



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, March 14, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:29 AM by Committee Chair George Wagner

Attendee Name	Organization	Title	Status	Arrived	Departed
Sandra Price	Cortland County, NY	Committee Member	Present		10:58 AM
George Wagner	Cortland County, NY	Committee Chair	Present		
Linda Jones	Cortland County, NY	Committee Member	Present		
Christopher Newell	Cortland County, NY	Committee Vice Chair	Excused		
Beau Harbin	Cortland County, NY	Committee Member	Present		
Richard Stock	Cortland County, NY	Committee Member	Present		
Mitchel Eccleston	Cortland County, NY	Committee Member	Present		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Present		
Laura Fox	Cortland County, NY	Real Property Tax Services	Present		
Ronald J. Van Dee	Cortland County, NY	Board Member	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
Paul Heider	Cortland County, NY	Board Member	Present		
John Banewicz	Cortland County, NY	County Treasurer	Present		
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present		
Laurie Leonard	Cortland County, NY	Personnel Officer	Present		
C. Withers			Remote		
Margaret Mellott	Cortland Standard	Reporter	Remote		
Eddie Velazquez	Cortland Voice	Reporter	Remote		

Cathy Bischoff	Cortland County, NY	Board Member	Remote		
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MINUTES

1. Finance & Administration Committee - Committee Meeting - Feb 16, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

RESOLUTIONS

AGENDA ITEM NO. 1 – Accept Bids and Award Contract for County-Wide Office Supplies - Audit Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF WAGNER

RESOLUTION NO.

Accept Bids and Award Contract for County-Wide Office Supplies - Audit Department

WHEREAS, a Request for Proposals (RFP) was issued on January 27, 2023 for a supplier of various office supplies and such bids were due and received by March 2, 2023, AND

WHEREAS, bids were received from the following:

Hummel's Office Plus, 25 Canal Street, Mohawk, NY 13407
WB Mason Co., Inc., 59 Centre Street, Brockton, MA 02301

, AND

WHEREAS, the bids were evaluated to determine whether they met the specifications of the RFP and compared to identify the vendor that represents the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature awards the contract to Hummel's Office Plus as the vendor's bid was determined to be in the best interest of the County based on the evaluation performed, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee is authorized to sign an agreement with Hummel's Office Plus, 25 Canal Street, Mohawk, NY 13407, effective April 1, 2023 for a one year term with an option to extend for an additional three one-year terms.

AGENDA ITEM NO. 2 – Resolution Calling on the Governor of New York State to Remove from the 2024 Executive Budget Part M of the Article VII Revenue Bills

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF WAGNER

RESOLUTION NO.

Resolution Calling on the Governor of New York State to Remove from the 2024 Executive Budget Part M of the Article VII Revenue Bills

WHEREAS, on February 1, 2023, the Governor of New York State announced New York State's Fiscal Year 2024 Executive Budget (the "Budget"), AND

WHEREAS, the Budget includes Article VII Revenue Bills, AND

WHEREAS, Article VII Revenue Bills includes Part M adding a new section 989 of the Real Property Tax Law titled "Distribution of surplus in tax enforcement proceedings" ("Proposed Budget Legislation"), AND

WHEREAS, the Proposed Budget Legislation seeks to require municipalities governed by Article 11 of the Real Property Tax Law ("RPTL") to give excess money to a prior owner of real property sold by the municipality after taking title pursuant to Article 11 of the RPTL, AND

WHEREAS, the Proposed Budget Legislation should be removed from the Fiscal Year ("FY") 2024 Budget because (1) it is unconstitutional since Article VIII, Section 1 of the New York Constitution restricts a county from giving any money to or in aid of any individual, or private corporation or association or private undertaking, (2) it is unfair to lien holders since all liens are cut off by Section 1131 of Article 11 at the time an interested party fails to redeem or answer, which time comes prior to the County taking title and selling the parcel, (3) it will be practically impossible for a county to accurately account for all administrative costs associated with administering enforcement of taxes for thousands of parcels during a two year time period involving subcontractors and staff from multiple departments, (4) it is unclear whether litigation costs incurred in enforcing taxes pursuant to Article 11 would be included, (5) the number of unpaid parcels are likely to increase with owners knowing that they do not have to pay lien holders, including the mortgage lien on their home, real estate agents and other costs that would be required absent this Proposed Budget Legislation, (6) the Proposed Budget Legislation does not address the circumstances where there is no "prior owner" or the prior owner is deceased or the method and attempts required to ensure that the "prior owner" accepts payment and (7) it is unfair to the gross majority of parcel owners in the County who timely pay their taxes or properly sell their home if they no longer desire to own it, AND

WHEREAS, the Cortland County Legislature's Finance and Administration Committee has reviewed this resolution and recommends that the Governor remove Part M from the FY 2024 Executive Budget, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby calls on the Governor of New York State to remove from the FY 2024 Executive Budget Part M of the Revenue Bills, AND BE IT FURTHER

RESOLVED, that the Clerk of the Cortland County Legislature shall forward copies of this resolution to the Governor of the State of New York, the New York State Legislature, the New York State Congressional Delegation, and all others deemed necessary and proper.

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 (A1261, S3603)

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

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 (A1261, S3603)

WHEREAS, the Cortland County Legislature approved Resolution No. 289-22, “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 Lea Webb has introduced New York State Senate bill S3603 and Assemblymember Anna Kelles has introduced Assembly bill A1261 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 and Clerk 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.

CONSENT AGENDA - Items on the Consent Agenda have been endorsed by the various standing committees. Finance & Administration 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 Cortland County Soil & Water Conservation District

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Agreement with Cortland County Soil & Water Conservation District

WHEREAS, the Cortland County Legislature created the Special Taxing District known as the “Little York Lake Protection and Rehabilitation District” (hereinafter “District”) as of January 1, 2023 pursuant to Resolution No. 298-21, the same having passed public referendum, AND

WHEREAS, the Cortland County Legislature has designated the Cortland County Soil and Water Conservation District as the administrative agent for the District at no cost except for the reimbursement for direct costs from said District, AND

WHEREAS, the Cortland County Legislature has approved the budget for the District for the 2023 fiscal year, AND

WHEREAS, during the budget process each year the funds for the District are appropriated and approved by the Legislature, AND

WHEREAS, the Cortland County Legislature finds that it is in the public's interest to enter into a formal agreement with the Cortland County Soil and Water Conservation District to permit that entity to take necessary steps to effect the plan submitted with the annual budget of the District and approved in the current fiscal year County Budget, including entering into contracts in its own name and seeking reimbursement from the County upon submission of itemized vouchers, 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 a contract between the County of Cortland and the Cortland County Soil and Water Conservation District for said purposes.

AGENDA ITEM NO. 2 – Amend 2023 Budget/Authorize Agreement for Outside Counsel

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF HARBIN

RESOLUTION NO.

Amend 2023 Budget/Authorize Agreement for Outside Counsel

WHEREAS, the Cortland County Legislature adopted Local Law No. 1 of 2018 which established a PILOT Agreement for Commercial Solar Energy Systems in Cortland County and thereafter amended that local law with the enactment of Local Law No. 5 of 2020, entitled, “Solar Energy System PILOT Law of the County of Cortland, New York”, AND

WHEREAS, since that time, there have been changes to New York State Real Property Tax Law Section 487 and both State and Federal Legislation has focused on encouraging renewable energy, AND

WHEREAS, the Cortland County Legislature feels that it is in the best interest of the County to achieve energy efficiency and renewable energy goals and at the same time be fiscally responsible to all taxpayers of the County, AND

WHEREAS, the County Attorney recommends that the County Legislature engage the services of outside counsel specializing in Real Property Tax Law, Payment in Lieu of Tax (PILOT) Agreement negotiations, with knowledge and experience concerning the advisability of entering into the same, and knowledge of current and pending legislation concerning renewable energy, AND

WHEREAS, the County Attorney recommends engaging the services of Hodgson Russ LLP,
NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the Chair of the Cortland County Legislature, upon review of County Attorney or designee, to execute and accept the terms outlined in the January 27, 2023 correspondence from Hodgson Russ LLP, AND BE IT FURTHER

RESOLVED, that the 2023 Cortland County Budget be amended as follows:

Increase:

A359900	Appropriated Fund Balance	\$10,000
A10105.54055	Professional Services	\$10,000

, AND BE IT FURTHER

RESOLVED, the Cortland County Legislature be and hereby authorizes payment of said legal services up to the amount of \$10,000; with said services charged against account A10105.54055.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Column and East/West Entrance Rehabilitation - Buildings and Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Column and East/West Entrance Rehabilitation - Buildings and Grounds Department

WHEREAS, the Cortland County Buildings and Grounds Committee recommends moving forward with necessary repairs and rehabilitation to the Cortland County Courthouse, AND

WHEREAS, the columns on the interior of the Courthouse and the east and west entrances of the Courthouse are in need of repair and/or replacement, AND

WHEREAS, to proceed with the column and east/west entrance projects, there is a need to have engineering specifications drawn up, AND

WHEREAS, Bell & Spina Architects of 215 Wyoming Street Syracuse, NY 13204, has the expertise to draw up specifications for said projects, AND

WHEREAS, Resolution No. 70-22 authorized the allocation of \$1,000,000 of American Rescue Plan funding for the planning, preparation and implementation of repairs to the Cortland County Courthouse and the funding is available in Account No. A16205.52320.ARP, 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, for an amount not to exceed \$200,000, with Bell & Spina Architects, 215 Wyoming Street Syracuse, NY 13204, for the completion of the specifications for said projects, 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 enter into an agreement with Bell & Spina Architects of 215 Wyoming Street Syracuse, NY 13204, for said purposes at a cost not to exceed \$200,000, to be paid from Account No. A16205.52320.ARP.

Referred from Health & Human Services

AGENDA ITEM NO. 4 – Create Age Well Center Manager (Full-Time) and Food Service Helper (Part-Time) - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF PRICE

RESOLUTION NO.

Create Age Well Center Manager (Full-Time) and Food Service Helper (Part-Time) - Area Agency on Aging

WHEREAS, the needs of the agency will be better served by creating one full-time position of Age Well Center Manager and one part-time position of Food Service Helper, AND

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

RESOLVED, that one position of Age Well Center Manager (CSEA, Grade 10, \$18.8329-23.8377/hr, competitive class, full-time with benefits) and one position of Food Service Helper (CSEA, Grade 3, \$15.0557-19.0567/hr, labor class, part-time, 15hrs/week, no benefits) be created with approval to fill on March 23, 2023.

AGENDA ITEM NO. 5 – Authorize Agreement for Diagnosis and Treatment of Sexually Transmitted Diseases - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Agreement for Diagnosis and Treatment of Sexually Transmitted Diseases - Health Department

WHEREAS, the County Health Department, is required to provide services for the diagnosis and treatment of sexually transmitted diseases (STDs) through contract pursuant to the provision of Article 23 of the Public Health Law of the State of New York, AND

WHEREAS, the County Health Department desires to contract with clinics that have fully qualified clinician(s) to perform the necessary examination to detect the presence of such diseases and who will be in compliance with the professional licensing requirements of the New York State Education Department, AND

WHEREAS, the clinic shall seek third party reimbursement for services provided to the greatest extent possible and at no time will residents of the County be denied diagnosis and treatment for STDs due to the inability or refusal to pay for services, AND

WHEREAS, the County is responsible to pay the cost of services not covered by third party entities and said costs are budgeted in STD Contracted Services account A40115.54815.STD, AND

WHEREAS, the agreements will be in effect from April 1, 2023 until March 31, 2025 with the right to renew by the parties for 2 year terms, up to 3 renewals total, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee are hereby authorized to execute agreements for the provision of said services with fully qualified providers.

AGENDA ITEM NO. 6 – Abolish One Position of Social Services Attorney/Create One Position of Associate Social Services Attorney/Social Services Attorney - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF PRICE

RESOLUTION NO.

Abolish One Position of Social Services Attorney/Create One Position of Associate Social Services Attorney/Social Services Attorney - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) Social Services Attorney and creating one (1) Associate Social Services Attorney/Social Services Attorney, AND

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

RESOLVED, that one (1) position of Social Services Attorney (Grade 6, Management Compensation Plan, \$73,873-\$98,324/YR, competitive, full time with benefits) be and hereby is abolished effective March 23, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Associate Social Services Attorney/Social Services Attorney (Grade 7, Management Compensation Plan, \$68,718-\$91,464 competitive, full time with benefits OR Grade 6, Management Compensation Plan, \$73,873-\$98,324/YR, competitive, full time with benefits) be created with permission to fill effective March 24, 2023 at 12:01 am.

