



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, May 13, 2025

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m0ea9f841e8e88c621d3a34d741330217>

Tuesday, May 13, 2025 9:00 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2349 567 7074

Password: m6dAw9Fqcd9 (66329937 when dialing from a video system)

Join by phone

+1-415-655-0001 US Toll

Access code: 234 956 77074

CALL TO ORDER

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

MINUTES

1. Finance & Administration Committee - Committee Meeting - Apr 15, 2025 9:00 AM
2. Finance & Administration Committee - Special Meeting - Apr 15, 2025 12:00 PM
3. Finance & Administration Committee - Special Meeting - Apr 24, 2025 4:30 PM

Committee Updates

1. Cortland County Convention & Visitor's Bureau - Updates from Executive Director Michelle Enright

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Authorize First Quarter 2025 Sales Tax Distribution - Finance Department

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 2024 first quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for first quarter 2025 to be \$9,900,920.39; AND

WHEREAS, the total amount available for distribution is \$9,525,920.39, 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 (\$635,000.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (55%), or \$5,239,256.21 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 2025 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	\$1,655,604.96	\$-0-	\$1,655,604.96	\$-0-
Cincinnatus, Town of	\$70,033.07	\$-0-	\$70,033.07	\$-0-
Cortlandville, Town of	\$818,444.29	\$-0-	\$818,444.29	\$-0-
Cuyler, Town of	\$68,391.46	\$(28,750.00)	\$39,641.46	\$-0-
Freetown, Town of	\$56,270.62	\$-0-	\$56,270.62	\$-0-
Harford, Town of	\$80,257.34	\$(70,000.00)	\$10,257.34	\$-0-
Homer, Town of	\$275,202.45	\$-0-	\$275,202.45	\$-0-
Homer, Village of	\$192,606.02	\$-0-	\$192,606.02	\$-0-
Lapeer, Town of	\$105,961.17	\$(330,000.00)	\$-0-	\$(224,038.83)
Marathon, Town of	\$81,704.87	\$-0-	\$81,704.87	\$-0-
Marathon, Village of	\$41,527.23	\$-0-	\$41,527.23	\$-0-
McGraw, Village of	\$35,928.74	\$-0-	\$35,928.74	\$-0-
Preble, Town of	\$154,385.58	\$-0-	\$154,385.58	\$-0-
Scott, Town of	\$88,290.39	\$-0-	\$88,290.39	\$-0-
Solon, Town of	\$82,786.65	\$-0-	\$82,786.65	\$-0-
Taylor, Town of	\$41,385.68	\$(20,000.00)	\$21,385.68	\$-0-
Truxton, Town of	\$109,662.78	\$-0-	\$109,662.78	\$-0-
Virgil, Town of	\$256,482.55	\$(25,000.00)	\$231,482.55	\$-0-
Willet, Town of	\$71,738.33	\$-0-	\$71,738.33	\$-0-
Total	\$4,286,664.18	\$(473,750.00)	\$4,036,953.01	\$(224,038.83)

; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director 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. 283-21.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 2

Authorize Agreement with Pracademic Partners for Recruiting Services for the Position of County Administrator

WHEREAS, the current Cortland County Administrator has announced retirement effective May 29, 2025; AND

WHEREAS, the Cortland County Legislature recognizes the importance of an efficient and professional search process to identify qualified candidates for the position of County Administrator; AND

WHEREAS, Pracademic Partners, located at 6534 Florence Lane, Livonia, NY 14487, has been identified as a qualified recruitment agency specializing in public sector executive searches; AND

WHEREAS, the County Legislature finds it in the best interest of Cortland County to enter into an agreement with Pracademic Partners to conduct a comprehensive recruitment process; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, upon review and approval by the County Attorney or designee, is hereby authorized to enter into an agreement with Pracademic Partners, of 6534 Florence Lane, Livonia, NY 14487, for professional recruitment services to assist in the hiring of a County Administrator, for an amount not to exceed \$19,500, to be paid from Account No. _____; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes and directs the Director of Finance Director to make any necessary budget adjustments to implement this resolution.

Referred from Building & Grounds Committee

Referred from Highway Committee

Referred from Public Works Committee

Referred from Government Operations Committee

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 3

Authorize Mortgage Tax Disbursement for October 2024 - March 2025

WHEREAS, in accordance with New York State Tax Law, Article 11, § 261, the Semi-Annual Mortgage Tax Report for October 1, 2024 - March 31, 2025, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance; AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Director of Finance; AND

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

RESOLVED, that the Cortland County Legislature hereby authorizes the Cortland County Director of Finance 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.

