



**Cortland County Finance
and Administration
Committee
Committee Meeting
~ Agenda ~**

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

Tuesday, April 14, 2026

9:00 AM

Room 302

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Committee Member Reed Cleland				
Committee Member Beau Harbin				
Committee Member Linda Jones				
Committee Member Joseph Nauseef				
Committee Member Eugene Waldbauer				
Committee Vice-Chair William McGovern				
Committee Chair Cathy Bischoff				

Approval of Minutes

March 26, 2026 Finance & Administration Committee Minutes

Committee Updates

Resolutions

Referred from Finance & Administration Committee

ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 1

**Requesting Special Home Rule Legislation to Amend New York State Tax Law, in Relation to
Expanding the Use of Occupancy Tax Dollars**

WHEREAS, New York State Tax Law, §1202-g (1) and (9) presently authorizes Cortland County to adopt and amend local laws, ordinances, or resolutions directing all revenues be allocated for tourist and convention development; provided, however, the County shall be authorized to retain up to a maximum of ten percent of such revenue to defer the necessary expenses of the county in administering such tax; AND

WHEREAS, the current use of occupancy tax revenue is limited to promotion of tourism, including advertising and marketing of tourist attractions; AND

WHEREAS, economic development is closely intertwined with tourism and vital to the long-term sustainability and growth of the County's economy; AND

WHEREAS, expanding the authorized use of occupancy tax funds to include economic development will allow the County greater flexibility to support projects that support local business development, hospitality sector growth, workforce creation and other related initiatives that directly or indirectly benefit the County's economy, including tourism, as a whole; NOW THEREFORE BE IT

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law, §1202 (9), as follows:

1. Revenues resulting from the imposition of tax authorized by this Section shall be paid into the treasury of the County of Cortland and shall be credited to and deposited into a reserve account; provided, however, that such local laws shall provide that shall be authorized to retain a minimum of five percent (5%) up to a maximum of twelve percent (12%) to defer the necessary expenses of the county in administering such tax. The collections therefrom, net the allowable county costs, related to administration of the tax and the funds, shall be distributed by the Cortland County Legislature for any county purpose in the following manner:
 - a. A minimum of seventy-five percent (75%) of up to the first one million dollars (\$1,000,000) of net annual occupancy tax receipts shall be utilized to support and enhance the planning, promotion, marketing and growth of tourism, tourist activities, and attractions, and tourist product development; AND
 - b. The remaining net occupancy tax proceeds, as determined by the Cortland County Legislature, shall be designated for any county purpose related to economic development; AND IT BE FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb, New York State Assembly member Anna Kelles, and Assembly member Jeff Gallahan in order to request the introduction of Home Rule Legislation regarding this matter.

Referred from Public Works Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 2

Award Bid/Authorize Agreement for Construction for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North at the Cortland County Airport

WHEREAS, the Cortland County Airport, as a public-use facility included in the National Plan of Integrated Airport Systems (NPIAS), will receive funding through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) for Federal Fiscal Year 2026; AND

WHEREAS, the County of Cortland, New York, wishes to continue improvements to the infrastructure of Cortland County Airport-Chase Field through the Construction for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field, which is necessary to continue safe operation of aircraft at the Airport; AND

WHEREAS, the Cortland County Public Works Department advertised a solicitation for bids for the Construction Phase of Shifting of existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub project; AND

WHEREAS, the bid proposals were received and opened for this project on March 12, 2026 and the following list constitutes the results of said bid opening:

BIDDER NAME AMOUNT OF BID

Rifenburg Construction, Inc. \$4,834,115.00
5835 State Route 5
Herkimer, NY 13350

Seneca Stone Corporation \$6,463,000.00
2747 Canoga Road
Seneca Falls, NY 13148

Suit Kote Corporation \$7,541,711.95
1911 Lorings Crossing Rd
Cortland, NY 13045

; AND

WHEREAS, the lowest responsible bid received for the construction phase of said project was received from Rifenburg Construction, Inc., 5835 State Route 5, Herkimer, NY 13350 for an amount of \$4,834,115.00; AND

WHEREAS, the Cortland County Legislature approved the design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub at Cortland County Airport and entered into an agreement for the design of the project with McFarland Johnson, Inc. by Resolution No. 195-24; AND

WHEREAS, the local and state share of 2.5% of the overall grant budget is equal to one hundred thirty-three thousand four hundred twenty-eight Dollars (\$133,428.00) each to complete the construction of the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub at the Cortland County Airport – Chase Field; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby endorses and approves the acceptance of the FAA AIP Grant for the Construction Phase for Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub Project for a total amount of \$4,834,115.00; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized to execute all necessary documents and plans on behalf of the County of Cortland with the Federal Aviation Administration, New York State Department of Transportation, McFarland Johnson, Inc. and Rifenburg Construction, Inc. with respect to the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub project; AND BE IT FURTHER

RESOLVED, that a certified copy of this Resolution be filed with the Federal Aviation Administration and New York State Department of Transportation by attaching it to any necessary Grant Agreement and Engineering Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, that the 2026 County Budget be amended as follows:

Increase:

HH56105.52800.TWAB	Infrastructure	\$5,337,115.00
HH56105.44597.TWAB	Federal Revenue	\$5,070,259.00
HH56105.43597.TWAB	State Revenue	\$ 133,428.00
HH56105.45031.TWAB	Inter-Fund Transfer	\$ 133,428.00
A99095.59950.TWAB	Transfer to Capital	\$ 133,428.00