AGENDA ITEM NO. 7 – Accept Funds Sports Opportunity Funding Youth Bureau-Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF PRICE

RESOLUTION NO.

Accept Funds Sports Opportunity Funding Youth Bureau-Health Department

WHEREAS, The NYS Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$17,580 to Cortland County Youth Bureau, AND

WHEREAS, each municipal youth bureau will receive an allocation for the Sports Opportunity Funding to serve children and youth ages 6-17 based on the population of eligible youth in the county, AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies from January 1, 2023 through September 30, 2023, and for which a copy is in the County Youth Bureau Office, AND

WHEREAS, part of the funding has already been budgeted, AND

WHEREAS, the 2023 County Budget will need to be amended as follows:

<u>Revenue:</u>		<u>Current</u>	<u>Inc/Dec</u>	<u>Balance</u>
A73125.43820. YB	Youth Bureau	(\$68,686)	(\$409)	(\$69,095)
<u>Expenditure:</u>		<u>Current</u>	<u>Inc/Dec</u>	<u>Balance</u>
A73125.51005	Personnel	\$17,000	(\$2,935)	\$14,065
A73125.54005	Office Supplies	\$0	\$500	\$500
A73125.54020	Postage	\$100	(\$65)	\$35
A73125.54035	Educ/Train	\$0	\$500	\$500
A73125.54040	Membership/Dues	\$0	\$300	\$300
A73125.54045	Mileage	\$0	\$200	\$200
A73125.54048	Program Supplies	\$0	\$1500	\$1500
A73125.54815	Program Exp - SDPP	\$51,686	<u>\$409</u>	\$52,095

NOW THEREFORE BE IT,

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to execute the Resource Allocation Planning Agreement with the NY State Office of Children and Family Services and contract with approved agencies, AND BE IT FURTHER,

RESOLVED, that the Treasurer's office is authorized to pay from the appropriate expense account and that in the event that the county does not receive the appropriate funds from the NY State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract, AND BE IT FURTHER

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

AGENDA ITEM NO. 8 – Authorize Agreement for Rabies Program - Environmental Health/Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Agreement for Rabies Program - Environmental Health/Health Department

WHEREAS, New York State Public Health Law gives primary responsibility for the control and suppression of rabies to local health departments, AND

WHEREAS, the primary purpose of this program is to implement a rabies plan that will protect the residents of Cortland County from contracting rabies based on current New York State Department of Health guidelines, AND

WHEREAS, these activities include but are not limited to: specimen preparation and shipment; and pet vaccination clinics, AND

WHEREAS, the Cortland County Health Department is seeking to contract with Veterinary offices for an initial period of one year, 4/1/23-3/31/24 to help coordinate the efforts of the local rabies program, AND

WHEREAS, the cost of these services will range from \$125.00 to \$400.00 per service and are budgeted in Environmental Health Rabies Contracted Services account A40125.54615.RAB, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, are hereby authorized to execute agreements for the provision of said services with fully qualified providers.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 9 – Create Part-Time Crime Victim Advocate - Office of the District Attorney

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/22/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Create Part-Time Crime Victim Advocate - Office of the District Attorney

WHEREAS, the needs of the agency will be better served by creating one part-time position of Crime Victim Advocate, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one position of Crime Victim Advocate (CSEA, Grade 9, 18.2559-23.1072/hr, competitive class, part-time, no benefits), be created with approval to fill on March 24, 2023.

AGENDA ITEM NO. 10 – Abolish Cook (32 Hrs/Week)/Create Cook (40 Hrs/Week) - Sheriff's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Abolish Cook (32 Hrs/Week)/Create Cook (40 Hrs/Week) - Sheriff's Office

WHEREAS, the needs of the Sheriff's Office will be better served by abolishing one (1) Cook (32 hours) position and creating one (1) Cook (40 hours) position, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Cook (Grade 2 Corrections/Civilian Union, \$17.4089-\$23.1381/hr, non-competitive class, 32 hours/week) be and hereby is abolished effective March 23, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Cook (Grade 2 Corrections/Civilian Union, \$17.4089-\$23.1381/hr, non-competitive class, 40 hours/week) be created with permission to fill effective March 24, 2023 at 12:01 am.

Referred from Highway Committee

AGENDA ITEM NO. 11 – Amend Resolution No. 114-22 - Authorize Agreement/Installation of Active Landfill Gas Collection and Control System - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF NEWELL

RESOLUTION NO.

Amend Resolution No. 114-22 - Authorize Agreement/Installation of Active Landfill Gas Collection and Control System - Highway Department

WHEREAS, Resolution No. 114-22 authorized the County Administrator to enter into agreements and award bids needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill for a cost not to exceed \$1.7 million, AND

WHEREAS, the amount needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill came in at a cost of \$2,215,000, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 114-22 be and hereby is amended to authorize the County Administrator, upon approval of the County Attorney, or their designee, to enter into agreements and award bids needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill for a cost not to exceed \$2,215,000 million.

Referred from Government Operations Committee

AGENDA ITEM NO. 12 – Rescind Legislative Mileage Policy – Legislature

APPROVED AS ORIGINALLY ON THE FINANCE AND ADMINISTRATION AGENDA (NOT AS AMENDED BY THE GOVERNMENT OPERATIONS COMMITTEE)

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF STOCK

RESOLUTION NO.

Rescind Legislative Mileage Policy - Legislature

WHEREAS, Resolution No. 258-15 adopted a Legislative Mileage Reimbursement Policy, AND

WHEREAS, Resolution No. 14-23 amended the policy to fairly enable reimbursement without

restricting the ability of Legislators who must drive further due to their residence location, AND

WHEREAS, the Cortland County Government Operations Committee recommends rescinding Resolution No. 14-23, which will allow for all legislative travel and/or mileage reimbursement to be governed by the existing Authorization to Travel Policy that covers all County employees, NOW THEREFORE BE IT

RESOLVED, that Resolution Nos. 258-15 and 14-23 be and hereby are rescinded, AND BE IT FURTHER

RESOLVED, that any travel and/or mileage reimbursement incurred by Legislators shall be governed by the existing duly adopted Travel Policy that covers all County employees.

AGENDA ITEM NO. 13 – Adopt Local Law "B" for the Year 2023 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "B" for the Year 2023 a Local Law Setting the Salary of Cortland County Election Commissioners

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date, AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required, NOW THEREFORE BE IT

RESOLVED, that Local Law "B" for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted;

NOW, THEREFORE

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

Section I:

Pursuant to Election Law §3-208, each Cortland County Election Commissioner shall receive an equal annual salary, to be fixed by the County Legislature.

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$34,552.37 to \$55,315 for fiscal year 2023 and paid over the balance of 2023 calendar year, upon the effective date of this local law.

Section III:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

MONTHLY REPORTS

1. County Administrator Monthly Report

RESULT: COMPLETED

2. County Auditor Quarterly Update

RESULT: COMPLETED

3. Real Property Tax Services Monthly Report

RESULT: COMPLETED

4. Treasurer Monthly Report

RESULT: COMPLETED

5. Finance Reports

RESULT: COMPLETED

DISCUSSION ITEMS

1. Constitutional Tax Limit Trends

RESULT: COMPLETED

2. Applications for Corrected Tax Roll February 2023 - Audit Department

RESULT: COMPLETED

3. Responsibilities of the Finance and Administration Committee

RESULT: TABLED

Next: 4/18/2023 10:00 AM

4. Municipal Use of American Rescue Plan Funding

RESULT: COMPLETED

5. Emergency Reserve Fund

RESULT: TABLED

Next: 4/18/2023 10:00 AM

Adjournment

The meeting was closed at 11:15 AM



Finance & Administration Committee

Committee Meeting

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

1

~ Minutes ~

Thursday, February 16, 2023

10:00 AM

Room 302

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	Excused	
George Wagner	Cortland County, NY	Committee Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Excused	
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	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Remote	
Amy Buggs	Cortland County, NY	Grants Administrator	Remote	
C. Withers			Remote	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

Minutes Acceptance: Minutes of Feb 16, 2023 10:00 AM (MINUTES)

WS			Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Jan 17, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

RESOLUTIONS

AGENDA ITEM NO. 1 – Distribution of Fourth Quarter 2022 Sales Tax

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/23/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

ON MOTION OF WAGNER

RESOLUTION NO.

Distribution of Fourth Quarter 2022 Sales Tax

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

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

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

WHEREAS, the 2022 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for fourth quarter 2022 to be \$10,079,239.67, AND

WHEREAS, the total amount available for distribution is \$9,704,239.67, 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 (\$670,000.00) is to be withheld from the quarterly distribution, AND

WHEREAS, Cortland County receives (54%), or \$5,240,289.42 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 2022 as so stated below from Account No.

A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
Cortland, City of	\$1,722,502.54	\$-0-	\$1,722,502.54	\$-0-
Cincinnati, Town of	\$80,466.11	\$-0-	\$80,466.11	\$-0-
Cortlandville, Town of	\$860,660.05	\$-0-	\$860,660.05	\$-0-
Cuyler, Town of	\$73,307.00	\$(28,750.00)	\$44,557.00	\$-0-
Freetown, Town of	\$55,114.30	\$-0-	\$55,114.30	\$-0-
Harford, Town of	\$87,148.16	\$-0-	\$87,148.16	\$-0-
Homer, Town of	\$293,514.50	\$-0-	\$293,514.50	\$-0-
Homer, Village of	\$208,763.50	\$-0-	\$208,763.50	\$-0-
Lapeer, Town of	\$113,625.91	\$(77,500.00)	\$36,125.91	\$-0-
Marathon, Town of	\$87,102.12	\$-0-	\$87,102.12	\$-0-
Marathon, Village of	\$44,020.70	\$-0-	\$44,020.70	\$-0-
McGraw, Village of	\$38,233.74	\$-0-	\$38,233.74	\$-0-
Preble, Town of	\$149,547.68	\$-0-	\$149,547.68	\$-0-
Scott, Town of	\$88,714.66	\$-0-	\$88,714.66	\$-0-
Solon, Town of	\$81,986.35	\$-0-	\$81,986.35	\$-0-
Taylor, Town of	\$48,103.34	\$-0-	\$48,103.34	\$-0-
Truxton, Town of	\$105,878.91	\$-0-	\$105,878.91	\$-0-
Virgil, Town of	\$253,961.15	\$(16,250.00)	\$237,711.15	\$-0-
Willet, Town of	\$71,299.53	\$-0-	\$71,299.53	\$-0-
Total	\$4,463,950.25	\$(122,500.00)	\$4,341,450.25	\$-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. Finance & Administration Committee Members may request any item be pulled from the consent agenda for further discussion and separate vote.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 1 – Authorize Agreement with Bell & Spina Architects for Cortland County Courthouse Renovations for City Court Move - Buildings & Grounds Department

Minutes Acceptance: Minutes of Feb 16, 2023 10:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/23/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

ON MOTION OF HEIDER**RESOLUTION NO.**

**Authorize Agreement with Bell & Spina Architects for Cortland County Courthouse Renovations
for City Court Move - Buildings & Grounds Department**

WHEREAS, Cortland County requested proposals for Architectural services to accommodate City Court renovations at the Cortland County Court House, AND

WHEREAS, Cortland County received 3 proposals from Architectural firms, AND

WHEREAS, the proposal submitted by Bell and Spina Architects of 215 Wyoming Street, Syracuse, NY 13204 was the only proposal to include a total cost on services identified, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee has reviewed the proposal and has recommended moving forward with this proposal, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Bell and Spina Architects of 215 Wyoming Street, Syracuse, NY 13204 for a cost not to exceed \$109,150.00, AND BE IT FURTHER

RESOLVED, the 2023 budget be amended as follows:

INCREASE:

A162043.43021 COURT FACILITIES INCENTIVE	\$109,150.00
A16205.52320 BUILDING IMPROVEMENTS	\$109,150.00

AGENDA ITEM NO. 2 – Amend Resolution No. 196-22 Authorizing Agreement with KONE, Inc. for Courthouse Elevator Replacement - Buildings and Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/23/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

