



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, February 13, 2024

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m422ce94282abf4f78fd418e374ef253c>

Tuesday, February 13, 2024 9:00 AM | 2 hours | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2349 652 8017

Password: 6DMp2ZweUF9

Join by phone

+1-415-655-0001 US Toll

Access code: 234 965 28017

CALL TO ORDER

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

MINUTES

1. Finance & Administration Committee - Committee Meeting - Jan 16, 2024 9:00 AM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Reject Application for the Correction of Certain Errors on Tax Bills Over \$2,500 - Real Property Tax Services

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

WHEREAS, the Director of Real Property Tax Services has received an Application for Corrected Tax Roll for Creative Enterprises Owego, LLC; AND

WHEREAS, the Director of Real Property Tax Services performed the required investigation pursuant to Real Property Tax Law and denied the application; AND

WHEREAS, the tax levying body has final authority to reject the application based on the investigation by the Director of Real Property Tax Services; NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 554 of the Real Property Tax Law, the County Legislature does hereby reject the application of Creative Enterprises Owego, LLC; AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature be and hereby is authorized to deny and make notation on the application of Creative Enterprises Owego, LLC; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature be and hereby is directed to mail the rejected application to Creative Enterprises Owego, LLC and retain a copy for records pursuant to records retention laws.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 2

Distribution of Fourth Quarter 2023 Sales Tax

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 provided for quarterly; AND

WHEREAS, the 2023 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for the fourth quarter 2023 to be \$9,550,483.44; AND

WHEREAS, the total amount available for distribution is \$9,175,483.44, 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 (\$725,000.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (54%), or \$4,954,761.06 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 2023 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	\$1,628,648.31	\$-0-	\$1,628,648.31	\$-0-
Cincinnatus, Town of	\$69,922.00	\$-0-	\$69,922.00	\$-0-

Cortlandville, Town of	\$801,483.58	\$-0-	\$801,483.58	\$-0-
Cuyler, Town of	\$67,520.63	\$(28,750.00)	\$38,770.63	\$-0-
Freetown, Town of	\$53,496.98	\$-0-	\$53,496.98	\$-0-
Harford, Town of	\$75,526.09	\$-0-	\$75,526.09	\$-0-
Homer, Town of	\$275,737.47	\$-0-	\$275,737.47	\$-0-
Homer, Village of	\$196,603.46	\$-0-	\$196,603.46	\$-0-
Lapeer, Town of	\$106,629.43	\$(82,500.00)	\$24,129.43	\$-0-
Marathon, Town of	\$81,541.42	\$-0-	\$81,541.42	\$-0-
Marathon, Village of	\$42,011.11	\$-0-	\$42,011.11	\$-0-
McGraw, Village of	\$36,149.06	\$-0-	\$36,149.06	\$-0-
Preble, Town of	\$143,623.74	\$-0-	\$143,623.74	\$-0-
Scott, Town of	\$85,411.61	\$-0-	\$85,411.61	\$-0-
Solon, Town of	\$79,992.64	\$-0-	\$79,992.64	\$-0-
Taylor, Town of	\$43,848.49	\$-0-	\$43,848.49	\$-0-
Truxton, Town of	\$103,573.84	\$-0-	\$103,573.84	\$-0-
Virgil, Town of	\$261,324.38	\$(25,000.00)	\$236,324.38	\$-0-
Willet, Town of	\$67,678.14	\$-0-	\$67,678.14	\$-0-
Total	\$4,220,722.38	\$(136,250.00)	\$4,084,472.38	\$-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.

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 3

Authorize Use of Buildings and Grounds Reserve for Fire Alarm System at the County Office Building - Buildings and Grounds

WHEREAS, the fire alarm system at the Cortland County Office Building is in need of updates or replacement; AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee recognizes the need to replace the fire alarm system with a more modern system; AND

WHEREAS, it is the recommendation of the Cortland County Legislature's Buildings and Grounds Committee to utilize the Buildings and Grounds Reserve funds for the replacement of the fire alarm system at the County Office Building; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the use of the Buildings and Grounds Reserve for the replacement of the fire alarm system at the Cortland County Office Building for a cost not to exceed \$35,000; AND BE IT FURTHER

RESOLVED, the 2024 budget is hereby amended as follows:

Increase:

Account

Amount

A16205.52320	Building Improvements	\$35,000
A351100	Appropriated Reserves	\$35,000

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 4

Abolish One Position of Senior Engineer/Create One Position of Project Manager - Highway Department

WHEREAS, the needs of the Highway Department will be better served by abolishing one (1) Senior Engineer position and creating one (1) Project Manager position; AND

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

RESOLVED, that one (1) position of Senior Engineer (Grade 25, CSEA, \$33.1102-\$41.9091, competitive class, full time with benefits) be and hereby is abolished effective February 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Project Manager (Grade 25, CSEA, \$33.1102-\$41.9091, competitive class, full time with benefits) be created with permission to fill effective February 23, 2024 at 12:01 am.

