



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, February 15, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair George Wagner

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
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	
Wendy Canfield	Cortland County, NY	Executive Assistant to County Administrator	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Jan 18, 2022 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Correction of Errors to Delete Town & County Taxes for 2020 on Property Owned by the State of New York - Real Property Tax Services/Treasurer's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Correction of Errors to Delete Town & County Taxes for 2020 on Property Owned by the State of New York - Real Property Tax Services/Treasurer's Office

WHEREAS, Section 554 of the New York State Real Property Tax Law (RTPL) provides a mechanism for the correcting of certain real property taxes by the County Legislature based upon the recommendation of the Director of the County Real Property Tax Services Agency pursuant to a filed correction application in cases involving clerical errors, unlawful entries upon the assessment rolls and certain errors in essential fact, AND

WHEREAS, such application was made for 112400 52.00-03-06.000 for the January 2020 tax bills, AND

WHEREAS, the above referenced tax parcel, purchased by the State of New York after Town/County tax bills were generated, is wholly exempt upon acquisition per RPTL Sec 404(1) and the tax bill should be deleted, NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 554 of the Real Property Tax Law, the County Legislature does hereby delegate to the County Treasurer the authority to delete the 2020 tax bill.

AGENDA ITEM NO. 2 – Authorize Allocation of American Rescue Plan Funding to the Cortland County Community Action Program (CAPCO) for the Cortland Community Early Learning Center (CCELC)

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Cortland County Community Action Program (CAPCO) for the Cortland Community Early Learning Center (CCELC)

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$200,000 of the federal aid revenue to the Cortland County Community Action Program (CAPCO) to fund two two-year positions of Construction Manager and Project Manager for the Cortland Community Early Learning Center (CCELC), AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$200,000 of the Federal American Rescue Plan funds to the Cortland County Community Action Program (CAPCO) to fund two two-year positions of Construction Manager and Project Manager for the Cortland Community Early Learning Center (CCELC), 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 a contract with the Cortland County Community Action Program (CAPCO) for said purposes.

AGENDA ITEM NO. 3 – Reaffirming Cortland County's Endorsement of Special State Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real Property (A6953A, S6167A)

RESULT:	APPROVED [6 TO 1]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
NAYS:	Linda Jones

ON MOTION OF WAGNER

RESOLUTION NO.

Reaffirming Cortland County's Endorsement of Special State Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real Property (A6953A, S6167A)

WHEREAS, the Cortland County Legislature approved Resolution No. 45-21, "A Home Rule Request For Special Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real Property, AND

WHEREAS, it is proposed that the rate of such tax shall be one dollar (\$1.00) when the consideration exceeds five hundred dollars (\$500.00), at the rate of one dollar for each five hundred dollars or fractional part thereof, AND

WHEREAS, in order to enact a Property Transfer Tax in Cortland County the New York State Legislature must adopt special Home Rule legislation to enable the County of Cortland to enact a local law for the imposition of such a tax, AND

WHEREAS, Senator Peter Oberacker has introduced New York State Senate bill S6167A and Assemblymember Anna Kelles has introduced Assembly bill A6953A on behalf of Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature endorses and requests State approval of said legislation, and urges its elected representatives in the Senate and Assembly to support this legislation, AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature and the County Attorney prepare the documentation necessary for the New York State Legislature to enact said Legislation, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature, upon review and approval by the County Attorney, be and hereby is authorized to execute the appropriate Home Rule Request for the enactment of said special law.

AGENDA ITEM NO. 4 – Authorize Budget Amendment - ARP Funds

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Budget Amendment - ARP Funds

WHEREAS, the Federal American Rescue Plan (ARP) has allocated over \$9,000,000 to Cortland County, AND

WHEREAS, the Cortland County Legislature established the Cortland County Federal Aid Allocation Committee on June 25, 2021 to formulate a clear plan for the use of the Federal Aid being received, AND

WHEREAS, the Cortland County Federal Aid Allocation Committee has recommended various contracts for the use of ARP funds, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature authorizes the Cortland County Administrator (Budget Officer), or designee, to amend the 2022 budget for all ARP contracts approved by the Cortland County Legislature as follows:

Increase:

A132544.44089.ARP - American Rescue Plan Funds

Increase:

A69895.54780.ARP - Economic Development Sponsor Contributions

AGENDA ITEM NO. 5 – Authorize Allocation of American Rescue Plan Funding to the Area Agency on Aging for the Age Well Center

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Area Agency on Aging for the Age Well Center

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed the allocation of \$175,000 of the federal aid revenue to the Cortland County Age Well Center, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the allocation of \$175,000 of the federal aid revenue to the Cortland County Age Well Center, AND BE IT FURTHER

RESOLVED, the 2022 Cortland County budget be and hereby is amended as follows:

Increase:

A132544.44089.ARP	Federal Aid Revenue	\$175,000
A67745.52015.ARP	Nutrition - Dept Specific Equip	\$150,000
A16205.54076.ARP	B&G - Building Repairs & Maint	\$25,000

AGENDA ITEM NO. 6 – Authorize Allocation of American Rescue Plan Funding for Body/In-Car Cameras and Management Software - Sheriff's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding for Body/In-Car Cameras and Management Software - Sheriff's Department

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed the allocation up to \$200,000 of the federal aid revenue for body-worn cameras, in-car video and evidence management software, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, the Sheriff's Department received a quote for body-worn cameras, in-car video and evidence management software from WatchGuard Video of 415 E. Exchange, Allen, TX 75002, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the allocation of up to \$200,000 of the federal aid revenue for body-worn cameras, in-car video and evidence management software, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to execute a five (5) year contract with WatchGuard Video of 415 E. Exchange, Allen, TX 75002, for body-worn cameras, in-car video and evidence management software, AND BE IT FURTHER

RESOLVED, the 2022 Cortland County budget be and hereby is amended as follows:

Increase:

A132544.44089.ARP	Federal Aid revenue	\$200,000
A31205.54065.ARP	Equipment Rent/Lease	\$200,000

AGENDA ITEM NO. 7 – Authorize Allocation of American Rescue Plan Funding for the Planning, Preparation and Implementation of Repairs to the Cortland County Courthouse

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding for the Planning, Preparation and Implementation of Repairs to the Cortland County Courthouse

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed the allocation of \$1,000,000 of the federal aid revenue for the planning, preparation and implementation of repairs to the Cortland County Courthouse, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the allocation of \$1,000,000 of the federal aid revenue for the planning, preparation and implementation of repairs to the Cortland County Courthouse, AND BE IT FURTHER

RESOLVED, the 2022 Cortland County budget be and hereby is amended as follows:

Increase:

A132544.44089.ARP Federal Aid Revenue \$1,000,000

A16205.52320.ARP B&G - Building Improvements \$1,000,000

CONSENT AGENDA - Items on the Consent Agenda have been endorsed by the various standing committees. Budget & Finance Committee Members may request any item be pulled from the consent agenda for further discussion and separate vote

Referred from Ag/Planning/Environmental Committee

AGENDA ITEM NO. 1 – Authorize Agreement with New York State Office of Information Technology Service - Upgraded Geographic Information Systems Digital Orthoimagery Data - Cortland County Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Agreement with New York State Office of Information Technology Service - Upgraded Geographic Information Systems Digital Orthoimagery Data - Cortland County Planning Department

WHEREAS, the New York State Office of Information Technology Geographic Information Systems (GIS) Program Office (GPO) is providing an opportunity for Cortland County to collect up-to-date aerial imagery to support a wide range of uses. The Statewide Digital Orthoimagery Program (NYSDOP) has collected aerial imagery for a portion of the State every year since the Spring of 2001,

