



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, March 15, 2022

10:00 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m1d3b379d14e1241b4089c6ef770294de>

Tuesday, Mar 15, 2022 10:00 am | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2348 467 4590

Password: 4FiBVJB8UM3

Join by phone

+1-415-655-0001 US Toll

Access code: 234 846 74590

CALL TO ORDER

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

MINUTES

1. Finance & Administration Committee - Committee Meeting - Feb 15, 2022 10:00 AM

RESOLUTIONS

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Abolish/Create One (1) Full-Time Principal Account Clerk & One (1) Full-Time Assistant Accountant - Finance Department

WHEREAS, the needs of the Department of Finance will be better served by abolishing one (1) full-time Principal Account Clerk position and creating one (1) full-time Assistant Accountant position, AND

WHEREAS, the Finance and Administration Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Principal Account Clerk (Grade 13, \$19.8756/hr - \$24.9079/hr, CSEA Local 1000 AFSCME, AFL-CIO, full-time, 35 hours/week with benefits) be and hereby is abolished effective March 24, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Assistant Accountant (Grade 18, \$23.5743/hr - 29.5428/hr,

CSEA Local 1000 AFSCME, AFL-CIO, full-time 35 hours/week with benefits) be created with permission to fill effective March 24, 2022 at 12:01 am.

ON MOTION OF WAGNER

AGENDA ITEM NO. 2

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

WHEREAS, a Request for Proposals (RFP) was issued on January 14, 2022 for a supplier of various office supplies and such bids were due and received by February 22, 2022, 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
Pacific Star Corporation, 4350 South Wayside Drive, Houston, TX 77087
Lakeshore Learning Materials, LLC, 2695 E. Dominguez Street, Carson, CA 90895

, 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 WB Mason Co., Inc., 59 Centre Street, Brockton, MA 02301 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 WB Mason Co., Inc., 59 Centre Street, Brockton, MA 02301, effective April 1, 2022 for a one year term with an option to extend for an additional three one-year terms.

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

Referred from Ag/Planning/Environmental Committee

ON MOTION OF HARBIN

AGENDA ITEM NO. 1

Amend Budget for Rural Transit Assistance Program - Mobility Management

WHEREAS, the New York State Department of Transportation has a Rural Transportation Assistance Program (RTAP) which will reimburse the County 100% of the expenses for certain transportation related trainings, AND

WHEREAS, the Mobility Manager plans to attend several conferences which will be reimbursed 100% by NYSDOT RTAP, AND

WHEREAS, these conferences were originally budgeted under the Section 5311 Mobility Management program, AND

WHEREAS, the Director of Finance and Director of Planning have determined Section 5311 Mobility Management Program funds budgeted for education and travel would be better used for Mobility Management programming, NOW THEREFORE BE IT

RESOLVED, that the 2022 budget be amended as follows:

		<u>Current</u>	<u>Change</u>	<u>Revised</u>
<u>INCREASE:</u>				
A56305.44589.RTAP	Transportation Aid Revenue	\$ 0	\$6,000	\$6,000
A56305.54035.RTAP	Education and Training	\$ 0	\$6,000	\$6,000

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 2

OneGroup Safety Contract- Safety Office

WHEREAS, the Cortland County Legislature wishes to renew its contract with OneGroup, 706 Clinton Street, Syracuse, New York 13204, AND

WHEREAS, OneGroup, 706 Clinton Street, Syracuse New York 13204, can provide professional services to assist the Safety Office by providing a risk specialist, surveys, risk assessment, and other safety related issues, and continue with education and safety training to County staff, AND

WHEREAS, OneGroup, 706 Clinton Street, Syracuse, New York 13204, will provide this service for the annual sum of \$29,000, paid in quarterly installments, AND

WHEREAS, monies have been budgeted in account A36205.54055 for this purpose, AND

WHEREAS, the term of this agreement shall be from 1/22/2022 through 12/31/2023, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute and agreement with OneGroup, 706 Clinton Street, Syracuse, New York 13204, to provide services as stated in the agreement.

