



**Cortland County
Government Operations
Committee
Committee Meeting
~ Minutes ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Tuesday, August 11, 2026

10:30 AM

Room 302

Call to Order

The meeting was called to order at 10:32 a.m. by Committee Chair Nauseef.

Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator Cathy Bischoff, Legislator Paul Heider, Legislator Linda Jones, Legislator Dominick Mantella, Legislator Mitchel Eccleston, Legislator Joseph Nauseef
ABSENT:	
EXCUSED:	
OTHERS PRESENT:	
Kevin Fitch	Chair of the Legislature
Savannah Hempstead	Clerk of the Legislature
Michael Ponticiello	County Administrator
Madlyn Allen	Personnel Officer
Victoria Monty	County Attorney
Jason DeRaiche	Safety Officer
Brooke Kemak	County Clerk
Michelle Phelps	Elections Commissioner
Terra Adams	Deputy County Administrator
Sandra Price	Legislator
Pamela Abbott	Deputy Personnel Officer
Wendy Canfield	County Administrator Executive Assistant
Ashley Millard	Deputy Clerk of the Legislature (Remote)
Nicole Compton	County Attorney Executive Assistant (remote)
Andrea Herzog	Finance Director (Remote)
Lisa Hogan	League of Women Voters
Morgan Spaulding	Grants Administrator

Approval of Minutes

1. June 9, 2026 - Government Operations Committee Minutes

RESULT:	APPROVED
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Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Increase Mortgage Tax Expense - Office of the County Clerk

WHEREAS, Article 11 (§§250-267) of the New York State Tax Law designates the County Clerk, as Recording Officer for the County of Cortland, to collect and administer mortgage recording taxes; AND

WHEREAS, the County Clerk is authorized to retain the actual and necessary expenses incurred in the collection and administration of mortgage recording taxes pursuant to Section 262 of the New York State Tax Law; AND

WHEREAS, the County Clerk's authorized mortgage tax expenses for 2026 was established at \$117,591.98 annually, payable in twelve equal monthly installments, pursuant to Resolution No. 165-25; AND

WHEREAS, the County Clerk has determined that the actual and necessary expenses for collecting and administering mortgage recording taxes will total \$126,709.68 annually, effective January 1, 2027; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 164-25 is rescinded effective January 1, 2027; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature authorizes the County Clerk's annual Mortgage Tax Expense in the amount of \$126,709.68, effective January 1, 2027; AND BE IT FURTHER

RESOLVED, the County Clerk shall retain from mortgage tax collections, twelve equal monthly installments totaling \$126,709.68 annually; AND BE IT FURTHER

RESOLVED, that the County Clerk shall transmit a certified copy of this resolution to the New York State Department of Taxation and Finance for approval.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Douglas Bentley
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	
ABSENT:	

Authorize Agreement with Carahsoft Technology Corporation - Department of Motor Vehicles

WHEREAS, the Cortland County Department of Motor Vehicles (DMV) has a longstanding challenge in answering incoming telephone calls, resulting in public frustration and increased demands on existing personnel; AND

WHEREAS, advances in Voice Artificial Intelligence (Voice AI) technology provide opportunities to improve customer service while supporting existing personnel resources; AND

WHEREAS, Carahsoft Technology Corp., is an authorized reseller and implementation partner for Polimorphic Inc., who provides Voice AI services and has successfully implemented similar solutions for other similar government agencies; AND

WHEREAS, a significant number of incoming telephone calls involve routine questions that do not require access to confidential or customer-specific information; AND

WHEREAS, the volume of routine telephone inquiries cannot be efficiently addressed with existing personnel resources without affecting other services; AND

WHEREAS, the needs of the public are better met when routine operational questions and requirements are answered in a timely and consistent manner; AND

WHEREAS, the proposed service is available twenty-four (24) hours a day in over seventy-five (75) languages, providing a cost-effective enhancement to public service; AND

WHEREAS, the Voice AI service will provide responses only to general informational inquiries and will not make decisions, process transactions, access confidential records or replace the review and approval functions performed by qualified County employees in accordance with applicable federal standards and New York State Law; AND

WHEREAS, funding for this agreement will come from Account A14115.54055; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to execute an agreement with Carahsoft Technology Corp., an authorized reseller for the proposed platform with Polimorphic Inc., for the period of September 1, 2026 – December 31, 2026 not to exceed Four Thousand Three Hundred Dollars (\$4,300).

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Cathy Bischoff
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	

ABSENT:

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 3.

Authorize Agreement with Jerome Fire Equipment Company for Fire Extinguisher and Ansul System Inspections - Safety Director

WHEREAS, the County has a need for Fire Extinguisher and Ansul System Inspections and Testing; AND

WHEREAS, the County's most recent contract expired at the end of 2025; AND

WHEREAS, said contract was previously maintained by Building and Grounds when the Safety Officer was also the Superintendent of that department; AND

WHEREAS, the County currently has a Safety Director within the County Attorney's Office; AND

WHEREAS, there are funds in the Public Works Department's Building and Grounds budget to pay for said inspections and testing for 2026; AND

WHEREAS, the County Attorney's Office's Safety budget will include the cost of said inspections and testing commencing in 2027; AND

WHEREAS, the quote obtained by the Safety Director provides for a lower annual rate with the execution of a five (5) year contract; AND

WHEREAS, the Government Operations Committee recommends that the County enter into a five (5) year contract; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute a five (5) year contract with Jerome Fire Equipment Co., Inc., 8721 Caughdenoy Road, Clay, NY 13041 for Fire Extinguisher and Ansul System Inspections in an amount not to exceed \$10,500; AND BE IT FURTHER

RESOLVED, that the 2026 payment shall be made from Account No. A16205.54015; AND BE IT FURTHER

RESOLVED, that the payments for 2027 through 2030 shall be made from Account No. A36205.54015.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Mitchel Eccleston
SECONDER:	Legislator Paul Heider
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None

EXCUSED:

ABSENT:

Action Items

1. Dress and Appearance Policy

RESULT: **APPROVED (7 TO 0)**

MOVER: Legislator Paul Heider

SECONDER: Legislator Douglas Bentley

AYES: Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef

NAYS: None

EXCUSED:

ABSENT:

2. Approve Hazard Communication Policy

RESULT: **APPROVED (0 TO 0)**

MOVER: Legislator Cathy Bischoff

SECONDER: Legislator Dominick Mantella

AYES: None

NAYS: None

EXCUSED:

ABSENT:

3. Approve Exposure Control Plan

RESULT: **APPROVED (7 TO 0)**

MOVER: Legislator Dominick Mantella

SECONDER: Legislator Cathy Bischoff

AYES: Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef

NAYS: None

EXCUSED:

ABSENT:

Monthly Reports

1. Office of the County Clerk Monthly Report

RESULT: **COMPLETED**

2. Office of the Clerk of the Legislature Monthly Reports

RESULT: **COMPLETED**

3. Board of Elections Monthly Report

RESULT:	COMPLETED
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4. Office of the County Attorney Monthly Report

RESULT:	COMPLETED
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5. Safety Director Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Payroll Distribution

RESULT:	COMPLETED
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Adjournment

The meeting was adjourned at 11:01 a.m.

Cortland County Clerk's Office
2027 Mortgage Tax Expense
Retention Increase Worksheet

PERSONNEL: Effective 1/1/27

Employee Name	Position	Hourly Salary	Annual Salary 2027: 1827 hrs.	Health Insurance	Comp	Soc Sec 7.65%	Retirement 14%	Total	% of Time	Annual Pay Mtg
Tammy Barriger	Deputy Clerk	\$ 45.6600	\$ 83,420.82	\$ 25,322.40	\$ -	\$ 6,381.69	\$ 11,678.91	\$ 126,803.83	x 20%	\$ 25,360.77
Marcia Ford	Deputy Clerk	\$ 37.7400	\$ 68,950.98	\$ -	\$ -	\$ 5,274.75	\$ 9,653.14	\$ 83,878.87	x 20%	\$ 16,775.77
Melinda Braman	Sr. Index Clerk	\$ 23.8200	\$ 43,519.14	\$ 9,369.48	\$ -	\$ 3,329.21	\$ 6,092.68	\$ 62,310.51	x 20%	\$ 12,462.10
Amy Clark	Sr. Index Clerk	\$ 22.9000	\$ 41,838.30	\$ 22,790.04	\$ -	\$ 3,200.63	\$ 5,857.36	\$ 73,686.33	x 10%	\$ 7,368.63
Brooke Kemak	County Clerk	\$ 50.4000	\$ 92,080.80	\$ 10,410.60	\$ -	\$ 7,044.18	\$ 12,891.31	\$ 122,426.89	x 10%	\$ 12,242.69
Total # of Employees:		5	\$ 180.52	\$ 329,810.04	\$ 67,892.52	\$ -	\$ 25,230.47	\$ 46,173.41	\$ 469,106.43	\$ 74,209.96

Other Expenses	Annual	%	Total
Software	\$ 72,000.00	x 30%	\$ 21,600.00
Office Supplies	\$ 14,000.00	x 30%	\$ 4,200.00
Indirect - Cost Allocation from 2024	\$ 81,861.00	x 30%	\$ 24,558.30
Liability	\$ 7,138.06	x 30%	\$ 2,141.42
TOTAL			\$ 52,499.72

Expenses for Mortgages	
Personnel	\$ 74,209.96
Other Expenses	\$ 52,499.72
Total	\$ 126,709.68

Current Approved Expenses	
Annual	\$ 117,591.58

Requested Expenses	
Total Annual	\$ 126,709.68
Month	\$ 10,559.14
Increase Year	\$ 9,118.10



Cortland County Administrative Policy Manual

Employee Dress and Appearance

Policy/Procedure Number: 01.032

Modified Date (s):

Committee Approval: August 11, 2026
Government Operations

Effective Date:
Next Review:

Objective: To establish a countywide policy for employee dress and appearance that supports public confidence, workplace safety, and professional appearance while recognizing that job duties vary across departments.

