



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 13, 2025

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Excused	
Joseph Nauseef	Cortland County	Committee Member	Present	
Sandra Price	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Excused	
William McGovern	Cortland County	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County	Committee Chair	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Laura Fox	Cortland County	Real Property Tax Services	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Michelle Enright	Cortland County Visitor's Bureau	Executive Director	Present	
Kim Cameron	Cortland	Resident	Present	
Carol Costell Corbin	Cortland	Resident	Present	
Nicole Compton	Cortland County	Executive Assistant	Remote	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Melanie Vilardi	Cortland County IDA/BDC	Executive Director	Remote	
Nicole Anjeski	Cortland County	Director of Public Health	Remote	
Brooke Kemak	Cortland County	County Clerk	Remote	
X101	Cortland	Local Media	Remote	
Kevin Fitch	Cortland County	Chair of the Legislature	Remote	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Apr 15, 2025 9:00 AM

RESULT:	APPROVED
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2. Finance & Administration Committee - Special Meeting - Apr 15, 2025 12:00 PM

RESULT:	APPROVED
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3. Finance & Administration Committee - Special Meeting - Apr 24, 2025 4:30 PM

RESULT:	APPROVED
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Committee Updates

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

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize First Quarter 2025 Sales Tax Distribution - Finance Department

RESULT:	APPROVED [UNANIMOUS]
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	Next: 5/22/2025 6:00 PM
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MOVER:	William McGovern, Committee Vice-Chair
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SECONDER:	Joseph Nauseef, Committee Member
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AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
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EXCUSED:	Linda Jones, Eugene Waldbauer
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ON MOTION OF BISCHOFF

RESOLUTION NO.

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.

AGENDA ITEM NO. 2 – Authorize Agreement with Pracademic Partners for Recruiting Services for the Position of County Administrator

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Linda Jones, Eugene Waldbauer

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. A12305.54055; AND BE IT FURTHER

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

INCREASE

A12305.54055	Professional Services	\$19,500
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DECREASE

A12305.51005	Personnel Services	\$19,500
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Referred from Public Works Committee

Referred from Government Operations Committee

AGENDA ITEM NO. 3 – Authorize Mortgage Tax Disbursement for October 2024 - March 2025

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Linda Jones, Eugene Waldbauer

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

Executive Session

It was MOVED by Mr. Harbin, seconded by Mr. McGovern, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the collective negotiations pursuant to article fourteen of the civil service law, with Laurie Leonard, Rob Corpora, Andrea Herzog and Savannah Hempstead permitted to stay in the room. MOTION CARRIED.

An executive session was held from 10:04 a.m. to 10:15 a.m., at which time on motion of Mr. Harbin, seconded by Ms. Price, it was unanimously approved by voice vote to exit executive session.

AGENDA ITEM NO. 4 – Authorize 2026 - 2029 Cortland County Sheriff and the County Police Association of Cortland (CPAC) Contract

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Linda Jones, Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

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.

AGENDA ITEM NO. 5 – Amend 2025 Budget/Authorize Agreement with CivicPlus for Agenda and Minutes Software and Live Streaming Services - Clerk of the Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Linda Jones, Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

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
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INCREASE

A.359900	Appr.Fund Balance	\$17,000
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Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 6 – Accept Next Generation 911 Grant Award - Department of Emergency Response & Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Linda Jones, Eugene Waldbauer

ON MOTION OF PRICE

RESOLUTION NO.

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

AGENDA ITEM NO. 7 – Rescind Resolution No. 64-25 -Accept Funds HUD Healthy Homes Production Grant - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Linda Jones, Eugene Waldbauer

ON MOTION OF VAN DEE

RESOLUTION NO.

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.

AGENDA ITEM NO. 8 – Authorize Agreements for Advancing Tobacco Free Communities Program - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Linda Jones, Eugene Waldbauer

ON MOTION OF VAN DEE

RESOLUTION NO.

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.

Referred from Government Operations Committee

AGENDA ITEM NO. 9 – Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No. ____, Assembly Bill No. ____)

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 4:30 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Harbin, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Linda Jones, Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No. ____, Assembly Bill No. ____)

WHEREAS, the Cortland County Legislature approved Resolution No. 6-25 and 82-25, "A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County" and "Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County"; AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a

mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2025); AND

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

RESOLVED, that this Legislature endorses and requests State approval of Senate Bill No. ____ and Assembly Bill No. ____, and urges its elected representatives in the Senate and Assembly to support this legislation extending the authorization through December 1, 2027; AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature be and hereby is directed to prepare the documentation necessary for the New York State Legislature to enact said Legislation; AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature and Clerk of the Legislature be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

Monthly Reports

1. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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2. County Administrator Monthly Report

RESULT:	COMPLETED
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3. Monthly Finance Reports

RESULT:	COMPLETED
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Microenterprise Assistance Program Application Review

DISCUSSION ITEMS

1. County Administration

RESULT:	COMPLETED
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2. 2025 Budget - Where are We?

