accordance with the Cortland County Procurement Policy. Written justification and documentation for all procurements will be maintained on file, and will be made available upon request.
2. Purchase orders must include the state contract number, if used, resolution number, county contract number and a copy of the award letter, along with the specific company information.
3. If the item to be purchased has unique requirements, thereby limiting the purchase to a sole source vendor/bidder, as defined in the Cortland County Procurement Policy, then all documentation substantiating such justification must be presented to NYSDHSES for prior approval. Such purchases will adhere to the guidelines in the "Cortland County Procurement Policy for Non Competitive Procurement". Copies of all documentation must be kept in the grant folder as well as provided to the Cortland County Audit Department for final approval before proceeding with the procurement process.
4. A copy of the proposal(s) or bid document(s) will be stamp dated and initialed by the Implementing Agency Fiscal Officer when received and a copy will be kept on file in the office of the IA Director.
5. Pre-approval of all procurement documents will be reviewed prior to award. All questions about the procurement of goods will be responded to by the IA Director or designee. Once the Cortland County Legislature has awarded the contract with an approved legislative resolution number, a copy of the Grant Acceptance letter, and other required documents, (i.e., insurance and bonding certification, if required) the Implementing Agency may proceed with generating a requisition and/or purchase order, depending on total cost of the purchase.
6. In order for a purchase to occur, a Cortland County Purchase Order must be drafted and approved. The Purchasing Director signs all purchase orders and forwards a copy of the purchase order to the requesting department. The purchase order can now be sent to the appropriate vendor(s).

C. Receipt of Goods and Equipment

1. All items will be ordered and shipped to the address provided on the purchase order or the address defined in the purchase contract with Cortland County. When said items arrive or are installed, the IA Director, or

designee, will verify the items and check it in accordance with the packing slip or contract. If any errors occur, the items will not be accepted until it can be reconciled with the vendor.

2. All equipment will be placed in the fixed asset system established by Cortland County fixed asset policy as well as labeled “Purchased with Homeland Security Funds”. The following information will be recorded by award and filed in the office of the IA Director:
 - a. Description of the property
 - b. Serial Number or other identification number
 - c. The source of the property
 - d. Who holds the title
 - e. The acquisition date
 - f. Cost of property
 - g. Percentage of federal participation in the cost of the property
 - h. Location of equipment
 - i. Use and condition of the property
 - j. Any ultimate disposition data including the date of disposal and sale price of the property
 - k. Fiscal project code
3. Any equipment, furniture or supplies or other property purchased pursuant to the DHSES Agreement is deemed to be the property of the State, except as may otherwise be governed by federal or State laws, rules or regulations or stated in the NYSDHSES Agreement.
4. It is noted that if this property is deemed no longer needed, NYSDHSES must be notified prior to the disposition of the property. If the property is sold the sale price must be documented and a portion of those proceeds may need to be returned to NYSDHSES.
5. A physical inventory of the equipment must be performed at a minimum of every year in accordance to “Cortland County’s Fixed Asset Policy” and recorded on file.
6. Any loss or damage to any equipment will be reported immediately and a record maintained.

D. Record of Time

1. Some grants involve the documentation and record of time for reimbursement purposes. Specific documentation must be maintained as support for project related personal service expenditures as the NYSDHSES Agreement is supported by federal funds. Depending on the nature or extent of personal service provided under the NYSDHSES Agreement, Cortland County will maintain semi-annual (or more frequent) personal service certifications and/or an after-the-fact personnel activity reporting system (or equivalent) which complies with all applicable laws, regulations and program guidance.
2. When time needs to be recorded it will be done in the following manor:
 - a. Any contractor working for the County on a time accrual basis must have a contract on file prior to performing the work. Once a contract is on file the contractor may work on a requested basis at the direction of the IA Director, or designee. Once the contractor has completed the duties assigned, a record of time and any associated attendance sheets and/or paperwork will be submitted to the appropriate office within ten working days.

3. When time is recorded for reimbursement for any employee, whether it be back fill or training or grant administration, the time will be recorded on a spreadsheet of hours worked and tasks performed along with any required personal service certifications. This spreadsheet along with copies of overtime payment requests, who the employee backfilled for and why (documentation must also be provided for where the original employee was with proof of what they were completing), and sign in sheets will be submitted with payroll and approved by the IA Director, or designee.

E. Payment

1. Prior to payment, all items must be reconciled and received by an IA Director or designee.
2. All invoices received will be dated and a copy placed in the appropriate grants folder.
3. The invoice will be compiled by the responsible department's Accounts Payable designee, according to department procedure. Prior to forwarding to the County Legislature per the auditing schedule for payment, a note will be attached requesting the Treasurer to cut the check for only the specific SHSP purchase based on the voucher or purchase order issued.
4. Upon Legislative approval the County Treasurer will issue payment to the vendor.
5. Once processed, all vouchers will be printed and supporting documentation will be attached. Supporting documentation shall include: purchase orders, signed equipment authorizations, copy of grant resolution, packing slips and any other pertinent information.
6. Once the check is cut and mailed to the vendor the check number will be documented in the Cortland County accounting system as well as written on the copy of the purchase order or voucher placed in the grants file located in the office of the IA Director. A request will be made for the Treasurer's Office to forward the requesting department a copy of the cancelled check to add to the supporting documentation.
7. This information will be used to complete the required quarterly reporting and to verify all expenditures from said grant.

