



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, January 19, 2021

10:00 AM

Board Room

CALL TO ORDER

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

MINUTES

Finance & Administration Committee - Committee Meeting - Dec 8, 2020 10:00 AM

RESOLUTIONS

Buildings & Grounds

ON MOTION OF HARBIN

AGENDA ITEM NO. 1

Amend 2021 Budget to Reallocate Funds for County Office Building Entrance and Security Project - Buildings & Grounds Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 215-20, AND

WHEREAS, there is additional work on the previously approved project that was not completed in fiscal 2020, AND

WHEREAS, in order to complete the project as previously budgeted there is a need to increase the Buildings and Grounds Department's 2021 budget, NOW THEREFORE BE IT

RESOLVED, that the 2021 Buildings and Grounds Department Budget is hereby amended as follows

Increase:

Appropriated Fund Balance	A359900	\$4,538.38
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Increase:	Building Improvements	A16205.52320	\$4,538.38
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Clerk of the Legislature

ON MOTION OF WAGNER

AGENDA ITEM NO. 2

**Authorization to Apply for Microenterprise Grant Funding and to Execute Any Related
Agreements - Clerk of the Legislature**

WHEREAS, there is grant funding available through the New York State Office of Community Renewal through its Community Development Block Grant Program for Microenterprise funding, AND

WHEREAS, currently Cortland County does not have the ability to provide financial support to small businesses with five or fewer employees through established business development programs, AND

WHEREAS, Cortland County has previously been awarded a Microenterprise grant and has successfully administered said grant and awarded the funds as required,, AND

WHEREAS, the Legislature wishes to support additional approved businesses if such funding is awarded by the New York State Office of Community Renewal, AND

WHEREAS, during the current COVID pandemic small business have suffered, AND

WHEREAS, a county-wide Microenterprise program will help in the County's post-COVID economic recovery, AND

WHEREAS, the Cortland County Legislature previously adopted Resolution No. 265-20 authorizing an agreement with Thoma Development to complete an application for said Microenterprise funding in an amount not to exceed \$4500.00, AND

WHEREAS, a public hearing will be held on January 28, 2021 before the Cortland County Legislature to determine if there is substantial interest and public support for such a Microenterprise Grant program, NOW THEREFORE BE IT

RESOLVED, That Rob Corpora, as the Cortland County Administrator, is hereby authorized and directed to file an application for microenterprise funds from New York State Homes and Community Renewal, Office of Community Renewal, under the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program for Fiscal Year 2020, in an amount not to exceed \$300,000; AND BE IT FURTHER

RESOLVED, that the County Administrator upon review and approval of the County attorney or designee as to form is hereby authorized to enter into and execute a project agreement with the State of New York for the Cortland County Microenterprise Program.

ON MOTION OF WAGNER

AGENDA ITEM NO. 3

Amend Resolution 188-19 2019 Standard Workday Reporting Resolution

WHEREAS, the New York State Comptroller is authorized by Sections 34 and 334 of the Retirement and Social Security Law to adopt rules and regulations for reporting the service and salary information for all employees of participating employers in the New York State and Local Employees' Retirement System ("Retirement System"), AND

WHEREAS, Cortland County is a participating employer in the Retirement System, AND

WHEREAS, the New York State Comptroller has promulgated Regulation 315.4 which imposes certain reporting requirements for elected and appointed officials of participating employers, and requires the governing board of each participating employer to adopt a resolution establishing a standard work day for each elected or appointed official, AND

WHEREAS, among the requirements for employers are a more detailed description of a Standard Work Day along with a Legislative resolution establishing and reporting such Standard Work Day, public

posting of the Resolution, and submission of the Resolution to the New York State Retirement System,
AND

WHEREAS, pursuant to Regulation 315.4, in the event that elected or appointed officials do not participate in an employer's time keeping system, they are required to keep a record of activities (ROA) for a three month period and submit it to the clerk of the governing board within 180 days of taking office, AND

WHEREAS, each of the elected or appointed officials listed in this resolution have kept records of their actual time (ROA) worked in their current position for the required ninety days or taken part in the Cortland County time keeping system, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 188-19 on May 23, 2019,
AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 393-19 on December 19, 2019, AND

WHEREAS, changes in the term of the appointed election commissioners have impacted the previously adopted standard workday reporting resolution as previously adopted in Resolution 188-19,
NOW THEREFORE BE IT

RESOLVED, that resolution 188-19 is hereby amended and the Cortland County Legislature hereby establishes the following as Standard Work Days for these elected and appointed officials who are not covered by a collective bargaining agreement, and will report the following days worked to the New York State and Local Employees' Retirement System based on the established time keeping system or the record of activities (ROA) maintained and submitted to the Clerk of the Legislature:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check Only If member Is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do Not complete the Last two columns)	Record of Activities Result*	Not Submitted (Check only if Official did not Submit their Record of Activities)
Elected Officials									
Election Commissioner	7	Tom Brown				1/1/19-12/31/20	N	20.72 19.13/28.69	

I, Eric J. Mulvihill, **clerk** of the governing board of the County of Cortland, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the ___ day of ___, 2021 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this ___ day of ___, 2021.

Affidavit of Posting: I Eric J. Mulvihill, being duly sworn, deposes and says that the posting of the Resolution began on May 24, 2019 and continued for at least 30 days, That the Resolution was available to the public on the:

Employer's website at www.cortland-co.org

ON MOTION OF WAGNER

AGENDA ITEM NO. 4

Amend 2021 County Legislature Budget - County Legislature

WHEREAS, there were unspent funds in the Professional Services lines of the 2020 County Legislature budget, AND

WHEREAS, due to the unknown implications of the COVID-19 virus and the need for social distancing, the unspent funds are necessary to cover needed improvements in 2021, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

Increase:

Appropriated Fund Balance	A359900	\$55,527.00
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Increase:

Professional Services	A10105.54055	\$55,527.00
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ON MOTION OF WAGNER

AGENDA ITEM NO. 5

Authorize Agreement with March Associates for Legislative Space Study & Establish a Capital Improvement Project

WHEREAS, due to the immediate and potential long term impacts of the COVID-19 virus, the Cortland County Legislative Chambers located at 60 Central Avenue have become unsafe and antiquated, AND

WHEREAS, in order to facilitate proper social distancing and meet the requirements of modern electronic meeting access and public transparency there is a need to look at options for the existing Legislative chamber space as well as the current audio/visual technology, AND

WHEREAS, the Clerk of the Legislature has received a proposal from March Associates, Architects and Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, to provide a professional analysis of the existing space and provide conceptual level architectural floor plans as well as an estimate of anticipated construction costs at a cost not to exceed \$9,000.00, AND

WHEREAS, the Legislature has funds available in its professional services line, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator upon review of the County Attorney or designee to enter into an agreement with March Associates, Architects and Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, to provide conceptual plans for renovations to provide for a more efficient, safe and accessible Cortland County Legislative Chamber.

County Clerk

ON MOTION OF WAGNER

AGENDA ITEM NO. 6

Local Law No. "A" of 2021 - a Local Law to Amend Local Law 1 of 2007 - Extending the Imposition of a Mortgage Recording Tax in Cortland County - County Clerk

WHEREAS, New York State Tax Law §253-v, as last amended by the Laws of 2015, Chapter 161 on August 13, 2015, authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty-five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect; and

WHEREAS, the Cortland County Legislature authorized a mortgage recording tax by adopting County Local Law No. 1 of 2007, AND

WHEREAS the Legislature has upon approval of the New York State Legislature has re-authorized the mortgage recording via subsequent local laws, AND

WHEREAS the current legislation authorizing the mortgage recording tax expired December 1, 2020, AND

WHEREAS , the New York State Legislature revised New York State Tax Law Section 253-v and extended the effective repeal date to December 1, 2023;

NOW THEREFORE, BE IT ENACTED by the Legislature of the County of Cortland, as follows:

Local Law No. 1 for the year 2007 is hereby amended to read as follows:

Section 1

For the period beginning December 1, 2020 and ending December 1, 2023, there is hereby imposed, in the County of Cortland, a tax of \$0.25 for each \$100.00, and each remaining fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated within the County of Cortland and recorded on or after December 1, 2020, and a tax of \$0.25 on such mortgage if the principal debt or obligation which is or by any contingency may be secured by such mortgage is less than \$100.00.

Section 7

This Local Law shall take effect December 1, 2020. A certified copy of this Local Law shall be mailed to the Commissioner of Taxation and Finance at the Commissioner's Office in Albany, New York. Certified copies of this Local Law shall be filed with the Cortland County Clerk, the Secretary of State and State Comptroller within five days after the Local Law is enacted.

County Treasurer

ON MOTION OF WAGNER

AGENDA ITEM NO. 7

Authorize Fourth Quarter 2020 Sales Tax Distribution - Budget & Finance

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 2020 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for fourth quarter 2020 to be \$8,114,727.82, AND

WHEREAS, the total amount available for distribution is \$7,739,727.82, 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 \$4,179,453.03 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 2020 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
Cortland, City of	\$1,373,801.68	\$-0-	\$1,373,801.68	\$-0-
Cincinnati, Town of	\$62,171.85	\$-0-	\$62,171.85	\$-0-
Cortlandville, Town of	\$664,154.57	\$-0-	\$664,154.57	\$-0-
Cuyler, Town of	\$57,689.04	\$-0-	\$57,689.04	\$-0-
Freetown, Town of	\$45,775.63	\$-0-	\$45,775.63	\$-0-
Harford, Town of	\$73,418.63	\$-0-	\$73,418.63	\$-0-
Homer, Town of	\$239,173.36	\$-0-	\$239,173.36	\$-0-
Homer, Village of	\$168,627.17	\$-0-	\$168,627.17	\$-0-
Lapeer, Town of	\$96,230.73	\$(40,073.40)	\$56,157.33	\$-0-
Marathon, Town of	\$72,909.56	\$-0-	\$72,909.56	\$-0-
Marathon, Village of	\$37,725.74	\$-0-	\$37,725.74	\$-0-
McGraw, Village of	\$30,140.24	\$-0-	\$30,140.24	\$-0-
Preble, Town of	\$122,151.13	\$-0-	\$122,151.13	\$-0-
Scott, Town of	\$72,733.11	\$-0-	\$72,733.11	\$-0-
Solon, Town of	\$58,920.64	\$-0-	\$58,920.64	\$-0-
Taylor, Town of	\$34,224.86	\$-0-	\$34,224.86	\$-0-
Truxton, Town of	\$87,563.20	\$-0-	\$87,563.20	\$-0-
Virgil, Town of	\$206,668.52	\$-0-	\$206,668.52	\$-0-
Willet, Town of	\$56,195.13	\$-0-	\$56,195.13	\$-0-
Total	\$3,560,274.79	\$(40,073.40)	\$3,520,201.39	\$-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.

Director of Budget and Finance

Utilize Retirement Reserve to Fund New York State and Local Employees' Retirement System (NYSLERS) Employer Contribution - Finance & Administration

WHEREAS, the Cortland County Legislature adopted Resolution No 411-04 which established a Retirement Contribution Reserve for the purpose of financing future retirement expenditures, AND

WHEREAS, the 2020 New York State and Local Employees' Retirement System (NYSLERS) employer contribution of \$3,840,732.75 is \$129,663.93 more than budgeted, AND

WHEREAS, there is a need to appropriately fund the excess retirement contribution, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the use of \$129,663.93 from the Retirement Contribution Reserve, account A386300.RTR, to cover the excess employer share of 2020 NYSLERS contributions for fiscal year 2020.

Highway

Approve Purchase of Two Western Star Trucks from Tracey Road Equipment Inc. - Highway Department

WHEREAS, the Cortland County Highway Department requires safe equipment in order to properly maintain Cortland County's roadways, AND

WHEREAS, it is financially prudent to maintain a routine replacement schedule for County plow trucks in order to reduce long-term maintenance and repair costs, AND

WHEREAS, Onondaga County has solicited proposals (Bid Reference #8996) for purchasing Western Star Cabs and Chassis, AND

WHEREAS, New York State procurement regulations allow other municipalities within New York State to "piggyback" on properly advertised and awarded bids, AND

WHEREAS, the Cortland County Highway Superintendent and County Administrator have 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 two 2022 Western Star Cab and Chassis as follows:

2022 Western Star 4700 Cab and Chassis with Henderson Plow Package

VENDOR

QUOTE

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

(1) Truck @ \$250,098.00

2022 Western Star 4900SB Cab and Chassis

VENDOR

QUOTE

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

(1) Truck @ \$154,922.00

, AND

WHEREAS, the amount is not to exceed \$405,020.00 for both pieces of equipment, AND

WHEREAS, the monies for said equipment are budgeted in the 2021 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, Vehicles, for an amount of \$250,098.00 for the purchase of one (1) 2022 Western Star 4700 Cab & Chassis equipped with Dump Box & Snowplow Equipment Packages, and for an amount of \$154,922.00 for one (1) 2022 Western Star 4900SB Cab and Chassis to Tracey Road Equipment, Inc. 6803 Manlius Center Road, East Syracuse, NY 13057.

Health Department

ON MOTION OF WAGNER

AGENDA ITEM NO. 10

Appoint/Reappoint Members Cortland County Board of Health - Health Department

WHEREAS, New York State Regulation requires that the County Legislature choose the medical members of the Board of Health from a list of physicians submitted by the County Medical Society, AND

WHEREAS, New York State Regulation requires that the County Legislature choose a city representative member of the Board of Health from a list of persons submitted by the Mayor or other administrative head of such city, AND

WHEREAS, New York State Regulation requires that the County Legislature appoint at-large representative members of the Board of Health, AND

WHEREAS, the terms of Dr. Stuart Douglas and Marie Walsh on the Cortland County Board of Health will expire on December 31, 2020, NOW THEREFORE BE IT

RESOLVED, that Dr. Marissa Clifford, 139 North Main Street, Cortland, NY 13045 be and hereby is appointed to said Board as an At-Large member, for a six (6) year term beginning on January 1, 2021 and ending December 31, 2026, AND BE IT FURTHER

RESOLVED, that Marie Walsh, Catholic Charities 46 Madison Street, Cortland NY 13045 be and hereby is appointed to said Board as an At-Large Member, for a (6) month term beginning on January 1, 2021 and ending June 30, 2021.

