



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, January 16, 2024

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m660b2c683d507e1909c00f7d9408234b>

Tuesday, January 16, 2024 9:00 AM | 2 hours | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2330 869 4730

Password: JMtWerSZ945

Join by phone

+1-415-655-0001 US Toll

Access code: 233 086 94730

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Sandra Price	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Member Beau Harbin	☐	☐	☐	
Committee Chair Cathy Bischoff	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	
Committee Member William McGovern	☐	☐	☐	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Dec 12, 2023 10:00 AM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Local Law "A" of 2024 - a Local Law to Repeal Local Law 10 of 2023, a Local Law Overriding Tax Levy Limit for Fiscal Year 2024

WHEREAS, the New York State Legislature enacted General Municipal Law §3-c, which establishes a limit upon real property tax levies by local governments; AND

WHEREAS, pursuant to General Municipal Law §3-c (5), a local government may adopt a budget in excess of the tax levy limit only if the governing body of such local government first enacts a local law to override the tax levy limit for the coming fiscal year only; AND

WHEREAS, the Cortland County legislature adopted the 2024 property tax cap override with Resolution No. 189-23 (Local Law No. 10 of 2023) on October 26, 2023; AND

WHEREAS, New York State law requires the repealing of said override if the County is under the property tax cap to assure that county residents receive a Property Tax Cap refund check; AND

WHEREAS, the proposed Local Law has sat on Legislator's desks for seven days, and a public hearing was held on January 25, 2024; NOW THEREFORE

BE IT ENACTED, by the Cortland County Legislature, Local Law "A" of 2024 - a Local Law to Repeal Local Law 10 of 2023, a Local Law Overriding Tax Levy Limit for Fiscal Year 2024, effective upon filing with the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 2

Resolution Urging the New York State Governor and Legislature to Include the Empire State Community College Workforce Guarantee in the FY 2025 New York State Budget

WHEREAS, Tompkins Cortland Community College serves the educational and workforce needs for residents and businesses in Cortland County through high quality, affordable academic and workforce development programs; AND

WHEREAS, the College offers associate degrees, microcredential certifications, early college programs, and non-credit workforce development coursework, serving more than 5,000 students annually; AND

WHEREAS, the State of New York and Cortland County have a need for individuals with the skills and credentials necessary for careers in high-demand sectors including healthcare, advanced manufacturing, IT/cybersecurity, skilled trades and green jobs; AND

WHEREAS, the Empire State Community College Workforce Guarantee is focused on boosting workforce and economic development statewide, delivering a skilled workforce and 20,000 career-ready students annually; AND

WHEREAS, workforce programs in high-demand sectors are also high-cost, and additional funding is necessary for community colleges to hire and retain experienced, specialized faculty to teach; acquire modernized equipment and resources to expand enrollment and programs; and provide crucial wrap-around services, coaching, and career services necessary for student success; AND

WHEREAS, New York's community colleges are requesting \$97 million in additional base state operating support to expand workforce development programs in high-demand, high-cost industries that lead to thriving wage jobs in Cortland County and improved economic sustainability for local families; NOW THEREFORE BE IT

RESOLVED, on the recommendation of the Finance and Administration Committee, that the Cortland County Legislature expresses its full support and urges Governor Hochul and the members of the New York State Legislature to include the Empire State Community College Workforce Guarantee and the requested \$97 million in additional base state operating support for New York's community colleges in the FY 2025 New York State Budget to increase the capacity necessary to meet New York State and Cortland County's formidable workforce needs both now and in the future; AND BE IT FURTHER

RESOLVED, that certified copies of this resolution be sent to the New York State Governor Kathy Hochul, Senate Majority Leader Stewart-Cousins, Assembly Speaker Heastie, State Senator Lea Webb, Assemblymember Dr. Anna Kelles and Assemblymember Jeff Gallahan.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 3

Appoint Member - Cortland County Convention and Visitors Bureau Board of Directors

WHEREAS, the Cortland County Convention and Visitors Bureau Board of Directors includes a seat designated for a County Legislator or designee; NOW THEREFORE BE IT

RESOLVED, that Savannah Hempstead, of 9 South Williams Street, Homer, New York 13077, be and hereby is appointed to said Board for a term expiring December 31, 2025.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 4

Appointing Members - County Sales Tax Sharing Review Committee - Legislature

WHEREAS the current Cortland County Sales Tax Agreement between the County of Cortland and the City of Cortland was adopted June 21, 2018 by Resolution No. 221-18; AND