Policy Statement: Cortland County is committed to maintaining a professional, respectful, and safe work environment for employees and the public we serve. Employee appearance should support public confidence, workplace safety, and effective service delivery.

This policy establishes a consistent, countywide baseline while recognizing that job duties vary across departments. Departments may adopt more restrictive or specific dress requirements where operational, safety, or public-facing needs warrant.

This policy is intended to provide flexibility and clarity, focusing on general expectations while identifying attire that is not appropriate for the workplace.

Responsible Department: County Administration

Policy:

1. General Standard

Employees are expected to dress in a manner that is:

- Appropriate to their job duties and work environment
- Consistent with maintaining a professional appearance
- Safe for the tasks being performed

Employees are expected to maintain a clean and well-groomed appearance appropriate to their work environment, job duties, and the County's role in serving the public. Casual attire, including jeans, is acceptable provided it is clean, in good condition, and consistent with the expectations outlined in this policy and any applicable departmental standards.

Employees attending court proceedings, official meetings, or other formal external engagements are expected to dress in a manner consistent with the professional standards of those settings and reflective of the County's role in serving the public.



Cortland County Administrative Policy Manual

All clothing, headwear, and accessories must comply with standards of professional appearance and may not display graphics, language, or logos that are offensive, disruptive, or otherwise inconsistent with a professional public workplace.

Supervisors retain discretion to address attire that does not meet these standards, including attire or conditions not explicitly addressed below.

2. Clothing Exclusions

The following items are not considered appropriate workplace attire:

- Garments worn on the lower body (e.g., skirts, dresses, kilts, or similar attire) that fall less than halfway down the thigh
- Revealing clothing, including excessive exposure of cleavage, back, chest, abdomen, or undergarments
- Torn, dirty, or excessively worn clothing, including items with holes or fraying
- Tank tops, halter tops, or spaghetti straps when worn without an appropriate outer layer
- Form-fitting clothing (including leggings or similar garments) that results in visible outlines of undergarments or anatomical areas, unless worn with an outer garment that provides adequate coverage
- Sweatpants or clothing primarily designed for exercise or sleepwear

3. Footwear Exclusions

The following footwear is not appropriate for the workplace:

- Beach-style flip flops
- Slippers or slipper-type footwear
- Crocs or similar foam footwear that do not have a secured back strap or otherwise do not provide adequate foot protection or stability

4. Headwear

Hats or head coverings are not appropriate for indoor, public-facing work settings unless required for safety, religious, or medical reasons. Departments may permit such items only in non-public-facing environments, as appropriate to their operations.

5. Departmental Standards

Departments may establish more restrictive dress requirements based on operational, safety, or public-facing needs. Departmental standards shall be consistent with and not less restrictive than these guidelines.



Cortland County Administrative Policy Manual

6. Administration

Supervisors are responsible for ensuring compliance with these guidelines in a consistent and reasonable manner. Questions regarding interpretation should be directed to the Personnel Office.

This policy will be applied in a consistent, non-discriminatory manner. Consideration will be given to reasonable accommodations, including those based on medical, religious, or other legally protected grounds.

Nothing in this policy is intended to conflict with or supersede the terms of an established collective bargaining agreement.



Cortland County Administrative Policy Manual

Hazard Communication Program

Policy/Procedure Number: 04.003

Modified Date (s): 05/14/2026
01/03/2013

Committee Approval: 08/11/2026

Effective Date: 07/01/2026

Government Operations Committee

Next Review:

Objective: To establish a Hazard Communication Program that ensures employees are informed of the hazardous chemicals present in their work areas and the measures necessary to work with them safely. This policy applies to all County operations where employees may be exposed to hazardous chemicals under normal working conditions or foreseeable emergencies. Cortland County is committed to providing access to hazard information, safety data sheets, labeling, and training necessary to reduce the risk of chemical exposure.

References:

- 29 CFR 1910.1200 Hazard Communication
- New York Public Employee Safety and Health (PESH) requirements
- 12 NYCRR Part 820 Toxic Substances

Policy Statement: Cortland County shall maintain a Hazard Communication Program in accordance with applicable federal and New York State requirements to ensure that employees are informed of hazardous chemicals in the workplace and have access to the labeling, safety data sheets, and training necessary to work safely. Employees shall comply with the requirements of this policy and all related hazard communication procedures.

Responsible Department: Office of the County Attorney, Safety Director

General Information: This policy establishes Cortland County's Hazard Communication Program for workplaces where employees may be exposed to hazardous chemicals under normal working conditions or foreseeable emergencies. The program includes chemical inventory management, labeling, access to safety data sheets, employee training, and communication of chemical hazards to affected employees and applicable contractors. The Safety Director, in coordination with Department Heads, is responsible for administration of this program, including review and update of the policy as necessary.

Definitions:

- **Hazardous Chemical:** Any chemical classified as a physical hazard, health hazard, simple asphyxiant, combustible dust, pyrophoric gas, hazard not otherwise classified, or otherwise covered by applicable hazard communication requirements.



Cortland County Administrative Policy Manual

- **Safety Data Sheet (SDS):** A standardized document prepared by the chemical manufacturer, importer, or distributor that provides information regarding the hazards, handling, storage, protective measures, and emergency procedures for a hazardous chemical.
- **Label:** Any written, printed, or graphic information displayed on a container of hazardous chemicals that identifies the chemical and communicates applicable hazard information.
- **Work Area:** A room, space, location, or operation where hazardous chemicals are present and where an employee may be exposed in the course of assigned duties.
- **Immediate Use:** The transfer and control of a hazardous chemical into a portable container for use only by the employee who performs the transfer during that work shift or task.

Procedure:

A. Program Responsibilities

a. Safety Director / Program Administrator

The Safety Director shall serve as the Program Administrator for the County's Hazard Communication Program and shall be responsible for overall program implementation, administration, maintenance, and periodic review. The Safety Director shall:

- maintain and update this policy as necessary;
- coordinate program requirements relating to safety data sheets, labeling, training, and the hazardous chemical inventory;
- maintain or oversee a countywide list of hazardous chemicals reported by departments;
- monitor the program for needed updates, corrective action, or additional areas of focus;
- provide applicable hazard communication information to contractors as necessary for work performed on County property; and
- review this program at least annually.

b. Department Heads / Department Managers

Department Heads or their designees shall be responsible for implementation of this policy within their work areas. Department Heads shall:

- identify hazardous chemicals used or stored in their work areas and provide that information to the Safety Director as required;
- maintain access to safety data sheets for hazardous chemicals used in their work areas;
- ensure containers in their work areas are labeled in accordance with this policy;
- ensure employees receive required hazard communication training;



Cortland County Administrative Policy Manual

- notify the Safety Director when new hazardous chemicals are introduced into the workplace or when other changes affect compliance with this policy; and
- ensure recommended control measures and required protective practices are implemented within their work areas.

c. Employees

Employees shall comply with this policy and applicable hazard communication procedures. Employees shall:

- attend required training;
- follow labeling, safety data sheet, and safe handling requirements applicable to their work;
- use required protective measures and equipment;
- report concerns regarding hazardous chemicals, missing or inaccurate labels, unavailable safety data sheets, spills, or unsafe conditions to supervision.

B. Safety Data Sheets

Safety Data Sheets shall be maintained for each hazardous chemical known to be present in the workplace. Safety Data Sheets shall be readily accessible to employees during each work shift while they are in their work areas. Electronic access may be used, provided that no barriers to immediate employee access are created. Department Heads shall ensure that Safety Data Sheets are available for hazardous chemicals used or stored in their work areas and shall provide updated information to the Safety Director when new hazardous chemicals are introduced. If a required Safety Data Sheet is not received with a hazardous chemical shipment, the department shall obtain it as soon as possible.