ON MOTION OF WAGNER

AGENDA ITEM NO. 11

Accept Funds COVID-19 Flexible Funding for Rurally Based Local Health Departments - Health Department

WHEREAS, Resolution 335-20 gave Cortland County Health Department permission to accept funds from NYS Association of County Health Officials in the amount of \$6,785 in flexible funding for COVID-19 in rurally based Local Health Departments, AND

WHEREAS, an additional \$1,785 has been awarded, AND

WHEREAS, these funds will be used to purchase and assemble kits to be utilized by area agencies that serve those who are seniors, low income, and/or those that have access and functional needs and a small portion of the funding will be used for office supplies, including printing and copying needs for the informational packets, NOW THEREFORE BE IT

RESOLVED, that the funds in the 2021 County Budget will be amended as follows:

Increase Revenue:		Current	Increase	Balance
A40105.42705.FLEX	COVID19 Flex Fund	\$0	\$1,785	\$1,785
Increase Expenditure:		Current	Increase	Balance
A40105.54048.FLEX	Program Supplies	\$0	\$1,785	\$1,785

Information Technology

ON MOTION OF WAGNER

AGENDA ITEM NO. 12

Accept Proposal & Authorize Agreement with All-Mode Communications for Maintenance of County ShoreTel Voice Over Internet Protocol (VOIP) Phone System - Information Technology

WHEREAS, a Request for Proposals (RFP) was issued for ShoreTel VOIP System Maintenance, AND

WHEREAS, bids were received from the following:

All-Mode Communications, 1725 Dryden Road, Freeville New York 13068

WHEREAS, based upon the results of the bid, the Director of Information Technology Services and the County Administrator recommend that bid be awarded to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that All-Mode Communications, 1725 Dryden Road, Freeville New York 13068 is here by awarded the bid for ShoreTel VOIP System Maintenance, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with All-Mode Communications, 1725 Dryden Road, Freeville New York 13068 for the period January 31, 2021 through January 31, 2026.

Mental Health

ON MOTION OF WAGNER

AGENDA ITEM NO. 13

Amend 2021 Budget & Authorize the Creation of One Part Time Licensed Master Social Worker Position - Mental Health Department

WHEREAS, there is a temporary vacancy of Licensed Master Social Worker in the County Mental Health Department, AND

WHEREAS, there is increased demand for mental health services during the current COVID-19 pandemic, AND

WHEREAS, the County Mental Health Department will be able to more adequately respond to the needs of the community by creating the position of one (1) position of Temporary Part Time Licensed Master Social Worker, AND

WHEREAS, the County Administrator and the Director of Community Services recommend the creation of one (1) position of Temporary Part Time Licensed Master Social Worker not to exceed 17.5hrs per week to from February 1, 2021 through July 31, 2021 at an anticipated cost of \$12,000, AND

WHEREAS, it is anticipated that additional revenue generated by this position will offset the additional cost to the County, NOW THEREFORE BE IT

RESOLVED, that one (1) temporary position of Licensed Master Social Worker in the Mental Health Department (CSEA, Grade 24, \$28.2496-35.4019/HR, competitive class, part time) be created effective February 1, 2021 at 12:01 A.M., with approval to fill, and to expire on July 31, 2021 at 12:01 A.M., and which is paid out of Account A43105.51010, AND BE IT FURTHER

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

DECREASE:

PERSONAL SERVICES

A43105.51005 \$12,000.00

INCREASE:

PART-TIME PAY

A43105.51010 \$12,000.00

Soil & Water Conservation Dist.

ON MOTION OF WAGNER

AGENDA ITEM NO. 14

Authorize 2021 Agreement with Cortland County Soil & Water District

WHEREAS, the 2021 Adopted Budget appropriated the sum of \$150,000 to be paid to Cortland County Soil and Water Conservation District for the expense of maintaining said district and assisting the District in carrying out the provisions of the Soil Conservations Districts Law, AND

WHEREAS, at any time during 2021, the Chair of the Legislature may request the Directors of Cortland County Soil and Water Conservation District to submit a report in writing of a detailed statement of its work and transactions for the preceding year and for any other period of time requested, AND

WHEREAS, the Cortland County Legislature adopted the 2021 County budget which included appropriated funds for use by the Cortland County Soil and Water Conservation District (SWCD), NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to enter into a contract between the County of Cortland and the Cortland County Soil and Water Conservation District, AND BE IT FURTHER

RESOLVED, that the payment for said contract be made in quarterly payments in the amount of \$37,500, due within 15 days of approval of this resolution and on or before 4/1/21, 7/1/21 and 10/1/21 payable to Cortland County Soil and Water Conservation District to be used for the maintenance of said conservation district in carrying out the provisions of the Soil Conservation District Law.

ON MOTION OF WAGNER

AGENDA ITEM NO. 15

**Authorize Agreement for Environmental Monitoring with Cortland County Soil and Water
Conservation District - Highway Department Division of Solid Waste**

WHEREAS, Cortland County is required to monitor ground water quality at the Cortland County Landfill, AND

WHEREAS, the Cortland County Soil and Water Conservation District has submitted a proposal at a cost of \$72,000 per year to provide monitoring services and the associated report preparation for the Cortland County Landfill, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute an agreement with the Cortland County Soil and Water Conservation District to perform the environmental monitoring and the associated report preparation for the Cortland County Landfill for a cost of \$72,000.00 per year, to be paid from Landfill Account EL81605-54055 on a quarterly basis commencing on January 1, 2021 and ending December 31, 2021.

SPCA

ON MOTION OF WAGNER

AGENDA ITEM NO. 16

**Authorize 2021 Agreement with Cortland County SPCA for Animal Control and Animal Cruelty
Investigation Services**

WHEREAS, the Cortland County Legislature adopted the 2021 County budget which included appropriated funds for use by the Cortland County Society for the Prevention of Cruelty to Animals, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to enter into a contract between the County of Cortland and the Cortland County Society for the Prevention of Cruelty to Animals, whereby in consideration of the sum of \$45,000.36 paid by the County in quarterly payments on the dates before or on 03/31/21, 06/30/21, 09/30/21, 12/31/21, the SPCA will provide during normal business hours, Monday through Friday, answering service to receive complaints regarding cruelty to animals, investigate all cases involving cruelty to animals and cooperate with appropriate law enforcement agencies in the prevention and prosecution of such cases, AND BE IT FURTHER

RESOLVED, that the County Treasurer is hereby authorized and directed to pay said Society the sum of \$45,000.36 from Account Number A35105.54815 in accordance with the terms of said contract.

Planning

ON MOTION OF WAGNER

AGENDA ITEM NO. 17

**Amend 2020 Budget and Authorize the Use of Motor Vehicle Equipment Reserves for the Purchase
of a Large Format Printer - Cortland County Planning Department**

WHEREAS, pursuant to New York State Equipment Disposition and Spare Vehicle Factor Policy For Section 5311 Funded Equipment, Section IV, C, the net income from the sale of used equipment shall be used to reduce the gross project cost of other operating or capital transit projects, AND

WHEREAS, the County of Cortland has received money from the auction and sale of buses disposed of under the Cortland County public transportation system, AND

WHEREAS, there is currently \$23,220.56 in the Motor Vehicle Equipment reserve account A386300.STOA, AND

WHEREAS, the monies received from the auction and sale of disposed buses under the Cortland County public transportation system are only to be used to fund gross project costs of other operating or capital transit projects, AND

WHEREAS, the Cortland County Planning Department Geographic Information Systems Specialist is an integral part of the transportation operating projects as it relates to mapping of transportation routes in Cortland County, AND

WHEREAS, the Cortland County Planning Department is requesting the use of funding from the Motor Vehicle Equipment Reserve account to purchase a new large format printer in an amount not to exceed, \$6,000.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the use of \$6,000.00 from the Motor Vehicle Equipment reserve account A386300.STOA for the purchase of a large format printer, AND BE IT FURTHER

RESOLVED, the 2020 Planning Department Computer Equipment line A80205-52060 be amended in an amount not to exceed \$6,000.00 for the purchase of a large format printer.

Probation

ON MOTION OF WAGNER

AGENDA ITEM NO. 18

Renew 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 062-20, with said company expires December 31, 2020, AND

WHEREAS, BI Incorporated has agreed to contract for an additional one year period, starting January 1, 2021 and ending December 31, 2021, 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, 2021 through December 31, 2021, 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, 2021 through December 31, 2021, 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.

Reports

Audit Department Monthly Budget Report

Finance Department Monthly Budget Report

Real Property Tax Services Monthly Budget Report

Discussion

Local Law to Limit Third Party Food Delivery Services During a Declared Emergency

Adjourn



Budget & Finance Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 8, 2020

10:00 AM

Room 304

CALL TO ORDER

The meeting was called to order at 10:33 AM by Committee Chair, George Wagner

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Remote	
George Wagner	Cortland County, NY	Committee Chair,	Present	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Member	Remote	
Kelly L. Fairchild-Preston	Cortland County, NY	Vice Chair	Remote	
Cathy Bischoff	Cortland County, NY	Committee Member	Remote	
Kevin Fitch	Cortland County, NY	Committee Member	Remote	
Richard Stock	Cortland County, NY	Board Member	Present	
Susan Wilson	Cortland County, NY	Board Member	Remote	
Joseph Nauseef	Cortland County, NY	Board Member	Remote	
Eric Mulvihill	Cortland County, NY	Clerk, County Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Remote	
Charles Miller	Cortland County, NY	Buildings and Grounds Supervisor	Remote	
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Present	
Darrel Tuttle	Cortland County, NY	Deputy Director, Budget and Finance	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Keith Dayton	Cortland County, NY	Public Defender	Remote	
Shenandoah Briere	Cortland County, NY	Cortland Standard	Remote	
Catherine Wilde	Cortland County, NY	Seven Valleys	Remote	
Jackie Leaf	Cortland County,	Seven Valleys	Remote	

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

	NY			
Elizabeth Larkin	Cortland County, NY	County Clerk	Remote	

MINUTES

Budget & Finance Committee - Committee Meeting - Nov 10, 2020 11:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Christopher Newell, Committee Member
SECONDER:	Kevin Fitch, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Engineering Construction Inspection Services Agreement to C & S Companies for North Tower Road Large Culvert Replacement Project - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/17/2020 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Kevin Fitch, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Engineering Construction Inspection Services Agreement to C & S Companies for North Tower Road Large Culvert Replacement Project - Highway Department

WHEREAS, Cortland County has been awarded \$879,968 in State funding under the BRIDGE-NY Program to design and construct the replacement of the North Tower Road Large Culvert, AND

WHEREAS, the Cortland County Legislature has accepted the State funding for said project by Resolution # 7-19, AND

WHEREAS, the Highway Department solicited and received proposals from firms interested in providing design services for said project, AND

WHEREAS, the Highway Committee appointed a Selection Committee to review said proposals, and make a recommendation to the Highway Committee of a firm that would best provide Professional Engineering Services, AND

WHEREAS, the Highway Committee recommends that C & S Companies of 499 Col. Eileen Collins Blvd., Syracuse, NY 13212 provide Professional Engineering Services to the Cortland County Highway Department, AND

WHEREAS, the funding for said services is budgeted in the 2021 Capital Projects Budget, AND

WHEREAS, the amount of the Construction Inspection for said services is \$42,000.00, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute said contract agreement with C & S Companies of 499 Col. Eileen Collins Blvd., Syracuse, NY 13212 for Professional Engineering Services for the Construction Inspection for the North Tower Road Large Culvert Replacement.

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

AGENDA ITEM NO. 2 – Issuing a Negative Declaration Under the New York State Environmental Quality Review Act (SEQR) for the Proposed McGraw-Marathon Road Over Hunts Creek Bridge Replacement Project

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Issuing a Negative Declaration Under the New York State Environmental Quality Review Act (SEQR) for the Proposed McGraw-Marathon Road Over Hunts Creek Bridge Replacement Project

WHEREAS, Cortland County and the Cortland County Legislature adopted Resolution No. 8-19 which authorized agreement with the New York State Department of Transportation and established the PROJECT to replace the McGraw-Marathon Road Bridge over Hunts Creek located in the Town of Marathon, Cortland County, New York; AND

WHEREAS, the PROJECT is assumed to be an “Unlisted Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2; AND

WHEREAS, the Barton and Loguidice on behalf of the Cortland County Legislature sent a letter and Part 1 of a Short Environmental Assessment Form (SEAF) to “Involved Agencies” (as this term is defined in the SEQRA Regulations found at 6 NYCRR Part 617.2), indicating the County Legislature’s desire to serve as the “Lead Agency” (as this quoted term is defined in the SEQRA Regulations) and to complete a coordinated review of the PROJECT (in accordance with 6 NYCRR Part 617.6); AND

WHEREAS, responses from Involved and Interested Agencies were requested, and each of the potentially Involved and Interested Agencies has agreed to, or raised no objections to, the County serving as Lead Agency for the PROJECT; AND

WHEREAS, pursuant to the SEQRA Regulations, the Cortland County Legislature has considered the significance of the potential environmental impacts of the PROJECT by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, and (b) examining the SEAF for the PROJECT, including the facts and conclusions in Parts 1, 2 and 3 of the SEAF, together with other available supporting information, to identify the relevant areas of environmental concern, NOW, THEREFORE, BE IT

RESOLVED AND DETERMINED that, the Cortland County Legislature hereby establishes itself as Lead Agency for the PROJECT; AND BE IT FURTHER

RESOLVED AND DETERMINED, that based upon an examination of the SEAF and other available supporting information, and considering both the magnitude and importance of each relevant area of environmental concern, and based further upon the County’s knowledge of the area surrounding the PROJECT, the Cortland County Legislature makes the determination that the PROJECT will not have a significant adverse environmental impact and that the PROJECT will not require the preparation of a Draft Environmental Impact Statement; AND BE IT FURTHER

RESOLVED and DETERMINED, that as a consequence of such findings and declaration, and in compliance with the requirements of SEQRA, the Cortland County Legislature, as Lead Agency, hereby an appropriate representative to sign the SEAF Part 3 - Determination of Significance indicating that a Negative

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

Declaration has been issued for the PROJECT; this Resolution shall take effect immediately.

