



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, April 16, 2024

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m8337f15a30990872e72f604f74e1032a>

Tuesday, April 16, 2024 9:00 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2349 494 0694

Password: JJezpD2wh63

Join by phone

+1-415-655-0001 US Toll

Access code: 234 949 40694

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 19, 2024 9:00 AM
2. Finance & Administration Committee - Special Meeting - Mar 28, 2024 3:30 PM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Resolution Authorizing Tompkins County Development Corporation Issuance of Bonds

RESOLUTION OF THE CORTLAND COUNTY LEGISLATURE, AS THE ELECTED LEGISLATIVE BODY OF CORTLAND COUNTY, NEW YORK, IN ACCORDANCE WITH SECTION 147(F) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED (THE "CODE"), APPROVING THE ISSUANCE BY THE TOMPKINS COUNTY DEVELOPMENT CORPORATION OF UP TO \$8,350,000 MAXIMUM PRINCIPAL AMOUNT OF REVENUE BONDS (CAYUGA MEDICAL CENTER AT ITHACA, INC. PROJECT), SERIES 2024 OF WHICH UP TO \$2,100,000 PRINCIPAL AMOUNT SHALL BE USED TO FINANCE THE PORTION OF THE PROJECT (AS DEFINED HEREIN) COMPRISING THE CORTLAND FACILITY (AS DEFINED HEREIN)

WHEREAS, the Cortland County Legislature (the "Legislature"), as the elected legislative body

of Cortland County, New York (the "County") has been advised by the Tompkins County Development Corporation (the "Issuer") that, in order to assist in the financing of a certain portion of the Project (as defined below) for the benefit of Cayuga Medical Center at Ithaca, Inc., a New York not-for-profit corporation and an organization described in Section 501(c)(3) of the Code (the "Company"), the Issuer proposes to issue, contingent upon the adoption of this Resolution, its Tax-Exempt and/or Taxable Revenue Bonds (Cayuga Medical Center at Ithaca, Inc. Project), Series 2024 in the aggregate principal amount not to exceed \$8,350,000 (the "Series 2024 Bonds"), for which up to \$2,100,000 in Series 2024 Bonds are to be issued to finance certain costs in connection with the portion of Project (defined below) comprising the Cortland Facility; AND

WHEREAS, the Project consists of: (A) (i) in the maximum principal amount of \$2,100,000, the acquisition of an approximately 9,019 square foot facility located at 1129 Commons Avenue Town of Cortlandville, Cortland County, New York for hospital facilities (being more particularly described as tax parcel No. 86.09-05-01.000) (the "Cortland Facility") and (ii) in the maximum principal amount of \$800,000, the acquisition and installation in and around the Institution's hospital facility located at 101 Dates Drive, Town of Ithaca, Tompkins County, New York, of certain items of machinery, equipment and other tangible personal property (the "Equipment"; and, together with the Cortland Facility, the "2024 Facility") and (B) in the maximum principal amount of \$5,450,000, the refinancing of the outstanding principal amount Tompkins County Development Corporation Tax-Exempt Revenue Bonds (Cayuga Medical Center at Ithaca, Inc. Project), Series 2013 issued in the original principal amount of \$25,000,000 (the "Series 2013 Bonds"), the proceeds of which were used to finance a certain project (the "Series 2013 Project") consisting of: (a) the construction, reconstruction and installation of improvements to the Institution's existing approximately 309,000 square-foot main hospital facility located at 101 Dates Drive, Ithaca, New York (the "Existing Facility"), such improvements consisting of: (i) an approximately 14,300 square-foot addition to accommodate an expansion of the Institution's Surgical Center, and the reconstruction, renovation and redesign of an approximately 15,100 square-foot area within the existing Surgical Center, (ii) the construction of an approximately 21,918 square-foot addition to accommodate an expansion of the Institution's Pathology and Laboratory Department, and the reconstruction, renovation and redesign of an approximately 1,558 square-foot area within the existing Pathology and Laboratory Department, (iii) the construction of an approximately 500 square-foot addition to accommodate an expansion of the Institution's Obstetrics and Gynecology Department, and the reconstruction, renovation and redesign of an approximately 19,160 square-foot area within the space formerly occupied by the Pathology and Laboratory Department to accommodate the Obstetrics and Gynecology Department, (iv) the reconstruction, renovation and redesign of certain other existing areas and departments including, but not limited to, Endoscopy, Oncology, Pediatrics, Central Sterile Supply, Wound, Information Systems, Pain Management, Sleep Center, and Infusion (collectively, the "2013 Improvements"); (b) the acquisition and installation in and around the Existing Facility, the 2013 Improvements and the Institution's urgent care located at 10 Arrowhead Drive, Ithaca, New York of certain medical equipment and other items of machinery, equipment and tangible personal property (the "2013 Equipment", and collectively with the 2013 Improvements, the "2013 Facility"); and (c) paying certain costs and expenses incidental to the issuance of the 2013 Bonds; and (C) paying certain costs and expenses incidental to the issuance of the Bonds (the costs associated with items (A) through (C) above being hereinafter collectively referred to as the "Project Costs"); AND