F. Fiscal Reporting

1. State Aid Vouchers will be sent to the state for reimbursement along with the attached Fiscal Cost Reports (FCRs) and detailed Itemization Forms (DIFs).
2. A copy of the State Aid Vouchers will also be copied for the office of the IA Director so that the IA Fiscal Officer can assign incoming funds to the appropriate account.
3. The IA Director will sign all submitted FCRs along with the IA Fiscal Officer prior to sending to the state.
4. Reports will be sent in the time frame required by the grant. If there will be a delay in report submission, contact will be made by the designated staff member and a date for proposed completion provided.
5. NYSDHSES quarterly progress reports will be submitted on E-Grants system by the designated staff (IA Fiscal Officer or designee).

6. The Primary person submitting reports will be the administrative point of contact for NYSDHSES grants (IA Fiscal Officer) with the IA Director to serve as the secondary or back up in case the Primary person is unable to assist the NYSDHSES staff due to leave of absence, work load, accident etc.

G. Retention of Records

1. Original records must be retained for six years following the submission of the final claim against the NYSDHSES Agreement or the end of the Agreement Period, if later.
2. In cases where litigation, a claim, or an audit is ongoing, the records must be retained until formal completion of the action and resolution of issues or the end of the six year Period, whichever is later.
3. In the event of an audit, the project manager or a designated responsible party must be prepared to produce source documents that substantiate claimed expenditures
4. NYSDHSES requires that all documentation materials be organized, readily accessible, and cross-referenced to the Fiscal Cost Reports previously submitted.
5. If fiscal records, such as purchase orders, vouchers, payroll registers, payroll tax records, property records or equipment inventory records, etc., are to be kept in a fiscal office which is separate and apart from the program office, the project manager must have access to these original records.
6. All fiscal records and/or support documentation must readily identify the associated NYSDHSES Grant and Contract for each grant period.

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 5****Local Law "D" of 2021 a Local Law to Amend Local Law 2 of 1966 - a Local Law Providing for the Creation of the Office of Public Defender, Fixing the Tem of Office, Compensation and Duties**

WHEREAS, the Cortland County Legislature adopted Local Law 2 of 1966, A Local Law Providing for the Creation of the Office of Public Defender, Fixing the Term of Office, Compensation and Duties, AND

WHEREAS, the Cortland County Legislature's Government Operations Committee has recommended revisions to said Local Law, AND

Whereas, a public hearing was held on May 27, 2021 before the Cortland County Legislature, AND

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

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

Article II, Section 2 of Local Law No. 2 of 1966 is hereby amended to read as follows:

The term of office of Public Defender shall be for the term for which the membership appointing him/her was elected or for a term as may be determined by local law not to exceed four years.

(Please Use this Form for Filing your Local Law with the Secretary of State)

Text of law should be given as amended. Do not use brackets for matter to be eliminated and do not use italics for new matter.

County
City of Cortland
Town
Village

Local Law No. 2 of the year 1966

A local law PROVIDING FOR THE CREATION OF THE OFFICE OF PUBLIC DEFENDER,
FIXING THE TERM OF OFFICE, COMPENSATION AND DUTIES

Be it enacted by the Board of Supervisors of the
(Name of Legislative Body)

County
City of Cortland
Town
Village as follows:

ARTICLE I
Office of Public Defender

Section 1. The office of Public Defender in the County of Cortland, State of New York, be and hereby is, created effective January 1, 1967.

ARTICLE II
Appointment, Term of Compensation for Office

Section 1. The Public Defender shall be designated and appointed by resolution of the Board of Supervisors of Cortland County.

Section 2. The term of the Public Defender shall be for one year from January 1, 1967 to December 31, 1967 and thereafter for a term of two years.

Section 3. The Compensation for the office of Public Defender shall be fixed by resolution of the Board of Supervisors prior to making such appointment and shall not be increased or decreased during the term of office for which the appointment was made except as authorized by Law.

ARTICLE III
Powers and Duties

Section 1. The Public Defender shall have such powers and duties as provided by Article 18-A of the County Law and such other powers and duties as may be granted or imposed by statute or resolution of the Board of Supervisors of Cortland County provided, however, that said Board shall not grant or impose powers or duties inconsistent with statutory provisions.

ARTICLE IV
Confirming Actions heretofore Taken

Section 1. All actions heretofore taken by the Public Defender of Cortland County appointed by Resolution of this Board, Number 121 for the year 1965 to the position created by Resolution of this Board and Number 121 for the year 1965 and all expenditures heretofore

(If additional space is needed, please attach sheets of the same size as this and number each)

or hereafter made by the County in connection with said Office of Public Defender before the effective date of this law are hereby authorized, ratified and confirmed.

ARTICLE V
Effective Date

Section 1. This Local Law shall be, and become effective on January 1, 1967

ON MOTION OF *M. Colasurdo*

RESOLUTION NO. *235*

ADOPTING LOCAL LAW NO. 2 FOR THE YEAR 1966

WHEREAS, proposed local law No. 2 for the year 1966 providing for the creation of the office of Public Defender, fixing the term of office, compensation and duties was introduced by Mr. Hollister, a member of this Board at the meeting of this Board held on December 8, 1966, and

WHEREAS, said local law has been in its final form upon the desks of the members at least 7 calendar days exclusive of Sunday prior to this date; and

WHEREAS, a public hearing thereon has been held before this Board after publication of notice thereof as required by law.

Now, therefore, be it

RESOLVED, that Local Law No. 2 for the year 1966 entitled "A Local Law Providing for the Creation of the Office of Public Defender, fixing the term of office, compensation and duties" be passed and enacted in the following form effective January 1, 1967:

LOCAL LAW NO. 2 FOR THE YEAR 1966

A LOCAL LAW PROVIDING FOR THE CREATION OF THE OFFICE OF PUBLIC DEFENDER, FIXING THE TERM OF OFFICE, COMPENSATION AND DUTIES

Be it enacted, by the Board of Supervisors of the County of Cortland, State of New York, as follows:

ARTICLE I

Office of Public Defender

Section 1. The office of Public Defender in the County of Cortland, State of New York, be and hereby is, created effective January 1, 1967.