WHEREAS the City of Cortland sent a letter on December 28, 2022 notifying the County of the City's intent to enter into negotiations with Cortland County relative to the current sales tax allocations; AND

WHEREAS, the Legislature will benefit from having a committee review the current sales tax sharing agreement in order to negotiate changes to the sales tax sharing agreement with the City; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes a County Sales Tax Sharing Review Committee; AND BE IT FURTHER RESOLVED

RESOLVED, that, upon recommendation of the Chair of the Legislature and the Finance and Administration Committee, Legislators Kevin Fitch, Paul Heider, Cathy Bischoff, Ronald VanDee and Linda Jones be and hereby are appointed to serve on this committee; AND BE IT FURTHER

RESOLVED, that Legislator Heider is hereby appointed as Chair of the Committee; AND BE IT FURTHER

RESOLVED, the term of committee will expire upon completion of a new Sales Tax Sharing Agreement or December 31, 2027, whichever comes sooner.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 5

Award Bid - County-Wide Cost Allocation Plan

WHEREAS, a Request for Proposals (RFP) was issued on September 26, 2023 for Annual Consolidated County-wide Cost Allocation Plans for FYE 2023, 2024 and 2025 and such bids were due and received by October 26, 2023; AND

WHEREAS, bids were received from the following:

Maximus US Services, Inc. 808 Moorefield Park Dr., Suite 205 Richmond, VA 23236	\$9,500
Venesky & Company 6114 State Route 31 Cicero, NY 13039	\$14,000

; AND

WHEREAS, the bids were evaluated to determine whether they met the specifications of the RFP

and compared to identify the company that represents the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature awards the contract to Venesky & Company as the bid was determined to be in the best interest of the County based on the evaluation performed; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, be and hereby is authorized to enter into an agreement with Venesky & Company, 6114 State Route 31, Cicero, NY 13039, effective January 1, 2024 for a one year term in the amount of \$14,000 with an option to extend for an additional two one-year terms at the same rate of compensation.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 6

Delegate Authority to the Director of Finance to Approve Payment of Real Property Tax Errors and Omissions

WHEREAS, Section 554 of the New York State Real Property Tax Law provides a mechanism for the correction of errors on Real Property Tax Rolls by the County Legislature based upon the recommendation of the Cortland County Director of Real Property Tax Services pursuant to an application by an entitled person in cases involving clerical errors, unlawful entries or certain errors in essential fact; AND

WHEREAS, Section 554 of the New York State Real Property Tax Law authorizes the County Legislature to delegate to the Director of Finance the authority to approve such corrections in cases where the correction sought does not exceed twenty-five hundred dollars (\$2,500); AND

WHEREAS, Section 556 of the New York State Real Property Tax Law provides a mechanism for the refunding of certain real property taxes by the County Legislature based upon the recommendation of the Cortland County Director of Real Property Tax Services pursuant to an application by a taxpayer in cases involving clerical errors, unlawful entries upon the assessment rolls and certain errors in essential fact; AND

WHEREAS, said Section 556 of the New York State Real Property Tax Law was amended to authorize the County Legislature to delegate to the Director of Finance the authority to approve such refunds in cases where the refund sought does not exceed twenty-five hundred dollars (\$2,500); AND

WHEREAS, both sections also provide that the Director of Finance will report to the County Legislature, on a monthly basis, those refund applications which have been approved during the previous month and further provides that all applications which have been denied by the Director of Real Property Tax Services, in whole or in part, shall be forwarded to the County Legislature for disposition; NOW THEREFORE BE IT

RESOLVED, that pursuant to Sections 554 and 556 of the New York State Real Property Tax Law, the County Legislature does hereby delegate to the Director of Finance the authority to approve corrections to the Real Property Tax Rolls and approve certain refunds of real property taxes as outlined in said Sections 554 and 556 of the New York State Real Property Tax Law, in cases where the refund sought does not exceed the amount of twenty-five hundred dollars (\$2,500); AND BE IT FURTHER

RESOLVED, that pursuant to section 554 and 556 of the New York State Real Property Tax Law that the Director of Finance shall provide a report on or before the 15th day of each month indicating the name of each recipient, location of the property and the amount of the correction and the amount of the refund or credit; AND BE IT FURTHER

