



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, April 15, 2025

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m0da2bcee2ade605c181cf1112d137c10>

Tuesday, April 15, 2025 9:00 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2337 331 6005

Password: ybUrKQ3ra42

Join by phone

+1-415-655-0001 US Toll

Access code: 233 733 16005

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 - Mar 18, 2025 9:00 AM
2. Finance & Administration Committee - Special Meeting - Mar 27, 2025 4:45 PM

RESOLUTIONS

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 1

Amend Resolution No. 324-15 Expanding the Utilization of the Buildings & Grounds Capital Project Reserve

WHEREAS, Resolution No. 324-15 established the Building and Grounds Capital Project Reserve for the purpose of funding major building repairs for County-owned facilities; AND

WHEREAS, the County recognizes the need to address significant capital improvements not only to buildings but also to County grounds, including but not limited to infrastructure upgrades, site improvements, and outdoor projects; AND

WHEREAS, expanding the scope of the Building and Grounds Capital Project Reserve will allow for a more comprehensive approach to maintaining and improving County-owned properties; NOW

THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends Resolution No. 324-15 to authorize the use of funds from the Building and Grounds Capital Project Reserve for projects on County grounds, in addition to building repairs; AND BE IT FURTHER

RESOLVED, that all expenditures from the Building and Grounds Capital Project Reserve shall require legislative approval; AND BE IT FURTHER

RESOLVED, that this resolution shall take effect immediately.

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 2

Award Bid for Cortland County Landfill Stage 3 Closure Project – Highway Department

WHEREAS, the Cortland County Highway Department advertised for bids for the Stage 3 Closure at the Cortland County Landfill; AND

WHEREAS, sealed bids were opened on March 27, 2025 at 2:00 P.M. at the Highway Administration Building; AND

WHEREAS, the bids received are as follows:

<u>BIDDERS</u>	<u>BID AMOUNT</u>
R&L Development Company 153 Swan Lake Lane PO Box 529 New Alexandria, PA 15670	\$1,695,232.00
Adhan Piping Co., Inc. 1865 State Route 13 Cortland, NY 13045	\$1,877,000.00
Mohawk Valley Materials, Inc. 1914 Black River Road N. Rome, NY 13440	\$2,043,581.22
ZMK Construction, Inc. 3430 State Route 434 Apalachin, NY 13732	\$2,100,000.00
Rifenburg Construction, Inc. 5834 State Route 5 Herkimer, NY 13350	\$2,186,969.00
Byler Excavating, LLC 745 Martin Hill Road Harpursville, NY 13787	\$2,257,750.00

; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the Cortland County Legislature hereby awards the Landfill Stage 3 Closure Agreement to the lowest

responsible bidder, being R&L Development Company, 153 Swan Lake Ln., PO Box 529, New Alexandria, PA 15670; for the bid price listed above; 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 by the Legislature, is hereby authorized to sign an agreement with R&L Development Company for an amount not to exceed \$1,695,232.00; AND BE IT FURTHER

RESOLVED, that the Landfill Closure Reserve, EL.386300.LDCL be used for all expenditures related to the Landfill Stage 3 Closure project; AND BE IT FURTHER

RESOLVED, the 2025 Budget be amended as follows:

INCREASE:

EL81605.52100.8167 Land & Land Improvements	\$1,695,232
EL.359900 Appropriated Fund Balance	\$1,695,232

ON MOTION OF NEWELL

AGENDA ITEM NO. 3

Authorize Agreement - New York State - Cold Brook Rd. - Over Cold Brook Creek Culvert Replacement, CR102 - Highway Department

WHEREAS, the Project for the Cold Brook Rd. over Cold Brook Creek Culvert Replacement (CR 102) Replacement Project was awarded funding under the BRIDGE-NY 2023 Program, that calls for the apportionment of the costs of such program to be borne with 100% State Funds; AND

WHEREAS, the Highway Committee desires to authorize the implementation, and funding in the first instance, 100% of the State funded eligible costs of a Transportation Aid project, and appropriating funds therefore; AND