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 5/20/2025 8:00 AM

3. 2026 Budget Preparation

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 5/20/2025 8:00 AM

4. Role of the Finance & Administration Committee

RESULT:	COMPLETED
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5. Review of Finance & Administration Goals- Assignments

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 10:31 AM



Finance & Administration Committee

Committee Meeting

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

1.1

~ Minutes ~

Tuesday, April 15, 2025

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Joseph Nauseef	Cortland County	Committee Member	Present	
Sandra Price	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
William McGovern	Cortland County	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County	Committee Chair	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Stephen Trobert	Cortland County	Manager of Audit & Financial Projects	Present	
Melanie Vilardi	Cortland County	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Laura Fox	Cortland County	Real Property Tax Services	Present	
Patty Schaap	Cortland County	Director of Community Mental Health Services	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Late	9:04 AM
Paul Heider	Cortland County	Legislator	Late	9:04 AM
Ronald J. Van Dee	Cortland County	Legislator	Late	9:07 AM
Kristen Monroe	Cortland County	Commissioner of Social Services	Late	9:11 AM
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Nicole Compton	Cortland	Executive Assistant	Remote	

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

	County			
Nicole Anjeski	Cortland County	Director of Public Health	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Don Chu	Cortland	Resident	Remote	

MINUTES

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

RESULT: APPROVED

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

RESULT: APPROVED

RESOLUTIONS

AGENDA ITEM NO. 1 – Implementing a Hiring Pause for Cortland County

RESULT: APPROVED [6 TO 1]

Next: 4/24/2025 6:00 PM

MOVER: William McGovern, Committee Vice-Chair

SECONDER: Joseph Nauseef, Committee Member

AYES: Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff

NAYS: Linda Jones

ON MOTION OF BISCHOFF

RESOLUTION NO.

Implementing a Hiring Pause for Cortland County

WHEREAS, Cortland County is currently facing significant financial pressures due to unfunded state mandates, rising operational costs, and other fiscal constraints; AND

WHEREAS, in order to maintain fiscal responsibility and preserve essential services, it is necessary to take proactive measures to control expenditures, including a temporary pause on hiring new personnel; AND

WHEREAS, certain exceptions may be warranted in order to ensure the continuity of critical services and public safety; NOW THEREFORE BE IT

RESOLVED, that effective immediately, a hiring pause is hereby implemented for all Cortland County departments, agencies, and offices; AND BE IT FURTHER

RESOLVED, that this hiring pause shall apply to all full-time, part-time, and temporary positions, whether vacant or anticipated, including but not limited to those in union, non-union, and management categories; AND BE IT FURTHER

RESOLVED, that the following exceptions to the hiring pause shall be permitted:

- Director of Office for Aging
- Seasonal Workers
- Correction Officers (up to four (4) new positions)

; AND BE IT FURTHER

RESOLVED, that this hiring pause shall remain in effect until June 30, 2025.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 2 – Amend Resolution No. 324-15 Expanding the Utilization of the Buildings & Grounds Capital Project Reserve

RESULT: **APPROVED [UNANIMOUS]**

Next: 4/24/2025 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Sandra Price, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF HEIDER

RESOLUTION NO.

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

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

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

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

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

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

RESOLVED, that this resolution shall take effect immediately.

Referred from Highway Committee

AGENDA ITEM NO. 3 – Award Bid for Cortland County Landfill Stage 3 Closure Project – Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 4/24/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Linda Jones, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF NEWELL

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

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

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

WHEREAS, the bids received are as follows:

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

; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the Cortland County Legislature hereby awards the Landfill Stage 3 Closure Agreement to the lowest responsible bidder, being R&L Development Company, 153 Swan Lake Ln., PO Box 529, New Alexandria, PA 15670; for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to sign an agreement with R&L Development Company for an amount not to exceed \$1,695,232.00; AND BE IT FURTHER

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

RESOLVED, the 2025 Budget be amended as follows:

INCREASE:

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

EL81605.52100.8167 Land & Land Improvements \$1,695,232

EL.359900 Appropriated Fund Balance \$1,695,232

AGENDA ITEM NO. 4 – Authorize Agreement - New York State - Cold Brook Rd. - Over Cold Brook Creek Culvert Replacement, CR102 - Highway Department

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF NEWELL

RESOLUTION NO.

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

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

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

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

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

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

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

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

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

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

RESOLVED, that the Cortland County Director of Finance is hereby authorized and directed to

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

establish appropriation accounts in the amount of \$1,500,000.00 and a revenue account for the State share and the 2025 Budget be modified as follows:

INCREASE:

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

; AND BE IT FURTHER

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

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

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

RESOLVED, this Resolution shall take effect immediately.

AGENDA ITEM NO. 5 – Authorize Agreement - New York State - Pine Hill Rd. Over Hunts Creek Bridge Replacement, BIN 2207300 - Highway Department

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Linda Jones, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF NEWELL

RESOLUTION NO.