AND

WHEREAS, the most recent Statewide Digital Orthoimagery Program (NYSDOP) imagery update for Cortland County was flown in the Spring of 2018 which was the state fund based program with 1-foot resolution orthoimagery which is a 4-band imagery with the advantage of both natural color and color infrared (CIR) imagery which can be viewed at the same time, AND

WHEREAS, Cortland County has been given the option to upgrade to increase the imagery resolution to 0.5 feet (6 inch), requiring to only fund the additional costs of the upgrade when compared to the base cost paid by the State, AND

WHEREAS, higher resolution orthoimagery is an integral component of GIS, as it serves two functions in GIS. First, it is used in map abstraction and creating map objects that accurately represent the real-world features. Second, orthoimagery is commonly used as a base map for large scale mapping, AND

WHEREAS, upgrading from 1-foot (12 inch) resolution to 0.5 foot (6 inch) higher resolution orthoimagery will improve the accuracy and visualization of the mapping to allow the user to have an image with such accuracy to detect on the ground physical features such as sewer, water, culvert and other vital infrastructure, AND

WHEREAS, there is a need for the Cortland County GIS system to expand with the future needs of the County. The upgrade to the higher resolution orthoimagery will allow for increased efficiency and productivity in areas such as Emergency Response, Environmental Health, Planning and Real Property allowing the GIS system to provide accurate and effective data to the user, AND

WHEREAS, the cost to Cortland County for this upgrade would not exceed the cost of \$56,900.00, 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 the agreement with New York State Office of Information Technology Service for Upgraded Geographic Information Systems Digital Orthoimagery Data in the amount not to exceed of \$56,900.00, to be paid out of the 2022 budget AND, BE IT FURTHER

RESOLVED, the 2022 budget be amended as follows:

INCREASE:

A80205.54055 Professional Services \$56,900.00

A359900 Appropriated Fund Balance \$56,900.00

AGENDA ITEM NO. 2 – Rescind Resolution No. 347-21/ Authorize Agreement Bus Shelter Handi-Hut, Inc. - Cortland County Planning Department

RESULT: APPROVED [UNANIMOUS]

Next: 2/24/2022 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Linda Jones, Committee Member

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Rescind Resolution No. 347-21/ Authorize Agreement Bus Shelter Handi-Hut, Inc. - Cortland County Planning Department

WHEREAS, Christopher Communities is requesting a bus shelter to be installed at one of their facilities in Cortland County, AND

WHEREAS, monies awarded from the Federal Section 5311 Capital Grant will be used for the purchase of the bus shelter and are in the 2021 budget line A56305.52015, AND

WHEREAS, Resolution No. 347-21 approved a contract with Handi-Hut, Inc. for the purchase of the bus shelter in the amount of \$7,330.00, AND

WHEREAS, there has been a price increase on the quotation received from 2021 by all bidders on the bus shelter, AND

WHEREAS, Cortland County Planning Department has resolicited and received three written quotes as follows:

Company	Address	Quote
Handi-Hut, Inc.	3 Grunwald St, Clifton, NJ 07013	\$8,015.00
Brasco International, Inc.	32400 Industrial Drive, Madison Heights, MI 48071	\$9,250.00
Columbia Equipment Co.	72 Albany Avenue, Freeport, NY 11520	\$14,490.00

,AND

WHEREAS, the lowest overall responsible quote for a bus shelter was from Handi-Hut, Inc., 3 Grunwald Street, Clifton, NJ 07013, AND

WHEREAS, Cortland County will be reimbursed up to \$9,999.00 for the purchase of this shelter, AND

WHEREAS, Christopher Communities has agreed to assume responsibility for the maintenance and liability of the bus shelter, including clearing snow, providing clear walkways for passengers and keeping it free of trash and graffiti, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign an agreement with Handi-Hut Inc., 3 Grunwald Street, Clifton, NJ 07013 for a bus shelter in an amount of \$8,015.00 AND, BE IT FURTHER

RESOLVED, the 2022 budget be amended as follows:

INCREASE:

A56305.52015	Department Specific Equipment	\$8,015.00
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DECREASE:

A56305.52030	Vehicles	\$8,015.00
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Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Amend Resolution No. 17-22 Authorizing Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Steps Rehabilitation - Buildings and Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HEIDER

RESOLUTION NO.

Amend Resolution No. 17-22 Authorizing Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Steps Rehabilitation - Buildings and Grounds Department

WHEREAS, Resolution No. 17-22 authorized the County Administrator to execute a contract, for an amount not to exceed \$70,000, with Bell & Spina Architects, 215 Wyoming Street, Syracuse, NY 13204, for the completion of the specifications for the Cortland County Courthouse steps repair and replacement. The Cortland County Courthouse exterior stairs have reached the end of their useful life and are in need of repair and replacement, AND

WHEREAS, the cost of the specifications for the Cortland County Courthouse provided by Bell & Spina Architects came in at a cost of \$75,500, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 17-22 be and hereby is amended to authorize the County Administrator, upon approval of the County Attorney, or their designee, to execute a contract for an amount not to exceed \$75,500, with Bell & Spina Architects, 215 Wyoming Street, Syracuse, NY 13204, for the completion of the specifications for the Cortland County Courthouse steps repair and replacement, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to sign any documentation to allow for the submission of any grant applications that may be available to support the necessary repairs and improvements.

AGENDA ITEM NO. 4 – Authorize Agreement with ASSA ABLOY Entrance Systems US, Inc. for Courthouse Door Replacement - Buildings & Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with ASSA ABLOY Entrance Systems US, Inc. for Courthouse Door Replacement - Buildings & Grounds

WHEREAS, the Cortland County Courthouse's two (2) side entrance doors are in need of replacement, AND

WHEREAS, the Buildings and Grounds Department has received a quote for the replacement of the doors at a cost of \$5,628.77 each from ASSA ABLOY Entrance Systems US, Inc., of 28 Corporate Circle, Suite 1, East Syracuse, New York 13057, AND

WHEREAS, the Buildings and Grounds Department has received the necessary historical approvals for the installation of the doors, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to execute a contract with ASSA ABLOY Entrance Systems US, Inc., of 28 Corporate Circle, Suite 1, East Syracuse, New York 13057, for installation of two (2) doors at the Cortland County Courthouse, AND BE IT FURTHER

RESOLVED, that the funding for said installation shall be paid from the money allocated from the American Rescue Plan funding received by Cortland County for Courthouse repairs as approved by the Cortland County Legislature.