Referred from Health & Human Services

ON MOTION OF PRICE

AGENDA ITEM NO. 3

Amend Budget for Adult Protective Services Administration for Community Living (ACL) Grant - Department of Social Services

WHEREAS, the Department of Social Services (DSS) has received an allocation of Federal funds provided by New York State through the Grants to Enhance Adult Protective Services to respond to COVID-19 and administered by the Administration for Community Living (ACL) to enhance, improve, and expand our ability to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19, AND

WHEREAS, this money is intended specifically to support remote work, conduct community outreach, and acquire personal protection equipment and supplies, NOW THEREFORE BE IT

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

Increase:

Expense:

A60105.52060.ACL	Computer Hardware	\$6,300.00
A60105.54005.ACL	Office Supplies	\$7,750.00

A60105.54800.ACL Program Expense \$60.00

Revenue:

A601044.44689.ACL Admin. Of Community Living \$14,110.00

ON MOTION OF PRICE

AGENDA ITEM NO. 4

Authorize Agreement with Park Outdoor Advertising of New York to Advertise on Billboards for a Commercially Sexually Exploited Youth Public Awareness Campaign – Department of Social Services/CAC Division

WHEREAS, the Department of Social Services - CAC Division was awarded Safe Harbour funds to develop a system of response for commercially sexually exploited children and trafficked at-risk youth, including an awareness campaign, AND

WHEREAS, the Department of Social Services - CAC Division desires to contract with Park Outdoor Advertising of New York, Inc., Finger Lakes Division, 2516 Corning Rd., Elmira, New York 14903 for advertisements on various digital billboards located in Cortland County, AND

WHEREAS, the cost of the advertising (display and maintenance) is \$1,400.00 per month, AND

WHEREAS, this contract shall be for the term March 1, 2022 through September 30, 2022 for a total cost not to exceed \$9,800, AND

WHEREAS, these expenses are budgeted in account Professional Services A40505.54055.SF, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, are authorized to execute an agreement with Park Outdoor Advertising of New York, Inc., Finger Lakes Division, for the provision of said services.

ON MOTION OF PRICE

AGENDA ITEM NO. 5

Award Bid/Authorize Agreement - Advertising/Outreach for WIOA Youth Programs - Cayuga/Cortland Workforce Development Board

WHEREAS, the Cayuga Cortland Workforce Development Board issued a Request for Proposals for advertising and outreach for all WIOA Young Adult programs, AND

WHEREAS, all proposals were solicited in accordance with County policy, AND

WHEREAS, two proposals were received in response to the request for proposals as follows:

Company	Address	Amount
Beasley Media Group	1 Bala Plaza, Suite 401 Bala Cynwyd, PA 19004	\$142,013.00
Purple Gator, Inc.	1055 Westlakes Drive, Suite 300 Berwyn, PA 19312	\$150,000.00

, AND

WHEREAS, based upon the results of the bid, the Health and Human Services Committee recommends that bid be awarded to the lowest responsible bidder, AND

WHEREAS, the Cayuga Cortland Workforce Development Board recommends the bid be awarded to Purple Gator, Inc., NOW THEREFORE BE IT

RESOLVED, that the contract for WIOA advertising and outreach for all WIOA Young Adult programs be awarded to Purple Gator, Inc., AND BE IT FURTHER

RESOLVED, that the Legislature along with the Cayuga Cortland Workforce Development Board, authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Purple Gator, Inc. for WIOA advertising and outreach for all WIOA Young Adult programs for the Cayuga Cortland Workforce Development Board.

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Authorize Agreement to Accept Funds for Healthy Neighborhoods Grant Health Education - Health Department

WHEREAS, the New York State Department of Health has awarded Cortland County Health Department \$820,000 for funding of the Healthy Neighborhoods Program Grant, Contract C35565GG, for the contract period of 4/1/2022-3/31/2027, AND

WHEREAS, for the grant year 4/1/22-3/31/23, the New York State Department of Health has awarded Cortland County Health Department \$164,000, AND

WHEREAS, these funds will be used for implementation of specific activities related to reducing the burden of housing related illness and injury, AND

WHEREAS, \$116,545 has already been budgeted in the 2022 County budget, NOW THEREFORE BE IT

RESOLVED, that the 2022 Budget be amended as follows:

<u>Increase Revenue</u>		<u>Increase</u>
A40105.43450.HNP	22-23 HNP	\$47,455
<u>Increase Expenditure</u>		
A40455.54000	Phone	\$840
A40455.54005	Office Supplies	\$1,628
A40455.54020	Postage	\$63
A40455.54045	Travel	\$1,098
A40455.54048	Program Supplies	\$39,724
A40455.54060	Advertising	\$4,000
A40455.54078	Fuel	\$100
A40455.54213	Copy/Print	<u>\$2</u>
		\$47,455

, AND BE IT FURTHER

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 sign an agreement with New York State Department of Health to accept these funds, 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.

