



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, March 18, 2025

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m4ef1ca78c2c71ecaac6c470493c8b1c4>

Tuesday, March 18, 2025 9:00 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2333 275 4613

Password: 9FWjXmwNk83

Join by phone

+1-415-655-0001 US Toll

Access code: 233 327 54613

CALL TO ORDER

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

MINUTES

1. Finance & Administration Committee - Committee Meeting - Feb 18, 2025 9:00 AM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Local Law "C" of 2025 - a Local Law to Repeal Local Law 7 of 2024, a Local Law Overriding Tax Levy Limit for Fiscal Year 2025

WHEREAS, the New York State Legislature enacted General Municipal Law §3-c, which establishes a limit upon real property tax levies by local governments; AND

WHEREAS, pursuant to General Municipal Law §3-c (5), a local government may adopt a budget in excess of the tax levy limit only if the governing body of such local government first enacts a local law to override the tax levy limit for the coming fiscal year only; AND

WHEREAS, the Cortland County legislature adopted the 2025 property tax cap override with Resolution No. 212-24 (Local Law No. 7 of 2024) on October 24, 2024; AND

WHEREAS, New York State law requires the repealing of said override if the County is under the property tax cap to assure that county residents receive a Property Tax Cap refund check; AND

WHEREAS, the proposed Local Law has sat on Legislator's desks for seven days, and a public hearing was held on March 27, 2025; NOW THEREFORE

BE IT ENACTED, by the Cortland County Legislature, Local Law "C" of 2025 - a Local Law to Repeal Local Law 7 of 2024, a Local Law Overriding Tax Levy Limit for Fiscal Year 2025, effective upon filing with the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 2

Amend 2025 Budget - Retiree Health Insurance

WHEREAS, in reviewing the 2025 Budget, it has been noted that the estimated County share of retiree health insurance is under budgeted; AND

WHEREAS, after reviewing the 2025 budget, it has been determined the County share of retiree health insurance needs to be increased; NOW THEREFORE BE IT

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

Increase:

A90605.58060	Health Ins	\$2,300,000
A.359900	Appropriated Fund Balance	\$2,300,000

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 3

Resolution Authorizing the County to Issue Notice of Termination of Sales Tax Agreement with the City of Cortland

WHEREAS, the existing Sales Tax Agreement between Cortland County and the City of Cortland, entered into on August 9, 2018, is set to continue through December 31, 2028, with an allowance for either party to terminate the agreement after June 1, 2023, upon providing six (6) months' notice and obtaining a two-thirds (2/3) majority vote of its governing board, as stated in the agreement; AND

WHEREAS, the City of Cortland Common Council previously adopted Resolution No. 62 on May 21, 2024, issuing notice of intent to terminate the existing sales tax agreement effective November 21, 2024, for the purpose of renegotiating a new agreement with the County of Cortland, but later rescinded that notice through Resolution No. 125 of 2024, adopted on October 15, 2024; AND

WHEREAS, Cortland County bears the responsibility of providing numerous state-mandated services, placing a significant financial burden on the County, and seeks a more equitable distribution of sales tax revenue that better reflects the needs and obligations of the County government; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 37-24 authorizing the creation of and appointment of members to the Cortland County Sales Tax Review Sharing Committee; AND

WHEREAS, the Cortland County Sales Tax Sharing Review Committee has recommended that the County issue a formal six-month notice of termination of the existing Sales Tax Agreement in accordance with the contractual provisions, in order to facilitate meaningful negotiations with the City of Cortland regarding a new agreement; AND

WHEREAS, the Sales Tax Sharing Review Committee further recommends that two members of the Committee be designated to participate in discussions with the City of Cortland as part of the negotiation process; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the formal six-month notice of termination of the existing Sales Tax Agreement between Cortland County and the City of Cortland, as permitted under the contract, in order to facilitate meaningful negotiations with the City of Cortland regarding a new agreement; AND BE IT FURTHER

RESOLVED, that the following two members of the Cortland County Sales Tax Sharing Review Committee shall be designated and are hereby authorized to engage in discussions with the City of Cortland and take all necessary steps to facilitate these negotiations:

Paul Heider & Cathy Bischoff

; AND BE IT FURTHER

RESOLVED, that this Resolution be and hereby is effective March 28, 2025; AND BE IT FURTHER

RESOLVED, that a copy of this resolution be provided to the Mayor of the City of Cortland, the City Common Council, and all relevant County and municipal officials.

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 4

Authorize Agreement with Pathfinder, Now IMEG, for Cortland County Courthouse HVAC Project

WHEREAS, Cortland County has received, on behalf of Assemblymember Anna Kelles, \$2.2 Million in funding through the Community Resiliency, Economic Sustainability and Technology (CREST) Program; AND

WHEREAS, these funds will support capital costs associated with replacing the HVAC system in the Cortland County Courthouse; AND

WHEREAS, the County solicited for Statement of Qualifications (SOQ) from consultants for the Courthouse HVAC Project; AND

WHEREAS, upon evaluation of the submitted SOQ's, ratings and interviews, Pathfinder, now IMEG, was selected by a committee consisting of members of the Building and Grounds Committee, the Superintendent and Deputy Superintendent of Highways; AND

WHEREAS, the Buildings and Grounds Committee of the Cortland County Legislature recommends entering into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump system, alternate systems, and provide an engineer's estimate; AND

WHEREAS, the fee for the feasibility studies and engineer's estimate for said project is \$62,940; AND

WHEREAS, the funds will be appropriated in Account No.HH16205.54055.CHINT; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves entering into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump

system, alternate systems, and an engineer's estimate for a cost not to exceed \$70,000; AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval, by the County Attorney or designee, is hereby authorized to enter into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump System, an alternate system, and provide an engineer's estimate, for a cost not to exceed \$62,940.