ARTICLE II

Appointment, Terms of and Compensation for Office

- Section 1. The Public Defender shall be designated and appointed by resolution of the Board of Supervisors of Cortland County.
- Section 2. The term of the Public Defender shall be for one year from January 1, 1967 to December 31, 1967 and thereafter for a term of two years.
- Section 3. The Compensation for the office of Public Defender shall be fixed by resolution of the Board of Supervisors prior to making such appointment and shall not be increased or decreased during the term of office for which the appointment was made except as authorized by law.

ARTICLE III

Powers and Duties

- Section 1. The Public Defender shall have such powers and duties as provided by Article 18-A of the County Law and such other powers and duties as may be granted or imposed by statute or resolution of the Board of Supervisors of Cortland County provided, however, that said Board shall not grant or impose powers or duties inconsistent with statutory provisions.

ARTICLE IV

Confirming Actions Heretofore Taken

- Section 1. All actions heretofore taken by the Public Defender of Cortland County appointed by Resolution of this Board, Number 141 for the year 1965 to the position

created by Resolution of this Board Number 121 for the year 1965 and all expenditures heretofore or hereafter made by the County in connection with said Office of Public Defender before the effective date of this Law are hereby authorized, ratified, and confirmed.

ARTICLE V

Effective Date

Section 1. This Local Law shall be, and become effective on January 1, 1967.

STATE OF NEW YORK
County of Cortland } ss.:
Board of Supervisors

I, Albert C. Kenney, Clerk of the Board of Supervisors of the County of Cortland, New York, do hereby certify, that a Resolution, of which the foregoing is a copy, was duly adopted by said Board at a meeting of said Board, held December 20, 1966; that the same is now in full force and effect; that I have compared the foregoing copy with the original Resolution, and that the same is a correct transcript of such original and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Board of Supervisors of the County of Cortland, New York, at the City of Cortland, this 20th day of December, 1966.

Albert C. Kenney
Clerk



CORTLAND COUNTY ASSIGNED COUNSEL OFFICE

CORTLAND COUNTY OFFICE BUILDING, SUITE B2
60 CENTRAL AVENUE, CORTLAND NY 13045

MICHAEL R. CARDINALE
ADMINISTRATOR

DONNA JOHNSON
SECRETARY

JPS Meeting-April 2021 Report

Denials: 0 financially ineligible
1 type of case

CONFLICT

Family Court:	62
Criminal:	
Felonies	11
Misdemeanors	22
Violations	3
Other	51
Infractions	1
Total	150

PUBLIC DEFENDER ASSIGNMENTS

Family Court	40
Criminal:	
Felonies	6
Misdemeanors	25
Violations	3
Other	14
Infractions	0
Total	88

Total PD cases assigned: Assigned by AC- 88
Assigned by Courts- 73
161

Total Cases Assigned

150+ 88 = 238

(144 less assignments compared to February)

COUNSEL AT FIRST ARRAIGNMENT		
After hours	18B	PD
April 2021	6	29
March 2021	10	24
February 2021	10	18
January 2021	9	10
December 2020	8	8
November 2020	10	14
October 2020	4	18
September 2020	14	26
August 2020	6	13
Not After hours		
April 2021		30
March 2021		31
February 2021		28
January 2021		27
December 2020		4
November 2020		29
October 2020		53
September 2020		41
August 2020		49

ILS Hurrell-Harring Grant Money

\$57,021.06 received 3/19/20

\$52,941.00 received 10/28/20

Attachment: JPS April 2021 (8491 : Assigned Counsel Monthly Activities Report)

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YEAR-TO-DATE BUDGET REPORTPg 1
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A11855 CORONERS							
A11855 51010 PART-TIME PAY	50,484	0	50,484	12,826.53	.00	37,657.47	25.4%
A11855 54000 TELEPHONE	400	0	400	27.52	.00	372.48	6.9%
A11855 54001 COPYING/PRINTING	400	0	400	.00	.00	400.00	.0%
A11855 54005 Office Materials &	500	250	750	249.80	.00	500.20	33.3%
A11855 54012 SPECIAL SUPPLIES &	400	-400	0	.00	.00	.00	.0%
A11855 54020 POSTAGE	100	0	100	5.82	.00	94.18	5.8%
A11855 54040 ASSOC/MEMBERSHIP D	220	0	220	.00	.00	220.00	.0%
A11855 54045 Travel & Sustenanc	1,200	0	1,200	.00	.00	1,200.00	.0%
A11855 54046 REMOVAL/TRANSFER/M	22,000	-22,000	0	.00	.00	.00	.0%
A11855 54048 Prog Spec Material	0	400	400	.00	.00	400.00	.0%
A11855 54055 PROFESSIONAL SERVI	4,000	-400	3,600	575.29	.00	3,024.71	16.0%
A11855 54070 INSURANCE	155	0	155	178.30	.00	-23.26	115.0%*
A11855 54071 MALPRACTICE/SPECIA	131	0	131	197.76	.00	-66.47	150.6%*
A11855 54074 VEHICLE INSURANCE	284	0	284	308.74	.00	-24.46	108.6%*
A11855 54075 OFFICE EQUIPMENT	250	-250	0	.00	.00	.00	.0%
A11855 54078 Fuel	1,500	0	1,500	130.79	.00	1,369.21	8.7%
A11855 54300 Vehicle Repairs &	0	400	400	.00	79.80	320.20	20.0%
A11855 54500 MEDICAL FEES & SER	60,000	-60,000	0	.00	.00	.00	.0%
A11855 54615 CONTRACTED MEDICAL	0	82,000	82,000	21,637.80	39,312.20	21,050.00	74.3%
A11855 58020 RETIREMENT	7,068	0	7,068	.00	.00	7,068.00	.0%
A11855 58030 FICA	3,862	0	3,862	861.23	.00	3,000.81	22.3%
A11855 58040 WORKERS COMP	1,990	0	1,990	2,016.45	.00	-26.45	101.3%*
A11855 58060 HEALTH INS	25,789	0	25,789	5,951.28	.00	19,837.39	23.1%
A11855 58062 DENTAL INS	180	0	180	20.88	.00	159.60	11.6%
A11855 58065 VISION CARE BENEFI	39	0	39	9.00	.00	30.20	23.0%
TOTAL CORONERS	180,953	0	180,953	44,997.19	39,392.00	96,563.81	46.6%
TOTAL GENERAL FUND	180,953	0	180,953	44,997.19	39,392.00	96,563.81	46.6%
TOTAL EXPENSES	180,953	0	180,953	44,997.19	39,392.00	96,563.81	