C. Labeling

Chemical manufacturers, importers, and distributors are responsible for ensuring that shipped containers of hazardous chemicals are properly labeled. Employees receiving hazardous chemical shipments shall inspect the containers to confirm that labels are present and legible and shall report missing, damaged, or illegible labels to their Department Head.

Labels on incoming containers shall not be removed or defaced unless the container is immediately marked with the information required by this policy.

Each workplace container of hazardous chemicals shall be labeled, tagged, or marked with either:

- the product identifier, signal word, pictogram, hazard statement, and precautionary statement provided on the shipped-container label; or



Cortland County Administrative Policy Manual

- the product identifier and words, pictures, symbols, or a combination thereof that provide general information regarding the chemical's hazards and, together with other information immediately available under this program, provide employees with specific information regarding the chemical's physical and health hazards.

Portable containers into which hazardous chemicals are transferred from labeled containers are not required to be labeled when the chemical is intended only for the immediate use of the employee who performs the transfer.

No employee shall use a hazardous chemical from an unlabeled or improperly labeled container, except as permitted by the immediate-use exception above. Questions concerning labeling shall be referred to the Department Head or Safety Director.

D. Training

Employees who work with or may be exposed to hazardous chemicals shall receive effective information and training at the time of initial assignment, at least annually, and whenever a new chemical hazard about which they have not previously been trained is introduced into their work area. Training shall be provided during working hours and without loss of pay, as required by applicable law.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Keeping work areas clean at all times;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and cleaning spills or leaks immediately in accordance with instructions described in the SDS;
- An explanation of the labels received on shipped containers and the workplace labeling system used by their employer; and the SDS, including their location, and the order of information and how employees can obtain and use the appropriate hazard information.

The Safety Director shall coordinate the County's hazard communication training program. Department Heads shall ensure that affected employees receive required training and shall provide or submit training records in accordance with County procedures.



Cortland County Administrative Policy Manual

E. Contractors

Before work begins, contractors shall provide the applicable Department Head or project manager with Safety Data Sheets for hazardous chemicals they will bring onto County property and shall communicate any precautionary measures necessary to protect County employees.

When contractor employees may be exposed to hazardous chemicals used or stored by Cortland County, the County shall provide the contractor's employer with:

- access to applicable Safety Data Sheets;
- information regarding precautionary measures necessary during normal operations and foreseeable emergencies; and
- information regarding the workplace labeling system used in the affected work area.

Each contractor remains responsible for maintaining its own Hazard Communication Program and for providing required information and training to its employees.

F. Records Retention

Hazard communication training records, Safety Data Sheets, hazardous chemical inventories, program review records, and other records created under this policy shall be maintained in accordance with applicable federal and New York State requirements, including the New York State Archives Local Government Records Retention and Disposition Schedule, LGS-1.

Records shall be retained for the longest period required by applicable law or records-retention schedule.



Cortland County Administrative Policy Manual

Appendices

The following Occupational Safety and Health Administration publications are incorporated as reference and training materials:

Appendix A: OSHA 3493, *Hazard Communication Safety Data Sheets QuickCard*

Appendix B: OSHA 3491, *Hazard Communication Standard Pictogram QuickCard*

Appendix C: OSHA 3492, *Hazard Communication Standard Labels QuickCard*

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) for each hazardous chemical. The HCS requires SDSs to be in a uniform format and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier used on the label; manufacturer or distributor name, U.S. address and phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical's intrinsic properties including a change in the chemical's physical form and chemical reaction products associated with known or reasonably anticipated uses or applications; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients such as names; Chemical Abstracts Service (CAS) numbers or other unique identifiers; prescribed concentration ranges for trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

(Continued on other side)

For more information:



U.S. Department of Labor



**Occupational
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www.osha.gov (800) 321-OSHA (6742)

Hazard Communication Safety Data Sheets

Section 8, Exposure controls/personal protection for chemicals listed in Section 3, lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit or range used or recommended by the chemical manufacturer, importer, or employer preparing the SDS, where available; appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics, including particle size.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions, including associated with any foreseeable emergencies.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity; interactive effects.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

For more information:



U.S. Department of Labor

The OSHA logo, consisting of a stylized blue and grey circular icon followed by the letters "OSHA" in a large, bold, black serif font, with a registered trademark symbol (®) to the upper right.
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Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) requires pictograms on labels to caution users of the chemical hazards that they may be exposed to. A pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification. Each pictogram may only appear once on a label. If multiple hazards require the use of the same pictogram, it may not appear a second time on the label.

HCS Pictograms and Hazards

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides • Desensitized Explosives	Exclamation Mark  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazard Not Otherwise Classified (non-mandatory) • Hazardous to Ozone Layer (non-mandatory)
Gas Cylinder  • Gases Under Pressure • Chemicals Under Pressure	Corrosion  • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals	Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	Environment (non-mandatory)  • Aquatic Toxicity	Skull and Crossbones  • Acute Toxicity (fatal or toxic)



U.S. Department of Labor



www.osha.gov (800) 321-OSHA (6742)

For more information:

Occupational
Safety and Health
Administration



Hazard Communication Standard Labels

All hazardous chemical labels are required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification with a U.S. address and telephone number. A sample label, identifying the required label elements, is shown on the right.

Supplemental information can also be provided on the label as needed.



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www.osha.gov (800) 321-OSHA (6742)

For more information:

**Occupational
Safety and Health
Administration**

SAMPLE LABEL

CODE _____
Product Name _____

**Product
Identifier**

Company Name _____
Street Address _____
City _____ State _____
Postal Code _____
Emergency Phone Number _____

**Supplier
Identification**

Hazard Pictograms



**Signal Word
Danger**

- Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
- Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
- Use non-sparking tools.
- Use explosion-proof electrical equipment.
- Take action to prevent static discharge.
- Ground and bond container and receiving equipment.
- Do not breathe vapors.
- Wear protective gloves.
- Do not eat, drink or smoke when using this product.
- Wash hands thoroughly after handling.
- Dispose of contents and container in accordance with local, regional, national, international regulations as specified

**Precautionary
Statements**

Highly flammable liquid and vapor.
May cause liver and kidney damage.

**Hazard
Statements**

Supplemental Information

Directions for Use

Fill weight: _____ Lot Number: _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____



Cortland County Administrative Policy Manual

Exposure Control Plan

Policy/Procedure Number: 04.005 Exposure Control Plan

Modified Date (s):

Committee Approval: August 8, 2026
Government Operations

Effective Date:
Next Review:

Objective: The purpose of this written program is to ensure that all employees with potential exposure to bloodborne pathogens and other bodily fluids understand the hazards associated with their exposure and the corrective actions necessary to protect them from injury and illness in accordance with Occupational Safety and Health Administration (OSHA) standards.

Reference: Occupational Safety and Health Administration, Occupational Safety and Health Standards, Bloodborne Pathogens (29 CFR 1910.1030)

Policy Statement: The purpose of this written program is to ensure that all employees with potential exposure to bloodborne pathogens and other bodily fluids understand the hazards associated with their exposure and the corrective actions necessary to protect them from injury and illness in accordance with OSHA standards.

Responsible Department: Office of the County Attorney, Safety Director

General Information: This Exposure Control Plan (ECP) has been developed in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

I. Definitions: For the purposes of this plan, the definitions below, shall have meanings as established in 29 CFR 1910.1030.

Bloodborne pathogens (BBP): pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Exposure: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

OPIM: Other Potentially Infectious Material includes The following human bodily fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids



Cortland County Administrative Policy Manual

II. Policy: This program applies to all Cortland County employees, who through our exposure determination may incur occupational exposure to blood or other potentially infectious materials.

The extent of employee exposure shall be limited through the use of engineering controls and personal protective equipment (PPE). This document is designed to provide a formal procedure for identifying and controlling all potential Bloodborne pathogen (BBP) exposures.

Violation of established BBP procedures is a serious offense and failure to comply with this plan shall result in appropriate disciplinary action. Any violation of this procedure shall be reported immediately to the Safety Director.

III. Procedure:

Exposure Determination

Cortland County has conducted an exposure determination for all job classifications that may incur occupational exposure to blood or other potentially infectious materials. This determination is reviewed annually. The exposure determination is made without regard to the use of personal protective equipment.

In accordance with 29 CFR 1910.1030(c)(2), the exposure determination shall identify: (1) job classifications in which all employees have occupational exposure; and (2) job classifications in which some employees have occupational exposure, together with the tasks and procedures that cause such exposure.

For any job classification in which only some employees have occupational exposure, the Department shall identify the specific tasks or procedures that create occupational exposure, and only employees assigned and trained for those tasks shall perform them.

