



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, April 19, 2022

10:00 AM

Board Room

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	Present	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Remote	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Garry VanGorder	Cortland County Business Development Corporation	Executive Director	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Present	
Darrel Tuttle	Cortland County, NY	Deputy Director, Budget and Finance	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Late	10:05 AM
Kevin Limiti	Cortland Standard	Reporter	Late	10:13 AM

MINUTES

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

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize the County Administrator to Award Food Bids

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize the County Administrator to Award Food Bids

WHEREAS, Cortland County is required to bid for food and other items on a regular basis, AND

WHEREAS, it is in the best interest of Cortland County for the County Administrator to have the authority to award such bids based on adherence to the County's purchasing policy, NOW THEREFORE BE IT

RESOLVED, that the County Administrator is authorized to award such bids, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized and directed to sign agreements to award these bids to the chosen vendor.

AGENDA ITEM NO. 2 – Authorize County Administrator to Award Grants

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize County Administrator to Award Grants

WHEREAS, Cortland County receives grants and other funding on a regular basis, AND

WHEREAS, it is in the best interest of Cortland County for the County Administrator to have the

authority to accept such grants and amend budgets based on grant proceeds providing the grants do not require the creation of any new positions and there is no County match required, NOW THEREFORE BE IT

RESOLVED, that the County Administrator is hereby authorized to award such grants and amend budgets based on grant proceeds providing the grants do not require the creation of any new positions and there is no County match required, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized and directed to sign agreements to accept the grant, 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. 3 – Authorize County Administrator to Approve Budgeted Contracts - County Administration

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize County Administrator to Approve Budgeted Contracts - County Administration

WHEREAS, Cortland County enters into contracts with many organizations as part of daily business, AND

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

WHEREAS, this is a duplication that slows down the County's contracting process and takes up valuable time for the Legislators to approve an item that has already been approved in the budget process, AND

WHEREAS, it is in the best interest of Cortland County for the County Administrator to have the authority to approve these contracts which have been approved in the County Budget, NOW THEREFORE BE IT

RESOLVED, that the County Administrator be and hereby is authorized, upon review and approval by the County Attorney or designee, to sign agreements which are approved in the current fiscal year County Budget.

AGENDA ITEM NO. 4 – Authorize First Quarter 2022 Sales Tax Distribution - Finance

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize First Quarter 2022 Sales Tax Distribution - Finance

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 provide for quarterly, AND

WHEREAS, the 2022 first quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for first quarter 2022 to be \$9,099,336.01, AND

WHEREAS, the total amount available for distribution is \$8,724,336.01, 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 \$4,711,141.45 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 first 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	\$1,548,569.64	\$-0-	\$1,548,569.64	\$-0-
Cincinnatus, Town of	\$72,340.89	\$-0-	\$72,340.89	\$-0-
Cortlandville, Town of	\$773,753.32	\$-0-	\$773,753.32	\$-0-
Cuyler, Town of	\$65,904.68	\$(28,750.00)	\$37,154.68	\$-0-
Freetown, Town of	\$49,549.03	\$-0-	\$49,549.03	\$-0-
Harford, Town of	\$78,348.22	\$(70,000.00)	\$8,348.22	\$-0-
Homer, Town of	\$263,876.33	\$-0-	\$263,876.33	\$-0-

Homer, Village of	\$187,683.22	\$-0-	\$187,683.22	\$-0-
Lapeer, Town of	\$102,152.33	(\$77,500.00)	\$24,652.33	\$-0-
Marathon, Town of	\$78,306.81	\$-0-	\$78,306.81	\$-0-
Marathon, Village of	\$39,575.64	\$-0-	\$39,575.64	\$-0-
McGraw, Village of	\$34,373.02	\$-0-	\$34,373.02	\$-0-
Preble, Town of	\$134,446.81	\$-0-	\$134,446.81	\$-0-
Scott, Town of	\$79,756.53	\$-0-	\$79,756.53	\$-0-
Solon, Town of	\$73,707.62	\$-0-	\$73,707.62	\$-0-
Taylor, Town of	\$43,246.02	(\$20,000.00)	\$23,246.02	\$-0-
Truxton, Town of	\$95,187.58	(\$90,000.00)	\$5,187.58	\$-0-
Virgil, Town of	\$228,316.95	(\$16,250.00)	\$212,066.95	\$-0-
Willet, Town of	\$64,099.92	\$-0-	\$64,099.92	\$-0-
Total	\$4,013,194.56	(\$302,500.00)	\$3,710,694.56	\$-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.

AGENDA ITEM NO. 5 – Authorize Allocation of American Rescue Plan Funding to the Cortland County Business Development Corporation

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Cortland County Business Development Corporation

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, with Resolution No. 315-21 the Cortland County Legislature approved the allocation of \$300,000 of the federal aid revenue to the Cortland County Business Development Corporation to administer a Downtown Assistance Program, a Façade Improvement Program and a Small Business Expansion Assistance Program, AND

WHEREAS, the Cortland County Business Development Corporation received over 80 applications from small businesses throughout Cortland County, AND

WHEREAS, the small businesses, through the Downtown Assistance Program, Façade Improvement Program and Small Business Expansion Assistance Program, are putting private investment into the Cortland County business community, AND

WHEREAS, the Business Development Corporation is in need of more funding to allow them to assist all eligible applications, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate an additional \$300,000 of the federal aid revenue to the Cortland County Business Development Corporation to administer a Downtown Assistance Program, a Façade Improvement Program and a Small Business Expansion Assistance Program, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$300,000 of the Federal American Rescue Plan funds to the Cortland County Business Development Corporation to administer a Downtown Assistance Program, a Façade Improvement Program and a Small Business Expansion Assistance Program, AND BE IT FURTHER

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign a contract with the Cortland County Business Development Corporation for said purposes.

AGENDA ITEM NO. 6 – Authorize Use of American Rescue Plan Funds for Legislative Chambers and Committee Room Updates

RESULT:	APPROVED [5 TO 1]
	Next: 4/28/2022 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Wagner, Newell, Harbin, Stock, Eccleston
NAYS:	Linda Jones
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Use of American Rescue Plan Funds for Legislative Chambers and Committee Room Updates

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, there is a need to update the Cortland County Legislative Chambers and committee rooms to have the ability to hold efficient virtual meetings, AND

WHEREAS, the Buildings and Grounds Committee and the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed the allocation of \$300,000 of the federal aid revenue for Legislative Chambers and committee room renovations at the County Office Building, NOW

THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the allocation of \$300,000 of the federal aid revenue for Legislative Chambers and committee room renovations at the County Office Building, AND BE IT FURTHER

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

Increase:

A132544.44089.ARP Federal Aid Revenue \$300,000

A10105.52320.ARP Building Improvements \$300,000

, AND BE IT FURTHER

RESOLVED, that the County Administrator is hereby authorized, upon approval by the County Attorney or designee, to enter into agreements for the Legislative Chambers and committee room renovations at the County Office Building.

AGENDA ITEM NO. 7 – Authorize Use of American Rescue Plan Funds for County Office Building HVAC Project (3Rd Floor)

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Use of American Rescue Plan Funds for County Office Building HVAC Project (3Rd Floor)

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, the Buildings and Grounds Committee and the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed the allocation of \$500,000 of the federal aid revenue for HVAC renovations for the third floor of the County Office Building, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the allocation of \$500,000 of the federal aid revenue for HVAC renovations for the third floor of the County Office Building, AND BE IT FURTHER

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

Increase:

A132544.44089.ARP Federal Aid Revenue \$500,000

, AND BE IT FURTHER

RESOLVED, that the County Administrator is hereby authorized, upon approval by the County Attorney or designee, to enter into agreements for HVAC renovations for the third floor of the County Office Building for an amount not to exceed \$500,000.

AGENDA ITEM NO. 8 – Authorize Use of American Rescue Plan Funds for the Cortland County Mental Health Building

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Use of American Rescue Plan Funds for the Cortland County Mental Health Building

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed the allocation of \$2,000,000 of the federal aid revenue for renovations to the Cortland County Mental Health Building, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the allocation of \$2,000,000 of the federal aid revenue for renovations to the Cortland County Mental Health Building located at 111 Port Watson St., Cortland, NY, AND BE IT FURTHER

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

Increase:

A132544.44089.ARP Federal Aid Revenue \$2,000,000

A43115.52320.ARP Building Improvements \$2,000,000

, AND BE IT FURTHER

RESOLVED, that the County Administrator is hereby authorized, upon approval by the County Attorney or designee, to enter into agreements for renovations to the Cortland County Mental Health Building, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused funds to subsequent years until the project is completed or funds are expended, no later than fiscal year 2026.

AGENDA ITEM NO. 9 – Authorize Use of American Rescue Plan Funding for Broadband & Dissolution of Federal Aid Allocation Citizen's Advisory Committee

RESULT:	APPROVED [4 TO 2]
	Next: 4/28/2022 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	George Wagner, Christopher Newell, Beau Harbin, Mitchel Eccleston
NAYS:	Linda Jones, Richard Stock
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Use of American Rescue Plan Funding for Broadband & Dissolution of Federal Aid Allocation Citizen's Advisory Committee

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, Resolution No. 142-21 established the Federal Aid Allocation Citizen's Advisory Committee to formulate a clear plan for the use of the Federal Aid being received, AND

WHEREAS, Resolution 14-22 reestablished the Federal Aid Allocation Citizen's Advisory Committee to continue allocating the Federal Aid received, AND

WHEREAS, the Federal Aid Allocation Citizen's Advisory Committee endorses the allocation of all unspent American Rescue Plan funds to broadband expansion in Cortland County, AND

WHEREAS, upon approval of the Cortland County Legislature, all American Rescue Plan funding received by Cortland County is allocated, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby allocates all unspent American Rescue Plan funding to broadband expansion in Cortland County through December 31, 2024, AND BE IT FURTHER

RESOLVED, that the Federal Aid Allocation Citizen's Advisory Committee be and hereby is dissolved as of April 28, 2022.

AGENDA ITEM NO. 10 – Authorize Agreement for Auctioneer Services for the Sale of County Tax Foreclosure Properties - Treasurer's Office

Ms. Jones MADE A MOTION TO SUSPEND THE RULES to entertain a resolution to award the auctioneer services agreement, Mr. Eccleston SECONDED THE MOTION, and after a unanimous voice vote of members present, the MOTION WAS APPROVED.

RESULT:	APPROVED [4 TO 2]
	Next: 4/28/2022 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	George Wagner, Linda Jones, Christopher Newell, Mitchel Eccleston
NAYS:	Beau Harbin, Richard Stock
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO.

**Authorize Agreement for Auctioneer Services for the Sale of County Tax Foreclosure Properties -
Treasurer's Office**

WHEREAS, The Treasurer's Office of Cortland County advertised for bids for Auctioneer services for the auction of tax foreclosures properties, Index No._____, AND

WHEREAS, sealed bids were opened on April 1, 2022 at 11:30 a.m. at the Office of the Clerk of the Legislature, AND

WHEREAS, the Treasurer's Office received three proposals from the following New York State licensed auctioneers:

Bidder	Buyer's Premium	County's Cost
Auctions International d/b/a AuctionsInternational.com 11167 Big Tree Road East Aurora, NY 14052	6% Cash or Check 11% Credit Card No Reclaimed Property Fee	\$0
Absolute Auctions & Realty, Inc. d/b/a NYSAuctions.com 45 South Avenue, PO Box 1739 Pleasant Valley, NY 12569	10% Cash or Check 11% Credit Card 10% Reclaimed Property Fee	\$0
Collar City Auctions d/b/a CollarCityAuctions.com 9423 Western Turnpike Delanson, NY 12053	6% Cash or Check Unspecified Credit Card No Reclaimed Property Fee	\$0

, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendation of the Cortland County Treasurer, the Cortland County Legislature be and hereby awards the Auctioneer agreement to the lowest qualified bidder being Auctions International, 11167 Big Tree Road, East Aurora, NY 14052 for the 2018 foreclosed properties, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized to execute a contract with Auctions International, 11167 Big Tree Road, East Aurora, NY 14052 for the 2018 foreclosed properties.

Discussion Items/Reports

1. Real Property Tax Services Monthly Reports

RESULT: COMPLETED

2. Finance Department Monthly Reports

RESULT: COMPLETED

4. Audit Department Monthly Budget Report

RESULT: COMPLETED

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

AGENDA ITEM NO. 1 – Authorize County Contribution to the Cortland County Junior Fair

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize County Contribution to the Cortland County Junior Fair

WHEREAS, the Cortland County Junior Fair is a staple of the Cortland County community for 68 years and promotes agriculture and the youth of the County, AND

WHEREAS, the Agriculture, Planning and Environmental Committee recommends contributing funds to the Cortland County Junior Fair, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes the County to contribute \$5,000 to the Cortland County Junior Fair, AND BE IT FURTHER

RESOLVED, that the 2022 Cortland County Budget be modified as follows:

INCREASE:

A64205.54780	Sponsor Contributions	\$5,000
A359900	Appropriated Fund Balance	\$5,000

Referred from Building & Grounds Committee

Referred from Health & Human Services

Referred from Judiciary & Public Safety Committee

Referred from Highway Committee

AGENDA ITEM NO. 2 – Authorize Agreement for Environmental Monitoring with Cortland County Soil and Water Conservation District - Highway Department Division of Solid Waste

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF NEWELL

RESOLUTION NO.

Authorize Agreement for Environmental Monitoring with Cortland County Soil and Water Conservation District - Highway Department Division of Solid Waste

WHEREAS, Cortland County is required to monitor ground water quality at the Cortland County

Landfill, AND

WHEREAS, the Cortland County Soil and Water Conservation District has submitted a proposal to provide monitoring services and the associated report preparation for the Cortland County Landfill for a three year term of January 1, 2022 through December 31, 2024, AND

WHEREAS, the costs of said services will be \$74,000.00 per year, which may be invoiced quarterly, AND

WHEREAS, in addition, the Cortland County Soil and Water District will be entitled to additional compensation in the event of a substantial increase in costs required to provide such services. A substantial increase shall be defined as an increase in excess of 5% over the prior year for laboratory testing fees, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute an agreement with the Cortland County Soil and Water Conservation District to perform the environmental monitoring and the associated report preparation for the Cortland County Landfill for a cost of \$74,000.00 per year, to be paid from Landfill account EL81605.54055, on a quarterly basis commencing on January 1, 2022 and ending December 31, 2024.

AGENDA ITEM NO. 3 – Amend 2022 Budget/Authorize Agreement/Installation of Active Landfill Gas Collection and Control System - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF NEWELL

RESOLUTION NO.

Amend 2022 Budget/Authorize Agreement/Installation of Active Landfill Gas Collection and Control System - Highway Department

WHEREAS, the Cortland County Landfill produces methane gas that is directly vented into the atmosphere, AND

WHEREAS, methane is a greenhouse gas that is approximately 25 times more potent than carbon dioxide and produces odors at the Cortland County Landfill and surrounding areas, AND

WHEREAS, Barton & Loguidice, D.P.C. provided a preliminary analysis of the estimated landfill gas generation at the Cortland County Landfill based upon the mass of waste in place at the landfill, the type of waste at the landfill, the landfill design life, the methane generation constant, the methane generation potential, the concentration of NMOC's as hexane, the volumetric percent of landfill gas that is methane and the volumetric percent of landfill gas that is carbon dioxide, AND

WHEREAS, through voluntary destruction of landfill gas with the installation of an active gas collection and flaring system, the County is eligible to become a carbon credit provider, AND

WHEREAS, the Cortland County Highway Committee supports the installation of an active gas collection and flaring system to reduce the amount of greenhouse gases emitted into the atmosphere from the landfill and to be eligible to become a carbon credit provider, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves of the installation of an active gas collection and flaring system at the Cortland County Landfill, AND BE IT FURTHER

RESOLVED, that the County Administrator and the Superintendent of Highways, upon approval from the County Attorney or designee as to form, be and hereby are authorized to enter into any 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 BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the 2022 County Budget to be modified as necessary for said project, AND BE IT FURTHER

RESOLVED, that the funding for this project is to come from account A359900, Appropriated Fund Balance, as a loan from the General Fund to the Solid Waste Fund to be paid back with carbon credits received.

AGENDA ITEM NO. 4 – Transfer Funds/Establish 2022 Projects for the Consolidated Local Street and Highway Improvement Program (CHIPS) PAVE-NY Funds and Extreme Winter Recovery Program (EWR) Funds/Create Projects - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF NEWELL

RESOLUTION NO.

Transfer Funds/Establish 2022 Projects for the Consolidated Local Street and Highway Improvement Program (CHIPS) PAVE-NY Funds and Extreme Winter Recovery Program (EWR) Funds/Create Projects - Highway Department

WHEREAS, the 2022 County Road Fund Budget included \$1,992,703 in funding for the Consolidated Local Street and Highway Improvement Program (CHIPS), \$555,598 under the program known as PAVE-NY, and \$369,997 in Extreme Winter Recovery (EWR), for a total of \$2,918,298, AND

WHEREAS, the County Road Rehab Projects were not yet determined at the time of the passing of the 2022 County Road Fund Budget, AND

WHEREAS, an amount of \$2,918,298.00 was budgeted in expense account D51125.54077 to be used when the projects were determined, AND

WHEREAS, the Cortland County Highway Superintendent has recommended that the following new projects be established for the 2022 Construction Season:

Fisher Avenue, Project # 7150
Health Camp Road, Project # 7151
McGraw Marathon Road Section G, Project # 7152
McGraw Marathon Road Section H, Project # 7153
Penelope Road, Project # 7233
Texas Valley Road, Project # 7155

, AND

WHEREAS, the following projects were established in 2021, and will be completed in 2022:

Page Green Road Section 1 Project # 7149

Preble Road, Project # 7146

Highland Road, Project # 7148

, NOW THEREFORE BE IT

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

DECREASE:				
D51125	54077		CHIPS EXPENSES	\$ 2,106,863.00
INCREASE:			PROJECTS	
			PREBLE ROAD	
D51125	51005	7146	PERSONAL SERVICES	\$ 8,990.00
D51125	54065	7146	EQUIPMENT	\$ 26,028.00
D51125	54077	7146	MATERIALS	\$ 94,068.00
D51125	58020	7146	RETIREMENT	\$ 2,374.00
D51125	58030	7146	FICA	\$ 1,297.00
D51125	58040	7146	WORKERS COMP	\$ 678.00
D51125	58060	7146	HEALTH	\$ 3,591.00
D51125	58062	7146	DENTAL	\$ 22.00
D51125	58065	7146	VISION	\$ 4.00
			TOTAL PROJECT	\$ 137,052.00
			HIGHLAND ROAD	
D51125	51005	7148	PERSONAL SERVICES	\$ 18,151.00
D51125	54065	7148	EQUIPMENT	\$ 48,060.00
D51125	54077	7148	MATERIALS	\$ 162,432.00
D51125	58020	7148	RETIREMENT	\$ 4,793.00
D51125	58030	7148	FICA	\$ 2,619.00
D51125	58040	7148	WORKERS COMP	\$ 1,369.00
D51125	58060	7148	HEALTH	\$ 7,251.00
D51125	58062	7148	DENTAL	\$ 45.00
D51125	58065	7148	VISION	\$ 8.00
			TOTAL PROJECT	\$ 244,728.00
			PAGE GREEN ROAD SECTION A	
D51125	51005	7149	PERSONAL SERVICES	\$ 11,280.00
D51125	54065	7149	EQUIPMENT	\$ 29,916.00
D51125	54077	7149	MATERIALS	\$ 201,960.00
D51125	58020	7149	RETIREMENT	\$ 2,979.00

D51125	58030	7149	FICA	\$ 1,628.00
D51125	58040	7149	WORKERS COMP	\$ 851.00
D51125	58060	7149	HEALTH	\$ 4,506.00
D51125	58062	7149	DENTAL	\$ 28.00
D51125	58065	7149	VISION	\$ 5.00
			TOTAL PROJECT	\$ 253,153.00
			FISHER AVE	
D51125	51005	7150	PERSONAL SERVICES	\$ 8,818.00
D51125	54065	7150	EQUIPMENT	\$ 45,036.00
D51125	54077	7150	MATERIALS	\$ 39,420.00
D51125	58020	7150	RETIREMENT	\$ 2,328.00
D51125	58030	7150	FICA	\$ 1,272.00
D51125	58040	7150	WORKERS COMP	\$ 665.00
D51125	58060	7150	HEALTH	\$ 3,523.00
D51125	58062	7150	DENTAL	\$ 22.00
D51125	58065	7150	VISION	\$ 4.00
			TOTAL PROJECT	\$ 101,088.00
			HEALTH CAMP ROAD	
D51125	51005	7151	PERSONAL SERVICES	\$ 33,096.00
D51125	54065	7151	EQUIPMENT	\$ 103,572.00
D51125	54077	7151	MATERIALS	\$ 152,604.00
D51125	58020	7151	RETIREMENT	\$ 8,739.00
D51125	58030	7151	FICA	\$ 4,775.00
D51125	58040	7151	WORKERS COMP	\$ 2,497.00
D51125	58060	7151	HEALTH	\$ 13,221.00
D51125	58062	7151	DENTAL	\$ 81.00
D51125	58065	7151	VISION	\$ 14.00
			TOTAL PROJECT	\$ 318,599.00
			MCGRAW MARATHON ROAD SECTION G	
D51125	51005	7152	PERSONAL SERVICES	\$ 16,462.00
D51125	54065	7152	EQUIPMENT	\$ 110,538.00
D51125	54077	7152	MATERIALS	\$ 149,418.00
D51125	58020	7152	RETIREMENT	\$ 4,347.00
D51125	58030	7152	FICA	\$ 2,375.00
D51125	58040	7152	WORKERS COMP	\$ 1,242.00
D51125	58060	7152	HEALTH	\$ 6,576.00
D51125	58062	7152	DENTAL	\$ 40.00
D51125	58065	7152	VISION	\$ 7.00
			TOTAL PROJECT	\$ 291,005.00
			MCGRAW MARATHON ROAD SECTION H	
D51125	51005	7153	PERSONAL SERVICES	\$ 16,462.00
D51125	54065	7153	EQUIPMENT	\$ 110,538.00

D51125	54077	7153	MATERIALS	\$ 149,418.00
D51125	58020	7153	RETIREMENT	\$ 4,347.00
D51125	58030	7153	FICA	\$ 2,375.00
D51125	58040	7153	WORKERS COMP	\$ 1,242.00
D51125	58060	7153	HEALTH	\$ 6,576.00
D51125	58062	7153	DENTAL	\$ 40.00
D51125	58065	7153	VISION	\$ 7.00
			TOTAL PROJECT	\$ 291,005.00
			PENELOPE ROAD	
D51125	51005	7233	PERSONAL SERVICES	\$ 14,258.00
D51125	54065	7233	EQUIPMENT	\$ 52,812.00
D51125	54077	7233	MATERIALS	\$ 41,472.00
D51125	58020	7233	RETIREMENT	\$ 3,765.00
D51125	58030	7233	FICA	\$ 2,057.00
D51125	58040	7233	WORKERS COMP	\$ 1,076.00
D51125	58060	7233	HEALTH	\$ 5,696.00
D51125	58062	7233	DENTAL	\$ 35.00
D51125	58065	7233	VISION	\$ 6.00
			TOTAL PROJECT	\$ 121,177.00
			TEXAS VALLEY ROAD	
D51125	51005	7155	PERSONAL SERVICES	\$ 21,358.00
D51125	54065	7155	EQUIPMENT	\$ 139,320.00
D51125	54077	7155	MATERIALS	\$ 169,452.00
D51125	58020	7155	RETIREMENT	\$ 5,640.00
D51125	58030	7155	FICA	\$ 3,082.00
D51125	58040	7155	WORKERS COMP	\$ 1,611.00
D51125	58060	7155	HEALTH	\$ 8,532.00
D51125	58062	7155	DENTAL	\$ 52.00
D51125	58065	7155	VISION	\$ 9.00
			TOTAL PROJECT	\$ 349,056.00
			TOTAL INCREASE	\$ 2,106,863.00

, AND BE IT FURTHER

RESOLVED, that more projects will be added as time allows during the 2022 Construction Season.

AGENDA ITEM NO. 5 – Allocate 2021 Fund Balance to Airport Reserve - Highway Department/Cortland County Airport

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF NEWELL

RESOLUTION NO.

Allocate 2021 Fund Balance to Airport Reserve - Highway Department/Cortland County Airport

WHEREAS, the Cortland County Legislature adopted Resolution No. 269-17 which directed that the gain or loss from A5610 accounts be placed into a dedicated reserve fund, AND

WHEREAS, the Airport had a gain in 2021 of \$52,284.74, AND

WHEREAS, a Board resolution is required annually to move the funds into said Airport Reserve, NOW THEREFORE BE IT

RESOLVED that the Airport Reserve (A386300.ARPT) be increased \$52,284.74 for 2021 gains.