ON MOTION OF NEWELL

AGENDA ITEM NO. 5

Amend 2024 County Road Fund Budget for Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department

WHEREAS, there are funds remaining for the Consolidated Local Street and Highway Improvement Program (CHIPS) from the 2023 County Road Fund Budget, in an amount of \$1,714,275.54; AND

WHEREAS, these remaining funds are eligible to be rolled-over to the 2024 County Road Fund Budget; AND

WHEREAS, these funds may be used for Construction Projects; NOW THEREFORE BE IT

RESOLVED, that the 2024 County Road Fund Budget be amended as follows:

Increase Revenues

D511243.43501	County Road Fund CHIPS Revenue	\$1,714,275.54
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Increase Expenses

D51125.54077	Construction Expenses	\$1,714,275.54
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ON MOTION OF NEWELL

AGENDA ITEM NO. 6

Increase Budget for Level I Load Rating on Landers Corners Bridge

WHEREAS, due to the request from the NYSDOT Structures Unit, the County Road Fund balance shall need to be increased to cover the costs to have Barton & Loguidice perform a Level I Load Rating for the Landers Corners Bridge (BIN 3312140); AND

WHEREAS, Cortland County currently has a term agreement with Barton & Loguidice; AND
WHEREAS, there are monies in the County Road fund balance; NOW THEREFORE BE IT
RESOLVED, that the County Road fund balance be amended as follows:

Increase:

D50205.54062	Engineering Fees	\$35,000.00
D359900	Appropriated Fund Balance	\$35,000.00

Referred from Government Operations Committee

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 7

Authorize Galvanized Steel Detention Gate Replacement Funding for Cortland County Jail - Sheriff's Office

WHEREAS, the Cortland County Jail galvanized steel detention gate/door is in need of replacement; AND

WHEREAS, the 2024 Jail Budget, A31505, was not budgeted with adequate funds for the new replacement of the galvanized detention gate/doors; AND

WHEREAS, funds are required for the replacement of the galvanized detention gate/door at the jail; AND

WHEREAS, the Judiciary and Public Safety Committee recommends using the Jail Project Reserve fund for the replacement of the detention gate/door; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes the use of the Jail Project Reserve for the replacement of galvanized steel detention gate with 3/8" woven rod and 3 new hinges at the jail; AND BE IT FURTHER

RESOLVED, the 2024 budget is hereby amended as follows:

Increase: Account Number A31505.52320 Building Improvements	\$20,998.00
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Increase: Account Number A351100 Appropriated Reserves	\$20,998.00
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Referred from Ag/Planning/Environmental Committee

ON MOTION OF HARBIN

AGENDA ITEM NO. 8

Authorize Agreement for 2022 Mobility Management Capital Agreement Contract

WHEREAS, the Cortland County Legislature adopted Resolution No. 244-22, which authorized the County of Cortland to submit a request for the consolidated grant funds to the New York State Department of Transportation, pursuant to Federal Section 5311, Title 49 United States Code, for projects(s) to provide public mass transportation service for fixed route and demand responsive service throughout the County, with limited service to contiguous counties by Cortland County's public transportation provider and the purchase of capital equipment that would consist of transportation facility,

new buses, other equipment, that would be used by Cortland County's public transportation provider and the continuation of Mobility Management for fiscal years 2021, 2022 and 2023 and has a committed local share; AND

WHEREAS, the New York State Department of Transportation is requesting a resolution to indicate Cortland County's acceptance of the Mass Transportation Capital Agreement under State Contract Number C004119 to include specific PIN Numbers:

PIN Number 3790.02.102	2022 Mobility Management Program (ADTAP)
PIN Number 3790.04.102	2022 Mobility Management Program

; NOW THEREFORE BE IT

RESOLVED, that the total project cost is \$211,648; 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 sign the New York State Department of Transportation Mass Capital Agreement Contract C004119 for specific PIN Numbers stated above.

