



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, January 17, 2023

10:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m14b4f3516444b54807cd494ba7b46664>

Tuesday, Jan 17, 2023 10:00 am | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2338 987 3443

Password: MGmYZfZq545

Join by phone

+1-415-655-0001 US Toll

Access code: 233 898 73443

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Sandra Price	☐	☐	☐	
Committee Chair George Wagner	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Vice Chair Christopher Newell	☐	☐	☐	
Committee Member Beau Harbin	☐	☐	☐	
Committee Member Richard Stock	☐	☐	☐	
Committee Member Mitchel Eccleston	☐	☐	☐	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Dec 13, 2022 10:00 AM

RESOLUTIONS

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Delegate Authority to the Manager of Audit and Financial Projects to Approve Payment of Real Property Tax Errors and Omissions Less Than \$2,500 through December 31, 2023

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 Agency 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 Manager of Audit and Financial Projects 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 Agency 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 Real Property Tax Law was amended to authorize the County Legislature to delegate to the Manager of Audit and Financial Projects 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 Manager of Audit and Financial Projects 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, 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 Real Property Tax Law, the County Legislature does hereby delegate to the Manager of Audit and Financial Projects 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 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 Manager of Audit and Financial Projects 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, 2023.

ON MOTION OF WAGNER

AGENDA ITEM NO. 2

Terminate Agreement with GovPayNet (AllPaid) and Authorize Agreement with Municipal Services Bureau (MSB) for Credit Card Services - County-Wide

WHEREAS, a contract with GovPayNet (AllPaid) to provide credit card services for the County has proven to be more expensive for County customers, AND

WHEREAS, GovPayNet does not offer point of sale technology using advanced and secure devices, AND

WHEREAS, the contract with GovPayNet requires a 30 day termination notice, AND

WHEREAS, MSB has agreed to provide credit card services for multiple departments at a lower percentage rate than the current provider, which will benefit all County residents who transact business with Cortland County using a credit card, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorize the termination of the contract with GovPayNet, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to sign a Merchant Agreement with MSB to provide credit card services.

CONSENT AGENDA - Items on the Consent Agenda have been endorsed by the various standing committees. Finance & Administration Committee

Members may request any item be pulled from the consent agenda for further discussion and separate vote.

Referred from Ag/Planning/Environmental Committee

ON MOTION OF HARBIN

AGENDA ITEM NO. 1

Reallocate Salary Grade - Director of Planning

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for Director of Planning in the Planning Department, AND

WHEREAS, there has been a change to the job duties for this position as reflected in the job description, AND

WHEREAS, it is recommended that the aforesaid position be reallocated from Grade 5 (\$79,412-105,698) to Grade 3 (\$91,771-122,148) in the Management Compensation Plan, NOW THEREFORE BE IT

RESOLVED, that the position of Director of Planning is hereby reallocated from Grade 5 to Grade 3 effective January 26, 2023.

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 2

Award Bid/Authorize Contract for Sprinkler System Testing, Certification and Repair - Buildings & Grounds

WHEREAS, Cortland County solicited proposals for the inspection, certification and repair of its sprinkler systems for a five year term, AND

WHEREAS, Cortland County received proposals from the following:

Davis Ulmer Fire Protection of Liverpool, New York:

Annual Inspection and Certification:

2023-\$4,960

2024-\$3,720

2025-\$3,720

2026-\$5,120

2027-\$3,840

Hour Rate for service and repair:

2023-\$130 per hour

2024-\$135 per hour

2025-\$140 per hour

2026-\$145 per hour

2027-\$150 per hour

Petcosky Fire Protection of Vestal, New York:

Annual Inspection and Certification:

2023-\$2,115

2024-\$2,115

2025-\$2,115

2026-\$2,115

2027-\$2,115

Hourly Service Rates:

Hourly per man (7am-4pm) \$130.00

Overtime labor per man \$160.00

Sunday/Holiday labor per man \$190.00

Service call fee (1-4 hour response) \$95.00

, AND

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that the bid be awarded to the lowest responsible bidder, AND

WHEREAS, it would be in the best interest of Cortland County to enter into an agreement with Petcosky Fire Protection of Vestal, NY, for the inspection, certification and repair of its sprinkler systems, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or Designee, to enter into an agreement with Petcosky Fire Protection of Vestal, NY for the inspection, certification and repair of its sprinkler systems, AND BE IT FURTHER

RESOLVED that the cost shall be as shown above annually and will be paid out of account A16205.54015.