Referred from Government Operations Committee

AGENDA ITEM NO. 6 – Mortgage Tax Disbursement October 1, 2021 - March 31, 2022 - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF STOCK

RESOLUTION NO.

Mortgage Tax Disbursement October 1, 2021 - March 31, 2022 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for October 1, 2021-March 31, 2022, has been prepared and submitted by the Cortland County Clerk and has been approved by the NYS Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage between the towns and villages, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorize the County Treasurer to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cortland, City of	\$130,184.39
Cincinnatus, Town of	7,104.30

Cortlandville, Town of	126,671.78
McGraw, Village of	3,538.98
Homer, Village of	378.71
Cuyler, Town of	3,343.37
Freetown, Town of	3,278.15
Harford, Town of	9,474.81
Homer, Town of	34,296.69
Homer Village of	25,851.84
Lapeer, Town of	5,224.32
Marathon, Town of	12,459.77
Marathon, Village of	6,650.31
Preble, Town of	13,781.94
Scott, Town of	16,227.03
Solon, Town of	7,386.05
Taylor, Town of	4,330.24
Truxton, Town of	17,050.71
Virgil, Town of	40,730.35
Willet, Town of	2,195.08
TOTAL	\$470,158.82

AGENDA ITEM NO. 7 – Create Position Landfill Equipment Operator for Highway Department - Solid Waste Division - Personnel

RESULT: APPROVED [UNANIMOUS]

Next: 4/28/2022 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Wagner, Jones, Newell, Harbin, Stock, Eccleston

EXCUSED: Sandra Price

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Create Position Landfill Equipment Operator for Highway Department - Solid Waste Division - Personnel

WHEREAS, the needs of the Landfill will be better served by creating one full-time position of Landfill Equipment Operator, AND

WHEREAS, the Highway Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one full-time position of Landfill Equipment Operator (CSEA, Grade 14, \$20.6041- 26.0742/hr, non-competitive class, full-time with benefits) be created on April 28, 2022 with approval to fill.

AGENDA ITEM NO. 8 – Adopt Changes to Management Compensation Plan for Department Heads, Management Employees and Management/Confidential Employees/Reallocate Various Positions in Cortland County CSEA Unit #6550, Local 812/Abolish/Create Various Positions - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Changes to Management Compensation Plan for Department Heads, Management Employees and Management/Confidential Employees/Reallocate Various Positions in Cortland County CSEA Unit #6550, Local 812/Abolish/Create Various Positions - Personnel Department

WHEREAS, a compensation analysis of all positions in the Cortland County Management Compensation Plan for Department Heads, Management Employees and Management/Confidential Employees and the Cortland County CSEA Unit #6550, Local 812, was conducted and completed by the Burke Group, AND

WHEREAS, the analysis recommended options for the Cortland County Legislature to implement in order to bring Cortland County employee salaries in line with current market values, AND

WHEREAS, upon conducting the analysis, additional recommendations were presented for certain positions to be abolished and created, NOW THEREFORE BE IT

RESOLVED, that effective June 27, 2022, the Management Compensation Plan for Department Heads, Management Employees and Management/Confidential Employees will be amended as attached, AND BE IT FURTHER

RESOLVED, that effective June 27, 2022, various CSEA positions will be reallocated as attached, AND BE IT FURTHER

RESOLVED, that effective June 27, 2022, the following positions will be abolished and created with approval to fill:

Abolish

Mental Health

Office Manager
Senior Account Clerk (2)
Medical Services Clerk (2)
Youth Project Director
Licensed Master Social Worker (9)
Licensed Clinical Social Worker (5)

Grant Administration

Grant Administrator

Planning

Secretary 1

Elections

Senior Election Clerk (2)

Create

Executive Administrative Officer
Principal Account Clerk (2)
Senior Medical Services Clerk (2)
SPOA Coordinator
Mental Health Clinician (9)
Senior Mental Health Clinician (5)
Senior Account Clerk

Workforce Development Director

Fiscal Officer

Deputy Election Commissioner (2)

, AND BE IT FURTHER

RESOLVED, that the 2022 County Budget be modified as needed for said changes with funds budgeted in A19905.54775 Contingency.

AGENDA ITEM NO. 9 – Adopt Local Law "C" for the Year 2022 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "C" for the Year 2022 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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 5 for the year 2022 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 Legislature of the County of Cortland, as follows:

SECTION 1.
LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously Confidential Employees through Cortland County Local Law No. 4 of 2011.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

SECTION III.

The same rate of annual salary increase for fiscal year 2022 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2022 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

Elected office include:

County Clerk
County Coroner (s)
County Sheriff
County Treasurer

Officers appointed for a fixed term include:

Clerk of the Legislature
County Attorney
Public Defender
Veteran's Services Officer
Commissioner of Social Services
Highway Superintendent
Personnel Officer
Public Health Director
Real Property Tax Services Director

SECTION IV:

This local law is subject to permissive referendum and shall not take effect until June 27, 2022, which is at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

Adjournment

The meeting was closed at 11:11 AM



Finance & Administration Committee

Committee Meeting

~ Minutes ~

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

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Tuesday, March 15, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Vice Chair Christopher Newell

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Chair	Excused	
Linda Jones	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Member	Excused	
Richard Stock	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Nicole Anjeski	Cortland County, NY	Deputy Director of Public Health	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Kevin Conlon	Cortland Standard	Reporter	Present	
Kevin Smith	Cortland Voice	Reporter	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

MINUTES

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

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Abolish/Create One (1) Full-Time Principal Account Clerk & One (1) Full-Time Assistant Accountant - Finance Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF WAGNER**RESOLUTION NO.**

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.

AGENDA ITEM NO. 2 – Accept Bids and Award Contract for County-Wide Office Supplies - Audit Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF WAGNER**RESOLUTION NO.**

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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

AGENDA ITEM NO. 1 – Amend Budget for Rural Transit Assistance Program - Mobility Management

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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

AGENDA ITEM NO. 2 – OneGroup Safety Contract- Safety Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

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

AGENDA ITEM NO. 3 – Amend Budget for Adult Protective Services Administration for Community Living (ACL) Grant - Department of Social Services

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 3/24/2022 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Newell, Stock, Eccleston

EXCUSED: George Wagner, Beau Harbin

ON MOTION OF PRICE**RESOLUTION NO.**

**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
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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

RESULT: APPROVED [UNANIMOUS]

Next: 3/24/2022 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Newell, Stock, Eccleston

EXCUSED: George Wagner, Beau Harbin

ON MOTION OF PRICE**RESOLUTION NO.**

**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

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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.

AGENDA ITEM NO. 5 – Award Bid/Authorize Agreement - Advertising/Outreach for WIOA Youth Programs - Cayuga/Cortland Workforce Development Board

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

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

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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.

AGENDA ITEM NO. 6 – Authorize Agreement to Accept Funds for Healthy Neighborhoods Grant Health Education - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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.

AGENDA ITEM NO. 7 – Create Temporary Public Health Fellow Positions - Public Health Fellow (4 Positions) and Public Health Fellow Coordinator - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

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

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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.

AGENDA ITEM NO. 8 – Accept Funds-Resource Allocation Plan NYS Office of Children and Family Services-Youth Bureau/Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

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:

Increase: Current Amendment Adjusted

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.

AGENDA ITEM NO. 9 – Appoint/Reappoint Community Services Board and Subcommittee Members - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

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):

Tiffanie Parker	18 Hamlin Street, Cortland NY
Amanda Rainbow	2719 State Rt 26, Cincinnatus NY 13040

Mental Health Subcommittee (MH):

Ellen Wright	112 Broadway Ave, Cortland, NY 13045
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Chemical Dependence Subcommittee (CD):

Tiffanie Parker	18 Hamlin Street, Cortland NY 13045
Aris Dysert	104 Winners Way, Warners NY 13164

AGENDA ITEM NO. 10 – Accept Bids/Authorize Purchase of Miscellaneous Groceries and Frozen Foods - Area Agency on Aging

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

RESULT: **APPROVED [UNANIMOUS]**

Next: 3/24/2022 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Newell, Stock, Eccleston

EXCUSED: George Wagner, Beau Harbin

ON MOTION OF PRICE**RESOLUTION NO.**

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.

AGENDA ITEM NO. 11 – Amend Budget for New York State Office for the Aging Unmet Need Funding - Area Agency on Aging

RESULT: **APPROVED [UNANIMOUS]**

Next: 3/24/2022 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Newell, Stock, Eccleston

EXCUSED: George Wagner, Beau Harbin

ON MOTION OF PRICE**RESOLUTION NO.**

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

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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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AGENDA ITEM NO. 12 – Amend 2022 Budget Consolidated Appropriations Act for Nutrition Services
Title III C - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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.

AGENDA ITEM NO. 13 – Authorize 2022 Contract with Linstar to Support the Department of Social Services - CAC Division

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

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.

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 14 – Accept and Authorize 2021 State Homeland Security Projects (SHSP) Grant - Emergency Response

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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
A34105.44389.24SHS Federal DHSES Revenue	0	\$51,215	\$51,215
A34105.54015.24SHS Maintenance Agreements	0	\$22,954	\$22,954
A34105.52015.24SHS Dept Specific Equip	0	\$28,261	\$28,261

, AND BE IT FURTHER

RESOLVED, that the County Administrator, 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.

AGENDA ITEM NO. 15 – Authorize Agreement Upstate Family Defense (Child Welfare) Quality Improvement/Case Load Reduction - Public Defender

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

**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

AGENDA ITEM NO. 16 – Authorize 2022 Fireworks Agreement with Zambelli Fireworks for Annual July Fireworks Celebration at Dwyer Memorial Park

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

RESULT: **APPROVED [UNANIMOUS]**

Next: 3/24/2022 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Newell, Stock, Eccleston

EXCUSED: George Wagner, Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

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.

AGENDA ITEM NO. 17 – Authorize Vendor Fee for Annual Dwyer Memorial Park Fourth of July Celebration - Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 3/24/2022 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Newell, Stock, Eccleston

EXCUSED: George Wagner, Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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.

AGENDA ITEM NO. 18 – Extend Bids/Award Agreements Various Materials, Supplies and Services - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

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.

AGENDA ITEM NO. 19 – Award 2022 Material and Service Bids and Authorize Agreements with Various Vendors - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF NEWELL**RESOLUTION NO.**

**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.

AGENDA ITEM NO. 20 – Approve Purchase of a Wheel Loader - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

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.

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

AGENDA ITEM NO. 21 – Approve Purchase of Two New Ferris Zereturn Mowers - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

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:

VENDOR

CNY Farm Supply
3865 US RT 11
Cortland, NY 13045

QUOTE FOR EACH

\$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.

AGENDA ITEM NO. 22 – Accept NY State Aviation Capital Grant for 100 LL AvGas Fuel Farm Relocation and Construction - Cortland County Airport/Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

**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.

AGENDA ITEM NO. 23 – Approve Purchase of One Used Tank Trailer - Solid Waste

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

Approve Purchase of One Used Tank Trailer - Solid Waste

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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

AGENDA ITEM NO. 24 – Authorize Agreement - Granicus, LLC - Minute Traq/Civic Streaming Subscription & GovQA Program - Cortland County Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Agreement - Granicus, LLC - Minute Traq/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 Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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

AGENDA ITEM NO. 25 – Authorize Agreement Between Cortland County and County Police Association (CPAC) - Personnel

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Stock, Eccleston
EXCUSED:	George Wagner, Beau Harbin

ON MOTION OF STOCK

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)

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

RESULT:	COMPLETED
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2. Applications for Corrected Tax Roll February 2022 - Audit Department

RESULT:	COMPLETED
----------------	------------------

3. Treasurer Report March 2022

RESULT:	COMPLETED
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4. Audit Department Monthly Budget Report

RESULT:	COMPLETED
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5. County Auditor Quarterly Update

RESULT:	COMPLETED
----------------	------------------

6. Finance Department Budget to Actual - February

RESULT:	COMPLETED
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Adjourn

Minutes Acceptance: Minutes of Mar 15, 2022 10:00 AM (MINUTES)



ARPA Business Grant Program

April 2022



BDC Allocation Request -- \$500,000
County Allocation -- \$300,000

BDC Establishes 3 funding programs:

- * Downtown Business Assistance
- * Façade Improvement
- * Small Business Expansion



Initial 86 applications for funding totaling nearly \$700,000

Eligibility review cuts 16 projects and \$140,000 in requests

70 applicants now seeking \$556,117 in grant funding

Total project costs of \$927,583 leverages \$396,466 in private investment



County ARPA funding sufficient to cover grant requests only for the Small Business Expansion Program (\$298,325).

* \$503,872 total project costs

*Leverages \$205,547 in private investment



Several of the enterprises funded through the Small Business Expansion Grant Program are adding new products and services thereby creating additional revenue streams which helps strengthen those small businesses against future economic downturns.



The Cortland County BDC is seeking additional county ARPA funding in the amount of **\$300,000**. These funds are needed to cover requests for the two remaining programs:

- * Downtown Business Assistance
\$25,000
- * Façade Improvement
\$232,792



Fully funding the program enables more than \$900,000 in spending, leverages \$400,000 in private investment, and maximizes program input across county municipalities including the Towns of Cincinnatus, Cortlandville, Cuyler Marathon, Truxton, and Virgil. Funded businesses are also located in the Villages of McGraw and Homer.



The additional funding requested will support the Sign Façade and Street Frontage program. These funds will enable property owners to rehabilitate properties in the Towns of Cincinnatus, Cortlandville, Homer, Marathon, Truxton as well as the Village of McGraw and the City of Cortland to replace or repair exterior lighting, signage, doors, and awning. Projects also include masonry repairs and new windows. These investments will improve the overall appearance of communities thereby increasing traffic, increasing sales tax revenue and supporting assessed values.



41 percent of the businesses selected for funding support Cortland County's tourism industry.

11 percent of the business selected for funding are agriculture-based businesses. Among those agricultural enterprises are equine services, maple production, and a new brewery.

31 percent of the businesses selected for funding are minority or women owned business enterprises.

Other business sectors targeted for funding include personal services, entertainment, education, retail, construction, professional services, and dining,

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99							
ACCOUNTS FOR: A GENERAL FUND							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
A135542 REAL PROPERTY TAX SERVICE							
A135542 41289	DEPARTMENTAL FEES						
-34,000.00	0.00	-34,000.00	-7,793.75	0.00	-26,206.25	22.9%	
A135542 42210	GENERAL SERV, OTHER GOVTS						
-14,100.00	0.00	-14,100.00	-14,100.00	0.00	0.00	100.0%	
TOTAL REAL PROPERTY TAX SERVICE							
-48,100.00	0.00	-48,100.00	-21,893.75	0.00	-26,206.25	45.5%	
A135543 REAL PROPERTY TAX SERVICE							
A135543 43089	State Aid - Other						
-1,000.00	0.00	-1,000.00	0.00	0.00	-1,000.00	.0%	
TOTAL REAL PROPERTY TAX SERVICE							
-1,000.00	0.00	-1,000.00	0.00	0.00	-1,000.00	.0%	
A13555 REAL PROPERTY TAX SERVICE							
A13555 51005	PERSONAL SERVICES						
147,766.44	0.00	147,766.44	29,754.56	0.00	118,011.88	20.1%	
A13555 54000	TELEPHONE						
566.00	0.00	566.00	85.00	0.00	481.00	15.0%	
A13555 54005	Office Materials & Supplies						
5,000.00	-25.00	4,975.00	0.00	0.00	4,975.00	.0%	
A13555 54007	Janitorial Materials & Supp						
50.00	0.00	50.00	0.00	0.00	50.00	.0%	
A13555 54015	Maintenance Agreements						
7,854.00	0.00	7,854.00	6,042.27	1,744.27	67.46	99.1%	
A13555 54020	POSTAGE						
600.00	0.00	600.00	63.93	0.00	536.07	10.7%	
A13555 54035	EDUCATION & TRAINING						
1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%	
A13555 54040	ASSOC/MEMBERSHIP DUES						
275.00	25.00	300.00	300.00	0.00	0.00	100.0%	
A13555 54060	LEGAL NOTICES / ADVERTISING						
100.00	0.00	100.00	0.00	0.00	100.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99							
ACCOUNTS FOR: A GENERAL FUND		TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
A13555 54065	EQUIP RENT / LEASES						
	5,676.00	0.00	5,676.00	1,419.00	4,257.00	0.00	100.0%
A13555 54070	INSURANCE						
	1,755.00	0.00	1,755.00	0.00	0.00	1,755.00	.0%
A13555 54213	I/D COPIER						
	1,755.00	0.00	1,755.00	215.76	0.00	1,539.24	12.3%
A13555 54444	FEES & PERMITS						
	14,100.00	0.00	14,100.00	0.00	14,100.00	0.00	100.0%
A13555 58020	RETIREMENT						
	16,873.14	0.00	16,873.14	0.00	0.00	16,873.14	.0%
A13555 58030	FICA						
	11,304.13	0.00	11,304.13	2,115.21	0.00	9,188.92	18.7%
A13555 58040	WORKERS COMP						
	5,985.00	0.00	5,985.00	6,124.45	0.00	-139.45	102.3%
A13555 58060	HEALTH INS						
	42,236.35	0.00	42,236.35	8,462.40	0.00	33,773.95	20.0%
A13555 58062	DENTAL INS						
	270.72	0.00	270.72	55.68	0.00	215.04	20.6%
A13555 58065	VISION CARE BENEFITS						
	58.80	0.00	58.80	12.00	0.00	46.80	20.4%
TOTAL REAL PROPERTY TAX SERVICE							
	263,225.58	0.00	263,225.58	54,650.26	20,101.27	188,474.05	28.4%
TOTAL GENERAL FUND							
	214,125.58	0.00	214,125.58	32,756.51	20,101.27	161,267.80	24.7%
TOTAL REVENUES							
	-49,100.00	0.00	-49,100.00	-21,893.75	0.00	-27,206.25	
TOTAL EXPENSES							
	263,225.58	0.00	263,225.58	54,650.26	20,101.27	188,474.05	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
214,125.58	0.00	214,125.58	32,756.51	20,101.27	161,267.80	24.7%	

** END OF REPORT - Generated by Laura Fox **



**CORTLAND COUNTY
REAL PROPERTY TAX SERVICES
60 CENTRAL AVENUE
CORTLAND, NY 13045
607-753-5040**

March Activity Review:

- Processed 199 splits/subdivisions and 41 consolidations since taxable status date (March 1st, 2021) to date, creating 64 additional parcels for the upcoming 2022 roll year.
- Assisted the 5 assessors for Cortland County in creating the parcels in RPSV4 software.
- Processed 143 deeds transfers for the month of February.
- Assisted 2 individuals with purchasing tax maps.
- Assisted 12 individuals and businesses with purchasing a subscription to Image Mate online.
- Created 89 Sales Cards for local Realtors.
- Created and sent to State of NY the required spreadsheet of delinquent property tax data for the STAR program.
- Answered numerous questions, both on phone calls and walk-in customers that relate to Real Property.
- Highest sale price paid for real property in the month of February was for a 18.6 acre portion of a dairy farm on Route 13 in the town of Homer for \$265,000

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YEAR-TO-DATE BUDGET REPORTPg 1
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FOR 2022 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A13105 BUDGET & FINANCE							
A13105 42210 GEN SERV	-43,361	0	-43,361	-5,400.00	.00	-37,960.62	12.5%
A13105 51005 PERS SERV	293,128	0	293,128	51,451.00	.00	241,676.63	17.6%
A13105 54000 TELEPHONE	792	0	792	198.00	.00	594.00	25.0%
A13105 54001 COPY/PRINT	700	0	700	423.04	.00	276.96	60.4%
A13105 54005 Off Supp	3,000	0	3,000	96.91	155.90	2,747.19	8.4%
A13105 54015 Maint Agmt	106,100	0	106,100	53,599.96	43,826.94	8,673.33	91.8%
A13105 54020 POSTAGE	3,000	0	3,000	775.92	.00	2,224.08	25.9%
A13105 54035 ED & TRAIN	2,000	0	2,000	50.00	170.00	1,780.00	11.0%
A13105 54040 DUES/MEMBE	620	0	620	560.00	.00	60.00	90.3%
A13105 54045 Travel	500	0	500	.00	.00	500.00	.0%
A13105 54055 PROF SERV	50,750	0	50,750	10,000.00	40,750.00	.00	100.0%
A13105 54060 LEGAL ADV	50	0	50	.00	.00	50.00	.0%
A13105 54070 Liab Ins	2,819	0	2,819	.00	.00	2,819.12	.0%
A13105 54213 I/D COPIER	565	0	565	141.30	.00	423.90	25.0%
A13105 58020 RETIREMENT	33,453	0	33,453	.00	.00	33,453.38	.0%
A13105 58030 FICA	22,424	0	22,424	3,627.71	.00	18,796.57	16.2%
A13105 58040 WRKS COMP	9,975	0	9,975	10,207.41	.00	-232.41	102.3%
A13105 58060 HEALTH INS	80,614	0	80,614	14,386.20	.00	66,228.19	17.8%
A13105 58062 DENTAL INS	361	0	361	83.52	.00	277.44	23.1%
A13105 58065 VISION INS	78	0	78	18.00	.00	60.40	23.0%
TOTAL BUDGET & FINANCE	567,570	0	567,570	140,218.97	84,902.84	342,448.16	39.7%
TOTAL REVENUES	-43,361	0	-43,361	-5,400.00	.00	-37,960.62	
TOTAL EXPENSES	610,931	0	610,931	145,618.97	84,902.84	380,408.78	
GRAND TOTAL	567,570	0	567,570	140,218.97	84,902.84	342,448.16	39.7%

** END OF REPORT - Generated by Andrea Herzog **

Attachment: March Budget to Actual (10605 : Finance Department Monthly Reports)

UNAUDITED
Cortland County
BALANCE SHEET
DECEMBER 31, 2021

	General Fund	Special Grant Fund	Self-Insured Health Benefits Fund
ASSETS			
Cash and Cash Equivalents - Unrestricted	21,697,512.39		2,967,222.64
Cash and Cash Equivalents - Restricted	7,931,989.56	190,155.50	
Taxes Receivable, Net	6,309,237.06		
Due from Other Funds	1,620,365.52		416.70
Due from State and Federal Governments	10,872,659.48		
Due from other governments	251,250.00		
Other Receivables, Net	4,706.72	7,140.37	58,888.97
Prepaid Expenses	1,090,297.56		327,880.15
Capital Assets, Net			
Total Assets	49,778,018.29	197,295.87	3,354,408.46
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
Liabilities			
Accounts Payable	1,989,892.13	971.65	428,422.21
Accrued Liabilities	666,516.14	6,621.97	2,270.33
Due to Other Funds	2,245.87	14,411.65	7,629.78
Due to Other Governments	6,382,317.67	14,480.00	
Other Liabilities	623.33		999,600.00
Postclosure Liability			
Unearned Revenues	8,082,308.87	160,810.60	
Total Liabilities	17,123,904.01	197,295.87	1,437,922.32
Deferred (Outflows)/Inflows of Resources			
Deferred Tax Revenue	2,277,179.91		
Deferred (Outflow)/Inflow - Bond Refunding			
Deferred (Outflow)/Inflow - OPEB			
Deferred (Outflow)/Inflow - Pension			
Total Deferred Inflows of Resources	2,277,179.91	-	-
Fund Balances			
Nonspendable	1,090,297.56		
Restricted	7,931,989.56		
Assigned	241,110.67		146.85
Unassigned	21,113,536.58		1,916,339.29
Total Fund Balances	30,376,934.37	-	1,916,486.14
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	49,778,018.29	197,295.87	3,354,408.46

Attachment: Balance Sheets at 12-31-21 - Unaudited (10605 : Finance Department Monthly Reports)

UNAUDITED
Cortland County
BALANCE SHEET
DECEMBER 31, 2021

	County Road Fund	Road Machinery Fund	Solid Waste Fund
ASSETS			
Cash and Cash Equivalents - Unrestricted	863,174.06	1,566,757.84	369,061.11
Cash and Cash Equivalents - Restricted			1,376,317.07
Taxes Receivable, Net			
Due from Other Funds	2,245.87	107,942.25	
Due from State and Federal Governments			14,183.70
Due from other governments		28,527.59	
Other Receivables, Net	2,283.97		331,134.14
Prepaid Expenses			
Capital Assets, Net			12,322,345.00
Total Assets	867,703.90	1,703,227.68	14,413,041.02
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
Liabilities			
Accounts Payable	124,865.95	76,863.17	162,909.59
Accrued Liabilities	62,314.38	9,311.78	71,597.73
Due to Other Funds	106,065.05	27,376.38	80,832.19
Due to Other Governments			
Other Liabilities			8,144,065.01
Postclosure Liability			19,757,563.00
Unearned Revenues	434,107.01		
Total Liabilities	727,352.39	113,551.33	28,216,967.52
Deferred (Outflows)/Inflows of Resources			
Deferred Tax Revenue			
Deferred (Outflow)/Inflow - Bond Refunding			(498,094.00)
Deferred (Outflow)/Inflow - OPEB			9,804.00
Deferred (Outflow)/Inflow - Pension			156,985.00
Total Deferred Inflows of Resources	-	-	(331,305.00)
Fund Balances			
Nonspendable			
Restricted			1,376,317.07
Assigned		7,032.00	12,599.92
Unassigned	140,351.51	1,582,644.35	(14,861,538.49)
Total Fund Balances	140,351.51	1,589,676.35	(13,472,621.50)
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	867,703.90	1,703,227.68	14,413,041.02