AGENDA ITEM NO. 3 – Appointment/Reappoint Members to the Cortland County Fire Advisory Board

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Appointment/Reappoint Members to the Cortland County Fire Advisory Board

WHEREAS, pursuant to a resolution dated December 18, 1950, which established the Cortland County Fire Advisory Board under the provisions of Article 10, Section 209-K of the General Municipal Law for the purpose, among other things to develop and maintain programs for fire training and mutual aid in case of fire and other public emergencies in which the fire service would be used, AND

WHEREAS, Article 3, Section 4 of the Cortland County Fire Advisory Board By-Laws state that the term of each member be one year, NOW THEREFORE BE IT

RESOLVED, that the following persons be and hereby are appointed to the Cortland County Fire Advisory Board, to serve without compensation for a term beginning January 1, 2021 and expiring December 31, 2021:

Shawn Scoville, Cincinnatus FD, 5756 Telephone Rd. Cincinnatus, NY 13040
Richard Allen Sr., Cortland FD, 35 Garfield Street, Cortland, NY 13045
Derek Reynolds, Cortland FD, 4 Grace Street, Cortland, NY 13045
Wayne Friedman, Cortland FD, 2151 Ames Road, Cortland, NY 13045
Michael Biviano, Cortlandville FD, 3900 Highland Road, Cortland, NY 13045
Brian Pendell, Cortlandville FD, 23 Duane Street, Cortland, NY 13045
Adam Daley, Cuyler FD, 6553 W. Keeney Road, Truxton, NY 13158
Justin Scott, Harford FD, 769 Rte. 221, Harford, NY 13784
Mahlon Irish, Jr., Homer FD, 32 Center Street, Homer, NY 13077
Michael Niehus, Homer FD, 2 Brentwood Drive, Homer, NY 13077
John Ryan Jr., Homer FD, 5449 Mead Road, Homer, NY 13077
Larri Leet, Marathon FD, 1171 Salt Road, Marathon, NY 13803
Norm Forrest, Marathon FD, 544 Jennings Creek Road, Marathon, NY 13803
Thomas Heller, McGraw FD, 28 W Center Street, McGraw, NY 13101
Andrew Harvey, McGraw FD, 3783 Clinton Street Extension. McGraw, NY 13101
Jeff Griswold, Preble FD, 6903 Route 281, Preble, NY 13141
Bruce Potter, Truxton FD, 5775 Cheningo Road, Truxton, NY 13158
Timothy McCall, Truxton FD, 3699 State Route 13 P.O. Box 13 Truxton, NY 13158
Adam Brown, Virgil FD, 1291 Route 392, Cortland, NY 13045
Jereme Stiles, Virgil FD, 1336 Route 392, Cortland, NY 13045
Ryan McGowan., Willet FD, 649 Route 14, Willet, NY 13863

, AND BE IT FURTHER

RESOLVED, that Chairman of the 2020 Legislature will appoint a Legislative Representative who shall be non-voting representative and legislative liaison that shall periodically report activities of the Fire Advisory Board to the Judiciary and Public Safety Committee.

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

AGENDA ITEM NO. 4 – Authorize Agreement with Venesky & Company for County Wide Cost Allocation Plan - Finance Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Agreement with Venesky & Company for County Wide Cost Allocation Plan - Finance Department

WHEREAS, in order to obtain Federal and State reimbursement for eligible expenses it is necessary to update and maintain a County Wide Cost Allocation Plan and a Department of Social Services (DSS) Indirect Cost Proposal for the years ending 2020, 2021 and 2022, AND

WHEREAS, Venesky & Co., 6114 Route 31, Cicero, N.Y. 13039 is qualified to prepare cost allocation and indirect cost proposal reports, AND

WHEREAS, funds are available in the 2020 County Budget in Account numbers A60105.54055 and A13105.54055 to fund this agreement, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute an agreement with Venesky & Co., 6114 Route 31, Cicero, N.Y. 13039, in the amount of \$12,500 each year for the years ending 2020, 2021 and 2022 to develop said documentation, AND BE IT FURTHER

RESOLVED, that the Director of Finance, be and hereby is appointed liaison for this contract.

AGENDA ITEM NO. 5 – Amend 2020 Budget Transfer Funds for Community College Chargebacks - Finance Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Amend 2020 Budget Transfer Funds for Community College Chargebacks - Finance Department

WHEREAS, the billing from community colleges for County chargebacks has increased beyond the projected budgeted amount, AND

WHEREAS, it is necessary to appropriate monies to the Community College Chargeback account to pay the future bills, NOW THEREFORE BE IT

RESOLVED, that the 2020 County Budget be and hereby is amended as follows:

Increase:

Fund Balance

Appropriated Fund Balance

A3599000

\$50,000

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Increase:
Expense: Community College Chargebacks A24905.54110 \$50,000

AGENDA ITEM NO. 6 – Distribute the Semi Annual Mortgage Recording Tax for the Period of April 1, 2020 -September 30, 2020 - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/17/2020 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Kevin Fitch, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Distribute the Semi Annual Mortgage Recording Tax for the Period of April 1, 2020 -September 30, 2020 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2020 - September 30, 2020, has been prepared and submitted by the Cortland County Clerk and has been approved by the NYS Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage between the towns and villages, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorize the County Treasurer to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cortland, City of	\$105,732.84
Cincinnatus, Town of	6,610.60
Cortlandville, Town of	136,558.80
McGraw, Village of	3,888.00
Homer, Village of	422.61
Cuyler, Town of	10,214.81
Freetown, Town of	2,395.12
Harford, Town of	7,578.15
Homer, Town of	28,676.76
Homer Village of	21,536.45
Lapeer, Town of	8,379.09
Marathon, Town of	5,168.10
Marathon, Village of	2,834.53
Preble, Town of	7,451.87
Scott, Town of	8,222.55
Solon, Town of	5,775.09
Taylor, Town of	5,676.65
Truxton, Town of	8,712.81

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Virgil, Town of	14,097.52
Willet, Town of	4,500.70
TOTAL	\$394,433.05

AGENDA ITEM NO. 7 – Authorize Agreement Image Mate Online - Real Property Tax Services

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Agreement Image Mate Online - Real Property Tax Services

WHEREAS, Resolution No. 253-07 authorized an agreement between the Cortland County Real Property Tax Services department and Systems Development Group, Inc. (SDG, Inc.) for the “Image Mate Online” software allowing access to real property tax information over the Internet, AND

WHEREAS, said agreement has expired, and the Cortland County Real Property Tax Services office wishes to continue to use the software and the County needs software support, AND

WHEREAS, SDG, Inc., is the sole provider of said software, 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 sign an agreement with SDG, Inc., for annual software support for the term beginning January 1, 2021, and ending December 31, 2021, to be paid out of Account #A13555-54015 (Maintenance Agreements) in the amount of \$4,500.

AGENDA ITEM NO. 8 – Amend 2021 Budget to Reflect State Administered Non Property Tax (Sales Tax) to Reduce Real Property Tax Levy - Real Property Tax Services

RESULT: APPROVED [6 TO 1]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Fairchild-Preston, Bischoff, Fitch

NAYS: Beau Harbin

ON MOTION OF WAGNER

RESOLUTION NO.

Amend 2021 Budget to Reflect State Administered Non Property Tax (Sales Tax) to Reduce Real Property Tax Levy - Real Property Tax Services

WHEREAS, the following is a list of towns who have not filed to receive their share of the Sales Tax in cash and the estimated amount to be applied to reduce their share of the County Real Property Tax Levy for the fiscal year 2021, AND

WHEREAS, by Town of Cuyler resolution, \$115,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Cuyler, AND

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WHEREAS, by Town of Harford resolution, \$70,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Harford, AND

WHEREAS, by Town of Lapeer resolution, \$310,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Lapeer, AND

WHEREAS, by Town of Marathon resolution, \$30,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Marathon, AND

WHEREAS, by Town of Taylor resolution, \$20,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Taylor, AND

WHEREAS, by Town of Truxton resolution, \$90,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Truxton, AND

WHEREAS, by Town of Virgil resolution, \$65,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Virgil, NOW THEREFORE BE IT

RESOLVED, that the 2021 adopted budget for the County of Cortland be and hereby is amended to increase the estimated revenue in Account A1115, State Administered Non-Property Tax, and to reduce the County Tax Levy in the amount of \$700,000.

AGENDA ITEM NO. 9 – Fix Date to Sign Warrant - Real Property Tax Services

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Fix Date to Sign Warrant - Real Property Tax Services

WHEREAS, pursuant to section 904 of the Real Property Tax Law of the State of New York the County Legislative body shall annex to or file with the assessment roll of each town a warrant, bearing the seal of the board and signed by the Chairman and Clerk thereof, authorizing and directing the collecting officer for each town to collect the amounts listed, NOW THEREFORE BE IT

RESOLVED, that the date for the annexing of the warrants to the rolls of the Towns for collection of taxes be and hereby is fixed as of December 31, 2020, and that said warrants so annexed be made returnable on or before the first day of June 2021, AND BE IT FURTHER

RESOLVED, that the Chairman and Clerk of the Cortland County Legislature are hereby authorized to sign said warrant on behalf of the County.

AGENDA ITEM NO. 10 – Levying Water Charges - Town of Cincinnatus - Real Property Tax Services

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Water Charges - Town of Cincinnatus - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Cincinnatus, Cortland County, has been filed as outlined in Section 198-3(d) of the Town Law of the State of New York, which statement includes unpaid water charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, now therefore be it

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of water charges due said Town of Cincinnatus:

112.00-03-02.000	Raimo, Derek	\$643.62
112.20-01-04.000	Price, Danielle A.	\$111.54
112.20-01-08.000	Wood, Gene T.	\$533.62
112.20-01-22.000	Morse, Ryan	\$296.02
112.20-01-27.000	Wood, Gene	\$52.56
113.17-01-03.000	Smith, Ronald P.	\$379.62
113.17-01-12.000	Raimo, Derek	\$256.42
113.17-01-34.110	McNally, Michael	\$52.56
113.17-02-02.000	Durney, Jayson	\$269.62
113.17-02-04.000	Butler, Cathy	\$309.22
113.17-02-12.000	White, Ruby P.	\$216.82
113.17-02-16.000	Williams, James A.	\$737.44
122.00-03-04.000	Kwak, Bryan	\$170.01
122.00-03-08.000	Fisher, Evelyn D.	\$216.82
122.00-03-10.000	Phillips, Richard V.	\$216.82
122.00-03-20.000	Kemak, Lisa	\$216.82
122.00-03-25.000	Lieb, Joshua	\$374.72
122.08-01-02.000	Staley, Vicki W.	\$406.02
122.08-01-19.100	Moses, David	\$156.69
122.08-02-05.000	Hotaling, Zachary	\$265.22
122.12-01-03.100	Carter, Leslie M.	\$216.82
122.12-01-03.200	Carter, Leslie	\$216.82
122.12-01-05.000	Pierson, Jeffrey	\$245.62
122.12-01-11.000	Kemak, Lisa	\$225.62
123.05-01-04.000	Mountain Village, LLC	\$566.94
123.05-01-07.000	Supley, Richard	\$216.82
123.05-01-08.000	Rutan, Jessica	\$230.02
123.05-01-17.000	Southern, Tess	\$221.22
123.05-01-19.000	Pothos, Irene	\$304.82
123.05-01-24.000	Treacy, Clyde	\$340.02
123.05-01-25.000	Rathbun, Cheyenne	\$325.50
123.05-01-31.000	Novick, Donna	\$108.41
123.05-01-36.000	Pothos, Irene	\$216.82
123.05-01-37.000	Mackrell, Cassandra A.	\$216.82
123.05-01-49.000	Brown, Jacob	\$108.41

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123.05-01-52.000	Higgins Realty	\$108.41
123.05-01-53.000	Woodcock, Robert	\$1,220.02
123.05-01-60.000	Dingman, Ronald	\$216.82
123.05-01-64.000	Guinn, Phyllis	\$216.82
123.05-01-65.000	McDonald, Amanda	\$274.02
123.05-01-72.000	Ballard, Cindy	\$643.62
123.05-01-73.000	Loomis Estate, Floyd	\$52.56
123.09-01-04.000	Shorter, Rose	\$252.35
123.13-01-01.000	Brown, Gordon	\$216.82
123.13-01-08.200	Steady, David	\$426.06
123.13-01-09.000	Steady, David	\$201.66
123.13-01-10.000	Steady, Kody	\$243.22
123.13-01-24.000	Carter, Leslie J.	\$216.82
123.13-01-25.000	Rice, Jay	\$612.82
123.13-01-27.000	Olear, Elizabeth	\$216.82
123.13-01-31.000	Moses, Jennifer J.	\$108.41
123.13-01-32.000	Gallow, David	\$322.42
123.13-01-33.000	Pothos, Emanuel	\$845.52
123.13-01-41.000	Davis, Wendy	\$221.22
123.13-01-42.000	Pittsley, Jedadiah	\$436.82
132.00-01-11.100	Phillips, Heath	<u>\$348.82</u>
TOTAL:		\$17,044.91

Submitted to Cortland County Real Property Tax Services 10/27/2020 by Water Billing Dept.

AGENDA ITEM NO. 11 – Levy County Tax - City of Cortland - Real Property Tax Services

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levy County Tax - City of Cortland - Real Property Tax Services

WHEREAS, the Cortland County Legislature adopted Resolution #359-20 on November 19th, 2020 to accept the tentative 2021 County budget, AND

WHEREAS, the adopted 2021 budget includes a Real Property Tax Levy of \$37,003,555.00, AND

WHEREAS, the apportionment of the 2021 Cortland County tax levy has been approved by the Cortland County Legislature, AND

WHEREAS, the Real Property Tax Deputy Director has assessed the City of Cortland's apportioned share of the County tax levy at eight million, two hundred thirty thousand, five hundred fifty one dollars and sixty-four cents(\$8,230,551.64), NOW THEREFORE BE IT

RESOLVED, that this Legislature directs the sum of eight million, two hundred thirty thousand, five hundred fifty one dollars and sixty-four cents (\$8,230,551.64) to be levied in the City of Cortland, Cortland County, for County purposes for the fiscal year beginning January 1, 2021, and that the Chairman and the Clerk of this Legislature certify this resolution to the Common Council of said City, pursuant to the Charter of said City.