It has been determined by Cortland County that persons working in the following job classifications may have occupational exposure to bloodborne pathogens or other potentially infectious materials (OPIM):

Job Title	Department	Job Title	Department
Safety Director	Safety	Coroner	Coroner
Correction Captain	Sheriff	Correction Lieutenant	Sheriff
Correction Sergeant	Sheriff	Correction Officer	Sheriff
Sheriff	Sheriff	Undersheriff	Sheriff
County Police Lieutenant (Deputy Sheriff)	Sheriff	County Police Sergeant (Deputy Sheriff)	Sheriff



Cortland County Administrative Policy Manual

County Police Captain (Deputy Sheriff)	Sheriff	County Police Officer(Deputy Sheriff)	Sheriff
Senior Cook	Sheriff	Cook	Sheriff
Custodian	Public Works	Cleaner/Sr. Cleaner	Public Works
Building Maintenance Mechanic	Public Works	Landfill Equipment Operator	Public Works
Heavy Equipment Operator	Public Works	Heavy Equipment Maintenance Mechanic	Public Works
Crew Leader	Public Works	Director of Emergency Response & Communications	ERAC
Supervising PH Sanitarian	Health	Director of Environmental Health	Health
Registered Professional Nurse	Health/Mental Health	Public Health Nurse	Health
Occupational Therapist	Health	Speech Language Pathologist	Health
Public Health Sanitarian	Health	Mental Health Practitioner	Mental Health
Case Aide	DSS	Case Worker	DSS

These job classifications identify positions in which employees may be assigned duties involving occupational exposure. Only employees who have been assigned these duties and have successfully completed the required training in accordance with this Exposure Control Plan (ECP), and are authorized to perform them may respond to situations that pose an occupational risk of exposure.

Note: Good Samaritan acts which result in exposure to blood or other potentially infectious materials as a result of assisting fellow employees such as giving CPR or first aid are generally not considered occupational exposure under the Bloodborne Pathogen Standard unless the employee is designated or expected to render such assistance as part of assigned job duties. Employees who experience such an incident shall be offered post-exposure medical evaluation and follow-up.

Exposure Control Procedures



Cortland County Administrative Policy Manual

All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. These precautions and practices include the following four areas:

Standard Precautions In all circumstances, Standard Precautions, (<https://www.osha.gov/bloodborne-pathogens/worker-protections>) as recommended or defined by the Centers for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA), will be observed in order to prevent contact with blood and other potentially infectious materials. Standard Precautions include proper hand hygiene, use of PPE, waste management and cleaning and disinfection.

Engineering Controls (sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.)

Sharps Containers: Sharps containers shall be used to make sure contaminated “sharps” (needles, blades, etc.) cannot injure other workers.

Red Biohazard Bags will be used by departments handling regulated waste.

Labels: For County employees, the most obvious warning of possible exposure to bloodborne pathogens are BioHazard Labels, red sharps containers, and “red biohazard bags”.

Machine Guarding: The elimination of sharp, edges, pinch points, run-in points, and other standard practices to minimize worker injury is an ongoing and active process. Through the elimination of items that can cause physical injury, workers will be protected from unnecessary exposure to bloodborne pathogens.

Hand-washing Facilities: Hand-washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. These facilities are readily accessible after incurring exposure. Hand-washing facilities are located throughout the facility. Hand Sanitizer with at least 60% alcohol base is also made available in areas without immediate access to a sink.

For handling other regulated waste: Cortland County will provide containers sufficient to contain regulated wastes capable of resisting punctures and labeled as a biohazard (as appropriate). These are located in the Buildings and Grounds office. The waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Note: Disposal of all regulated waste shall be handled by Buildings and Grounds employees.

Work Practices Controls

Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.



Cortland County Administrative Policy Manual

All PPE must be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, countertops, or benchtops where blood or OPIM are present.

Used needles and other sharps may not be sheared, bent, broken, re-capped, or re-sheathed by hand. Used needles may not be removed from disposable syringes.

Sharps containers will be of appropriate material to minimize puncture. They will be available in clinic areas, and in public restroom areas in the County Office Building. They will be replaced by trained Buildings & Grounds employees when 2/3 full.

All procedures involving blood or other potentially infectious materials will be done in a manner which minimized splashing, spraying, and aerosolization of these substances.

Hand Sanitizer with at least 60% alcohol base is also made available in areas without immediate access to a sink for interim use when handwashing facilities are not immediately feasible.

If conditions are such that hand washing facilities are not available, antiseptic hand cleaners are to be used. Because this is an interim measure, employees are to wash hands with soap and running water as soon as feasible.

Buildings and Grounds employees are responsible for all decontamination activities

Personal Protective Equipment (PPE)

All PPE used at this facility will be provided without cost to employees. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Examples of PPE available, as necessary, to employees are: gloves, masks, protective eyewear, face shields, aprons, and lab coats. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

The Safety Director will work with Department Heads to ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site, including other non-policy related PPE such as earmuffs or earplugs and hard hats.

The Safety Director shall ensure that all PPE will be cleaned, laundered, and/or disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

All employees using PPE must observe the following precautions:



Cortland County Administrative Policy Manual

- Hand hygiene will be performed prior to putting on gloves and immediately after removing gloves
- Remove PPE after it becomes contaminated and before leaving the work area.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

LAUNDRY

Designated laundry areas will be determined by appropriate Department Heads in consultation with the Commissioner of Public Works.

Contaminated laundry shall be handled as little as possible with a minimum of agitation. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use. Laundry contaminated with blood or OPIM shall be placed and transported in bags or containers that prevent soak-through and/or leakage of fluids to the exterior. Employees handling contaminated laundry shall use appropriate PPE.

Where employees are provided work clothing or uniforms pursuant to an applicable collective bargaining agreement, the County may provide for the cleaning, laundering, repair, replacement, or disposal of such clothing as required by the agreement.

Employees are prohibited from not taking home clothing or other personal protective equipment that has been contaminated with blood or other potentially infectious materials. Contaminated laundry shall be handled, bagged, transported, and laundered in accordance with this Exposure Control Plan.

HEPATITIS VACCINATION PROGRAM

The Hepatitis B vaccination (HBV) series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan.



Cortland County Administrative Policy Manual

- This includes employees who change job titles/descriptions at any time during their employment to one that has an identified exposure risk

Vaccination is encouraged unless:

- documentation exists that the employee has previously received the series
- antibody testing reveals that the employee is immune; or
- medical evaluation shows that vaccination is contraindicated.

The Personnel Officer will arrange for the HBV series to be provided at no cost to the employee.

If an employee declines the vaccination, the employee must sign a declination form (**Attachment A**). Eligible employees who decline may request and obtain the vaccination at a later date at no cost.

If a routine booster dose of HBV is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available at no cost to the employee.

The Personnel Officer shall ensure that the healthcare professional responsible for the employee's HBV is provided with the following:

- 29 CFR 1910.1030
- A written description of the exposed employee's duties as they relate to the exposure incident;
- All medical records relevant to the appropriate treatment of the employee including vaccination status.

The Personnel Officer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post exposure follow up shall be limited to the following information:

- A statement that the employee has been informed of the results of the evaluation; and
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- All other findings or diagnosis shall remain confidential and shall not be included in the written report.



Cortland County Administrative Policy Manual

EMPLOYEE COMMUNICATION AND TRAINING:

Cortland County shall ensure that all employees with the potential for exposure to blood or other infectious materials understand the associated hazards and are trained to minimize their exposure.

Cortland County provides a Bloodborne Pathogens General Awareness Training upon hire and annually for all staff. In addition to the online awareness training, Cortland County provides in-depth, annual in-person training for those staff identified as potentially at risk for exposure. (See). Any online or recorded component shall be supplemented by an opportunity for interactive questions and answers with the person conducting the training or another qualified trainer, in accordance with 29 CFR 1910.1030(g)(2)(vii)(N). The Safety Director in coordination with Department Heads will be responsible for arranging in-person trainings.

Training Program: Employee training shall include:

- An accessible copy of and explanation of 29 CFR 1910.1030 and the contents of this Exposure Control Plan
- Discussions of bloodborne diseases;
- Modes of transmission;
- Review of the exposure control plan;
- Recognition of tasks that may involve exposure;
- Procedures for handling contaminated waste;
- Right to have the HEP B vaccination;
- Procedure for recording an incident;
- Post exposure evaluation; and
- First Aid / CPR and AED
- Information on engineering controls, work practice controls, PPE, signs/labels/color-coding.

Training Records

Training records are completed for each employee upon the completion of training. These documents will be kept for at least three years. The Personnel Department will maintain a master training record for initial training and any in-person subsequent trainings completed by the employee.