Referred from Health & Human Services

AGENDA ITEM NO. 5 – Amend 2022 Budget/Accept Increased State Aid Funding First Quarter - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2022 Budget/Accept Increased State Aid Funding First Quarter - Mental Health Department

WHEREAS, the Cortland County Legislature and County Administrator approved to contract with and accept funds from NYS Office of Mental Health and Office of Addiction Services and Support (OASAS) for various County community programs for the year 2022, AND

WHEREAS, Cortland County Mental Health Department has received confirmation from the NYS Office of Mental Health and OASAS that State Aid funding for some programs has been increased for 2022, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement to accept the fund amendments as listed, AND BE IT FURTHER

RESOLVED, that the 2022 County Mental Health budget be amended as follows:

Increase Revenue:

Agency	Account Number	Budget Amt	Total Alloc.	Inc/Dec
Catholic Charities of Cortland County	A43105.54815.4213	\$ 1,064,584.00	\$1,065,276.00	\$692.00 Includes \$500 one time funding for lock boxes
Contact Community Services	A43105.54815.4227	\$10,100.00	\$10,100.00	
Family Counseling Services	A43105.54815.4208	\$945,782.00	\$987,040.00	\$41,258.00 One Time Funding

Franziska Racker Center	A43105.54815.4219	\$40,454.00	\$40,454.00	
JM Murray Center, Inc.	A43105.54815.4216	\$215,060.00	\$215,110.00	\$50.00
MHA of Cortland County	A43105.54815.4221	\$20,010.00	\$20,010.00	
Seven Valleys Health Coalition	A43105.54815.427V	\$12,120.00	\$12,120.00	
Cortland Enlarged City School District	A43105.54815.4211	\$98,237.00	\$98,237.00	
Guthrie Cortland Medical Center	A43105.54815.4222	\$28,206.00	\$28,301.00	\$95.00
Cortland County			\$75,000	\$75,000 Pass-through to the Veteran's program
		\$2,434,553.00	2,551,648.00	\$117,095

Revenue Accounts:

OASAS	A-04-4312-4310.43492	\$41,850.00
OMH	A-04-4312-4310.43490	<u>\$75,245.00</u>
TOTAL		\$117,095.00

AGENDA ITEM NO. 6 – Amend 2022 Budget Family Caregiver Support Program – Title III E – 2021 Carryover - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2022 Budget Family Caregiver Support Program – Title III E – 2021 Carryover - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available funds under the FCC3 Coronavirus Aid, Relief and Economic Security Act (CARES) for Family Caregiver Support Program, for the period of April 1, 2020 through September 30, 2022, AND

WHEREAS, the grant had funds in the amount of \$1,314 remaining at the end of 2021, which need to be rolled over in order to be expended within the remainder of the grant year, NOW THEREFORE BE IT

RESOLVED, that the 2022 County Budget be and hereby is amended as follows:

Increase:

Revenues:

A677244-44772 4332	Federal Aid - Title III E	\$1,314
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Expenses:

AGENDA ITEM NO. 7 – Amend 2022 Budget Nutrition Services – Title IIIC – 2021 Carryover - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2022 Budget Nutrition Services – Title IIIC – 2021 Carryover - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available funds under the HDC2 Families First Coronavirus Response Act (FFCRA) for Nutrition Services, for the period of April 1, 2020 through September 30, 2022, AND

WHEREAS, the grant had funds in the amount of \$12,326 remaining at the end of 2021, which need to be rolled over in order to be expended within the remainder of the grant year, NOW THEREFORE BE IT

RESOLVED, that the 2022 County Budget be and hereby is amended as follows:

Increase:

Revenues:

A677444-44772 4340	Federal Aid - Title IIIC	\$12,326
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Expenses:

A67745-51010 4340	Personal	\$8,222
A67745-58030 4340	FICA	\$629
A67745-58040 4340	Workers Comp	\$995
A67745-54007 4340	Janitorial Materials & Supplies	2,480

AGENDA ITEM NO. 8 – Amend 2022 Budget Supportive Services– Title IIIB – 2021 Carryover - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2022 Budget Supportive Services– Title IIIB – 2021 Carryover - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available funds under the SSC3 Coronavirus Aid, Relief and Economic Security Act (CARES) for Supportive Services, for the period of April 1, 2020 through September 30, 2022, AND

WHEREAS, the grant had funds in the amount of \$3,037 remaining at the end of 2021 which need to be rolled over in order to be expended within the remainder of the grant year, NOW, THEREFORE, BE IT

RESOLVED, that the 2022 County Budget be and hereby is amended as follows:

Increase:

Revenues:

A677244.44772.4330	Federal Aid - Title IIIB	\$3,037
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Expenses:

A67725.54060.4330	Legal / Advertising	\$3,037
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Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 9 – Amend 2022 Budget NYConnects – Aging and Disability Resource Center (ADRC) – 2021 CARRYOVER - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2022 Budget NYConnects – Aging and Disability Resource Center (ADRC) – 2021 CARRYOVER - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available funds under the Coronavirus Preparedness and Response Supplemental Appropriations Act, for the period of April 1, 2020 through September 30, 2022, AND

WHEREAS, the grant had funds in the amount of \$17,391 remaining at the end of 2021 which need to be rolled over in order to be expended within the remainder of the grant year, NOW THEREFORE, BE IT

RESOLVED, that the 2022 County Budget be and hereby is amended as follows:

Increase:

Revenues:

A677243.43772.17BIP	State Aid - NYConnects	\$17,391
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Expenses:

A67725.54055.17BIP	Professional Services	\$5,000
A67725.54800.17BIP	Program Expense	\$12,391

Referred from Highway Committee

AGENDA ITEM NO. 10 – Authorize 2022 Landfill Amnesty Credit for Municipalities - Highway Department/Landfill

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO.

Authorize 2022 Landfill Amnesty Credit for Municipalities - Highway Department/Landfill

WHEREAS, the Highway Committee of this Legislature believes that the municipalities of Cortland County will be better served by authorizing a credit to be used at the Cortland County Landfill for the disposal of waste other than garbage at no charge, AND

WHEREAS, the Highway Committee has previously recommended that there be a 30-ton limit per municipality, AND

WHEREAS, the Cortland County Landfill no longer accepts tires at their facility, AND

WHEREAS, the Superintendent of the Highway Department is authorized to establish a credit for each municipality to dispose of waste at no charge, NOW THEREFORE BE IT

RESOLVED, the Superintendent of the Highway Department shall provide each municipality in Cortland County a credit of \$2,700.00 for 2022 and allow said municipalities to dispose of their waste other than garbage at the Cortland County Landfill, AND BE IT FURTHER

RESOLVED, that only authorized municipal representatives utilizing authorized municipal vehicles may bring the waste to the County Landfill in order to make use of the above referenced credit, AND BE IT FURTHER

RESOLVED, that any metal objects (including white goods), construction and demolition waste, and tree waste shall be separated by category at the landfill site by the municipality making delivery, AND BE IT FURTHER

RESOLVED, that tires shall be excluded as an item that is accepted from the municipalities wishing to utilize the amnesty credit, AND BE IT FURTHER

RESOLVED, the Superintendent of the Highway Department shall furnish the Legislature with an accounting of all waste delivered to the landfill utilizing the amnesty credit.

AGENDA ITEM NO. 11 – Award Bid for One Articulating Boom Lift - Highway Department & Buildings and Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO.