AGENDA ITEM NO. 12 – Levy Town Special District Taxes - Real Property Tax Services

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

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, 2021, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied upon and collected from the real property liable therefore within the respective fire protection, fire and lighting districts in the towns as indicated below, as specified in their respective annual budgets for the year 2021:

<u>Town</u>	<u>Fire Tax</u>	<u>Light Tax</u>	
Cincinnatus		\$102,272.65	\$11,528.00
Cortlandville - townwide		\$813,244.00	
Cuyler		\$79,724.00	
Freetown:			
Cincinnatus Fire		\$7,336.79	
Marathon Fire		\$24,635.85	
McGraw Fire		\$7,300.00	
Harford		\$108,653.00	
Homer		\$170,186.00	
Lapeer		\$83,232.87	
Marathon		\$99,701.28	
Preble		\$101,000.00	
Scott		\$53,851.50	
Solon		\$22,000.00	
Taylor		\$39,434.15	
Truxton		\$82,471.00	
Virgil		\$253,900.00	
Willet		\$45,000.00	

, AND BE IT FURTHER

RESOLVED, that such taxes and assessments, when collected, shall be paid to the Supervisors of the several towns in the amount as shown by this resolution for distribution by them in the manner provided by law.

AGENDA ITEM NO. 13 – Levy Town General and Highway Taxes - Real Property Tax Services

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

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, 2021 NOW THEREFORE BE IT

RESOLVED, that there shall be and hereby is assessed and levied upon and collected from the taxable real property in the following named towns, outside of any incorporated villages, wholly or partially located therein, the amounts indicated below for the General and Highway items as specified in the budgets of the respective towns as follows:

	<u>General</u>	<u>Highway</u>
Town of Cortlandville outside village -	\$ -0-	\$363,608
Town of Homer outside village -	\$ -0-	

, AND BE IT FURTHER

RESOLVED, that the several amounts raised by tax for all other purposes as specified in the several budgets as presented to this Legislature and which are on file in the Office of Real Property Tax Services, shall be and hereby are assessed and levied upon and collected from all taxable property in the towns as enumerated below, except as otherwise provided by law, namely:

<u>Town</u>	<u>Highway Fund</u>
Cincinnatus	\$97,105.00
Cuyler	\$217,864.00
Freetown	\$282,584.36
Harford	\$262,875.00
Homer	\$231,557.00
Lapeer	\$277,480.00
Marathon	\$115,678.00
Preble	\$116,202.00
Scott	\$191,100.00
Solon	\$301,080.00
Taylor	\$132,800.00
Truxton	\$253,800.00
Virgil	\$340,516.00
Willet	\$134,614.00

, AND BE IT FURTHER

RESOLVED, that the amounts to be raised for the General Fund and Debt Service Fund purposes as specified in the several budgets presented to this Legislature and which are on file in the Office of Real Property Tax Services hereof, shall and hereby are assessed and levied upon and collected from all taxable property in the towns as enumerated below except as otherwise provided by law, namely,

<u>Town</u>	<u>General Fund</u>
Cincinnatus	\$0.00
Cortlandville - townwide	\$1,648,348.00

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Cuyler	\$161,100.00
Freetown	\$3,666.14
Harford	\$89,570.00
Homer	\$215,135.00
Lapeer	\$162,585.00
Marathon	\$245,325.00
Preble	\$32,250.00
Scott	\$0.00
Solon	\$0.00
Taylor	\$111,090.00
Truxton	\$146,565.00
Virgil	\$203,827.00
Willet	\$70,519.00

, AND BE IT FURTHER

RESOLVED, that such taxes and assessments when collected shall be paid to the Supervisors of the several towns in the amounts as shown by this resolution for distribution by them in the manner provided by law.

AGENDA ITEM NO. 14 – Levying Sewer Charges - Town of Cortlandville - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/17/2020 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Kevin Fitch, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Sewer Charges - Town of Cortlandville - Real Property Tax Services

WHEREAS, a statement showing the unpaid sewer charges in the Town of Cortlandville, Cortland County, has been filed as outlined in Section 198-1(k) of the Town Law of the State of New York, which statement includes unpaid sewer charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT,

RESOLVED, that the unpaid sewer charges be re-levied and collected from the real property indicated below:

76.00-06-11.000	Zoya Mayo	\$920.16
76.14-01-48.000	Duane T Smith	\$419.93
76.14-01-52.000	Kathleen A Barnes	\$102.76
76.15-01-12.000	Theodore P McBride	\$389.46
76.18-01-31.000	Stacy L Crandall-Jones	\$692.03
76.19-01-19.110	Shannon M Snyder	\$377.46
76.19-01-22.000	Christine Poppe	\$312.98
76.19-01-40.000	Wendy Bergman	\$210.97
85.11-01-04.100	Ronald F Lader	\$144.73
85.15-01-09.000	David M Winter	\$651.80
85.16-01-30.000	John F McGrath	\$244.07
85.19-01-04.000	Daniel R VanDusen	\$152.38

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85.20-01-01.000	Melissa K Martin	\$203.29
85.20-01-26.000	Jose R Rolon Davila	\$234.63
85.20-01-33.000	Christopher Cummins	\$340.77
86.09-01-12.000	John K Linn	\$474.63
86.13-01-55.121	281 Groton Corp	\$46.43
95.11-02-25.000	Daniel W Yunghans	\$73.74
95.11-03-02.000	Stephen C Strauf	\$130.05
95.14-01-10.000	Benjamin Baum	\$255.88
95.16-01-40.000	Rebecca J Corp	\$753.70
95.16-01-48.000	Rafsanjani I Abdu-Shahid	\$189.90
95.16-01-58.000	Matthew C Yapple	\$56.84
95.16-01-74.000	Jessica Mae Wakefield	\$237.03
95.16-01-75.000	Gary W James	\$186.27
95.16-02-06.000	Kevin VanDonsel	\$245.17
95.16-02-09.000	Rahmon Daily	\$243.60
95.16-02-31.000	Gail A Dorsett	\$123.20
95.16-02-57.000	Marcelene Moore	\$106.96
95.20-02-06.000-1	Cortlandville Crossing LLC	\$154.00
96.05-01-13.000	Audrey Jones	\$174.55
96.05-02-09.000	Kelley A Wilcox	\$52.56
96.06-01-18.000	Anthony T Rosato	\$204.97
96.06-01-30.000	J Robert Messinger	\$242.75
96.06-01-37.000	Dean Sturdevant	\$157.34
96.06-02-14.000	Kimberly A Cook	\$830.18
96.06-02-15.000	Courtney A Shute	\$304.11
96.06-02-20.000	John H Hutchinson	\$376.57
96.09-01-24.000	Bethany A Cutler	\$240.69
96.09-01-70.000	Charles J Wing	\$123.20
96.09-02-08.000	Thomas Keane	\$230.73
96.09-02-18.000	Leon A Moore	\$53.19
96.09-02-30.000	Richard O'Dell	\$123.20
96.09-04-06.000	Leon W Stewart	\$228.04
96.10-01-25.000	Kevin Pristash	\$434.13
96.10-02-06.000	Michael T Dintino	\$76.32
96.10-02-11.000	Michael J Mershon	\$426.57
96.10-02-42.000	Carl E Ryder	\$126.15
96.36-01-07.000	Dorene Eaton	\$181.89
106.05-01-14.000	Sandro M Mironti	<u>\$88.53</u>
Total:		\$13,350.49

Submitted to Cortland County RPTS 11/30/20 by Kristin Rocco-Petrella, Cortlandville Town Clerk.

AGENDA ITEM NO. 15 – Levying Water Charges - Town of Cortlandville - Real Property Tax Services

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Water Charges - Town of Cortlandville - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Cortlandville, Cortland County, has been filed as outlined in Section 198-3(d) of the Town Law of the State of New York, which statement includes unpaid water charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of water charges due said Town of Cortlandville:

76.00-06-11.000	Zoya Mayo	\$690.72
76.00-07-03.000	Arthur Bell	\$208.96
76.00-07-04.100	Arthur C Bell	\$197.72
76.00-07-04.200	Arthur C Bell	\$158.76
76.00-07-06.200	Arthur C Bell	\$127.49
76.14-01-48.000	Duane T Smith	\$323.60
76.14-01-52.000	Kathleen A Barnes	\$69.00
76.15-01-12.000	Theodore P McBride	\$301.23
76.18-01-31.000	Stacy L Crandall-Jones	\$523.29
76.19-01-19.110	Shannon M Snyder	\$288.58
76.19-01-22.000	Christine Poppe	\$245.11
76.19-01-40.000	Wendy Bergman	\$170.22
85.11-01-04.100	Ronald F Lader	\$121.63
85.15-01-09.000	David M Winter	\$493.77
85.16-01-30.000	John F McGrath	\$194.53
85.19-01-04.000	Daniel R VanDusen	\$123.38
85.19-01-05.000	Justin G Naylor	\$556.18
85.20-01-01.000	Melissa K Martin	\$164.60
86.09-01-12.000	John K Linn	\$363.74
86.09-01-46.000	Paul W Allen	\$105.84
86.13-01-55.121	281 Groton Corp	\$26.46
87.13-01-34.000	Wyatt Malchak	\$2,597.15
95.07-02-09.000	William Jones	\$117.67
95.11-01-24.000	Gerald V Ruggiero	\$149.11
95.11-02-25.000	Daniel W Yunghans	\$57.97
95.11-03-02.000	Stephen C Strauf	\$110.86
95.11-05-04.000	Brian DWithey	\$334.08
95.14-01-10.000	Benjamin Baum	\$203.20
95.16-01-40.000	Rebecca J Corp	\$560.87
95.16-01-48.000	Rafsanjani I Abdu-Shahid	\$137.13
95.16-01-58.000	Matthew C Yaple	\$45.56
95.16-01-74.000	Jessica Mae Wakefield	\$189.36
95.16-01-75.000	Gary W James	\$144.41
95.16-02-06.000	Kevin VanDonsel	\$162.28
95.16-02-09.000	Rahmon Daily	\$194.17
95.16-02-31.000	Gail A Dorsett	\$105.84
95.16-02-57.000	Marcelene Moore	\$90.07
95.20-02-06.000-1	Cortlandville Crossing LLC	\$132.30
96.00-03-04.000	Frederick M Little	\$168.29
96.00-12-03.000	Scott J McKinney	\$160.57
96.05-01-05.000	Lynn Timmons	\$65.99
96.05-01-13.000	Audrey Jones	\$143.51
96.05-01-31.000	Jamison R Wood	\$70.35
96.05-02-09.000	Kelley A Wilcox	\$42.43
96.06-01-18.000	Anthony T Rosato	\$145.36
96.06-01-30.000	J Robert Messinger	\$193.56

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96.06-01-37.000	Dean Sturdevant	\$130.88
96.06-02-14.000	Kimberly A Cook	\$624.69
96.06-02-15.000	Courtney A Shute	\$233.74
96.06-02-20.000	John H Hutchinson	\$291.78
96.09-01-24.000	Bethany A Cutler	\$175.55
96.09-01-70.000	Charles J Wing	\$105.84
96.09-02-08.000	Thomas Keane	\$184.73
96.09-02-18.000	Leon A Moore	\$42.89
96.09-02-30.000	Richard O'Dell	\$105.84
96.09-04-06.000	Leon W Stewart	\$182.77
96.10-01-25.000	Kevin Pristash	\$334.01
96.10-02-06.000	Michael T Dintino	\$44.31
96.10-02-11.000	Michael J Mershon	\$328.48
96.10-02-42.000	Carl E Ryder	\$60.15
96.36-01-07.000	Dorene Eaton	\$148.90
105.08-01-13.000	Timothy C Burk	\$142.46
106.05-01-14.000	Sandro M Mironti	<u>\$68.83</u>
Total:		\$14,982.75

Submitted to Cortland County RPTS 11/27/20 by Kristin Rocco-Petrella, Cortlandville Town Clerk.

AGENDA ITEM NO. 16 – Levying Sewer Charges - Town of Cuyler - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/17/2020 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Kevin Fitch, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Sewer Charges - Town of Cuyler - Real Property Tax Services

WHEREAS, a statement showing the unpaid sewer charges in the Town of Cuyler, Cortland County, has been filed as outlined in Section 198-1(k) of the Town Law of the State of New York, which statement includes unpaid sewer charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of sewer charges due said Town of Cuyler:

31.02-02-08.000	Joseph M Latocha	\$627.20
31.02-02-09.000	James Marshall	\$179.20
31.02-02-27.000	Mandy M Morgan	\$179.20
31.02-02-30.000	Laura Lynn Rosselle	\$403.20
31.02-02-40.000	Joel T Barney	\$179.20
31.02-02-45.000	Chad Aldrich	\$179.20
31.02-02-47.000	Jennifer Sue Dorman	<u>\$291.20</u>
TOTAL:		\$2,038.40

Submitted to Cortland County Real Property Tax Services on 11/18/20 by Wendy Custer, Cuyler Town Clerk.

AGENDA ITEM NO. 17 – Levying Water Charges - Town of Harford - Real Property Tax Services

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Water Charges - Town of Harford - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Harford, Cortland County, has been filed as outlined in Section 198-3(d) of the Town Law of the State of New York, which statement includes unpaid water charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of water charges due said Town of Harford:

172.05-01-17.112	Thomas R Poole	\$682.00
172.06-01-01.000	Edward F Monroe	\$628.75
172.06-01-05.000	Robin Baez	\$753.75
172.06-01-12.200	Chris E Tweedie	<u>\$1,073.00</u>
TOTAL		\$3,137.50

Submitted to Cortland County Real Property Tax Services on 10/13/20 by Jennifer Fox, Harford Town Clerk.

AGENDA ITEM NO. 18 – Levying Water Charges - Town of Scott - Real Property Tax Services

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Water Charges - Town of Scott - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Scott, Cortland County, has been filed as outlined in Section 198-3(d) of the Town Law of the State of New York, which statement includes unpaid water charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of water charges due said Town of Scott:

Chad A Parker	35.03-01-03.000	\$379.00
Placido J Corpora	35.03-01-05.000	\$88.00
Brian M Moriarty	35.03-01-06.000	\$209.00

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Terry L Vanliew	35.03-01-13.000	\$457.00
Stacy Klotz	35.03-01-14.000	\$493.00
Daniel S Platt	35.03-01-15.000	\$517.00
Nancy Estep	35.03-01-24.000	\$385.00
Christopher Glendening	35.03-01-33.000	\$352.00
Connal M Carr	35.03-01-39.000	\$454.00
William F Brown	35.03-01-45.000	<u>\$139.00</u>
TOTAL:		\$3,473.00

Submitted to Cortland County Real Property Tax Service on 10/22/20 by Tamara Congdon, Scott Town Clerk.