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

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

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

WHEREAS, the Cortland County Health Department needs to create four (4) temporary Public Health Fellow positions (CSEA, Grade 16, \$22.4261-28.2445/HR, competitive, with benefits) and one temporary Public Health Fellow Coordinator (CSEA, Grade 22, \$27.7991-35.0115/HR, competitive, with benefits), AND

WHEREAS, the Health and Human Services Committee recommends the creation of four temporary Public Health Fellow positions and one temporary Public Health Fellow Coordinator position with approval to fill effective March 24, 2022 through July 31, 2023, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature approves the creation of four (4) temporary Public Health Fellow positions (CSEA, Grade 16, \$22.4261-28.2445/HR, competitive, with benefits) and one temporary Public Health Fellow Coordinator (CSEA, Grade 22, \$27.7991-35.0115/HR, competitive, with benefits), with approval to fill effective March 24, 2022 through July 31, 2023, AND BE IT FURTHER

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

A40455.51005	Personnel	\$491,042
A40455.52005	Office Equip	\$22,500
A40455.52060	Computer Equip	\$9,700
A40455.54000	Phone	\$990
A40455.54005	Office Supplies	\$11,330
A40455.54015	Software/Maint Agree	\$3,612
A40455.54020	Postage	\$1,000
A40455.54035	Educ/Train	\$5,000
A40455.54045	Travel	\$27,500
A40455.54213	Copy/Print	\$1,000
A40455.58020	Retirement	\$78,567
A40455.58030	FICA	\$37,565
A40455.58040	Workers Comp	\$14,993
A40455.58060	Health Ins	\$144,288
A40455.58062	Dental Ins	\$675
A40455.58065	Vision Ins	\$150
TOTAL Expense		\$849,912
A40455.43450 PHCF Revenue		\$849,912

, AND BE IT FURTHER

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 sign an agreement to accept these funds, AND BE IT FURTHER

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

ON MOTION OF PRICE

AGENDA ITEM NO. 8

Accept Funds-Resource Allocation Plan NYS Office of Children and Family Services-Youth Bureau/Health Department

WHEREAS, the NYS Office of Children and Family Services, through the Resource Allocation Plan, has made available the sum of \$68,686 to Cortland County, for the Youth Bureau, AND

WHEREAS, the County Youth Bureau has designated the funds to the various County municipalities and agencies for the year 2022 and for which a copy is in the County Youth Bureau Office, AND

WHEREAS, \$53,186 will be allocated to Cortland County municipalities and \$15,500 will be allocated to the Cortland County Youth Bureau administration, \$14,703 which has already been budgeted, AND

WHEREAS, the 2022 County Budget will need to be amended as follows:

		<u>Current</u>	<u>Amendment</u>	<u>Adjusted</u>
Increase:				
A73125.43820.YB	Youth Bureau	\$15,000	\$53,686	\$68,686
A73125.51005	Personal Services	\$9,784	-0-	\$9,784
A73125.58020	Retirement	\$1,268	\$297	\$1,565
A73125.58030	FICA	\$748	-0-	\$748
A73125.58040	Workers' Comp	\$299	-0-	\$299
A73125.58060	Health Insurance	\$2,604	-0-	\$2,604
A73125.54045	Travel/Mileage	\$0	\$200	\$200
A73125.54048	Program Supplies	\$0	\$300	\$300
A73125.54815	Program Exp - SDPP	<u>\$0</u>	<u>\$53,186</u>	<u>\$53,186</u>
		\$14,703	\$53,983	\$68,686
Decrease:				
A40455.58020	Health Ed Retirement	\$35,283.40	\$(297)	\$52,986.40

, 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 Plan with the New York State Office of Children and Family Services to accept these funds, 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 New York 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.