Cincinnatus	\$4,940.99
Cortland	\$166,324.38
Cortlandville	\$53,922.68
Cuyler	\$3,070.58
Freetown	\$2,145.75
Harford	\$2,241.09
Homer, Town	\$19,053.12
Homer, Village	\$14,114.45
Lapeer	\$1,846.53
Marathon, Town	\$7,331.37
Marathon, Village	\$3,873.26
McGraw, Village	\$1,484.86
Preble	\$4,997.11
Scott	\$11,262.82
Solon	\$5,790.12
Taylor	\$1,483.01
Truxton	\$7,647.70
Virgil	\$18,029.78
Willet	\$3,542.66
TOTAL	\$333,102.26

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 4

Authorize 2026 - 2029 Cortland County Sheriff and the County Police Association of Cortland (CPAC) Contract

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

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

WHEREAS, CPAC ratified the contract on April 28, 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Agreement by and between the County of Cortland/Cortland County Sheriff and the County Police Association of Cortland, for the time period of January 1, 2026 to December 31, 2029.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Amend 2025 Budget/Authorize Agreement with CivicPlus for Agenda and Minutes Software and Live Streaming Services - Clerk of the Legislature

WHEREAS, the Cortland County Legislature recognizes the need for a centralized, efficient, and publicly accessible platform to manage legislative agendas, minutes, and live-streamed meetings; AND

WHEREAS, CivicPlus offers an integrated software solution for agenda and minutes management and meeting live streaming that will enhance transparency, accessibility, and internal workflows; AND

WHEREAS, the proposed agreement with CivicPlus includes an initial implementation and setup cost; AND

WHEREAS, funds are not currently budgeted for this expense in the 2025 Adopted Budget; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, upon review and approval by the County Attorney or designee, and subject to appropriation by the legislature, is hereby authorized to execute an agreement with CivicPlus for agenda and minutes software and live streaming services, with an initial implementation and setup cost not to exceed \$17,000; AND BE IT FURTHER

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

INCREASE

A10405.54015	Maint. Agreements	\$17,000
--------------	-------------------	----------

INCREASE

A19905.91000	Appr.Fund Balance	\$17,000
--------------	-------------------	----------

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Accept Next Generation 911 Grant Award - Department of Emergency Response & Communications

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 Next Generation 911 Grant (NG911) grant for FY2025 in the amount of \$1,266,796, resulting in no new county costs, in support of Next Generation 911 operations; AND

WHEREAS the grant performance period for the Next Generation 911 grant is August 1, 2025 to July 31, 2030; 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 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A302043.43306.NG911 DHSES Grant	\$0	\$0	\$1,266,796
INCREASE EXPENDITURE BUDGET:			
A30205.54048.NG911 Dept Specific Equipment	\$0	\$0	\$1,266,796

; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or 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 \$1,266,796; 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 Ag/Planning/Environmental Committee

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 7

Rescind Resolution No. 64-25 -Accept Funds HUD Healthy Homes Production Grant - Health Department

WHEREAS, Resolution No. 64-25 authorized the acceptance of Funds HUD Healthy Homes Production Grant; AND

WHEREAS, the requirements of this grant are not feasible; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends not moving forward with this grant award, upon recommendation of the Public Health Director; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 64-25 be and hereby is rescinded.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 8

Authorize Agreements for Advancing Tobacco Free Communities Program - Health Department

WHEREAS, the New York State Department of Health has awarded Cortland County funding of the Advancing Tobacco Free Communities Grant (ATFC), Contract C40621GM for \$1,675,000 for the contract period of 5/1/2025-4/30/2030; AND

WHEREAS, the ATFC grant requires Cortland County to provide funding to one or more community organizations within its catchment area (Cortland, Tompkins and Chenango Counties) in support of addressing work plan deliverables related to tobacco use and exposure in multi-unit housing and/or tobacco waste in the environment; AND

WHEREAS, that recipient organizations should serve individuals/communities most impacted by tobacco-related morbidity and mortality; AND

WHEREAS, \$35,000 will be allocated to one or more community organizations within the ATFC catchment area between 5/1/2025 to 4/20/2026; AND

WHEREAS, Cortland County will release an application seeking proposals from eligible organizations which will be reviewed with approval from the New York State Bureau of Tobacco Control; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby accepts this grants funding and authorizes the Finance Director to accept the funding and modify the budget as appropriate; AND BE IT FURTHER;

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee, are hereby authorized to sign agreements with the approved agencies; 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.

Monthly Reports

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

Microenterprise Assistance Program Application Review

DISCUSSION ITEMS

1. County Administration
2. 2025 Budget - Where are We?
3. 2026 Budget Preparation
4. Role of the Finance & Administration Committee
5. Review of Finance & Administration Goals- Assignments

Adjournment