WHEREAS, the initial owner of the 2013 Facility and the 2024 Facility is and will be the Company, financed with the proceeds of the Series 2024 Bonds; AND

WHEREAS, pursuant to Article 8 of the New York Environmental Conservation Law and the regulations promulgated thereto at 6 N.Y.C.R.R. Part 617 (collectively referred to as "SEQRA"), the Issuer determined that the Project constitutes a "Type II Action" as said term is defined in SEQRA, and therefore no further action is required to be taken under SEQRA; AND

WHEREAS, pursuant to Section 147(f) of the Code, interest on the Series 2024 Bonds will not be excluded from gross income for Federal income tax purposes unless the issuance of the Series 2024 Bonds and the portion thereof to be applied to finance the portion of the Project comprising the Cortland Facility is approved by the County Legislature after a public hearing to consider both the issuance of the

Series 2024 Bonds and the nature and location of the facilities located within the County financed therewith has been conducted following reasonable public notice; AND

WHEREAS, the Issuer held a public hearing, upon proper notice, on behalf of itself and Cortland County on April 9, 2024, in accordance with the Notice of Public Hearing published on March 28, 2024 in *The Ithaca Journal* and *The Cortland Standard*, the Issuer held such a public hearing upon proper notice in compliance with the Code; AND

WHEREAS, to aid the Legislature in its deliberations, the Issuer has made available to the members of the Legislature prior to this meeting (a) the Company's application to the Issuer for financial assistance; (b) the notice of public hearing published in *The Ithaca Journal* and *The Cortland Standard*, (c) the minutes of such public hearing held on April 9, 2024; and (d) the Issuer's Bond Resolution, adopted on April 10, 2024, with respect to the proposed issuance of the Series 2024 Bonds; AND

WHEREAS, the Legislature, after due consideration of the foregoing, as the "applicable elected representative" of Cortland County, New York, within the meaning of Section 147(f)(2)(E) of the Code, desires to approve the issuance of the Series 2024 Bonds and the application of up to \$2,100,000 principal amount thereof to finance or refinance the portion of the Project comprising the Cortland Facility, provided the principal, premium, if any, and interest on the Series 2024 Bonds shall be special obligations of the Issuer and shall never be a debt of the State of New York (the "State") or any political subdivision thereof including, without limitation, Cortland County, New York and neither the State nor any political subdivision thereof including, without limitation, Cortland County, New York shall be liable thereon; NOW THEREFORE BE IT

RESOLVED, by the Cortland County Legislature as follows:

Section 1. For the purpose of satisfying the approval requirement of Section 147(f) of the Code and on the recommendation of the Cortland County Finance and Administration Development Committee, the Legislature hereby gives its approval of the issuance by the Issuer of the Series 2024 Bonds, and the application of up to \$2,100,000 principal amount of the Series 2024 Bonds to finance or refinance the portion of the Project comprising the Cortland Facility; *provided* that, the Series 2024 Bonds, and the premium (if any) and interest thereon, shall be special obligations of the Issuer and shall never be a debt of the State of New York or any political subdivision thereof including, without limitation, Cortland County, New York and neither the State of New York nor any political subdivision thereof including, without limitation, Cortland County, New York, shall be liable thereon.

Section 2. This Resolution shall be deemed to be made for the benefit of the holders of the Series 2024 Bonds.

Section 3. This Resolution shall take effect immediately.

Referred from Building & Grounds Committee

Referred from Highway Committee

Referred from Government Operations Committee

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 2

Create Deputy Director of Weights & Measures - Personnel Department

WHEREAS, the needs of the Weights and Measures Department will be better served by creating one (1) Deputy Director of Weights and Measures (Management Compensation Plan, Grade 12, \$49,781-\$66,258, full-time with benefits, competitive class); AND

WHEREAS, the Government Operations Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one (1) Deputy Director of Weights and Measures (Management Compensation Plan, Grade 12, \$49,781-\$66,258, full-time with benefits, competitive class) be created with permission to fill effective April 26, 2024.