ON MOTION OF HEIDER**RESOLUTION NO.**

**Amend Resolution No. 196-22 Authorizing Agreement with KONE, Inc. for Courthouse Elevator
Replacement - Buildings and Grounds Department**

WHEREAS, Resolution No. 196-22 authorized the County Administrator to execute a contract, for an amount not to exceed \$250,000, with KONE, Inc. of 836 North State Street, Syracuse, New York

Minutes Acceptance: Minutes of Feb 16, 2023 10:00 AM (MINUTES)

13208 for the replacement of the elevator at the Cortland County Courthouse, AND

WHEREAS, the cost of the elevator replacement came in at a cost of \$265,000, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 196-22 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 \$265,000, with KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the replacement of the elevator at the Cortland County Courthouse, AND BE IT FURTHER

RESOLVED, the 2023 budget be amended as follows:

INCREASE:

A16205.52320 BUILDING IMPROVEMENTS \$15,000

A359900 APPROPRIATED FUND BALANCE \$15,000

Referred from Health & Human Services

AGENDA ITEM NO. 3 – Authorize Agreement Code Blue Behavioral Health and Security Services - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/23/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Agreement Code Blue Behavioral Health and Security Services - Department of Social Services

WHEREAS, the Cortland County Department of Social Services desires to purchase on-site behavioral health services to promote the safety and well-being of individuals placed in emergency shelter settings including motels and warming centers, AND

WHEREAS, Family Counseling Services and Liberty Resources are authorized providers of behavioral health counseling services, AND

WHEREAS, circumstances involving guests placed under New York State Code Blue regulations have resulted in the need for on-site behavioral health services, AND

WHEREAS, the \$12,000 needed for these agreements from February 24, 2023 - April 30, 2023 has been approved to be reimbursed as New York State Code Blue funding, AND

WHEREAS, the Cortland County Department of Social Services desires to purchase security services to monitor and promote the safety of individuals placed in emergency shelter settings including motels and warming centers, AND

WHEREAS, the services of a professional security company are being sought, AND

Minutes Acceptance: Minutes of Feb 16, 2023 10:00 AM (MINUTES)

WHEREAS, circumstances involving guests placed under New York State Code Blue regulations have resulted in the need for on-site security, AND

WHEREAS, the \$38,000 needed for this Agreement from February 24, 2023 - April 30, 2023 has been approved to be reimbursed as New York State Code Blue funding, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, be and hereby is authorized to enter into an agreement for the time period February 24, 2023 - April 30, 2023 with Family Counseling Services and/or Liberty Resources for a combined amount not to exceed \$12,000, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, be and hereby is authorized to enter into an agreement for the time period February 24, 2023 - April 30, 2023 with a security company approved by the County Administrator and Commissioner of Social Services in an amount not to exceed \$38,000, AND BE IT FURTHER

RESOLVED, that the 2023 County Budget be amended as follows:

Increase:

Expense:		
A60105.54800.4696	Code Blue	\$50,000.00
Revenue:		
A601043.43689.4696	Code Blue	\$50,000.00

AGENDA ITEM NO. 4 – Calling on the State of New York to Continue to Pass-Thru Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/23/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

ON MOTION OF PRICE

RESOLUTION NO.

Calling on the State of New York to Continue to Pass-Thru Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds

WHEREAS, the State Fiscal Year (SFY) 2024 State Budget proposal would end the Affordable Care Act (ACA) enhanced Federal Medical Assistance Percentage (eFMAP) federal pass-thru to counties and New York City, AND

WHEREAS, the State is proposing to keep all of these federal savings going forward and use them to cover further expansions of Medicaid eligibility and benefits and to increase payments to health care providers, AND

WHEREAS, the elimination of this ACA eFMAP federal pass-thru will require the 57 counties to spend at least \$280 million more in SFY 2024, and approximately \$1 billion when New York City is included, AND

Minutes Acceptance: Minutes of Feb 16, 2023 10:00 AM (MINUTES)

WHEREAS, the SFY 2024 costs to counties and New York City are scheduled to grow by 30 percent by SFY 2027, AND

WHEREAS, it is the strong view of Cortland County that congress intended these federal savings to be shared with counties proportional to the amount they contributed toward the nonfederal Medicaid match, AND

WHEREAS, since 2003, the state has shared the funds proportionally based on our analysis of savings we have received during periods when an enhanced federal Medicaid match was enacted by Congress, AND

WHEREAS, enacted in 2011, the Medicaid statutory cap for all 62 counties is \$7.6 billion. The Medicaid statutory cap for the 57 counties outside of New York City is \$2.25 billion, AND

WHEREAS, the additional unbudgeted cost to Cortland County for the remainder of 2023 would amount to over \$700,000, AND

WHEREAS, starting in SFY 2014, New York began sharing these federal ACA savings directly with counties. The savings for a year were provided by lowering the weekly payments each county and NYC make to the state to support the State's Medicaid program. Through February 1, 2023, the state continues to share the federal savings from the ACA eFMAP with the 57 counties and NYC, AND

WHEREAS, Cortland County strongly disagrees with the need to cut county funding so deeply when the Governor's budget proposes to fully fund its own reserves two years ahead of schedule by depositing \$5.4 billion into reserves before the end of SFY 2023, while also projecting a general fund surplus of \$35 billion by the end of SFY 2024, NOW THEREFORE

BE IT RESOLVED, that Cortland County calls on the State to continue to share these federal funds with counties as has been the precedent for over 20 years, AND BE IT FURTHER

RESOLVED, that the Clerk of the Cortland County Legislature shall forward copies of this resolution to the Governor of the State of New York, the New York State Legislature, the New York State Congressional Delegation, and all others deemed necessary and proper.

AGENDA ITEM NO. 5 – Amend 2023 Budget - Carryover Consolidated Appropriations Act for Nutrition Services Grant Funding - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/23/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2023 Budget - Carryover Consolidated Appropriations Act for Nutrition Services Grant Funding - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available funds under HDC5 of the Consolidated Appropriations Act for Nutrition Services, for the period April 1, 2021 through September 30, 2023, for the purpose of COVID disaster relief services, AND

Minutes Acceptance: Minutes of Feb 16, 2023 10:00 AM (MINUTES)

WHEREAS, the grant had funds in the amount of \$1,516.15 remaining at the end of 2022, which need to be carried over to the 2023 budget in order to be expended within the remainder of the grant year, NOW THEREFORE BE IT

RESOLVED, that the 2023 County Budget be and hereby is amended as follows:

Increase:

Revenues:

A677444-44772-HDC5	Federal Aid	\$1,516.15
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Expenses:

A67745-52015-HDC5	Department Specific Equipment	\$1,321.15
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A67745-54040-HDC5	Association/Membership Dues	\$195.00
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AGENDA ITEM NO. 6 – Authorize Contracts/Delegate Authority - Use of Community Impact Dollars for HEALing Community Study - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/23/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Contracts/Delegate Authority - Use of Community Impact Dollars for HEALing Community Study - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has been awarded \$267,250 in one-time Community Impact Dollars (CID) as part of the Columbia HEALing Community Study (HCS), AND

WHEREAS, the HCS leadership committee has designated the funds to be used for funding evidence-based practices and communications interventions matching the approved action plan, AND

WHEREAS, it is the recommendation of the Health and Human Services Committee to authorize the Cortland County Administrator, Chair of the Cortland County Legislature's Health and Human Services Committee and the Director of Community Services for Cortland County to approve the designation of funds to various Cortland County contracted agencies, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, Chair of the Cortland County Legislature's Health and Human Services Committee and the Director of Community Services for Cortland County will approve the designation of funds to various Cortland County contracted agencies, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute agreements with approved county contracted agencies for these funds, AND BE IT FURTHER

Minutes Acceptance: Minutes of Feb 16, 2023 10:00 AM (MINUTES)

RESOLVED, the Treasurer is authorized to pay the approved county contracted agencies from the appropriate expense account.

Referred from Judiciary & Public Safety Committee

Referred from Highway Committee

Referred from Government Operations Committee

Referred from Ag/Planning/Environmental Committee

AGENDA ITEM NO. 7 – Reallocate Salary Grade - Director of Planning

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/23/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
EXCUSED:	Sandra Price, Linda Jones, Richard Stock

ON MOTION OF HARBIN

RESOLUTION NO.

Reallocate Salary Grade - Director of Planning

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for Director of Planning in the Planning Department, AND

WHEREAS, there has been a change to the job duties for this position as reflected in the job description, AND

WHEREAS, it is recommended that the aforesaid position be reallocated from Grade 5 (\$79,412-105,698) to Grade 3 (\$91,771-122,148) in the Management Compensation Plan, NOW THEREFORE BE IT

RESOLVED, that the position of Director of Planning is hereby reallocated from Grade 5 to Grade 3 effective February 24, 2023.

Minutes Acceptance: Minutes of Feb 16, 2023 10:00 AM (MINUTES)

MONTHLY REPORTS

1. Treasurer Monthly Report

RESULT:	COMPLETED
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2. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. 2022 Sales Tax Comparison & Debt Service

RESULT:	COMPLETED
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2. Volunteer Emergency Worker Tax Exemption

RESULT:	COMPLETED
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3. Possible Changes to APE Committee Name, Duties and Oversight

RESULT:	COMPLETED
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4. Municipal Use of American Rescue Plan Funding

RESULT:	TABLED
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Next: 3/14/2023 10:00 AM

Adjournment

The meeting was closed at 12:04 PM

PROPOSAL SPECIFICATION AND PRICING SCHEDULE

Cortland County - Paper & Office Supplies 2023 Bid Tabulation

Appointment Books & Calendars

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
1	Appointment Book, Weekly, Jan-Dec, 8 1/4" x 10 7/8", Assorted Colors	Each
2	Appointment Book, Monthly, 24-Month, 8 1/2" x 11", Assorted Colors	Each
3	Calendar, Desk Pad, Jan-Dec, 22" x 17"	Each

Cost / unit per bid specs

WB Mason	Hummel's
\$ 12.10	\$ 8.89
9.48	5.89
3.94	2.69

Notes

Binders, Folders & Notebooks

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
4	Binder Covers w/Storage Hooks, 6" Capacity, 11" x 14 7/8", Assorted Colors	Each
5	Hanging Storage Binder, 1" Round Rings, 175-Sheet Capacity, Assorted Colors	Each
6	Binder, 1/2" Round Rings, 100-Sheet Capacity, Assorted Colors	Each
7	Binder, 1" Round Rings, 175-Sheet Capacity, Assorted Colors	Each
8	Binder, 2" Round Rings, 375-Sheet Capacity, Assorted Colors	Each

2.93	4.79
2.34	3.98
1.87	0.98
1.37	0.95
1.67	1.39

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>	WB Mason	Hummel's	Notes
9	Durable View Binder, 2" Slant Rings, 500 Sheet Capacity, Assorted Colors	Each	\$ 2.17	\$ 2.29	
10	Big Tab Insertable Dividers, Buff Paper, 8-Tab Set, Multicolor	Set	0.82	0.98	
11	Presentation Folders, Heavy Duty, 3 Hole Punch, 2 Pocket, Assorted Colors, 6/PK	Pack	5.93	0.88	Hummel's price is on an "each" basis; \$5.28 for six
12	Manila Folders, 1/3 Cut Assorted, One-Ply Top Tab, Letter Size, 100/BX	Box	5.74	9.98	
13	Manila Folders, 1/3 Cut Assorted, Top Tab, Legal Size, 100/BX	Box	6.74	11.98	
14	File Folders, 1/3 Cut Top Tab, Letter Size, Assorted Colors, 100/BX	Box	7.04	9.89	
15	Manila Folders, 2 Fasteners, Straight Cut Tab, Letter Size, 50/BX	Box	7.24	29.25	
16	Hanging File Folders, Letter Size, 1/5-Cut Tab, Standard Color, 25/Box	Box	3.84	7.89	
17	Hanging File Folders, Letter Size, 1/5-Cut Tab, Assorted Colors, 25/Box	Box	4.84	8.89	
18	Hanging File Folders, Legal Size, 1/5-Cut Tab, Standard Color, 25/Box	Box	4.59	9.89	
19	Spiral Notebook, Wide/Margin Rule, 8" x 10 1/2", 70 Sheets, Assorted Colors	Each	0.99	0.97	
20	Steno Pads, Gregg Rule, 6" x 9", 80 Sheets, Center Line, Assorted Colors	Each	0.59	0.49	
21	Steno Pads, Gregg Rule, 6" x 9", 80 Sheets, Center Line, Assorted Colors, 6/PK	Pack	2.94	7.96	
22	Perforated Edge Writing Pad, 50 Sheets, Letter Size, Legal Ruled, Pack of Dozen	Dozen	7.40	12.99	