AGENDA ITEM NO. 19 – Levying Water Charges - Town of Virgil - Real Property Tax Services

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Water Charges - Town of Virgil - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Virgil, Cortland County, has been filed as outlined in Section 198-3(d) of the Town Law of the State of New York, which statement includes unpaid water charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of water charges due said Town of Virgil:

127.00-06-20.000	Virgil Resort Funding Group	\$282.00
127.00-06-22.000	Frank J Patyi	\$66.00
127.15-01-15.000	Dermot M Reynolds	\$13.04
127.15-01-19.000	Clifton D Williams	\$132.00
127.15-01-30.000-9	Karin K Richardson	\$66.00
127.15-01-31.000-5	Margaret D Stamp	\$282.00
127.15-01-31.000-38	Britney Funccius	\$77.00
127.15-01-31.000-40	Richard J Burton	\$66.00
127.15-01-31.000-42	John Maloney	\$66.00
127.15-01-31.000-56	Emmanuel Pothos	\$66.00
127.15-01-31.000-60	Geoffrey & Kelley Berns	<u>\$66.00</u>
TOTAL:		\$1,182.04

Submitted to Cortland County Real Property Tax Services on 11/19/20 by Alane VanDonsel, Virgil Town Clerk.

AGENDA ITEM NO. 20 – Levying Sewer Charges - Town of Virgil - Real Property Tax Services

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/17/2020 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Kevin Fitch, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Sewer Charges - Town of Virgil - Real Property Tax Services

WHEREAS, a statement showing the unpaid sewer charges in the Town of Virgil, Cortland County, has been filed as outlined in Section 198-1(k) of the Town Law of the State of New York, which statement includes unpaid sewer charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of sewer charges due said Town of Virgil:

127.15-01-15.000	Dermot M Reynolds	\$25.00
127.15-01-19.000	Clifton D Williams	\$253.00
127.15-01-30.000-9	Karin K Richardson	\$126.50
127.15-01-31.000-5	Margaret D Stamp	\$540.50
127.15-01-31.000-35	Michael J Waters	\$82.50
127.15-01-31.000-38	Britney Funccius	\$147.51
127.15-01-31.000-40	Richard J Burton	\$126.50
127.15-01-31.000-42	John Maloney	\$126.50
127.15-01-31.000-56	Emmanuel Pothos	\$538.30
127.15-01-31.000-60	Geoffrey & Kelley Berns	<u>\$431.95</u>
TOTAL:		\$2,398.26

Submitted to Cortland County Real Property Tax Services on 11/19/20 by Alane VanDonsel, Virgil Town Clerk.

AGENDA ITEM NO. 21 – Amend 2020 Budget & Transfer Funds to County Unemployment Fund - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/17/2020 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Amend 2020 Budget & Transfer Funds to County Unemployment Fund - Personnel Department

WHEREAS, the billing for the Unemployment Insurance has increased beyond the projected budgeted amount due to the COVID-19 pandemic, AND

WHEREAS, it is necessary to appropriate monies to the Unemployment Insurance account to pay the future bills, NOW THEREFORE BE IT

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

RESOLVED, that the 2020 County Budget be and hereby is amended as follows:

Decrease:

Fund Balance	Appropriated Fund Balance	A3599000	\$50,000
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Increase:

Expense:	Unemployment Insurance	A90505-58000	\$50,000
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AGENDA ITEM NO. 22 – Amend the 2020 & 2021 Budgets & Authorize a Contract Amendment for New York State Helping End Addiction Long-Term (NYS HEALing) Communities Study - Cortland Area Communities that Care - Mental Health Department

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Cathy Bischoff, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Amend the 2020 & 2021 Budgets & Authorize a Contract Amendment for New York State Helping End Addiction Long-Term (NYS HEALing) Communities Study - Cortland Area Communities that Care - Mental Health Department

WHEREAS, Cortland County has been selected to participate in the New York State Helping End Addiction Long-term (NYS HEALing) Communities Study, a four-year research project funded by the National Institute of Drug Addiction (NIDA), and implemented in New York State by Columbia University, Contract # 252-20, Resolution 351-19, AND

WHEREAS, the Director of Community Services in Cortland County is charged with the responsibility for the local administration and leadership of the NYS HEALing Communities Study, AND

WHEREAS, the contract for will be extended for Year 2 of the grant which covers the period 4/1/2020 through 3/31/2021, and the total amount of the grant funding for year 2 services has been increased to a maximum of \$208,180 for that time period, NOW THEREFORE BE IT

RESOLVED, that the Contract be amended to cover the period of 4/1/2020 through 3/31/2021 and the 2020 budget be amended to include the funding increase as follows:

Increase:

Revenue	A431042.42705.HEAL	\$208,180
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Expenditure	A43105.54055.HEAL	\$208,180
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, 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 execute agreements for the provision of said services related to the NYS HEALing Communities Study, 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.

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Cathy Bischoff, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize 2021 Annual Agreements - Mental Health Department

WHEREAS, Cortland County Department of Mental Health must execute several contracts for various administrative and program services for the calendar year 2021, AND

WHEREAS, such contracts, costs, terms, functional areas and associated account numbers are listed in the attached chart, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements between 1/1/21 and 12/31/21 for or with the following:

Abel Screening
Ability Network
Catholic Charities of Cortland County
Columbia University
Contact Community Services
Cornell University
Cortland Area Communities that Care
Cortland County Department of Aging Services
Cortland County Department of Social Services
Coordinated Care Services, Inc.
Cortland Enlarged City School District
EFPR Group
Family Counseling Services
Franziska Racker Center
Guthrie Cortland Medical Center
Identrust
JM Murray Center
Joe Amideo
Kinney Management Services
Lingua Links
MEDENT
Mental Health Association of Cortland County
Seven Valleys Health Coalition
TalkSoft
Upstate Medical

AGENDA ITEM NO. 24 – Amend 2020 Budget to Accept 2020-2021 Passenger Traffic Grant & Authorize Agreement - Sheriff's Department

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Kevin Fitch, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Amend 2020 Budget to Accept 2020-2021 Passenger Traffic Grant & Authorize Agreement - Sheriff's Department

WHEREAS, the New York State Governor's Traffic Safety Committee has awarded the Cortland County Sheriff's Office a grant to participate in the statewide "Passenger Traffic Safety", PTS-2020 - Cortland Co SO-00256-(012), CFDA#: 20.600, program and receive grant monies from the State for the period of October 1, 2020 to September 30, 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office accept the grant, and that the 2020 budget be amended to reflect the acceptance of these funds with the following adjustments to the 2020 budget:

		Current	Change	Revised
INCREASE REVENUE BUDGET:				
Revenue	A312043.43329.20GTS	\$0	\$10,050	\$10,050
INCREASE EXPENDITURE BUDGET:				
Expense	A31205.51020.20GTS	\$0	\$9,800	\$9,800
	Overtime			
	A31205.54045.20GTS	\$0	\$250	\$250
	Travel Expense			

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Governor's Traffic Safety Committee to participate in the "Passenger Traffic Safety" program, 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.

AGENDA ITEM NO. 25 – Authorize Contract Extension and Request for No Cost Time Extension Federal Section 5311 Mass Transportation Capital Project, C004119 PIN # 3796.27.302, 2018 Mobility Management Seven Valley Health Coalition - Planning Department

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Beau Harbin, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF FITCH

RESOLUTION NO.

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

Authorize Contract Extension and Request for No Cost Time Extension Federal Section 5311 Mass Transportation Capital Project, C004119 PIN # 3796.27.302, 2018 Mobility Management Seven Valley Health Coalition - Planning Department

WHEREAS, the County of Cortland was awarded consolidated grant funds from the New York State Department of Transportation (NYSDOT), pursuant to Federal Section 5311, Title 49 United States Code, for the continuation of Mobility Management for the 2017 and 2018 fiscal years, AND

WHEREAS, NYSDOT has been designated by the Governor of the State of New York to administer Section 5311 Federal formula reimbursement funds for mobility management projects which are designated to increase access for recipients of public assistance and low income persons to employment, as identified through a coordinated planning process, and consistent with the eligible activities described in the FTA Circular 9050.1, AND

WHEREAS, Seven Valleys Health Coalition serves as the project manager and is responsible for mobility management and coordinating the transportation needs of the various human service agencies in Cortland County, AND

WHEREAS, Resolution 118-20 authorized Seven Valleys Health Coalition to perform the services and/or supply goods in alignment with the length of Contract Number C004119, which had an end date of December 31, 2018 for Mobility Management, and was extended until December 31, 2020 under the New York State Extension of Use Approval due to delay in funding from New York State Department of Transportation, AND

WHEREAS, Cortland County had been awarded Federal Section 5311 Federal funds for 2018 not to exceed \$362,068 including the FTA required local match of \$36,207 for the continuation of the Mobility Management for FY 2018 under Contract #C004119, PIN#3796.27.302, AND

WHEREAS, the New York State Department of Transportation was aware of the delay in awarding 2018 funding to Cortland County for the 2018 Mobility Management under Contract #C004119, and has agreed to reimburse the funding with the submittal of an Extension of Use Approval form, AND

WHEREAS, there is no cost to Cortland County as the required local match would be the responsibility of Seven Valleys Health Coalition and the other various human service agencies involved in this project, including the utilization of the cost of bus advertising, which is administered by Seven Valleys Health Coalition, AND

WHEREAS, Cortland County has executed the agreement with New York State Department of Transportation Federal Section 5311 Mass Transportation Capital Project, Contract Number C004119, which includes PIN#3796.27.302, and established expense and revenue lines, AND

WHEREAS, PIN#3796.27.302 has a remaining balance of \$100,839 as of November 3, 2020, AND

WHEREAS, New York State Department of Transportation has indicated that upon approval by Cortland County to allocate the remaining funding under PIN#3796.27.302 the County must complete a No Cost Time Extension as it relates to the remaining funding for SFY 2018, under PIN#3796.27.302 which will require a resolution and Cortland County Legislature approval, NOW THEREFORE BE IT

RESOLVED, that the County Administrator is hereby authorized, upon approval by the County Attorney or designee, to extend the contract with Seven Valleys Health Coalition for PIN#3796.27.302 in order to continue Mobility Management until the funding for PIN#3796.27.302 is depleted, AND BE IT FURTHER

RESOLVED, that the County Administrator is hereby authorized, upon approval by the County

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

Attorney or designee, to sign the Request for No Cost Time Extension of Local/Miscellaneous Contract as it relates to Contract Number C004119, PIN#3796.27.302.

AGENDA ITEM NO. 26 – Authorize 2021 Contract and Accept Funds with the New York State Office of Children and Family Services to Support the Cortland County Child Advocacy Center - District Attorney

RESULT: APPROVED [UNANIMOUS]

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Beau Harbin, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize 2021 Contract and Accept Funds with the New York State Office of Children and Family Services to Support the Cortland County Child Advocacy Center - District Attorney

WHEREAS, a Child Advocacy Center (“CAC”) has been created in Cortland County to facilitate the most efficient and effective handling of cases involving child victims of sexual and physical abuse, AND

WHEREAS, said program is funded by a New York State grant through the New York State Office of Children and Family Services (“OCFS”), AND

WHEREAS, said grant will henceforth be received by Cortland County on behalf of the District Attorney of Cortland County (“DA”), by contract with OCFS assigning the DA as the lead agency with authority and responsibility to administer grant funds, which OCFS advises will total \$156,111 for the OCFS fiscal year 2021, to pay the expenses of running the CAC, 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 sign an agreement for the time period February 1, 2021 through January 31, 2022 with OCFS, and the DA be and hereby is authorized to administer funds received from OCFS for the CAC, in an amount not to exceed \$156,111 as follows:

51005	Personnel	\$77,776.00
54000	I/D Phones	\$1,024.00
54005	Office Supplies	\$500.00
54007	Janitorial Supplies	\$100.00
54020	Postage	\$300.00
54035	Training & Staff Dev	\$3,500.00
54040	Dues & Memberships	\$1,700.00
54041	Publications	\$5,093.00
54047	Mileage	\$600.00
54048	Events	\$3,390.00
54060	Legal Notices	\$100.00
54070	Liability Insurance	\$2,128.00
54213	I/D Copier	\$419.00
54800	Program Supplies	\$15,000.00
58020	Retirement	\$12,600.00
58030	FICA	\$5,950.00

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58040	Worker's Comp	\$3,592.00
58060	HI	\$22,139.00
58062	Dental	\$165.00
58065	Vision	\$35.00
TOTAL		\$156,111.00

, 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.

AGENDA ITEM NO. 27 – Accept Bids and Authorize Purchase of Miscellaneous Groceries and Frozen Foods - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/17/2020 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Accept Bids and Authorize Purchase of Miscellaneous Groceries and Frozen Foods - Area Agency on Aging

WHEREAS, the Area Agency on Aging solicited bids for miscellaneous Groceries and Frozen Foods, AND

WHEREAS, bids were received on October 29, 2020, for the period January 1, 2021 through March 31, 2021, for the purchase of miscellaneous groceries and frozen foods in accordance with specifications on file in the Office of the Clerk of the Cortland County Legislature for use by the Area Agency on Aging, and the Sheriff's Department, AND

WHEREAS, your Human Services Committee recommends that bids be awarded to the lowest responsible bidder, AND

WHEREAS, bids were received from the following:

Ginsberg's, PO Box 17, Route 66, Hudson, NY 12534
Smith Packing Co., PO Box 520, Utica, NY 13503-0520
Renzi Food Service, 901 Rail Drive, Watertown, NY 13601

NOW, THEREFORE, BE IT

RESOLVED, that bids of the said vendors, in accordance with the specifications, be and hereby are accepted at the bid prices on a per item basis, AND BE IT FURTHER

RESOLVED, that said departments have the right to award bids based on price and quality, AND BE IT FURTHER

RESOLVED, that the above departments are authorized and directed to purchase said items from the lowest responsible bidders and best value for the period January 1, 2021 through March 31, 2021.

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

Executive Session

Mr. Fitch made a motion to enter executive session to discuss the employment history of a particular person and matters leading to the appointment of a specific individual. Ms Preston seconded the motion; all voting in favor, none opposed. The committee entered executive session at 10:57AM.