ON MOTION OF HEIDER

AGENDA ITEM NO. 3

Award Contracts - 22 West Court Street Renovations

WHEREAS, the Cortland County Buildings and Grounds Committee is desirous of renovating 22 West Court Street for use as the County's Department of Emergency Response & Communications facility, AND

WHEREAS, Cortland County has solicited proposals from various qualified vendors for a General Contractor, Electrical Contractor, Plumbing Contract and HVAC Contractor for the project, AND

WHEREAS the following bid results were submitted to the Clerk of the County Legislature on December 15, 2022 as required by the request for proposals posted on the County website and at various contractor plan rooms in New York State:

Electric	Base Bid	generator	gate control	Fire alarm	Combined bid
Matco Electric	\$144,600.00	\$4,820.00	\$4,500.00	\$13,900.00	\$167,820.00
Beard Electric	\$151,292.66	\$11,673.89	\$2,720.47	\$12,546.31	\$178,233.33
Patricia Electric	\$156,000.00	\$26,000.00	\$1,850.00	\$13,300.00	\$197,150.00
Ridley Electric	\$160,500.00	\$20,000.00	\$5,000.00	\$22,600.00	\$208,100.00
Myraid Electric	\$178,000.00	\$14,300.00	\$8,300.00	\$12,400.00	\$213,000.00
Diekow Electric	\$197,700.00	\$18,000.00	\$8,000.00	\$21,500.00	\$245,200.00
Knapp Electric	\$214,000.00	\$28,500.00	\$6,300.00	\$22,000.00	\$270,800.00
Plumbing		generator			
		NG			
Slavic & Company	\$73,000.00	\$9,000.00			\$82,000.00

Picciano & Son	\$80,300.00	\$1,250.00	\$81,550.00
NJ Graham	\$81,900.00	\$4,800.00	\$86,700.00
John Danforth	\$135,200.00	\$2,575.00	\$137,775.00

HVAC

Slavic & Company	\$496,000.00		\$496,000.00
King & King	\$525,375.00		\$525,375.00
Picciano & Son	\$654,397.00		\$654,397.00
John Danforth	\$794,880.00		\$794,880.00

General Contractor		Generator	Site Work	
McGinnis Nelson	\$400,000.00	\$5,000.00	\$166,500.00	\$571,500.00
Daniel Lynch	\$652,000.00	\$4,500.00	\$202,000.00	\$858,500.00
Bouley Associates	\$727,000.00	\$10,000.00	\$250,000.00	\$987,000.00

, AND

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that the bid be awarded to the lowest responsible bidder, AND

WHEREAS, it would be in the best interest of Cortland County to contract with McGinnis Nelson Construction, 4833 Appletree Ridge Road, Manlius, NY 13104 for General Contractor Services at 22 West Court Street for the total proposed amount of \$571,500, AND

WHEREAS, it would be in the best interest of Cortland County to contract with Matco Electric, 3913 Gates Road, Vestal, NY 13850 for the Electrical Contractor Services at 22 West Court Street for the total proposed amount of \$167,820, AND

WHEREAS, it would be in the best interest of Cortland County to contract with Slavic and Company, Inc., 85 Main Street, Johnson City, NY 13790 for the HVAC Contractor Services at 22 West Court Street for the total proposed amount of \$496,000, AND

WHEREAS, it would be in the best interest of Cortland County to contract with Slavic and Company, Inc., 85 Main Street, Johnson City, NY 13790 for the Plumbing Contractor Services at 22 West Court Street for the total proposed amount of \$73,000, AND

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with McGinnis Nelson Construction of 4833 Appletree Ridge Road, Manlius, NY 13104, for General Contractor services at 22 West Court Street for the total proposed amount of \$571,500, AND BE IT FURTHER

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Matco Electric of 3913 Gates Road, Vestal, NY 13850, for the Electrical Contractor Services at 22 West Court Street for the total proposed amount of \$167,820, AND BE IT FURTHER

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Slavic and Company, Inc. of 85 Main Street, Johnson City, NY 13790, for the HVAC Contractor Services at 22 West Court Street for the total proposed amount of \$496,000, AND BE IT FURTHER

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon

review and approval of the County Attorney or designee, to enter into an agreement with Slavic and Company, Inc. of 85 Main Street, Johnson City, NY 13790, for the Plumbing Contractor Services at 22 West Court Street for the total proposed amount of \$73,000.