Attachment: Balance Sheets at 12-31-21 - Unaudited (10605 : Finance Department Monthly Reports)

UNAUDITED
Cortland County
BALANCE SHEET
DECEMBER 31, 2021

	Capital Projects Fund	Workers' Compensation Fund	Agency Fund
ASSETS			
Cash and Cash Equivalents - Unrestricted		453,103.59	
Cash and Cash Equivalents - Restricted		885,494.28	2,082,470.19
Taxes Receivable, Net			
Due from Other Funds			8,844.24
Due from State and Federal Governments	1,985,984.61		
Due from other governments			
Other Receivables, Net		23,638.67	1,358.00
Prepaid Expenses		183,000.00	
Capital Assets, Net			
Total Assets	1,985,984.61	1,545,236.54	2,092,672.43
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
Liabilities			
Accounts Payable	590,460.14	38,426.81	12,727.17
Accrued Liabilities			
Due to Other Funds	1,395,524.47		105,729.19
Due to Other Governments			394,270.27
Other Liabilities		2,709,665.23	1,579,945.80
Postclosure Liability			
Unearned Revenues			
Total Liabilities	1,985,984.61	2,748,092.04	2,092,672.43
Deferred (Outflows)/Inflows of Resources			
Deferred Tax Revenue			
Deferred (Outflow)/Inflow - Bond Refunding			
Deferred (Outflow)/Inflow - OPEB			
Deferred (Outflow)/Inflow - Pension			
Total Deferred Inflows of Resources	-	-	-
Fund Balances			
Nonspendable		183,000.00	-
Restricted		885,494.28	
Assigned			
Unassigned		(2,271,349.78)	
Total Fund Balances	-	(1,202,855.50)	-
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	1,985,984.61	1,545,236.54	2,092,672.43

Attachment: Balance Sheets at 12-31-21 - Unaudited (10605 : Finance Department Monthly Reports)

REVENUE BUDGET VS ACTUAL TO December 31, 2021

REVENUE BUDGET VS ACTUAL TO December 31, 2021		UNAUDITED					
		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
GENERAL FUND							
A1010	Board of Legislators	(10,000.00)		(10,000.00)	(10,000.00)	-	100.0%
A1165	District Attorney	(104,126.00)		(104,126.00)	(125,319.76)	21,193.76	120.4%
A1170	Public Defender	(594,154.53)		(594,154.53)	(226,693.43)	(367,461.10)	38.2%
A1175	Assigned Counsel	(368,426.00)		(368,426.00)	(27,102.02)	(341,323.98)	7.4%
A1325	Real Property Tax Levy	(37,003,555.00)		(37,003,555.00)	(36,744,304.32)	(259,250.68)	99.3%
A1325	Treasurer	(1,333,486.00)	(500,000.00)	(1,833,486.00)	(2,081,122.92)	247,636.92	113.5%
A1355	Real Property Tax Services	(48,600.00)		(48,600.00)	(56,241.20)	7,641.20	115.7%
A1410	County Clerk	(738,216.00)	(28,572.00)	(766,788.00)	(1,036,383.25)	269,595.25	135.2%
A1411	County Clerk - DMV	(746,000.00)		(746,000.00)	(677,728.22)	(68,271.78)	90.8%
A1430	Personnel	(5,000.00)		(5,000.00)	(4,012.50)	(987.50)	80.3%
A1450	Elections	(3,300.00)		(3,300.00)	(26,542.76)	23,242.76	804.3%
A1610	Shared Services	(222,000.00)		(222,000.00)	(205,799.98)	(16,200.02)	92.7%
A1620	Buildings & Grounds	(224,311.65)		(224,311.65)	(223,141.35)	(1,170.30)	99.5%
A1680	Information Technology	(44,348.00)	(123,397.81)	(167,745.81)	(52,561.02)	(115,184.79)	31.3%
A1985	Sales Tax Revenue	(28,365,000.00)	(4,005,527.07)	(32,370,527.07)	(37,072,667.55)	4,702,140.48	114.5%
A2989	Handicapped Parking			-	(42.50)	42.50	100.0%
A3020	Emergency Response & Communications	(279,200.00)	(1,025,273.59)	(1,304,473.59)	(1,200,049.54)	(104,424.05)	92.0%
A3110	Sheriff	(115,000.00)		(115,000.00)	(70,996.41)	(44,003.59)	61.7%
A3120	Road Patrol	(490,001.00)	(49,450.00)	(539,451.00)	(465,199.12)	(74,251.88)	86.2%
A3140	Probation	(391,049.00)		(391,049.00)	(441,982.21)	50,933.21	113.0%
A3150	Jail	(3,500.00)	(18,015.97)	(21,515.97)	(244,907.74)	223,391.77	1138.3%
A3315	DWI	(65,400.00)	(35,528.43)	(100,928.43)	(70,729.66)	(30,198.77)	70.1%
A3410	Fire/Emergency Management Admin	(48,062.00)	(75,708.66)	(123,770.66)	(75,281.20)	(48,489.46)	60.8%
A4010	Public Health Admin	(925,137.00)	(1,980,833.51)	(2,905,970.51)	(1,430,512.08)	(1,475,458.43)	49.2%
A4011	Nursing	(423,347.00)	(523,952.95)	(947,299.95)	(247,634.32)	(699,665.63)	26.1%
A4012	Environmental Health	(483,036.00)	(113,282.00)	(596,318.00)	(225,875.69)	(370,442.31)	37.9%
A4045	Health Eduction		(116,545.00)	(116,545.00)	(76,370.90)	(40,174.10)	65.5%
A4046	Pre-K	(1,513,850.00)		(1,513,850.00)	(1,695,493.58)	181,643.58	112.0%
A4059	Early Intervention	(792,405.00)	(71,016.56)	(863,421.56)	(592,993.43)	(270,428.13)	68.7%
A4050	Child Advocacy Center	(156,111.00)	(297,201.55)	(453,312.55)	(335,464.28)	(117,848.27)	74.0%
A4310	Mental Health	(5,557,491.00)	(224,386.14)	(5,781,877.14)	(5,618,944.18)	(162,932.96)	97.2%
A5610	Airport	(300,002.00)		(300,002.00)	(327,710.73)	27,708.73	109.2%
A5630	Bus Operations	(2,034,734.00)	(339,324.17)	(2,374,058.17)	(1,275,715.43)	(1,098,342.74)	53.7%
A6010	Social Services	(14,863,668.00)	(60,000.00)	(14,923,668.00)	(11,931,365.58)	(2,992,302.42)	79.9%
A6410	Occupancy Tax - Revenue	(400,000.00)		(400,000.00)	(617,897.55)	217,897.55	154.5%
A6510	Veterans Service Agency	(82,769.30)		(82,769.30)	(60,436.47)	(22,332.83)	73.0%
A6610	Weights & Measure	(16,040.00)		(16,040.00)	(15,646.85)	(393.15)	97.5%
A6772	Office for the Aging	(752,403.00)	(151,717.00)	(904,120.00)	(932,737.81)	28,617.81	103.2%

REVENUE BUDGET VS ACTUAL TO December 31, 2021

UNAUDITED

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
A6774	Nutrition (OFA)	(631,844.00)	(25,077.00)	(656,921.00)	(636,916.69)	(20,004.31)	97.0%
A7110	Dwyer Park	(10,000.00)		(10,000.00)	(10,067.55)	67.55	100.7%
A7312	Youth Bureau	(14,335.00)	(91,686.00)	(106,021.00)	(129,797.00)	23,776.00	122.4%
A7989	Snowmobile	(95,616.00)		(95,616.00)	(95,616.00)	-	100.0%
A8020	Planning	(1,000.00)		(1,000.00)	(290.00)	(710.00)	29.0%
Total Revenue @ 12/31/21		(100,256,523.48)	(9,856,495.41)	(110,113,018.89)	(107,396,294.78)	(2,716,724.11)	97.5%
Prior Year Encumbrances			(204,453.52)	(204,453.52)			
Appropriated Fund Balance		(816,985.81)	(1,398,028.38)	(2,215,014.19)			
Appropriated Reserves		155,261.74	(176,829.53)	(21,567.79)			
		(100,918,247.55)	(11,635,806.84)	(112,554,054.39)	(107,396,294.78)	(2,716,724.11)	
SPECIAL GRANT FUND							
CD6290	Grant Administration	(196,342.00)		(196,342.00)	(182,277.59)	(14,064.41)	92.8%
CD6292	Employment & Training	(655,415.00)		(655,415.00)	(569,521.90)	(85,893.10)	86.9%
CD6989	Community Development Block Grant		(50,000.00)	(50,000.00)	(50,000.00)	-	100.0%
CD9901	Interfund Transfers-in		(2,500.00)	(2,500.00)	(2,500.00)	-	100.0%
Total Revenue @ 12/31/21		(851,757.00)	(52,500.00)	(904,257.00)	(804,299.49)	(99,957.51)	88.9%
Self-Insured Benefits Fund		(12,496,774.33)		(12,496,774.33)	(14,163,213.90)	1,666,439.57	113.3%
Appropriated Fund Balance			(3,344.28)	(3,344.28)			
		(12,496,774.33)	(3,344.28)	(12,500,118.61)	(14,163,213.90)	1,666,439.57	
COUNTY ROAD FUND							
D3110	Traffic Division	(1,000.00)		(1,000.00)	-	(1,000.00)	0.0%
D5010	County Road Administration	(200.00)		(200.00)	(74.24)	(125.76)	37.1%
D5110	Maintenance of Roads	(1,004,000.00)		(1,004,000.00)	(900,526.14)	(103,473.86)	89.7%
D5112	Permanent Improvements	(1,505,094.40)	(1,275,983.62)	(2,781,078.02)	(1,970,375.71)	(810,702.31)	70.8%
D9901	Interfund Transfers-in	(6,297,430.57)	(300,000.00)	(6,597,430.57)	(6,539,506.62)	(57,923.95)	99.1%
Total Revenue @ 12/31/21		(8,807,724.97)	(1,575,983.62)	(10,383,708.59)	(9,410,482.71)	(973,225.88)	90.6%
ROAD MACHINERY FUND							
E5130	Machinery	(2,737,310.00)		(2,737,310.00)	(2,605,391.92)	(131,918.08)	95.2%
Prior Year Encumbrances			(396.00)	(396.00)			
Appropriated Fund Balance		315,859.67		315,859.67			

REVENUE BUDGET VS ACTUAL TO December 31, 2021

REVENUE BUDGET VS ACTUAL TO December 31, 2021		UNAUDITED					
		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
Total Revenue @ 12/31/21		(2,421,450.33)	(396.00)	(2,421,846.33)	(2,605,391.92)	(131,918.08)	
SOLID WASTE FUND							
EL8160	Landfill	(3,072,754.00)		(3,072,754.00)	(3,104,731.78)	31,977.78	101.0%
EL8161	Recycling Center	(70,670.00)		(70,670.00)	(117,355.00)	46,685.00	166.1%
Prior Year Encumbrances			(13,223.41)	(13,223.41)			
Appropriated Fund Balance		141,575.95		141,575.95			
Total Revenue @ 12/31/21		(3,001,848.05)	(13,223.41)	(3,015,071.46)	(3,222,086.78)	78,662.78	106.9%
CAPITAL PROJECTS FUND							
HH5122	Infrastructure	(6,820,893.74)	(172,480.96)	(6,993,374.70)	(2,279,991.25)	(4,713,383.45)	32.6%
HH5610	Airport	(9,500.00)	(1,876,312.00)	(1,885,812.00)	(1,658,947.28)	(226,864.72)	88.0%
HH9901	Interfund Transfers-in	(321,138.20)	(9,971.10)	(331,109.30)	(99,486.82)	(231,622.48)	30.0%
Prior Year Encumbrances			(24,674.59)	(24,674.59)			
Total Revenue @ 12/31/21		(7,151,531.94)	(2,083,438.65)	(9,234,970.59)	(4,038,425.35)	(5,171,870.65)	43.7%
Self-Insured Workers' Compensation Fund		(1,741,654.00)		(1,741,654.00)	(4,030,915.11)	2,289,261.11	231.4%
Appropriated Fund Balance		(284,800.00)		(284,800.00)			
Total Revenue @ 12/31/21		(2,026,454.00)	-	(2,026,454.00)	(4,030,915.11)	2,289,261.11	

EXPENDITURE BUDGET VS ACTUAL TO December 31, 2021

UNAUDITED

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
GENERAL FUND								
A1010	Board of Legislators	278,528.08	57,687.00	336,215.08	304,631.49		31,583.59	90.6%
A1040	Clerk of the Board	159,239.91	17,574.48	176,814.39	168,938.57		7,875.82	95.5%
A1165	District Attorney	1,082,464.24	45,000.00	1,127,464.24	957,345.27		170,118.97	84.9%
A1170	Public Defender	1,145,922.62	3,064.26	1,148,986.88	968,705.79		180,281.09	84.3%
A1175	Assigned Counsel	1,202,955.44	3,107.20	1,206,062.64	805,417.43	14.22	400,630.99	66.8%
A1185	Coroner	180,953.00	70,000.00	250,953.00	204,462.98		46,490.02	81.5%
A1230	County Administrator	242,082.55		242,082.55	216,419.71		25,662.84	89.4%
A1310	Finance	531,257.50		531,257.50	516,571.49		14,686.01	97.2%
A1320	County Auditor	117,339.57		117,339.57	117,711.45		(371.88)	100.3%
A1325	Treasurer	239,891.10		239,891.10	248,094.27		(8,203.17)	103.4%
A1355	Real Property Tax Services	259,066.21		259,066.21	257,089.09		1,977.12	99.2%
A1410	County Clerk	404,257.50	33,116.04	437,373.54	438,987.04		(1,613.50)	100.4%
A1411	County Clerk - DMV	474,476.16		474,476.16	478,357.85		(3,881.69)	100.8%
A1420	County Attorney	372,541.26	2,225.00	374,766.26	338,558.42	2,000.00	34,207.84	90.9%
A1430	Personnel	599,625.60	50,000.00	649,625.60	577,728.29		71,897.31	88.9%
A1450	Elections	527,520.31		527,520.31	452,924.13		74,596.18	85.9%
A1610	Shared Services	222,000.00	5,499.10	227,499.10	220,818.12		6,680.98	97.1%
A1620	Buildings & Grounds	1,844,945.66	8,494.73	1,853,440.39	1,709,077.08	10,868.30	133,495.01	92.8%
A1680	Information Technology	1,064,652.11	626,370.86	1,691,022.97	994,147.95	124,414.88	572,460.14	66.1%
A1711	Unallocated Judgements/Claims	10,000.00		10,000.00	5,734.33		4,265.67	57.3%
A1985	Sales Tax Paid to Other Governments	12,357,900.00	4,005,527.07	16,363,427.07	16,363,427.07		-	100.0%
A2490	Community College Chargebacks	350,000.00		350,000.00	359,574.07		(9,574.07)	102.7%
A2495	Sponsor Contributions	1,806,666.00		1,806,666.00	1,806,666.00		-	100.0%
A3020	Emergency Response & Communications	2,050,743.60	1,250,596.81	3,301,340.41	2,853,749.10	40,352.90	407,238.41	87.7%
A3110	Sheriff	853,800.46		853,800.46	789,011.82		64,788.64	92.4%
A3120	Road Patrol	4,576,997.00	76,161.81	4,653,158.81	4,304,406.58		348,752.23	92.5%
A3140	Probation	1,806,109.83		1,806,109.83	1,808,230.71	5,040.40	(7,161.28)	100.4%
A3150	Jail	5,372,710.32	149,130.97	5,521,841.29	5,233,211.24	22,603.99	266,026.06	95.2%
A3315	DWI	65,400.00	35,528.43	100,928.43	46,933.41		53,995.02	46.5%
A3410	Fire/Emergency Management Admin	245,326.67	76,274.66	321,601.33	282,408.33		39,193.00	87.8%
A3510	Animal Control	45,000.36		45,000.36	45,000.36		-	100.0%
A3620	Safety Officer	36,130.00		36,130.00	5,192.38		30,937.62	14.4%
A4010	Public Health Admin	1,179,674.00	2,134,925.51	3,314,599.51	1,271,139.68	828.60	2,042,631.23	38.4%
A4011	Nursing	489,220.00	665,029.95	1,154,249.95	775,457.45		378,792.50	67.2%
A4012	Environmental Health	686,108.00	111,577.92	797,685.92	609,309.48		188,376.44	76.4%
A4045	Health Education		116,545.00	116,545.00	63,548.45		52,996.55	54.5%
A4046	Pre-K	1,869,496.00	(5,592.00)	1,863,904.00	1,849,191.55		14,712.45	99.2%
A4059	Early Intervention	1,141,498.00	72,516.56	1,214,014.56	935,366.44		278,648.12	77.0%
A4050	Child Advocacy Center	156,111.00	308,498.89	464,609.89	339,709.83	5,306.70	119,593.36	74.3%
A4310	Mental Health	5,897,123.17	232,261.40	6,129,384.57	5,736,704.80	8,267.46	384,412.31	93.7%
A5610	Airport	310,899.80		310,899.80	275,425.99		35,473.81	88.6%
A5630	Bus Operations	2,034,734.00	341,124.17	2,375,858.17	1,261,161.47	13.71	1,114,682.99	53.1%

EXPENDITURE BUDGET VS ACTUAL TO December 31, 2021

UNAUDITED

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
A6010	Social Services	30,268,403.82	60,000.00	30,328,403.82	25,320,151.21	969.04	5,007,283.57	83.5%
A6293	Workforce Investment		74,000.00	74,000.00	74,000.00		-	100.0%
A6410	Occupancy Tax	575,072.26		575,072.26	575,072.26		-	100.0%
A6420	Promotion of Industry	449,000.00		449,000.00	449,000.00		-	100.0%
A6510	Veterans Service Agency	62,614.86		62,614.86	60,137.37		2,477.49	96.0%
A6520	Economic Development		250,000.00	250,000.00			250,000.00	0.0%
A6610	Weights & Measure	86,224.08		86,224.08	86,564.35		(340.27)	100.4%
A6772	Office for the Aging	1,185,439.03	152,187.39	1,337,626.42	1,179,742.23	10,440.90	147,443.29	89.0%
A6774	Nutrition (OFA)	1,026,385.16	26,943.63	1,053,328.79	873,863.44	9,447.57	170,017.78	83.9%
A7110	Dwyer Park	105,198.20	104,000.00	209,198.20	138,475.35	542.00	70,180.85	66.5%
A7312	Youth Bureau	14,335.00	91,686.00	106,021.00	90,999.99		15,021.01	85.8%
A7989	Snowmobile	86,054.00		86,054.00	86,054.00		-	100.0%
A8020	Planning	338,741.34	4,494.00	343,235.34	334,905.75		8,329.59	97.6%
A8710	Conservation Programs	150,000.00		150,000.00	150,000.00		-	100.0%
A8750	Agriculture Programs	253,420.00		253,420.00	253,420.00		-	100.0%
A9050	Unemployment	100,000.00		100,000.00	-		100,000.00	0.0%
A9060	Retiree Health Insurance	4,482,568.00		4,482,568.00	5,222,366.00		(739,798.00)	116.5%
A9089	Other Employee Benefits		75,000.00	75,000.00	64,782.76		10,217.24	86.4%
A9901	Transfers to County Road Fund	6,297,430.57	300,000.00	6,597,430.57	6,539,506.62		57,923.95	99.1%
A9901	Transfer to Special Grant Fund		2,500.00	2,500.00	2,500.00		-	100.0%
A9909	Transfers to Capital Projects Fund	320,638.20	2,750.00	323,388.20	99,486.82		223,901.38	30.8%
A9710	Debt Service	825,356.00		825,356.00	825,354.40		1.60	100.0%
Total Expenditures @ 12/31/21		100,918,247.55	11,635,806.84	112,554,054.39	99,422,929.51	241,110.67	12,890,014.21	88.5%
SPECIAL GRANT FUND								
CD6290	Grant Administration	196,342.00		196,342.00	181,851.92	-	14,490.08	92.6%
CD6292	Employment & Training	655,415.00		655,415.00	569,947.57	-	85,467.43	87.0%
CD6989	Community Development Block Grant		52,500.00	52,500.00	52,500.00	-	-	100.0%
Total Expenditures @ 12/31/21		851,757.00	52,500.00	904,257.00	804,299.49	-	99,957.51	88.9%
Self-Insured Benefits Fund		12,496,774.33	3,344.28	12,500,118.61	12,291,652.56	146.85	208,319.20	98.3%
COUNTY ROAD FUND								
D3110	Traffic Division	172,643.21		172,643.21	143,353.57		29,289.64	83.0%
D5010	County Road Administration	551,744.88		551,744.88	511,498.37		40,246.51	92.7%
D5020	Engineering	71,489.59		71,489.59	89,806.04		(18,316.45)	125.6%
D5110	Maintenance of Roads	5,605,512.29	(155,800.00)	5,449,712.29	5,457,361.14		(7,648.85)	100.1%
D5112	Permanent Improvements	1,537,076.00	1,731,783.62	3,268,859.62	2,212,665.43		1,056,194.19	67.7%
D9710	Debt Service	869,259.00		869,259.00	869,257.58		1.42	100.0%
Total Expenditures @ 12/31/21		8,807,724.97	1,575,983.62	10,383,708.59	9,283,942.13	-	1,099,766.46	89.4%

EXPENDITURE BUDGET VS ACTUAL TO December 31, 2021

UNAUDITED

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
ROAD MACHINERY FUND								
E5130	Machinery	2,273,994.33	396.00	2,274,390.33	1,754,484.41	7,032.00	512,873.92	77.5%
E9710	Debt Service	147,456.00		147,456.00	147,455.50		0.50	100.0%
	Total Expenditures @ 12/31/21	2,421,450.33	396.00	2,421,846.33	1,901,939.91	7,032.00	512,874.42	78.8%
SOLID WASTE FUND								
EL8160	Landfill	1,596,957.58	13,223.41	1,610,180.99	5,370,675.82	12,599.92	(3,773,094.75)	334.3%
EL8161	Recycling Center	553,643.47		553,643.47	359,989.32		193,654.15	65.0%
EL9710	Debt Service	851,247.00		851,247.00	264,797.55		586,449.45	31.1%
	Total Expenditures @ 12/31/21	3,001,848.05	13,223.41	3,015,071.46	5,995,462.69	12,599.92	(2,992,991.15)	199.3%
CAPITAL PROJECTS FUND								
HH5122	Infrastructure	7,141,531.94	205,497.65	7,347,029.59	2,377,849.66	1,956,026.22	3,013,153.71	59.0%
HH5610	Airport	10,000.00	1,877,941.00	1,887,941.00	1,660,575.69	214,462.50	12,902.81	99.3%
	Total Expenditures @ 12/31/21	7,151,531.94	2,083,438.65	9,234,970.59	4,038,425.35	2,170,488.72	3,026,056.52	67.2%
Self-Insured Workers' Compensation Fund		2,026,454.00		2,026,454.00	2,000,392.26	-	26,061.74	98.7%

