



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, January 18, 2022

10:00 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m1d3b379d14e1241b4089c6ef770294de>

Tuesday, Jan 18, 2022 10:00 am | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Occurs the third Tuesday of every month effective 1/18/2022 until 12/20/2022 from 10:00 AM to 11:00 AM, (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2348 467 4590

Password: 4FiBVJB8UM3

Join by phone

+1-415-655-0001 US Toll

Access code: 234 846 74590

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 7, 2021 10:00 AM
2. Finance & Administration Committee - Special Meeting - Dec 15, 2021 10:00 AM

RESOLUTIONS

ON MOTION OF VAN DEE, WAGNER

AGENDA ITEM NO. 1

Amend 2021 Budget to Recognize Increased Sales Tax - Finance Department

WHEREAS, 2021 sales tax received was \$8,707,667.55 above budgeted revenue, AND

WHEREAS, 46% of the net sales tax received, after the County offset of \$1,500,000, is distributed to municipalities within Cortland County, AND

WHEREAS, the increased revenue resulted in the distribution to municipalities being over the budgeted amount, requiring an increase in the expenditure budget to cover the final 2021 distribution, NOW THEREFORE BE IT

RESOLVED, that the 2021 County budget be amended as follows:

Increase Revenue:
A198541.41110 Sales & Use Tax Revenue \$4,005,527.07

Increase Expenditure:
A19855.54101 Sales Tax Pymts to Municipalities \$4,005,527.07

ON MOTION OF WAGNER

AGENDA ITEM NO. 2

Distribution of Fourth Quarter 2021 Sales Tax - Finance Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18, which provides for the distribution of sales tax from the County to local municipalities, AND

WHEREAS, the sales tax sharing agreement provides for the deduction directly from the gross sales tax distribution received from the State of New York a fixed sum of \$1,500,000 for County purposes, with the remaining balance of the revenues to be distributed for use by the County, City of Cortland, and the various municipalities within Cortland County, AND

WHEREAS, the gross deduction for County purposes will be provide for quarterly, AND

WHEREAS, the 2021 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for fourth quarter 2021 to be \$9,060,935.83, AND

WHEREAS, the total amount available for distribution is \$8,685,935.83, after the direct deduction for County purposes, AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to off-set the property tax levy and that amount (\$700,000.00) is to be withheld from the quarterly distribution, AND

WHEREAS, Cortland County receives (54%), or \$4,690,405.35 of the total net quarterly distribution, AND

WHEREAS, respective payments are now ready for disbursement, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the County Treasurer or designee to release sales tax payments for the fourth quarter of 2021 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
City of Cortland	\$1,541,753.60	-0-	\$1,541,753.60	-0-
Town of Cincinnatus	\$74,190.65	-0-	\$74,190.65	-0-
Town of Cortlandville	\$749,807.47	-0-	\$749,807.47	-0-
Town of Cuyler	\$65,452.65	-0-	\$65,452.65	-0-
Town of Freetown	\$51,033.73	-0-	\$51,033.73	-0-
Town of Harford	\$81,400.18	-0-	\$81,400.18	-0-
Town of Homer	\$261,374.73	-0-	\$261,374.73	-0-
Village of Homer	\$185,158.57	-0-	\$185,158.57	-0-
Town of Lapeer	\$106,205.66	-0-	\$106,205.66	-0-

Town of Marathon	\$80,314.52	-0-	\$80,314.52	-0-
Village of Marathon	\$41,238.40	-0-	\$41,238.40	-0-
Village of McGraw	\$34,068.90	-0-	\$34,068.90	-0-
Town of Preble	\$134,419.23	-0-	\$134,419.23	-0-
Town of Scott	\$80,340.80	-0-	\$80,340.80	-0-
Town of Solon	\$69,281.76	-0-	\$69,281.76	-0-
Town of Taylor	\$44,568.27	-0-	\$44,568.27	-0-
Town of Truxton	\$95,763.42	-0-	\$95,763.42	-0-
Town of Virgil	\$235,415.40	-0-	\$235,415.40	-0-
Town of Willet	\$63,742.54	-0-	\$63,742.54	-0-
Total	\$3,995,530.48	-0-	\$3,995,530.48	-0-

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer or designee is hereby directed to deposit the County's "off the top" sum of \$375,000 in the appropriate reserves and accounts as designated in Resolution No. 294-20.