Attachment: Coroner Monthly Budget Report - May (8499 : Monthly Budget Report - Coroners)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A341043 FIRE / EMERGENCY MANAGEMENT							
A341043 43306 20HSG HOMELAND SEC	-24,900	0	-24,900	.00	.00	-24,900.00	.0%*
TOTAL FIRE / EMERGENCY MANAGEMENT	-24,900	0	-24,900	.00	.00	-24,900.00	.0%
A341044 FIRE / EMERGENCY MANAGEMENT							
A341044 44305 20EMP FIRE/EMERGEN	-23,162	0	-23,162	-6,408.00	.00	-16,754.00	27.7%*
TOTAL FIRE / EMERGENCY MANAGEMENT	-23,162	0	-23,162	-6,408.00	.00	-16,754.00	27.7%
A34105 FIRE / EMERGENCY MANAGEMENT							
A34105 43306 19SHS HOMELAND SECU	0	-3,229	-3,229	.00	.00	-3,228.59	.0%*
A34105 44389 19HMG OTHER PUBLIC	0	-10,030	-10,030	.00	.00	-10,030.07	.0%*
A34105 44389 23SHS OTHER PUBLIC	0	-57,278	-57,278	.00	.00	-57,278.00	.0%*
A34105 51005 PERSONAL SERVICES	93,679	0	93,679	40,624.13	.00	53,054.87	43.4%
A34105 51005 20EMP PERSONAL SERV	23,162	0	23,162	.00	.00	23,162.00	.0%
A34105 51005 20HSG PERSONAL SERV	24,900	0	24,900	.00	.00	24,900.00	.0%
A34105 52015 Department Specifi	2,500	0	2,500	.00	2,479.44	20.56	99.2%
A34105 52015 23SHS Department Sp	0	47,278	47,278	12,147.36	.00	35,130.64	25.7%
A34105 54000 TELEPHONE	0	45	45	45.00	.00	.00	100.0%
A34105 54000 19SHS TELEPHONE, CE	0	3,229	3,229	2,349.79	.00	878.80	72.8%
A34105 54001 PRINTING/COPYING	750	0	750	.00	750.00	.00	100.0%
A34105 54005 Office Materials &	750	0	750	316.95	.00	433.05	42.3%
A34105 54006 Medical Materials	400	0	400	400.00	.00	.00	100.0%
A34105 54012 SPECIAL SUPPLIES &	3,000	-3,000	0	.00	.00	.00	.0%
A34105 54015 Maintenance Agreem	10,000	0	10,000	1,996.23	2,977.37	5,026.40	49.7%
A34105 54015 23SHS Maintenance A	0	10,000	10,000	.00	.00	10,000.00	.0%
A34105 54020 POSTAGE	500	0	500	.00	.00	500.00	.0%
A34105 54025 UTILITIES	4,500	0	4,500	.00	.00	4,500.00	.0%
A34105 54035 EDUCATION & TRAINI	8,000	500	8,500	3,584.95	4,478.50	436.55	94.9%
A34105 54040 ASSOC/MEMBERSHIP D	200	0	200	200.00	.00	.00	100.0%
A34105 54045 Travel & Sustenanc	500	3,876	4,376	.00	.00	4,375.76	.0%
A34105 54047 MILEAGE REIMBURSEM	5,000	-5,000	0	.00	.00	.00	.0%
A34105 54048 Prog Spec Material	0	3,500	3,500	3,061.37	.00	438.63	87.5%
A34105 54050 Equip. Repairs & M	1,400	566	1,966	1,066.00	900.00	.00	100.0%

Attachment: A3410 JPS report 052021 (8486 : DERC Monthly Reports)

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

ACCOUNTS A	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A34105 54055	19HMG PROFESSIONAL	0	10,030	10,030	3,570.66	6,459.41	.00	100.0%
A34105 54074	VEHICLE INSURANCE	900	26	926	926.21	.00	.00	100.0%
A34105 54078	Fuel	2,000	0	2,000	439.70	238.00	1,322.30	33.9%
A34105 54085	CLOTHING & UNIFORM	500	0	500	.00	.00	500.00	.0%
A34105 54300	Vehicle Repairs &	2,000	0	2,000	654.98	.00	1,345.02	32.7%
A34105 58020	RETIREMENT	19,844	0	19,844	.00	.00	19,844.00	.0%
A34105 58030	FICA	10,843	0	10,843	2,939.24	.00	7,903.76	27.1%
A34105 58040	WORKERS COMP	3,990	53	4,043	4,043.03	.00	.00	100.0%
A34105 58060	HEALTH INS	25,789	0	25,789	4,623.52	.00	21,165.15	17.9%
A34105 58062	DENTAL INS	180	0	180	55.68	.00	124.32	30.9%
A34105 58065	VISION CARE BENEFI	40	0	40	12.00	.00	28.00	30.0%
TOTAL FIRE / EMERGENCY MANAGEMENT		245,327	566	245,893	83,056.80	18,282.72	144,553.15	41.2%
TOTAL GENERAL FUND		197,265	566	197,831	76,648.80	18,282.72	102,899.15	48.0%
TOTAL REVENUES		-48,062	-70,537	-118,599	-6,408.00	.00	-112,190.66	
TOTAL EXPENSES		245,327	71,103	316,429	83,056.80	18,282.72	215,089.81	