Cortland County Administrative Policy Manual

Medical Records

Medical records required under this Plan shall be maintained in accordance with 29 CFR 1910.1030 and 29 CFR 1910.1020, kept confidential, and preserved for the duration of employment plus thirty (30) years. Such records shall include the employee's name and social security number or employee identifier, hepatitis B vaccination status, records relating to post-exposure evaluation and follow-up, healthcare professional written opinions, and information provided to the healthcare professional as required by the standard.

EXPOSURE INCIDENT EVALUATIONS

Employees should immediately report exposure incidents or suspected exposure incidents to their Supervisor/Department Head and the Safety Director.

Safety Director Phone Number: 607-745-4032

Should an exposure incident occur, remain calm; be sure to take necessary precautions and PPE if you feel you need to assist with any initial first aid (clean the wound, flush eyes or other mucous membrane, etc.)

Following any initial first aid, and notifications, the completion of a Cortland County Incident/Accident Report Form must be completed, as well as the request for the completion of a Witness Statement Form(s), if applicable.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and subsequent follow up at the Guthrie Cortland Medical Center Emergency Department or the employee's personal healthcare provider if the employee chooses.

The Cortland County Employee Post Exposure form (Attachment B) should accompany the Employee to their provider exam.

The attending physician or licensed health care professional providing the evaluation will be provided the following information:

- A copy of the OSHA regulation 29 CFR 1910.1030
- A description of the affected employee's duties as they relate to the employee's occupational exposure;
- Results of the source individual's blood testing, if available;
- All employee medical records, including vaccination records, relevant to the treatment of the employee.
- The Cortland County Employee Post Exposure Form (Attachment B)



Cortland County Administrative Policy Manual

The attending physician will provide a written opinion to Cortland County concerning the following: (Completion of Physician Section of Attachment B)

- Specific findings or diagnoses which are related to the employee's ability to receive the HBV vaccination as allowed by law.
- A statement that the employee has been informed of the results of the medical evaluation and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- Any other findings and diagnoses shall remain confidential between the medical provider and the employee
- For each evaluation under this section, Cortland County will obtain and provide the employee with a copy of the attending physician's written opinion within 15 days of the completion of the evaluation.

If the Exposed Employee declines a medical examination despite being advised that it is required of them at no cost to themselves following an exposure incident they shall sign a declination form (Attachment C).

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Safety Director will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- what work practices were being followed
- if specific devices were being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- the location of the incident
- procedure being performed when the incident occurred
- employee's training in relation to task involved & devices being used

The Safety Director will provide a written report of the relative findings to the County Attorney and will maintain a copy.



Cortland County Administrative Policy Manual

- If revisions to this ECP are necessary the SAFETY DIRECTOR, in consultation with the Personnel Officer and the County Attorney will ensure that appropriate changes are made, any required Legislative approval is obtained

Department Heads will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log (ATTACHMENT D).

SHARPS INJURY LOG

A sharps injury log will be maintained by the Safety Director to record all percutaneous injuries from contaminated sharps. All entries on the sharps injury log will be recorded in a manner that maintains the confidentiality of the injured employee. The log shall include, at a minimum, the date of injury, the type and brand of device involved, the department or work area where the incident occurred, and an explanation of how the incident occurred. The sharps injury log shall be maintained for at least five years following the end of the calendar year to which it relates.



**Cortland County
Administrative Policy Manual**

Attachment A

**CORTLAND COUNTY PERSONNEL OFFICE HEPATITIS B VACCINE
DECLINATION / VERIFICATION**

I understand that due to my position classification, I am at risk for occupational exposure to blood or other potentially infectious materials (OPIM); with that, I may be at risk of acquiring the Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the hepatitis B vaccine, at no cost to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring HBV, a serious disease. I further understand that by declining this vaccination which has been offered to me, I affect my ability to file future Worker's Compensation claims or insurance claims in the event that I contract HBV due to an occupational exposure and I release my employer from any and all liability related to such an incident, and relinquish any right to bring future legal action related to such an incident against any person or organization inasmuch as it relates to the contraction of HBV by occupational exposure should that occur.

If in the future I continue to have occupational exposure to blood or OPIM and I want to be vaccinated with the Hepatitis B vaccine, I can request such and receive the vaccination series at no cost to me.

The reason that I am declining the vaccination series at this time is:

- ☐ I was previously vaccinated against Hepatitis B (indicate series dates below)

#1	#2	#3
----	----	----

- ☐ I have had a blood test indicating that I am immune against Hepatitis B

Date of positive hepatitis B surface antibody test:

- ☐ For medical reasons, I have been advised by a physician not to receive the vaccinations
- ☐ It is simply my personal preference not to receive the vaccine

Signature

Date

Instructions: File in individual's health information file in Cortland County Personnel Office.



**Cortland County
Administrative Policy Manual**

Attachment B

CORTLAND COUNTY EMPLOYEE POST-EXPOSURE

This form should be completed by Personnel/Safety Director/Department Head and given to the employee to take to the ED or their Health Care Provider

Employee Name: _____ Position: _____

Incident/Exposure Date & Time: _____ Report Date: _____

Employee's duties as they relate to exposure incident:

Employee's reported description of the exposure, including route of exposure:

Please complete the following exposed Employee information if known:

HEP B Vaccination Status: ____

Last Tetanus Vaccination: ____

Allergies/Sensitivities: _____

Please complete the following Source Individual information:

SOURCE INDIVIDUAL IDENTITY: ____ or ☐ Not Known

If SOURCE INDIVIDUAL is already known to be infected, indicate below:

☐ HIV ☐ HBV ☐ HCV ☐ Status is Unknown:

☐ DOH 2557 Authorization Form Included

☐ Source Individual Refuses Testing

☐ Information Provided By: _____ Title: _____

Phone: _____ E-Mail: _____@cortlandcountyny.gov

Date: _____ Time: _____



**Cortland County
Administrative Policy Manual**

This section to be completed by Treating Physician

HEALTH CARE PROFESSIONAL'S WRITTEN OPINION

Note to Physician: To assist the County in meeting OSHA/PESH requirements, please complete this form and return to the following address **within 7 days** of the exposure incident: (Note: OSHA regulations specify that the employer is to be given only the following information; please do not add additional **information.**):

Name of Treating Physician: _____

Was Hepatitis B vaccination indicated for employee? ☐ YES ☐ NO

- If YES, did employee receive the vaccination? ☐ YES ☐ NO

Was the employee informed of the results of the medical evaluation and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

☐ YES ☐ NO

Signature of Evaluating Physician

Date

Employee Statement: I have been counseled as to this blood/body fluid exposure and I understand the situation and what it entails for the present and future.

Signature of Employee

Date

Return completed form to the following address **within 7 days** of the exposure incident:

**Personnel Officer - CONFIDENTIAL
Cortland County Office Building 60 Central Avenue
Cortland, NY 13045**



**Cortland County
Administrative Policy Manual**

ATTACHMENT C

**DECLINATION OF MEDICAL TREATMENT AFTER BLOOD / BODY FLUID
EXPOSURE INCIDENT**

(this form must be signed in the presence of a witness)

Today's Date: ____/____/____

Date of Exposure: ____/____/____

Exposed Employee Name (print): _____

I have been exposed to blood and/or potentially infectious body fluids. I have reported this incident to my employer and completed paperwork as directed. My employer has recommended that I be evaluated and possibly treated by a qualified medical professional, at no cost to me, following this incident.

I understand that because I was exposed to blood or bodily fluids I may become seriously ill, disabled, and/or this exposure could lead to death. I understand that I could contract Hepatitis, the Human Immunodeficiency Virus (HIV) which causes AIDS, and/or other serious diseases. I understand that medical treatment should be sought within 24 hours after exposure, and that waiting longer than 48 hours may affect both the effectiveness of any medical treatment and my ability to file future worker's compensation claims or insurance claims related to this incident.

Against the advice of my employer, I hereby voluntarily decline the free medical attention which has been offered to me, release my employer and my supervisor(s) from any and all liability related to this incident, and relinquish any right to bring future legal action related to this incident against any person or organization.