RESOLVED, that this delegation of authority shall remain in effect through December 31, 2024.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 7

Amend Resolution No. 240-23 - Levy Town General and Highway Taxes - Real Property Tax Services

WHEREAS, there has been presented to this Legislature a duly certified copy of the annual budget for the several towns of the County of Cortland for the fiscal year beginning January 1, 2024; AND

WHEREAS, due to errors in the Town of Cincinnatus budget, corrections were made; AND

WHEREAS, Cortland County received a revised 2024 budget from the Town of Cincinnatus; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 240-23 to levy Town General and Highway Taxes; AND

WHEREAS, there is a need to amend Resolution No. 240-23 to reflect the corrected 2024 Town of Cincinnatus budget; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 240-23 be and hereby is amended as follows in the third RESOLVED clause:

REMOVE:

<u>Town</u>	<u>General Fund</u>
Cincinnatus	\$ 18,719

ADD:

<u>TownGeneral Fund</u>	
Cincinnatus	\$ 5,000

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 8

Amend Resolution No. 241-23 - Levy Town Special District Taxes - Real Property Tax Services

WHEREAS, there has been presented to this Legislature a duly certified copy of the annual budget for the several towns of the County of Cortland, which includes special district taxes for the fiscal year beginning January 1, 2024; AND

WHEREAS, due to errors in the Town of Cincinnatus budget, corrections were made; AND

WHEREAS, Cortland County received a revised 2024 budget from the Town of Cincinnatus; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 241-23 to levy Town Special District Taxes; AND

WHEREAS, there is a need to amend Resolution No. 241-23 to reflect the corrected 2024 Town of Cincinnatus budget; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 241-23 be and hereby is amended as follows:

REMOVE:

<u>Town</u>	<u>Fire Tax</u>
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ADD: Cincinnatus \$ 189,084.03

Town Fire Tax
Cincinnatus \$ 108,532.55

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 9

Approving and Ordering the Correction of Certain Errors on Tax Bills

WHEREAS, the Town of Cincinnatus has filed an application with the County Director of Real Property Tax Services for the correction of errors on the tax roll relative to properties within the Town of Cincinnatus for tax year 2024; AND

WHEREAS, the County Director of Real Property Tax Services, acting as agent of this Legislature, which is the tax levying body of this County, has investigated the circumstances of the claimed errors and has submitted her recommendation that the application for the corrections be approved; AND

WHEREAS, Sections 550-556-b of the Real Property Tax Law prescribes the procedure for correction of clerical errors, errors in essential fact, and certain unlawful entries on tax rolls; AND

WHEREAS, Section 556-b of the Real Property Tax Law prescribes the manner in which refunds or credits shall be charged back to the appropriate municipality; NOW THEREFORE BE IT

RESOLVED, that the report of the County Director of Real Property Tax Services be and hereby is accepted; AND BE IT FURTHER

RESOLVED, that the Chair of this Legislature be and hereby is authorized and directed to mail a notice of approval to the applicant and order the collecting officer(s) of the appropriate Towns or the Director of Finance, as the case may be, to correct the respective taxes and refund any overpayment of 2024 taxes pursuant to the attached revised tax roll for the Town of Cincinnatus.

Referred from Building & Grounds Committee

Referred from Highway Committee

Referred from Government Operations Committee

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 10

Authorize Authority Deputy County Administrator - Personnel Department

WHEREAS, the position of Deputy County Administrator was created in the 2023 budget; AND

WHEREAS, the Cortland County Legislature wishes this position to have a civil service classification of exempt with the authority to act on behalf of and in the absence of the County Administrator; NOW THEREFORE BE IT

RESOLVED, that Cortland County Legislature authorizes the duties of the Deputy County Administrator to include acting on behalf and in the absence of the County Administrator effective immediately.

ON MOTION OF NEWELL

AGENDA ITEM NO. 11

Abolish One Position of Fiscal Manager/Create One Position of Executive Administrative Officer - Highway Department

WHEREAS, the needs of the Highway Department will be better served by abolishing one (1) Fiscal Manager position and creating one (1) Executive Administrative Officer position; AND

WHEREAS, the Highway Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Fiscal Manager (Grade 11, Management Compensation Plan, \$53,514-71,227, competitive class, full time with benefits) be and hereby is abolished effective January 25, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Executive Administrative Officer (Grade 11, Management Compensation Plan, \$53,514-71,227, competitive class, full time with benefits) be created with permission to fill effective January 26, 2024 at 12:01 am.