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 9

Abolish One Position of Principal Account Clerk and One Position of Speech Language Pathologist/Create One Position of Programs Coordinator - Health Department

WHEREAS, the needs of the Health Department will be better served by abolishing one (1) full time Principal Account Clerk position and one Speech Language Pathologist (per diem) position and creating one (1) full time Programs Manager position; AND

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

RESOLVED, that one (1) position of Principal Account Clerk (Grade 13, CSEA, \$21.5585-27.2876/HR, competitive class, full time with benefits) and one (1) position of Speech Language Pathologist (Grade 28, CSEA, \$37.2145-47.1041/HR, competitive, per diem, up to 17 hr/wk) be and hereby is abolished effective February 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Programs Manager (Grade 11, Management Compensation Plan, \$53,514-71,227, competitive class, full time with benefits) be created with permission to fill effective February 23, 2024 at 12:01 am.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 10

Authorize Agreement Medical Consultant and Abolish Medical Advisor Position - Health Department

WHEREAS, the Cortland County Health Department is required by provisions under New York State Public Health Law that a local health department with a Public Health Director must have a Medical Consultant; AND

WHEREAS, the needs of the Health Department will be better served by abolishing one (1) position of Medical Advisor (off scale Management Compensation Plan), and terminating contract no. 138-22 (Resolution no. 180-22) Medical Consultant for Tuberculosis Control Activities, and contracting with a Medical Consultant having tuberculosis control activities incorporated into the responsibilities of

the Medical Consultant; AND

WHEREAS, licensed physician, Douglas D. MacQueen, MD, of 108 Besemer Hill Rd, Ithaca, New York 14850, is knowledgeable and up-to-date with current public health requirements; AND

WHEREAS, a fee of \$3,050 per month will be paid to the contractor; AND

WHEREAS, the 2024 budget will need to be amended as follows:

		Current	Inc/(Dec)	Balance
A40105.51010.4000	Personal Services	\$29,900	\$(10,000)	\$19,900
A40105.58020.4000	Personal Services	\$51,661	\$(15,000)	\$36,661
A40105.54815.4000	Contracted Agencies	\$-0-	\$30,500	\$30,500
A40115.54815.4037	Contracted Agencies	\$ 6,600	\$(5,500)	\$1,100

; AND

WHEREAS, the term for this agreement shall be from March 1, 2024 through February 28, 2026, with the right to renew by the parties for 2 year terms, up to 3 renewals total; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Medical Advisor (off scale Management Compensation Plan) be and hereby is abolished effective February 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that the 2024 budget be amended as follows:

		Current	Inc/(Dec)	Balance
A40105.51010.4000	Personal Services	\$29,900	\$(10,000)	\$19,900
A40105.58020.4000	Personal Services	\$51,661	\$(15,000)	\$36,661
A40105.54815.4000	Contracted Agencies	\$-0-	\$30,500	\$30,500
A40115.54815.4037	Contracted Agencies	\$ 6,600	\$(5,500)	\$1,100

RESOLVED, that the Cortland County Administrator and the Public Health Director, upon review and approval by the County Attorney or designee, are authorized to execute agreements for the provision Medical Consultant activities with Douglas D. MacQueen, MD, of 108 Besemer Hill Rd., Ithaca, NY 14850, for the period March 1, 2024 through February 28, 2026; AND BE IT FURTHER

RESOLVED, amendments to the contract during the term and renewals will be considered on an as needed basis.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 11

Abolish One Position of Mental Health Practitioner (Part Time)/ Increase Hours Two Mental Health Practitioners - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by abolishing one part time position of Mental Health Practitioner and increasing the hours for two Mental Health Practitioner positions; AND

WHEREAS, the Health and Human Services Committee recommends the abolition and increase in hours of these positions; NOW THEREFORE BE IT

RESOLVED, that one part time position of Mental Health Practitioner (Management, off-scale, \$70.2312/hour, competitive, up to 17 hours per week) hereby is abolished effective February 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that two positions of Mental Health Practitioner (Management, off-scale, \$70.2312/hour, competitive, full time with benefits) be increased from 35 hours to 40 hours per week effective February 23, 2024 at 12:01 am.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 12

2024 Budget Modification - Code Blue/MMIS/Family Assistance - Department of Social Services

WHEREAS, the 2024 County Budget requires modifications due to information obtained late in the planning cycle; NOW THEREFORE BE IT

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

Increase:

Expense:

A60105.54800.4696	Code Blue	\$50,560.00
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Revenue:

A601043.43689.4696	Code Blue	\$50,560.00
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Increase:

Expense:

A60105.56102	MMIS	\$176,224.00
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Decrease:

Expense:

A60105.56109	Family Assistance	\$176,224.00
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MONTHLY REPORTS

1. Real Property Tax Services Monthly Report
2. Unaudited Reserve Balances at December 31, 2023
3. County Administrator Monthly Report

Microenterprise Assistance Program Application Review

1. LePuppet Regime Application Review

PRESENTATIONS

1. Auditing & Reporting of ARPA Funds
2. Taxing and Debt at the County Level - Director of Finance, Andrea Herzog
3. Overview of 2024 Budget - County Administrator, Rob Corpora

DISCUSSION ITEMS

1. Begin Discussion of Scope and Function of Finance and Administration Committee

Adjournment