Mr. Fitch made a motion to return to regular session, Mr. Wagner seconded the motion; all voting in favor, none opposed. The committee returned to regular session at 11:16 AM.

AGENDA ITEM NO. 1 – Appoint Director of Real Property Tax Services - Real Property

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/17/2020 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Appoint Director of Real Property Tax Services - Real Property

WHEREAS, the Cortland County Legislature has a vacant position of Director of Real Property Tax Services, AND

WHEREAS, the duties and powers of the County Administrator as Chief Administrative Officer provide for the Administrator to monitor the department heads and provide general supervision to each department, AND

WHEREAS, Local Law No. 7 of year 2002 reserves and prescribes the duty to the County Administrator to make recommendations to the County Legislature for the appointment of each department head, AND

WHEREAS, the County Administrator has offered a recommendation for this appointment, AND

WHEREAS, the County Legislature has received from the County Administrator the recommendation for appointment of _____ as Director of Real Property Tax Services, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _____ as Director of Real Property Tax Services from December 17, 2020 to September 30, 2025 at an annual salary of \$62,783 (Non-competitive class, Management Compensation Plan, Grade 5, step 1, 35 hours/week) pursuant to the terms and conditions of the Management Confidential/Management Employment Policy.

AGENDA ITEM NO. 2 – Appoint Director of Planning - Planning Department

RESULT: **TABLED [UNANIMOUS]**

Next: 12/17/2020 5:30 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Kelly L. Fairchild-Preston, Vice Chair

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Bischoff, Fitch

ON MOTION OF WAGNER

RESOLUTION NO.

Appoint Director of Planning - Planning Department

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

WHEREAS, the Cortland County Legislature has a vacant position of Director of Planning, AND

WHEREAS, Paul Heider, Kevin Fitch, Christopher Newell, Amy Bertini, Annette Barber, Daniel Dineen and Robert Corpora were delegated and conducted interviews and offered a recommendation for this appointment, AND

WHEREAS, the County Legislature has received from the Agriculture, Planning and Environmental Committee the recommendation for appointment of _____ as Director of Planning, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _____ as Director of Planning on January 1, 2021 at an annual salary of \$68,842 (Management Compensation Plan Grade 4, Step 1, Competitive Class) for 35 hours/week pursuant to the terms and conditions of the Management Confidential/Management Employment Policy and clearance of background and drug testing.

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

Monthly Reports

3. Soil and Water Conservation District Monthly Report

RESULT:	COMPLETED
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4. Mobility Management Monthly Report

RESULT:	COMPLETED
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5. Assigned Counsel Monthly Activities Report

RESULT:	COMPLETED
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6. County Clerk Monthly Report

RESULT:	COMPLETED
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7. Coroner Monthly Report

RESULT:	COMPLETED
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8. District Attorney Monthly Report

RESULT:	COMPLETED
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9. Probation Monthly Report

RESULT:	COMPLETED
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10. SPCA Monthly Report

RESULT:	COMPLETED
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11. Weights & Measures Monthly Budget Report

RESULT:	COMPLETED
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12. Monthly Budget Report - Mental Health

RESULT:	COMPLETED
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13. Monthly Budget Report Veterans' Services

RESULT:	COMPLETED
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14. Highway Department Monthly Budget Reports

RESULT:	COMPLETED
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15. Highway Department December Activities Report

RESULT:	COMPLETED
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16. Board of Elections Monthly Budget Report

RESULT:	COMPLETED
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17. County Attorney Monthly Reports

RESULT:	COMPLETED
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18. Legislature Monthly Budget Report

RESULT:	COMPLETED
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19. Clerk of the Legislature Monthly Budget Report

RESULT:	COMPLETED
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20. December Vacancy Report

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

RESULT: COMPLETED

21. Audit Department Monthly Budget Report

RESULT: COMPLETED

22. County Auditor Quarterly Update

RESULT: COMPLETED

23. Real Property Tax Services Monthly Budget Report

RESULT: COMPLETED

24. Finance Department Monthly Budget Report

RESULT: COMPLETED

Adjourn

Minutes Acceptance: Minutes of Dec 8, 2020 10:00 AM (MINUTES)

ON MOTION OF BEAU HARBIN, COMMITTEE MEMBER**AGENDA ITEM NO. 1****Amend 2021 Budget to Reallocate Funds for County Office Building Entrance and Security Project - Buildings & Grounds Department**

WHEREAS, the Cortland County Legislature adopted Resolution No. 215-20, AND

WHEREAS, there is additional work on the previously approved project that was not completed in fiscal 2020, AND

WHEREAS, in order to complete the project as previously budgeted there is a need to increase the Buildings and Grounds Department's 2021 budget, NOW THEREFORE BE IT

RESOLVED, that the 2021 Buildings and Grounds Department Budget is hereby amended as follows

Increase:

Appropriated Fund Balance	A359900	\$4,538.38
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Increase:

Building Improvements	A16205.52320	\$4,538.38
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ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 2****Authorization to Apply for Microenterprise Grant Funding and to Execute Any Related Agreements - Clerk of the Legislature**

WHEREAS, there is grant funding available through the New York State Office of Community Renewal through its Community Development Block Grant Program for Microenterprise funding, AND

WHEREAS, currently Cortland County does not have the ability to provide financial support to small businesses with five or fewer employees through established business development programs, AND

WHEREAS, Cortland County has previously been awarded a Microenterprise grant and has successfully administered said grant and awarded the funds as required,, AND

WHEREAS, the Legislature wishes to support additional approved businesses if such funding is awarded by the New York State Office of Community Renewal, AND

WHEREAS, during the current COVID pandemic small business have suffered, AND

WHEREAS, a county-wide Microenterprise program will help in the County's post-COVID economic recovery, AND

WHEREAS, the Cortland County Legislature previously adopted Resolution No. 265-20 authorizing an agreement with Thoma Development to complete an application for said Microenterprise funding in an amount not to exceed \$4500.00, AND

WHEREAS, a public hearing will be held on January 28, 2021 before the Cortland County Legislature to determine if there is substantial interest and public support for such a Microenterprise Grant program, NOW THEREFORE BE IT

RESOLVED, That Rob Corpora, as the Cortland County Administrator, is hereby authorized and directed to file an application for microenterprise funds from New York State Homes and Community Renewal, Office of Community Renewal, under the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program for Fiscal Year 2020, in an amount not to exceed \$300,000; AND BE IT FURTHER

RESOLVED, that the County Administrator upon review and approval of the County attorney or designee as to form is hereby authorized to enter into and execute a project agreement with the State of New York for the Cortland County Microenterprise Program.

MEMORANDUM

TO: County Legislature

FROM: Eric Mulvihill, Clerk of the Legislature

DATE:

SUBJECT: 2020 Community Development Block Grant (CDBG) Application -
Microenterprise Assistance Program

Attached you will find a resolution to adopt at the January 28th Legislative meeting. This resolution authorizes the Legislative Chair to sign a Community Development Block Grant (CDBG) application that we have retained Thoma Development to prepare on behalf of the County and for the County Chair to enter into an agreement with the State should the grant be awarded. Applications are due on a rolling basis. The required first public hearing will be held at the beginning of the January 28th meeting.

The County will apply for a Microenterprise grant to establish a Microenterprise Assistance Program (MAP). The focus of this application will be to provide assistance to small businesses with five or fewer individuals including the owner(s). The County successfully completed a fiscal year 2017 MAP last year. Under that Program, the County was able to provide assistance to six Microenterprises with a maximum \$200,000 award. There have been some changes to the CDBG Micro Program. It appears the County may be able to request up to \$300,00 if the need can be documented. Other changes may be made as well, which Thoma will know more about after attending a webinar.

If anyone has any additional questions prior to your meeting, please do not hesitate to contact Linda Armstrong at 753-1433 or linda@thomadevelopment.com.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 3****Amend Resolution 188-19 2019 Standard Workday Reporting Resolution**

WHEREAS, the New York State Comptroller is authorized by Sections 34 and 334 of the Retirement and Social Security Law to adopt rules and regulations for reporting the service and salary information for all employees of participating employers in the New York State and Local Employees' Retirement System ("Retirement System"), AND

WHEREAS, Cortland County is a participating employer in the Retirement System, AND

WHEREAS, the New York State Comptroller has promulgated Regulation 315.4 which imposes certain reporting requirements for elected and appointed officials of participating employers, and requires the governing board of each participating employer to adopt a resolution establishing a standard work day for each elected or appointed official, AND

WHEREAS, among the requirements for employers are a more detailed description of a Standard Work Day along with a Legislative resolution establishing and reporting such Standard Work Day, public posting of the Resolution, and submission of the Resolution to the New York State Retirement System, AND

WHEREAS, pursuant to Regulation 315.4, in the event that elected or appointed officials do not participate in an employer's time keeping system, they are required to keep a record of activities (ROA) for a three month period and submit it to the clerk of the governing board within 180 days of taking office, AND

WHEREAS, each of the elected or appointed officials listed in this resolution have kept records of their actual time (ROA) worked in their current position for the required ninety days or taken part in the Cortland County time keeping system, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 188-19 on May 23, 2019, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 393-19 on December 19, 2019, AND

WHEREAS, changes in the term of the appointed election commissioners have impacted the previously adopted standard workday reporting resolution as previously adopted in Resolution 188-19, NOW THEREFORE BE IT

RESOLVED, that resolution 188-19 is hereby amended and the Cortland County Legislature hereby establishes the following as Standard Work Days for these elected and appointed officials who are not covered by a collective bargaining agreement, and will report the following days worked to the New York State and Local Employees' Retirement System based on the established time keeping system or the record of activities (ROA) maintained and submitted to the Clerk of the Legislature:

Title	Standard Work Day (Hrs/day) Min. 6	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check Only If member Is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System	Record of Activities Result*	Not Submitted (Check only if Official did not
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	hrs Max. 8 hrs						(Yes/No-If Yes, do Not complete the Last two columns)		Submit their Record of Activities)
Elected Officials									
Election Commissioner	7	Tom Brown				1/1//19- 12/31/20	N	20.72 19.13/28.69	

I, Eric J. Mulvihill, **clerk** of the governing board of the County of Cortland, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the ____ day of ____, 2021 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this ____ day of ____, 2021.

Affidavit of Posting: I Eric J. Mulvihill, being duly sworn, deposes and says that the posting of the Resolution began on May 24, 2019 and continued for at least 30 days, That the Resolution was available to the public on the:

Employer's website at www.cortland-co.org

Official sign board at 60 Central Avenue, Cortland NY 13045

Main entrance secretary or clerk's office at 60 Central Avenue, Cortland NY 13045, Room 306

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 4****Amend 2021 County Legislature Budget - County Legislature**

WHEREAS, there were unspent funds in the Professional Services lines of the 2020 County Legislature budget, AND

WHEREAS, due to the unknown implications of the COVID-19 virus and the need for social distancing, the unspent funds are necessary to cover needed improvements in 2021, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

Increase:

Appropriated Fund Balance	A359900	\$55,527.00
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Increase:

Professional Services	A10105.54055	\$55,527.00
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ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 5****Authorize Agreement with March Associates for Legislative Space Study & Establish a Capital Improvement Project**

WHEREAS, due to the immediate and potential long term impacts of the COVID-19 virus, the Cortland County Legislative Chambers located at 60 Central Avenue have become unsafe and antiquated, AND

WHEREAS, in order to facilitate proper social distancing and meet the requirements of modern electronic meeting access and public transparency there is a need to look at options for the existing Legislative chamber space as well as the current audio/visual technology, AND

WHEREAS, the Clerk of the Legislature has received a proposal from March Associates, Architects and Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, to provide a professional analysis of the existing space and provide conceptual level architectural floor plans as well as an estimate of anticipated construction costs at a cost not to exceed \$9,000.00, AND

WHEREAS, the Legislature has funds available in its professional services line, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator upon review of the County Attorney or designee to enter into an agreement with March Associates, Architects and Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, to provide conceptual plans for renovations to provide for a more efficient, safe and accessible Cortland County Legislative Chamber.

December 10, 2020



Mr. Eric Mulvihill
Clerk of the Legislature
Cortland County Legislature
60 Central Ave
Cortland, NY 13045

258 Genesee Street, Suite 300
Utica, New York 13502
Phone 315.733.3344
Fax 315.733.3331
Web marchassoc.com

Re: Cortland County Legislative Chamber
Renovation Study
MARCH No. 2075

Dear Eric:

It was a pleasure meeting with you to tour the Cortland County Legislative Chamber and discuss some ideas for upgrades to the space to best meet the Legislature's needs moving forward. MARCH Associates is very pleased to submit this proposal to work with you to develop options for conceptual plans, along with a cost estimate and code review for this renovation study. Outlined below is our proposed Project Scope, Project Deliverables, Project Team, Proposed Schedule and Fee.

PROJECT SCOPE

In accordance with your request, the Design Team will evaluate the existing Legislative Chamber considering how the space functions in the current environment of social distance requirements. Working within the general footprint of the existing Chamber and adjacent offices, we will propose alternative layout plans with associated HVAC, electrical, and technology upgrades to improve the performance of the Chamber.

PROJECT DELIVERABLES

Conceptual level architectural floor plans will be developed to reflect the proposed renovation, as well as an estimate of the anticipated construction costs. We will share a preliminary version of our proposed work for review and discussion in a virtual setting prior to presenting a final version of the study either in person at Cortland County, or through any alternative method as desired by the Legislature.

PROJECT TEAM

FS Engineering located in Syracuse, NY will assist us in evaluating the existing HVAC and electrical conditions in the space and consider options to improve these aspects of the Chamber as part of our study.

Please be advised we have not included any hazardous material testing as part of this study. Based on conversation with Chuck Miller and the experience of previously completed renovation projects in this portion of the building, it is not anticipated that any hazardous materials will be encountered. Further investigation into the presence of hazardous materials could either be completed by our Design Team or any independent party at a later time.

PROPOSED SCHEDULE

The Design Team is prepared to begin work upon your authorization and we anticipate approximately four (4) to six (6) weeks to complete the renovation study.

PROPOSED FEE

We propose performing our services for a lump sum fee of \$9,000. Please be advised that all out-of-pocket expenses are included.

You may indicate acceptance of this proposal by signing below and returning one (1) copy to our office. That will serve as our Notice to Proceed.