Award Bid for One Articulating Boom Lift - Highway Department & Buildings and Grounds Department

WHEREAS, the Highway Superintendent advertised, received and opened proposals for an Articulating Boom Lift, AND

WHEREAS, the proposals for the Articulating Boom Lift are as follows:

Articulating Boom Lift

VENDOR

PROPOSAL

Integra Supply
P.O. Box 1177
Tully, NY 13159

\$ 47,950.00
2014 Skyjack SJ63AJ 258

Skyworks LLC
955 Spencer Street
Syracuse, NY 13204

\$77,800.00
2017 JLG 600 AJ SP SG

, AND

WHEREAS, it would be in the best interest of Cortland County to purchase the used 2014 Skyjack SJ63AJ 258 with 2,148 hours from Integra Supply, 801 NYS Route 11, Tully, NY 13159, for the total proposed amount of \$47,950.00, AND

WHEREAS, the Boom Lift is going to be shared between the Buildings and Grounds Department and the Highway Department, AND

WHEREAS, the previous articulating boom lift has been auctioned and sold, NOW THEREFORE BE IT

RESOLVED, the bid from Integra Supply be accepted for an amount not to exceed \$47,950.00 AND, BE IT FURTHER

RESOLVED, the bid from Skyworks LLC be rejected AND, BE IT FURTHER

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from the Road Machinery account # E51305.52030 (\$23,975.00) and Buildings and Grounds Account # A16205.52030 (\$23,975.00) for the purchase of one (1) used Articulating Boom Lift to Integra Supply for an amount not to exceed \$47,950.00 AND, BE IT FURTHER

RESOLVED, the 2022 budget be amended as follows:

Increase: A16205.52030	Vehicles	\$23,975.00
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AGENDA ITEM NO. 12 – Amend 2022 Budget Purple Heart County Signs - Highway Department

RESULT: APPROVED [6 TO 1]**Next: 2/24/2022 6:00 PM****MOVER:** Sandra Price, Committee Member**SECONDER:** Beau Harbin, Committee Member**AYES:** Price, Wagner, Newell, Harbin, Stock, Eccleston**NAYS:** Linda Jones**ON MOTION OF NEWELL****RESOLUTION NO.****Amend 2022 Budget Purple Heart County Signs - Highway Department**

WHEREAS, many citizens of our community have earned the Purple Heart Medal as a result of being wounded while engaged in combat with an enemy force, construed as a singularly meritorious act of essential service, AND

WHEREAS, the Cortland County Legislature unanimously adopted Resolution No. 65-21 which designated Cortland County as a Purple Heart County, AND

WHEREAS, the Cortland County Veterans Services Agency and the Cortland County Highway Department would like to put signs on County roadways to honor this designation, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature approves of the expenditure of up to \$5,000 to produce and affix Purple Heart County signs for County roadways, AND BE IT FURTHER

RESOLVED, that the 2022 budget be and hereby is amended as follows:

Increase:

A359900	Appropriated Fund Balance	\$5,000
A99015.99014	Interfund Transfer-Out - County Road	\$5,000
D99015.45031	Interfund Transfer-In - General Fund	\$5,000
D33105.54007	Material & Supplies	\$5,000

Referred from Government Operations Committee

Discussion Items/Reports

1. Finance Department Reports

RESULT: COMPLETED

2. Real Property Tax Services Monthly Reports

RESULT: COMPLETED

3. Approved Applications for Corrected Tax Roll January 2022 - Audit Department

RESULT: COMPLETED

4. Audit Department Monthly Budget Report

RESULT: COMPLETED

5. Treasurer Report February 2022

RESULT: COMPLETED

6. County Administrator Monthly Reports

RESULT: COMPLETED

Adjourn



Finance & Administration Committee

Committee Meeting

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

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~ Minutes ~

Tuesday, January 18, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:05 AM by Committee Chair George Wagner

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
Valerie Puma	Cortland Standard	Reporter	Remote	

Minutes Acceptance: Minutes of Jan 18, 2022 10:00 AM (MINUTES)

MINUTES

1. Finance & Administration Committee - Committee Meeting - Dec 7, 2021 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend 2021 Budget to Recognize Increased Sales Tax - Finance Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER**RESOLUTION NO.****Amend 2021 Budget to Recognize Increased Sales Tax - Finance Department**

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

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

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

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

Increase Revenue:

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

A19855.54101	Sales Tax Pymts to Municipalities	\$4,005,527.07
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AGENDA ITEM NO. 2 – Distribution of Fourth Quarter 2021 Sales Tax - Finance Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

Distribution of Fourth Quarter 2021 Sales Tax - Finance Department

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

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

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

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

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

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

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

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

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

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
City of Cortland	\$1,541,753.60	-0-	\$1,541,753.60	-0-
Town of Cincinnatus	\$74,190.65	-0-	\$74,190.65	-0-
Town of Cortlandville	\$749,807.47	-0-	\$749,807.47	-0-
Town of Cuyler	\$65,452.65	-0-	\$65,452.65	-0-
Town of Freetown	\$51,033.73	-0-	\$51,033.73	-0-
Town of Harford	\$81,400.18	-0-	\$81,400.18	-0-
Town of Homer	\$261,374.73	-0-	\$261,374.73	-0-
Village of Homer	\$185,158.57	-0-	\$185,158.57	-0-
Town of Lapeer	\$106,205.66	-0-	\$106,205.66	-0-
Town of Marathon	\$80,314.52	-0-	\$80,314.52	-0-
Village of Marathon	\$41,238.40	-0-	\$41,238.40	-0-
Village of McGraw	\$34,068.90	-0-	\$34,068.90	-0-
Town of Preble	\$134,419.23	-0-	\$134,419.23	-0-
Town of Scott	\$80,340.80	-0-	\$80,340.80	-0-
Town of Solon	\$69,281.76	-0-	\$69,281.76	-0-

Town of Taylor	\$44,568.27	-0-	\$44,568.27	-0-
Town of Truxton	\$95,763.42	-0-	\$95,763.42	-0-
Town of Virgil	\$235,415.40	-0-	\$235,415.40	-0-
Town of Willet	\$63,742.54	-0-	\$63,742.54	-0-
Total	\$3,995,530.48	-0-	\$3,995,530.48	-0-

, AND BE IT FURTHER

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

CONSENT AGENDA - Items on the Consent Agenda have been endorsed by the various standing committees. Budget & Finance Committee Members may request any item be pulled from the consent agenda for further discussion and separate vote

Referred from Ag/Planning/Environmental Committee

AGENDA ITEM NO. 1 – Authorize 2022 Agreement - Cornell Cooperative Extension

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize 2022 Agreement - Cornell Cooperative Extension

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

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

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

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

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

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

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

AGENDA ITEM NO. 2 – Authorize 2022 Agreement - Southern Tier East Regional Planning Development Board - Planning Department

RESULT: APPROVED [UNANIMOUS]

Next: 1/27/2022 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Mitchel Eccleston, Committee Member

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

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

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

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

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

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

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

Increase:

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

AGENDA ITEM NO. 3 – Authorize Agreement with the Marathon Snowdusters, Inc Snowmobile Club for Annual Snowmobile Trail Maintenance Grant Funding Years 2021-2022 - County Planning Department

Minutes Acceptance: Minutes of Jan 18, 2022 10:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HARBIN**RESOLUTION NO.**

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

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

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

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

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

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

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

Referred from Building & Grounds Committee

AGENDA ITEM NO. 4 – Authorize Annual Stipend for Additional Duties - Safety Officer

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HEIDER**RESOLUTION NO.**

Authorize Annual Stipend for Additional Duties - Safety Officer

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

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

Minutes Acceptance: Minutes of Jan 18, 2022 10:00 AM (MINUTES)

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

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

Referred from Health & Human Services

AGENDA ITEM NO. 5 – Create Temporary Positions - Public Health Fellow (4 Positions) and Public Health Fellow Coordinator - Health Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 1/27/2022 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Mitchel Eccleston, Committee Member

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

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

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

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

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

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

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

A40455.51005	Personnel	\$491,042
A40455.52005	Office Equip	\$22,500
A40455.52060	Computer Equip	\$9,700
A40455.54000	Phone	\$990
A40455.54005	Office Supplies	\$11,330
A40455.54015	Software/Maint Agree	\$3,612
A40455.54020	Postage	\$1,000