Exposed Employee Legal Signature: _____

Date: ____/____/____

Witness Name (print): _____

Witness Signature: _____

Date: ____/____/____

Safety Director (or Designee/Dept. Head) Signature: _____

Date: ____/____/____



**Cortland County
Administrative Policy Manual**

ATTACHMENT D:

SHARPS INJURY LOG

FOR THE CALENDAR YEAR ENDING DECEMBER 31, 20

DEPARTMENT: _____

DEPARTMENT HEADS are responsible for maintaining these confidential logs for their departments and shall submit them annually (at year-end) to the SAFETY DIRECTOR. This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report. *Use additional pages as necessary.*

DATE:	TYPE / BRAND OF DEVICE INVOLVED (syringe, suture needle, etc.):	ROOM # / AREA OF OCCURANCE:
EXPLANATION OF OCCURRENCE:		
DATE:	TYPE / BRAND OF DEVICE INVOLVED (syringe, suture needle, etc.):	ROOM # / AREA OF OCCURANCE:
EXPLANATION OF OCCURRENCE:		
DATE:	TYPE / BRAND OF DEVICE INVOLVED (syringe, suture needle, etc.):	ROOM # / AREA OF OCCURANCE:
EXPLANATION OF OCCURRENCE:		



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street

Cortland, New York 13045-3702

P: 607-753-5021

countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER

MARCIA L. FORD

Deputy County Clerks

BROOKE KEMAK

County Clerk

bkemak@cortlandcountyny.gov

SONIA GANOUNG

Motor Vehicle Director

P: 607-753-5023

June & July 2026 Activities

- DMV
 - Continued work to address limitations, issues and changes as a result of the new software, DRIVES. The work is done locally, with the County Clerk's Association and bi-weekly phone meetings with leadership within the NYS DMV. Identification transactions that historically were quick, now require additional steps and a significant number of Supervisor Overrides and approvals. From February through June this was required 630 times, which is easily more than double than before the software transition.
- County Clerk
 - Utilizing a Youth Employee through the Workforce Development program to assist with Records Management activities.
 - "Searching County Clerk Records" presentation at the Cortland County Historical Society.
 - Preparation to attend the Fall Gun Show at the State Fairgrounds.

Financial Activity (January – June 2026)

Numbers are rounded

Revenue - General Fund	YTD June 2026	2026 Budget	2025 Actual
Clerk – Fees	\$306,880	\$1,012,000	\$1,258,509
Clerk – Transfer Tax	\$172,650		
Clerk – Local Mtg. Tax	\$161,818		
<i>Clerk – Total</i>	<i>\$641,348</i>		
DMV – Fees & Sales Tax	\$183,656	\$715,000	\$770,689
DMV – Use Tax	\$139,125*		
DMV – Online Revenue	\$56,342*		
<i>DMV – Total</i>	<i>\$379,123*</i>		
*Final June figures have not been received; projected			
<i>Total Revenue</i>	<i>\$1,020,471</i>	<i>\$1,727,000</i>	<i>\$2,030,198</i>

CORTLAND COUNTY



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Clerk, Cortland County Legislature
shempstead@cortlandcountyny.gov
(607) 753-5048

County Historian
Public Information Officer
Records Access Officer
www.cortlandcountyny.gov

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: August 11, 2026

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of June and July 2026. As the liaison between the Legislature and the public, our office is committed to promoting transparency, efficiency, and professionalism in all of our work.

Meetings/Trainings Attended:

- All standing committees of the Cortland County Legislature and Legislative Session for the month of June
- WHCU Interview
- Veterans Memorial Meeting
- Independence Day Festival Meetings
- NYSED Webinar – Historian
- Property Tax Meetings
- Pumpkinfest Meeting
- Multiple meetings with Department Heads & County Administrator for various County matters
- Internal Workgroup Meetings
- RFP Meeting/Training
- Chairman's Roundtable Meeting
- Department Head Meetings
- Budget Training
- Department Head Mentor Meetings
- CVB Board Meeting
- CFA Workshop
- Courthouse HVAC Meetings
- WHCU Radio Interview
- RFP Openings
- Independence Day Festival – Celebrating America 250: Attendance at event, setup, and cleanup
- Civic Clerk Training
- Storm follow up
- Probation Department Certificate Presentation
- Granicus Meeting
- Website Update Meeting

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Activities Completed:

1. **Meeting Preparation & Follow Up:** Prepared all legislative meeting agendas, with the approval of the Committee Chairs and Chairman. Preparation of all committee minutes for approval.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required. The office regularly receives questions from residents on a wide range of topics. When those inquiries come in, we either provide the appropriate information or direct residents to the proper department or resource for assistance.
3. **Public Information Officer Duties:**
 - As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases.
 - Continued working on updates to the County's communications policy to promote clear, consistent, and coordinated messaging across departments.
 - Began implementing the 2026 Public Relations Plan and related social media improvements. Additional updates to communications policies, procedures, and internal processes remain necessary to support consistent Countywide implementation.
 - Built out the Information Awareness Campaign for the County taking over tax collection for the City of Cortland.
 - i. Built out webpage for residents to go to with questions.
 - Continued planning and development of a County newsletter to keep the public informed about major County initiatives, services, and activities. The newsletter remains in progress, as adequate time is needed to develop a useful, professional, and sustainable publication.
 - As part of the FY2027 budget process, requested the creation of a dedicated communications position (Communications Coordinator) within the Office of the Clerk of the Legislature/Public Information Officer. The volume and scope of County communications have grown significantly and now include press releases, social media management, website content, public outreach, media coordination, emergency communications, community relations, and assistance to departments with public messaging. The request is not the result of these responsibilities going unfulfilled, but reflects that the workload has become too extensive for one

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individual to manage while also carrying out the statutory, legislative, records management, FOIL, historical, and administrative responsibilities of the Office.

- i. The Deputy Clerk position is currently classified five grades below the Clerk of the Legislature and is structured to provide essential support for the legislative, records management, and administrative functions of the Office. Given the position's classification, existing workload, and assigned level of responsibility, it would not be appropriate or operationally sustainable to shift the County's growing communications workload to the Deputy Clerk. Doing so would exceed the intended capacity and scope of that position while also limiting the Deputy Clerk's ability to perform the core responsibilities for which the position was established.
 - ii. A dedicated communications position would provide the appropriate capacity, expertise, and continuity needed to support the Public Information Officer, assist departments with timely and effective communications, strengthen community relations, and maintain consistent Countywide messaging. The position would also provide coverage when the Public Information Officer is unavailable and help ensure that communications remain aligned with the policies and direction established by the Cortland County Legislature.
- Completed a comprehensive review and clean out of the records stored in the boxes in Room 304. Documents were scanned or verified for retention as appropriate, and materials eligible for disposal were discarded in accordance with applicable records retention requirements.
 - Cortland County YouTube page:
<https://www.youtube.com/@CortlandCountyNY>
 - Please like, follow, and share the County socials:
<https://www.facebook.com/profile.php?id=61573732018903>
<https://www.instagram.com/cortlandcounty/>
 - Please like and follow the Cortland County Legislature socials:
<https://www.facebook.com/CortlandCountyLegislature/>
<https://www.instagram.com/cortlandcountylegislature/>
4. **Legislative Research:** Reviewing legislation adopted by the state legislature.
 5. **Data Transfer:** Deputy Clerk, Ashley Millard, is working diligently to backup all legislative files from the MinuteTraQ program into LaserFiche prior to the switch to CivicPlus. This includes over 13,000 legislative files, over the course of 12 years, with attachments and many references that need to be included. This data backup is tying up the majority of the Deputy's time, but it is a necessary task that is saving the County tens of

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thousands of dollars. **Update – this is complete and all files are backed up in Laserfiche. We are now integrating them into the Civic Clerk platform.**

Historical Data Transfer work in process – the Clerk of the Legislature is currently moving historical meeting files to be transferred (videos, minutes, etc.) to new system, which is also helping to save the County tens of thousands of dollars. **Update: this is complete. All of the old meeting files are in CivicClerk and searchable in the program.**

6. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.
7. **Historian Duties:** America250 – the budget was approved by NYSED and \$13,500 of the \$15,000 has been received. We have paid for some Revolutionary presentations so far, with many other items planned to commemorate America 250. The primary focus is the history of the Revolutionary War and civic engagement.
8. **Grants:** Continuing to work on current grants and look into future grants.
 - Microenterprise Grant:
 - i. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
 - We are currently in the process of closing out the Microenterprise grant. All monies have been disbursed and program requirements have been fulfilled. **Update: this is in review by the state.**
 - ii. Working with Morgan Spaulding on next year's CDBG MAP round funding. The public hearing for the 2026 grant application is scheduled for this month's legislative session.
9. **Misc.:** Continually updating the County website and providing training to departments.

Working on accessibility requirements on the website, as well as making some needed updates to the website.

We continue to face a significant shortage of office space. To operate at the level of effectiveness, confidentiality, and professionalism that our responsibilities require, individual offices are essential. Expanded space will also allow us to advance an important goal for 2026: bringing on interns and making meaningful use of the college resources and talent available in our community. Unfortunately, this initiative cannot be implemented within our current space limitations. **Update – the legislative clerk's offices are supposed to be moving back down to the other end of the third floor. It is tentatively scheduled for the summer, and we would hope to be moved into the new space before the fall semester begins to get an intern or two in the office. This space would be sufficient for the requested new position as well.**

CORTLAND COUNTY



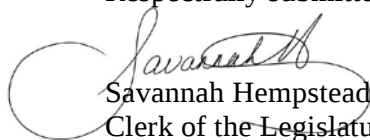
Savannah M. Hempstead, CLBC
Clerk, Cortland County Legislature
shempstead@cortlandcountyny.gov
(607) 753-5048

County Historian
Public Information Officer
Records Access Officer
www.cortlandcountyny.gov

The Office of the Clerk of the Legislature is responsible for many different and distinct tasks that assist in keeping the County going on a daily basis. We try our best to get around to everything requested, but are doing so with a staff of two. If there is anything that the committee would like to see us prioritizing more, please let us and the Chairman know.