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
23	Perforated Edge Writing Pad, 50 Sheets, 5" x 8", Jr. Legal Ruled, Pack of Dozen	Dozen

WB Mason**Hummel's****Notes**

\$ 3.96

\$ 9.99

Labels & Envelopes

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
24	File Folder Labels, Permanent Adhesive, 1/3 Cut, 252/PK	Pack
25	Address Labels, Permanent Adhesive, 1 1/8" x 3 1/2", 260/BX	Box
26	Address Labels, Permanent Adhesive, 1" x 2 13/16", 3300/BX	Box
27	Waterproof Labels, Permanent Adhesive, 2" x 4", 500 Labels/PK	Pack
28	Envelopes, #10, 9 1/2" x 4 1/8", White, Security Tinted, 500/BX	Box
29	Envelopes, #10, 9 1/2" x 4 1/8", White, Non-Security Tinted, 500/BX	Box
30	Envelopes, #10, 9 1/2" x 4 1/8", White, Address Window, Security Tinted, 500/BX	Box
31	Envelopes, #10, 9 1/2" x 4 1/8", White, Address Window, Non-Security Tinted, 500/BX	Box
32	Envelope Moistener w/ Adhesive, 50ml, Clear, 4/PK	Pack

1.74

1.99

7.29

9.89

17.35

11.89

26.69

30.69

9.25

30.45

8.75

19.29

10.75

44.95

9.75

32.99

1.96

1.99

Office Supplies

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
33	Mini Binder Clips, Steel Wire, 1/4" Capacity, 1/2" Width, Black/Silver, 36/PK	Pack
34	Small Binder Clips, Steel Wire, 3/8" Capacity, 3/4" Width, Black/Silver, 36/PK	Pack
35	Medium Binder Clips, Steel Wire, 5/8" Capacity, 1 1/4" Width, Black/Silver, 24/PK	Pack
36	Large Binder Clips, Steel Wire, 1" Capacity, 2" Width, Black/Silver, 12/PK	Pack
37	Paper Clips (No. 1), 1 3/8" Length, Silver, 100/BX	Box
38	Jumbo Paper Clips, 1 3/4" Length, Silver, 100/BX	Box
39	Commercial Full Strip Desk Stapler, 20-Sheet Capacity, Black	Each
40	Mini Stapler, 12-Sheet Capacity, Black	Each
41	Chisel Point Standard Staples, 210/Strip, 1/4" Leg, 1/2" Crown, 30 Sheet Capacity, Silver, 5000/BX	Box
42	Chisel Point Standard Staples, 210/Strip, 1/4" Leg, 1/2" Crown, 20 Sheet Capacity, Silver, 5000/BX	Box
43	No. 11 Mini Staples, Flat Clinch, 1/4" Leg, 3/8" Crown, 1000/BX	Box
44	Jaw Style Staple Remover, Black	Each

WB Mason**Hummel's****Notes**

\$ 0.48	\$ 0.25	Hummel's item is sold by the dozen; \$.75 for 36
0.48	0.25	Hummel's item is sold by the dozen; \$.75 for 36
0.64	0.49	Hummel's item is sold by the dozen; \$.98 for 24
0.96	2.49	
0.19	0.25	
0.39	0.78	
2.19	2.59	
2.62	3.39	
0.68	0.25	
0.68	0.25	
0.78	0.98	
0.37	0.25	

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>	WB Mason	Hummel's	Notes
45	Clipboard, Heavy Duty, 1/2" Capacity, 8 1/2" x 11"	Each	\$ 0.89	\$ 0.75	
46	Scissors, Stainless Steel, Straight, 8"	Each	1.23	0.75	
47	Ballpoint Pens, 1mm, Medium, Blue/Blue/Red Ink, 60/BX	Box	4.45	4.49	
48	Retractable Ballpoint Pens, 1mm, Medium, Black/Blue/Red Ink, Pack of Dozen	Dozen	1.94	3.98	
49	Retractable Fine Point Pens, .7mm, Black/Blue/Red ink, Pack of Dozen	Dozen	5.88	4.98	
50	Pre-Sharpened Woodcase Pencils, HB (#2), Yellow Barrel, Pack of Dozen	Dozen	2.14	1.25	
51	Point Stick Permanent Pens, Black Ink, Fine Point, Pack of Dozen	Dozen	0.94	3.89	
52	Permanent Markers, Black Ink, Fine Point, Pack of Dozen	Dozen	1.92	3.89	
53	Highlighters, Chisel Tip, Fluorescent Yellow Ink, Pack of Dozen	Dozen	1.92	4.98	
54	Highlighters, Chisel Tip, Assorted Colors, 5/PK	Pack	1.67	2.98	Hummel's item is sold 6/pk
55	Wite-Out Correction Tape, Non-Refillable, 1/6" x 472", 10/BX	Box	9.60	4.98	
56	Wite-Out Correction Tape, Non-Refillable, 1/6" x 472"	Each	1.21	0.75	
57	Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Each	0.48	0.49	
58	Invisible Tape, 3/4" x 1296", 1" Core, 12/PK	Pack	9.96	0.75	Hummel's item is sold by the roll; \$9.00 for 12

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
59	Invisible Tape, 3/4" x 1296", 1" Core, 6/PK	Pack
60	Self-Stick Notes, 1 1/2" x 2", Yellow, 100 Sheets, 12/PK	Pack
61	Self-Stick Notes, 3" x 3", Yellow, 100 Sheets, 12/PK	Pack
62	USB Flash Drive, 128GB	Each

WB Mason**Hummel's****Notes**

\$ 6.44

\$ 0.75

Hummel's item is sold by the roll;
\$4.50 for 6

1.03

1.79

2.53

3.29

14.99

18.25

Paper & Toner

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
63	Multipurpose Copy Paper, 98 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
64	Premium Copy Paper, 98 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
65	Multipurpose Copy Paper, 96 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
66	Premium Copy Paper, 96 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
67	Multipurpose Copy Paper, 92 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
68	Premium Copy Paper, 92 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
69	1/2" Green Bar Paper, 20LB, 14 7/8" x 11", 2400 Sheets/Case	Case

42.90

42.95

42.90

42.95

42.90

42.95

42.90

42.95

42.90

39.99

42.90

39.99

44.90

79.99

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
70	HP 78A (CE278A) Toner Cartridge, Black	Each
71	HP 90A (CE390A) Toner Cartridge, Black	Each

WB Mason**Hummel's****Notes**

\$ 57.17 \$ 63.99

125.50 139.99

Personal Protective Equipment

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
72	Disinfecting Wipes, Bleach Free Cleaning Wipes, Lemon Scent, 35 Count	Each
73	Disinfecting Wipes, Bleach Free Cleaning Wipes, Lemon Scent, 75 Count	Each
74	Disinfecting Wipes Flatpack, Bleach Free Cleaning Wipes, Lemon Scent, 80 Count	Each
75	Disinfecting Wipes, Bleach Free Cleaning Wipes, 100 Count	Each
76	Disinfecting Wipes, Bleach Free Cleaning Wipes, 140 Count	Each
77	Nitrile Exam Gloves, Powder-Free & Latex-Free, Medium, 100/BX	Box
78	Nitrile Exam Gloves, Powder-Free & Latex-Free, Large, 100/BX	Box
79	Nitrile Exam Gloves, Powder-Free & Latex-Free, X-Large, 100/BX	Box
80	Vinyl Exam Gloves, Powder-Free & Latex-Free, Medium, 100/BX	Box

3.93

4.59

5.18

7.49

5.43

3.98

3.48

2.99

WB Mason price is per PK/80;
Hummel's price is per PK/70

3.58

3.99

Hummel's item has 220/canister

4.25

10.98

4.25

10.98

4.25

10.98

2.82

3.98

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
81	Vinyl Exam Gloves, Powder-Free & Latex-Free, Large, 100/BX	Box
82	Vinyl Exam Gloves, Powder-Free & Latex-Free, X-Large, 100/BX	Box
83	Disposable Face Masks, 3-Ply, 50/BX	Box
84	Transparent Face Shield, Full Size	Each

WB Mason**Hummel's****Notes**

\$ 2.82

\$ 3.98

2.82

3.98

3.69

3.95

0.96

1.39

% per bid specs**WB Mason****Hummel's**

Discount from list price for catalog of products not included above:

61%**55%**

Cortland County - Paper & Office Supplies Bid 2023 Cost Estimate Analysis

Appointment Books & Calendars

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
1	Appointment Book, Weekly, Jan-Dec, 8 1/4" x 10 7/8", Assorted Colors	Each
2	Appointment Book, Monthly, 24-Month, 8 1/2" x 11", Assorted Colors	Each
3	Calendar, Desk Pad, Jan-Dec, 22" x 17"	Each

2022 usage (in units)

Projected 2023 cost estimates

WB Mason

Hummel's

34

\$

411

\$

302

33

313

194

129

508

347

Binders, Folders & Notebooks

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
4	Binder Covers w/Storage Hooks, 6" Capacity, 11" x 14 7/8", Assorted Colors	Each
5	Hanging Storage Binder, 1" Round Rings, 175-Sheet Capacity, Assorted Colors	Each
6	Binder, 1/2" Round Rings, 100-Sheet Capacity, Assorted Colors	Each
7	Binder, 1" Round Rings, 175-Sheet Capacity, Assorted Colors	Each
8	Binder, 2" Round Rings, 375-Sheet Capacity, Assorted Colors	Each

4

12

19

0

-

-

0

-

-

93

127

88

0

-

-

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
9	Durable View Binder, 2" Slant Rings, 500 Sheet Capacity, Assorted Colors	Each
10	Big Tab Insertable Dividers, Buff Paper, 8-Tab Set, Multicolor	Set
11	Presentation Folders, Heavy Duty, 3 Hole Punch, 2 Pocket, Assorted Colors, 6/PK	Pack
12	Manila Folders, 1/3 Cut Assorted, One-Ply Top Tab, Letter Size, 100/BX	Box
13	Manila Folders, 1/3 Cut Assorted, Top Tab, Legal Size, 100/BX	Box
14	File Folders, 1/3 Cut Top Tab, Letter Size, Assorted Colors, 100/BX	Box
15	Manila Folders, 2 Fasteners, Straight Cut Tab, Letter Size, 50/BX	Box
16	Hanging File Folders, Letter Size, 1/5-Cut Tab, Standard Color, 25/Box	Box
17	Hanging File Folders, Letter Size, 1/5-Cut Tab, Assorted Colors, 25/Box	Box
18	Hanging File Folders, Legal Size, 1/5-Cut Tab, Standard Color, 25/Box	Box
19	Spiral Notebook, Wide/Margin Rule, 8" x 10 1/2", 70 Sheets, Assorted Colors	Each
20	Steno Pads, Gregg Rule, 6" x 9", 80 Sheets, Center Line, Assorted Colors	Each
21	Steno Pads, Gregg Rule, 6" x 9", 80 Sheets, Center Line, Assorted Colors, 6/PK	Pack
22	Perforated Edge Writing Pad, 50 Sheets, Letter Size, Legal Ruled, Pack of Dozen	Dozen

	WB Mason	Hummel's
94	\$ 204	\$ 215
109	89	107
60	356	317
13	75	130
11	74	132
0	-	-
0	-	-
6	23	47
0	-	-
3	14	30
29	29	28
5	3	2
5	15	40
41	303	533

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
23	Perforated Edge Writing Pad, 50 Sheets, 5" x 8", Jr. Legal Ruled, Pack of Dozen	Dozen

	WB Mason	Hummel's
12	\$ 48	\$ 120

Labels & Envelopes

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
24	File Folder Labels, Permanent Adhesive, 1/3 Cut, 252/PK	Pack
25	Address Labels, Permanent Adhesive, 1 1/8" x 3 1/2", 260/BX	Box
26	Address Labels, Permanent Adhesive, 1" x 2 13/16", 3300/BX	Box
27	Waterproof Labels, Permanent Adhesive, 2" x 4", 500 Labels/PK	Pack
28	Envelopes, #10, 9 1/2" x 4 1/8", White, Security Tinted, 500/BX	Box
29	Envelopes, #10, 9 1/2" x 4 1/8", White, Non-Security Tinted, 500/BX	Box
30	Envelopes, #10, 9 1/2" x 4 1/8", White, Address Window, Security Tinted, 500/BX	Box
31	Envelopes, #10, 9 1/2" x 4 1/8", White, Address Window, Non-Security Tinted, 500/BX	Box
32	Envelope Moistener w/ Adhesive, 50ml, Clear, 4/PK	Pack