Attachment: A3410 JPS report 052021 (8486 : DERC Monthly Reports)

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	197,265	566	197,831	76,648.80	18,282.72	102,899.15	48.0%

** END OF REPORT - Generated by Scott Roman **

Attachment: A3410 JPS report 052021 (8486 : DERC Monthly Reports)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A302041 EMS - DERC							
A302041 41140 EMERGENCY PHONE S	-182,000	0	-182,000	-41,517.62	.00	-140,482.38	22.8%*
TOTAL EMS - DERC	-182,000	0	-182,000	-41,517.62	.00	-140,482.38	22.8%
A302043 EMS - ERC							
A302043 43306 20HSG HOMELAND SEC	0	-108,035	-108,035	.00	.00	-108,034.59	.0%*
A302043 43306 PSP HOMELAND SECUR	-60,000	0	-60,000	.00	.00	-60,000.00	.0%*
TOTAL EMS - ERC	-60,000	-108,035	-168,035	.00	.00	-168,034.59	.0%
A302046 EMS - DERC							
A302046 42410 RENTAL OF RADIO T	-37,200	0	-37,200	-10,110.00	.00	-27,090.00	27.2%*
TOTAL EMS - DERC	-37,200	0	-37,200	-10,110.00	.00	-27,090.00	27.2%
A30205 EMERGENCY RESPONSE & COMMUNCTN							
A30205 44960 COV19 FEMA DISASTER	0	-2,000	-2,000	.00	.00	-2,000.00	.0%*
A30205 51005 PERSONAL SERVICES	914,494	0	914,494	267,776.55	.00	646,717.45	29.3%
A30205 51005 PSP PERSONAL SERVIC	60,000	0	60,000	.00	.00	60,000.00	.0%
A30205 51020 OVERTIME PAY	110,000	0	110,000	25,355.60	.00	84,644.40	23.1%
A30205 51035 OTHER COMPENSATION	22,788	0	22,788	845.65	.00	21,942.35	3.7%
A30205 52005 Capital Office Equ	700	0	700	.00	.00	700.00	.0%
A30205 52015 19PSP Department Sp	0	900	900	900.00	.00	.00	100.0%
A30205 52015 20HSG Department Sp	0	250,818	250,818	43,057.22	206,668.46	1,092.13	99.6%
A30205 52060 Capital Computer E	0	18,365	18,365	18,365.00	.00	.00	100.0%
A30205 54000 TELEPHONE	38,500	0	38,500	13,803.37	16,800.81	7,895.82	79.5%
A30205 54001 COPYING/PRINTING	500	0	500	.00	.00	500.00	.0%
A30205 54005 Office Materials &	1,500	0	1,500	427.39	462.50	610.11	59.3%
A30205 54014 RENEWALS MTN AGREE	286,000	-286,000	0	.00	.00	.00	.0%
A30205 54015 Maintenance Agreem	0	267,635	267,635	172,503.83	29,739.76	65,391.41	75.6%
A30205 54020 POSTAGE	500	0	500	76.65	.00	423.35	15.3%

Attachment: A3020 JPS report 052021 (8486 : DERC Monthly Reports)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A30205 54025 UTILITIES	42,000	0	42,000	11,818.39	23,451.97	6,729.64	84.0%
A30205 54035 EDUCATION & TRAINI	7,500	0	7,500	1,333.25	3,345.49	2,821.26	62.4%
A30205 54040 ASSOC/MEMBERSHIP D	250	0	250	65.00	.00	185.00	26.0%
A30205 54045 Travel & Sustenanc	1,000	0	1,000	.00	462.00	538.00	46.2%
A30205 54048 COV19 Prog Spec Mat	0	23,000	23,000	14,382.46	4,166.80	4,450.74	80.6%
A30205 54050 Equip. Repairs & M	7,500	30,000	37,500	17,915.48	1,244.51	18,340.01	51.1%
A30205 54055 COV19 PROFESSIONAL	0	30,640	30,640	30,640.00	.00	.00	100.0%
A30205 54060 LEGAL NOTICES / AD	200	0	200	.00	.00	200.00	.0%
A30205 54067 REAL PROPERTY RENT	30	0	30	20.00	.00	10.00	66.7%
A30205 54070 INSURANCE	49,086	0	49,086	52,185.84	.00	-3,099.84	106.3%*
A30205 54085 CLOTHING & UNIFORM	7,680	0	7,680	1,770.21	2,338.64	3,571.15	53.5%
A30205 54213 I/D COPIER	525	0	525	123.36	.00	401.64	23.5%
A30205 58020 RETIREMENT	154,953	0	154,953	.00	.00	154,953.00	.0%
A30205 58030 FICA	84,671	0	84,671	21,419.48	.00	63,251.52	25.3%
A30205 58040 WORKERS COMP	33,915	0	33,915	34,365.79	.00	-450.79	101.3%*
A30205 58060 HEALTH INS	224,585	0	224,585	47,697.44	.00	176,887.16	21.2%
A30205 58062 DENTAL INS	1,534	0	1,534	378.75	.00	1,155.25	24.7%
A30205 58065 VISION CARE BENEFI	333	0	333	66.00	.00	267.00	19.8%
A30205 97100 2E911 SERIAL BOND P	108,800	0	108,800	.00	108,800.00	.00	100.0%
A30205 97110 2E911 SERIAL BOND I	73,066	0	73,066	36,533.00	36,533.00	.00	100.0%
TOTAL EMERGENCY RESPONSE & COMMUNCTN	2,232,610	333,358	2,565,967	813,825.71	434,013.94	1,318,127.76	48.6%
TOTAL GENERAL FUND	1,953,410	225,323	2,178,733	762,198.09	434,013.94	982,520.79	54.9%
TOTAL REVENUES	-279,200	-110,035	-389,235	-51,627.62	.00	-337,606.97	
TOTAL EXPENSES	2,232,610	335,358	2,567,967	813,825.71	434,013.94	1,320,127.76	