A40455.54035	Educ/Train	\$5,000
A40455.54045	Travel	\$27,500
A40455.54213	Copy/Print	\$1,000
A40455.58020	Retirement	\$78,567
A40455.58030	FICA	\$37,565
A40455.58040	Workers Comp	\$14,993
A40455.58060	Health Ins	\$144,288
A40455.58062	Dental Ins	\$675
A40455.58065	Vision Ins	\$150
TOTAL Expense		\$849,912
A40455.43450 PHCF Revenue		\$849,912

AGENDA ITEM NO. 6 – Authorize Use of Donald Sharpe Fund for Specialized Training - Mental Health Department

RESULT: APPROVED [UNANIMOUS]

Next: 1/27/2022 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Mitchel Eccleston, Committee Member

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

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

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

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

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

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

RESOLVED, the 2022 budget is hereby amended as follows:

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

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

AGENDA ITEM NO. 7 – Authorize Agreement - Rural Roots Nutrition, PLLC - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE**RESOLUTION NO.****Authorize Agreement - Rural Roots Nutrition, PLLC - Area Agency on Aging**

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

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

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

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

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

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

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

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 8 – Authorize 2022 Agreement with BI Incorporated for Electronic Monitoring Services - Probation Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON**RESOLUTION NO.****Authorize 2022 Agreement with BI Incorporated for Electronic Monitoring Services - Probation Department**

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

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

AND

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

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

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

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

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

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

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

AGENDA ITEM NO. 9 – Authorize Agreement for Forensic Lab Testing - NMS Labs - County Coroner's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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

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

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

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

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

RESOLVED, that the County Administrator be and hereby is authorized to enter into an

Minutes Acceptance: Minutes of Jan 18, 2022 10:00 AM (MINUTES)

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

AGENDA ITEM NO. 10 – Authorization Agreement with Black Creek Intergrated System Corp for Jail Software-Sheriff's Office Division of Corrections - Sheriff's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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

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

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

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

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

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

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

Referred from Highway Committee

AGENDA ITEM NO. 11 – Approve Aviation Project Funding Agreement - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO.

Approve Aviation Project Funding Agreement - Highway Department

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

Minutes Acceptance: Minutes of Jan 18, 2022 10:00 AM (MINUTES)

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

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

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

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized to execute all necessary documents and plans on behalf of the County of Cortland with New York State Department of Transportation, with respect to the Security Equipment project, AND BE IT FURTHER

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

Increase:

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

AGENDA ITEM NO. 12 – Approve Purchase of Highway Vehicles - Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 1/27/2022 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Mitchel Eccleston, Committee Member

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO.

Approve Purchase of Highway Vehicles - Highway Department

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

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

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

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

2023/2024 Western Star 47X Cab and Chassis

VENDOR

QUOTE

Minutes Acceptance: Minutes of Jan 18, 2022 10:00 AM (MINUTES)

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

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

, AND

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

WHEREAS, the monies for said equipment are budgeted in the 2022 Road Machinery Budget,
NOW THEREFORE BE IT

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

Referred from Government Operations Committee

AGENDA ITEM NO. 13 – Abolish Part-Time County Attorney/Create Full-Time County Attorney - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

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

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

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

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

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

Minutes Acceptance: Minutes of Jan 18, 2022 10:00 AM (MINUTES)

MONTHLY REPORTS

1. Audit Department Monthly Budget Report

RESULT:	COMPLETED
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2. Treasurer Report January 2022

RESULT:	COMPLETED
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3. Finance Department Reports

RESULT:	COMPLETED
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4. Real Property Tax Services Monthly Reports

RESULT:	COMPLETED
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Adjourn

Minutes Acceptance: Minutes of Jan 18, 2022 10:00 AM (MINUTES)

		WatchGuard Video 415 E. Exchange Allen, TX 75002 (P) 800-605-6734 (F) 212-383-9661			
Issued To:	Cortland County Sheriff's Office - Attention: J. Gallagher			Date:	08-06-21
Project Name:	CCSO 33 M500 35 V300			Quote ID:	WWK-0424-02

Qty	Item #	Description
(35)	AAS-ICV-BWC-5YR PaaS	Integrated Body-worn camera and In-car video and evidence management software - 5 Year Video-as-a-Service Package @ \$189 per Month <u>Software, Hardware & Refresh:</u> - Video-as-a-Service includes the cloud-based evidence management system, with unlimited storage and unlimited cloud sharing. - User licenses on a per-device basis. - CommandCentral Evidence, capture, records, redaction and community engagement capabilities included. - Body-worn camera (choice of mount) - Third year technology (Hardware) refresh. - CarDetector Mobile LPR w/ Vigilant LEARN (PlateSearch) - In-Car Video System (Choice of forward camera) - Includes 200GB DVR, Control panel & Infrared cabin camera - WiFi Dock, HiFi wireless microphone kit, MikroTik WiFi Kit & Smart Power Switch <u>Subscription, Support & Warranty:</u> 5-year agreement (billed Quarterly or Annually) - No-Fault hardware warranty, Advanced hardware replacement service & 24/7 support
(35)	WGP02614	V300, Battery, Removable and Rechargeable, 3.8V, 4180mAh
(5)	AAS-BWC-XFS-DOC PaaS	Transfer Station (8 Bay) Video-as-a-Service Package @ \$30 per Month 8-Bay Ethernet Transfer Station - Ethernet Cable, Rack mount (optional) & Power Cord
(2)	IV-ACK-WF-CS-AP	MikroTik Configured Wireless Access Point, 802.11n, 5GHz, SXT, AP (Sector) MikroTik Configured Wireless Access Point, 802.11n, 5GHz, SXT, AP
(1)	IV-SU-1U-60-16	Rack Server Upload Appliance EvidenceLibrary.com 60 Concurrent Devices - Server, Upload Appliance, 1U, EvidenceLibrary.com, 60 Concurrent Devices 5 Year Warranty
(1)	WGW00122-400 PaaS	Managed Software Installation Service; On-Site Assist Install, Training, Configuration, Project Management, Consultation
(35)	Vehicle Installation PaaS	Vehicle Installation
Subtotal Price (Excluding sales tax)		\$440,400.00

Quote Notes:

1. This Quote is valid for 90 days from the Quote Date. Pricing may change thereafter.
2. Any sales transaction resulting from this Quote is based on and subject to the applicable Motorola's Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents.
3. Motorola's Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.
4. Payment Terms: Equipment-Net 30 days upon shipment; Installation-Net 30 days upon completion; Services and Subscription Agreements-Net 30 days from receipt of Order.
5. The pricing in this Quote does not include any applicable taxes (e.g. sales/use tax).