20	35	40
22	160	218
10	174	119
20	534	614
4	37	122
13	114	251
4	43	180
0	-	-
17	33	34

Office Supplies

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
33	Mini Binder Clips, Steel Wire, 1/4" Capacity, 1/2" Width, Black/Silver, 36/PK	Pack
34	Small Binder Clips, Steel Wire, 3/8" Capacity, 3/4" Width, Black/Silver, 36/PK	Pack
35	Medium Binder Clips, Steel Wire, 5/8" Capacity, 1 1/4" Width, Black/Silver, 24/PK	Pack
36	Large Binder Clips, Steel Wire, 1" Capacity, 2" Width, Black/Silver, 12/PK	Pack
37	Paper Clips (No. 1), 1 3/8" Length, Silver, 100/BX	Box
38	Jumbo Paper Clips, 1 3/4" Length, Silver, 100/BX	Box
39	Commercial Full Strip Desk Stapler, 20-Sheet Capacity, Black	Each
40	Mini Stapler, 12-Sheet Capacity, Black	Each
41	Chisel Point Standard Staples, 210/Strip, 1/4" Leg, 1/2" Crown, 30 Sheet Capacity, Silver, 5000/BX	Box
42	Chisel Point Standard Staples, 210/Strip, 1/4" Leg, 1/2" Crown, 20 Sheet Capacity, Silver, 5000/BX	Box
43	No. 11 Mini Staples, Flat Clinch, 1/4" Leg, 3/8" Crown, 1000/BX	Box
44	Jaw Style Staple Remover, Black	Each

	WB Mason	Hummel's
0	\$ -	\$ -
0	-	-
3	2	3
6	6	15
26	5	7
10	4	8
9	20	23
60	157	203
53	36	13
Included in above		
0	-	-
46	17	12

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
45	Clipboard, Heavy Duty, 1/2" Capacity, 8 1/2" x 11"	Each
46	Scissors, Stainless Steel, Straight, 8"	Each
47	Ballpoint Pens, 1mm, Medium, Blue/Blue/Red Ink, 60/BX	Box
48	Retractable Ballpoint Pens, 1mm, Medium, Black/Blue/Red Ink, Pack of Dozen	Dozen
49	Retractable Fine Point Pens, .7mm, Black/Blue/Red ink, Pack of Dozen	Dozen
50	Pre-Sharpened Woodcase Pencils, HB (#2), Yellow Barrel, Pack of Dozen	Dozen
51	Point Stick Permanent Pens, Black Ink, Fine Point, Pack of Dozen	Dozen
52	Permanent Markers, Black Ink, Fine Point, Pack of Dozen	Dozen
53	Highlighters, Chisel Tip, Fluorescent Yellow Ink, Pack of Dozen	Dozen
54	Highlighters, Chisel Tip, Assorted Colors, 5/PK	Pack
55	Wite-Out Correction Tape, Non-Refillable, 1/6" x 472", 10/BX	Box
56	Wite-Out Correction Tape, Non-Refillable, 1/6" x 472"	Each
57	Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Each
58	Invisible Tape, 3/4" x 1296", 1" Core, 12/PK	Pack

	WB Mason	Hummel's
25	\$ 22	\$ 19
32	39	24
12	53	54
9	17	36
10	59	50
10	21	13
Included in below		
3	6	12
6	12	30
1	2	3
31	298	154
56	68	42
13	6	6
18	179	162

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
59	Invisible Tape, 3/4" x 1296", 1" Core, 6/PK	Pack
60	Self-Stick Notes, 1 1/2" x 2", Yellow, 100 Sheets, 12/PK	Pack
61	Self-Stick Notes, 3" x 3", Yellow, 100 Sheets, 12/PK	Pack
62	USB Flash Drive, 128GB	Each

Paper & Toner

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
63	Multipurpose Copy Paper, 98 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
64	Premium Copy Paper, 98 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
65	Multipurpose Copy Paper, 96 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
66	Premium Copy Paper, 96 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
67	Multipurpose Copy Paper, 92 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
68	Premium Copy Paper, 92 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
69	1/2" Green Bar Paper, 20LB, 14 7/8" x 11", 2400 Sheets/Case	Case

	WB Mason	Hummel's
0	\$ -	\$ -
9	9	16
57	144	188
0	-	-
18	772	773
Included in above		
47	2,016	2,019
Included in above		
313	13,428	12,517
Included in above		
23	1,033	1,840

<u>Item</u> <u>#</u>	<u>Description</u>	<u>Unit</u> <u>Size</u>
70	HP 78A (CE278A) Toner Cartridge, Black	Each
71	HP 90A (CE390A) Toner Cartridge, Black	Each

WB Mason	Hummel's
\$ 1,715	\$ 1,920
5,648	6,300

Total projected annual cost for listed items

\$ 29,527	\$ 30,687
WB Mason	Hummel's

A. Joseph Scott, III
 Partner
 Phone: 518.465.2333
 ascott@hodgsonruss.com

January 27, 2023

County of Cortland
 60 Central Avenue, Suite 312
 Cortland, New York 13045
 Attention: Victoria J. Monty, County Attorney

Re: Cortland County, New York – Advice respecting
 Payment in Lieu of Tax Agreements relating to Solar Projects

Dear Ms. Monty:

We are very pleased that Cortland County, New York (the “County”) has requested us (the “Firm”) to perform certain legal services for the County. The scope of the work you have asked us to undertake is briefly described on Exhibit A attached to this letter. A description of our policy with respect to certain administrative matters, including attorney representation conflicts and client communications is attached as Exhibit B to this letter.

Scope of the Engagement. We have agreed that at present our engagement is limited to representing the County in matters identified in Exhibit A (the “Services”) and the preparation of documents relating to the Services.

We will keep you informed of the progress of the matter, and we will be available to respond to your questions.

To enable us to represent you effectively, you agree to cooperate fully with us and to provide promptly all information we believe to be relevant to our representation.

The Client. As we discussed, our firm only represents the County in this matter.

Fees and Expenses. Our fees will be based primarily on the billing rate for each attorney and legal assistant devoting time to this matter. Our billing rates for attorneys currently range from \$235 per hour for new associates to \$885 per hour for senior partners. Time devoted by legal assistants is charged at billing rates ranging from \$155 to \$500 per hour. These billing rates are subject to change from time to time. Other factors may be taken into consideration in determining our fees including the responsibility assumed, the novelty and difficulty of the legal problem involved, particular experience or knowledge provided, time limitations imposed by the client or the matter, the benefit resulting to the client, and any unforeseen circumstances arising in the course of our representation.

We will include on our statements separate charges for performing services such as photocopying, messenger and delivery service, computerized research, long-distance telephone and telecopy, word processing, and search and filing fees. Please note that, as discussed, we will not include separate charges

for travel time. Fees and expenses of others (such as consultants, appraisers, and local counsel) generally will not be paid by us, but will be billed directly to you.

If you request us to do so, we will provide to you with each bill the detailed information maintained in our accounting database concerning time expended by each attorney and legal assistant in connection with the work covered by the bill as well as each charge item by the firm.

Statements normally will be rendered monthly for work performed and expenses recorded on our books during the previous month. Payment is due promptly upon receipt of our statement. If any statement remains unpaid, we may suspend performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees and expenses. If payment is overdue by more than 45 days, we will impose a late payment fee calculated at the rate of 1 ½ % per month on the outstanding amount, unless some other arrangement has been made.

As we have discussed, the fees and costs relating to this matter are not predictable. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter. It is also expressly understood that payment of the firm's fees and costs is in no way contingent on the ultimate outcome of the matter.

You agree to pay our statements for fees and expenses as provided above. In the unlikely event that a dispute arises between us relating to our fees, you may have the right to arbitration of that dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

Privacy Policy. During the course of this engagement, the firm may collect certain personal information relating to the services contemplated by this letter. When we do so, we require that clients provide the minimum amount of personal information necessary for us to perform our legal services. The collection of any such personal information will be governed by, and such personal information will be processed in accordance with, the firm's Privacy Policy, as well as any applicable privacy laws and codes of professional conduct. You can obtain a copy of the firm's Privacy Policy on our website at www.hodgsonruss.com or by requesting one from us.

Conflicts. Please be advised that the Firm is being engaged to represent Cortland County and is not being engaged to represent your members, officers or employees individually. With respect to any particular matter, the members, officers or employees may have interests that are adverse to the County and/or to each other. Accordingly, your members, officers or employees should feel free to seek independent legal counsel when those circumstances shall arise, it being agreed and understood that the Firm will have no obligation to advise your members, officers or employees of such adverse interests.

Additionally, because of the proliferation of municipal corporations creating related entities (such as local development corporations), and the problems this creates for lawyers in identifying potential conflicts of interest, we like to advise our municipal clients that this firm will not regard a related entity of a municipal client (i.e., local development corporation or other entity under common control) as a client of the Firm for any purpose unless an attorney-client relationship has been established by an express written understanding with the Firm. Similarly, the Firm will not regard a representation that is adverse to an affiliate of a municipal client as adverse to the client. Accordingly, if there is a family member of the County that you wish Hodgson Russ to regard as a client for conflict purposes, please let me know right away. If no such express written understanding is established with the firm regarding an affiliate, you agree that: (i) the County expressly waives any potential conflicts caused by the Firm's representation of other

clients in unrelated matters adverse to your affiliates; and (ii) the Firm during the course of its representation of you in this matter, will not be given any confidential information regarding any of the County's affiliates.

Further please be aware that the firm represents many other companies and individuals. It is possible that during the time that we are representing you, some of our present or future clients will have matters which may be adverse to you. You agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage. You should know that, in similar engagement letters with many of our other clients, we have asked for similar agreements to preserve our ability to represent you.

The Term of Engagement. Generally, our representation of you on this specific matter will be over when we send you our final statement for services. However, if at any point you wish to change lawyers, or simply terminate our engagement, you may do so. If it becomes necessary for us to stop representing you, we will take all reasonable steps to protect your interest in the above matter and, if you so request, we will suggest to you possible successor counsel and provide it with whatever papers you have provided to us.

Conclusion of Representation: Retention and Disposition of Documents. Once our representation of you concludes, we will, of course, keep confidential all otherwise nonpublic information you have supplied to us and which is retained by us. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and costs. Our own files pertaining to the matter will be retained by the firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records. They may or may not include our work product, such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers. All such documents retained by the firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement.

Post-Engagement Matters. You are engaging the firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact on your future rights and liabilities. While we will be very happy to respond to any inquiries you may have, after completion of the matter we have no obligation to keep you apprised of future developments unless you ask us to do so.

Governing Law. This engagement letter, and all matters arising in connection with it, shall be governed by the law of the State of New York without regard to conflict of law principles.

If you understand and agree to the foregoing terms of retaining this firm, please sign the enclosed copy of this letter in the space below and return it to me with the retainer so that we may begin work. We want to thank you once again for choosing us as your lawyers and we look forward to a mutually beneficial relationship.

Victoria J. Monty, County Attorney
January 27, 2023
Page 4



Once again, we are pleased to have this opportunity to work with you. Please call me if you have any questions or comments during the course of our representation.

Very truly yours,

A handwritten signature in black ink, appearing to read "A. Joseph Scott, III".

A. Joseph Scott, III

Enc.

Agreed and accepted:

CORTLAND COUNTY, NEW YORK

By: _____
Title: _____
Date: _____

Attachment: AJS SIGNED ENGAGEMENT LETTER - CORTLAND COUNTY (11321 : Amend 2023 Budget/Authorize Agreement for Outside

EXHIBIT A
DESCRIPTION OF LEGAL SERVICES

Advice respecting Payment in Lieu of Tax Agreements (“PILOT Agreements”) relating to Solar Projects in Cortland County, and related matters.