Attachment: A3020 JPS report 052021 (8486 : DERC Monthly Reports)

04/29/2021 14:18
 sroman

Cortland County
YEAR-TO-DATE BUDGET REPORT
P
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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,953,410	225,323	2,178,733	762,198.09	434,013.94	982,520.79	54.9%

** END OF REPORT - Generated by Scott Roman **

Attachment: A3020 JPS report 052021 (8486 : DERC Monthly Reports)

May 2021

911

- Staffing issues
 - Currently 1 vacancy – new list May 6, 2021
 - One dispatchers on FMLA
 - Currently 1 ADA compliance situation in dispatch.
- Fiber optic lines have been installed in PSB; awaiting further installation by IT
- All 911 - tower generators have had spring service
 - Lapeer Generator is in need of significant repairs. Replacement has been ordered.
 - Cuyler Generator needs a new radiator; ordered
 - Recommending most batteries be replaced
- Auto discovery recordings case load is increasing significantly
- Currently undergoing a grant review with NYS office of grant management
- Submitted requested documentation for auto discovery grant reimbursement

22 West Court Street

- Fiber Optic connection contract is progressing with IT, work was slowed due to pandemic
- Further progress - Bidding/awarding of construction is on hold until 2021.

Emergency Management

- COVID response
 - Assisting with logistics of vaccination PODs
 - County quarantine locations reported to 911 system
- All hazard plan with Tetra Tech has been accepted by FEMA; now begins the process of acceptance by each municipality in the County

Fire Service

- Using NYS State fire for Fire investigations
- Small group exploring grant opportunities for new radios.
- Still supporting repairs to radios under grant funding
- 15 County residents in the basic firefighter – recruit class
- Fire officer 1 training has begun.
- Paging equipment upgrades are completed; new paging base being installed in Willet this month

2021 DA Statistics

	Jan 2020	Jan 2021	Feb 2020	Feb 2021	Mar 2020	Mar 2021	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
Fel-County & City	33	14	26	17	17	28	16	22	26		23	
Misd City	12	23	22	18	19	26	18	36	17		20	
Misd County	19	37	10	30	18	22	21	27	20		26	
Violations City	0	6		2		9	0	11	0		0	
Violations County	8	16	22	6	17	10	3	4	33		10	
Sealed Indictments	0		0	0	0	0	0	0	0		0	
TOTALS:	72	96	80	73	71	95	58	100	96	0	79	0
Vehicle and Traffic	155	277	120	222	135	283	93	319	45		169	
DWI's	18	13	20	4	13	16	2	8	7		9	
	July 2020	July 2021	Aug 2020	Aug 2021	Sep 2020	Sep 2021	Oct 2020	Oct 2021	Nov 2020	Nov 2021	Dec 2020	Dec 2021
Fel-County & City	17		15		31		26		23		18	
Misd City	20		34		43		31		24		28	
Misd County	21		34		33		10		32		20	
Violations City	0		0		5		11		7		6	
Violations County	17		28		12		2		4		6	
Sealed Indictments	0		0		0						0	
TOTALS:	75	0	111	0	124	0	80	0	90	0	78	0
Vehicle and Traffic	259		226		284		113		245		325	
DWI's	11		15		16		6		12		11	

CAC Updates for the JPS Committee

April was Child Abuse Prevention month

- Patrick provided a kick-off speech on April 1st in front of the courthouse where 205 pinwheels were planted to represent the total number of victims that we provided services to in 2020.
- We sold pinwheel gardens throughout the month as a way to spread community awareness and fundraise through the Friends of the CC CAC. We raised just over \$2K.
- Grant funding covered the cost for Nicole Braddock Bromley, child abuse survivor and Founder of <https://www.iamonevoice.org/>, to provide 2 presentations.
 - o 4/8/21 @ 5pm – audience--SUNY Cortland Students. Our virtual SUNY Cortland Intern provided an introduction and facilitated the Q&A. Nicole’s 45-minute presentation surrounded her own abuse, grooming techniques, trafficking, and healing.
 - o 4/14/21 @ Noon – audience—Food for Thought registrants thru FCS/Cortland Prevention Resources. Nicole provided an introduction on the importance of First Responders in child abuse investigations and Emily Thompson, CAC Family Advocate, presented on *What is the CAC?*
 - o 4/27/21 @ Noon – audience—Rotary Club. Emily presented on *What is the CAC?*
- Erin’s Law requires that all public schools teach child sexual abuse and exploitation prevention classes to students in K-8. The CAC partnered with all public schools in Cortland County to ensure that all students receive those lessons. From Taylor Jandrew, CAC Community Outreach Educator, teaching those lessons, there have been 4 victims who have come forward to-date.