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

INCREASE:

A66105.51005	Personnel Services	\$34,000
A66105.58030	FICA	\$ 2,601
A66105 58020	Retirement	\$4,760
A66105 58060	Health Insurance	\$13,333
A359900	Appropriated Fund Balance	\$54,694

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 3

Amend 2024 Budget to Reallocate Funding - Legislature

WHEREAS, the Cortland County Legislature adopted the 2023 budget on November 17, 2022;
AND

WHEREAS, the 2023 amended budget included money for the encoder update for the legislative chambers; AND

WHEREAS, the invoice, in the amount of \$5,500, for the legislative chambers encoder update was not received until March 28, 2024; AND

WHEREAS, there is a wish to allocate funding in the amount of \$5,500 to the legislative budget line for the purchase of laptops; NOW THEREFORE BE IT

RESOLVED, that the 2024 County Budget be amended as follows:

Increase:

A10105.52060	Capital Computer Equipment	\$11,000
A359900	Appropriated Fund Balance	\$11,000

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 4

Adopt Amended County Whistleblower Protection Policy

WHEREAS, the Cortland County Whistleblower Protection Policy has been revised and updated for necessary changes to the procedures for reporting and investigating complaints and for the addition of definitions; AND

WHEREAS, this Cortland County Whistleblower Protection Policy is intended to supersede the County's current whistleblower protection policy as well as any previously adopted changes to the current policy; AND

WHEREAS, the Cortland County Whistleblower Protection Policy has been reviewed for content by the Personnel Director, County Attorney, County Administrator, Manager of Audit & Financial Projects, and the Government Operations Committee; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the attached Cortland County Whistleblower Protection Policy; AND BE IT FURTHER

RESOLVED, that this policy shall supersede all previously adopted whistleblower protection policies, as well as any previously adopted amendments to those policies; AND BE IT FURTHER

RESOLVED, that this policy will be effective April 26, 2024.

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 5

Approval to Purchase 2024 MetalCraft Alum 21' Fast Responder Boat - Sheriff's Office

WHEREAS, the Cortland County Sheriff's Office Navigation 1994 Discovery Enforce boat and Kristi trailer MDL KD176-18 has been sold as the boat repairs, a hole in the hull of the boat, could not be completed; AND

WHEREAS, the Cortland County Sheriff's Office Navigation needs to replace the 1994 Discovery boat with trailer, as the Sheriff's Office boat is the only boat available to conduct navigation patrols in County waterways that are within the Cortland County Sheriff's Office jurisdiction; AND

WHEREAS, New York State Parks, Recreation and Historic Preservation Department will provide up to one-half of the cost of a replacement boat and trailer through New York State Navigation Law Enforcement State Aid Program 2024; AND

WHEREAS, the Cortland County Sheriff's Office has received a quote, dated March 28, 2024, from MetalCraft Marine, 22620 Fisher Road Watertown, NY 13601, for a 2024 MetalCraft Welded Aluminum 21' Fast Responder boat, Mercury 300HP outboard motor, with an aluminum tandem-axle bunk trailer to transport said boat, for a total of both units of \$123,156.00; AND

WHEREAS, the 2024 Road Patrol budget does not include adequate funds for the new replacement navigation boat/trailer; AND

WHEREAS, funds are required for the replacement of the navigation boat/trailer; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorize the use of funds for the replacement of the Sheriff's Office Navigation boat and trailer; AND BE IT FURTHER

RESOLVED, the 2024 budget is hereby amended as follows:

Increase	A31205.52030	Vehicles	\$123,156
	A359900	Appropriated Fund Balance	\$123,156

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Amend 2024 Budget for Leased Vehicle Repairs - Probation Department

WHEREAS, the Cortland County Probation Department has an unanticipated expense due to an accident involving a leased vehicle; AND

WHEREAS, there is a need to amend the 2024 Cortland County budget to repair the leased vehicle; NOW THEREORE BE IT

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

Increase:

A31405.54300	Vehicle Maintenance & Repairs	\$5,400
A359900	Appropriated Fund Balance	\$5,400

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

Microenterprise Assistance Program Application Review

1. Hillside Farms, LLC

MONTHLY REPORTS

1. March Financial Reports
2. County Administrator Monthly Report
3. Real Property Tax Services Monthly Report

DISCUSSION ITEMS

1. TC3 Update
2. Purchasing Policy - Draft Addendum of Consequences for Non-Compliance
3. Capital Projects & Unappropriated Funds Update - County Administrator, Rob Corpora
4. Reserve Accounts and County Bond Status Updates
5. In Rem Update
6. Mission of Finance and Administration Committee

Adjournment