Attachment: AJS SIGNED ENGAGEMENT LETTER - CORTLAND COUNTY (11321 : Amend 2023 Budget/Authorize Agreement for Outside

EXHIBIT B

FIRM POLICY WITH RESPECT TO
VARIOUS ADMINISTRATIVE MATTERSGeneral

For your information, Part 1215 of the Joint Rules of the Appellate Division requires that a letter of engagement be sent to any person or entity that is responsible for the payment of attorney's fees. Further, in the unlikely event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

Attorney Representation Conflicts and Waivers

In performing our services to the County, we represent only the County. We are not being engaged to represent your members, officers or employees individually. We assume that other parties to a transaction involving the County will retain such counsel as they deem necessary and appropriate to represent their interest in the transaction. As we have discussed, you are aware that we represent many other clients in numerous and diverse matters. It is possible that, during the time that we are representing the County, some of our past, present or future clients will have transactions with the County (i.e., as transactional conflict). The County agrees that we may continue to represent, or may undertake in the future to represent, existing or new clients in any matter that is not substantially related to our work with the County (even if the interests of such clients in those other matters is directly adverse to the interests of the County); however, we agree that your prospective consent to conflicting representation shall not apply in any instance where, as a result of our representation of the County, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage. Further, any consent herein would not extend to acting adverse to the other client in a negotiation or a dispute situation.

In certain circumstances, a past or present client of our Firm may ask us to represent that client directly in a transaction involving the County. In such situation, if the County obtains separate counsel to represent the County and if the County consents to our representation of such client in such transaction, we may represent such client in such transaction, even if the interests of such client in such transaction is directly adverse to the interests of the County; however, we agree that your prospective consent to such conflicting representation shall not apply in any instance where, as a result of our representation of the Agency, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in such transaction by such client to your material disadvantage.

Acceptance of this proposal further constitutes authorization by the County to permit the Chairman of the County Legislature (the "Legislature") or such other authorized officer of the County to execute any writing required by our conflicts partner to resolve any such "potential" conflicts of interest that may arise in the future.

Client Communications

As noted above, in performing our services as special counsel to the County, our client is the County, and we represent its interests in connection with the particular matter. While the County takes formal action by resolution of the Legislature, the County Attorney or other County staff typically has the day-to-day responsibility for the operations of the County and the undertaking of tasks and projects. Further, since the members of the Legislature are elected officials, we anticipate that the majority of our conversations and discussions will be with the County Attorney and other officers and employees of the County.

Accordingly, when we need to communicate information to the County, you agree that communicating the same to the County Attorney and any other official of the County shall be treated as if we had communicated such information to the full Legislature of the County. Further, if in our reasonable judgment we believe it necessary to communicate directly with the full Legislature of the County, we will be permitted to do so.



Personnel Change Justification Form

New Position Request: Age Well Center Manager

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Purpose and Background: +

The creation of this position meets the Aging Agency's plan to open the Age Well Center for purpose of advocating, planning, developing systems of program and services on behalf of all older adults in Cortland County. The center requires a full time position (Aging Well Center Manager) who will oversee the operation of congregate meals and service and in addition develops educational programming, events, classes, workshops and Age Well Center reporting. This proposal is to create the full time position to increase days of operation. This position must adhere to Health Department regulations, prepare news releases and publicity activities promoting older adults services and programs towards community engagement.

This position will supervise part time worker and agency volunteers. Further, the position will serve as liaison between the Center and the Area Agency on Aging. In addition, this staff person will provide updates on Center activities/events/programming/meal counts. This person may assist with transport of food to the congregate site. The staff member will conduct safety drills, attend in-service training sessions and purchase required supplies from various vendors. The staff person must be able to communicate effectively and present positive and friendly engagement with groups and individuals. The Age Well Center is a state of the art facility offering many future opportunities towards increased and enhanced relationships within the community. Older adults seeking safe and interesting activities as well as continued personal growth will find the Center as the new hub of interest under the management of the Age Well Center Manager.

Fiscal Impact:

☒ County Funded 100% % ☐ Grant Funded _____ % Grant Exp. Date _____
 Current Grade/Salary of Position: Grade _____ Salary Range \$ _____
 Requested Grade/Salary of Position: Grade 10 Salary Range \$ 18.8329-23.8377
 Annual Increase: \$ _____ County Share: \$ 34,276 # of Positions Affected: _____

Goals:

Goals for this position are to meet the Area Agency on Aging mission while addressing the monumental need for continued programming and services for the largest segment of the New York State and

Cortland County population. "New York has the fourth largest population of older adults in the nation: 4.6 million New Yorkers are 60 years of age or older, and 4.2 million are between the ages of 45 and 59." By 2025, the population of individuals age 60 and over is projected to account for 25% of all people in 33 counties and 30% of all people in 18 counties. (<https://aging.ny.gov/news/nysofa-annual-report-details-services-older-new-yorkers-aging-population-trends-statistics>).

Operational Impact:

The operational impact of provision of this position allow the Cortland County Area Agency on Aging to maintain identity as the leader in older adult services and information in Cortland County. The operation of the Age Well Center allows for increased information and connections to older adults and their families in the Cortland County demographic. Subsequently, it is expected that service provision within all departments of the Aging agency will expand and increase comparatively.

Requested By: Pearl Reed-Klein PhD 2/27/23
Signature of Requesting Department Head Date

Personnel Officer Approval Lanni Zama 2/27/23
Signature of Personnel Officer Date

County Administrator Budget Impact Statement:

No Budget Impact. Services were budgeted as a contract and
the services will now be provided in houses

County Administrator Approval [Signature] 3/2/2023
Signature of County Administrator Date

Statutory Committee Approval _____
Signature of Committee Chair after Committee Vote Date



Personnel Change Justification Form

New Position Request: FOOD SERVICE HELPER

Requested Change: ☐ Abolish/Create ☒ Reallocation ☐ Abolish ☒ Create

Purpose and Background:

The creation of this position meets the Aging Agency's plan to open the Age Well Center for purpose of advocating, planning, developing systems of program and services on behalf of all older adults in Cortland County. The center requires a part time position without benefits (Food Service Helper) who will be responsible for assisting in the preparation and service of food and in the cleaning of kitchens and kitchen equipment and in addition, assist in setting up and tearing down of center events and activities during the 15 hours per week of position hours.

This position works under the supervision of the Age Well Center Manager and will fill in for the lunch break of the manager and will perform duties as needed to ensure successful center flow. In addition, the position will fill in due to the absence of the Age Well Center Manager to provide continued Center coverage.

The Food Service Helper will perform typical duties in cleaning, transporting of food containers to and from kitchen and vehicles, washing dishes, mopping floors, sanitizing food and public areas. The staff person must be able to communicate effectively and present positive and friendly engagement with groups and individuals.

The Food Service Helper must have working knowledge of the proper methods of service food and food safety, common methods of cleaning kitchens and kitchen appliances. Further, the employee must be able to follow oral and written directions and must be able to work cohesively with the public and the team of other Age Well Center staff.

The Age Well Center is a state of the art facility offering many future opportunities towards increased and enhanced relationships within the community. Older adults seeking safe and interesting activities as well as continued personal growth will find the Center as the new hub of interest under the management of the Age Well Center Manager and Food Service Helper staff.

Fiscal Impact:

☒ County Funded 100% % ☐ Grant Funded _____ % Grant Exp. Date _____
 Current Grade/Salary of Position: Grade _____ Salary Range \$ _____
 Requested Grade/Salary of Position: Grade 3 Salary Range \$ 15.0557-19.0567

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

Goals for this position are to meet the Area Agency on Aging mission while addressing the monumental need for continued programming and services for the largest segment of the New York State and Cortland County population. "New York has the fourth largest population of older adults in the nation: 4.6 million New Yorkers are 60 years of age or older, and 4.2 million are between the ages of 45 and 59." By 2025, the population of individuals age 60 and over is projected to account for 25% of all people in 33 counties and 30% of all people in 18 counties. (<https://aging.ny.gov/news/nysofa-annual-report-details-services-older-new-yorkers-aging-population-trends-statistics>).

Operational Impact:

The operational impact of provision of this position allow the Cortland County Area Agency on Aging to maintain identity as the leader in older adult services and information in Cortland County. The operation of the Age Well Center allows for increased information and connections to older adults and their families in the Cortland County demographic. Subsequently, it is expected that service provision within all departments of the Aging agency will expand and increase comparatively. The role of the Food Service Helper is instrumental in overall Center productivity.

Requested By: _____ Pearl Reed-Klein PhD _____ 2/27/23 _____
Signature of Requesting Department Head Date

Personnel Officer Approval _____ *Sammi Zeman* _____ 2/27/23 _____
Signature of Personnel Officer Date

County Administrator Budget Impact Statement:

No Budget Impact.

County Administrator Approval _____ *[Signature]* _____ 3/2/2023 _____
Signature of County Administrator Date

Statutory Committee Approval _____ _____ _____
Signature of Committee Chair after Committee Vote Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Purpose and Background:

see attachment

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade 9 Salary Range \$ 18,2559 - 23,1072/HOUR

Annual Increase: \$ See Below County Share: \$ 100% # of Positions Affected: 1

Goals:

see attachment

Operational Impact:

see attachment

Requested By:

Patrick H. O'Connell
Signature of Requesting Department Head

February 22, 2023
Date

Personnel Officer Approval

Zamir Seman
Signature of Personnel Officer

2-22-2023
Date

County Administrator Budget Impact Statement:

\$33,226 - 42,055 Full Time + Benefits = \$59,584 - \$70,501
- 16,613 - 21,028 Part Time + Ret + FICA - No benefits \$20,542 - 26,001
Position was proposed parttime @ JPS in February

County Administrator Approval

Part time
John Cap...
Signature of County Administrator

3/2/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: DA justification Crime Victim Advocate (11345 : Create Part Time Crime Victim Advocate - District Attorney)

PURPOSE AND BACKGROUND:

In acting as the liaison between the Office of the District Attorney and crime victim and other witnesses the candidate will possess and a background of education and/or experience in Human Services and/or law enforcement or criminology

GOALS:

Will serve as direct liaison from the Office of the District Attorney to the crime victim and other witnesses to assist them toward government and non-profit resources for financial compensation and other types of assistance, thereby freeing the litigation staff to focus on prosecution of cases

OPERATIONAL IMPACT:

This position will allow the Office of the District Attorney to be pro-active and affirmatively coordinate with crime victims and witnesses in appearing for Grand Jury testimony presentations and also trial testimony preparation



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Purpose and Background:

The Kitchen in the jail has traditionally Staffed with 1 fulltime and 3 parttime Cooks. We have been functioning with 1 fulltime and 1 parttime cook, creating Scheduled Overtime in order to meet NYS Standards.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded 0 % Grant Exp. Date _____

Current Grade/Salary of Position: Step 1 Grade 2 Salary Range \$ 17,408.91 / \$ 27,158 Annual

Requested Grade/Salary of Position: Step 6 Grade 2 Salary Range \$ 21,180.71 / \$ 33,042 Annual

Annual Increase: \$ 5,885. County Share: \$ 5,885 # of Positions Affected: 1

Goals:

To reduce overtime - Scheduled overtime, while meeting the Standards set by New York State

Operational Impact:

Having a full time cook we will be able to transition the position into the Senior Cook upon his retirement. Hiring a full time position is more attractive in today's climate. Part time cooks are not available.