CORTLAND COUNTY PUBLIC DEFENDER

Public Defender

Keith D. Dayton

Investigator

Katie Rehm

Cortland County Office Building

60 Central Avenue

Cortland, New York 13045

(607) 753-5046

Fax (607) 753-0781

Service by Fax not accepted

Assistant Public Defenders

Anita Ribeiro-Ebosele

Kevin A. Jones

Kayla Hardesty

Maria Manning

Keith R. Young

Brandon White

May 4, 2021

Sandra Price, Chair

Judiciary & Public Safety Committee

Cortland County Office Building

Third Floor, 60 Central Avenue

Cortland, NY 13045

Re: Public Defender Office Update

Dear JPS Chair Price:

1. Comparing the first one-third of 2021 to the first one-third of 2020:
 - a. Total Cases are up compared to last year.
 - b. Family Court Cases are up slightly.
 - c. Criminal Cases are increasing monthly.
2. In 2021, we are within our budget.
3. We continue to pursue and collect grant revenues. We presently are awaiting payment on submitted vouchers for \$90,357.
4. We are not fully staffed. Our Chief Assistant Public Defender has resigned, and we are looking to fill that spot. In addition, we will be requesting to increase one of our part-time assistant public defenders to a full-time assistant public defender position. These will be fully funded by grant monies.

Thank you for your consideration and interest in our Department.

Very truly yours,



Keith D. Dayton

Public Defender

Enclosures

Attachment: PD May 2021 JPS Report (8539 : Public Defender Monthly Reports)

Chart PD1 - Cases represented by Public Defender's Office (opened)

2021

		Jan.	Feb.	March	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Year-to-date
Family Court	2016	41	35	34	15									125
	2017	22	26	57	22									127
	2018	17	25	47	40									129
	2019	38	28	46	59									171
	2020	39	31	32	18									120
	2021	36	40	34	27									137
Felonies	2016	10	16	16	16									58
	2017	12	14	10	17									53
	2018	12	18	27	25									82
	2019	13	21	24	13									71
	2020	13	19	8	4									44
	2021	8	10	23	14									55
Misdemeanors	2016	45	52	57	44									198
	2017	64	51	36	60									211
	2018	31	69	75	85									260
	2019	58	54	66	55									233
	2020	34	32	28	8									102
	2021	29	36	52	62									179
Violations	2016	14	5	4	5									28
	2017	6	10	1	6									23
	2018	4	3	7	7									21
	2019	7	2	7	3									19
	2020	7	6	6	0									19
	2021	5	9	12	7									
Arraignments/Advice Only	2017	0	0	0	0									0
	2018	14	15	15	14									58
	2019	10	10	11	9									40
	2020	8	10	7	4									29
	2021	17	15	17	16									65
Drug Treatment Court (DTC)	2016	1	0	1	0									2
	2017	0	2	1	3									6
	2018	3	1	1	2									7
	2019	1	1	1	2									5
	2020	0	0	0	0									0
	2021	0	0	0	0									0
Supreme Court Integrated Domestic Violence (IDV) or Matrimonial	2016	7	1	0	0									8
	2017	1	7	1	3									12
	2018	1	0	2	2									5
	2019	2	4	2	7									15
	2020	2	0	0	0									2
	2021	1	1	4	0									6
Parole	2016	5	8	5	3									21
	2017	1	4	5	2									12
	2018	6	5	9	3									23
	2019	9	1	4	2									16
	2020	6	4	8	1									19
	2021	1	2	4	0									7
Sex Offender Registration Act (SORA)	2016	0	0	0	0									0
	2017	0	1	0	0									1
	2018	0	0	0	0									0
	2019	0	0	1	0									1
	2020	1	2	0	0									3
	2021	0	0	0	0									0
Fugitive	2016	0	0	0	0									0
	2017	0	1	0	0									1
	2018	0	0	0	0									0
	2019	0	0	0	0									0
	2020	0	1	1	0									2
	2021	0	0	0	0									0
Appeal & Post-conviction Motion	2016	0	0	0	0									0
	2017	0	0	0	0									0
	2018	0	0	0	0									0
	2019	0	0	0	1									1
	2020	1	0	0	0									1
	2021	0	0	0	0									0
Total per month	2016	123	117	117	83									440
	2017	106	116	111	113									446
	2018	74	136	183	178									571
	2019	138	121	162	151									572
	2020	111	105	90	35									341
	2021	97	113	146	126									482
Total month-to-date	2016	123	240	357	440									
	2017	106	222	333	446									
	2018	74	210	393	571									
	2019	138	259	421	572									
	2020	111	216	306	341									
	2021	97	210	356	482									
Average Cases per Month	2016	123	120	119	110									
	2017	106	111	111	112									
	2018	74	105	131	143									
	2019	138	130	140	143									
	2020	111	108	102	85									
	2021	97	105	119	121									

05/04/2021 11:53
cnevilleCortland County
YEAR-TO-DATE BUDGET REPORTP 1
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FOR 2021 04