We hope you find this proposal responsive to your request. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely yours,



Matthew E. Lacey, AIA
Associate

Accepted by: _____

Date: _____

cc: Christopher Crolus, Principal
MARCH file

MATT/bjd

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 6****Local Law No. "A" of 2021 - a Local Law to Amend Local Law 1 of 2007 - Extending the Imposition of a Mortgage Recording Tax in Cortland County - County Clerk**

WHEREAS, New York State Tax Law §253-v, as last amended by the Laws of 2015, Chapter 161 on August 13, 2015, authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty-five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect; and

WHEREAS, the Cortland County Legislature authorized a mortgage recording tax by adopting County Local Law No. 1 of 2007, AND

WHEREAS the Legislature has upon approval of the New York State Legislature has re-authorized the mortgage recording via subsequent local laws, AND

WHEREAS the current legislation authorizing the mortgage recording tax expired December 1, 2020, AND

WHEREAS , the New York State Legislature revised New York State Tax Law Section 253-v and extended the effective repeal date to December 1, 2023;

NOW THEREFORE, BE IT ENACTED by the Legislature of the County of Cortland, as follows:

Local Law No. 1 for the year 2007 is hereby amended to read as follows:

Section 1

For the period beginning December 1, 2020 and ending December 1, 2023, there is hereby imposed, in the County of Cortland, a tax of \$0.25 for each \$100.00, and each remaining fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated within the County of Cortland and recorded on or after December 1, 2020, and a tax of \$0.25 on such mortgage if the principal debt or obligation which is or by any contingency may be secured by such mortgage is less than \$100.00.

Section 7

This Local Law shall take effect December 1, 2020. A certified copy of this Local Law shall be mailed to the Commissioner of Taxation and Finance at the Commissioner's Office in Albany, New York. Certified copies of this Local Law shall be filed with the Cortland County Clerk, the Secretary of State and State Comptroller within five days after the Local Law is enacted.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 7****Authorize Fourth Quarter 2020 Sales Tax Distribution - Budget & Finance**

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 2020 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for fourth quarter 2020 to be \$8,114,727.82, AND

WHEREAS, the total amount available for distribution is \$7,739,727.82, 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 \$4,179,453.03 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 2020 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
Cortland, City of	\$1,373,801.68	\$-0-	\$1,373,801.68	\$-0-
Cincinnatus, Town of	\$62,171.85	\$-0-	\$62,171.85	\$-0-
Cortlandville, Town of	\$664,154.57	\$-0-	\$664,154.57	\$-0-
Cuyler, Town of	\$57,689.04	\$-0-	\$57,689.04	\$-0-
Freetown, Town of	\$45,775.63	\$-0-	\$45,775.63	\$-0-
Harford, Town of	\$73,418.63	\$-0-	\$73,418.63	\$-0-
Homer, Town of	\$239,173.36	\$-0-	\$239,173.36	\$-0-
Homer, Village of	\$168,627.17	\$-0-	\$168,627.17	\$-0-
Lapeer, Town of	\$96,230.73	\$(40,073.40)	\$56,157.33	\$-0-
Marathon, Town of	\$72,909.56	\$-0-	\$72,909.56	\$-0-

Marathon, Village of	\$37,725.74	\$-0-	\$37,725.74	\$-0-
McGraw, Village of	\$30,140.24	\$-0-	\$30,140.24	\$-0-
Preble, Town of	\$122,151.13	\$-0-	\$122,151.13	\$-0-
Scott, Town of	\$72,733.11	\$-0-	\$72,733.11	\$-0-
Solon, Town of	\$58,920.64	\$-0-	\$58,920.64	\$-0-
Taylor, Town of	\$34,224.86	\$-0-	\$34,224.86	\$-0-
Truxton, Town of	\$87,563.20	\$-0-	\$87,563.20	\$-0-
Virgil, Town of	\$206,668.52	\$-0-	\$206,668.52	\$-0-
Willet, Town of	\$56,195.13	\$-0-	\$56,195.13	\$-0-
Total	\$3,560,274.79	\$(40,073.40)	\$3,520,201.39	\$-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.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR

AGENDA ITEM NO. 8

Utilize Retirement Reserve to Fund New York State and Local Employees' Retirement System (NYSLERS) Employer Contribution - Finance & Administration

WHEREAS, the Cortland County Legislature adopted Resolution No 411-04 which established a Retirement Contribution Reserve for the purpose of financing future retirement expenditures, AND

WHEREAS, the 2020 New York State and Local Employees' Retirement System (NYSLERS) employer contribution of \$3,840,732.75 is \$129,663.93 more than budgeted, AND

WHEREAS, there is a need to appropriately fund the excess retirement contribution, NOW
THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the use of \$129,663.93 from the Retirement Contribution Reserve, account A386300.RTR, to cover the excess employer share of 2020 NYSLERS contributions for fiscal year 2020.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 9****Approve Purchase of Two Western Star Trucks from Tracey Road Equipment Inc. - Highway Department**

WHEREAS, the Cortland County Highway Department requires safe equipment in order to properly maintain Cortland County's roadways, AND

WHEREAS, it is financially prudent to maintain a routine replacement schedule for County plow trucks in order to reduce long-term maintenance and repair costs, AND

WHEREAS, Onondaga County has solicited proposals (Bid Reference #8996) for purchasing Western Star Cabs and Chassis, AND

WHEREAS, New York State procurement regulations allow other municipalities within New York State to "piggyback" on properly advertised and awarded bids, AND

WHEREAS, the Cortland County Highway Superintendent and County Administrator have 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 two 2022 Western Star Cab and Chassis as follows:

2022 Western Star 4700 Cab and Chassis with Henderson Plow PackageVENDORQUOTE

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

(1) Truck @ \$250,098.00

2022 Western Star 4900SB Cab and ChassisVENDORQUOTE

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

(1) Truck @ \$154,922.00

, AND

WHEREAS, the amount is not to exceed \$405,020.00 for both pieces of equipment, AND

WHEREAS, the monies for said equipment are budgeted in the 2021 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, Vehicles, for an amount of \$250,098.00 for the purchase of one (1) 2022 Western Star 4700 Cab & Chassis equipped with Dump Box & Snowplow Equipment Packages, and for an amount

of \$154,922.00 for one (1) 2022 Western Star 4900SB Cab and Chassis to Tracey Road Equipment, Inc. 6803 Manlius Center Road, East Syracuse, NY 13057.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 10****Appoint/Reappoint Members Cortland County Board of Health - Health Department**

WHEREAS, New York State Regulation requires that the County Legislature choose the medical members of the Board of Health from a list of physicians submitted by the County Medical Society, AND

WHEREAS, New York State Regulation requires that the County Legislature choose a city representative member of the Board of Health from a list of persons submitted by the Mayor or other administrative head of such city, AND

WHEREAS, New York State Regulation requires that the County Legislature appoint at-large representative members of the Board of Health, AND

WHEREAS, the terms of Dr. Stuart Douglas and Marie Walsh on the Cortland County Board of Health will expire on December 31, 2020, NOW THEREFORE BE IT

RESOLVED, that Dr. Marissa Clifford, 139 North Main Street, Cortland, NY 13045 be and hereby is appointed to said Board as an At-Large member, for a six (6) year term beginning on January 1, 2021 and ending December 31, 2026, AND BE IT FURTHER

RESOLVED, that Marie Walsh, Catholic Charities 46 Madison Street, Cortland NY 13045 be and hereby is appointed to said Board as an At-Large Member, for a (6) month term beginning on January 1, 2021 and ending June 30, 2021.

Board of Health – January 2021			
Name	Address	Capacity	Term Expiration
Cindy Johnson, M.D.	Cortland Health Center 1259 Fisher Avenue Cortland, NY 13045	Physician	12/31/23
Ngozi Mezu-Patel, M.D.	Cayuga Center for Infectious Disease at Cortland 14 Kennedy Parkway Cortland, NY 13045	Physician	12/31/22
Nicole Villapiano, M.D.	Family Health Network 4038 West Road Cortland, NY 13045	Physician	12/31/24
Bonnie C. Hodges, Ph.D.	SUNY Cortland, Health Dept. 105 Moffett Center P.O. Box 2000 Cortland, NY 13045	At-Large Member	12/31/25
Mary Wright, R.N.	Regional Medical Practice 135 North Main Street Cortland, NY 13045	At-Large Member	12/31/21
Marie Walsh	46 Madison Street Cortland, NY 13045	At-Large Member	6/30/21
Marissa Clifford, D.D.S.	139 N. Main Street Cortland, NY 13045	At-Large Member	12/31/2026
VACANCY			

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 11****Accept Funds COVID-19 Flexible Funding for Rurally Based Local Health Departments - Health Department**

WHEREAS, Resolution 335-20 gave Cortland County Health Department permission to accept funds from NYS Association of County Health Officials in the amount of \$6,785 in flexible funding for COVID-19 in rurally based Local Health Departments, AND

WHEREAS, an additional \$1,785 has been awarded, AND

WHEREAS, these funds will be used to purchase and assemble kits to be utilized by area agencies that serve those who are seniors, low income, and/or those that have access and functional needs and a small portion of the funding will be used for office supplies, including printing and copying needs for the informational packets, NOW THEREFORE BE IT

RESOLVED, that the funds in the 2021 County Budget will be amended as follows:

Increase Revenue:		Current	Increase	Balance
A40105.42705.FLEX	COVID19 Flex Fund	\$0	\$1,785	\$1,785

Increase Expenditure:		Current	Increase	Balance
A40105.54048.FLEX	Program Supplies	\$0	\$1,785	\$1,785

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 12****Accept Proposal & Authorize Agreement with All-Mode Communications for Maintenance of County ShoreTel Voice Over Internet Protocol (VOIP) Phone System - Information Technology**

WHEREAS, a Request for Proposals (RFP) was issued for ShoreTel VOIP System Maintenance,
AND

WHEREAS, bids were received from the following:

All-Mode Communications, 1725 Dryden Road, Freeville New York 13068

WHEREAS, based upon the results of the bid, the Director of Information Technology Services and the County Administrator recommend that bid be awarded to the lowest responsible bidder, NOW
THEREFORE BE IT

RESOLVED, that All-Mode Communications, 1725 Dryden Road, Freeville New York 13068 is
here by awarded the bid for ShoreTel VOIP System Maintenance, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with All-Mode Communications, 1725 Dryden Road, Freeville New York 13068 for the period January 31, 2021 through January 31, 2026.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 13****Amend 2021 Budget & Authorize the Creation of One Part Time Licensed Master Social Worker Position - Mental Health Department**

WHEREAS, there is a temporary vacancy of Licensed Master Social Worker in the County Mental Health Department, AND

WHEREAS, there is increased demand for mental health services during the current COVID-19 pandemic, AND

WHEREAS, the County Mental Health Department will be able to more adequately respond to the needs of the community by creating the position of one (1) position of Temporary Part Time Licensed Master Social Worker, AND

WHEREAS, the County Administrator and the Director of Community Services recommend the creation of one (1) position of Temporary Part Time Licensed Master Social Worker not to exceed 17.5hrs per week to from February 1, 2021 through July 31, 2021 at an anticipated cost of \$12,000, AND

WHEREAS, it is anticipated that additional revenue generated by this position will offset the additional cost to the County, NOW THEREFORE BE IT

RESOLVED, that one (1) temporary position of Licensed Master Social Worker in the Mental Health Department (CSEA, Grade 24, \$28.2496-35.4019/HR, competitive class, part time) be created effective February 1, 2021 at 12:01 A.M., with approval to fill, and to expire on July 31, 2021 at 12:01 A.M., and which is paid out of Account A43105.51010.4200, AND BE IT FURTHER

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

DECREASE:**PERSONAL SERVICES**

A43105.51005.4200 \$12,000.00

INCREASE:**PART-TIME PAY**

A43105.51010.4200 \$12,000.00

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 14****Authorize 2021 Agreement with Cortland County Soil & Water District**

WHEREAS, the 2021 Adopted Budget appropriated the sum of \$150,000 to be paid to Cortland County Soil and Water Conservation District for the expense of maintaining said district and assisting the District in carrying out the provisions of the Soil Conservations Districts Law, AND

WHEREAS, at any time during 2021, the Chair of the Legislature may request the Directors of Cortland County Soil and Water Conservation District to submit a report in writing of a detailed statement of its work and transactions for the preceding year and for any other period of time requested, AND

WHEREAS, the Cortland County Legislature adopted the 2021 County budget which included appropriated funds for use by the Cortland County Soil and Water Conservation District (SWCD), NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to enter into a contract between the County of Cortland and the Cortland County Soil and Water Conservation District, AND BE IT FURTHER

RESOLVED, that the payment for said contract be made in quarterly payments in the amount of \$37,500, due within 15 days of approval of this resolution and on or before 4/1/21, 7/1/21 and 10/1/21 payable to Cortland County Soil and Water Conservation District to be used for the maintenance of said conservation district in carrying out the provisions of the Soil Conservation District Law.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR

AGENDA ITEM NO. 15

Authorize Agreement for Environmental Monitoring with Cortland County Soil and Water Conservation District - Highway Department Division of Solid Waste

WHEREAS, Cortland County is required to monitor ground water quality at the Cortland County Landfill, AND

WHEREAS, the Cortland County Soil and Water Conservation District has submitted a proposal at a cost of \$72,000 per year to provide monitoring services and the associated report preparation for the Cortland County Landfill, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute an agreement with the Cortland County Soil and Water Conservation District to perform the environmental monitoring and the associated report preparation for the Cortland County Landfill for a cost of \$72,000.00 per year, to be paid from Landfill Account EL81605-54055 on a quarterly basis commencing on January 1, 2021 and ending December 31, 2021.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 16****Authorize 2021 Agreement with Cortland County SPCA for Animal Control and Animal Cruelty Investigation Services**

WHEREAS, the Cortland County Legislature adopted the 2021 County budget which included appropriated funds for use by the Cortland County Society for the Prevention of Cruelty to Animals, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to enter into a contract between the County of Cortland and the Cortland County Society for the Prevention of Cruelty to Animals, whereby in consideration of the sum of \$45,000.36 paid by the County in quarterly payments on the dates before or on 03/31/21, 06/30/21, 09/30/21, 12/31/21, the SPCA will provide during normal business hours, Monday through Friday, answering service to receive complaints regarding cruelty to animals, investigate all cases involving cruelty to animals and cooperate with appropriate law enforcement agencies in the prevention and prosecution of such cases, AND BE IT FURTHER

RESOLVED, that the County Treasurer is hereby authorized and directed to pay said Society the sum of \$45,000.36 from Account Number A35105.54815 in accordance with the terms of said contract.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 17****Amend 2020 Budget and Authorize the Use of Motor Vehicle Equipment Reserves for the Purchase of a Large Format Printer - Cortland County Planning Department**

WHEREAS, pursuant to New York State Equipment Disposition and Spare Vehicle Factor Policy For Section 5311 Funded Equipment, Section IV, C, the net income from the sale of used equipment shall be used to reduce the gross project cost of other operating or capital transit projects, AND

WHEREAS, the County of Cortland has received money from the auction and sale of buses disposed of under the Cortland County public transportation system, AND

WHEREAS, there is currently \$23,220.56 in the Motor Vehicle Equipment reserve account A386300.STOA, AND

WHEREAS, the monies received from the auction and sale of disposed buses under the Cortland County public transportation system are only to be used to fund gross project costs of other operating or capital transit projects, AND

WHEREAS, the Cortland County Planning Department Geographic Information Systems Specialist is an integral part of the transportation operating projects as it relates to mapping of transportation routes in Cortland County, AND

WHEREAS, the Cortland County Planning Department is requesting the use of funding from the Motor Vehicle Equipment Reserve account to purchase a new large format printer in an amount not to exceed, \$6,000.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the use of \$6,000.00 from the Motor Vehicle Equipment reserve account A386300.STOA for the purchase of a large format printer, AND BE IT FURTHER

RESOLVED, the 2020 Planning Department Computer Equipment line A80205-52060 be amended in an amount not to exceed \$6,000.00 for the purchase of a large format printer.