ON MOTION OF HEIDER

AGENDA ITEM NO. 4

Authorize Contract - Construction Management - Renovations at 22 West Court Street

WHEREAS, Cortland County has completed bidding of the renovations to 911 facilities on the property at 22 West Court Street, AND

WHEREAS, King and King Architects solicited pricing for construction management from several firms, with the majority of firms declining due to scheduling and staffing issues, AND

WHEREAS, King and King Architects is recommending Construction Associates, LLC of 2731 Brundage Rd, Baldwinsville, New York 13027, AND

WHEREAS, Cortland County's purchasing policy Section 5, Item 1 allows for bidding exemptions for professional services that require specialized expertise, AND

WHEREAS, Construction Associates, LLC is proposing a not to exceed fee of \$70,000 for construction management for phase 4 of the renovations at 22 West Court Street, NOW THEREFORE BE IT

RESOLVED, the 2023 Department of Emergency Response & Communications budget is amended as follows:

Decrease:

A30205.51005	Personnel	\$70,000
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Increase:

A30205.54055	Professional Services	\$70,000
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, AND BE IF FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney, or their designee, is hereby authorized to execute a contract with Construction Associates, LLC of 2731 Brundage Rd, Baldwinsville, New York 13027, for construction management of the renovations at 22 West Court Street.

Referred from Health & Human Services

ON MOTION OF PRICE

AGENDA ITEM NO. 5

Accept Resource Allocation Plan Funding - NYS Office of Children and Family Services - Youth Bureau

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$68,686 to Cortland County, AND

WHEREAS, the Cortland County Youth Bureau has designated the funds to the various Cortland County municipalities and agencies for the year 2023, a copy of which is kept on file in the County Youth Bureau Office, AND

WHEREAS, \$51,686 will be allocated to Cortland County municipalities and \$17,000 will be allocated to the Cortland County Youth Bureau administration, \$17,000 which has already been budgeted, AND

WHEREAS, the 2023 County Budget will need to be amended as follows:

Revenue:		Current	Increase	Balance
A73125.43820.YB	Youth Bureau	\$17,000	\$51,686	\$68,686
Expenditure:		Current	Inc/Dec	Balance
A73125.54815	Contracted Agencies	\$0	<u>\$51,686</u>	\$51,686
			\$51,686	

, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature, upon review by the County Attorney or designee, be and hereby is authorized to execute the Resource Allocation Planning Agreement with the NY State Office of Children and Family Services and contracts with approved agencies, AND BE IT FURTHER

RESOLVED, that the Treasurer's office is authorized to pay from the appropriate expense account and that in the event that the county does not receive the appropriate funds from the NY State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract.

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Extend Temporary Public Health Fellow Positions Public Health Fellow (4 Positions) and Public Health Fellow Coordinator – Health Department

WHEREAS, Resolution No. 90-22 gave the Cortland County Health Department permission to enter into a grant with Health Research, Inc. for the NYS Public Health Corps (NYSPHC) Fellowship Program in the amount of \$849,912 for the period of 9/1/21 - 7/31/23, AND

WHEREAS, Health Research, Inc. has extended the grant end date to 6/30/24 and awarded the Cortland County Health Department an additional \$250,000, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the extension of the four (4) temporary Public Health Fellow positions (CSEA, Grade 16, \$22.9307-29.0244/HR, competitive, with benefits) and one temporary Public Health Fellow Coordinator (CSEA, Grade 22, \$28.4246-35.9782/HR, competitive, with benefits) to end 6/30/24, AND BE IT FURTHER

RESOLVED, the 2023 County budget will need to be amended as follows:

Account No.	Description	Increase
A40455.51005	Personnel	\$125,414
A40455.52005	Office Equip	\$12,000
A40455.54000	Phone	\$624
A40455.54005	Office Supplies	\$5,000
A40455.54015	Software/Maint Agree	\$6,500
A40455.54035	Educ/Train	\$25,000
A40455.54045	Travel	\$5,000
A40455.54045	Program Supplies	\$28,949
A40455.58020	Retirement	\$17,558

A40455.58030	FICA	\$9,594
A40455.58040	Workers Comp	\$10,225
A40455.58060	Health Ins	\$4,083
A40455.58062	Dental Ins	\$53
TOTAL Expense		\$250,000
A40455.43450 PHCF Revenue		\$250,000

, AND BE IT FURTHER

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement to accept these funds, 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 Judiciary & Public Safety Committee

Referred from Highway Committee

Referred from Government Operations Committee

MONTHLY REPORTS

1. Real Property Tax Services Monthly Report
2. November Financials
3. Treasurer Monthly Report

DISCUSSION ITEMS

1. Tax Exemption for Volunteer Emergency Workers
2. Municipal Emergency Reserve Fund

Adjournment