Appoint/Reappoint Community Services Board and Subcommittee Members - Mental Health Department

WHEREAS, the Bylaws of the Cortland County Community Services Board (CSB), Article 3, Section 1 states that membership of the organization shall consist of (15) fifteen members appointed by the Cortland County Legislature, and Article 7, Section 1 states that the which states that membership of the Mental Health (MH), Developmental Disability (DD) and Chemical Dependence (CD) Subcommittees shall consist of nine (9) members appointed by the Cortland County Legislature, AND

WHEREAS, the term of each member of the Board and Subcommittees shall be four years except when completing the term created by a member resignation or death, AND

WHEREAS, members may serve for a maximum of two consecutive terms unless no recruitment is available, AND

WHEREAS, first terms have expired for the some members of the Cortland County Community Services Board and three Subcommittees, and members has been nominated to fill a vacancies on the Community Services Board and all the Subcommittees, NOW THEREFORE BE IT

RESOLVED, that the following members be and hereby are appointed / reappointed to the Cortland County Community Services Board and three Subcommittees for terms beginning January 1, 2022 and ending as shown below

APPOINT FIRST TERM (TERM EXPIRATION 12/31/2025) except as listed:

Development Disability Subcommittee (DD):

Cynthia Van Patten-Young	2678 State Route 13, Cortland NY 13045 - Geriatric Services
Gwendolyn Barbato	10 Circle Dr, Cortland NY 13045 - School System, Special Ed
Erin Vallely	1 Goodrich Way, Dryden NY 13053-Peer/Professional-Term end 12/2024 complete term a deceased member
Jeff Beal	Route 41A 407, Homer NY 13077

Chemical Dependence Subcommittee (CD)

Dean O'Gorman	23 Louise Dr., Cortland, NY 13045 - Parent / family
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Mental Health Subcommittee (MH)

Jennifer Sylstra	5139 Searls Rd., Cortland NY 13045 - Prevention
Alexandra Mikowski	98 Owego St., Cortland NY 13045 - Professional / Peer

COMMUNITY SERVICES BOARD (CSB)

Cynthia Van Patten-Young	2678 State Route 13, Cortland NY 13045 - 12/31/2023 - Complete term of resigning member
Alexandra Mikowski	98 Owego Street, Cortland NY 13045 - 12/31/2024 - Complete term of resigning member
Jackie Leaf	1895 Green Lake Road, Little York NY 13087
Dean O'Gorman	23 Louise Dr., Cortland NY 13045

REAPPOINT SECOND TERM (TERM EXPIRATION 12/31/2025):

Community Services Board (CSB):

Tiffany Parker
Amanda Rainbow

18 Hamlin Street, Cortland NY
2719 State Rt 26, Cincinnatus NY 13040

Mental Health Subcommittee (MH):

Ellen Wright

112 Broadway Ave, Cortland, NY 13045

Chemical Dependence Subcommittee (CD):

Tiffany Parker
Aris Dysert

18 Hamlin Street, Cortland NY 13045
104 Winners Way, Warners NY 13164

ON MOTION OF PRICE

AGENDA ITEM NO. 10

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

WHEREAS, bids were received on February 9, 2022 for the period April 1, 2022 through June 30, 2022, for the purchase of miscellaneous groceries and frozen foods in accordance with specifications on file in the Office of the Clerk of the Cortland County Legislature, for use by Area Agency on Aging and the Sheriff's Department, AND

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

WHEREAS, bids were received from the following:

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

, NOW THEREFORE BE IT

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

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

RESOLVED, that the above departments are authorized and directed to purchase said items from the lowest responsible bidders and best value for the period April 1, 2022 through June 30, 2022.

ON MOTION OF PRICE

AGENDA ITEM NO. 11

Amend Budget for New York State Office for the Aging Unmet Need Funding - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has allocated one-time supplemental funds in the amount of \$85,000 for services under Unmet Need, AND

WHEREAS, Unmet Need funding for the Area Agency on Aging is allocated annually for the period of April 1 through March 31, AND

WHEREAS, the supplemental funds need to be added to the 2022 budget, NOW THEREFORE BE IT

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

Increase:

Expenses:

A67725.51005.UNAS	Personnel	\$36,625
A67725.58020.UNAS	Retirement	\$5,397
A67725.58030.UNAS	FICA	\$2,949
A67725.58040.UNAS	Worker's Comp	\$1,597
A67725.58060.UNAS	Health	\$3,382
A67725.58062.UNAS	Dental	\$41
A67725.58065.UNAS	Vision	\$9
A67725.54055.UNAS	Professional Services	\$30,000
A67725.54800.UNAS	Program Expense	\$5,000

Revenues:

A677243.43772.UNAS	State Aid - Unmet Need	\$85,000
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ON MOTION OF PRICE

AGENDA ITEM NO. 12

Amend 2022 Budget Consolidated Appropriations Act for Nutrition Services Title III C - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available the sum of \$20,979 under the Consolidated Appropriations Act for Nutrition Services, for the period December 27, 2020 through September 30, 2022, for the purpose of COVID disaster relief services, NOW THEREFORE BE IT

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

Increase:

Revenues:

A677444.44772.HDC5	Federal Aid - HDC5	\$20,979
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Expenses:

A67745.54800.HDC5	Program Expense	\$20,979
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, AND BE IT FURTHER

RESOLVED, that the County Administrator, 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 sign an agreement to accept these funds.