Is there anything that you would like included in my report that you are not seeing, or anything that you would like the office to work on that is not being done?

Respectfully submitted,


Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 07/30/2026 1:39 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
6/1/2026	R000189-060126	Exemption Denial	Yes	6/22/2026
6/2/2026	R000190-060226	Update from Requester	Yes	6/17/2026
6/2/2026	S000384-060226	Sent for Legal Review	No	
6/3/2026	R000191-060326	No Records Exist	Yes	7/17/2026
6/3/2026	R000192-060326	New Request	No	
6/3/2026	S000385-060326	No Records Exist	Yes	6/8/2026
6/4/2026	R000193-060426	No Records Exist	Yes	7/14/2026
6/4/2026	S000386-060426	No Records Exist	Yes	6/8/2026
6/5/2026	S000387-060526	No Records Exist	Yes	6/8/2026
6/5/2026	R000194-060526	Full Release	Yes	6/17/2026
6/8/2026	S000388-060826	Full Release	Yes	6/11/2026
6/8/2026	S000389-060826	Full Release	Yes	6/11/2026
6/8/2026	S000390-060826	No Records Exist	Yes	6/11/2026
6/8/2026	S000391-060826	No Records Exist	Yes	6/11/2026
6/8/2026	S000392-060826	Full Release	Yes	6/11/2026
6/8/2026	S000393-060826	Full Release	Yes	6/11/2026
6/8/2026	S000394-060826	Update from Requester	Yes	6/25/2026
6/9/2026	R000195-060926	Not Public Records Request	Yes	7/14/2026
6/9/2026	S000395-060926	Full Release	Yes	6/18/2026
6/9/2026	S000396-060926	No Records Exist	Yes	6/11/2026
6/9/2026	S000397-060926	No Records Exist	Yes	6/11/2026
6/10/2026	S000398-061026	No Records Exist	Yes	6/11/2026
6/10/2026	S000399-061026	Full Release	Yes	6/11/2026
6/10/2026	S000400-061026	No Records Exist	Yes	6/11/2026
6/10/2026	S000401-061026	No Records Exist	Yes	6/11/2026
6/10/2026	S000402-061026	No Records Exist	Yes	6/11/2026
6/11/2026	U003282-061126	Not Public Records Request	Yes	6/11/2026
6/12/2026	R000196-061226	No Records Exist	Yes	6/17/2026
6/15/2026	S000403-061526	Update from Requester	Yes	6/15/2026
6/15/2026	S000404-061526	Full Release	Yes	6/18/2026
6/15/2026	S000405-061526	Full Release	Yes	6/18/2026
6/15/2026	S000406-061526	Full Release	Yes	6/18/2026
6/15/2026	S000407-061526	Exemption Denial	Yes	6/17/2026
6/16/2026	R000197-061626	Full Release	Yes	6/22/2026
6/16/2026	R000198-061626	No Records Exist	Yes	6/22/2026
6/17/2026	S000408-061726	No Records Exist	Yes	6/18/2026
6/17/2026	R000199-061726	Update from Requester	Yes	6/17/2026
6/17/2026	S000409-061726	No Records Exist	Yes	6/25/2026
6/18/2026	S000410-061826	No Records Exist	Yes	6/24/2026
6/19/2026	S000411-061926	Full Release	Yes	6/24/2026
6/19/2026	S000412-061926	Full Release	Yes	6/24/2026
6/19/2026	S000413-061926	Full Release	Yes	6/24/2026
6/19/2026	R000200-061926	Exemption Denial	Yes	7/20/2026
6/19/2026	S000414-061926	Full Release	Yes	6/24/2026
6/19/2026	S000415-061926	No Records Exist	Yes	6/24/2026

Create Date	Reference No	Request Status	Completed/Closed	Close Date
6/19/2026	S000416-061926	No Records Exist	Yes	6/24/2026
6/19/2026	S000417-061926	No Records Exist	Yes	6/24/2026
6/19/2026	S000418-061926	No Records Exist	Yes	6/24/2026
6/19/2026	S000419-061926	Full Release	Yes	6/24/2026
6/19/2026	R000201-061926	Not Custodian of Records	Yes	7/15/2026
6/20/2026	S000420-062026	No Records Exist	Yes	6/22/2026
6/22/2026	R000202-062226	Full Release	Yes	6/25/2026
6/23/2026	S000421-062326	No Records Exist	Yes	6/24/2026
6/23/2026	S000422-062326	No Records Exist	Yes	6/24/2026
6/23/2026	S000423-062326	No Records Exist	Yes	6/24/2026
6/23/2026	R000203-062326	No Records Exist	Yes	6/30/2026
6/24/2026	R000204-062426	Not Custodian of Records	Yes	7/15/2026
6/25/2026	S000424-062526	Full Release	Yes	7/6/2026
6/25/2026	S000425-062526	Full Release	Yes	7/6/2026
6/25/2026	R000205-062526	No Records Exist	Yes	7/14/2026
6/26/2026	S000426-062626	No Records Exist	Yes	7/6/2026
6/26/2026	S000427-062626	No Records Exist	Yes	7/6/2026
6/29/2026	S000428-062926	No Records Exist	Yes	7/6/2026
6/29/2026	S000429-062926	No Records Exist	Yes	7/6/2026
6/29/2026	S000430-062926	No Response from Requester	Yes	7/15/2026
6/29/2026	S000431-062926	No Records Exist	Yes	7/6/2026
6/29/2026	S000432-062926	No Records Exist	Yes	7/6/2026

Requests by Month

Run Date: 08/03/2026 9:00 AM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
7/1/2026	S000434-070126	No Records Exist	Yes	7/6/2026
7/1/2026	R000206-070126	Full Release	Yes	7/15/2026
7/2/2026	R000207-070226	Full Release	Yes	7/23/2026
7/2/2026	R000208-070226	Full Release	Yes	7/14/2026
7/6/2026	S000435-070626	Full Release	Yes	7/6/2026
7/6/2026	S000436-070626	Full Release	Yes	7/6/2026
7/7/2026	S000437-070726	No Records Exist	Yes	7/24/2026
7/7/2026	R000209-070726	No Records Exist	Yes	7/21/2026
7/7/2026	S000438-070726	Full Release	Yes	7/10/2026
7/7/2026	S000439-070726	Full Release	Yes	7/20/2026
7/7/2026	S000440-070726	No Records Exist	Yes	7/20/2026
7/8/2026	R000210-070826	Update from Requester	Yes	7/21/2026
7/8/2026	R000211-070826	Full Release	Yes	7/21/2026
7/8/2026	S000441-070826	New Request	No	
7/8/2026	S000442-070826	New Request	No	
7/9/2026	S000443-070926	Full Release	Yes	7/30/2026
7/9/2026	S000444-070926	No Records Exist	Yes	7/24/2026
7/9/2026	S000445-070926	Full Release	Yes	7/24/2026
7/12/2026	S000446-071226	No Records Exist	Yes	7/14/2026
7/13/2026	S000447-071326	Full Release	Yes	7/24/2026
7/13/2026	S000448-071326	Full Release	Yes	7/24/2026
7/13/2026	S000449-071326	No Records Exist	Yes	7/14/2026
7/13/2026	S000450-071326	No Records Exist	Yes	7/14/2026
7/13/2026	S000451-071326	Not Public Records Request	Yes	7/14/2026
7/14/2026	R000212-071426	Exemption Denial	Yes	7/15/2026
7/14/2026	S000452-071426	Full Release	Yes	7/24/2026
7/14/2026	S000453-071426	Full Release	Yes	7/24/2026
7/14/2026	S000454-071426	Full Release	Yes	7/24/2026
7/14/2026	S000455-071426	Full Release	Yes	7/24/2026
7/16/2026	S000456-071626	No Records Exist	Yes	7/24/2026
7/16/2026	S000457-071626	Full Release	Yes	7/17/2026
7/16/2026	S000458-071626	No Records Exist	Yes	7/17/2026
7/16/2026	S000459-071626	Full Release	Yes	7/27/2026
7/16/2026	S000460-071626	Full Release	Yes	7/27/2026
7/16/2026	S000461-071626	Not Custodian of Records	Yes	7/27/2026
7/16/2026	R000213-071626	No Records Exist	Yes	7/27/2026
7/17/2026	S000462-071726	No Records Exist	Yes	7/27/2026
7/17/2026	S000463-071726	No Records Exist	Yes	7/24/2026
7/17/2026	R000214-071726	No Records Exist	Yes	7/21/2026
7/18/2026	S000464-071826	Exemption Denial	Yes	7/24/2026
7/20/2026	R000215-072026	Not Custodian of Records	Yes	7/20/2026
7/20/2026	R000216-072026	Assigned	No	7/21/2026
7/21/2026	S000465-072126	No Records Exist	Yes	7/27/2026
7/21/2026	R000217-072126	Full Release	Yes	7/21/2026
7/21/2026	S000466-072126	No Records Exist	Yes	7/24/2026