Quoted by:

Wayne Koveleskie - Regional Sales Manager - 800-605-6734 - wayne.koveleskie@motorolasolutions.com

Due Now	\$92,080.00
Annual Invoice (Excluding sales tax)	\$87,080.00

Quote ID: WWK-0424-02 – Pricing Summary – 08-06-21

Total Spend:

Due Now	\$92,080.00
Years 2-5 Invoice(s) (Pay Each Year)	\$87,080.00
Total Spend	\$440,400.00

Purchase as a Service (PaaS) Financial Profile

Total Price:	\$435,400.00
Contract Term:	5 Years
Monthly Payments:	\$7,256.67
Annual Invoice:	\$87,080.00

Deferred

Total Price	\$440,400.00
Direct Purchase Items	\$5,000.00
Deferred (5 Payments of \$87,080.00)	\$435,400.00

Due Now

Direct Purchase Items	\$5,000.00
1st Invoice	\$87,080.00
Due Now	\$92,080.00

02/09/2022 08:44
aherzogCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A GENERAL FUND							
A13105 BUDGET & FINANCE							
A13105 42210 GEN SERV	-43,361	0	-43,361	.00	.00	-43,360.62	.0%
A13105 51005 PERS SERV	293,128	0	293,128	14,024.72	.00	279,102.91	4.8%
A13105 54000 TELEPHONE	792	0	792	66.00	.00	726.00	8.3%
A13105 54001 COPY/PRINT	700	0	700	423.04	.00	276.96	60.4%
A13105 54005 Off Supp	3,000	0	3,000	.00	34.19	2,965.81	1.1%
A13105 54015 Maint Agmt	106,100	0	106,100	50,843.29	11,366.94	43,890.00	58.6%
A13105 54020 POSTAGE	3,000	0	3,000	.00	.00	3,000.00	.0%
A13105 54035 ED & TRAIN	2,000	0	2,000	.00	.00	2,000.00	.0%
A13105 54040 DUES/MEMBE	620	0	620	560.00	.00	60.00	90.3%
A13105 54045 Travel	500	0	500	.00	.00	500.00	.0%
A13105 54055 PROF SERV	50,750	0	50,750	.00	50,750.00	.00	100.0%
A13105 54060 LEGAL ADV	50	0	50	.00	.00	50.00	.0%
A13105 54070 Liab Ins	2,819	0	2,819	.00	.00	2,819.12	.0%
A13105 54213 I/D COPIER	565	0	565	47.10	.00	518.10	8.3%
A13105 58020 RETIREMENT	33,453	0	33,453	.00	.00	33,453.38	.0%
A13105 58030 FICA	22,424	0	22,424	970.56	.00	21,453.72	4.3%
A13105 58040 WRKS COMP	9,975	0	9,975	10,207.41	.00	-232.41	102.3%
A13105 58060 HEALTH INS	80,614	0	80,614	4,795.40	.00	75,818.99	5.9%
A13105 58062 DENTAL INS	361	0	361	27.84	.00	333.12	7.7%
A13105 58065 VISION INS	78	0	78	6.00	.00	72.40	7.7%
TOTAL BUDGET & FINANCE	567,570	0	567,570	81,971.36	62,151.13	423,447.48	25.4%
TOTAL GENERAL FUND	567,570	0	567,570	81,971.36	62,151.13	423,447.48	25.4%
TOTAL REVENUES	-43,361	0	-43,361	.00	.00	-43,360.62	
TOTAL EXPENSES	610,931	0	610,931	81,971.36	62,151.13	466,808.10	
GRAND TOTAL	567,570	0	567,570	81,971.36	62,151.13	423,447.48	25.4%

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

Attachment: January Budget to Actual (10411 : Finance Department Reports)



**CORTLAND COUNTY
REAL PROPERTY TAX SERVICES
60 CENTRAL AVENUE
CORTLAND, NY 13045
607-753-5040**

January Activity Review:

- Created and printed 4,932 City/County tax bills and collectors copies including folding and inserting bills into envelopes.
- Created tax bill extract files for City Finance Office, State of NY and escrow companies.
- Processed 115 deeds for the month of December, including 8 property splits.
- Assisted 13 individuals and businesses with purchasing a subscription to Image Mate online.
- Created 71 Sales Cards for local Realtors.
- Answered numerous phone calls relating to Real Property.
- Highest sale price paid for real property in the month of December was \$4,150,000 for a car dealership on Route 281 in the town of Cortlandville.

P.S.

Real Property Assistant Desiree Bushnell had a baby girl on January 7th!

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99								
ACCOUNTS FOR: A GENERAL FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
A135542 REAL PROPERTY TAX SERVICE								
A135542 41289	DEPARTMENTAL FEES							
	-34,000.00	0.00	-34,000.00	-1,335.00	0.00	-32,665.00		3.9%
A135542 42210	GENERAL SERV, OTHER GOVTS							
	-14,100.00	0.00	-14,100.00	-14,100.00	0.00	0.00		100.0%
TOTAL REAL PROPERTY TAX SERVICE								
	-48,100.00	0.00	-48,100.00	-15,435.00	0.00	-32,665.00		32.1%
A135543 REAL PROPERTY TAX SERVICE								
A135543 43089	State Aid - Other							
	-1,000.00	0.00	-1,000.00	0.00	0.00	-1,000.00		.0%
TOTAL REAL PROPERTY TAX SERVICE								
	-1,000.00	0.00	-1,000.00	0.00	0.00	-1,000.00		.0%
A13555 REAL PROPERTY TAX SERVICE								
A13555 51005	PERSONAL SERVICES							
	147,766.44	0.00	147,766.44	8,163.00	0.00	139,603.44		5.5%
A13555 54000	TELEPHONE							
	566.00	0.00	566.00	0.00	0.00	566.00		.0%
A13555 54005	Office Materials & Supplies							
	5,000.00	-25.00	4,975.00	0.00	0.00	4,975.00		.0%
A13555 54007	Janitorial Materials & Supp							
	50.00	0.00	50.00	0.00	0.00	50.00		.0%
A13555 54015	Maintenance Agreements							
	7,854.00	0.00	7,854.00	5,808.27	1,978.27	67.46		99.1%
A13555 54020	POSTAGE							
	600.00	0.00	600.00	0.00	0.00	600.00		.0%
A13555 54035	EDUCATION & TRAINING							
	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00		.0%
A13555 54040	ASSOC/MEMBERSHIP DUES							
	275.00	25.00	300.00	300.00	0.00	0.00		100.0%
A13555 54060	LEGAL NOTICES / ADVERTISING							
	100.00	0.00	100.00	0.00	0.00	100.00		.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99							
ACCOUNTS FOR: A GENERAL FUND		TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
A13555 54065	EQUIP RENT / LEASES						
	5,676.00	0.00	5,676.00	473.00	5,203.00	0.00	100.0%
A13555 54070	INSURANCE						
	1,755.00	0.00	1,755.00	0.00	0.00	1,755.00	.0%
A13555 54213	I/D COPIER						
	1,755.00	0.00	1,755.00	0.00	0.00	1,755.00	.0%
A13555 54444	FEES & PERMITS						
	14,100.00	0.00	14,100.00	0.00	14,100.00	0.00	100.0%
A13555 58020	RETIREMENT						
	16,873.14	0.00	16,873.14	0.00	0.00	16,873.14	.0%
A13555 58030	FICA						
	11,304.13	0.00	11,304.13	561.34	0.00	10,742.79	5.0%
A13555 58040	WORKERS COMP						
	5,985.00	0.00	5,985.00	6,124.45	0.00	-139.45	102.3%
A13555 58060	HEALTH INS						
	42,236.35	0.00	42,236.35	3,239.32	0.00	38,997.03	7.7%
A13555 58062	DENTAL INS						
	270.72	0.00	270.72	20.88	0.00	249.84	7.7%
A13555 58065	VISION CARE BENEFITS						
	58.80	0.00	58.80	4.50	0.00	54.30	7.7%
TOTAL REAL PROPERTY TAX SERVICE							
	263,225.58	0.00	263,225.58	24,694.76	21,281.27	217,249.55	17.5%
TOTAL GENERAL FUND							
	214,125.58	0.00	214,125.58	9,259.76	21,281.27	183,584.55	14.3%
TOTAL REVENUES							
	-49,100.00	0.00	-49,100.00	-15,435.00	0.00	-33,665.00	
TOTAL EXPENSES							
	263,225.58	0.00	263,225.58	24,694.76	21,281.27	217,249.55	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
214,125.58	0.00	214,125.58	9,259.76	21,281.27	183,584.55	14.3%	