Requested By:

Signature of Requesting Department Head

02/28/2023

Date

Personnel Officer Approval

Signature of Personnel Officer

2/28/2023

Date

County Administrator Budget Impact Statement:

Increase of \$ 5,885 32 hours to 40 hours

County Administrator Approval

Signature of County Administrator

3/2/2023

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: Justification Jail Cook FT (11332 : Abolish Cook (32 Hrs) Create Cook (40 Hrs))

**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

Wendy Canfield
Executive Assistant
wcanfield@cortland-co.org

**County Administrators
Monthly Report for February 2023**

March 5, 2023

1. **Personnel**
 - a. Department Head annual evaluations.
 - b. Staffing is still an issue in most Departments with > 60 vacancies County wide
 - c. CSEA Negotiations underway.
2. **Administration Policies**
 - a. Reviewing current policy manuals and indexing
 - b. Reviewing for updating and obsolete policies
3. **Sales Tax**
 - a. The County is showing about a 13% increase in sales tax over 2022 for the same period.
4. **Chambers Remodel**
 - a. Chambers is done
 - b. HVAC – in engineering
 - c. Committee rooms are in the works
5. **Mental Health Building**
 - a. Bell and Spina will be handling architectural and engineering services.
 - b. Meetings have started with Bell and Spina, Mental Health Staff and B&G.
6. **Courthouse**
 - a. Work on roof has been completed.
 - b. Received \$2.4m for steps and other exterior renovations for Courthouse.
 - c. Steps specs are complete and RFP has been awarded.
 - d. Received \$2.7m for HVAC upgrade in Courthouse to start in 2024.
 - e. Looking to get other items priced to complete Courthouse renovations.
7. **Health Insurance Consultant RFP**
 - a. Currently working with Assured Partners to move over to Medicare Advantage Plan.
 - b. AP is preparing RFP for Prescription Drug vendor.
 - c. Personnel is working to alleviate issues with Wal-Mart mail order.
8. **Attended NYSAC Conference**



OFFICE OF COUNTY AUDITOR
CORTLAND COUNTY
60 CENTRAL AVENUE, CORTLAND, NY 13045
607-753-5020

Stephen M. Trobert, CPA
Manager of Audit & Financial Projects

February 2023 Quarterly Update

Summary of Reports Drafted for Discussion

- **Claims audit report for the period of July 1, 2022 – December 31, 2022** – For the six month period, reviewed approximately 3,600 checks totaling approximately \$24M and reviewed approximately ninety external wires totaling approximately \$11.1M. This population included all disbursements by the County Treasurer's office for the following significant funds: General, Capital, Road & Machinery, County Road, and Solid Waste / Recycling. During the period, nineteen disbursements totaling approximately \$28,800 were disallowed. Each disallowed disbursement was discussed with the respective department which provided corrective action(s) for the related process issue.

Additionally, my office noted that approximately 14% of disbursements during the six month period lacked a valid purchase order where required. Also, in terms of dollar value, approximately 9% of total disbursements lacked a valid PO where required. My office will continue to work with the County Administrator, Finance office, and respective departments to address material instances of non-compliance, issuing communications or meeting with departments as needed.

Also, presented below is a three-year comparative summary of claims denied by my office through the claims audit process:

	FY 2020	FY 2021	FY 2022
# of claims denied	16	19	32
Total \$ amount	\$76,800	\$61,200	\$56,800

Other Items

- Over the last few weeks, my office led another round of purchasing policy and protocols training for department heads and fiscal staff. During these sessions, the Director of Finance also provided details and training on the upcoming upgrade of the County's financial software.



**CORTLAND COUNTY
REAL PROPERTY TAX SERVICES**
60 CENTRAL AVENUE, ROOM 129
CORTLAND, NY 13045

Laura Fox
Director

Telephone: (607)753-5040
FAX: (607) 597-2064

February Activity Review:

- Processed 70 deeds for the month of January, including 9 property splits.
- Assisted 11 individuals and businesses with purchasing a subscription to Image Mate online.
- Assisted 1 individual with purchasing tax maps and surveys.
- Created 58 Sales Cards for local Realtors.
- Highest sale price paid for real property in the month of February was \$370,000 for 931 Walden Pond Lane, Cortlandville.
- Answered numerous phone calls relating to Real Property including an additional 132 regarding the Senior Exemption Letter.
- As of February 28th - 404 letters have been returned undeliverable.
- Completed 1,315 tax bills for the Village of Homer.
- Completed 3 new blocks due to splits throughout the county in February.

March 2023 Treasurer's Report

1. Trusts: (Funds Paid into Court)

Total Open Accounts: **1** in the process of being claimed & disbursed **if / when** court-ordered.

2. Open Estates:

I have been approved as Administrator of a **small** estate in which I collect and distribute estate assets to debtors. This is unique in that I, rather than an attorney, do the legal paperwork. I received the invoice from Cortland County Medicaid to satisfy the lien against the estate and sent a check with the remaining funds in the account. I am waiting for the receipt from Medicaid so I can close the estate.

I'm currently holding **7** open mortgage foreclosure estates, **5** of which I am the Administrator. Auctions for mortgaged properties are arranged by a court appointed "Referee" (attorney) independent of our office. Surplus funds as a result of sale are considered "funds paid into court", transferred to the County Clerk for recording, then deposited with the Treasurer (**Trusts above**) until claimed and disbursed **or** deemed abandoned and transferred to the NYS Comptroller.

3. Delinquent Tax Foreclosure Auction: In November a list of potential foreclosure parcels for years 2019, 2020, and 2021 was submitted to Phillips Lytle to conduct title searches, which requires ~ 90 days. The Petition of Foreclosure was filed with the County Clerk and notice mailed to property owners in February. Property owners will have 90 days to enter into a Delinquent Tax Agreement with the county to make partial payments. Property can be reclaimed up to 9 business days before the scheduled foreclosure auction by paying back taxes, fees, penalties, and accumulated interest in full.

4. Treasurer Office Budget (MUNIS)

February 2021 \$37,328,804 Actual

February 2022 \$38,027,499 Actual

February 2023 ~\$39,014,999 Estimated

John T. Banewicz
County Treasurer

Constitutional Tax Limit

		2015	2016	2017	2018	2019	2020	2021	2022	2023
Taxable Full Value		2,270,202,747	2,293,792,973	2,320,264,018	2,359,656,677	2,388,872,857	2,543,368,551	2,569,874,790	2,684,991,669	2,934,548,791
Tax Levy		33,553,108	33,945,100	34,291,088	34,741,472	35,436,302	36,456,704	37,003,555	37,728,555	38,500,000
Surplus Sales Tax		-	-	-	-	-	-	-	-	-
Sales Tax Credits to Reduce County Levy on Towns		955,147	896,046	-	801,000	801,000	700,000	700,000	670,000	725,000
Payments to Town to Reduce Levy		-	30,000	814,636	-	-	-	-	-	-
Other Credits		-	-	-	-	-	-	-	-	-
Total Credits		955,147	926,046	814,636	801,000	801,000	700,000	700,000	670,000	725,000
Net Tax Levy		32,597,961	33,019,054	33,476,452	33,940,472	34,635,302	35,756,704	36,303,555	37,058,555	37,775,000
Real Estate & Chargebacks from Schedule D		36,812	14,000	14,000	153,307	56,765	137,617	182,087	141,786	156,315
Total Tax Levy		32,634,773	33,033,054	33,490,452	34,093,779	34,692,067	35,894,321	36,485,642	37,200,341	37,931,315
5 Yr Total Full Valuation		11,095,110,981	11,198,093,917	11,317,505,466	11,443,588,567	11,632,789,272	11,905,955,076	12,182,036,893	12,546,764,544	13,121,656,658
			0.93%	1.07%	1.11%	1.65%	2.35%	2.32%	2.99%	4.58%
5 Yr Average Full Valuation		2,219,022,196	2,239,618,783	2,263,501,093	2,288,717,713	2,326,557,854	2,381,191,015	2,436,407,379	2,509,352,909	2,624,331,332
		1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Constitutional Tax Limit	B	38,832,888	39,193,329	39,611,269	40,052,560	40,714,762	41,670,843	42,637,129	43,913,676	45,925,798
Total Tax Levy		32,634,773	33,033,054	33,409,452	34,093,779	34,692,067	35,894,321	36,485,642	37,200,341	37,931,315
Total Exclusions	C-D	3,665,577	2,907,189	2,789,986	1,699,306	2,352,355	2,088,801	1,986,667	2,194,956	2,476,683
Tax Levy Subjects to Tax Limit	A	28,969,196	30,125,865	30,700,466	32,394,473	32,339,712	33,805,520	34,498,975	35,005,385	35,454,632
Percentage of Tax Limit Exhausted	A/B	74.60%	76.86%	77.50%	80.88%	79.43%	81.13%	80.91%	79.71%	77.20%
Constitutional Tax Margin	A-B	9,863,692	9,067,464	8,910,803	7,658,087	8,375,050	7,865,323	8,138,154	8,908,291	10,471,166

Attachment: 2015-2023 Tax Limit and Tax Cap Comparison (11310 : Finance Reports)

		2015	2016	2017	2018	2019	2020	2021	2022	2023
Landfill & Recycling		859,131	801,902	792,455	783,711	771,110	788,736	851,247	847,541	847,955
Roads, Bridges, Culverts....	C	1,698,798	1,557,084	1,633,570	1,795,706	2,126,359	2,126,201	2,037,067	2,044,986	2,043,573
Total Exclusions	C-D	3,665,577	2,907,189	2,789,986	1,699,306	2,352,355	2,088,801	1,986,667	2,194,956	2,476,683
Schedule A		102,279	-	293,076	935,448	1,405,768	1,374,525	1,475,796	1,708,009	1,356,628
Schedule B	D	-	332,500	317,000	317,000	195,000	195,000	195,000	195,000	195,000
Schedule C	C	1,209,927	880,703	974,037	220,600	420,996	157,600	144,600	344,970	628,110
Schedule D		36,812	14,000	14,000	153,307	56,765	137,617	182,087	141,786	156,315
Other Exclusions		-	-	-	-	-	-	-	-	-

County needs to watch for decreasing exclusions vs increased tax levy

Debt service will decrease \$281,255 in 2024

Increased revenue vs. costs to run landfill hurts calculation by reducing the exclusions.

Capital purchases which are not grant funded help the exclusion, as noted in years when the % is under 80%.

Tax Cap

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
PY Real Property Tax Levy	31,061,867	32,423,470	31,621,940	32,153,879	32,627,961	33,039,570	33,490,453	34,093,778	34,692,055	35,894,321	36,444,150	37,200,341
Tax Cap Reserve used in PY												
Total Tax Cap Reserve												
Tax Base Growth Factor	1.0167	1.0085	1.0105	1.0041	1.0042	1.0041	1.0030	1.0044	1.0050	1.0038	1.0027	1.0023
PILOTS Receivable PY	191,999	124,430	150,036	119,833	125,622	121,404	147,090	126,850	150,000	144,183	191,147	216,632
Tort Exclusion Amount Claimed PY												
Allowable Levy Growth Factor	1.02	1.02	1.0166	1.0156	1.0073	1.0068	1.0184	1.0200	1.0200	1.0156	1.0200	1.0200
PILOTS Receivable CY	124,430	150,036	102,715	126,515	121,404	147,090	126,850	150,000	144,183	191,147	216,632	230,225
Available Carryover from PY			499,949		156,593	126,341	11,650	149,816	365,814	43,136	147,070	198,467
Tax Levy Limit b/4 Adjustments	32,283,621.16	33,329,933.48	33,034,167	32,784,554	33,165,911	33,502,103	34,243,594	35,057,869	35,937,457	36,591,220	37,398,808	38,220,827
Costs Incurred from Transfer												
Savings Realized from Transfer												
Total Adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Tort Exclusions												
TRS Exclusion												
ERS Exclusion	139,849											
PFRS Exclusion												
Total Exclusions	139,849	-	-	-	-	-	-	-	-	-	-	-
CY Tax Levy Limit	32,423,470	33,329,933	33,034,167	32,784,554	33,165,911	33,502,103	34,243,594	35,057,869	35,937,457	36,591,220	37,398,808	38,220,827
CY Proposed Levy	32,423,470	32,474,041	32,164,838	32,727,639	33,019,953	33,476,452	34,093,778	34,635,302	35,937,457	36,444,150	37,200,341	37,949,151
Difference between Limit & Levy	0	855,892	869,329	56,915	145,958	25,651	149,816	422,567	(0)	147,070	198,467	271,676

Affected mainly by tax base growth factor and allowable levy growth factor
Changes in PILOTs receivable effect calculation minimally
Carryover is difference between limit and levy or 1.5% of limit, whichever is less