Cortland County
Revenue Comparison 2018 - 2021 through December 31, 2021

	UNAUDITED			
	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
GENERAL FUND				
1010 BOARD OF LEGISLATORS		(10,000.00)	(10,000.00)	(10,000.00)
1040 CLERK OF THE LEGISLATIVE BOARD		(90.00)		
1165 DISTRICT ATTORNEY	(130,657.57)	(151,322.87)	(104,328.43)	(125,319.76)
1170 PUBLIC DEFENDER	(154,736.80)	(771,221.08)	(807,004.13)	(226,693.43)
1175 ASSIGNED COUNSEL		(57,224.88)	(185,918.11)	(27,102.02)
1185 CORONER	(74,940.68)			
1325 COUNTY TREASURER - Levy	(34,645,519.29)	(35,455,493.51)	(36,294,412.41)	(36,744,304.32)
1325 COUNTY TREASURER	(1,886,359.89)	(2,047,745.49)	(1,097,587.21)	(2,081,122.92)
1355 REAL PROPERTY TAX SERVICE	(49,913.78)	(52,084.06)	(50,905.69)	(56,241.20)
1410 COUNTY CLERK - CIVIL/RECORDS	(764,699.28)	(740,943.99)	(1,031,330.71)	(1,036,383.25)
1411 COUNTY CLERK - MOTOR VEHICLES	(719,735.27)	(769,310.50)	(591,991.32)	(677,728.22)
1420 COUNTY ATTORNEY	(1,262.95)	(2,166.16)		
1430 PERSONNEL - CIVIL SERVICE	(6,555.45)	(7,668.50)	(6,920.50)	(4,012.50)
1450 ELECTIONS	(3,102.28)	(74,780.66)	(59,436.93)	(26,542.76)
1610 TELEPHONE SHARED SERVICE	(221,717.75)	(222,069.86)	(233,609.82)	(205,799.98)
1620 BUILDING & GROUNDS	(285,720.74)	(323,773.78)	(248,434.73)	(223,141.35)
1680 INFORMATION TECHNOLOGY	(46,252.96)	(180,471.93)	(44,348.96)	(52,561.02)
1985 SALES TAX	(29,835,928.65)	(31,099,425.79)	(30,958,880.03)	(37,072,667.55)
2989 HANDICAPPED PARKING EDUC FUND	(30.00)	(30.00)		(42.50)
3020 EMERGENCY RSP & COMMUNICATION	(1,639,558.69)	(1,449,658.84)	(4,006,794.11)	(1,200,049.54)
3110 SHERIFF	(151,280.24)	(132,393.55)	(85,585.21)	(70,996.41)
3120 SHERIFF ROAD PATROL	(555,941.21)	(631,750.75)	(502,270.88)	(465,199.12)
3140 PROBATION	(424,212.06)	(438,288.99)	(426,875.76)	(441,982.21)
3150 JAIL	(68,323.74)	(37,435.75)	(47,783.99)	(244,907.74)
3315 STOP DWI	(111,635.34)	(100,613.52)	(84,709.25)	(70,729.66)
3410 FIRE / EMERGENCY MANAGEMENT	(109,067.32)	(73,070.44)	(182,079.95)	(75,281.20)
4010 HEALTH DEPARTMENT ADMIN	(1,060,721.53)	(980,120.18)	(1,427,132.72)	(1,430,512.08)
4011 NURSING ADMINISTRATION	(1,022,973.53)	(957,064.42)	(492,008.29)	(247,634.32)
4012 ENVIRONMENTAL HEALTH	(476,268.25)	(472,984.77)	(149,464.84)	(225,875.69)
4045 HEALTH EDUCATION				(76,370.90)
4046 PRE-K PHCP	(1,267,647.49)	(1,060,165.38)	(614,774.65)	(1,695,493.58)
4050 CAC - CHILD ADVOCACY CENTER DA	(96,673.44)	(169,427.84)	(256,513.68)	(335,464.28)
4059 EARLY INTERVENTION PROGRAM	(891,711.96)	(1,124,893.47)	(726,624.81)	(592,993.43)
4310 MENTAL HEALTH CENTER	(4,819,600.82)	(4,783,860.27)	(5,114,242.31)	(5,618,944.18)
5610 AIRPORT	(250,649.92)	(270,901.46)	(286,801.85)	(327,710.73)
5630 BUS OPERATIONS	(1,261,019.34)	(1,817,169.46)	(2,576,918.72)	(1,275,715.43)
6010 DEPT.OF SOCIAL SERVICES ADMIN	(14,014,553.64)	(14,191,633.21)	(12,079,223.91)	(11,931,365.58)
6290 ECONOMIC OPPORTUNITIES	(19,329.13)	(768.40)		
6410 PUBLICITY/TOURISM	(611,214.07)	(642,209.60)	(364,027.50)	(617,897.55)
6510 VETERANS SERVICE AGENCY	(139,464.39)	(91,650.01)	(52,418.54)	(60,436.47)
6610 SEALER OF WEIGHTS & MEASURES	(23,691.86)	(14,011.58)	(18,188.15)	(15,646.85)
6772 AREA AGENCY ON AGING	(788,409.15)	(705,171.33)	(720,299.49)	(932,737.81)
6774 NUTRITION	(722,826.77)	(618,159.96)	(514,088.08)	(636,916.69)
7110 DWYER PARK	(10,487.10)	(11,757.66)	(525.00)	(10,067.55)
7312 YOUTH BUREAU	(78,441.69)	(77,514.13)	(6,746.27)	(129,797.00)
7622 RETIRED SENIOR VOLUNTEER PROG	(34,160.91)	(58,556.09)		
7989 SNOWMOBILE CLUBS	(27,219.10)	(96,115.10)	(95,616.00)	(95,616.00)
8020 PLANNING	(961.43)	(19,456.35)	(86.00)	(290.00)
8755 FARMLAND PROTECTION	(1,353,652.00)	(5,255.00)	-	-
Total Revenue through December 31, 2021	(100,858,829.46)	(102,997,880.57)	(102,556,908.94)	(107,396,294.78)

Attachment: December 2021 Finance Reports - Unaudited (10605 : Finance Department Monthly Reports)

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
SPECIAL GRANT FUND				
1040 CLERK OF THE LEGISLATIVE BOARD		(171,614.13)	(28,385.87)	(50,000.00)
6290 WIA GRANT ADMINISTRATION	(795,490.50)	(199,129.57)	(192,008.14)	(182,277.59)
6292 WIA EMPLOYMENT & TRAINING	(640,487.25)	(543,273.39)	(515,170.38)	(569,521.90)
9901 INTERFUND TRANSFERS	(93,942.00)			(2,500.00)
Total Revenue through December 31, 2021	(1,529,919.75)	(914,017.09)	(735,564.39)	(804,299.49)
SELF-INSURANCE FUND - EMPLOYEE BENEFITS				
9060 HEALTH	(13,213,047.09)	(13,829,653.22)	(13,768,930.44)	(14,163,213.90)
COUNTY ROAD FUND				
3310 TRAFFIC DIVISION	(1,408.36)	(1,358.09)	(663.89)	
5010 HIGHWAY & STREET ADMIN	(217.81)	(203.66)	(708.39)	(74.24)
5110 MAINTENANCE OF ROADS	(1,096,638.47)	(1,131,336.23)	(831,519.63)	(900,526.14)
5112 PERMANENT IMPROVEMENTS	(2,262,420.88)	(2,079,388.49)	(1,579,990.19)	(1,970,375.71)
9700 DEBT SERVICE			(1,281,159.73)	
9901 INTERFUND TRANSFERS	(5,753,163.00)	(5,837,434.65)	(6,589,940.27)	(6,539,506.62)
Total Revenue through December 31, 2021	(9,113,848.52)	(9,049,721.12)	(10,283,982.10)	(9,410,482.71)
ROAD MACHINERY FUND				
5130 MACHINERY	(3,205,456.69)	(2,791,788.63)	(2,471,353.28)	(2,605,391.92)
9901 INTERFUND TRANSFERS	-	-	(16,202.96)	-
Total Revenue through December 31, 2021	(3,205,456.69)	(2,791,788.63)	(2,487,556.24)	(2,605,391.92)
SOLID WASTE FUND				
8160 LANDFILL	(2,117,380.93)	(3,191,639.12)	(3,101,389.47)	(3,104,731.78)
8161 RECYCLING	(18,246.88)	(11,456.40)	(58,866.74)	(117,355.00)
9901 INTERFUND TRANSFERS	(200,000.00)	(165,000.00)	(342,660.63)	
Total Revenue through December 31, 2021	(2,335,627.81)	(3,368,095.52)	(3,502,916.84)	(3,222,086.78)
CAPITAL ROJECTS FUND				
5122 BRIDGE PROJECTS	(1,575,268.99)	(1,898,402.31)	(311,103.80)	(2,279,991.25)
5610 AIRPORT	(428,795.13)	(1,509,174.62)	(224,326.91)	(1,658,947.28)
MISCELLANEOUS COMPLETED PROJECTS	(5,965.09)	(220.95)	(299,990.80)	
9900 TRANSFER TO/FROM OTHER FUNDS		(1,962,950.63)	(26,104.39)	(99,486.82)
Total Revenue through December 31, 2021	(2,010,029.21)	(5,370,748.51)	(861,525.90)	(4,038,425.35)
SELF-INSURANCE FUND - WORKERS' COMPENSATION				
1710 WORKER'S COMP-SELF INSURANCE	(2,053,723.14)	(1,903,194.97)	(2,169,381.26)	(4,030,915.11)

Cortland County

Expenditure Comparison 2018 - 2021 through December 31, 2021

		UNAUDITED			
		2018	2019	2020	2021
		ACTUALS	ACTUALS	ACTUALS	ACTUALS
GENERAL FUND					
A10105	COUNTY LEGISLATURE	358,503.62	312,662.03	393,393.62	304,631.49
A10405	CLERK OF THE LEGISLATIVE BOARD	161,542.23	187,969.62	235,921.56	168,938.57
A11655	DISTRICT ATTORNEY	1,148,395.23	1,038,477.75	1,002,273.94	957,345.27
A11705	PUBLIC DEFENDER	795,956.85	865,259.28	965,579.41	968,705.79
A11755	ASSIGNED COUNSEL	827,793.23	759,042.15	715,585.07	805,417.43
A11855	CORONERS	238,725.55	163,282.70	204,954.03	204,462.98
A12305	COUNTY ADMINISTRATOR		3,090.46	190,581.04	216,419.71
A13105	BUDGET & FINANCE	550,324.91	718,323.16	619,600.35	516,571.49
A13205	County Auditor		48,350.21	115,137.43	117,711.45
A13255	TREASURER	366,205.17	231,172.51	199,860.29	248,094.27
A13555	REAL PROPERTY TAX SERVICE	263,855.92	258,065.06	276,765.74	257,089.09
A14105	COUNTY CLERK	462,524.30	385,498.76	476,049.69	438,987.04
A14115	COUNTY CLERK - MOTOR VEHICLES	491,040.30	464,940.47	482,153.85	478,357.85
A14205	COUNTY ATTORNEY	389,660.44	391,236.40	308,371.19	338,558.42
A14305	PERSONNEL - CIVIL SERVICE	505,184.92	496,888.79	508,660.01	577,728.29
A14505	ELECTIONS	401,561.52	483,457.59	603,621.45	452,924.13
A16105	TELEPHONE SHARED SERVICE	166,255.01	198,087.63	207,440.78	220,818.12
A16205	BUILDING & GROUNDS	2,079,538.88	1,990,214.12	1,923,673.43	1,709,077.08
A16805	DATA PROCESSING	929,573.41	1,093,678.97	829,527.26	994,147.95
A17115	LIABILITY INSURANCE RESERVE	39,053.00	6,767.96	100,000.00	5,734.33
A19855	SALES TAX	13,770,481.34	13,601,156.52	13,546,822.84	16,363,427.07
A24905	COMMUNITY COLLEGE	361,427.13	338,774.31	371,435.79	359,574.07
A24955	CONTRIBUTIONS TC3	1,683,309.80	1,674,131.00	1,757,837.00	1,806,666.00
A30205	EMERGENCY RESPONSE & COMMUNCTN	3,374,802.52	3,023,262.81	2,984,890.85	2,853,749.10
A31105	SHERIFF	1,042,123.04	741,061.79	784,940.79	789,011.82
A31205	SHERIFF ROAD PATROL	4,693,805.14	4,408,610.34	4,285,399.86	4,304,406.58
A31405	PROBATION	1,975,313.70	1,840,214.81	1,828,994.69	1,808,230.71
A31505	JAIL	5,717,969.40	5,907,637.45	5,286,476.41	5,233,211.24
A33155	STOP DWI	121,669.94	94,751.60	66,157.01	46,933.41
A34105	FIRE / EMERGENCY MANAGEMENT	304,189.86	315,590.25	386,082.72	282,408.33
A35105	SPCA	43,000.00	45,000.36	45,000.36	45,000.36
A36205	SAFETY OFFICE		41,756.73	30,410.00	5,192.38
A40105	HEALTH DEPARTMENT	1,836,727.73	1,074,924.09	1,252,699.50	1,271,139.68
A40115	NURSING ADMINISTRATION	1,127,729.34	1,101,541.92	906,894.27	775,457.45
A40125	ENVIRONMENTAL HEALTH	651,479.70	657,663.15	560,941.12	609,309.48
A40455	HEALTH EDUCATION				63,548.45
A40465	PrK Supportive Hlth Svcs	1,842,435.92	1,857,550.28	1,390,305.93	1,849,191.55
A40505	Child Advocacy Center	133,758.73	135,225.20	263,589.22	339,709.83
A40595	EARLY INTERVENTION PROGRAM	1,090,961.72	1,123,109.18	1,027,200.95	935,366.44
A43105	MENTAL HEALTH CENTER	5,590,736.52	5,112,732.20	5,568,536.55	5,736,704.80
A56105	AIRPORT	205,915.06	260,935.74	227,180.63	275,425.99
A56305	BUS OPERATIONS	1,444,158.12	1,656,069.77	2,640,882.93	1,261,161.47
A60105	DEPT.OF SOCIAL SERVICES ADMIN	29,587,090.10	29,245,406.76	27,145,806.96	25,320,151.21
A62935	ECONOMIC OPPORTUNITIES				74,000.00
A64105	PUBLICITY/TOURISM	634,666.18	500,000.00	550,093.00	575,072.26
A64205	PROMOTION OF INDUSTRY	435,827.00	435,827.00	442,364.00	449,000.00
A65105	VETERANS SERVICE AGENCY	134,895.21	91,902.36	58,409.47	60,137.37
A66105	SEALER OF WEIGHTS & MEASURES	67,597.72	110,223.13	73,649.56	86,564.35
A67725	AREA AGENCY ON AGING	1,198,824.99	1,098,826.68	1,254,796.87	1,179,742.23
A67745	NUTRITION	1,313,323.54	1,294,466.05	881,080.62	873,863.44
A71105	DWYER PARK	65,339.55	67,153.42	37,599.93	138,475.35
A73125	YOUTH BUREAU	52,274.49	83,445.30	48,538.23	90,999.99

Attachment: December 2021 Finance Reports - Unaudited (10605 : Finance Department Monthly Reports)

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
A76225	RETIRED SENIOR VOLUNTEER PROG	128,293.41	123,577.83		
A79895	SNOWMOBILE CLUBS	58,640.40	111,000.78	86,054.40	86,054.00
A80205	PLANNING	382,977.55	375,722.57	320,739.79	334,905.75
A87105	CONSERVATION PROGRAMS	285,093.00	285,093.00	150,000.00	150,000.00
A87505	AGRICULTURE & LIVESTOCK	294,000.00	294,000.00	273,420.00	253,420.00
A87555	Farmland Protection	1,342,200.00			
A90505	UNEMPLOYMENT INSURANCE	50,659.58	50,376.16	166,383.55	
A90605	HEALTH INSURANCE		5,021,101.00	5,654,231.00	5,222,366.00
A90895	OTHER EMPLOYEE BENEFITS				64,782.76
A97105	DEBT SERVICE	971,282.02	1,125,440.03	4,096,981.84	825,354.40
A99010	TRANSFER TO SPECIAL GRANT	100,851.54			2,500.00
A99015	TRANSFER TO COUNTY ROAD	4,818,775.00	4,545,537.65	6,011,038.20	6,539,506.62
A99025	TRANSFER TO SOLID WASTE	200,000.00	165,000.00	342,660.63	
A99505	TRANSFER TO CAPITAL PROJECTS		2,113,235.60	28,587.11	99,486.82
Total Expenditures @ December 31, 2021		99,310,300.48	102,245,500.44	103,194,264.72	99,422,929.51
SPECIAL GRANT FUND					
CD62905	WIA - GRANT ADMIN EXPENSES	816,123.26	202,329.23	192,008.14	181,851.92
CD62925	WIA - E & T	713,796.49	540,073.73	515,170.38	569,947.57
CD69895	Other Economic Assistance		171,614.13	28,385.87	52,500.00
Total Expenditures @ December 31, 2021		1,529,919.75	914,017.09	735,564.39	804,299.49
SELF-INSURANCE FUND - EMPLOYEE BENEFITS					
CH90605	HEALTH	12,509,732.49	13,743,015.88	13,961,628.77	12,291,652.59
COUNTY ROAD FUND					
D33105	TRAFFIC DIVISION	162,783.63	167,889.02	165,677.88	143,353.57
D50105	HIGHWAY ADMINISTRATION DIV.	605,433.83	603,253.25	584,537.33	511,498.37
D50205	HIGHWAY ENGINEERING DIVISION	129,079.55	74,814.42	77,832.27	89,806.04
D51105	HIGHWAY MAINTENANCY DIV.	6,098,588.94	5,589,284.20	4,987,212.63	5,457,361.14
D51125	HIGHWAY PROJECTS	1,903,435.86	1,870,498.16	1,658,340.17	2,212,665.43
D97105	DEBT SERVICE	618,221.16	880,841.59	2,129,027.70	869,257.58
D99015	INTERFUND TRANSFERS	150,000.00		40,811.91	
Total Expenditures @ December 31, 2021		9,667,542.97	9,186,580.64	9,643,439.89	9,283,942.13
ROAD MACHINERY FUND					
E51305	HIGHWAY ROAD MACHINERY	1,970,936.75	2,043,038.21	1,645,222.85	1,754,484.41
E97105	DEBT SERVICE	148,101.59	148,006.43	148,041.36	147,455.50
E99015	INTERFUND TRANSFERS	934,388.00	1,291,897.00	554,293.12	
Total Expenditures @ December 31, 2021		3,053,426.34	3,482,941.64	2,347,557.33	1,901,939.91
SOLID WASTE FUND					
EL81605	LANDFILL	18,520,322.79	(191,177.65)	(2,486,211.14)	5,370,675.82
EL81615	RECYCLING	489,182.55	703,295.19	293,148.11	359,989.32
EL97105	DEBT SERVICE	226,286.86	357,772.33	280,139.10	264,797.55
Total Expenditures @ December 31, 2021		19,235,792.20	869,889.87	(1,912,923.93)	5,995,462.69

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
CAPITAL ROJECTS FUND					
HH31505	JAIL ROOF RECONSTRUCTION		1,349,883.34		
HH51225	BRIDGE PROJECTS	1,641,724.64	1,841,288.11	328,815.63	2,377,849.66
HH56105	AIRPORT MASTER PLAN UPDATE	494,940.61	1,437,294.19	232,626.90	1,660,575.69
HH71105	DWYER PARK CAPITAL EXPENSE	40,000.00	256,963.10	3,027.70	
	MISC PROJECTS		98,831.68		
Total Expenditures @ December 31, 2021		2,176,665.25	4,984,260.42	564,470.23	4,038,425.35
SELF-INSURANCE FUND - WORKERS' COMPENSATION					
S17105	LIABILITY INSURANCE RESERVE	674,052.18	1,991,919.67	2,892,149.03	2,000,392.26

Cortland County					
Reserve Funds					
				12/31/2020	12/31/2021
Reserve Title	Authorizing Resolution	Purpose	Funding	Balance	Balance
Airport Reserve	269-17	Offset the local match on airport projects	Airport net income	172,965.72	173,062.41
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	584,027.11	1,200,101.71
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	1,363,777.51	1,313,464.42
Drug Task Force - DA	Nature of Funds	Drug busts/stings	Drug money	12,867.50	13,712.46
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	43,165.69	45,000.72
DOJ Equitable Sharing Program - DA	Nature of funds	DA expenditures	Federal forfeitures	4,568.70	4,568.70
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	77,691.28	77,737.21
Don Sharpe Fund	Nature of Funds	Mental Health expenditures	This was created by a one time donation from the Don Sharpe estate	149,718.66	149,748.58
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	19,570.08	43,376.07
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	42,117.15	28,407.65
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	27,774.89	45,934.02
Emergency Response & Communications Radio Tower Reserve	194-16	Maintenance of radio towers	Rental revenue from rental of towers by NYS Police and CBP	39,184.55	18,649.67
Farmland Protection Reserve	124-07	Monitoring Farmland Protection grants	Stewardship monies from farmland protection grant	45,279.01	45,315.03
Handicap Parking Education Fund	Nature of Funds	Handicap parking education	Justice Court fines	-0-	546.60
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	23,222.67	18,746.00

Occupancy Tax Reserve	Nature of Funds	Annual payment to Tourism Bureau and for tourism related expenditures	Occupancy tax, including the County's 10% share	1,195,531.23	973,199.72
Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	3,658,405.76	3,531,383.59
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	92,538.96	125,316.46
Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	1,057.60	1,208.50
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	76,195.30	76,257.44
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	3,807.02	5,209.61
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	652,278.16	827,258.38
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	444,852.11	549,058.69
NOTE:					
County Jail Project Reserve	Resolution 50-21 authorized the use of up to \$62,284 for the replacement of exterior security doors at the jail. This repair is in process and the actual cost has not yet been determined or deducted from the reserve				
Occupancy Tax Reserve	\$323,945.18 to be given to Tourism Bureau in 2022 and \$551,934.57 to be given in 2023 plus \$97,319.97 for County admin				

REVENUE BUDGET VS ACTUAL TO February 28, 2022

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
GENERAL FUND							
A1010	Board of Legislators	10,000.00		10,000.00	-	10,000.00	0.0%
A1165	District Attorney	104,126.00		104,126.00	346.89	103,779.11	0.3%
A1170	Public Defender	594,154.53		594,154.53	-	594,154.53	0.0%
A1175	Assigned Counsel	560,267.00		560,267.00	-	560,267.00	0.0%
A1310	Finance	43,360.62		43,360.62	-	43,360.62	0.0%
A1320	Audit	21,680.31		21,680.31	-	21,680.31	0.0%
A1325	Real Property Tax Levy	37,728,555.00		37,728,555.00	37,725,385.55	3,169.45	100.0%
A1325	Treasurer	2,499,426.94	1,779,000.00	4,278,426.94	320,859.08	3,957,567.86	7.5%
A1355	Real Property Tax Services	49,100.00		49,100.00	19,331.00	29,769.00	39.4%
A1410	County Clerk	781,516.00		781,516.00	77,641.01	703,874.99	9.9%
A1411	County Clerk - DMV	706,000.00		706,000.00	34,411.03	671,588.97	4.9%
A1430	Personnel	5,000.00		5,000.00	457.50	4,542.50	9.2%
A1450	Elections	3,300.00		3,300.00	-	3,300.00	0.0%
A1610	Shared Services	222,000.00		222,000.00	32,330.07	189,669.93	14.6%
A1620	Buildings & Grounds	230,489.00		230,489.00	21,231.83	209,257.17	9.2%
A1680	Information Technology	41,166.00	98,845.82	140,011.82	2,518.04	137,493.78	1.8%
A1985	Sales Tax Revenue	33,500,000.00		33,500,000.00	2,891,081.51	30,608,918.49	8.6%
A3020	Emergency Response & Communications	327,200.00	360,596.37	687,796.37	8,119.58	679,676.79	1.2%
A3110	Sheriff	115,000.00		115,000.00	6,948.86	108,051.14	6.0%
A3120	Road Patrol	494,963.00		494,963.00	1,974.46	492,988.54	0.4%
A3140	Probation	436,069.00		436,069.00	57,239.61	378,829.39	13.1%
A3150	Jail	3,500.00		3,500.00	8,107.70	(4,607.70)	231.6%
A3315	DWI	65,400.00		65,400.00	807.74	64,592.26	1.2%
A3410	Fire/Emergency Management Admin	47,911.00	44,946.07	92,857.07	-	92,857.07	0.0%
A4010	Public Health Admin	785,914.00	1,412,463.20	2,198,377.20	-	2,198,377.20	0.0%
A4011	Nursing	276,766.00	234,580.10	511,346.10	5.00	511,341.10	0.0%
A4012	Environmental Health	306,488.00	(16,465.25)	290,022.75	29,625.00	260,397.75	10.2%
A4045	Health Education	697,673.00	(205,632.15)	492,040.85	20,798.15	471,242.70	4.2%
A4046	Pre-K	1,513,850.00		1,513,850.00	-	1,513,850.00	0.0%
A4059	Early Intervention	744,729.00	(7,473.25)	737,255.75	215,510.94	521,744.81	29.2%
A4050	Child Advocacy Center	314,125.00	28,259.51	342,384.51	25,482.49	316,902.02	7.4%
A4310	Mental Health	6,103,352.79	217,095.00	6,320,447.79	1,038,818.64	5,281,629.15	16.4%
A5610	Airport	300,002.00		300,002.00	32,657.15	267,344.85	10.9%
A5630	Bus Operations	1,870,321.00		1,870,321.00	115,848.10	1,754,472.90	6.2%
A6010	Social Services	14,908,144.00		14,908,144.00	1,092,578.87	13,815,565.13	7.3%
A6410	Occupancy Tax - Revenue	400,000.00		400,000.00	11,339.20	388,660.80	2.8%
A6510	Veterans Service Agency	66,398.00		66,398.00	-	66,398.00	0.0%
A6610	Weights & Measure	15,900.00		15,900.00	740.00	15,160.00	4.7%

Attachment: February Finance Reports (10605 : Finance Department Monthly Reports)