A359900

General Fund Balance

\$ 133,428.00

Referred from Government Operations Committee

Referred from Judiciary & Public Safety Committee

ON MOTION OF SANDRA PRICE

AGENDA ITEM NO. 3

Accept and Authorize FEMA Hazard Mitigation Grant - Emergency Response & Communications

WHEREAS, the US Department of Homeland Security and Emergency Services Federal Emergency Management Agency (DHSES-FEMA) has awarded the Cortland County Department of Emergency Response and Communications a grant in the amount of \$150,000, resulting in no new county costs, in support of Multi-Jurisdictional Local Hazard Mitigation Planning; AND

WHEREAS, the Hazard Mitigation Grant Program (HMGP) is a Federal Emergency Management Agency (FEMA) program designed to help communities reduce long-term risk to people and property from future natural hazards after a federally declared disaster; AND

WHEREAS, Studies consistently show that hazard mitigation saves money. FEMA-supported mitigation programs have demonstrated an average return of \$6 in avoided future losses for every \$1 invested, making HMGP a critical tool for resilience and fiscal responsibility; AND

WHEREAS, there is a 25% non-federal match in the amount \$37,500 that can be in either matching funds, in-kind services, or other eligible sources; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2026 budget is amended as follows:

Account		Current	Change	Revised
A34105.44389.26HMG	DHSES HMP Grant	0	\$112,500	\$112,500
A34105.54048.26HMG	Program Specific Materials	0	\$150,000	\$150,000
A.359900	Appropriated Fund Balance	0	\$ 37,500	\$ 37,500

; 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 US Department of Homeland Security and Emergency Services Federal Emergency Management Agency at an amount not to exceed \$150,000; 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.

Referred from Agriculture/Planning/Environment Committee

ON MOTION OF WILLIAM MCGOVERN

AGENDA ITEM NO. 4

Amend 2026 Budget – Rural Transportation Assistance Program

WHEREAS, the Rural Transportation Assistance Program (RTAP) is a Federal Transit Administration (FTA) program administered by the New York State Department of Transportation (NYSDOT) to support training and professional development; AND

WHEREAS, Cortland County can access RTAP funds directly to be reimbursed for individual training and professional development needs; AND

WHEREAS, RTAP funds are fully reimbursable, and no local matching share is required under the NYSDOT RTAP program; AND

WHEREAS, in order to attend training and professional development activities under RTAP, the County must amend the 2026 budget to reflect the increase in both estimated revenue and appropriations associated with these reimbursable funds; NOW THEREFORE BE IT

RESOLVED, the Cortland County 2026 budget is amended as follows:

Increase

Revenue	A56305 44589 RTAP	\$10,000
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Increase

Appropriations	A56305 54035 RTAP	\$10,000
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Referred from Health & Human Services Committee

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 5

Abolish Two (2) Case Aids and One (1) Child Support Investigator/Create Two (2) Social Welfare Examiners and One (1) Senior Case Aid - Department Of Social Services

WHEREAS, the needs of the agency will be better served by abolishing and creating several positions in the Social Services Department; AND

WHEREAS, the Health and Human Services Committee recommends the creation of the following full-time positions:

Two - Social Welfare Examiner (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

One - Senior Case Aide (CSEA, Grade 10, \$20.7185-26.2244/hr, competitive class)

; NOW THEREFORE BE IT

RESOLVED, that the following positions are abolished effective April 24, 2026:

Two - Case Aide (CSEA, Grade 8, \$19.4812-24.6583/hr, competitive class)

One - Child Support Investigator (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

; AND BE IT FURTHER

RESOLVED, that the following positions are created with approval to fill effective April 24, 2026:

Two - Social Welfare Examiner (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

One - Senior Case Aide (CSEA, Grade 10, \$20.7185-26.2244/hr, competitive class).

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 6

Authorize Additional Hours for Medical Director/Psychiatrist Positions for Section 730 Examination Coverage - Mental Health Department

WHEREAS, Resolution No. 40-25 created one Medical Director/Psychiatrist position at four (4) hours per week and one Medical Director/Psychiatrist position at ten (10) hours per week; AND

WHEREAS, Resolution No. 170-25 authorized an increase in hours to allow up to fourteen (14) hours per week, provided that the aggregate number of hours worked between the two positions did not exceed fourteen (14) hours in any given week; AND

WHEREAS, the Mental Health Department has identified a need for additional psychiatric coverage specifically related to the completion of Section 730 examinations as required by the New York State Criminal Procedure Law; AND

WHEREAS, the additional hours associated with the completion of Section 730 examinations will be compensated utilizing funds already budgeted within the Department's Professional Services line and will not require additional appropriations; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the two Medical Director/Psychiatrist positions to each work up to seventeen (17) hours per week effective March 30, 2026, with any additional hours worked beyond the previously authorized schedule to be utilized for the completion of Section 730 examinations and paid from funds budgeted in the Mental Health Department's Professional Services line.

Monthly Reports

1. **Grant Administrator Monthly Report**
2. **County Auditor Quarterly Update**
3. **Finance Monthly Report**
4. **County Investing**

Discussion Items

1. **Update on Financial Status**
2. **Tax Collection**
3. **Article 11 and the Foreclosure Process**

Adjournment