Cortland County Reserve Funds					UNAUDITED
				12/31/2021	12/31/2022
Reserve Title	Authorizing Resolution	Purpose	Funding	Balance	Balance
Airport Reserve	269-17	Offset the local match on airport projects	Airport net income	173,062.41	243,242.50
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	1,200,101.71	1,046,142.83
Correctional Facility Reserve / County Jail Project Reserve	313-15	Repair, construction, capital projects or other related expenses for the correctional facility	Approved additions per Legislature	1,313,464.42	2,282,518.13
Drug Task Force - DA	Nature of Funds	Drug busts/stings	Drug money	13,712.46	14,982.77
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	45,000.72	44,509.67
DOJ Equitable Sharing Program - DA	Nature of funds	DA expenditures	Federal forfeitures	4,568.70	5,169.45
Debt Reduction Reserve	226-18	Reduce debt	Funding for this reserve was ended with 294-20 as the County currently does not have any debt it can "pre-pay" or pay-off	77,737.21	79,026.37
Don Sharpe Fund	Nature of Funds	Mental Health expenditures	This was created by a one time donation from the Don Sharpe estate	149,748.58	143,592.30
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	43,376.07	60,624.91
Dwyer Park Memorial Repair Reserve	436-17; 206-18	Cost of repairs & labor to repair main pavilion; amended to include repairs to all facilities & structures in the park	Approved additions per Legislature	28,407.65	28,881.00
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	45,934.02	65,669.73
Emergency Response & Communications Radio Tower Reserve	194-16	Maintenance of radio towers	Rental revenue from rental of towers by NYS Police and CBP	18,649.67	29,837.59
Farmland Protection Reserve	124-07	Monitoring Farmland Protection grants	Stewardship monies from farmland protection grant	45,315.03	46,066.53
Handicap Parking Education Fund	Nature of Funds	Handicap parking education	Justice Court fines	546.60	555.59
Motor Vehicle Equipment Reserve	200-11; 37-14	Offset operating or capital expenses related to Section 5311 (transportation)	Sale of used buses purchased with Section 5311 funding	18,746.00	17,233.47
Occupancy Tax Reserve	Nature of Funds	Annual payment to Tourism Bureau and for tourism related expenditures	Occupancy tax, including the County's 10% share	973,199.72	1,436,784.03
Opioid Settlement Reserve	Nature of Funds	Combat opioid epidemic	Opioid settlements	-	287,756.35

Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	3,531,383.59	3,714,756.01
Sheriff Forfeitures	Nature of Funds	Sheriff expenditures	Forfeitures	41,042.99	41,042.99
Sheriff Inmate Phone	Nature of Funds	Jail expenditures	Inmate use of jail phones	125,316.46	155,765.23
Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	1,208.50	1,988.30
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	76,257.44	172,663.32
Weights & Measures Prover Reserve	51-16; 258-20	Replacement of prover, repairs & maintenance of prover or purchase of capital equipment for Weights & Measures	Annual Weights & Measures penalty interest and prover rental revenue	5,209.61	6,796.91
Road Machinery Capital Reserve	154-22	Highway equipment or highway related capital projects costing \$100,000 or more	Assigned fund balance over \$750,000	-	852,388.99
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	827,258.38	1,116,879.69
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	549,058.69	648,540.29
NOTE:					
Airport Reserve	Balance is pending approval by Legislature to add 2022 gain.				
Buildings and Grounds Reserve	Resolution 153-22 authorized up to \$100,000 for elevator maintenance and repairs. This contract has not yet been completed and \$17,550 of \$100,000 has been removed from reserve at 12/31/22.				
DWI Reserve	Balance is pending receipt of Justice Court funds for 4th quarter 2022.				
Occupancy Tax Reserve	\$551,934.57 due to CVB in 2023, \$741,171.06 due to CVB in 2024 plus \$143,678.40 for County admin in 2023 and 2024.				

Resolution No. 16-23 designates authority to the Manager of Audit & Financial Projects to review and approve applications for corrected real property tax roll up to \$2,500. The following is a list of applications recommended for correction / denial by the Real Property Tax Services office and reviewed by the Manager of Audit & Financial Projects during the month of February 2023:

Approved applications for corrected tax roll - February 2023

<u>Tax Map #</u>	<u>Municipality Location</u>	<u>Tax Year</u>	<u>Taxes Levied By</u>	<u>Taxes Currently Billed / Paid</u>	<u>Amount of Refund</u>
39.00-01-29.100	Town of Truxton	2021	Town/County/Fire	\$ 3,477	\$ 2,325

Reason for correction: Incorrect exemption amount based on exempt code

Denied applications for corrected tax roll - February 2023

<u>Tax Map #</u>	<u>Municipality Location</u>	<u>Tax Year</u>	<u>Taxes Levied By</u>	<u>Taxes Currently Billed / Paid</u>
39.00-01-29.100	Town of Truxton	2020	Town/County/Fire	\$ 3,460

Reason for denial: Application submitted more than three years from the date warrant annexed

Finance & Administration Committee

3.3.a

Agendas and Minutes

Agendas are available prior to the meetings. Minutes are available following approval.

[View Most Recent Agendas and Minutes.](#)

Members

George Wagner, Chair
Christopher Newell, Vice-Chair
Mitchel Eccleston
Linda Jones
Sandra Price
Beau Harbin
Richard Stock

Responsibilities

A seven (7) member Committee shall review the tentative budget filed by the Budget Officer and shall consider and recommend appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

The Committee shall oversee:

Finance Department
County Treasurer
County Administration
Office of the Manager of Audit and Financial Projects
Department of Real Property Tax Services
Occupancy Tax
Tompkins Cortland Community College (TC3)
Cortland County Industrial Development Agency
Cortland County Business Development Corporation

The Finance and Administration Committee shall serve as the Audit Committee.

Attachment: Committee Responsibilities (11309 : Responsibilities of the Finance and Administration Committee)

Municipalities' ARP Funds Allocation Usage

Municipality	Allocation
Cincinnati Town	\$ 103,179.17
Cortland City	\$ 1,914,866.03
Cortlandville Town	\$ 729,843.96
Cuyler Town	\$ 93,948.44
Freetown Town	\$ 78,666.43
Harford Town	\$ 93,435.61
Homer Town	\$ 318,870.84
Homer Village	\$ 318,050.32
Lapeer Town	\$ 74,563.88
Marathon Town	\$ 101,640.72
Marathon Village	\$ 88,409.99
McGraw Village	\$ 99,999.69
Preble Town	\$ 133,332.93
Scott Town	\$ 115,384.27
Solon Town	\$ 110,256.07
Taylor Town	\$ 50,358.83
Truxton Town	\$ 109,230.44
Virgil Town	\$ 243,383.87
Willet Town	\$ 102,666.35

City of Cortland –

DESCRIPTION OF USE	USED	DATE USED	CK NUM	GL CODING
RANDALL PARK; PLANNING	\$ 21,122.43	MULT - ONGOING	MULT	A7140-541500
MAKE DEPARTMENT HEADS/MAYOR WHOLE (TOOK PAY CUT)	\$ 20,858.00	12/10/2021	THRU PR	MULT DEPT'S 510000
COMPENSATION FOR EMPLOYEES THAT WORKED THROUGH PANDEMIC	\$ 29,700.00	12/17/2021	THRU PR	MULT DEPT'S 510000
COMPUTER SERVERS/ACCESSORIES	\$ 33,934.81	MULT - ONGOING		A1680-540500
FIRE DEPARTMENT VEHICLE	\$ 40,000.00	5/3/2022	34880	A3410-520600
CODES VEHICLE	\$ 41,840.00	5/3/2022	34880	A3620-540100
YOUTH BUREAU, BALLFIELD GROOMER	\$ 17,396.53	8/3/2021	32446	A7110-520600
THREE POLICE DEPARTMENT PATROL VEHICLES	\$ 128,897.10	8/2/2022	35861	A3120-520600
THREE POLICE DEPARTMENT PATROL VEHICLES	\$ 15,000.00	9/21/2022	TBD	A3120-520600
VETERANS OF FOREIGN WARS	\$ 5,000.00	12/28/2021	33877	A1325-541500
AMERICAN LEGION	\$ 5,000.00	12/28/2021	33873	A1325-541500
DISABLED AMERICAN VETERANS	\$ 5,000.00	12/28/2021	33878	A1325-541500
ELK'S LODGE	\$ 5,000.00	12/28/2021	33876	A1325-541500
CORTLAND AREA COMMUNITIES THAT CARES	\$ 2,000.00	12/28/2021	33874	A1325-541500
FAMILY AND CHILDREN COUNSELING SERVICES	\$ 8,000.00	12/28/2021	33879	A1325-541500
CHILDCARE SERVICE PROVIDER	\$ 40,000.00	12/28/2021	33875	A1325-541500
COURTHOUSE PARK TEMPORARY STAGE WORK	\$ 388.98			
GRAND TOTAL	\$ 419,137.85			

Cincinnati – \$50,000.00 to provide new sidewalks (sidewalks are completed).

Cortlandville – \$60,000.00 Non Profit Grants
\$51,901.00 Grant Match Linear Park

Cuyler –

Freetown – is looking into putting a permanent bathroom, replacing existing toys, and adding a walking track to the town park.

Harford –

Homer, Town of – nothing spent to date; in separate account. All are set aside for either a Bridge or to use to bring the Homer Police Dept. back to this building.

Homer, Village of –

Village of Homer						
ARPA Funds Allocation						
As of 08/15/2022						
Planned:						
		2021	2022	Total		
Total Funds		\$ 159,025.10	\$ 159,025.10	\$ 318,050.20		
Lost revenue		(29,167.51)	-	(29,167.51)		
Thoma- CDBG		(6,750.00)		(6,750.00)	Total allocated/spent	
CIT Trainings		(4,847.18)		(4,847.18)	(128,077.89)	
Time off accruals		(17,158.55)		(17,158.55)		
Aquas signs		(892.67)		(892.67)		
Holiday Decorations		(19,000.00)		(19,000.00)		
Employee Bonuses		(11,100.00)		(11,100.00)		
Peace Trail		(7,500.00)	(7,500.00)	(15,000.00)		
Large Water Meters		(12,080.99)	(12,080.99)	(24,161.98)		
		<u>\$ 50,528.20</u>	<u>\$ 139,444.11</u>	<u>\$ 189,972.31</u>		
		2021				
Lost Revenue		\$ 34,365.50				
Less: DRI		(15,000.00)				
Less: DRI Drawings		(6,000.00)				

Attachment: ARP Usage by Municipalities (11246 : Municipal Use of American Rescue Plan Funding)

Less: DRI Siegel		(3,197.63)				
Less: Ebike with lights		(4,969.88)				
		<u>\$</u> <u>5,197.99</u>				
Actual						
		2021	2022	Total		
Total Funds		\$ 159,025.10	\$ 159,025.10	\$ 318,050.20		
Keystone DRI		(15,000.00)	-	(15,000.00)		
Aqua signs		(892.67)		(892.67)		
Victor Siegel Video		(3,197.63)		(3,197.63)		
DRI drawings		(6,000.00)		(6,000.00)		
CIT Trainings		(4,847.18)	-	(4,847.18)		
Ebike		(4,969.88)		(4,969.88)		
Time off accruals		(17,158.55)	-	(17,158.55)		
Employee Bonuses		(11,100.00)	-	(11,100.00)		
Peace Trail		-	-	-		
Large Water Meters		(12,080.99)	(12,080.99)	(24,161.98)	-	
		<u>\$</u> <u>83,778.20</u>	<u>\$</u> <u>146,944.11</u>	<u>\$</u> <u>230,722.31</u>		
				(19,000.00)		
				(15,000.00)		
				(6,750.00)		
				\$ 189,972.31		
	Amount already spent					
	Amount allocated and not spent					

Attachment: ARP Usage by Municipalities (11246 : Municipal Use of American Rescue Plan Funding)

Lapeer – Half has been used for oil and stone/blacktop in the highway department. The second half has not been used to date.

Marathon, Town of – the town of Marathon has not spent any ARP money. They are working on a list of possible needs and will be making a decision soon.

Marathon, Village of –

\$21,135 was spent for the emergency purchase of two blower motors for the wastewater plant.

\$55,000 is being allocated for an emergency stand-by generator which has been ordered by the Cortland County Health Department for our public water supply. We are in the process of drafting a request for proposal to purchase.

This leaves us with a balance of \$12,275 which we are going to use to replace overhead doors and other necessary repairs to our DPW garage.

McGraw – Sewer project (\$45,635 spent on electric panel work, \$71,025 on pump and system service, \$116,600 spent with W2 Operator for sewer project)

Preble – Has not expended any funds yet.

Scott – money will be used to help fund planning costs for Fuller Park bathroom grant and Stevens Bridge replacement. Also being used for playground equipment.

Solon – Last year the Town of Solon spent \$20472 of ARPA funds on various small culvert replacements throughout the town.

Taylor –

Truxton – It will be used in its entirety for the slope failure on Morgan Hill Road.

Virgil –

Willet – The Town of Willet has not used any of the ARP funding as of yet.