ACCOUNTS FOR:
A GENERAL FUNDORIGINAL APPROP TRANFRS/
ADJUSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

A11705 PUBLIC DEFENDER

A11705 43025 HH11 SA -INDIGENT L	-305,357	0	-305,357	.00	.00	-305,357.24	.08*
A11705 51005 PERSONAL SERVICES	533,446	0	533,446	177,796.13	.00	355,649.95	33.38
A11705 51005 HH11 PERSONAL SERVI	70,918	0	70,918	.00	.00	70,918.00	.08
A11705 51010 PART-TIME PAY	32,620	0	32,620	24,413.64	.00	8,206.30	74.88
A11705 51010 HH11 PART-TIME PAY	84,934	0	84,934	.00	.00	84,933.76	.08
A11705 51035 OTHER COMPENSATION	0	0	0	14,744.24	.00	-14,744.24	100.08*
A11705 52005 Capital Office Equ	0	2,493	2,493	2,493.00	.00	.00	100.08*
A11705 52060 Capital Computer E	0	504	504	.00	.00	.00	100.08*
A11705 54000 TELEPHONE	2,020	0	2,020	979.19	436.03	67.81	86.58
A11705 54001 HH11 TELEPHONE, CEL	932	0	932	.00	196.34	844.47	58.28
A11705 54001 COPYING/PRINTING	500	0	500	.00	.00	932.00	.08
A11705 54004 COMPUTER SOFTWARE	0	0	0	20.00	.00	480.00	4.08
A11705 54005 Office Materials &	4,000	67	4,067	829.34	.00	-829.34	100.08*
A11705 54015 Maintenance Agree	3,700	0	3,700	.00	.00	723.35	82.28
A11705 54015 HH11 Maintenance Ag	1,000	0	1,000	.00	.00	3,700.00	.08
A11705 54020 POSTAGE	1,200	0	1,200	152.35	.00	1,000.00	.08
A11705 54035 EDUCATION & TRAINI	1,500	0	1,500	930.00	.00	1,047.65	12.78
A11705 54035 HH11 EDUCATION & TR	5,044	0	5,044	.00	.00	570.00	62.08
A11705 54040 ASSOC/MEMBERSHIP D	750	0	750	160.00	.00	5,044.00	.08
A11705 54041 PUBLICATIONS	8,000	0	8,000	1,590.66	.00	590.00	21.38
A11705 54045 Travel & Sustenanc	5,000	0	5,000	305.30	.00	2,877.30	64.08
A11705 54055 PROFESSIONAL SERVI	6,000	1,500	7,500	1,590.40	515.50	4,694.70	6.18
A11705 54055 HH11 PROFESSIONAL S	52,000	0	52,000	.00	.00	5,394.10	28.18
A11705 54059 COURT RELATED EXP	1,500	-1,500	0	.00	.00	52,000.00	.08
A11705 54060 LEGAL NOTICES / AD	250	0	250	.00	.00	.00	.08
A11705 54070 INSURANCE	2,671	0	2,671	2,772.82	.00	250.00	.08
A11705 54078 Fuel	200	0	200	.00	.00	-101.82	103.88*
A11705 54213 I/D COPIER	2,990	0	2,990	.00	.00	200.00	.08
A11705 54215 I/D LEXIS NEXIS	6,386	0	6,386	724.68	.00	2,265.32	24.28
A11705 54215 HH11 I/D LEXIS/NEXI	3,600	0	3,600	1,202.88	.00	5,183.12	18.88
A11705 54220 NYS LICENSING FEES	120	-120	0	.00	.00	3,600.00	.08
A11705 54444 FEES & PERMITS	0	120	120	.00	.00	.00	.08
A11705 58020 RETIREMENT	79,249	0	79,249	.00	.00	120.00	.08
A11705 58020 HH11 RETIREMENT	21,819	0	21,819	.00	.00	79,249.24	.08
A11705 58030 FICA	43,304	0	43,304	15,952.14	.00	21,819.25	.08
A11705 58030 HH11 FICA	11,923	0	11,923	.00	.00	27,351.91	36.88
A11705 58040 WORKERS COMP	18,948	0	18,948	.00	.00	11,922.66	.08
A11705 58040 HH11 WORKERS COMP	4,983	0	4,983	19,199.85	.00	-252.35	101.38*
A11705 58060 HEALTH INS	85,388	0	85,388	5,049.23	.00	-66.73	101.38*
A11705 58060 HH11 HEALTH INS	47,821	0	47,821	36,113.74	.00	49,274.04	42.38
A11705 58062 DENTAL INS	677	0	677	.00	.00	47,820.62	.08
A11705 58062 HH11 DENTAL INS	316	0	316	257.52	.00	419.28	38.08
A11705 58065 VISION CARE BENEFIT	147	0	147	49.50	.00	315.84	.08
A11705 58065 HH11 VISION CARE BE	69	0	69	.00	.00	97.50	33.78
TOTAL PUBLIC DEFENDER	840,565	3,064	843,630	308,858.31	6,492.28	528,279.05	37.48
TOTAL GENERAL FUND	840,565	3,064	843,630	308,858.31	6,492.28	528,279.05	37.48
TOTAL REVENUES	-305,357	0	-305,357	.00	.00	-305,357.24	
TOTAL EXPENSES	1,145,923	3,064	1,148,987	308,858.31	6,492.28	833,636.29	

PROBATION STATISTICS 2021

CRIMINAL COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20
On Probation	412	485	412	480	416	483	414	477		459		444		433		432		434		429		422		414
Reports Completed	28	54	23	37	26	15	27	4		4		14		2		13		28		25		18		20

FAMILY COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20	21	20
Adult Probation	15	21	15	22	17	22	17	21		19		17		16		16		18		16		16		15
Youth Probation	14	15	14	15	14	15	14	15		16		16		13		13		15		19		19		17
PINS in Diversion	23	28	25	29	29	33	33	30		35		31		26		25		24		24		28		26
JD in Diversion	3	5	2	6	1	3	4	4		1		2		1		1		1		1		0		3
Reports Completed	0	6	2	0	0	1	1	0		3		1		2		0		4		0		4		0

TOTAL ON PROBATION ALL COURTS:

2021 – Jan. 441, Feb. 441, Mar. 447, April 445

2020 – Jan. 521, Feb. 517, Mar. 520, April 513, May 494, June 477, July 463, Aug. 461, Sept. 467, Oct. 467, Nov. 464, Dec. 446

RELEASED TO ATI (Pre-trial):

2021 – January 71, February 73, March 65, April 59

2020 – January 60, February 44, March 45, April 43, May 48, June 47, July 46, August 65, Sept. 71, Oct. 72, Nov. 72, Dec. 71