ON MOTION OF PRICE

AGENDA ITEM NO. 13

Authorize 2022 Contract with Linstar to Support the Department of Social Services - CAC Division

WHEREAS, the Department of Social Services (DSS) - Child Advocacy Center (CAC) Division purchased a video recording system in November, 2019 to record forensic interviews for the prosecution of sex abuse cases, AND

WHEREAS, Linstar, Inc. of 430 Lawrence Bell Drive, Ste. 16, Buffalo, NY 14221 has agreed to contract with Cortland County to provide on-site contract services to include the replacement of hardware components, labor, and travel when equipment needs repair and any needed telephone support at an annual cost of \$724.55, split between the NYS OCFS (A40505.54015.OCFS) and NYS OVS (A40505.54015.VOCA) budgets, AND

WHEREAS, the Health & Human Services Committee supports a contract with Linstar on an annual basis, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to sign an agreement with Linstar, Inc. of 430 Lawrence Bell Drive, Ste. 16, Buffalo, NY 14221 for an annual service contract with a term commencing on March 1, 2022 - February 28, 2023.

Referred from Judiciary & Public Safety Committee

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 14

Accept and Authorize 2021 State Homeland Security Projects (SHSP) Grant - Emergency Response

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a grant in the amount of \$51,215, resulting in no new county costs, in support of State Homeland Security Projects (SHSP), AND

WHEREAS, the fiscal period for this grant is September 1, 2021 to August 31, 2024, NOW THEREFORE BE IT

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

RESOLVED, that the 2022 budget is amended as follows:

		Current	Change	Revised
A341043.43306.24SHS DHSES Grant	0	-(51215)	-(51215)	
A34105.54048.24SHS DHSES Grant		0	51,215	51,215

, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature, upon review and approval by the County Attorney or their designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$51,215.

Authorize Agreement Upstate Family Defense (Child Welfare) Quality Improvement/Case Load Reduction - Public Defender

WHEREAS, the New York State Office of Indigent Legal Services has awarded the Cortland County Public Defender's Office an Upstate Family Defense (Child Welfare) Quality Improvement & Caseload Reduction grant in the amount of \$500,000 for the period 1/1/22 to 12/31/24, to improve the quality of mandated indigent legal representation, AND

WHEREAS, this grant money shall be used to continue to provide salary and fringe benefits funding for Family Court attorney services within the Public Defender's Office, AND

WHEREAS, as required by the County or New York State Office of Indigent Legal Services, the Public Defender shall collect and report data annually, in statistical and narrative form, to measure this project and shall continuously analyze and evaluate case outcomes to ensure effective use of the funds, AND

WHEREAS, this is a new grant to the Public Defender's Office and was not budgeted for in 2022, NOW THEREFORE BE IT

RESOLVED, the 2022 County budget be amended as follows:

INCREASE:

A117043.43025	State Aid, Indigent Legal Svcs	\$500,000
A11705.51005	Personal Services	\$223,493
A11705.54055	Professional Services	\$150,658
A11705.54000	Telephone	\$450
A11705.54215	I/D Westlaw	\$2,772
A11705.54035	Education & Training	\$6,000
A11705.58020	Retirement	\$33,500
A11705.58030	FICA	\$17,100
A11705.58060	Workers' Compensation	\$6,100
A11705.58060	Health Insurance	\$59,500
A11705.58062	Dental Insurance	\$350
A11705.58065	Vision Insurance	<u>\$77</u>
		\$500,000

AND BE IT FURTHER,

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized and directed to sign an agreement with New York State Office of Indigent Legal Services, AND BE IT FURTHER

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

Referred from Highway Committee

Authorize 2022 Fireworks Agreement with Zambelli Fireworks for Annual July Fireworks Celebration at Dwyer Memorial Park

