



Finance & Administration Committee

Committee Meeting

60 Central Ave
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Agenda ~

Tuesday, February 18, 2025

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m39891cf99e506a4e5f1636d8ee427f1c>

Tuesday, February 18, 2025 9:00 AM | 2 hours | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2330 659 8459

Password: RnuMjnJJ822

Join by phone

+1-415-655-0001 US Toll

Access code: 233 065 98459

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 14, 2025 9:00 AM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Requesting Special Legislation to Amend New York State Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County

WHEREAS, New York State Tax Law §1210(i)(12) presently authorizes Cortland County to adopt and amend local laws, ordinances, or resolutions imposing taxes at a rate which is one percent additional to the three percent rate authorized for the county for a period beginning September 1, 1992 and ending November 30, 2025; AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

RESOLVED, that the Legislature of the County of Cortland does hereby request special

legislation be enacted to amend New York State Tax Law §1210(i)(12), extending the expiration date from November 30, 2025 to November 30, 2027, AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb, New York State Assemblymember Anna Kelles, and Assemblymember Jeff Gallahan in order to request the introduction of Home Rule Legislation regarding this matter.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 2

Amend 2024 Budget - Retiree Health Insurance

WHEREAS, in preparing the 2024 Budget, a change in retiree health insurance was anticipated, which would have reduced the County share of said health insurance; AND

WHEREAS, after the budget was adopted, it was determined that said change in retiree health insurance was not going to occur, creating a discrepancy between budgeted retiree health insurance and actual County share; NOW THEREFORE BE IT

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

Increase:

A90605.58060	Health Ins	\$4,005,915.54
A.359900	Appropriated Fund Balance	\$4,005,915.54

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 3

Authorize Correction of Errors to Correct a Town & County Tax Bill for 2025 and Issue a Refund

WHEREAS, Section 556 of the New York State Real Property Tax Law provides a mechanism for refunding 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 an application by a taxpayer in cases involving clerical errors, unlawful entries or certain errors in essential fact; AND

WHEREAS, such application was made on a parcel in the Town of Cincinnatus identified as tax parcel number 142.00-01-23.000; AND

WHEREAS, the above referenced tax parcel has paid their town/county tax bill in a timely manner to the Cincinnatus Tax Collector, but due to an error in essential fact their assessment included a house that had burned down and structures were removed before March 1, 2024; AND

WHEREAS, a corrected bill needs to be calculated by the Cincinnatus Tax Collector and a refund issued; NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 556 of the Real Property Tax Law, the County Legislature does hereby authorize the Cincinnatus Tax Collector to correct the tax bill and issue a refund of the above tax map parcel as outlined in said Section 556 of the Real Property Tax Law.

Referred from Building & Grounds Committee

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 4

Amend 2025 County Road Fund Budget with 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 2024 County Road Fund Budget, in the amount of \$2,270,571.18; AND

WHEREAS, these remaining funds are eligible to be rolled-over to the 2025 County Road Fund Budget; AND

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

RESOLVED that the 2025 County Road Fund Budget be amended as follows:

Increase Revenues

D511243.43501	County Road Fund CHIPS Revenue	\$2,172,737.86
D511243.43501.PAVE	County Road Fund PAVE Revenue	\$97,833.32

Increase Expenses

D51125.54077	Construction Expenses	\$2,270,571.18
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Referred from Government Operations Committee

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Authorize Grant Application for Records Management - County Clerk

WHEREAS, in 2017 Cortland County participated in a grant with Tompkins County that provided Laserfiche Software to Cortland County for Records Management; AND

WHEREAS, the use of Laserfiche within Cortland County has continued to expand; AND

WHEREAS, in 2024 Cortland County entered into a Contract for Laserfiche Software, independent of Tompkins County; AND

WHEREAS, the Records Management Officer (County Clerk) has identified an ongoing need to scan records, to support departments who are moving towards a paperless process, to decrease the storage demand at the Records Center, and to preserve permanent records; AND

WHEREAS, the Records Management Officer (County Clerk) recommends applying for a grant through New York State Archives Local Government Records Management Improvement Fund to provide scanning services to Cortland County; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby supports the Records Management Officer (County Clerk) to apply for the grant through New York State Archives; AND FURTHER BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review by the County Attorney or designee, to sign the grant application and associated paperwork or contracts; AND BE IT FURTHER

RESOLVED, that the Director of Finance hereby is authorized to accept the funds if awarded and create an account for said funds upon notice of the grant award.