Create Date	Reference No	Request Status	Completed/Closed	Close Date
7/22/2026	<u>S000467-072226</u>	Full Release	Yes	7/27/2026
7/22/2026	<u>S000468-072226</u>	No Records Exist	Yes	7/27/2026
7/22/2026	<u>S000469-072226</u>	Full Release	Yes	7/27/2026
7/22/2026	<u>S000470-072226</u>	No Records Exist	Yes	7/27/2026
7/22/2026	<u>R000218-072226</u>	Assigned	No	
7/23/2026	<u>R000219-072326</u>	No Records Exist	Yes	7/23/2026
7/23/2026	<u>S000471-072326</u>	No Records Exist	Yes	7/27/2026
7/23/2026	<u>S000472-072326</u>	No Records Exist	Yes	7/27/2026
7/24/2026	<u>S000473-072426</u>	No Records Exist	Yes	7/24/2026
7/24/2026	<u>R000220-072426</u>	Not Custodian of Records	Yes	7/28/2026
7/26/2026	<u>U003379-072626</u>	Not Public Records Request	Yes	7/26/2026
7/27/2026	<u>R000221-072726</u>	New Request	No	
7/27/2026	<u>S000474-072726</u>	No Records Exist	Yes	7/29/2026
7/28/2026	<u>S000475-072826</u>	Exemption Denial	Yes	7/29/2026
7/29/2026	<u>S000476-072926</u>	New Request	No	
7/30/2026	<u>S000477-073026</u>	New Request	No	

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

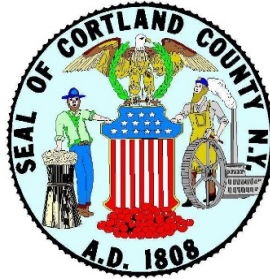
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Phelps

607-753-5125

mphelps@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – June/July 2026

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
265	207	212	16	48	1	2	90	0	841

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
407	179	4	2	137	42	771

- Held a Primary Election for State Comptroller, Congressional District 19 and Town Party positions.
- Conducted 2 manual recounts where the results were within 20 votes.
- Received caucus nominations from 10 Towns for the General Election in November.
- Processed returned Mailcheck cards



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, SUITE 312

CORTLAND, NY 13045

PHONE: (607) 753-5095

Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

JUNE MONTHLY REPORT – Dated June 30, 2026

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2026	2025	2024	2023	2022
\$26,570	\$12,177.00	\$322.50	\$25,775.94	\$151,289.00

FINES COLLECTED:

YTD 2026	2025	2024	2023	2022
\$0.00	\$0.00	\$153,000	\$400.00	\$400.00

CONTRACTS & AGREEMENTS (YTD) to County Attorney's Office for review:

	2026	2025	2024	2023	2022
JAN	57	52	42	24	29
FEB	68	67	73	43	48
MAR	97	120	87	82	80
APR	126	146	121	108	112
MAY	157	164	171	150	142
JUN	202	196	189	177	172
JUL		221	218	202	188
AUG		244	244	229	236
SEP		272	260	253	267
OCT		293	295	283	286
NOV		327	319	336	323
DEC		392	364	391	371

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

NEW Since last report	YTD 2026	2025	2024	2023	2022
15	80	152	126	99	92

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

Type	YTD 2026	2025	2024	2023	2022
JD	3	21	21	17	12
JD - RTA*	0	7	7	7	4
PINS	6	11	7	12	9
Probation Violations - Support	1	1	3	7	10

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

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

	YTD 2026	2025	2024	2023	2022
Property Crimes	1	14	11	14	11
Crimes Against Persons	2	7	11	7	2
Sex Offenses	0	6	5	2	1
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	1	3

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

NEW Since last report	YTD 2026	2025	2024	2023	2022
5	47	82	71	64	49

ERPO (Extreme Risk Protection Orders):

NEW Since last report	YTD 2026	2025	2024	2023	2022
1	9	6	5	5	5

AOT (Assisted Outpatient Treatment):

NEW Since last report	YTD 2026	2025	2024	2023	2022
0	2	1	2	0	0



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, SUITE 312

CORTLAND, NY 13045

PHONE: (607) 753-5095

Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

JULY MONTHLY REPORT – Dated July 31, 2026

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2026	2025	2024	2023	2022
\$26,749.88	\$12,177.00	\$322.50	\$25,775.94	\$151,289.00

FINES COLLECTED:

YTD 2026	2025	2024	2023	2022
\$0.00	\$0.00	\$153,000	\$400.00	\$400.00

CONTRACTS & AGREEMENTS (YTD) to County Attorney's Office for review:

	2026	2025	2024	2023	2022
JAN	57	52	42	24	29
FEB	68	67	73	43	48
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APR	126	146	121	108	112
MAY	157	164	171	150	142
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PINS	6	11	7	12	9
Probation Violations - Support	1	1	3	7	10

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

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

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Crimes Against Persons	3	7	11	7	2
Sex Offenses	0	6	5	2	1
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	2	1	1	1	3

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

NEW Since last report	YTD 2026	2025	2024	2023	2022
3	50	82	71	64	49

ERPO (Extreme Risk Protection Orders):

NEW Since last report	YTD 2026	2025	2024	2023	2022
1	10	6	5	5	5

AOT (Assisted Outpatient Treatment):

NEW Since last report	YTD 2026	2025	2024	2023	2022
0	2	1	2	0	0



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5081

Safety Director's Monthly Update – June 30, 2026

June Highlights:

- First Aid/CPR/AED Training held: None in June
 - Upcoming: 7/23, 7/24, 8/13, 8/14
- Card Access Meeting w. IT 6/3/2026
- Dwyer Park Mulch Installation 6/4/2026
- LEPC Monthly Meeting 6/5/2026
- DSS Safety and Security Meeting 6/5/2026
- Compliance Roundtable Discussion 6/12/2026
- Dwyer Park Playground Inspection 6/12/2026
- County Property Values Review 6/23/2026
- Safety & Compliance Committee Meeting 6/24/2026
- Incident Report / Workplace Violence Policy Review 6/24/2026
- Water event COB 6/29/2026
 - Event plan meeting
 - Daily moisture readings 6/30-TBD
 - Briefing with group to discuss plans
- Clerk's Chair Lift Inspection
 - Remains out of order
- ESSA Safety Briefs forwarded to Department Heads:
 - Hazardous Energy Control
 - Common Poisonous Plants
 - UV Protection
 - Extreme Heat Guidance

Upcoming:

- Annull Inspection 7/6/2026
- Firehouse AED Grant Application opens 7/9/2026
- Compliance Roundtable Discussion 7/10/2026
- Safety & Compliance Committee Meeting 7/22/2026
- MH Safety Committee Meeting 7/30/2026



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5081

Safety Director's Monthly Update – July 31, 2026

July Highlights:

- First Aid/CPR/AED Training held: 7/23, 7/24
 - Upcoming: 8/13, 8/14, 9/24, 9/25, 10/15, 11/12, 11/13, 12/9, 12/10
- Annull Inspection 7/6/2026
- Phone call re: document recovery 7/10/2026
- Compliance Roundtable Discussion 7/10/2026
- Misc. Safety Issues Meeting 7/13/2026
- COB Rebuild Process Meeting 7/13/2026
- Phone call w. AVIVE re: AED options 7/17/2026
- 2025 ECCCNYs Residential Provisions (DOC Codes Training) 7/17/2026
- AED Discussion w. County Administrator 7/27/2026
- NYMIR Tour 7/28/2026
- MH Safety Committee Meeting 7/30/2026
- Fire Protective Assemblies for RCNYS Lightweight Wood Floors (DOC Codes Training) 7/31/2026
- Clerk's Chair Lift Inspection
 - Remains out of order
- ESSA Safety Briefs forwarded to Department Heads:
 - Flagger Operation Safety
 - Rabies and Animal Bites
 - Bicycling Safety

Upcoming:

- Tools for Code Enforcement (DOC Codes Training) 8/14/2026
- Compliance Roundtable Discussion 8/14/2026
- Fire Resistive Residential Code and Engineered Wood Products (DOC Codes Training) 8/28/2026