WHEREAS, Cortland County is the Project Sponsor and is legally empowered to declare itself to act as Lead Agency under SEQRA as the County is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, *et seq.*, and implementing regulations 6 NYCRR Part 617 (the "Regulations"); AND

WHEREAS, the proposed project meets the criteria established for a SEQRA Type II Action, per NYCRR Section 617.5, Subdivision (c), Item 2, and does not meet or exceed any thresholds in Section 617.4; AND

WHEREAS, the project has been identified as a SEQRA Type II Action; NOW THEREFORE BE IT

RESOLVED, the County hereby concurs that the Project to replace the Cold Brook Rd over Cold Brook Creek Culvert Replacement can be classified as a Type II Action under SEQRA, and no further review under SEQRA is required; NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby approves the above-subject project; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the project shall be completed within thirty (30) months; AND BE IT FURTHER

RESOLVED, that the County Legislature hereby authorizes the County of Cortland to pay in the first instance 100% of the State share of the cost of Scoping, Design, Construction and Construction Inspection for the Project or portions thereof; AND BE IT FURTHER

RESOLVED, that the Cortland County Director of Finance is hereby authorized and directed to establish appropriation accounts in the amount of \$1,500,000.00 and a revenue account for the State share and the 2025 Budget be modified as follows:

INCREASE:

HH512243.43597.CBCC	State Aid Revenue	\$1,500,000.00
HH51225.54055.CBCC	PE/Design	\$ 205,000.00
HH51225.52800.CBCC	Construction	\$1,260,000.00
HH51225.52100.CBCC	ROW	\$ 35,000.00

; AND BE IT FURTHER

RESOLVED, that in the event the full State share of costs of the project exceeds the amount appropriated, the Legislature of Cortland County shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof; AND BE IT FURTHER

RESOLVED, that the Chair of the County Legislature of Cortland County be and hereby is authorized and directed to execute all necessary Agreements, certifications or reimbursement as approved to form by the County Attorney or designee on behalf of the County of Cortland in connection with the advancement or approval of the Project; AND BE IT FURTHER

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, this Resolution shall take effect immediately.

ON MOTION OF NEWELL

AGENDA ITEM NO. 4

**Authorize Agreement - New York State - Pine Hill Rd. Over Hunts Creek Bridge Replacement,
BIN 2207300 - Highway Department**

WHEREAS, the Project for the Pine Hill Rd over Hunts Creek Bridge Replacement (BIN 2207300) Replacement Project was awarded funding under the BRIDGE-NY Program, that calls for the apportionment of the costs of such program to be borne with 95% Federal Funds; AND

WHEREAS, the Highway Committee desires to authorize the implementation, and funding in the first instance, 95% of the Federally funded eligible costs of a Transportation Aid project, and appropriating funds therefore; AND

WHEREAS, the Town of Freetown and the Town of Marathon are funding the local share for the project at 2.5% each, for a total of the 5% local share; AND

WHEREAS, Cortland County is the Project Sponsor and is legally empowered to declare itself to act as Lead Agency under SEQRA as the County is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, *et seq.*, and implementing regulations 6 NYCRR Part 617 (the "Regulations"); AND

WHEREAS, the proposed project meets the criteria established for a SEQRA Type II Action, per NYCRR Section 617.5, Subdivision (c), Item 2, and does not meet or exceed any thresholds in Section

617.4; AND

WHEREAS, the project has been identified as a SEQRA Type II Action; NOW THEREFORE BE IT

RESOLVED, the County hereby concurs that the Project to replace the Pine Hill Rd over Hunts Creek Bridge Replacement (BIN 2207300) can be classified as a Type II Action under SEQRA, and no further review under SEQRA is required; NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby approves the above-subject project; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the project shall be completed within thirty (30) months; AND BE IT FURTHER

RESOLVED, that the County Legislature hereby authorizes the County of Cortland to pay in the first instance 95% of the Federal share of the cost of Scoping, Design, Construction and Construction Inspection for the Project or portions thereof; AND BE IT FURTHER

RESOLVED, that the Cortland County Director of Finance is hereby authorized and directed to establish appropriation accounts in the amount of \$2,386,763.00 and revenue accounts for the Federal and local shares and the 2025 Budget be modified as follows:

INCREASE:

HH512244.44597.PHBR	Federal Revenue	\$ 2,267,425.00
HH512242.42397.PHBR	Local Share - Other Gov'ts	\$ 119,338.00
HH51225.54055.PHBR	PE/Design	\$ 356,250.00
HH51225.52800.PHBR	Construction	\$ 2,016,263.00
HH51225.52100.PHBR	ROW	\$ 14,250.00

; AND BE IT FURTHER

RESOLVED, that in the event the full Federal share costs of the project exceeds the amount appropriated, the Legislature of Cortland County shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof; AND BE IT FURTHER

RESOLVED, that the Chair of the County Legislature of Cortland County be and is hereby authorized and directed to execute all necessary Agreements, certifications or reimbursement as approved to form by the County Attorney or designee on behalf of the County of Cortland in connection with the advancement or approval of the Project; AND BE IT FURTHER

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, this Resolution shall take effect immediately.

Referred from Government Operations Committee

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

WHEREAS, the Cortland County Legislature adopted Resolution No. 76-23, “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County”; AND

WHEREAS, the request for special legislation was approved and the Cortland County Legislature adopted Local Law No. 9 of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County; AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2025); AND

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

WHEREAS, the Cortland County Legislature adopted Resolution No. 6- 25 authorizing a “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County” for 2025; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests that the necessary information and forms be forwarded to the County Legislature in order that an appropriate Home Rule Request can be acted upon by this body; AND BE IT FURTHER

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law §253-v, extending the expiration date from December 1, 2025 to December 1, 2027; AND BE IT FURTHER

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

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Authorization to Create Law Enforcement Reserve and Appropriate Funding

WHEREAS, a Traffic Diversion Program was created in 2020; AND

WHEREAS, in 2023, the program was discontinued; AND

WHEREAS, after paying the respective municipal partners, \$183,842.41 in funding remains in the bank account; AND

WHEREAS, it is the recommendation of the Judiciary & Public Safety Committee to move these funds into a reserve account for one time purchases which are law enforcement related; AND

WHEREAS, the District Attorney has requested the use of these funds to purchase five (5) laptops for District Attorneys at a cost not to exceed \$10,000, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby establishes a Law Enforcement Reserve (Account No. A.386300.DATDP): AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby directed to deposit the remaining \$183,842.41 of funding from the Traffic Diversion Program into the Law Enforcement Reserve (Account No. A.386300.DATDP); AND BE IT FURTHER

RESOLVED, that approved allocations from this reserve must be for one time purchases that are law enforcement related; AND BE IT FURTHER

RESOLVED, that all approvals for use of the Law Enforcement Reserve (Account No. A.386300.DATDP) must be approved by the Judiciary & Public Safety Committee, or any subsequent name of the committee as it may be amended, and the Cortland County Legislature; AND BE IT FURTHER

RESOLVED, the District Attorney be and hereby is authorized to purchase five (5) laptops at a cost not to exceed \$10,000 using Law Enforcement Reserve monies; AND BE IT FURTHER

RESOLVED, the 2025 General Fund budget be amended as follows:

INCREASE:

A11655.52060	Computer Equipment	\$10,000
A.351100	Appropriated Reserves	\$10,000

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 7

Create Senior Mental Health Clinician

WHEREAS, the needs of the agency will be better served by creating one per diem position of Senior Mental Health Clinician; AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one per diem position of Senior Mental Health Clinician (Grade 28, 38.3309-48.5172/hr, CSEA, non-competitive class, per diem, up to 17 hrs/week, no benefits), be created with approval to fill on April 24, 2025.

Monthly Reports

1. Real Property Tax Services Monthly Report
2. County Administrator Monthly Report
3. Finance Reports for April F&A Meeting

DISCUSSION ITEMS

1. BLS Fly Car/Certificate of Need
2. 2024 Budget Over & Under
3. Summary of 2024
4. Registry of Short Term Rentals
5. Audit Discussion
6. Review of Finance & Administration Goals- Assignments
7. Role of the Finance & Administration Committee

Adjournment