REVENUE BUDGET VS ACTUAL TO February 28, 2022

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
A6772	Office for the Aging	772,521.00	78,987.00	851,508.00	247.94	851,260.06	0.0%
A6774	Nutrition (OFA)	543,480.00	12,326.00	555,806.00	17,958.53	537,847.47	3.2%
A7110	Dwyer Park	11,000.00		11,000.00	1,200.00	9,800.00	10.9%
A7312	Youth Bureau	15,000.00		15,000.00	-	15,000.00	0.0%
A7989	Snowmobile	95,616.00		95,616.00	62,437.20	33,178.80	65.3%
A8020	Planning	50.00		50.00	-	50.00	0.0%
Total Revenue		108,331,514.19	4,037,528.42	112,369,042.61	43,874,038.67	68,495,003.94	39.0%
Prior Year Encumbrances			2,045.92	2,045.92			
Appropriated Fund Balance		(47,464.90)	188,547.65	141,082.75			
Appropriated Reserves		(1,369,170.91)		(1,369,170.91)			
		106,914,878.38	4,228,121.99	111,143,000.37	43,874,038.67	68,495,003.94	
SPECIAL GRANT FUND							
CD6290	Grant Administration	210,040.60		210,040.60	24,905.40	185,135.20	11.9%
CD6292	Employment & Training	796,147.81		796,147.81	51,837.88	744,309.93	6.5%
Total Revenue		1,006,188.41	-	1,006,188.41	76,743.28	929,445.13	7.6%
Self-Insured Benefits Fund		12,842,520.47		12,842,520.47	1,922,133.96	10,920,386.51	15.0%
Appropriated Fund Balance		(137.93)	4,113.31	3,975.38			
		12,842,382.54	4,113.31	12,846,495.85	1,922,133.96	10,920,386.51	15.0%
COUNTY ROAD FUND							
D3110	Traffic Division	1,000.00		1,000.00	-	1,000.00	0.0%
D5010	County Road Administration	200.00		200.00	11.74	188.26	5.9%
D5110	Maintenance of Roads	1,004,000.00		1,004,000.00	434,107.01	569,892.99	43.2%
D5112	Permanent Improvements	2,918,298.00		2,918,298.00	-	2,918,298.00	0.0%
D9901	Interfund Transfers-in	6,777,508.60	5,000.00	6,782,508.60	1,079,584.76	5,702,923.84	15.9%
Appropriated Fund Balance		(34,207.97)		(34,207.97)			
Total Revenue		10,666,798.63	5,000.00	10,671,798.63	1,513,703.51	9,192,303.09	14.2%

REVENUE BUDGET VS ACTUAL TO February 28, 2022

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
ROAD MACHINERY FUND							
E5130	Machinery	2,482,310.00		2,482,310.00	479,822.21	2,002,487.79	19.3%
	Appropriated Fund Balance	530,728.54		530,728.54			
	Total Revenue	3,013,038.54	-	3,013,038.54	479,822.21	2,002,487.79	15.9%
SOLID WASTE FUND							
EL8160	Landfill	3,276,434.86		3,276,434.86	160,078.43	3,116,356.43	4.9%
EL8161	Recycling Center	90,670.00		90,670.00	16,145.20	74,524.80	17.8%
	Appropriated Fund Balance	(391,292.79)		(391,292.79)			
	Total Revenue	2,975,812.07	-	2,975,812.07	176,223.63	3,190,881.23	5.9%
CAPITAL PROJECTS FUND							
HH5122	Infrastructure	2,072,888.80	955,060.95	3,027,949.75	-	3,027,949.75	0.0%
HH5610	Airport		135,900.00	135,900.00	-	135,900.00	0.0%
HH9901	Interfund Transfers-in	110,149.20	48,510.15	158,659.35	-	158,659.35	0.0%
	Prior Year Encumbrances		1,011,657.87	1,011,657.87	-		
	Total Revenue	2,183,038.00	2,151,128.97	4,334,166.97	-	3,322,509.10	0.0%
Self-Insured Workers' Compensation Fund		2,001,251.00		2,001,251.00	1,764,823.40	236,427.60	88.2%

EXPENDITURE BUDGET VS ACTUAL TO February 28, 2022

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
GENERAL FUND								
A1010	Board of Legislators	280,568.42	2,000.00	282,568.42	56,153.50	2,690.00	223,724.92	20.8%
A1040	Clerk of the Board	169,024.59		169,024.59	24,940.70	14,902.23	129,181.66	23.6%
A1165	District Attorney	1,127,301.13		1,127,301.13	134,978.09		992,323.04	12.0%
A1170	Public Defender	1,131,354.78		1,131,354.78	135,418.13	11,670.30	984,266.35	13.0%
A1175	Assigned Counsel	1,352,827.67	14.22	1,352,841.89	69,682.00		1,283,159.89	5.2%
A1185	Coroner	243,815.33		243,815.33	15,266.67	65,000.00	163,548.66	32.9%
A1230	County Administrator	254,248.11		254,248.11	28,417.26	704.00	225,126.85	11.5%
A1310	Finance	610,930.59		610,930.59	120,337.36	84,576.94	406,016.29	33.5%
A1320	County Auditor	121,635.95		121,635.95	16,971.69		104,664.26	14.0%
A1325	Treasurer	243,284.84		243,284.84	18,221.59	36,776.99	188,286.26	22.6%
A1355	Real Property Tax Services	263,225.58		263,225.58	40,376.35	20,691.27	202,157.96	23.2%
A1410	County Clerk	420,227.65		420,227.65	103,199.11	3,146.54	313,882.00	25.3%
A1411	County Clerk - DMV	492,564.51		492,564.51	75,899.36	1,725.68	414,939.47	15.8%
A1420	County Attorney	373,431.17		373,431.17	41,280.25	9.79	332,141.13	11.1%
A1430	Personnel	604,531.26		604,531.26	71,285.57	8,500.00	524,745.69	13.2%
A1450	Elections	546,935.80		546,935.80	41,770.70	431.64	504,733.46	7.7%
A1610	Shared Services	220,052.00		220,052.00	47,901.48	82,457.10	89,693.42	59.2%
A1620	Buildings & Grounds	1,902,754.30	1,025,000.00	2,927,754.30	242,180.97	70,782.58	2,614,790.75	10.7%
A1680	Information Technology	1,089,022.38	502,845.82	1,591,868.20	122,196.24	38,706.47	1,430,965.49	10.1%
A1711	Unallocated Judgements/Claims	10,000.00		10,000.00	-		10,000.00	0.0%
A1985	Sales Tax Paid to Other Governments	14,720,000.00		14,720,000.00	670,000.00		14,050,000.00	4.6%
A1990	Contingency	460,061.62	(15,000.00)	445,061.62	-		445,061.62	0.0%
A2490	Community College Chargebacks	350,000.00		350,000.00	4,950.33		345,049.67	1.4%
A2495	Sponsor Contributions	1,855,495.00		1,855,495.00	463,873.75	1,391,621.25	-	100.0%
A3020	Emergency Response & Communications	2,178,287.81	360,596.37	2,538,884.18	812,184.42	145,530.85	1,581,168.91	37.7%
A3110	Sheriff	862,891.53		862,891.53	116,472.45	33,946.79	712,472.29	17.4%
A3120	Road Patrol	4,809,785.18	200,000.00	5,009,785.18	679,009.15	393,577.16	3,937,198.87	21.4%
A3140	Probation	1,796,252.38		1,796,252.38	376,296.62	6,017.04	1,413,938.72	21.3%
A3150	Jail	5,672,168.30		5,672,168.30	720,883.06	242,371.89	4,708,913.35	17.0%
A3315	DWI	65,400.00		65,400.00	10,264.53	21,540.97	33,594.50	48.6%
A3410	Fire/Emergency Management Admin	252,151.18	43,987.85	296,139.03	34,310.21	22,113.59	239,715.23	19.1%
A3510	Animal Control	45,000.36		45,000.36	-	45,000.36	-	100.0%
A3620	Safety Officer	45,730.00		45,730.00	4,764.72		40,965.28	10.4%
A4010	Public Health Admin	491,889.07	1,377,945.53	1,869,834.60	93,334.14	7,577.10	1,768,923.36	5.4%
A4011	Nursing	739,934.19	54,361.14	794,295.33	83,955.36	31,650.00	678,689.97	14.6%
A4012	Environmental Health	633,898.96	82,974.50	716,873.46	97,972.56	15,098.72	603,802.18	15.8%
A4045	Health Education	760,855.39	997.35	761,852.74	77,426.69	147,729.03	536,697.02	29.6%
A4046	Pre-K	1,857,650.64		1,857,650.64	50,827.01	1,664,327.50	142,496.13	92.3%
A4059	Early Intervention	1,106,682.95		1,106,682.95	158,320.56	31,744.16	916,618.23	17.2%
A4050	Child Advocacy Center	314,125.00	30,291.21	344,416.21	49,275.39	75.00	295,065.82	14.3%
A4310	Mental Health	6,353,410.09	242,095.00	6,595,505.09	527,359.30	303,080.58	5,765,065.21	12.6%
A5610	Airport	308,770.58		308,770.58	17,867.98	121,483.55	169,419.05	45.1%

Attachment: February Finance Reports (10605 : Finance Department Monthly Reports)

EXPENDITURE BUDGET VS ACTUAL TO February 28, 2022

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
A5630	Bus Operations	1,881,289.71	1,800.00	1,883,089.71	12,317.45	513,257.73	1,357,514.53	27.9%
A6010	Social Services	30,506,364.06		30,506,364.06	3,375,590.15	648,755.19	26,482,018.72	13.2%
A6293	Workforce Investment	129,500.00		129,500.00			129,500.00	0.0%
A6410	Occupancy Tax	650,409.39		650,409.39	585,368.46		65,040.93	90.0%
A6420	Promotion of Industry	455,733.00		455,733.00	113,933.25	341,799.75	-	100.0%
A6510	Veterans Service Agency	66,290.52		66,290.52	9,276.92		57,013.60	14.0%
A6520	Economic Development	250,000.00		250,000.00			250,000.00	0.0%
A6610	Weights & Measure	89,560.06		89,560.06	13,161.33	507.09	75,891.64	15.3%
A6772	Office for the Aging	1,216,979.17	78,987.00	1,295,966.17	160,148.36	46,038.25	1,089,779.56	15.9%
A6774	Nutrition (OFA)	1,106,819.51	162,326.00	1,269,145.51	149,118.82	87,174.06	1,032,852.63	18.6%
A7110	Dwyer Park	181,400.02		181,400.02	4,605.42	5,783.17	171,011.43	5.7%
A7312	Youth Bureau	14,702.65		14,702.65	305.97		14,396.68	2.1%
A7989	Snowmobile	86,054.00		86,054.00	56,193.48		29,860.52	65.3%
A8020	Planning	353,997.57	56,900.00	410,897.57	55,213.35		355,684.22	13.4%
A8710	Conservation Programs	165,000.00	15,000.00	180,000.00	-	180,000.00	-	100.0%
A8750	Agriculture Programs	258,420.00		258,420.00	64,605.00	193,815.00	-	100.0%
A9050	Unemployment	50,000.00		50,000.00	-		50,000.00	0.0%
A9060	Retiree Health Insurance	4,600,000.00		4,600,000.00	876,776.00		3,723,224.00	19.1%
A9901	Transfers to County Road Fund	6,777,508.60	5,000.00	6,782,508.60	1,079,584.76		5,702,923.84	15.9%
A9909	Transfers to Capital Projects Fund	110,149.20		110,149.20	-		110,149.20	0.0%
A9710	Debt Service	826,524.63		826,524.63	407,596.50	613,928.13	(195,000.00)	123.6%
Total Expenditures		106,914,878.38	4,228,121.99	111,143,000.37	13,419,620.47	7,698,315.44	90,025,064.46	6.9%
SPECIAL GRANT FUND								
CD6290	Grant Administration	210,040.60		210,040.60	25,517.24		210,040.60	0.0%
CD6292	Employment & Training	796,147.81		796,147.81	57,791.01		738,356.80	7.3%
Total Expenditures		1,006,188.41	-	1,006,188.41	83,308.25	-	948,397.40	8.3%
Self-Insured Benefits Fund		12,842,382.54	4,113.31	12,846,495.85	1,504,400.01	39,130.23	11,302,965.61	12.0%
COUNTY ROAD FUND								
D3110	Traffic Division	178,110.11	5,000.00	183,110.11	5,277.54		177,832.57	2.9%
D5010	County Road Administration	582,613.88		582,613.88	70,896.77	7,441.35	504,275.76	13.4%
D5020	Engineering	73,604.31		73,604.31	12,850.16		60,754.15	17.5%
D5110	Maintenance of Roads	5,738,326.80		5,738,326.80	1,189,178.61	402,546.79	4,146,601.40	27.7%
D5112	Permanent Improvements	3,218,298.00		3,218,298.00	-	18,249.60	3,200,048.40	0.6%
D9710	Debt Service	875,845.53		875,845.53	154,657.34	721,188.19	-	100.0%
Total Expenditures		10,666,798.63	5,000.00	10,671,798.63	1,432,860.42	1,149,425.93	8,089,512.28	24.2%

EXPENDITURE BUDGET VS ACTUAL TO February 28, 2022

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
ROAD MACHINERY FUND								
E5130	Machinery	2,865,423.52		2,865,423.52	245,785.92	337,600.64	2,282,036.96	20.4%
E9710	Debt Service	147,615.02		147,615.02	128,601.45	19,013.57	-	100.0%
Total Expenditures		3,013,038.54	-	3,013,038.54	374,387.37	356,614.21	2,282,036.96	24.3%
SOLID WASTE FUND								
EL8160	Landfill	1,568,426.01		1,568,426.01	151,418.49	287,712.36	1,129,295.16	28.0%
EL8161	Recycling Center	559,845.26		559,845.26	56,901.23	58,399.25	444,544.78	20.6%
EL9710	Debt Service	847,540.80		847,540.80	679,455.45	168,085.35	-	100.0%
Total Expenditures		2,975,812.07	-	2,975,812.07	887,775.17	514,196.96	1,573,839.94	47.1%
CAPITAL PROJECTS FUND								
HH5122	Infrastructure	2,183,038.00	2,000,128.97	4,183,166.97	782,213.85		3,400,953.12	18.7%
HH5610	Airport		151,000.00	151,000.00			151,000.00	0.0%
Total Expenditures		2,183,038.00	2,151,128.97	4,334,166.97	782,213.85	-	3,551,953.12	18.0%
Self-Insured Workers' Compensation Fund		2,001,251.00		2,001,251.00	1,188,574.00		812,677.00	59.4%

Cortland County
Revenue Comparison 2018 - 2022 - February

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS
GENERAL FUND					
1165 DISTRICT ATTORNEY	-	-	1.62	501.79	346.89
1170 PUBLIC DEFENDER	74,323.93	-	-	-	-
1325 COUNTY TREASURER - Levy	34,741,481.42	35,460,006.29	36,456,704.01	37,003,555.01	37,725,385.55
1325 COUNTY TREASURER	218,699.57	437,330.07	327,206.04	379,091.65	320,859.08
1355 REAL PROPERTY TAX SERVICE	5,006.00	20,096.75	18,085.00	19,064.25	19,331.00
1410 COUNTY CLERK - CIVIL/RECORDS	54,725.03	47,856.61	130,344.37	66,193.10	77,641.01
1411 COUNTY CLERK - MOTOR VEHICLES	48,716.57	31,949.86	55,441.69	42,363.58	34,411.03
1420 COUNTY ATTORNEY	157.36	339.71	-	-	-
1430 PERSONNEL - CIVIL SERVICE	960.00	1,147.50	913.00	420.00	457.50
1450 ELECTIONS	10.00	83.60	286.27	37.60	-
1610 TELEPHONE SHARED SERVICE	36,501.49	36,339.50	37,253.91	37,784.71	32,330.07
1620 BUILDING & GROUNDS	7,345.90	7,313.71	1,924.60	1,924.60	21,231.83
1680 INFORMATION TECHNOLOGY	13,099.16	3,408.16	3,408.16	3,408.16	2,518.04
1985 SALES TAX	2,388,778.15	2,353,748.98	2,531,457.15	2,259,139.21	2,891,081.51
3020 EMERGENCY RSP & COMMUNICATION	9,125.76	14,852.00	202,380.07	8,421.98	8,119.58
3110 SHERIFF	7,680.11	17,151.43	8,422.46	5,504.74	6,948.86
3120 SHERIFF ROAD PATROL	5,833.75	15,521.11	9,151.00	15,811.24	1,974.46
3140 PROBATION	50,717.79	50,871.45	64,911.37	55,096.69	57,239.61
3150 JAIL	1,516.31	1,170.00	24.00	5,360.91	8,107.70
3315 STOP DWI	39,313.00	16,663.30	4,460.00	805.00	807.74
4010 HEALTH DEPARTMENT ADMIN	25,282.87	(64,735.56)	151,684.00	215,191.44	-
4011 NURSING ADMINISTRATION	83,096.67	41,867.45	32,260.16	271.34	5.00
4012 ENVIRONMENTAL HEALTH	35,332.00	35,676.89	35,657.91	29,210.00	29,625.00
4045 Health Education					20,798.15
4046 PRE-K PHCP	(13,276.58)	117,132.18	-	61,920.42	-
4050 CAC - CHILD ADVOCACY CENTER DA	-	-	-	66.00	25,482.49
4059 EARLY INTERVENTION PROGRAM	48,826.50	52,524.54	180,231.93	2,213.00	215,510.94
4310 MENTAL HEALTH CENTER	891,641.75	861,177.16	839,186.00	899,173.91	1,038,818.64
5610 AIRPORT	26,806.16	20,356.32	28,324.77	36,423.59	32,657.15
5630 BUS OPERATIONS	214,776.60	221,442.54	70,635.59	16,710.00	115,848.10
6010 DEPT.OF SOCIAL SERVICES ADMIN	190,321.64	1,113,009.89	1,261,260.54	1,142,767.69	1,092,578.87
6410 PUBLICITY/TOURISM	502.57	1,992.70	4,123.14	2,434.93	11,339.20
6610 SEALER OF WEIGHTS & MEASURES	100.00	240.00	120.00	120.00	740.00
6772 AREA AGENCY ON AGING	415.00	(147,925.21)	440.55	1,712.00	247.94
6774 NUTRITION	20,993.35	(99,615.69)	20,982.58	16,846.50	17,958.53
7110 DWYER PARK	1,875.00	1,200.00	1,425.00	75.00	1,200.00
7622 RETIRED SENIOR VOLUNTEER PROG	-	0.09	-	-	-
7989 SNOWMOBILE CLUBS	-	67,376.40	66,931.20	-	62,437.20
8020 PLANNING	-	-	-	190.00	-
8755 FARMLAND PROTECTION	1,128,766.00	5,255.00	-	-	-
Total Revenue	40,359,450.83	40,742,824.73	42,545,638.09	42,329,810.04	43,874,038.67
SPECIAL GRANT FUND					
1040 CLERK OF THE LEGISLATIVE BOARD	-	-	28,385.87	-	-
6290 WIA GRANT ADMINISTRATION	56,291.00	111,976.40	28,381.47	21,356.52	24,905.40
6292 WIA EMPLOYMENT & TRAINING	82,245.18	60,709.75	46,157.46	56,949.67	51,837.88
Total Revenue	138,536.18	172,686.15	102,924.80	78,306.19	76,743.28
SELF-INSURANCE FUND - EMPLOYEE BENEFITS					
9060 HEALTH	1,352,896.22	1,388,331.19	2,514,787.23	1,703,324.46	1,922,133.96
COUNTY ROAD FUND					
3310 TRAFFIC DIVISION	446.22	-	-	-	-
5010 HIGHWAY & STREET ADMIN	11.91	6.27	16.02	8.07	11.74
5110 MAINTENANCE OF ROADS	216,960.32	588,469.03	352,669.17	447,700.74	434,107.01
9901 INTERFUND TRANSFERS	-	715,922.94	1,040,000.00	617,191.28	1,079,584.76
Total Revenue	217,418.45	1,304,398.24	1,392,685.19	1,064,900.09	1,513,703.51

Attachment: February Finance Reports (10605 : Finance Department Monthly Reports)

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS
ROAD MACHINERY FUND					
5130 MACHINERY	592,749.82	598,201.35	478,277.76	459,163.91	479,822.21
SOLID WASTE FUND					
8160 LANDFILL	163,992.91	190,748.74	200,542.77	142,163.92	160,078.43
8161 RECYCLING	-	-	729.00	4,775.09	16,145.20
Total Revenue	163,992.91	190,748.74	201,271.77	146,939.01	176,223.63
CAPITAL ROJECTS FUND					
5610 AIRPORT	-	7,474.17	-	-	-
SELF-INSURANCE FUND - WORKERS' COMPENSATION					
1710 WORKER'S COMP-SELF INSURANCE	795,052.86	718,735.60	1,174,169.21	1,758,420.51	1,764,823.40

Cortland County
Expenditure Comparison 2018 - 2022 - February

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS
GENERAL FUND					
A10105 COUNTY LEGISLATURE	29,731.84	44,865.47	52,762.09	59,706.64	56,153.50
A10405 CLERK OF THE LEGISLATIVE BOARD	15,176.63	18,209.79	33,455.11	23,907.35	24,940.70
A11655 DISTRICT ATTORNEY	122,398.21	129,758.48	154,836.85	135,157.51	134,978.09
A11705 PUBLIC DEFENDER	73,421.96	100,504.18	147,931.60	150,111.90	135,418.13
A11755 ASSIGNED COUNSEL	54,753.41	59,988.66	57,704.81	55,032.08	69,682.00
A11855 CORONERS	13,390.20	17,882.50	29,510.77	22,888.37	15,266.67
A12305 COUNTY ADMINISTRATOR	-	-	24,564.68	33,756.37	28,417.26
A13105 FINANCE	63,301.31	100,176.86	112,417.60	123,145.36	120,337.36
A13205 AUDITOR	-	-	17,122.19	16,538.37	16,971.69
A13255 TREASURER	12,513.70	50,651.66	56,489.71	53,842.65	18,221.59
A13555 REAL PROPERTY TAX SERVICE	32,407.43	37,941.56	48,928.66	43,052.54	40,376.35
A14105 COUNTY CLERK	57,277.29	100,789.04	113,060.76	117,985.10	103,199.11
A14115 COUNTY CLERK - MOTOR VEHICLES	44,906.87	54,895.19	84,967.81	79,830.90	75,899.36
A14205 COUNTY ATTORNEY	40,972.84	49,290.55	60,641.80	51,320.06	41,280.25
A14305 PERSONNEL - CIVIL SERVICE	40,070.29	62,053.20	63,245.67	75,289.15	71,285.57
A14505 ELECTIONS	57,004.70	65,762.45	41,724.45	38,482.43	41,770.70
A16105 TELEPHONE SHARED SERVICE	4,805.72	22,609.65	47,280.08	34,232.67	47,901.48
A16205 BUILDING & GROUNDS	276,838.29	288,644.46	374,481.82	284,777.39	242,180.97
A16805 DATA PROCESSING	88,480.27	110,982.36	115,568.96	126,499.10	122,196.24
A17115 LIABILITY INSURANCE RESERVE	-	180.00	-	-	-
A19855 SALES TAX	801,000.00	801,000.00	700,000.00	700,000.00	670,000.00
A19905 CONTINGENCY	-	9,900.00	-	-	-
A24905 COMMUNITY COLLEGE	2,808.33	4,426.34	6,150.67	2,478.33	4,950.33
A24955 CONTRIBUTIONS TC3	418,532.75	418,532.75	439,459.25	451,666.50	463,873.75
A30205 EMERGENCY RESPONSE & COMMUNCTN	126,139.78	253,145.66	946,614.88	353,201.73	812,184.42
A31105 SHERIFF	42,960.34	96,224.46	150,036.30	145,712.27	116,472.45
A31205 SHERIFF ROAD PATROL	463,110.28	562,421.48	685,453.26	650,341.71	679,009.15
A31405 PROBATION	193,698.47	221,738.96	306,408.51	280,708.03	376,296.62
A31505 JAIL	547,979.60	618,872.04	898,961.76	806,487.32	720,883.06
A33155 STOP DWI	6,448.31	3,613.70	19,821.93	6,844.07	10,264.53
A34105 FIRE / EMERGENCY MANAGEMENT	35,121.80	29,185.49	61,289.27	29,758.51	34,310.21
A36205 SAFETY OFFICE	-	386.16	7,280.00	83.60	4,764.72
A40105 HEALTH DEPARTMENT	121,085.33	113,489.56	157,668.39	214,181.36	93,334.14
A40115 NURSING ADMINISTRATION	120,964.80	138,140.78	162,066.80	96,885.97	83,955.36
A40125 ENVIRONMENTAL HEALTH	68,700.27	82,203.81	97,617.84	95,347.25	97,972.56
A40455 HEALTH EDUCATION	-	-	-	-	77,426.69
A40465 PrK Supportive Hlth Svcs	145,886.35	55,013.12	29,657.83	21,044.92	50,827.01
A40505 Child Advocacy Center	14,379.31	14,994.35	45,545.52	56,522.14	49,275.39
A40595 EARLY INTERVENTION PROGRAM	119,973.13	131,318.01	167,680.43	131,462.29	158,320.56
A43105 MENTAL HEALTH CENTER	360,309.81	572,936.33	947,495.37	486,664.35	527,359.30
A56105 AIRPORT	21,944.83	28,318.95	49,360.94	36,054.61	17,867.98
A56305 BUS OPERATIONS	19,000.00	-	869,141.63	7,950.00	12,317.45
A60105 DEPT.OF SOCIAL SERVICES ADMIN	3,497,104.32	3,695,279.22	4,248,505.13	3,356,560.19	3,375,590.15
A64105 PUBLICITY/TOURISM	-	500,000.00	550,093.00	575,072.26	585,368.46
A64205 PROMOTION OF INDUSTRY	-	108,956.75	110,591.00	112,250.00	113,933.25
A65105 VETERANS SERVICE AGENCY	14,801.87	12,353.82	9,924.90	9,794.23	9,276.92
A66105 SEALER OF WEIGHTS & MEASURES	7,249.84	8,972.70	11,890.13	12,975.92	13,161.33
A67725 AREA AGENCY ON AGING	91,786.71	114,487.70	194,503.45	160,382.33	160,148.36
A67745 NUTRITION	134,584.22	149,053.49	179,944.83	150,843.42	149,118.82
A71105 DWYER PARK	5,182.02	7,653.97	12,755.68	11,052.20	4,605.42
A73125 YOUTH BUREAU	32.77	221.07	198.98	392.05	305.97
A76225 RETIRED SENIOR VOLUNTEER PROG	13,115.29	13,852.93	-	-	-
A79895 SNOWMOBILE CLUBS	-	85,135.95	60,238.08	-	56,193.48
A80205 PLANNING	55,239.46	40,844.19	60,936.27	48,716.51	55,213.35
A87105 CONSERVATION PROGRAMS	-	285,093.00	-	37,500.00	-
A87505 AGRICULTURE & LIVESTOCK	73,500.00	-	-	-	64,605.00
A90505 UNEMPLOYMENT INSURANCE	1,254.25	12,291.04	-	-	-
A90605 HEALTH INSURANCE	-	-	926,190.00	867,069.00	876,776.00