ON MOTION OF GEORGE WAGNER, COMMITTEE CHAIR**AGENDA ITEM NO. 18****Renew 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 062-20, with said company expires December 31, 2020, AND

WHEREAS, BI Incorporated has agreed to contract for an additional one year period, starting January 1, 2021 and ending December 31, 2021, 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, 2021 through December 31, 2021, 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, 2021 through December 31, 2021, 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.

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A13205 County Auditor							
A13205 51005 PERSONAL SERVICES	75,919	0	75,919	71,862.22	.00	4,056.78	94.7%
A13205 54000 TELEPHONE	108	0	108	126.50	.00	-18.50	117.1%*
A13205 54001 COPYING/PRINTING	100	0	100	.00	.00	100.00	.0%
A13205 54005 Office Materials &	500	0	500	1.85	78.05	420.10	16.0%
A13205 54035 EDUCATION & TRAINI	500	0	500	85.00	.00	415.00	17.0%
A13205 54040 ASSOC/MEMBERSHIP D	100	0	100	.00	.00	100.00	.0%
A13205 54047 MILEAGE REIMBURSEM	250	0	250	.00	.00	250.00	.0%
A13205 54055 PROFESSIONAL SERVI	39,000	0	39,000	.00	.00	39,000.00	.0%
A13205 54070 INSURANCE	1,339	0	1,339	204.27	.00	1,134.48	15.3%
A13205 58020 RETIREMENT	9,869	0	9,869	.00	.00	9,869.47	.0%
A13205 58030 FICA	5,808	0	5,808	5,069.42	.00	738.38	87.3%
A13205 58040 WORKERS COMP	2,395	0	2,395	1,971.94	.00	423.06	82.3%
A13205 58060 HEALTH INS	20,306	0	20,306	19,525.25	.00	780.55	96.2%
A13205 58062 DENTAL INS	90	0	90	87.00	.00	3.24	96.4%
A13205 58065 VISION CARE BENEFI	20	0	20	18.75	.00	.85	95.7%
TOTAL County Auditor	156,304	0	156,304	98,952.20	78.05	57,273.41	63.4%
TOTAL GENERAL FUND	156,304	0	156,304	98,952.20	78.05	57,273.41	63.4%
TOTAL EXPENSES	156,304	0	156,304	98,952.20	78.05	57,273.41	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	156,304	0	156,304	98,952.20	78.05	57,273.41	63.4%	

** END OF REPORT - Generated by Stephen Trobert **

YEAR-TO-DATE BUDGET REPORT

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A13105 BUDGET & FINANCE							
A13105 51005 PERSONAL SERVICES	261,753	0	261,753	252,304.84	.00	9,448.37	96.4%
A13105 54000 TELEPHONE	540	108	648	733.94	.00	-85.94	113.3%*
A13105 54001 COPYING/PRINTING	0	500	500	567.96	.00	-67.96	113.6%*
A13105 54002 COMPUTER MTN/AGREE	53,000	0	53,000	47,266.43	.00	5,733.57	89.2%
A13105 54005 Office Materials &	4,000	0	4,000	1,234.67	99.85	2,665.48	33.4%
A13105 54020 POSTAGE	4,000	-500	3,500	2,471.23	.00	1,028.77	70.6%
A13105 54035 EDUCATION & TRAINI	4,000	0	4,000	380.00	.00	3,620.00	9.5%
A13105 54040 ASSOC/MEMBERSHIP D	400	0	400	380.00	.00	20.00	95.0%
A13105 54047 MILEAGE REIMBURSEM	1,000	0	1,000	.00	.00	1,000.00	.0%
A13105 54055 PROFESSIONAL SERVI	100,000	-108	99,892	71,884.00	8,900.00	19,108.00	80.9%
A13105 54060 LEGAL NOTICES / AD	0	0	0	46.87	.00	-46.87	100.0%*
A13105 54070 Liability Insuranc	1,339	0	1,339	2,248.34	.00	-909.59	167.9%*
A13105 54100 TAXES	350	0	350	.00	.00	350.00	.0%
A13105 54213 I/D COPIER	565	0	565	471.00	.00	94.20	83.3%
A13105 54444 FEES & PERMITS	0	0	0	20.00	.00	-20.00	100.0%*
A13105 58020 RETIREMENT	34,028	0	34,028	.00	.00	34,027.91	.0%
A13105 58030 FICA	20,024	0	20,024	17,954.23	.00	2,069.89	89.7%
A13105 58040 WORKERS COMP	11,975	0	11,975	9,859.69	.00	2,115.31	82.3%
A13105 58060 HEALTH INS	77,614	0	77,614	74,629.75	.00	2,983.97	96.2%
A13105 58062 DENTAL INS	361	0	361	348.00	.00	12.96	96.4%
A13105 58065 VISION CARE BENEFI	78	0	78	75.00	.00	3.40	95.7%
TOTAL BUDGET & FINANCE	575,027	0	575,027	482,875.95	8,999.85	83,151.47	85.5%
TOTAL EXPENSES	575,027	0	575,027	482,875.95	8,999.85	83,151.47	
GRAND TOTAL	575,027	0	575,027	482,875.95	8,999.85	83,151.47	85.5%

** END OF REPORT - Generated by Andrea Herzog **

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12								
ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
A135542 REAL PROPERTY TAX SERVICE								
A135542 41250 RPTS Fees	-33,000	0	-33,000	-33,461.69	.00	461.69	101.4%	
A135542 41289 DEPARTMENTAL FEES	-14,000	0	-14,000	-14,100.00	.00	100.00	100.7%	
TOTAL REAL PROPERTY TAX SERVICE	-47,000	0	-47,000	-47,561.69	.00	561.69	101.2%	
A13555 REAL PROPERTY TAX SERVICE								
A13555 51005 PERSONAL SERVICES	149,475	12,409	161,884	154,119.26	.00	7,764.28	95.2%	
A13555 51035 OTHER COMPENSATION	0	0	0	6,806.06	.00	-6,806.06	100.0%*	
A13555 54000 TELEPHONE	150	0	150	69.48	.00	80.52	46.3%	
A13555 54002 COMPUTER MTN/AGREE	4,500	0	4,500	4,500.00	.00	.00	100.0%	
A13555 54005 Office Materials &	5,000	1,165	6,165	3,951.53	71.89	2,141.96	65.3%	
A13555 54014 RENEWALS MTN AGREE	1,452	0	1,452	.00	1,419.00	33.00	97.7%	
A13555 54020 POSTAGE	600	0	600	332.35	.00	267.65	55.4%	
A13555 54040 ASSOC/MEMBERSHIP D	225	25	250	250.00	.00	.00	100.0%	
A13555 54045 Travel & Sustenanc	300	0	300	.00	.00	300.00	.0%	
A13555 54047 MILEAGE REIMBURSEM	100	0	100	.00	.00	100.00	.0%	
A13555 54060 LEGAL NOTICES / AD	0	153	153	152.14	.00	.73	99.5%	
A13555 54065 EQUIP RENT / LEASE	9,232	0	9,232	2,666.61	889.39	5,676.00	38.5%	
A13555 54070 INSURANCE	3,256	0	3,256	3,223.39	.00	32.61	99.0%	
A13555 54212 I/D PHONE	324	0	324	297.00	.00	27.00	91.7%	
A13555 54213 I/D COPIER	1,780	0	1,780	1,230.78	.00	549.22	69.1%	
A13555 54220 NYS LICENSING FEES	14,000	100	14,100	14,100.00	.00	.00	100.0%	
A13555 58020 RETIREMENT	19,432	1,737	21,169	.00	.00	21,168.69	.0%	
A13555 58030 FICA	11,435	949	12,384	11,560.57	.00	823.23	93.4%	
A13555 58040 WORKERS COMP	7,185	0	7,185	5,915.81	.00	1,269.19	82.3%	
A13555 58060 HEALTH INS	37,002	0	37,002	38,590.85	.00	-1,588.73	104.3%*	
A13555 58062 DENTAL INS	180	0	180	201.84	.00	-21.36	111.8%*	
A13555 58065 VISION CARE BENEFI	59	0	59	56.25	.00	2.55	95.7%	
TOTAL REAL PROPERTY TAX SERVICE	265,686	16,538	282,225	248,023.92	2,380.28	31,820.48	88.7%	
TOTAL GENERAL FUND	218,686	16,538	235,225	200,462.23	2,380.28	32,382.17	86.2%	
TOTAL REVENUES	-47,000	0	-47,000	-47,561.69	.00	561.69		
TOTAL EXPENSES	265,686	16,538	282,225	248,023.92	2,380.28	31,820.48		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	218,686	16,538	235,225	200,462.23	2,380.28	32,382.17	86.2%

** END OF REPORT - Generated by Laura Fox **

LOCAL LAW “XXX” FOR 2021

A LOCAL LAW OF THE COUNTY OF CORTLAND, NEW YORK, LIMITING THIRD-PARTY FOOD DELIVERY SERVICES DURING A DECLARED EMERGENCY

BE IT ENACTED by the County Legislature of the County of Cortland as follows:

SECTION 1.

Definitions:

- (a) Declared emergency. The term “declared emergency” means the period of time during which a State disaster emergency has been declared by the Governor of the State of New York or a state of emergency has been declared by the Cortland County Administrator, such declaration is in effect in the County, and there are restrictions placed on on-premises indoor dining at food service establishments in the County.
- (b) Delivery fee. The term "delivery fee" means a fee charged by a third-party food delivery service for providing a food service establishment with a service that delivers food from such establishment to customers. The term does not include any other fee that may be charged by a third-party food delivery service to a food service establishment, such as fees for listing or advertising the food service establishment on the third-party food delivery service platform or fees related to processing the online order.
- (c) Food service establishment. The term "food service establishment" means any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short-order cafe; delicatessen; luncheonette; grill; tearoom; sandwich shop; soda fountain; bar; tavern; cocktail lounge; night club; roadside stand; take-out prepared food place; retail bakery; industrial feeding establishment; private, public or nonprofit organization or institution, including: schools; nursing homes; day care centers and hospitals; religious and fraternal organizations routinely serving food; catering kitchens; commissary or similar places in which food is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation where food is served or provided for the public, with or without charge.
- (d) Online order. The term "online order" means any order placed by a customer through or with the assistance of a platform provided by a third-party food delivery service, including a telephone order.
- (e) Purchase price. The term "purchase price" means the total price of the items contained in an online order that are listed on the menu of the food service establishment where such order is placed. Such term does not include taxes, gratuities and any other fees that may make up the total cost to the customer of an online order.
- (f) Third-party food delivery service. The term "third-party food delivery service" means any website, mobile application or other internet service that offers or arranges for the sale of food and beverages prepared by, and the same-day delivery or same-day pickup of food and beverages from food service establishments located in the County that are owned and operated by different persons.

SECTION 2.

Fee limits during declared emergencies.

- (a) It shall be unlawful for a third-party food delivery service to charge a food service establishment a delivery fee that totals more than 15% of the purchase price of each online order.
- (b) It shall be unlawful for a third-party food delivery service to charge a food service establishment any fee or fees other than a delivery fee for the use of their service greater than 5% of the purchase price of each online order. Any fees or other charges from a third-party food delivery service to a food service establishment beyond such maximum 5% fee per order, and a delivery fee collected pursuant to subdivision (a) of this section, are unlawful, provided that such cap shall not apply to a credit card fee that is charged to the third-party food delivery service and is charged in the same amount by the third-party food delivery service to such food service establishment.
- (c) It shall be unlawful for a person to cause a third-party food delivery platform to reduce the compensation rate paid to a delivery service driver or garnish gratuities in order to comply with this section.
- (d) The requirements of this section apply only during a declared emergency and for a period of 90 days after the end of a declared emergency.

SECTION 3.

Enforcement.

If a third-party food delivery service charges a food service establishment fees in violation of this law, the food service establishment shall provide written notice to the third-party food delivery service requesting a refund within seven days. If the third-party food delivery service does not provide the refund requested within seven days of receipt of the written notice or the third-party food delivery service continues to charge fees in violation of this law after the initial written notice and seven-day cure period, a food service establishment may enforce this law by means of a civil action seeking damages and injunctive relief. The prevailing party in any such action shall be entitled to an award of reasonable attorney fees.

SECTION 4.

State Environmental Quality Review Act Compliance

This County Legislature determines that the adoption of this Local Law constitutes a "Type II action" as said term is defined in the State Environmental Quality Review Act ("SEQRA"), and that no further action with respect to same is required under SEQRA.

SECTION 5.

Severability.

If any section, subsection, sentence, clause, phrase or other portion of this law is, for any reason, declared unconstitutional or invalid, in whole or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

SECTION 6.

Effective Date.

This local law shall take effect upon filing with the Secretary of State.