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

Approved applications for corrected tax roll - January 2022

Resolution 376-21 designates authority to the Office of County Auditor to review and approve / deny applications for corrected real property tax roll up to \$2,500. The following is a list of applications recommended for correction by the Real Property Tax Services office and approved by the Office of County Auditor during the month of January 2022:

<u>Tax Map #</u>	<u>Municipality Location</u>	<u>Tax Year</u>	<u>Taxes Levied By</u>	<u>Taxes</u> <u>Currently Billed</u>	<u>Corrected</u> <u>Tax Amount</u>
39.00-01-29.100	Town of Truxton	2022	Town/County/Fire	\$ 3,475	\$ 1,150

Reason for correction: Incorrect exemption amount based on exempt code

76.57-01-03.000	Village of Homer/ Town of Cortlandville	2022	Town/County	\$ 1,819	\$ -
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Reason for correction: Purchased by a municipality in 2020 and should be wholly exempt

76.57-01-04.000	Village of Homer/ Town of Cortlandville	2022	Town/County	\$ 2,170	\$ -
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Reason for correction: Purchased by a municipality in 2020 and should be wholly exempt

YEAR-TO-DATE BUDGET REPORT

FOR 2022 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
A GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
A13205 County Auditor								
A13205 42210 GEN SERV	-21,680	0	-21,680	.00	.00	-21,680.31	.0%	
A13205 51005 PERS SERV	83,790	0	83,790	4,833.98	.00	78,955.67	5.8%	
A13205 54000 TELEPHONE	132	0	132	.00	.00	132.00	.0%	
A13205 54001 COPY/PRINT	100	0	100	.00	.00	100.00	.0%	
A13205 54005 Off Supp	250	0	250	.00	.00	250.00	.0%	
A13205 54035 ED & TRAIN	500	0	500	.00	.00	500.00	.0%	
A13205 54040 DUES/MEMBE	100	0	100	.00	.00	100.00	.0%	
A13205 54045 Travel	200	0	200	.00	.00	200.00	.0%	
A13205 54070 INSURANCE	229	0	229	.00	.00	228.87	.0%	
A13205 58020 RETIREMENT	9,545	0	9,545	.00	.00	9,545.45	.0%	
A13205 58030 FICA	6,410	0	6,410	338.55	.00	6,071.35	5.3%	
A13205 58040 WRKS COMP	1,995	0	1,995	2,041.48	.00	-46.48	102.3%	
A13205 58060 HEALTH INS	18,275	0	18,275	1,405.82	.00	16,869.42	7.7%	
A13205 58062 DENTAL INS	90	0	90	6.96	.00	83.28	7.7%	
A13205 58065 VISION INS	20	0	20	1.50	.00	18.10	7.7%	
TOTAL County Auditor	99,956	0	99,956	8,628.29	.00	91,327.35	8.6%	
TOTAL GENERAL FUND	99,956	0	99,956	8,628.29	.00	91,327.35	8.6%	
TOTAL REVENUES	-21,680	0	-21,680	.00	.00	-21,680.31		
TOTAL EXPENSES	121,636	0	121,636	8,628.29	.00	113,007.66		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	99,956	0	99,956	8,628.29	.00	91,327.35	8.6%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2022 01								
ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
A132540 TREASURER								
A132540 41001 REAL PROPERTY TAX	-37,728,555	0	-37,728,555	-37,725,385.55	.00	-3,169.45	100.0%	
TOTAL TREASURER	-37,728,555	0	-37,728,555	-37,725,385.55	.00	-3,169.45	100.0%	
A132541 TREASURER								
A132541 41051 PROCEEDS SALE OF	-510,000	0	-510,000	.00	.00	-510,000.00	.0%	
TOTAL TREASURER	-510,000	0	-510,000	.00	.00	-510,000.00	.0%	
A132542 TREASURER								
A132542 41230 TREASURER'S FEES	-4,500	0	-4,500	-725.00	.00	-3,775.00	16.1%	
A132542 41235 CHARGES FOR TAX R	-88,025	0	-88,025	.00	.00	-88,025.00	.0%	
A132542 42610 FINES & FORFEITUR	0	0	0	-5.00	.00	5.00	100.0%	
A132542 42702 Refund of PY Expe	0	0	0	-4,226.04	.00	4,226.04	100.0%	
TOTAL TREASURER	-92,525	0	-92,525	-4,956.04	.00	-87,568.96	5.4%	
A132543 STATE REVENUE								
A132543 43014 INDIAN GAMING SET	-300,000	0	-300,000	.00	.00	-300,000.00	.0%	
TOTAL STATE REVENUE	-300,000	0	-300,000	.00	.00	-300,000.00	.0%	
A132544 FEDERAL AID - TREAS								
A132544 44089 ARP GEN GOVT - FED	-840,470	-404,000	-1,244,470	.00	.00	-1,244,470.32	.0%	
A132544 44808 FEDERAL PILOT REV	-4,800	0	-4,800	.00	.00	-4,800.00	.0%	
TOTAL FEDERAL AID - TREAS	-845,270	-404,000	-1,249,270	.00	.00	-1,249,270.32	.0%	
A132545 TREASURER								
A132545 42401 INTEREST & EARNIN	-10,000	0	-10,000	-129.78	.00	-9,870.22	1.3%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 01								
ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL TREASURER	-10,000	0	-10,000	-129.78	.00	-9,870.22	1.3%	
A132546 TREASURER								
A132546 41081 PILOT - PAYMENT I	-216,632	0	-216,632	-117,707.96	.00	-98,923.66	54.3%	
A132546 41090 INTEREST & PENALT	-500,000	0	-500,000	-136,404.26	.00	-363,595.74	27.3%	
TOTAL TREASURER	-716,632	0	-716,632	-254,112.22	.00	-462,519.40	35.5%	
A132547 TREASURER								
A132547 41150 OTB SURTAX	-25,000	0	-25,000	-2,196.00	.00	-22,804.00	8.8%	
TOTAL TREASURER	-25,000	0	-25,000	-2,196.00	.00	-22,804.00	8.8%	
A13255 TREASURER								
A13255 51005 PERSONAL SERVICES	85,838	0	85,838	4,949.21	.00	80,889.14	5.8%	
A13255 54000 TELEPHONE	396	0	396	.00	.00	396.00	.0%	
A13255 54005 Office Materials &	250	0	250	4.01	76.99	169.00	32.4%	
A13255 54015 Maintenance Agreem	36,700	0	36,700	.00	36,700.00	.00	100.0%	
A13255 54020 POSTAGE	2,500	0	2,500	.00	.00	2,500.00	.0%	
A13255 54035 EDUCATION & TRAINI	250	0	250	.00	.00	250.00	.0%	
A13255 54040 ASSOC/MEMBERSHIP D	200	0	200	100.00	.00	100.00	50.0%	
A13255 54055 PROFESSIONAL SERVI	88,025	0	88,025	.00	.00	88,025.00	.0%	
A13255 54060 LEGAL NOTICES / AD	200	0	200	.00	.00	200.00	.0%	
A13255 54070 INSURANCE	229	0	229	.00	.00	228.87	.0%	
A13255 54213 I/D COPIER	565	0	565	.00	.00	565.20	.0%	
A13255 54444 FEES & PERMITS	250	0	250	.00	.00	250.00	.0%	
A13255 54945 OVER/SHORT	0	0	0	.10	.00	-.10	100.0%	
A13255 58020 RETIREMENT	9,702	0	9,702	.00	.00	9,701.51	.0%	
A13255 58030 FICA	6,567	0	6,567	366.91	.00	6,199.73	5.6%	
A13255 58040 WORKERS COMP	3,990	0	3,990	4,082.97	.00	-92.97	102.3%	
A13255 58060 HEALTH INS	7,513	0	7,513	577.94	.00	6,935.49	7.7%	
A13255 58062 DENTAL INS	90	0	90	6.96	.00	83.28	7.7%	
A13255 58065 VISION CARE BENEFI	20	0	20	1.50	.00	18.10	7.7%	
TOTAL TREASURER	243,285	0	243,285	10,089.60	36,776.99	196,418.25	19.3%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 01								
ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL GENERAL FUND	-39,984,697	-404,000	-40,388,697	-37,976,689.99	36,776.99	-2,448,784.10	93.9%	
TOTAL REVENUES	-40,227,982	-404,000	-40,631,982	-37,986,779.59	.00	-2,645,202.35		
TOTAL EXPENSES	243,285	0	243,285	10,089.60	36,776.99	196,418.25		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-39,984,697	-404,000	-40,388,697	-37,976,689.99	36,776.99	-2,448,784.10	93.9%