Attachment: February Finance Reports (10605 : Finance Department Monthly Reports)

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS
A97105	DEBT SERVICE	539,885.86	43,373.38	399,773.25	36,533.00	407,596.50
A99015	I/F Transfer to/from D	-	715,922.94	1,040,000.00	617,191.28	1,079,584.76
	Total Expenditures	9,091,231.06	11,264,540.16	16,189,950.70	12,095,283.29	13,419,620.47
SPECIAL GRANT FUND						
CD62905	WIA - GRANT ADMIN EXPENSES	-	-	28,385.87	-	-
CD62925	WIA - E & T	85,237.17	113,109.11	29,007.04	25,472.80	25,517.24
CD69895	Other Economic Assistance	66,488.31	53,651.35	56,538.34	68,869.30	57,791.01
	Total Expenditures	151,725.48	166,760.46	113,931.25	94,342.10	83,308.25
SELF-INSURANCE FUND - EMPLOYEE BENEFITS						
CH90605	HEALTH	1,148,603.29	1,511,960.87	1,219,880.33	1,511,329.32	1,504,400.01
COUNTY ROAD FUND						
D33105	TRAFFIC DIVISION	4,386.81	5,095.75	5,355.97	4,444.47	5,277.54
D50105	HIGHWAY ADMINISTRATION DIV.	117,219.88	138,753.39	88,450.35	87,165.98	70,896.77
D50205	HIGHWAY ENGINEERING DIVISION	17,297.06	3,431.77	12,651.44	13,931.40	12,850.16
D51105	HIGHWAY MAINTENANCE DIV.	1,095,079.50	1,386,242.43	1,188,956.28	1,268,459.57	1,189,178.61
D51125	HIGHWAY PROJECTS	19,733.09	86.55	8,606.65	7,610.84	-
D97105	DEBT SERVICE	264,059.78	20,411.00	161,148.94	17,192.00	154,657.34
	Total Expenditures	1,517,776.12	1,554,020.89	1,465,169.63	1,398,804.26	1,432,860.42
ROAD MACHINERY FUND						
E51305	HIGHWAY ROAD MACHINERY	303,430.35	295,098.51	267,090.85	211,094.14	245,785.92
E97105	DEBT SERVICE	150,289.14	-	123,816.31	-	128,601.45
	Total Expenditures	453,719.49	295,098.51	390,907.16	211,094.14	374,387.37
SOLID WASTE FUND						
EL81605	LANDFILL	112,812.66	113,463.33	176,025.98	162,635.20	151,418.49
EL81615	RECYCLING	17,592.13	23,678.04	212,490.09	50,305.57	56,901.23
EL97105	DEBT SERVICE	640,550.12	-	662,317.87	-	679,455.45
	Total Expenditures	770,954.91	137,141.37	1,050,833.94	212,940.77	887,775.17
CAPITAL ROJECTS FUND						
HH16205	BUILDINGS & GROUNDS PROJECTS	(66.54)	-	-	-	-
HH24985	TC3 CAPITAL EXPENSES	(5,750.00)	-	-	-	-
HH31505	JAIL ROOF RECONSTRUCTION	-	10,277.50	-	-	-
HH51225	BRIDGE PROJECTS	13,746.52	1,386.82	-	25,406.38	782,213.85
HH71105	DWYER PARK CAPITAL EXPENSE	-	-	3,027.70	-	-
	Total Expenditures	7,929.98	11,664.32	3,027.70	25,406.38	782,213.85
SELF-INSURANCE FUND - WORKERS' COMPENSATION						
S17105	LIABILITY INSURANCE RESERVE	118,240.70	112,187.56	122,141.05	1,266,093.87	1,188,574.00

Cortland County					
Reserve Funds					
				12/31/2021	2/28/2022
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	173,090.37
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	1,200,101.71	1,200,283.47
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	1,313,684.88
Drug Task Force - DA	Nature of Funds	Drug busts/stings	Drug money	13,712.46	14,057.90
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	45,000.72	45,002.17
DOJ Equitable Sharing Program - DA	Nature of funds	DA expenditures	Federal forfeitures	4,568.70	4,568.70
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	77,749.77
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	149,753.42
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	43,376.07	43,379.23
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	28,414.46
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	45,934.02	45,934.02
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	19,301.42
Farmland Protection Reserve	124-07	Monitoring Farmland Protection grants	Stewardship monies from farmland protection grant	45,315.03	45,322.35
Handicap Parking Education Fund	Nature of Funds	Handicap parking education	Justice Court fines	546.60	546.60
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	18,749.03

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	649,254.54
Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	3,531,383.59	3,531,950.90
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	132,823.53
Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	1,208.50	1,208.69
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	76,257.44	76,269.76
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	5,210.45
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	827,258.38	827,343.69
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	549,058.69	549,115.30
NOTE:					
County Jail Project Reserve	Resolution 50-21 authorized the use of up to \$62,284 for the replacement of exterior security doors at the jail. This repair is in process and the actual cost has not yet been determined or deducted from the reserve				
Occupancy Tax Reserve	\$551,934.57 due to Tourism Bureau in 2023 plus \$97,319.97 for County admin				

YEAR-TO-DATE BUDGET REPORT

FOR 2022 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
A GENERAL FUND	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USED	
A13205 County Auditor								
A13205 42210 GEN SERV	-21,680	0	-21,680	-1,800.00	.00	-19,880.31	8.3%	
A13205 51005 PERS SERV	83,790	0	83,790	17,724.58	.00	66,065.07	21.2%	
A13205 54000 TELEPHONE	132	0	132	22.00	.00	110.00	16.7%	
A13205 54001 COPY/PRINT	100	0	100	.00	.00	100.00	.0%	
A13205 54005 Off Supp	250	0	250	.00	.00	250.00	.0%	
A13205 54035 ED & TRAIN	500	0	500	.00	.00	500.00	.0%	
A13205 54040 DUES/MEMBE	100	0	100	.00	.00	100.00	.0%	
A13205 54045 Travel	200	0	200	.00	.00	200.00	.0%	
A13205 54070 INSURANCE	229	0	229	.00	.00	228.87	.0%	
A13205 58020 RETIREMENT	9,545	0	9,545	.00	.00	9,545.45	.0%	
A13205 58030 FICA	6,410	0	6,410	1,262.19	.00	5,147.71	19.7%	
A13205 58040 WRKS COMP	1,995	0	1,995	2,041.48	.00	-46.48	102.3%	
A13205 58060 HEALTH INS	18,275	0	18,275	4,217.46	.00	14,057.78	23.1%	
A13205 58062 DENTAL INS	90	0	90	20.88	.00	69.36	23.1%	
A13205 58065 VISION INS	20	0	20	4.50	.00	15.10	23.0%	
TOTAL County Auditor	99,956	0	99,956	23,493.09	.00	76,462.55	23.5%	
TOTAL GENERAL FUND	99,956	0	99,956	23,493.09	.00	76,462.55	23.5%	
TOTAL REVENUES	-21,680	0	-21,680	-1,800.00	.00	-19,880.31		
TOTAL EXPENSES	121,636	0	121,636	25,293.09	.00	96,342.86		

County of Cortland Agricultural Corporation
PO Box 134, Homer, NY 13077

President: Jennifer Thomas
Vice President: Todd Stone
Secretary: Jackie Hartnett
Treasurer: Wayne Scutt

Dear Committee Chair Harbin:

The 68th Cortland County Junior Fair is quickly approaching, scheduled for July 5-July9 and plans are well underway. The Fair is a long running event in Cortland County, giving the youth of the County a place to showcase their projects they have worked on for the past year.

Some of the activities, not sponsored through the 4-H program, are the Fair Queen Contest, pedal tractor pulls, veggie car races, barn yard olympics and money grab. Each of the participants in these activities receive a small award. We also provide the annual fireworks.

We are asking the County Legislature to take part in supporting this vibrant event by contributing \$2000 to help offset some of the cost in the above mentioned activities.

The County of Cortland Agricultural Corporation is a non-profit organization consisting of a group of volunteers with the goal of continuing this venue for our youth. In conversations with some Legislators, it appears that most are not aware that the County does not contribute to any part of the "County" Fair. We would like to change this and have the County show their support of our youth. The youth today are faced with many challenging decisions that could affect their future. We feel that the Fair gives them the opportunity to make positive choices and to become our leaders of tomorrow.

Thank you for your time and look forward to hearing from you.

Jennifer Thomas
President
County of Cortland Ag. Corp.
(607) 836-6362
jjthomas6@icloud.com

Attachment: Ag Corp. committee letter (10604 : Authorize County Contribution to the Cortland County Junior Fair)

Barton & Loguidice

To: Mr. Charlie Sudbrink
Cortland County Highway Department

Date: March 23, 2022

From: Jillian Blake, P.E., LEED AP
Senior Managing Engineer

File: 331.154.001

Subj: Cortland County Westside Landfill Gas Generation Analysis and Carbon Credit Potential

As requested, Barton & Loguidice, D.P.C. (B&L), is providing a preliminary analysis of estimated landfill gas generation at the Cortland County Landfill. The County is assessing the economics of installing an active landfill gas collection and control system (GCCS) at the landfill to collect landfill gas (LFG) that is currently being vented directly to the atmosphere. The installation of a GCCS would reduce the facility's fugitive odors and greenhouse gas emissions by the collection and destruction of methane. Methane is a known greenhouse gas that is approximately 25 times more potent than carbon dioxide.

As a result of the overall positive environmental impact from the voluntary reduction of greenhouse gases, the project may be eligible to be partially funded by the sale of carbon credits through various public and private trading programs. Landfill carbon credits are based on the mass of methane voluntarily collected and destroyed, in lieu of venting to the atmosphere.

The following is a preliminary technical analysis of the current and future LFG generation at the site and corresponding carbon credit potentials. Also included is a general preliminary cost estimate for the installation of a GCCS at the facility for use in the County's county cost-benefit analysis.

Landfill Gas Generation EstimatesWest Side Landfill

The LFG generation estimate for the West Side Landfill is based on actual putrescible or degradable waste-in-place quantities through the year 2021 as provided by the County. Future waste placement quantities are based on the historical three-year average of incoming waste, or 35,558 tons per year. This volume is estimated beginning in 2022 through 2042. For the purpose of this analysis, 2042 is estimated as the last year of waste placement at the facility. It should be noted that if the annual tonnage or composition of the future waste changes these future generation estimates can change significantly.

Landfill gas production was estimated with the use of the computerized Landfill Gas Emissions Model (LandGEM), USEPA Version 3.03, June 2020. The program estimates emissions for various LFG constituents based on input parameters including: the mass of waste in place at the landfill (or the annual acceptance rate), the type of waste in the landfill, the landfill design life, the methane generation constant (k), the methane generation potential (Lo), the concentration of NMOCs as hexane, the volumetric percent of LFG that is methane and the volumetric percent of LFG that is carbon dioxide. The model was utilized to predict LFG generation based on the currently listed regulatory constants specifically listed in 40 CFR Part 98, Subpart HH, Table HH-1.

Memo To: Mr. Charlie Sudbrink
 Cortland County Highway Department
 March, 23 2022
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The LandGEM model was configured to the site specific conditions at your facility based on historical tonnage and utilized projected future tonnage as discussed above. In addition, the model was configured with a LFG composition of 50 percent methane and 50 percent carbon dioxide. Different waste materials produce landfill gas at different rates, meaning separate input parameters were considered to account for this variability, yielding a composite methane generation from the waste mass as a whole. The input parameters for each material accepted at the facility can be seen below. The following is a summary of the input parameters used in the LFG modeling for each material type:

MSW: $L_0 = 155 \text{ m}^3/\text{Mg}$; $k = .057 \text{ /year}$
 C&D: $L_0 = 40 \text{ m}^3/\text{Mg}$; $k = .04 \text{ /year}$
 Sludge: $L_0 = 25 \text{ m}^3/\text{Mg}$; $k = .04 \text{ /year}$
 Historical*: $L_0 = 100 \text{ m}^3/\text{Mg}$; $k = .057 \text{ /year}$

The resulting estimated LFG generation data is presented in tabular format as the attached Table 1. It is currently estimated that the peak LFG generated from the West Side landfill will be approximately 464 standard cubic feet per minute (SCFM) and will occur the year following closure, 2043. The total collected LFG is estimated to be 80% based on cover types and collection infrastructure, or 371 SCFM.

Landfill gas generation can vary greatly depending on the actual waste receipts and environmental conditions at the landfill over time. Therefore, LFG generation modeling needs to be revised routinely to determine if changes need to be made to calibrate the model to site specific conditions.

Pine Tree and Towslee Landfills

Waste receipts provided by the County for the Towslee and Pine Tree Landfills were not complete, and therefore LFG modeling was not conducted. Due to the age of the two closed landfills, the anticipated gas generation could be assumed to be negligible in the total gas collection quantity. As such, no collection infrastructure is proposed for these areas.

Carbon Credit Potential

The Cortland County Landfill site may be eligible to become a carbon credit provider through the voluntary destruction of LFG with the installation of an active gas collection system and flaring station. As methane is collected and destroyed through the flare, the net carbon emissions from the landfill are voluntarily reduced. This may allow the facility to meter methane destruction for the sale of carbon credits on various registries. The following is a summary of the carbon credit potential for the site.

The quantity of potential carbon credits is based on the amount of methane gas collected and combusted through the facility's control device, typically a flare. For the purposes of this assessment, the projected future LFG volumes were used as an estimate in the calculation of carbon credits. It should be noted that combustion through passive devices such as the site's current solar spark flares would reduce the carbon credit potential of the LFG generated. As such, it was assumed that these devices would be decommissioned during the installation of the active GCCS to maximum carbon credit potential.

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Carbon Credit Revenue Potential

Landfill gas carbon credits were calculated by converting the estimated amount of methane combusted by volume to weight. The weight of methane combusted is then multiplied by a global warming potential (GWP) factor to convert the amount of methane to an equivalent amount of CO₂ destroyed. Carbon credits are issued for methane collected and combusted based on this rate of metric tons of CO₂ per metric ton of methane. The carbon credit calculation and potential eligible credit amounts are presented in Table 2. The calculation methodology and default values are based on the Climate Action Reserve (CAR) landfill project protocol. Revenue estimates listed in Table 2 are based on carbon credit trading values, sold as per metric ton of CO₂ equivalents (tCO₂e). The CAR operates one of the existing public trading markets for greenhouse gas emission reductions.

Current market value estimates for the price of carbon credits is approximately \$5.00 per tCO₂e. Table 2 provides a value of potential revenue over the remaining site life duration based on these existing known trading value. Please note that revenue is generally assessed over 10 year crediting periods, which to date have been renewable for additional crediting periods beyond the initial 10 years. This estimate does not include typical costs associated with the sale of carbon credits such as O&M costs, credit registry fees, engineering/financial services fees and project and credit verification fees. These costs can typically range from approximately \$20,000 - \$40,000 per year and are relatively fixed, regardless of the project size or scale. A minor portion of these fees are paid as a commission, they will vary depending on carbon credit sales prices.

There is a high level of uncertainty in predicting the long term future revenue from the sale of carbon credits and the revenues are not guaranteed. The revenue potential shown in Table 2 is based on best available market information currently. A more detailed cost analysis with a dedicated financial planner to further assess gas production and carbon credit revenue is recommended, if the County decides to further investigate negotiating a potential sale of credits.

Landfill Gas Collection and Control System

A typical active landfill gas collection and control system consists of vertical extraction wells, collection piping, a condensate handling device, and a blower system with a continuous operation candlestick type flare for combustion of the landfill gas. Estimated construction costs for the installation of a new active system (including 11 deep vertical LFG extraction wells, 52 additional wellheads for existing gas vents, landfill gas HDPE header and lateral piping, blower skid, flare, flow metering devices, condensate holding tank and minor electrical construction) total approximately \$1.7 million at current market prices. Engineering design, permitting, legal services and construction oversight and NYSDEC certification is estimated at 15 percent of construction costs and is included in this total.

Assessment Results Summary

Results from this initial assessment indicate that there is the potential for carbon credit sales revenue to offset a portion of the costs associated with the installation of a GCCS. Currently, it is estimated that potential profits from the sale of carbon credits may pay for a portion of the GCCS installation over the operational period of approximately fifteen years. This is longer than the standard carbon crediting period of ten years, which in the past have been able to be renewed for additional crediting periods. However, this assessment relies heavily on

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the variable market for carbon credits, which could change significantly over this time period. Regardless of the payback period, the sale of carbon credits would likely assist the County offset a portion of the costs to install the GCCS system for odor control.

If you have any questions, please do not hesitate to contact us.

TSC/jms

Attachments: Table 1 Landfill Gas Generation
Table 2 Estimated Potential Landfill Gas Carbon Credits

Table 1
Landfill Gas Generation

Table 1
Cortland County West Side Landfill
Estimated Landfill Gas Generation and Collection

Year	Westside Landfill Estimated LFG Generation (SCFM)	Westside Landfill Estimated LFG Collection (80% Efficiency) (SCFM)
2021	291	233
2022	305	244
2023	318	254
2024	330	264
2025	341	273
2026	351	281
2027	361	289
2028	371	297
2029	380	304
2030	388	311
2031	396	317
2032	404	323
2033	411	329
2034	418	334
2035	424	339
2036	430	344
2037	436	349
2038	441	353
2039	446	357
2040	451	361
2041	456	365
2042	460	368
2043	464	371

- 1) Landfill gas generation estimate is based on actual and projected future waste acceptance rates.
2) Landfill gas collection estimate is based on the installation of an active landfill gas collection system, with an assumed 80% collection efficiency.

Table 2
Estimated Potential Landfill Gas Carbon Credits

Table 2
Cortland County Westside Landfill
Estimated Potential Landfill Gas Carbon Credits

Inputs/Conversion Factors:	
50%	LFG Methane Concentration
25	Global Warming Potential of Methane
99%	Control Device Destruction Efficiency of Methane
1.89E-05	Density of Methane Gas (Mg/scf)
80%	GCCS Collection Efficiency

Year	Westside Landfill LFG Collection scf/yr	Methane Collection (50%) scf/yr	Methane Oxidation Rate (10%) scf/yr	Methane Destruction metric ton/yr	Potential Eligible GHG Credits tCO ₂ e/yr	Potential Sale Income (\$/yr) \$5.00/tCO ₂ e	Net Revenue (High Estimate) \$20k/year Fees	Net Revenue (Low Estimate) \$40k/year Fees
2022	128,425,557	64,212,779	57,791,501	1,081	27,027	\$135,136	\$115,136	\$95,136
2023	133,674,505	66,837,252	60,153,527	1,125	28,132	\$140,660	\$120,660	\$100,660
2024	138,638,064	69,319,032	62,387,129	1,167	29,177	\$145,883	\$125,883	\$105,883
2025	143,331,834	71,665,917	64,499,325	1,207	30,164	\$150,822	\$130,822	\$110,822
2026	147,770,558	73,885,279	66,496,751	1,244	31,098	\$155,492	\$135,492	\$115,492
2027	151,968,170	75,984,085	68,385,677	1,279	31,982	\$159,909	\$139,909	\$119,909
2028	155,937,841	77,968,920	70,172,028	1,313	32,817	\$164,086	\$144,086	\$124,086
2029	159,692,017	79,846,008	71,861,408	1,344	33,607	\$168,037	\$148,037	\$128,037
2030	163,242,464	81,621,232	73,459,109	1,374	34,355	\$171,773	\$151,773	\$131,773
2031	166,600,303	83,300,152	74,970,136	1,402	35,061	\$175,306	\$155,306	\$135,306
2032	169,776,044	84,888,022	76,399,220	1,429	35,730	\$178,648	\$158,648	\$138,648
2033	172,779,622	86,389,811	77,750,830	1,454	36,362	\$181,808	\$161,808	\$141,808
2034	175,620,426	87,810,213	79,029,192	1,478	36,959	\$184,797	\$164,797	\$144,797
2035	178,307,332	89,153,666	80,238,300	1,501	37,525	\$187,625	\$167,625	\$147,625
2036	180,848,731	90,424,366	81,381,929	1,522	38,060	\$190,299	\$170,299	\$150,299
2037	183,252,552	91,626,276	82,463,649	1,543	38,566	\$192,828	\$172,828	\$152,828
2038	185,526,292	92,763,146	83,486,831	1,562	39,044	\$195,221	\$175,221	\$155,221
2039	187,677,035	93,838,517	84,454,666	1,580	39,497	\$197,484	\$177,484	\$157,484
2040	189,711,479	94,855,740	85,370,166	1,597	39,925	\$199,625	\$179,625	\$159,625
2041	191,635,957	95,817,978	86,236,181	1,613	40,330	\$201,650	\$181,650	\$161,650
2042	193,456,452	96,728,226	87,055,403	1,629	40,713	\$203,565	\$183,565	\$163,565
2043	195,178,623	97,589,311	87,830,380	1,643	41,076	\$205,378	\$185,378	\$165,378
TOTAL	3,693,051,859	1,846,525,929	1,661,873,336	31,088	777,206	\$3,886,031	\$3,446,031	\$3,006,031

NOTE:

- ¹ Methane concentrations based on estimated average of 50%
- ² LFG generation data based on actual and estimated future waste acceptance rates and modeling parameters from 40 CFR Part 98, Subpart HH, Table HH-1.
- ³ Assumes GCCS installed throughout entire landfill areas
- ⁴ Future putrescible waste acceptance rates estimated at 35,558 tons per year (average waste placement 2019-2021)
- ⁵ Costs associated with the sale of carbon credits not included in the estimated revenue above.
- ⁶ Potential Eligible GHG Credits are to be used for estimate purposes only

CSEA Reallocations

<u>Position Title</u>	<u>Current Salary Grade</u>	<u>Proposed Salary Grade</u>
Cleaner	2	3
Driver	2	4
Food Service Helper	2	3
Laborer	2	3
Recycling Product Sorter	2	3
Watchperson	2	3
Senior Cleaner	4	7
Motor Vehicle Clerk	8	9
E&T Program Assistant	8	9
Building Maintenance Mechanic	9	10
Real Property Assistant	9	10
Secretary I	9	10
Senior Account Clerk	9	10
Delinquent Tax Receiver	10	11
Senior Motor Vehicle Clerk	10	11
Tax Map Technician	10	12
Probation Assistant	11	12
E&T Specialist	12	13
Principal Medical Services Clerk	12	13
Paralegal	14	15
Planner	16	17
Caseworker	17	18
Coord of Child Support Enforcement	17	18
Probation Officer	17	18
Social Welfare Manager	17	18
Building Maintenance Foreperson	18	19
Senior Caseworker	19	20
Senior Probation Officer	19	20
Youth Services Director (SPOA Coord)	20	21
Case Supervisor Grade B	21	22
Probation Supervisor	21	22
LMSW (Mental Health Clinician)	24	26
LCSW (Sr. Mental Health Clinician)	26	28



**Cortland County
Administrative Policy Manual**

**Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees**

Policy/Procedure Number: 01.001

Modified Date (s): 12/7/2005; 1/20/2012;
11/20/2012; 12/20/2012; 12/19/2013;
10/30/2014; 5/28/2015; 1/1/2016; 11/4/2016;
1/1/2017; 1/1/2018; 1/1/2019; 1/25/2019;
1/3/2020; 1/2/2021; 4/22/2021

Resolution No.: 106-21

Effective Date: 4/22/2021

Next Review: 4/22/2022

Objective: The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Cortland County.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement: The County Legislature is committed to providing a high quality of services to the citizens of Cortland County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board's philosophy and policy is manifested in the efficient and effective operation of the County departments.