WHEREAS, Cortland County has held a Fourth of July celebration at Dwyer Memorial Park for many years, AND

WHEREAS, a request for quotes was issued to solicit quotes from fireworks vendors, AND

WHEREAS, one quote was received from Zambelli Fireworks Manufacturing Co. of 120 Marshall Drive, Warrendale, PA 15086, in the amount of \$17,250, AND

WHEREAS, the 2022 Cortland County budget includes the funding for the annual Fourth of July celebration in account A71105.54055, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator, upon approval of the County Attorney or designee, to enter into a contract with Zambelli Fireworks Manufacturing Co. of 120 Marshall Drive, Warrendale, PA 15086, in the amount of \$17,250.

ON MOTION OF NEWELL

AGENDA ITEM NO. 17

Authorize Vendor Fee for Annual Dwyer Memorial Park Fourth of July Celebration - Highway Department

WHEREAS, the County of Cortland holds an annual Fourth of July Celebration at the County-owned Dwyer Memorial Park, AND

WHEREAS, the Highway Committee of the Legislature recommends the implementation of vendor fees for all vendors attending the annual celebration to ensure that vendors show up to the event, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes vendor fees in the amount of \$100 for each vendor in attendance at all future Dwyer Memorial Park Fourth of July Celebrations, effective immediately, AND BE IT FURTHER

RESOLVED, that \$50 of each vendor fee is to be refunded to the vendor post event and \$50 of each vendor fee be deposited into account A711042.42001 as revenue, AND BE IT FURTHER

RESOLVED, that should the vendor not be in attendance at the event, the County will retain the entire vendor fee.

ON MOTION OF NEWELL

AGENDA ITEM NO. 18

Extend Bids/Award Agreements Various Materials, Supplies and Services - Highway Department

WHEREAS, the Highway Department advertised, received and opened bids for various materials, supplies and services used by the Highway Department in 2019, 2020 and 2021, with an option to extend existing bids for up to three years, AND

WHEREAS, the costs for said various supplies, materials and services have been appropriated in the 2022 Budget, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the County will extend the existing 2019, 2020 and 2021 bid pricing to 2022 from the current respective low bidder as follows:

100 LL AVIATION GASOLINE AND JET-A FUEL from Ascent Aviation Group, Inc., One Mill Street, Parish, NY 13131.

LIQUID BITUMINOUS MATERIALS from Suit Kote, 1911 Loring Crossing Road, Cortland, NY 13045 with an agreed upon 5% increase.

RECYCLED ASPHALT from Suit Kote, 1911 Loring Crossing Road, Cortland, NY 13045 with an agreed upon 5% increase.

, AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval as to form by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to execute any agreements associated with said extension.

ON MOTION OF NEWELL

AGENDA ITEM NO. 19

Award 2022 Material and Service Bids and Authorize Agreements with Various Vendors - Highway Department

WHEREAS, the Cortland County Highway Department advertised, received and opened bids for various materials, supplies and services used by the Highway Department, AND

WHEREAS, the costs for these various supplies, materials and services have been appropriated in the 2022 Budget, AND

WHEREAS, the Cortland County Highway Superintendent has reviewed the various bid responses and recommends that the following vendors and materials be awarded based on lowest price and best value to the County, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Superintendent that the County Highway Department may purchase materials, supplies and services from the lowest responsible bidder meeting specifications as well as location and availability as follows:

ABRASIVES FOR SNOW & ICE CONTROL from Homer Sand & Gravel, 1865 Rte. 13, Cortland, NY 13045 for \$4.50 per ton.

BITUMINOUS CONCRETE from the vendors quotes on the attached price sheet where cost, quality of material, location of plant in conjunction with location of work to be done and availability will be taken into consideration.

CRACK FILLING from Suit Kote Corporation, 1911 Lorings Cross Rd., Cortland, NY 13045.

CRUSHED STONE from the vendors quotes on the attached price sheet where cost, quality of material, location of pit in conjunction with location of work to be done and availability will be taken into consideration.

GEOTEXTILE No Bids Received

DIESEL FUEL from Mirabito Energy Products, The Metro Center, 49 Court Street, Binghamton, NY 13902.

HEAVY ROCK RIP-RAP from the vendors quotes on the attached price sheet where cost, quality of material, location of pit in conjunction with location of work to be done and availability will be taken into consideration.