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

Authorize 2022 Agreement - Cornell Cooperative Extension

WHEREAS, the 2022 Adopted Budget appropriated funds in the amount of \$258,420.00 for the operation of the Cornell Cooperative Extension of Cortland County programs, NOW THEREFORE BE IT

RESOLVED, in consideration of the services to be performed by Cornell Cooperative Extension of Cortland County, the County agrees to pay to Cornell Cooperative Extension of Cortland County the sum of two hundred fifty eight thousand four-hundred twenty dollars (\$258,420) in payments as follows: The amount of sixty-four thousand six-hundred five dollars (\$64,605) upon the execution of this Agreement and the amount of sixty-four thousand six-hundred five dollars (\$64,605) on the first day of April, July and October 2022. However, prior to the payment of the second payment and each payment thereafter, Cornell Cooperative Extension of Cortland County shall submit to the County Finance Office an account of its disbursements on a form mutually agreed to by the Cornell Cooperative Extension of Cortland County and the County, AND BE IT FURTHER

RESOLVED, that a maintenance in lieu of rent payment in the amount of sixty-three thousand seven hundred twenty-three dollars (\$63,723) is due to the County of Cortland as follows: The amount of fifteen-thousand nine-hundred thirty dollars and seventy-five cents (\$15,930.75) is due within 15 days of the execution of this agreement and the amount of fifteen-thousand nine-hundred thirty dollars and seventy-five cents (\$15,930.75 is due on the 15th day of April, July, and October, 2022, AND BE IT FURTHER

RESOLVED, that pursuant to Section 224 of the County Law, said agency shall render to the County Legislature a certified account of disbursements with verified or certified figures attached, AND

BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to enter into an agreement with Cornell Cooperative Extension of Cortland County, AND BE IT FURTHER

RESOLVED that the County Treasurer be and hereby is authorized and directed to make payment from account #A87505.54815, AND BE IT FURTHER

RESOLVED, that any unused amounts of said sums shall be refunded to the County of Cortland.

ON MOTION OF HARBIN

AGENDA ITEM NO. 2

Authorize 2022 Agreement - Southern Tier East Regional Planning Development Board - Planning Department

WHEREAS, a proposed agreement between Cortland County and the Southern Tier East Regional Planning Development Board for 2022 in the amount of \$12,000 has been received, AND

WHEREAS, \$10,000 of these funds are included in the 2022 budget in account A10105.54040, AND

WHEREAS, due to an increase in the contract amount, another \$2,000 is needed, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to enter into an agreement for 2022 with the Southern Tier East Regional Planning Development Board, AND BE IT FURTHER

RESOLVED, that the 2022 Cortland County Budget be amended as follows:

Increase:

A10105.54040	Assoc/Membership Dues	\$2,000
A359900	Appropriated Fund Balance	\$2,000

ON MOTION OF HARBIN

AGENDA ITEM NO. 3

Authorize Agreement with the Marathon Snowdusters, Inc Snowmobile Club for Annual Snowmobile Trail Maintenance Grant Funding Years 2021-2022 - County Planning Department

WHEREAS, Article 27 of the New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, AND

WHEREAS, Cortland County under Section 27.17 of the State Parks, Recreation and Historic Preservation Law will apply for Snowmobile Trail Development and Maintenance grant funding for the period of April 1, 2021 to March 31, 2022, AND

WHEREAS, Cortland County enters into agreements with certain Snowmobile Clubs to ensure that the clubs perform trail maintenance and grooming of existing trails throughout Cortland County, AND

WHEREAS, the County serves as the local sponsor for the grant application and as the grant recipient, AND

WHEREAS, the County will retain an administration fee up to ten percent (10%) of the grant award to offset the actual cost for administration expenses incurred as the local grant sponsor for the period of April 1, 2021 to March 31, 2022, but will transfer funds from the grant to the various snowmobile clubs to reimburse for the maintenance and grooming of the local snowmobile trail system, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator upon review and approval by the County Attorney or designee to sign the agreement with the Marathon Snowdusters, Inc. Snowmobile Club for the purposes as previously stated for the period April 1, 2021 to March 31, 2022.