The County Legislature values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, and Management/Confidential personnel in the employment of Cortland County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Cortland County.

Responsible Department: Personnel Department

General Information:

I. Definitions: The term "Administrative employee" is used in this policy manual to refer to all employees who occupy positions that are exempt from the



Cortland County Administrative Policy Manual

bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using four major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such.

Department Heads - Employees who are recommended by the County Administrator for appointment by the County Legislature. Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete an annual performance evaluation on department heads based on legislative policies.

Management Employees - Employees who are appointed by the Department Head to positions authorized by the County Legislature. Management employees have significant managerial responsibility in the areas of supervision and policy formation.

Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

Elected Officials - Employees who are elected by popular vote. Due to their unique status, Elected officials are exempt from leave and attendance requirements and are therefore ineligible for any fringe benefits related thereto. They are also exempt from the probation period.

Positions within each category are included in Attachment B.

II. Policy:

A. Appointments

1. Full-Time Appointments

Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.

- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State and County Law, General Municipal Law, and Local Law or Rule. Included in this



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category are appointments which are made for the “Term of the Board”, which is four years.

- b. Continuous Term Appointment - The remainder of appointments are continuous are, in most instances afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the County Legislature and/or the County Administrator or Department Head. This group includes administrative employees who are appointed “at the pleasure of” the County Legislature or the Department Head, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Personnel Department.

2. Part-time Appointments and Benefits

In certain cases, the County Legislature may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker’s Compensation and Health, Dental and Vision Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the County Legislature.

3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with Cortland County Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.



Cortland County Administrative Policy Manual

4. Promotions

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Cortland County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are promoted or working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

B. Compensation

1. Annual Salary

Cortland County maintains a competitive salary structure and benefit package for administrative employees. The County will review the compensation structure periodically to ensure it is competitive in current market conditions.

- a. A ~~six-four~~ step increment system (equal to a ~~410~~% increase between ~~two-year~~ steps) shall be implemented fitting each employee into the proper grade and step ~~in accordance with the MSD Study and length of service in an employee's title on January 1, 2005.~~ All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the County Legislature. This graded salary schedule shall receive an annual adjustment equal to the increase given to CSEA unit 6550.



Cortland County Administrative Policy Manual

~~a.~~

- ~~b.~~ Employees ~~not at the job rate of the grade~~ shall move across the step increments as follows:~~to the next step upon the completion of 2, 4, 6, 8, or 10 years in the title upon their anniversary in that position. No employee may exceed the job rate of the grade.~~

Step 1: hire rate

Step 2: upon completion of two years in the position

Step 3: upon completion of four years in the position

Step 4: upon completion of ten years in the position

~~b.~~

- c. Employees shall begin employment at ~~the~~ Step 1 for the grade unless the County Administrator and Personnel Officer determines that the need for the services or the employee's experience require that compensation be fixed at a higher step ~~Step 2 or Step 3. Any prospective hire with a proposed step increase higher than Step 3 shall be submitted to the Government Operations Committee for review and a decision.~~

2. Longevity

Employees, with the exception of the District Attorney, who have been continuously employed with the County shall receive a non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

	<u>Full Time</u>	<u>Part-Time (halftime or less)</u>
Completion of 15th Year	\$ 1,500	\$ 750
Completion of 20th Year	\$ 2,000	\$1,000
Completion of 25th Year	\$2,500	\$1,250
Completion of 30th Year	\$3,000	\$1,500
Completion of 35th Year	\$3,500	\$1,750

For the purposes of this program, continuous service shall be defined as no break in employment that exceeds one (1) year unless said break in service is the result of personal illness, accident, military service or layoff.

Employees who are less than full time but are more than half time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.



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If an employee has been on full pay status for less than eleven (11) working days of the calendar month, longevity will not be credited for that calendar month.

Longevity payments shall be made by the County in one lump sum payment in a separate paycheck to the employee in the payroll period after the employee's anniversary date.

Only regularly scheduled employees who are on the County payroll at the time of longevity payment will be entitled to the longevity benefit. Employees who retire prior to the longevity payment will receive a prorated amount at the time of retirement based on their date of retirement.

3. Health, Dental, and Vision Insurance

a. Health Insurance:

Cortland County provides group health, hospitalization, major medical insurance, and prescription drug coverage through a self-insured Participating Provider Network (PPN) for all full time and part-time employees covered by this policy and their eligible dependents. Effective January 1, 2007, both the full and part-time employee share of this coverage shall be twenty percent (20%). The County's Health Benefits Program is fully described in the Plan Booklet.

* Effective 1/1/2023: All new employees hired under this plan on or after 1/1/2023 will be enrolled in the Personal Choice PPO Plan if they wish to enroll in the County's insurance.

Prescription Drug Coverage:

The County Health Insurance Plan includes a three tier formulary plan for prescription drugs. Employees may obtain prescription medications through the following providers and will pay the following co-pays:

Maintenance Medications

- i Employees may obtain available brand name prescription maintenance medications through the voluntary international mail order program from CortlandMeds at \$0 co pay. Please check available medications list at the Personnel Office or CortlandMeds.com.



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ii Effective 1/1/2023, the following co-pays apply to 90-day maintenance medications through the mail order program:

<u>Generic</u>	<u>\$10</u>
<u>Brand Name Formulary</u>	<u>\$40</u>
<u>Brand Name Non-Formulary</u>	<u>\$70</u>

Effective 1/1/2023, the co-pay for specialty medications will be up to \$50 per 30-day supply.

~~ii Employees who fill prescriptions for maintenance medications through the domestic mail order program will pay one co-pay per 90-day supply:~~

~~\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary~~

iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.

\$10 for generic
\$20 for brand name
\$35 for non-formulary

UPON THE FOURTH REFILL AT RETAIL, EMPLOYEES SHALL PAY A PENALTY CO PAY AT 50% OF THE **DRUG COST**.

Maintenance medications that are not able to be filled through the mail order program are excluded from the fourth refill penalty and may be processed as non-maintenance medications as described below.

Non-maintenance medications

\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees hired prior to the 16th of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16th of the month shall become effective on the first



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day of the second month following employment (e.g. date of hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held at once per year.

b. Dental Insurance:

The County provides a self-insured dental plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

c. Vision Insurance:

The County provides a self-insured vision plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

The Employer provides the I.R.S. Section 125 spending account plan for employee contributions toward Health, Dental, Vision and other authorized and applicable health care related costs, and authorized and eligible day care expenses. The plan is administered by a Third Party Administrator and conforms with I.R.S. regulations.

4. Health Insurance coverage upon retirement

Employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement, provided they have met the following requirements:

- a. completion of a minimum of ten years of service (Employees hired on or after January 1, 2005 shall require ten (10) years continuous service) with Cortland County during which the employee was eligible to receive Health Insurance; and
- b. are employed by Cortland County at the time of retirement; and
- c. are enrolled in the health plan at the time of retirement; and
- d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System.
- e. Be at least 55 years old;



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The Retiree's share of Health Insurance costs shall be as follows:

Employees who retire and were hired prior to January 1, 2006:

<u>Employee Share</u>	<u>County Share</u>
10%	90%

Employees hired on or after January 1, 2006:

	<u>Employee Share</u>	<u>County Share</u>
10 years service but less than 15 years	50%	50%
15 years service but less than 20 years	35%	65%
20 years service or more	20%	80%

For All Retirees: Upon qualification for Medicare Part B, all retirees must enroll and provide the Medicare Part B required information to the Personnel Department.

The spouse of a deceased retired employee may continue to participate in the County's Health Plan upon payment of 100% of the monthly premium equivalent.

5. Retirement

The County participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section 75i and 14b of the Retirement and Social Security Law. ~~All permanent, full-time employees are enrolled in the New York State and Local Retirement System. A Retirement System booklet is provided at orientation. This booklet provides all basic information on the Retirement System benefits.~~ Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, Cortland County offers the following Retirement Enhancements:

* May not apply to 14b members

- a. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement
- b. Section 41(k) - military service credit buy back.



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- c. Section 60(b) - Minimum Death Benefit of up to three times the employee's annual rate of pay depending on length of service of employee at time of death and retirement tier.

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Cortland County to provide this benefit. Complete information is available from the Social Security Office.

7. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury. Employees must file the required report form immediately following the job related accident.



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8. Employee Assistance Program

The County will provide an Employee Assistance Program through a qualified provider of the County's choice. Employees will be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

9. Defense and Indemnification

The County of Cortland shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law # 3 of 2004. Employees requesting assistance under this section are advised to make a written request to their Department Head or County Administrator within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

10. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. Currently, Cortland County participates in the NYS Deferred Compensation Program. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Personnel Department.

11. Tuition Reimbursement

Employees covered by this policy are eligible for tuition, books and fees reimbursement for job related/advancement courses at the undergraduate and graduate level, subject to the approval of the Department Head and the oversight Committee. Reimbursement will be made at the four-year SUNY undergraduate or graduate rate, as applicable for approved courses upon receipt of satisfactory completion of the course. Employees who withdraw from a course after the deadline date for withdrawal without penalty may be required to reimburse the County for the cost of the course. The County will not duplicate reimbursement from any other source. Course requests are available in the Personnel Office.

The County shall reimburse the renewal cost of licenses and certifications required to perform their jobs.

An employee who resigns from County employment, excluding for reasons of disability, death or an event beyond the control of the employee, and has received tuition reimbursement shall be required to refund the County according to the following schedule:



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<u># of Months Since Course Completion</u>	<u>% Refund Due the County</u>
0 - 12	100
13 - 24	50
25 - 36	25

In the event an employee fails to make such refund by the resignation date, the employee shall forfeit payment of accrued vacation and compensatory time, not to exceed monies owed. Any remaining balance shall be deducted from the employee's final paycheck.

Professional development requests will be reviewed as part of the annual County budget process subject to procedures developed by the County Administrator.

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. Civil Service Exam Fees

Cortland County Managers and Administrators taking civil service examinations for Cortland County positions shall pay only the fee assessed the County by the New York State Municipal Service Division.

14. Safety Equipment

The County will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties. Requests for reimbursement will be processed by voucher submitted to the Manager of Audit and Financial Projects.



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C. Attendance and Leave Benefits

1. Office Hours

County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Cortland County Legislature and in accordance with existing State and County regulations.

(Generally, 8:30 a.m. - 4:30 p.m. 9:00 a.m. to 5:00 p.m. or 8:00a.m. to 4:00 p.m.)



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2. Base Work Day/Work Week

A. Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week for full time employees shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Part time employees vary dependent on the position.

Most Department Heads and Management employees are not eligible for overtime compensation; however, they may accumulate one (1) week of compensatory time on a rolling bank basis to be used during their employment. Part time employees compensation time may not exceed 40 hours unless approved by the County Administrator. Compensatory time will be earned hour for hour. Compensatory time is to be earned only for time worked in the actual performance of the job. Examples of time worked include (but not limited to) required attendance at evening Legislative Sessions, community meetings on evenings and weekends, completion of special projects requiring a deadline (ie: grant writing) and responding after hours and /or on weekends for work issues that cannot wait until normal work days/ hours. Compensatory time is not intended to be earned for occasional work at home, reading reports, or material that will otherwise prepare you and make you successful at your job.

Management employees shall receive prior approval to earn and use compensatory time from the Department Head. Earned and used compensatory time will be reported to Personnel like all other leave accruals.

*Compensation may be provided in special circumstances at the discretion of the County Administrator and report to oversight committee.

Department Heads are not required to obtain prior approval to earn compensatory time; however, in addition to reported, earned, and used compensatory time will be reported to Personnel like all other leave accruals. An e-mail will be sent to the County Administrator recording the date, reason, and amount earned.

Unused compensatory time will not be paid at time of separation from service for Grades 1-~~11~~12 Department Heads and Management Employees.

3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Legislature or County Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.



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4. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

An annual holiday calendar will be issued by the Personnel Department designating when holidays will be observed.

In addition, employees on payroll prior to July 1st of any year will receive one (1) floating holiday.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, he/she shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head, Personnel Director or County Administrator.

5. Annual Leave

A. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th of a month to receive annual leave credit for that month. On the first of January of each year of employment and every year of full-time continuous service thereafter, annual leave will be credited as follows:



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Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		
1 month	0.8333	10
2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

For the first January 1 of employment, the employee shall be credited with two years of service credit for vacation. Each January 1 thereafter, the employee shall be credited with an additional year of service.

Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

B. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.

C. Management/Confidential employees may carry 50 days of accumulated annual leave.

D. Upon the termination of an employee, either by resignation or retirement, the employee works ten (10) working days (days do not need to be consecutive but must include the last day of employment) following the day written notification is given, unless the employee has a death in his/her immediate family (as defined in II.



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Attendance and Leave Benefits- Bereavement) is required to report for jury duty (as defined in III. Attendance and Leave Benefits- Jury Duty) or is required to be absent from work for any other unforeseen reason that, at the discretion of the County Administrator and Personnel Officer, constitutes a valid reason for absence (for this clause only, if a paid holiday falls within the ten (10) day notice period, it shall be considered a day worked if all other required days are worked by the employee) Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.

Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator and Chairperson of the oversight committee, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Department Heads shall notify the County Administrator and Chairperson of the oversight committee when expecting to not report for work for the day

E. Annual Leave shall be used in minimum increments of fifteen (15) minutes.

~~E.F.~~ After six (6) months of continuous service, once per calendar year, upon written request to the Department Head/designee, an employee may choose to be compensated at their regular straight time rate of pay for up to 50% of their vacation balance. In order for an employee to eligible for a payout, the vacation balance may not be less than 80 hours at the time of the request.-

6. Use of Accrued Vacation to pay Health Insurance Premium

A. Effective January 1, 2015, employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 4 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration. *Effective 1/1/2022 up to 5 days.

Individuals will declare in writing the intent to make this conversion during the health care open enrollment period of the prior year. The dollar amount will be applied toward the employee's health care premium contribution for the next calendar year and spread out equally to each pay period.

B. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

7. Sick Leave

Absence from duty by an employee of Cortland County by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family,



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shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

A. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month. Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.

B. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor at the earliest possible time but no later than 9:30 a.m.

C. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.

D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.

E. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.

F. Employees may accumulate unused sick leave up to a maximum of 200 days.

G. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.

H. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 on a two-for-one basis not to exceed \$1,750 to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.



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8. Emergency Pool

In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current County employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Personnel Officer shall be final and binding.

9. Family Sick Leave

A. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

B. Effective July 1, 2008, each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

10. Personal Leave

A. Personal leave with pay shall be granted for religious observance or personal business.

B. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or terminating service before December 31st shall receive a prorated share of personal leave credit.

C. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.



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D. Personal leave may be granted only with the approval of the department head. Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.

During the first year of hire, personal time shall be prorated as follows:

Date of Hire	Time Earned (40 hr/week)	Time Earned
1/10-2/14	32 hours	28 hours
2/15- 3/31	28 hours	24.5 hours
4/1-5/14	24 hours	21 hours
5/15-6/30	20 hours	17.5 hours
7/1-8/14	16 hours	14 hours
8/15-9/30	12 hours	10.5 hours
10/1-11/14	8 hours	7 hours
11/15-12/31	4 hours	3.5 hours

Upon permanent separation from County service, the time allowed for use prior to separation shall be pro-rated as follows:

Date of Resignation	Total Time Allowed to be Used (40hrs/week)	Total Time Allowed to be Used (35hrs/week)
1/10-2/14	4 hours	3.5 hours
2/15-3/31	8 hours	7 hours
4/1-5/14	12 hours	10.5
5/15-6/30	16 hours	14 hours
7/1-8/14	20 hours	17.5 hours
8/15-9/30	24 hours	21 hours
10/1-11/14	28 hours	24.5 hours



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11/15-12/31	32 hours	28 ours
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11. Family Medical Leave

The County will abide by provisions and regulations of the Federal Family and Medical Leave Act (FMLA).



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12. Leaves of Absence

A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.

B. A leave of absence shall not be granted to accept other employment.

C. No leave shall be authorized which may exceed the remaining period of a term appointment.

D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

13. Bereavement Leave

A. In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household (the Department Head may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for funeral later interment and/or celebration.

The use of up to four (4) days referred to in "1" are to be used within thirty (30) days of the employee's receipt of notification of a qualifying death. The requested bereavement days must be used consecutively and cannot be spread over a 30-day period. Employees may still retain one (1) day for interment. Where special circumstances exist



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which prohibits use within the 30-day period, a request may be made to the County Personnel Officer for other accommodations. The Personnel Officer shall have sole authority to grant an exception.

- i. In the event of the death of any relative not outlined in Section 1 of this Article, the employee shall be excused from work at his/her request on the day of the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.
- ii. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

14. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the County Treasurer within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

15. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or County Administrator as soon as possible upon receipt of orders.

Miscellaneous

16. Reasonable Suspicion Alcohol and Controlled Substance Policy

Cortland County intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.

17. Personal Appearance of Employees

It is important that all County employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.



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18. Employee Evaluations

With the exception of Elected Officials, all employees under this policy shall receive an annual performance appraisal 60 days prior to their anniversary date in accordance with adopted Legislative Policy.

19. Equal Employment Opportunity

It is the policy of Cortland County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

Applies to all persons without regard to race, color, creed, national origin, age (18-70), sex, disability, religion, marital status, political affiliation, or criminal record.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

20. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the County Legislature adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and County Law. A copy of the County's Code of Ethics is provided upon hire.

21. External News Media

Employees covered by this policy are to interact with external new media (ie: broadcast, electronic print) as prescribed below to provide an effective and efficient framework to facilitate the timely, accurate, comprehensive, authoritative and relevant to all aspects of Cortland County.



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Refer all media inquiries to your respective department head. Please do not say you are not allowed to talk to the media. Instead, state that all media inquiries are to be directed to department heads. In some instances department heads may want to involve and/or refer to the County Attorney.

A department head may designate a deputy or an employee covered by this policy to speak in their absence. A written designation letter shall be filed with Personnel, County Attorney and the Clerk of the Legislature. Said designation may be revoked at any time.

22. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Director of Personnel. The Director of Personnel shall meet with the County Administrator and Chairman of the Legislature to determine the proper course of action to take on any question.



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Attachment A – Graded Salary Schedule for 202~~21~~

Management Salary Table

Grade	Step 1 (0-2)	Step 2 (3-4)	Step 3 (5-10)	Step 4 (11+)
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>1</u>	\$ 103,719	\$ 114,091	\$ 125,500	\$ 138,050
<u>2</u>	\$ 96,483	\$ 106,131	\$ 116,745	\$ 128,419
<u>3</u>	\$ 89,752	\$ 98,727	\$ 108,600	\$ 119,460
<u>4</u>	\$ 83,490	\$ 91,839	\$ 101,023	\$ 111,125
<u>5</u>	\$ 77,665	\$ 85,432	\$ 93,975	\$ 103,372
<u>6</u>	\$ 72,247	\$ 79,471	\$ 87,418	\$ 96,160
<u>7</u>	\$ 67,206	\$ 73,927	\$ 81,319	\$ 89,451
<u>8</u>	\$ 62,517	\$ 68,769	\$ 75,646	\$ 83,211
<u>9</u>	\$ 58,156	\$ 63,971	\$ 70,368	\$ 77,405
<u>10</u>	\$ 54,098	\$ 59,508	\$ 65,459	\$ 72,005
<u>11</u>	\$ 50,324	\$ 55,356	\$ 60,892	\$ 66,981
<u>12</u>	\$ 46,813	\$ 51,494	\$ 56,644	\$ 62,308

Management Confidential Table

Grade	<u>Hourly</u> <u>Step</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>1H</u>	\$16.0000	\$17.6000	\$19.3600	\$21.2960
<u>2H</u>	\$17.2000	\$18.9200	\$20.8120	\$22.8932
<u>3H</u>	\$18.4900	\$20.3390	\$22.3729	\$24.6102
<u>4H</u>	\$19.8768	\$21.8644	\$24.0509	\$26.4560
<u>5H</u>	\$21.3675	\$23.5043	\$25.8547	\$28.4402
<u>6H</u>	\$22.9701	\$25.2671	\$27.7938	\$30.5732
<u>7H</u>	\$24.6928	\$27.1621	\$29.8783	\$32.8661

2021 GRADE AND STEP FOR MANAGEMENT CONFIDENTIAL BASED ON A 2.0% INCREASE

Grade	1	2	3	4	5	6
	hire rate	2-year	4-year	6-year	8-year	10-year
<u>1</u>	\$85,522	\$88,944	\$92,500	\$96,200	\$100,047	\$104,050
<u>2</u>	\$79,554	\$82,739	\$86,047	\$89,488	\$93,067	\$96,791
<u>3</u>	\$74,005	\$76,965	\$80,044	\$83,246	\$86,575	\$90,037
<u>4</u>	\$68,842	\$71,595	\$74,460	\$77,437	\$80,536	\$83,755



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5	\$64,039	\$66,601	\$69,264	\$72,034	\$74,916	\$77,913
6	\$59,571	\$61,953	\$64,432	\$67,008	\$69,689	\$72,477
7	\$55,414	\$57,632	\$59,936	\$62,335	\$64,827	\$67,421
8	\$51,547	\$53,611	\$55,757	\$57,986	\$60,304	\$62,717
9	\$47,952	\$49,870	\$51,865	\$53,939	\$56,096	\$58,341
10	\$44,607	\$46,391	\$48,248	\$50,175	\$52,185	\$54,272
11	\$41,494	\$43,154	\$44,881	\$46,675	\$48,543	\$50,484

**Management
Confidential**

5	\$21.8569	\$22.7313	\$23.6406	\$24.5861	\$25.5695	\$26.5925
4	\$20.2040	\$21.0120	\$21.8525	\$22.7267	\$23.6357	\$24.5813
3	\$19.4268	\$20.2040	\$21.0120	\$21.8525	\$22.7267	\$23.6357
2	\$18.6797	\$19.4268	\$20.2040	\$21.0120	\$21.8525	\$22.7267
1	\$17.9612	\$18.6797	\$19.4268	\$20.2040	\$21.0120	\$21.8525

~~*Amended by Resolution 351-20~~



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Attachment B – Positions within Grade

Department Heads/Management Employees

<u>Grade 1</u> Public Defender County Attorney Commissioner of Social Services Director of Information Technology Public Health Director Director Comm. Mental Health Services Superintendent of Highways Director of Finance	<u>Grade 2</u> Sheriff Undersheriff	<u>Grade 3</u> Personnel Officer-Chief Asst. District Attorney Chief Social Services Attorney Chief Assist. Public Defender Chief County Attorney	<u>Grade 4</u> Probation Director (Group B) Deputy Highway Supt. Deputy Public Health Director Director of Planning County Clerk Asst. District Attorney County Auditor Asst. Public Defender Asst. County Attorney Assistant Director of Finance Social Services Attorney Director of Emergency Response & Communications Manager of Audit and Financial Projects Deputy Director of Information Technology Plan Administrator Area Agency on Aging Director
<u>Grade 5</u> Director of Real Property-I Grant Administrator Director of Environmental Health Highway Engineering and Maintenance Supervisor Director of Community Health Services Deputy Commissioner of Social Services	<u>Grade 6</u> Director of Administrative Services Clinical Dir. of MH Deputy Personnel Officer Supervisor Solid Waste Management	<u>Grade 7</u> Bldg. & Grounds Superintendent Medical Director Medical Advisor Clerk of the Legislator Deputy Dir. of Real Property-I Asst. Dir. Area Agency on Aging Director of Program Development	<u>Grade 8</u> Public Health Program Manager Assistant Director of Administrative Services Recycling Coordinator Assistant Director of Emergency Response & Communications
<u>Grade 9</u> Emp. & Training Director Family Support Services Director CAC Coordinator Fiscal Manager	<u>Grade 10</u> Dir. of Veterans' Services Agency Dir. of Weights and Measures Nutrition Program Manager	<u>Grade 11</u> Deputy County Clerk Motor Vehicle Director Safety Officer Coroner County Treasurer Fiscal Officer Trainee Deputy Clerk of the Legislature Mobility Manager	



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<u>Grade 1</u> Election Clerk, Secretary to the Plan Administrator	<u>Grade 2</u> Secretary II Secretary to Co- Administrator Investigator Secretary to County Administration Secretary to the Commissioner of Social Services Secretary to County Attorney	<u>Grade 3</u> Sr. Election Clerk Secretary to Sheriff Secretary to D. A. Personnel Assistant	<u>Grade 4</u> Paralegal Personnel Tech. Trainee Office Manager Data Officer	<u>Grade 5</u> Personnel Technician Legal Associate Payroll Coordinator
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Grade 1

County Attorney

Grade 2

None

Grade 3

Commissioner of DSS

Director of Community Mental Health Services

Director of Finance

Director of Information Technology

Superintendent of Highway

Public Defender

Public Health Director

Sheriff

Personnel Officer

Grade 4

Deputy County Administrator

Chief Assistant District Attorney

Chief Assistant Public Defender

Undersheriff

Chief Assistant County Attorney

Chief DSS Attorney

Grade 5

Director of Planning

Deputy Director of Information Technology

Deputy Commissioner of DSS

Grade 6

Assistant County Attorney

Assistant District Attorney

Assistant Public Defender

Assistant Director of Finance

Social Services Attorney

Clinical Director of Mental Health

Manager of Audit and Financial Projects

Deputy Director of Community Mental Health Services

Deputy Public Health Director

Grade 7

Plan Administrator

Deputy Superintendent of Highways

County Clerk

Director of Environmental Health

Director of Program Development /DSS

Director of Real Property Tax Services



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Director of Administrative Services/DSS

Director of Community Health Services

Director of Emergency Response and Communication

Deputy Personnel Officer

Probation Director

Director of Area Agency on Aging



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Grade 8

Clerk of the Legislature

Superintendent of Buildings and Grounds

Epidemiology Manager

Grants Administrator (Workforce Development Director)

Highway Engineering and Maintenance Supervisor

Grade 9

Assistant Director of Emergency Response and Communication

Supervisor, Solid Waste Management

Family Support Services Director

Employment and Training Director

Grade 10

Assistant Director of Area Agency on Aging

Child Advocacy Center Coordinator

Deputy County Clerk

Director of Weights and Measures

Assistant Director of Administrative Services

Public Health Programs Manager

Grade 11

Director of Veterans Services

Executive Administrative Officer

Executive Assistant to County Administrator

Fiscal Manager

Mobility Manager

Grade 12

County Treasurer

Deputy Clerk of County Legislature

Motor Vehicle Director

Deputy Election Commissioner

Nutrition Program Manager

Recycling Coordinator

Coroners

Safety Officer



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Management/Confidential Employees

Grade 1H

Election Clerks

Grade 2H

Senior Election Clerks

Grade 3H

Personnel Assistant

Secretary to the Plan Administrator

Grade 4H

Data Officer

Personnel Technician Trainee

Grade 5H

Payroll Coordinator

Personnel Technician

Secretary to the County Attorney

Secretary to the District Attorney

Secretary II

Secretary to the Commissioner of Social Services

Secretary to the Sheriff

Grade 6H

Legal Associate

Paralegal

Grade 7H

Investigator (PT)

~~* Amended by Resolutions 99-21; 109-21; 110-21~~



**Cortland County
Administrative Policy Manual**

**Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees**

Policy/Procedure Number: 01.001

Modified Date (s): 12/7/2005; 1/20/2012;
11/20/2012; 12/20/2012; 12/19/2013;
10/30/2014; 5/28/2015; 1/1/2016; 11/4/2016;
1/1/2017; 1/1/2018; 1/1/2019; 1/25/2019;
1/3/2020; 1/2/2021; 4/22/2021

Resolution No.: 106-21

Effective Date: 4/22/2021

Next Review: 4/22/2022

Objective: The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Cortland County.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement: The County Legislature is committed to providing a high quality of services to the citizens of Cortland County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board's philosophy and policy is manifested in the efficient and effective operation of the County departments.