HIGHWAY AGGREGATES from the vendors quotes on the attached price sheet where cost, quality of material, location of pit in conjunction with location of work to be done and availability will be taken into consideration.

PAINTING TRAFFIC LINES from Seneca Pavement Marking, Inc., 3526 Watkins Road, Horseheads, NY 14845.

STONE FILLING MATERIALS from the vendors quotes on the attached price sheet where cost, quality of material, location of pit in conjunction with location of work to be done and availability will be taken into consideration

TRANSIT MIX CONCRETE/PRECAST CONCRETE BLOCKS from the vendors quotes on the attached price sheet where cost, quality of material, location of plant in conjunction with location of work to be done and availability will be taken into consideration.

UNLEADED FUEL (87 OCTANE) from Mirabito Energy Products, The Metro Center, 49 Court Street, Binghamton, NY 13902.

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to execute any agreements associated with said bid awards.

ON MOTION OF NEWELL

AGENDA ITEM NO. 20

Approve Purchase of a Wheel Loader - Highway Department

WHEREAS, the Highway Committee has approved the purchase of a Caterpillar 950GC Wheel Loader, AND

WHEREAS, the Wheel Loader may be purchased through Milton Cat, 55 Industrial Park Drive, Binghamton, NY using the NYS OGS/NJPA Contract # PC69406 pricing, AND

WHEREAS, the Highway Superintendent recommends the purchase of one (1) Caterpillar 950 GC Wheel Loader as follows:

<u>VENDOR</u>	<u>QUOTE</u>
Milton Cat	\$215,610.00
55 Industrial Park Drive	
Binghamton, NY	

, AND

WHEREAS, the monies for said purchase are budgeted in the 2022 Road Machinery Account # E51305.52030, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account E51305.52030, Highway Equipment for the purchase of one new Caterpillar 950 GC from Milton Cat.

ON MOTION OF NEWELL

AGENDA ITEM NO. 21

Approve Purchase of Two New Ferris Zereturn Mowers - Highway Department

WHEREAS, the Highway Committee has approved the purchase of two (2) new Ferris ISX2200 Zero turn Mowers, AND

WHEREAS, CNY Farm Supply is offering the two mowers with Buyboard Contract # 611-20 at

a discount of 17%, AND

WHEREAS, the Highway Superintendent has recommended the purchase of two (2) Ferris ISX2200 Zero turn Mowers with 28 hp Briggs Motor, oil guard system, 61” ICD HD deck, Patented Independent Suspension and Suspension Seats as follows:

<u>VENDOR</u>	<u>QUOTE FOR EACH</u>
CNY Farm Supply 3865 US RT 11 Cortland, NY 13045	\$10,789.17

, AND

WHEREAS, there will be a onetime CNY setup and delivery charge for both for \$500.00, AND

WHEREAS, the mowers are in stock and available for purchase for a total cost of \$22,078.34, AND

WHEREAS, the monies for said purchase are budgeted in the Road Machinery Account # E51305.52030, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account E51305.52030, Highway Equipment for the purchase of two (2) new Zero turn Mowers from CNY Farm Supply in the amount of \$22,078.34.

ON MOTION OF NEWELL

AGENDA ITEM NO. 22

Accept NY State Aviation Capital Grant for 100 LL AvGas Fuel Farm Relocation and Construction - Cortland County Airport/Highway Department

WHEREAS, the County has been offered a NYSDOT Aviation Capital Grant to relocate and construct a new 100 LL AvGAS Fuel Farm at the Cortland County Airport, General Levi R. Chase Field, AND

WHEREAS, the Cortland County Highway Department has completed the New York State Environmental Quality Review (SEQR) process for the project and recommends that the project to relocate and construct a new 100 LL AvGas Fuel Farm at the Cortland County Airport will not result in any large and important impacts and, therefore is one which will not have a significant impact on the environment, AND

WHEREAS, the Cortland County Legislature hereby finds that the project to relocate and construct a new 100 LL AvGas Facility at Cortland County Airport will not result in any significant impacts on the environment, and therefore makes a Negative Declaration under SEQR, AND

WHEREAS, the total cost of the project is \$1,239,905, of which the State of New York grant share would be \$1,103,515.00, and the local participation share required by said grant would be in the amount of \$136,390.00, to be included as part of the Airport Capital Budget, AND

WHEREAS, the County desires to design said project during the 2022 fiscal year, accept said grant monies for the project, and expend said required local participation share, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the project to design, relocate and construct a new 100 LL AvGas Fuel Farm at the Cortland County Airport, General Levi R. Chase Field at a cost not to exceed \$1,239,905.00, AND BE IT FURTHER

RESOLVED, that the County agrees to fund the entire project amount, not to exceed \$1,239,905, in the first instance, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby accepts the NYSDOT Aviation Grant for the amount of \$1,103,515.00, AND BE IT FURTHER

RESOLVED that County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign the NYS Aviation Capital Grant Agreement to relocate and construct a new 100LLAvGas Fuel Farm at the Cortland County Airport, General Levi R. Chase Field.