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 4

Authorize Annual Stipend for Additional Duties - Safety Officer

WHEREAS, the position of Safety Officer has been vacant since July 18, 2017, AND

WHEREAS, Charles Miller has been performing the duties of Safety Officer without additional compensation, AND

WHEREAS, the Buildings and Grounds and Finance and Administration Committees recommend compensating Mr. Miller for performing these duties with a \$4,000 yearly stipend which would not be added to his base salary for as long as he continues to perform Safety Officer duties, NOW THEREFORE BE IT

RESOLVED, that Charles Miller will receive a \$4,000 stipend for performing the duties of Safety Officer effective January 27, 2022.

Referred from Health & Human Services

ON MOTION OF PRICE

AGENDA ITEM NO. 5

Create Temporary Positions - Public Health Fellow (4 Positions) and Public Health Fellow Coordinator - Health Department

WHEREAS, the Cortland County Health Department has been awarded a grant by Health Research, Inc. for the New York State Public Health Corps (NYSPHC) Fellowship Program in the amount of \$849,912 for the period of 9/1/21 - 7/31/23, AND

WHEREAS, the Cortland County Health Department will use these funds to recruit, train, deploy and manage NYSPHC Fellows in order to augment LHD capacity to respond to current and emerging public health emergencies, to provide health education services to inform and protect communities, improve outreach and assistance to vulnerable populations and to directly assist with the local COVID-19 public health response, AND

WHEREAS, the Cortland County Health Department needs to create four temporary Public Health Fellow positions (CSEA, Grade 16, \$22.4261-28.2445/HR, competitive, with benefits) and one temporary Public Health Fellow Coordinator (CSEA, Grade 22, \$27.7991-35.0115/HR, competitive, with benefits), AND

WHEREAS, the Health and Human Services Committee recommends the creation of four temporary Public Health Fellow positions and one temporary Public Health Fellow Coordinator position with approval to fill effective January 28, 2022 through July 31, 2023, NOW THEREFORE BE IT

RESOLVED, that funds be appropriated in the 2022 County Budget as follows:

A40455.51005	Personnel	\$491,042
A40455.52005	Office Equip	\$22,500
A40455.52060	Computer Equip	\$9,700
A40455.54000	Phone	\$990
A40455.54005	Office Supplies	\$11,330
A40455.54015	Software/Maint Agree	\$3,612
A40455.54020	Postage	\$1,000
A40455.54035	Educ/Train	\$5,000
A40455.54045	Travel	\$27,500
A40455.54213	Copy/Print	\$1,000
A40455.58020	Retirement	\$78,567
A40455.58030	FICA	\$37,565
A40455.58040	Workers Comp	\$14,993
A40455.58060	Health Ins	\$144,288
A40455.58062	Dental Ins	\$675
A40455.58065	Vision Ins	\$150
TOTAL Expense		\$849,912
A40455.43450 PHCF Revenue		\$849,912

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Authorize Use of Donald Sharpe Fund for Specialized Training - Mental Health Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 288-18, which established a reserve fund based on a bequest from the Estate of Donald W. Sharpe of approximately \$151,855.78 to the Cortland County Department of Mental Health for the support of Mental Health's programs serving "mentally and emotionally disabled persons in Cortland County", AND

WHEREAS, the maximum amount which may be used from the fund in any one calendar year is limited to \$25,000, AND

WHEREAS, the funds not used in any one calendar year for the express purposes as set out by the trust must be refunded to the Sharpe Fund account, NOW THEREFORE BE IT

RESOLVED, the Legislature approves the use of \$25,000 for the 2022 calendar year, AND BE IT FURTHER

RESOLVED, the 2022 budget is hereby amended as follows:

Increase: Account Number A43115.54035.DSHP Education and Training \$25,000

Increase: Account Number A351100 Appropriated Reserves \$25,000

ON MOTION OF PRICE

AGENDA ITEM NO. 7

Authorize Agreement - Rural Roots Nutrition, PLLC - Area Agency on Aging

WHEREAS, the Cortland County Area Agency on Aging wishes to enter into a contract with Rural Roots Nutrition, PLLC, with offices located at 1672 Pompey Center Road, Fabius, NY 13063 for the provision of dietitian services to program clients, AND

WHEREAS, the services of a Registered Dietitian is program requirement under the Older Americans Act and New York State Office of Aging, AND

WHEREAS, the Registered Dietitian contract position has been vacant since July, 2021, AND

WHEREAS, 13 individuals are in need of nutrition counseling deemed a mandated service under federal and state funding streams, AND

WHEREAS, Rural Roots Nutrition, PLLC, will provide nutrition counseling on a per diem basis until the Registered Dietitian contract position is filled, AND

WHEREAS, the funding for this position is included in the Cortland County 2022 budget for the Area Agency on Aging, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney, be and hereby is authorized to execute said agreement, in an amount of \$50.00 per hour on a per diem basis not to exceed \$30,000 annually, to be paid from account A67745-54055-4340.

Referred from Judiciary & Public Safety Committee

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 8

Authorize 2022 Agreement with BI Incorporated for Electronic Monitoring Services - Probation Department

WHEREAS, electronic monitoring is an authorized and accepted method of providing Court-ordered supervision of offenders in the community, AND

WHEREAS, there may be a need to provide this service as required by the local Court System, AND

WHEREAS, Cortland County Probation Department has contracted with BI Incorporated, 6265 Gunbarrel Avenue Suite B, Boulder, Colorado 80301, since 2005 and the latest contract, as authorized by Resolution No. 18-21, with said company expired December 31, 2021, AND

WHEREAS, BI Incorporated has agreed to contract for an additional one year period, starting January 1, 2022 and ending December 31, 2022, at reasonable competitive pricing, AND

WHEREAS, the Cortland County Probation Department desires to continue to contract with said company for services at the proposed pricing, AND

WHEREAS, the Cortland County Probation Department estimates \$650 to be paid for services from January 1, 2022 through December 31, 2022, AND

WHEREAS, funds are available in account A31405.54615 Contract Medical Services, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee, be and hereby is authorized to execute a one year contract with BI Incorporated, 6265 Gunbarrel Avenue, Suite b, Boulder, Colorado 80301, for the term January 1, 2022 through December 31, 2022, for the purpose of electronic monitoring through the Cortland County Probation Department, AND BE IT FURTHER

RESOLVED, that the County Treasurer is authorized to pay vendor from said funds.

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 9

Authorize Agreement for Forensic Lab Testing - NMS Labs - County Coroner's Office

WHEREAS, at times the Cortland County Coroners require forensic laboratory testing be performed on deceased individuals, AND

WHEREAS, the County of Cortland is desirous of obtaining forensic laboratory testing from NMS Labs, 3701 Welsh Road, Willow Grove, PA 19090, AND

WHEREAS, NMS Labs has agreed to a fee as itemized on their fee schedule, AND

WHEREAS, NMS Labs has the necessary expertise and facilities to perform these services and is willing to provide said services, NOW THEREFORE BE IT

RESOLVED, that the County Administrator be and hereby is authorized to enter into an agreement, upon approval of the County Attorney or designee, with NMS Labs for forensic laboratory testing as needed and requested and for the term of January 1, 2022 to December 31, 2023, with said expenses to be paid from account #A11855.54615.

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 10

Authorization Agreement with Black Creek Intergrated System Corp for Jail Software-Sheriff's Office Division of Corrections - Sheriff's Department

WHEREAS, Black Creek Integrated System Corporation, 2900 Crestwood Blvd, Irondale, AL 35210, has agreed to enter into an agreement to perform services and/or supply goods for the Cortland County Jail Black Creek Sally Port Software Unlimited Support Plan, AND

WHEREAS, the Jail Management System Maintenance Agreement for the existing Black Creek Integrated System Corporation Software expired December 31, 2021, AND

WHEREAS, the cost of the maintenance agreement is \$21,680.80, for the period beginning on January 1, 2022 and ending on December 31, 2022.