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant (SICG) Program in support of interoperable communications; AND

WHEREAS, the fiscal period for this grant is January 1, 2024 to December 31, 2026; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A30205.44389.SICG DHSES Grant	\$ -0-	\$786,336	\$786,336
INCREASE EXPENDITURE BUDGET:			
A30205.54015.SICG Maintenance Agreements	\$ -0-	\$786,336	\$786,336

; AND BE IT FURTHER

RESOLVED, that the Department of Emergency Response & Communications seeks to add Medical Priority Dispatch's Emergency Fire Dispatching protocol system to the County's currently used Emergency Medical Dispatching system, and this expense is permissible under the SICG grant funding; AND BE FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$786,336; AND BE IT FURTHER

RESOLVED that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign a purchase contract with the Medical Priority Dispatch Consultants at an amount not to exceed \$125,000, for the purchase and installation of a Fire Dispatching protocol system for the County's 911 center; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF PRICE

AGENDA ITEM NO. 7

Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant - Department of Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and

Communications a Public Safety Answering Point Operations Grant (PSAP) for the period January 1, 2024 - December 31, 2025 in the amount of \$194,635, resulting in no new county costs, in support of Public Safety Answering Point operations; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A302043.43306.PSP DHSES Grant	\$100,000	\$94,635	\$194,635
INCREASE EXPENDITURE BUDGET:			
A30205.51005.PSP Personal Services	\$0	\$100,000	\$100,000
A30205.54048.PSP Dept. Specific Equipment	\$0	\$94,635	\$94,635
DECREASE EXPENDITURE BUDGET:			
A30205.51005 Personal Services	\$1,301,262.52	(\$100,000)	\$1,201,262.52

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$194,635; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 8

Authorize Agreement for Legal Services - Department of Social Services

WHEREAS, the Department of Social Services has two (2) vacant Attorney positions and must meet deadlines involving appeals and other urgent matters; AND

WHEREAS, the Department of Social Services is seeking an independent Attorney or law firm to assist with essential legal matters that are time sensitive; AND

WHEREAS, the funding needed for this Agreement is in the budget due to position vacancies; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of March 1, 2025 through December 31, 2025 with a qualified legal entity in an amount not to exceed \$40,000; AND BE IT FURTHER

RESOLVED that the 2025 County Budget be and hereby is amended as follows:

INCREASE:

Professional Services
A60105.54055 current \$7,000 Increase \$40,000 new = \$47,000

DECREASE

Personal Services
A60105.51005 current \$6,521,628 Decrease \$40,000 new = \$6,481,628

ON MOTION OF VAN DEE

AGENDA ITEM NO. 9

Amend Medicare Improvements for Patients and Providers Act (MIPPA) Budget - Office for Aging

WHEREAS, the New York State Office for the Aging has made available the sum of \$22,454 under the Medicare Improvements for Patients and Providers Act (MIPPA), for the period of September 01, 2024 through August 31, 2025, through Cortland County Office for Aging Revenue Account No. A677243-43772-4338; AND

WHEREAS, these funds reflect an increase of \$6,370 over what was originally anticipated under MIPPA; AND

WHEREAS, these funds are to be used for promotion and enhancement of services available under the Health Insurance Information, Counseling and Assistance Program (HIICAP); NOW THEREFORE BE IT

RESOLVED, that the 2025 County Budget be and hereby is amended as follows:

	Current	Change	Revised
Revenue:			
A677243-43772-4338	\$50,244.00	+6,370	\$56,614.00
Expense:			
A67725-51005-4338	\$46,637.56	+6,370	\$53,007.56

ON MOTION OF VAN DEE

AGENDA ITEM NO. 10

Abolish Medical Director/Psychiatrist (17HR/WK) - Create Medical Director/Psychiatrist (10HR/WK) and Medical Director/Psychiatrist (4HR/WK) - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by creating one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and abolishing one Medical Director/Psychiatrist (17HR/WK) position; AND

WHEREAS, the Health & Human Services Committee recommends the creation of one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and the abolition of one Medical Director/Psychiatrist (17HR/WK) position; NOW THEREFORE BE IT

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part time, 17HR/WK, no benefits) hereby is abolished on or after March 1, 2025; AND BE IT FURTHER

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 10HR/WK, no benefits) and one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 4HR/WK, no benefits) be created effective March 1, 2025 at 12:01 am with approval to fill.

MONTHLY REPORTS

1. Real Property Tax Services Monthly Report
2. Claims Audit Report for July 1, 2024 - December 31, 2024
3. County Administration Monthly Report

PRESENTATION

1. Overview of Capital Planning

DISCUSSION ITEMS

1. Role of the Finance & Administration Committee
2. Review of Finance & Administration Goals- Assignments
3. County-Owned Property
4. Registry of Short Term Rentals
5. County-Wide Grant Registry
6. Proposed Rules of Order
7. Rethinking Monthly Financial Information Reports for Finance & Administration and Legislators at Large
8. Microenterprise Grants

Adjournment