ON MOTION OF NEWELL

AGENDA ITEM NO. 23

Approve Purchase of One Used Tank Trailer - Solid Waste

WHEREAS, the Highway Committee has approved the purchase of one (1) used tank trailer to be used at the Cortland County Landfill for hauling leachate, AND

WHEREAS, the Highway Superintendent has requested quotes for said used trailer and they are as follows:

<u>VENDOR</u>	<u>QUOTE</u>
Tri Tank Corp. 115 Farrell Road Syracuse, NY 13209	\$34,999.00
Tri-State Trailer Sales, Inc. 3111 Grand Ave. Pittsburg, PA 15225	\$35,750.00
Tracey Road Equipment, Inc. 6803 Manlius Center Road E. Syracuse, NY 13057	\$93,000.00 (New Tank Trailer)

, AND

WHEREAS, the lowest responsible quote for a used tank trailer meeting the requirements for transportation of leachate is from Tri Tank Corp., 115 Farrell Road, Syracuse, NY 13209, AND

WHEREAS, the monies for said purchase are budgeted in the Solid Waste Account # EL999542.52030.LDEQ, NOW, THEREFORE BE IT

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account EL999542.52030.LDEQ, Solid Waste Equipment for the purchase of one (1) used tank trailer from Tri Tank, 115 Farrell Road, Syracuse, NY 13209 in an amount of \$34,999.00.

Referred from Government Operations Committee

ON MOTION OF STOCK

AGENDA ITEM NO. 24

Authorize Agreement - Granicus, LLC - Minute Trac/Civic Streaming Subscription & GovQA Program - Cortland County Legislature

WHEREAS, Cortland County desires to continue to create a more efficient legislative process

and a more transparent government, AND

WHEREAS, Granicus, LLC provides MinuteTraq to provide for the creation of agendas and minutes, and Civic Streaming for posting these documents, as well as audio and video proceedings in a user-friendly format for public use, AND

WHEREAS, Granicus, LLC provides GovQA to process and track FOIL requests, provide redaction tools for multiple departments and multiple automated workflow options for County-wide departmental use, AND

WHEREAS, the current contract with Granicus, LLC is expiring on April 30, 2022 and it is desired to enter into a three year contract with this software provider, AND

WHEREAS, Granicus has provided a contract with a cost of \$2,188.07 per month for year 1, \$2,261.16 for year 2, and \$2,419.45 for year 3, AND

WHEREAS, the majority of the funds are included in the 2022 budget in Account No. A10405.54015 Maintenance Agreements, AND

WHEREAS, additional funding is needed to include the GovQA portion of the agreement, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with Granicus, LLC, 408 Saint Peter Street, Suite 600, Saint Paul, MN 55102 for the above services and costs for a period of March 25, 2022, through April 30, 2025, AND BE IT FURTHER

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

Increase:

A10405.54015	Maintenance Agreements	\$9,900
A359900	Appropriated Fund Balance	\$9,900

ON MOTION OF STOCK

AGENDA ITEM NO. 25

Authorize Agreement Between Cortland County and County Police Association (CPAC) - Personnel

WHEREAS, the Cortland County and County Policy Association of Cortland County (CPAC) negotiating committees have met to negotiate a new contract, AND

WHEREAS, the negotiating committees have agreed on a new contract, AND

WHEREAS, the County Police Association of Cortland County ratified the contract on March 2, 2022, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the County Police Association of Cortland County contract.

Discussion Items/Reports

1. Real Property Tax Services Monthly Reports
2. Applications for Corrected Tax Roll February 2022 - Audit Department
3. Treasurer Report March 2022
4. Audit Department Monthly Budget Report
5. County Auditor Quarterly Update
6. Finance Department Budget to Actual - February

Adjourn