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 12

Abolish One Position of Assistant Public Defender/Create One Position of Associate Assistant Public Defender/Assistant Public Defender - Public Defender's Office

WHEREAS, the needs of the agency will be better served by abolishing one (1) position of Assistant Public Defender and creating one (1) position of Associate Assistant Public Defender/Assistant Public Defender; AND

WHEREAS, the Judiciary and Public Safety Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Assistant Public Defender (Management Compensation Plan, Attorney Grade 2, \$85,000-111,041, non-competitive class, full-time with benefits) be and hereby is abolished effective January 25, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Associate Assistant Public Defender/Assistant Public Defender (Management Compensation Plan, Attorney Grade 3, \$85,000-\$111,041, non-competitive class, full time, with benefits or Management Compensation Plan, Attorney Grade 2, \$72,000-94,058, pending jurisdictional classification, fulltime with benefits) be created with approval to fill on January 26, 2024 at 12:01 a.m.

ON MOTION OF PRICE

AGENDA ITEM NO. 13

Authorize Annual Salary Increases for Special Patrol Officers

WHEREAS, Resolution No. 95-23 created two (2) part-time Special Patrol Officers (Security) and four (4) part-time Special Patrol Officers (School Resource Officer); AND

WHEREAS, Resolution No. 95-23 did not authorize annual salary increases for the above positions; AND

WHEREAS, the Judiciary and Public Safety Committee recommends that these positions receive annual increases as given to the County Police Association of Cortland; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves that the above positions shall receive an annual adjustment equal to the increase given to the County Police Association of Cortland

effective January 1, 2024.

ON MOTION OF PRICE

AGENDA ITEM NO. 14

Authorize Annual Stipend for Additional Duties STOP DWI Coordinator and Administrative Assistant - Sheriff's Department

WHEREAS, the position of STOP DWI Coordinator is held by the Cortland County Sheriff; AND

WHEREAS, the position of Administrative Assistant to the STOP DWI Coordinator is held by the Sheriff's Secretary; AND

WHEREAS, the Sheriff has been performing the duties of the county's STOP DWI Coordinator without additional compensation; AND

WHEREAS, the Sheriff's Secretary has been performing the duties of the Administrative Assistant to the STOP DWI Coordinator without additional compensation; AND

WHEREAS, the STOP DWI 2024 Plan submitted to the state and the Cortland County 2024 Budget both include compensating the STOP DWI Coordinator and the STOP DWI Administrative Assistant for performing these duties with a \$2,500 yearly stipend to the STOP DWI Coordinator (Sheriff) and \$2,500 yearly stipend to the STOP DWI Administrative Assistant (Sheriff's Secretary), which would not be added to their base salary, for as long as the Sheriff and the Sheriff's Secretary continue to perform STOP DWI Coordinator and Administrative Assistant duties, said stipends budgeted in A33155.51035, Other Compensation; NOW THEREFORE BE IT

RESOLVED, that the Sheriff will receive a \$2,500 stipend for performing the duties of STOP DWI Coordinator effective January 1, 2024; AND BE IT FURTHER

RESOLVED, that the Sheriff's Secretary will receive a \$2,500 stipend for performing the duties of Administrative Assistant to the STOP DWI Coordinator effective January 1, 2024.

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 15

Amend Resolution No. 229-22 - Lease Agreement with 91-101 Main Street LLC - Workforce Development

WHEREAS, the Cortland County Legislature adopted Resolution No. 229-22 authorizing a lease agreement with 91-101 Main Street, LLC from December 1, 2022 to November 30, 2024; AND

WHEREAS, Resolution No. 229-22 included the authorization of a 1.5% annual increase in rent; AND

WHEREAS, the annual increase in rent was negotiated to 3% and not reflected in the resolution; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 229 be and hereby is amended to allow for an annual increase of 3% percent over the preceding year's rent in the lease agreement with 91-101 Main Street, LLC from December 1, 2022 to November 30, 2024.

MONTHLY REPORTS

1. November 2023 Finance Reports
2. County Administrator Monthly Report

DISCUSSION ITEMS

1. Microenterprise Assistance Program Overview
2. Committee Housekeeping Items
3. Proposed Scope and Function of Finance and Administration Committee
4. Specialized Topics for Future Committee Meetings

Adjournment