Referred from Highway Committee

Referred from Government Operations Committee

Referred from Judiciary & Public Safety Committee

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 5

Accept Funds HUD Healthy Homes Production Grant - Health Department

WHEREAS, The U.S. Department of Housing and Urban Development (HUD has awarded \$1,933,255.30 to the Cortland County Health Department; AND

WHEREAS, these funds will be used to address multiple childhood diseases and injuries in the home by focusing on housing-related hazards in a coordinated fashion. The program will expand the Health Department's efforts to address a variety of high-priority environmental health and safety hazards; AND

WHEREAS, the Cortland County Health Department will partner and contract with CAPCO and RHI to help facilitate the grant deliverables; NOW THEREFORE BE IT,

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute all documents related to the HUD Health Homes Production Grant; AND BE IT FURTHER

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

Increase Revenue:

A40115.44401.HUD	PUBLIC HEALTH - FEDERAL	\$1,933,255.30
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Increase Expenditure:

A40115.51005.HUD	PERSONAL SERV	\$62,131.48
A40115.54815.HUD	CONTRACTED SERVICES	\$1,843,148.77
A40115.58020.HUD	RETIREMENT	\$8,698.41
A40115.58030.HUD	FICA	\$4,753.06
A40115.58060.HUD	HEALTH INS	\$14,523.58

ON MOTION OF VAN DEE

AGENDA ITEM NO. 6

Accept Funds Performance Incentive Initiative 2024-Health Department

WHEREAS, the New York State Dept. of Health has awarded the Cortland County Health Dept. \$20,286 for the 2024 Article Six Year 12 Performance Incentive; AND

WHEREAS, these funds will be used to support costs associated with chronic disease prevention focusing specifically on implementation of active community strategies for promoting physical activity; NOW THEREFORE BE IT

RESOLVED, the 2025 adopted budget is hereby amended as follows:

Increase Expenditure:

A40105.54060.4000	Advertising	\$20,286
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Increase Revenue:

A40105.43401.4000	Public Health State Aid	\$20,286
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ON MOTION OF VAN DEE

AGENDA ITEM NO. 7

Amend 2024 Budget Pre-K Tuition Costs - Health Department

WHEREAS, Cortland County's Pre-K Program, a mandatory program in which the County is required to pay for preschool services to children ages 3-5 with developmental disabilities, requires a budget amendment to the 2024 County budget to cover the increased costs of these services; AND

WHEREAS, due to the increase in the NYS rate of tuition and an increase in children requiring higher needs and more services, our PREK budget accounts are short on funding in 2024 in the amount of \$124,924; AND

WHEREAS, the Health Department can reallocate \$36,505 of the required amount but will need an additional \$88,419 to cover the 2024 expenses; NOW THEREFORE BE IT

RESOLVED, the 2024 adopted budget is hereby amended as follows:

Increase Expenditure:

A40465.54445.PREK	PREK TUITION	\$124,924
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Decrease Expenditure:

A40465.51010.PREK	PART TIME PAY	(\$6,712)
A40465.54015.PREK	MAINT AGRMT	(\$2,832)
A40465.58020.PREK	RETIREMENT	(\$1,723)
A40465.58030.PREK	FICA	(\$4,027)
A40595.51005.4052	PERS SERV	(\$10,017)
A40595.54045.4052	TRAVEL	(\$2,283)
A40595.58060.4052	HEALTH INS	(\$3,745)
A40595.58020.4055	RETIREMENT	(\$2,623)
A40595.58030.4055	FICA	(\$2,543)

ON MOTION OF VAN DEE

AGENDA ITEM NO. 8

Abolish Sr. Case Aide/Create Social Welfare Examiner - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing

one (1) position of Senior Case Aide, and creating one (1) position of Social Welfare Examiner; AND
WHEREAS, the Health and Human Services Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Senior Case Aide (Grade 10, CSEA, \$20.1738-\$25.5349/hr, competitive class, full time with benefits) be abolished effective March 27, 2025; AND BE IT FURTHER

RESOLVED, that one (1) position of Social Welfare Examiner (Grade 12, CSEA \$21.4940-\$27.2060/hr, competitive class, full time with benefits) be created with permission to fill effective March 28, 2025.

Monthly Reports

1. Real Property Tax Services Monthly Report
2. County Administrator Monthly Report
3. January 2025 Finance Reports

DISCUSSION ITEMS

1. Draft 2025 Audit Department Schedule
2. Role & Responsibility of the Manager of Audit and Financial Projects
3. Presenting Monthly Budget Information in Graphic Format
4. Discussion of Past & Current Health & Premium Expense Costs
5. Discussion of April Agenda to Include 2024 Departmental Budget Over/Under
6. Registry of Short Term Rentals
7. Review of Finance & Administration Goals- Assignments
8. Role of the Finance & Administration Committee

Adjournment