The County Legislature values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, and Management/Confidential personnel in the employment of Cortland County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Cortland County.

Responsible Department: Personnel Department

General Information:

I. Definitions: The term "Administrative employee" is used in this policy manual to refer to all employees who occupy positions that are exempt from the



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bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using four major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such.

Department Heads - Employees who are recommended by the County Administrator for appointment by the County Legislature. Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete an annual performance evaluation on department heads based on legislative policies.

Management Employees - Employees who are appointed by the Department Head to positions authorized by the County Legislature. Management employees have significant managerial responsibility in the areas of supervision and policy formation.

Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

Elected Officials - Employees who are elected by popular vote. Due to their unique status, Elected officials are exempt from leave and attendance requirements and are therefore ineligible for any fringe benefits related thereto. They are also exempt from the probation period.

Positions within each category are included in Attachment B.

II. Policy:

A. Appointments

1. Full-Time Appointments

Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.

- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State and County Law, General Municipal Law, and Local Law or Rule. Included in this



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category are appointments which are made for the “Term of the Board”, which is four years.

- b. Continuous Term Appointment - The remainder of appointments are continuous are, in most instances afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the County Legislature and/or the County Administrator or Department Head. This group includes administrative employees who are appointed “at the pleasure of” the County Legislature or the Department Head, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Personnel Department.

2. Part-time Appointments and Benefits

In certain cases, the County Legislature may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker’s Compensation and Health, Dental and Vision Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the County Legislature.

3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with Cortland County Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.



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4. Promotions

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Cortland County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are promoted or working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

B. Compensation

1. Annual Salary

Cortland County maintains a competitive salary structure and benefit package for administrative employees. The County will review the compensation structure periodically to ensure it is competitive in current market conditions.

- a. A four step increment system (equal to a 10% increase between steps) shall be implemented fitting each employee into the proper grade and step. All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the County Legislature. This graded salary schedule shall receive an annual adjustment equal to the increase given to CSEA unit 6550.



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b. Employees shall move across the step increments as follows:

Step 1: hire rate

Step 2: upon completion of two years in the position

Step 3: upon completion of four years in the position

Step 4: upon completion of ten years in the position

c. Employees shall begin employment at Step 1 for the grade unless the County Administrator and Personnel Officer determines that the need for the services or the employee's experience require that compensation be fixed at a higher step.

2. Longevity

Employees, with the exception of the District Attorney, who have been continuously employed with the County shall receive a non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

	<u>Full Time</u>	<u>Part-Time (halftime or less)</u>
Completion of 15th Year	\$ 1,500	\$ 750
Completion of 20th Year	\$ 2,000	\$1,000
Completion of 25th Year	\$2,500	\$1,250
Completion of 30th Year	\$3,000	\$1,500
Completion of 35th Year	\$3,500	\$1,750

For the purposes of this program, continuous service shall be defined as no break in employment that exceeds one (1) year unless said break in service is the result of personal illness, accident, military service or layoff.

Employees who are less than full time but are more than half time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.

If an employee has been on full pay status for less than eleven (11) working days of the calendar month, longevity will not be credited for that calendar month.

Longevity payments shall be made by the County in one lump sum payment in a separate paycheck to the employee in the payroll period after the employee's anniversary date.



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Only regularly scheduled employees who are on the County payroll at the time of longevity payment will be entitled to the longevity benefit. Employees who retire prior to the longevity payment will receive a prorated amount at the time of retirement based on their date of retirement.

3. Health, Dental, and Vision Insurance

a. Health Insurance:

Cortland County provides group health, hospitalization, major medical insurance, and prescription drug coverage through a self-insured Participating Provider Network (PPN) for all full time and part-time employees covered by this policy and their eligible dependents. Effective January 1, 2007, both the full and part-time employee share of this coverage shall be twenty percent (20%). The County's Health Benefits Program is fully described in the Plan Booklet.

* Effective 1/1/2023: All new employees hired under this plan on or after 1/1/2023 will be enrolled in the Personal Choice PPO Plan if they wish to enroll in the County's insurance.

Prescription Drug Coverage:

The County Health Insurance Plan includes a three tier formulary plan for prescription drugs. Employees may obtain prescription medications through the following providers and will pay the following co-pays:

Maintenance Medications

- i Employees may obtain available brand name prescription maintenance medications through the voluntary international mail order program from CortlandMeds at \$0 co pay. Please check available medications list at the Personnel Office or CortlandMeds.com.
- ii Effective 1/1/2023, the following co-pays apply to 90-day maintenance medications through the mail order program:

Generic	\$10
Brand Name Formulary	\$40
Brand Name Non-Formulary	\$70



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Effective 1/1/2023, the co-pay for specialty medications will be up to \$50 per 30-day supply.

- iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.

\$10 for generic
\$20 for brand name
\$35 for non-formulary

UPON THE FOURTH REFILL AT RETAIL, EMPLOYEES SHALL PAY A PENALTY CO PAY AT 50% OF THE **DRUG COST**.

Maintenance medications that are not able to be filled through the mail order program are excluded from the fourth refill penalty and may be processed as non-maintenance medications as described below.

Non-maintenance medications

\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees hired prior to the 16th of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16th of the month shall become effective on the first day of the second month following employment (e.g. date of hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held at once per year.

b. Dental Insurance:

The County provides a self-insured dental plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.



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c. Vision Insurance:

The County provides a self-insured vision plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

The Employer provides the I.R.S. Section 125 spending account plan for employee contributions toward Health, Dental, Vision and other authorized and applicable health care related costs, and authorized and eligible day care expenses. The plan is administered by a Third Party Administrator and conforms with I.R.S. regulations.

4. Health Insurance coverage upon retirement

Employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement, provided they have met the following requirements:

- a. completion of a minimum of ten years of service (Employees hired on or after January 1, 2005 shall require ten (10) years continuous service) with Cortland County during which the employee was eligible to receive Health Insurance; and
- b. are employed by Cortland County at the time of retirement; and
- c. are enrolled in the health plan at the time of retirement; and
- d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System.
- e. Be at least 55 years old;

The Retiree's share of Health Insurance costs shall be as follows:

Employees who retire and were hired prior to January 1, 2006:

<u>Employee Share</u>	<u>County Share</u>
10%	90%

Employees hired on or after January 1, 2006:

	<u>Employee Share</u>	<u>County Share</u>
10 years service but less than 15 years	50%	50%
15 years service but less than 20 years	35%	65%



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20 years service or more

20%

80%

For All Retirees: Upon qualification for Medicare Part B, all retirees must enroll and provide the Medicare Part B required information to the Personnel Department.

The spouse of a deceased retired employee may continue to participate in the County's Health Plan upon payment of 100% of the monthly premium equivalent.

5. Retirement

The County participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section 75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, Cortland County offers the following Retirement Enhancements:

* May not apply to 14b members

- a. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement
- b. Section 41(k) - military service credit buy back.
- c. Section 60(b) - Minimum Death Benefit of up to three times the employee's annual rate of pay depending on length of service of employee at time of death and retirement tier.

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Cortland County to provide this benefit. Complete information is available from the Social Security Office.

7. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury.



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Employees must file the required report form immediately following the job related accident.

8. Employee Assistance Program

The County will provide an Employee Assistance Program through a qualified provider of the County's choice. Employees will be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

9. Defense and Indemnification

The County of Cortland shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law # 3 of 2004. Employees requesting assistance under this section are advised to make a written request to their Department Head or County Administrator within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

10. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. Currently, Cortland County participates in the NYS Deferred Compensation Program. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Personnel Department.

11. Tuition Reimbursement

Employees covered by this policy are eligible for tuition, books and fees reimbursement for job related/advancement courses at the undergraduate and graduate level, subject to the approval of the Department Head and the oversight Committee. Reimbursement will be made at the four-year SUNY undergraduate or graduate rate, as applicable for approved courses upon receipt of satisfactory completion of the course. Employees who withdraw from a course after the deadline date for withdrawal without penalty may be required to reimburse the County for the cost of the course. The County will not duplicate reimbursement from any other source. Course requests are available in the Personnel Office.

The County shall reimburse the renewal cost of licenses and certifications required to perform their jobs.

An employee who resigns from County employment, excluding for reasons of



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disability, death or an event beyond the control of the employee, and has received tuition reimbursement shall be required to refund the County according to the following schedule:

<u># of Months Since Course Completion</u>	<u>% Refund Due the County</u>
0 - 12	100
13 - 24	50
25 - 36	25

In the event an employee fails to make such refund by the resignation date, the employee shall forfeit payment of accrued vacation and compensatory time, not to exceed monies owed. Any remaining balance shall be deducted from the employee's final paycheck.

Professional development requests will be reviewed as part of the annual County budget process subject to procedures developed by the County Administrator.

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. Civil Service Exam Fees

Cortland County Managers and Administrators taking civil service examinations for Cortland County positions shall pay only the fee assessed the County by the New York State Municipal Service Division.

14. Safety Equipment

The County will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties. Requests for reimbursement will be processed by voucher submitted to the Manager of Audit and Financial Projects.



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C. Attendance and Leave Benefits

1. Office Hours

County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Cortland County Legislature and in accordance with existing State and County regulations.

(Generally, 8:30 a.m. - 4:30 p.m. 9:00 a.m. to 5:00 p.m. or 8:00a.m. to 4:00 p.m.)

2. Base Work Day/Work Week

A. Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week for full time employees shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Part time employees vary dependent on the position.

Most Department Heads and Management employees are not eligible for overtime compensation; however, they may accumulate one (1) week of compensatory time on a rolling bank basis to be used during their employment. Part time employees compensatory time may not exceed 40 hours unless approved by the County Administrator. Compensatory time will be earned hour for hour. Compensatory time is to be earned only for time worked in the actual performance of the job. Examples of time worked include (but not limited to) required attendance at evening Legislative Sessions, community meetings on evenings and weekends, completion of special projects requiring a deadline (ie: grant writing) and responding after hours and /or on weekends for work issues that cannot wait until normal work days/ hours. Compensatory time is not intended to be earned for occasional work at home, reading reports, or material that will otherwise prepare you and make you successful at your job.

Management employees shall receive prior approval to earn and use compensatory time from the Department Head. Earned and used compensatory time will be reported to Personnel like all other leave accruals.

*Compensation may be provided in special circumstances at the discretion of the County Administrator and report to oversight committee.

Department Heads are not required to obtain prior approval to earn compensatory time; however, in addition to reported, earned, and used compensatory time will be reported to Personnel like all other leave accruals. An e-mail will be sent to the County Administrator recording the date, reason, and amount earned.

Unused compensatory time will not be paid at time of separation from service for Grades 1-12 Department Heads and Management Employees.



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3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Legislature or County Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.

4. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

An annual holiday calendar will be issued by the Personnel Department designating when holidays will be observed.

In addition, employees on payroll prior to July 1st of any year will receive one (1) floating holiday.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, he/she shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head, Personnel Director or County Administrator.

5. Annual Leave

A. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th of a month to receive annual leave credit for that month. On the first of January of each year of employment and every year of full-time continuous service thereafter, annual leave will be credited as follows:



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Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		
1 month	0.8333	10
2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

For the first January 1 of employment, the employee shall be credited with two years of service credit for vacation. Each January 1 thereafter, the employee shall be credited with an additional year of service.

Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

B. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.

C. Management/Confidential employees may carry 50 days of accumulated annual leave.

D. Upon the termination of an employee, either by resignation or retirement, the employee works ten (10) working days (days do not need to be consecutive but must include the last day of employment) following the day written notification is given, unless the employee has a death in his/her immediate family (as defined in II.



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Attendance and Leave Benefits- Bereavement) is required to report for jury duty (as defined in III. Attendance and Leave Benefits- Jury Duty) or is required to be absent from work for any other unforeseen reason that, at the discretion of the County Administrator and Personnel Officer, constitutes a valid reason for absence (for this clause only, if a paid holiday falls within the ten (10) day notice period, it shall be considered a day worked if all other required days are worked by the employee) Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.

Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator and Chairperson of the oversight committee, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Department Heads shall notify the County Administrator and Chairperson of the oversight committee when expecting to not report for work for the day

- E. Annual Leave shall be used in minimum increments of fifteen (15) minutes.
- F. After six (6) months of continuous service, once per calendar year, upon written request to the Department Head/designee, an employee may choose to be compensated at their regular straight time rate of pay for up to 50% of their vacation balance. In order for an employee to eligible for a payout, the vacation balance may not be less than 80 hours at the time of the request.

6. Use of Accrued Vacation to pay Health Insurance Premium

A. Effective January 1, 2015, employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 4 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration. *Effective 1/1/2022 up to 5 days.

Individuals will declare in writing the intent to make this conversion during the health care open enrollment period of the prior year. The dollar amount will be applied toward the employee's health care premium contribution for the next calendar year and spread out equally to each pay period.

B. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

7. Sick Leave

Absence from duty by an employee of Cortland County by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family,



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shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

A. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month. Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.

B. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor at the earliest possible time but no later than 9:30 a.m.

C. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.

D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.

E. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.

F. Employees may accumulate unused sick leave up to a maximum of 200 days.

G. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.

H. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 on a two-for-one basis not to exceed \$1,750 to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.



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8. Emergency Pool

In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current County employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Personnel Officer shall be final and binding.

9. Family Sick Leave

A. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

B. Effective July 1, 2008, each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

10. Personal Leave

A. Personal leave with pay shall be granted for religious observance or personal business.

B. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or terminating service before December 31st shall receive a prorated share of personal leave credit.

C. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.

D. Personal leave may be granted only with the approval of the department head. Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.



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During the first year of hire, personal time shall be prorated as follows:

Date of Hire	Time Earned (40 hr/week)	Time Earned
1/10-2/14	32 hours	28 hours
2/15- 3/31	28 hours	24.5 hours
4/1-5/14	24 hours	21 hours
5/15-6/30	20 hours	17.5 hours
7/1-8/14	16 hours	14 hours
8/15-9/30	12 hours	10.5 hours
10/1-11/14	8 hours	7 hours
11/15-12/31	4 hours	3.5 hours

Upon permanent separation from County service, the time allowed for use prior to separation shall be pro-rated as follows:

Date of Resignation	Total Time Allowed to be Used (40hrs/week)	Total Time Allowed to be Used (35hrs/week)
1/10-2/14	4 hours	3.5 hours
2/15-3/31	8 hours	7 hours
4/1-5/14	12 hours	10.5
5/15-6/30	16 hours	14 hours
7/1-8/14	20 hours	17.5 hours
8/15-9/30	24 hours	21 hours
10/1-11/14	28 hours	24.5 hours
11/15-12/31	32 hours	28 ours

11. Family Medical Leave

The County will abide by provisions and regulations of the Federal Family and Medical Leave Act (FMLA).



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12. Leaves of Absence

A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.

B. A leave of absence shall not be granted to accept other employment.

C. No leave shall be authorized which may exceed the remaining period of a term appointment.

D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

13. Bereavement Leave

A. In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household (the Department Head may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for funeral later interment and/or celebration.

The use of up to four (4) days referred to in "1" are to be used within thirty (30) days of the employee's receipt of notification of a qualifying death. The requested bereavement days must be used consecutively and cannot be spread over a 30-day period. Employees may still retain one (1) day for interment. Where special circumstances exist



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which prohibits use within the 30-day period, a request may be made to the County Personnel Officer for other accommodations. The Personnel Officer shall have sole authority to grant an exception.

- i. In the event of the death of any relative not outlined in Section 1 of this Article, the employee shall be excused from work at his/her request on the day of the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.
- ii. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

14. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the County Treasurer within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

15. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or County Administrator as soon as possible upon receipt of orders.

Miscellaneous

16. Reasonable Suspicion Alcohol and Controlled Substance Policy

Cortland County intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.

17. Personal Appearance of Employees

It is important that all County employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.



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18. Employee Evaluations

With the exception of Elected Officials, all employees under this policy shall receive an annual performance appraisal 60 days prior to their anniversary date in accordance with adopted Legislative Policy.

19. Equal Employment Opportunity

It is the policy of Cortland County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

Applies to all persons without regard to race, color, creed, national origin, age (18-70), sex, disability, religion, marital status, political affiliation, or criminal record.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

20. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the County Legislature adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and County Law. A copy of the County's Code of Ethics is provided upon hire.

21. External News Media

Employees covered by this policy are to interact with external new media (ie: broadcast, electronic print) as prescribed below to provide an effective and efficient framework to facilitate the timely, accurate, comprehensive, authoritative and relevant to all aspects of Cortland County.

Refer all media inquiries to your respective department head. Please do not say you are not allowed to talk to the media. Instead, state that all media inquiries are to be directed to department heads. In some instances department heads may want to involve and/or refer to the County Attorney.



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A department head may designate a deputy or an employee covered by this policy to speak in their absence. A written designation letter shall be filed with Personnel, County Attorney and the Clerk of the Legislature. Said designation may be revoked at any time.

22. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Director of Personnel. The Director of Personnel shall meet with the County Administrator and Chairman of the Legislature to determine the proper course of action to take on any question.



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Attachment A – Graded Salary Schedule for 2022

Management Salary Table

Grade	Step 1 (0-2)		Step 2 (3-4)		Step 3 (5-10)		Step 4 (11+)	
	1		2		3		4	
1	\$	103,719	\$	114,091	\$	125,500	\$	138,050
2	\$	96,483	\$	106,131	\$	116,745	\$	128,419
3	\$	89,752	\$	98,727	\$	108,600	\$	119,460
4	\$	83,490	\$	91,839	\$	101,023	\$	111,125
5	\$	77,665	\$	85,432	\$	93,975	\$	103,372
6	\$	72,247	\$	79,471	\$	87,418	\$	96,160
7	\$	67,206	\$	73,927	\$	81,319	\$	89,451
8	\$	62,517	\$	68,769	\$	75,646	\$	83,211
9	\$	58,156	\$	63,971	\$	70,368	\$	77,405
10	\$	54,098	\$	59,508	\$	65,459	\$	72,005
11	\$	50,324	\$	55,356	\$	60,892	\$	66,981
12	\$	46,813	\$	51,494	\$	56,644	\$	62,308

Management Confidential Table

Grade	Hourly Step			
	1	2	3	4
1H	\$16.0000	\$17.6000	\$19.3600	\$21.2960
2H	\$17.2000	\$18.9200	\$20.8120	\$22.8932
3H	\$18.4900	\$20.3390	\$22.3729	\$24.6102
4H	\$19.8768	\$21.8644	\$24.0509	\$26.4560
5H	\$21.3675	\$23.5043	\$25.8547	\$28.4402
6H	\$22.9701	\$25.2671	\$27.7938	\$30.5732
7H	\$24.6928	\$27.1621	\$29.8783	\$32.8661



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Attachment B – Positions within Grade

Department Heads/Management Employees

Grade 1

County Attorney

Grade 2

None

Grade 3

Commissioner of DSS

Director of Community Mental Health Services

Director of Finance

Director of Information Technology

Superintendent of Highway

Public Defender

Public Health Director

Sheriff

Personnel Officer

Grade 4

Deputy County Administrator

Chief Assistant District Attorney

Chief Assistant Public Defender

Undersheriff

Chief Assistant County Attorney

Chief DSS Attorney

Grade 5

Director of Planning

Deputy Director of Information Technology

Deputy Commissioner of DSS

Grade 6

Assistant County Attorney

Assistant District Attorney

Assistant Public Defender

Assistant Director of Finance

Social Services Attorney

Clinical Director of Mental Health

Manager of Audit and Financial Projects

Deputy Director of Community Mental Health Services

Deputy Public Health Director

Grade 7

Plan Administrator

Deputy Superintendent of Highways

County Clerk

Director of Administrative Services/DSS

Director of Community Health Services

Director of Emergency Response and Communication

Director of Environmental Health

Director of Program Development /DSS

Director of Real Property Tax Services

Deputy Personnel Officer

Probation Director

Director of Area Agency on Aging



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Grade 8

Clerk of the Legislature

Superintendent of Buildings and Grounds

Epidemiology Manager

Grants Administrator (Workforce Development Director)

Highway Engineering and Maintenance Supervisor

Grade 9

Assistant Director of Emergency Response and Communication

Supervisor, Solid Waste Management

Family Support Services Director

Employment and Training Director

Grade 10

Assistant Director of Area Agency on Aging

Child Advocacy Center Coordinator

Deputy County Clerk

Director of Weights and Measures

Assistant Director of Administrative Services

Public Health Programs Manager

Grade 11

Director of Veterans Services

Executive Administrative Officer

Executive Assistant to County Administrator

Fiscal Manager

Mobility Manager

Grade 12

County Treasurer

Deputy Clerk of County Legislature

Motor Vehicle Director

Deputy Election Commissioner

Nutrition Program Manager

Recycling Coordinator

Coroners

Safety Officer



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Management/Confidential Employees

Grade 1H

Election Clerks

Grade 2H

Senior Election Clerks

Grade 3H

Personnel Assistant

Secretary to the Plan Administrator

Grade 4H

Data Officer

Personnel Technician Trainee

Grade 5H

Payroll Coordinator

Personnel Technician

Secretary to the County Attorney

Secretary to the District Attorney

Secretary II

Secretary to the Commissioner of Social Services

Secretary to the Sheriff

Grade 6H

Legal Associate

Paralegal

Grade 7H

Investigator (PT)