** END OF REPORT - Generated by John Banewicz **

February 2022 Treasurer's Report

1. Trusts: (Funds Paid into Court)

Open Accounts in 2020: 18

New Accounts: 2

Accounts Sent to NYS Comptroller: 9

Accounts Disbursed: **7 Total**

Total Remaining Open Accounts: 5

Anticipate sending **3** inactive funds deemed "abandoned" to NYS Comptroller in 2022, one is attempting to claim the funds, leaving **1 remaining fund**.

2. Open Estates: I'm currently the Administrator of **4 open estates. 5 mortgage foreclosure estates have been closed by the courts.** Auctions for mortgaged properties are arranged by a court appointed "Referee" independent of our office.

3. Delinquent Tax Foreclosure Auction: Property can be reclaimed by current owners 9 business days prior to the auction. Historically, ~30 properties are auctioned annually @ ~\$17,000 each. The number of parcels is constantly changing due to payments, installment agreements & defaults, bankruptcies, legal actions, etc...

The NYS Foreclosure Moratorium ended in January, 2022.

We now anticipate scheduling an auction in the spring of 2022 for 2018 tax delinquent properties pending approval by the Legislature and Legal for an estimated total of ~ 30 parcels. 2019-2021 properties will be auctioned in the spring of 2023.

We need to get the properties back on the tax role and recover lost tax revenue.

4. The Treasurer's Office holds "funds paid into court", which includes trusts, surplus \$ from the sale of foreclosed mortgaged property, estates, and released bail money.

Money officially released to possible claimants but held by our office >3 years is deemed "abandoned" and we send the money to Albany. For funds >\$50, we're required to send a letter to possible claimants before transferring the funds.

This year we began the practice of sending the letter immediately upon receipt of the official release order with instructions how to claim it, and annually until claimed or sent to Albany. This helps to keep the money within the county.

5. Treasurer General Fund Revenues Adjusted for Income & Expenses:

January 2020 \$36,672,310

January 2021 \$37,277,104

January 2022 ~\$37,976,689 may vary due to late MUNIS entries

**OFFICE OF THE COUNTY ADMINISTRATOR**

CORTLAND COUNTY
60 CENTRAL AVENUE, SUITE 316
CORTLAND, NEW YORK 13045
607-753-5083 (phone)

Robert J. Corpora
County Administrator
rcorpora@cortland-co.org

**County Administrators
Monthly Report for January 2022**

February 11, 2022

1. COVID-19 Mandates

- a. President Biden's OSHA ETS Vaccine or Test Mandate
 - i. Has been overturned by the Supreme Court January 13th, 2022
 - ii. Businesses with over 100 employees do NOT need to have a policy of Vax or test weekly.

2. Personnel

- a. New Executive Assistant to County Administrator hired and will start February 14, 2022.
- b. Problems recruiting people
 - i. We are having problems recruiting people at all levels of employment
 - ii. Other positions take much longer than expected to even get applications.
 - iii. Burke Group-CSEA Compensation Analysis is expected the end of January 2022 at which time a long term plan will be put together to address the compensation issue for both Management and CSEA.
 - iv. We are planning on a presentation to the Legislative committee(s) in March.

3. Sales Tax

- a. Sales tax revenue for 2021 has come in at an all-time high of \$37,072,667.55
- b. This is 19.78% higher than 2019 and 2020.
- c. This is \$8,707,668.55 above the budgeted amount for 2021 which is 23.49% higher than budgeted. County share is 54% or \$4,702,141.

4. Child Advocacy Center oversight move

- a. CAC oversight has been moved from the District Attorney's office to the Department of Social Services.
- b. Physical location will remain the same.
- c. There will be little to no change in operation at this time.

5. Workers Comp

- a. Received payments from municipalities and paid PERMA.
- b. Funds are in good shape.
- c. Researching Assumption of Loss Policy (ALP) to get the County and municipalities out from under the tail claims for the next 20+ years.

6. ARP funding

- a. Preparing contracts for subrecipients and should be out by mid-February so we can start distributing the funds.

7. Administration Policies

- a. Reviewing current policy manuals and indexing
- b. Converting to new format
- c. Reviewing for updating and obsolete policies

YEAR-TO-DATE BUDGET REPORT

FOR 2022 13									
ACCOUNTS FOR: A GENERAL FUND			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A12305 COUNTY ADMINISTRATOR									
A12305	51005	PERSONAL SERVICES	174,884	0	174,884	12,188.63	.00	162,695.47	7.0%
A12305	54000	CELL & LONG/DISTAN	264	0	264	22.00	.00	242.00	8.3%
A12305	54001	COPYING/PRINTING	1,000	0	1,000	.00	.00	1,000.00	.0%
A12305	54005	Office Materials &	200	0	200	.00	.00	200.00	.0%
A12305	54020	POSTAGE	50	0	50	.53	.00	49.47	1.1%
A12305	54040	ASSOC/MEMBERSHIP D	1,000	0	1,000	.00	400.00	600.00	40.0%
A12305	54045	Travel & Sustenanc	1,000	0	1,000	.00	704.00	296.00	70.4%
A12305	54060	LEGAL NOTICES / AD	100	0	100	.00	.00	100.00	.0%
A12305	54070	LIABILITY INSURANC	688	0	688	.00	.00	688.14	.0%
A12305	54213	I/D COPIER	1,000	0	1,000	107.00	.00	893.00	10.7%
A12305	58020	RETIREMENT	19,923	0	19,923	.00	.00	19,923.07	.0%
A12305	58030	FICA	13,379	0	13,379	903.58	.00	12,475.06	6.8%
A12305	58040	WORKERS COMP	3,990	0	3,990	4,082.97	.00	-92.97	102.3%
A12305	58060	HEALTH INS	36,550	0	36,550	2,108.73	.00	34,441.75	5.8%
A12305	58062	DENTAL INS	180	0	180	10.44	.00	170.04	5.8%
A12305	58065	VISION CARE BENEFI	39	0	39	2.25	.00	36.95	5.7%
TOTAL COUNTY ADMINISTRATOR			254,248	0	254,248	19,426.13	1,104.00	233,717.98	8.1%
TOTAL GENERAL FUND			254,248	0	254,248	19,426.13	1,104.00	233,717.98	8.1%
TOTAL EXPENSES			254,248	0	254,248	19,426.13	1,104.00	233,717.98	