WHEREAS, the Sheriff is authorized to pay this billing in January 2022, AND

WHEREAS, the funds to cover this contract are available in account number A31505.54015, Maintenance Agreements, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and the Sheriff of Cortland County, upon review and approval by the County attorney or designee, and subject to available funds, be and herby are authorized to contract with Black Creek Integrated System Corporation for the period of January 1, 2022 to December 31, 2022.

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 11

Approve Aviation Project Funding Agreement - Highway Department

WHEREAS, the Cortland County Legislature passed Resolution No. 230-18, approving the

application for funding for Security Equipment and Replacement of the Ceilometer at the Cortland County Airport, AND

WHEREAS, the funding for said project has been approved under the AIR'99 Funding for an amount of \$151,000.00, AND

WHEREAS, the program costs will be reimbursed at a ratio of 90% State-Air'99 for an amount of \$135,900.00 and 10% local share at \$15,100.00, NOW THEREFORE BE IT

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 New York State Department of Transportation, with respect to the Security Equipment project, AND BE IT FURTHER

RESOLVED, that the project be established and the 2022 Capital Projects Budget be amended as follows:

Increase:

HH56105.52800.SECUR	Airport Security Project	\$151,000.00
HH561043.43597.SECUR	Airport Security Revenue	\$135,900.00
HH99015.45031.SECUR	Local Share	\$15,100.00

ON MOTION OF NEWELL

AGENDA ITEM NO. 12

Approve Purchase of Highway Vehicles - Highway Department

WHEREAS, the Highway Committee has approved the purchase of four 2023/2024 Western Star 47X Cab and Chassis, AND

WHEREAS, the Onondaga County Bid Reference #8996 for purchasing Western Star Cab and Chassis allows other municipalities within New York State to "piggyback" on the Onondaga County Bid, AND

WHEREAS, the Cortland County Highway Department has determined that it is in the best interest of Cortland County to utilize the Onondaga County Bid, AND

WHEREAS, the Highway Superintendent has recommended the purchase of four 2023/2024 Western Star Cab and Chassis as follows:

2023/2024 Western Star 47X Cab and Chassis

VENDOR

QUOTE

Tracey Road Equipment, Inc.
6803 Manlius Center Road
East Syracuse, NY 13057

(4) Trucks @ \$148,613.00 (each)

, AND

WHEREAS, the amount is not to exceed \$594,452.00 total for four (4) new Cab and Chassis, AND

WHEREAS, the monies for said equipment are budgeted in the 2022 Road Machinery Budget,

NOW THEREFORE BE IT

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account E51305.52030, Highway Equipment Account for an amount of \$594,452.00 for the purchase of four (4) 2023/2024 Western Star 47X Cab and Chassis to Tracey Road Equipment, Inc.

Referred from Government Operations Committee

ON MOTION OF STOCK

AGENDA ITEM NO. 13

Abolish Part-Time County Attorney/Create Full-Time County Attorney - Personnel Department

WHEREAS, the needs of the office will be better served by abolishing one (1) part-time 25 hrs/week County Attorney position and creating one (1) full-time County Attorney position in the County Attorney's Office, AND

WHEREAS, the Government Operations Committee recommends the abolition and creation of these positions, NOW, THEREFORE BE IT

RESOLVED, that one (1) position of County Attorney (Grade 1, Management Compensation Plan, \$48.89-59.48/hr, 25 hrs/week with benefits, exempt class) be and hereby is abolished effective January 27, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of County Attorney (Grade 1, Management Compensation Plan, \$88,977-108,254, full-time with benefits, exempt class) be created with permission to fill effective January 27, 2022 at 12:01 A.M.

MONTHLY REPORTS

1. Audit Department Monthly Budget Report
2. Treasurer Report January 2022
3. Finance Department Reports
4. Real Property Tax Services Monthly Reports

Adjourn