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

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

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

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

WHEREAS, Cortland County is the Project Sponsor and is legally empowered to declare itself to

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

act as Lead Agency under SEQRA as the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations 6 NYCRR Part 617 (the “Regulations”); AND

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

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

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

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

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

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

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

INCREASE:

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

; AND BE IT FURTHER

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

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

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

RESOLVED, this Resolution shall take effect immediately.

Referred from Government Operations Committee

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

RESULT: **APPROVED [UNANIMOUS]**

Next: 4/24/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF NAUSEEF

RESOLUTION NO.

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

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

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 7 – Authorization to Create Law Enforcement Reserve and Appropriate Funding

RESULT: **APPROVED [6 TO 1]**

Next: 4/24/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

NAYS: Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO.

Authorization to Create Law Enforcement Reserve and Appropriate Funding

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

WHEREAS, in 2023, the program was discontinued; AND

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

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

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

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

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

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

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

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

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

INCREASE:

A11655.52060

Computer Equipment

\$10,000

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

A.351100

Appropriated Reserves

\$10,000

Referred from Ag/Planning/Environmental Committee**Referred from Health & Human Services**

AGENDA ITEM NO. 8 – Create Senior Mental Health Clinician

RESULT: APPROVED [6 TO 1]**Next: 4/24/2025 6:00 PM****MOVER:** Sandra Price, Committee Member**SECONDER:** Beau Harbin, Committee Member**AYES:** Harbin, Jones, Nauseef, Price, Waldbauer, McGovern**NAYS:** Cathy Bischoff**ON MOTION OF VAN DEE****RESOLUTION NO.****Create Senior Mental Health Clinician**

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

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

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

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

Monthly Reports

1. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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2. County Administrator Monthly Report

RESULT:	COMPLETED
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3. Finance Reports for April F&A Meeting

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. 2024 Budget Over & Under

RESULT:	COMPLETED
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2. Summary of 2024

RESULT:	COMPLETED
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3. Registry of Short Term Rentals

RESULT:	COMPLETED
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4. Audit Discussion

It was MOVED by Ms. Jones, seconded by Mr. Nauseef, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the removal of a particular corporation, with Stephen Trobert, Andrea Herzog and Victoria Monty permitted to stay in the room. MOTION CARRIED.

An executive session was held from 10:09 a.m. to 11:34 a.m., at which time on motion of Mr. McGovern, seconded by Mr. Waldbauer, it was unanimously approved by voice vote to exit executive session.

RESULT:	COMPLETED
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5. Review of Finance & Administration Goals- Assignments

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 5/13/2025 9:00 AM

6. Role of the Finance & Administration Committee

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 5/13/2025 9:00 AM

7. Recess

Mr. Harbin MADE A MOTION TO RECESS until noon, Ms. Jones SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

A recess was held from 11:37 AM to 12:00 PM.

Minutes Acceptance: Minutes of Apr 15, 2025 9:00 AM (MINUTES)

RESULT: COMPLETED

Adjournment

The meeting was closed at 12:26 PM



Finance & Administration Committee

60 Central Ave
Cortland, NY 13045

<https://www.cortlandcountyny.gov>

Special Meeting

~ Minutes ~

Tuesday, April 15, 2025

12:00 PM

Room 302

Call to Order

The meeting was called to order at 12:26 PM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Joseph Nauseef	Cortland County	Committee Member	Present	
Sandra Price	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
William McGovern	Cortland County	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County	Committee Chair	Present	

Discussion Items

1. Review Applications & Entertain Resolutions for Microenterprise Assistance Program Funding

It was MOVED by Mr. Nauseef, seconded by Mr. McGovern, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the financial, credit and employment history of particular people, with Savannah Hempstead, Ryan Harriott, Rich Cunningham, and Melanie Vilardi permitted to stay in the room. MOTION CARRIED.

An executive session was held from 12:33 p.m. to 1:49 p.m., at which time on motion of Mr. Nauseef, seconded by Mr. McGovern, it was unanimously approved by voice vote to exit executive session.

RESULT: COMPLETED

Resolutions

AGENDA ITEM NO. 1 – Microenterprise Assistance Program Grant Award - David's Aqua Nook

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Joseph Nauseef, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF BISCHOFF

RESOLUTION NO.

Microenterprise Assistance Program Grant Award - David's Aqua Nook

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that David's Aqua Nook, of 98

Minutes Acceptance: Minutes of Apr 15, 2025 12:00 PM (MINUTES)

Cayuga Street, Homer, New York, 13040 be awarded \$5,000 from the Microenterprise program for the purchase of inventory and supplies; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum \$5,000 to David's Aqua Nook from the Cortland County Microenterprise Assistance Program funding for the purchase of inventory and supplies; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 2 – Microenterprise Assistance Program Grant Award - Finch Family Farmstead, LLC

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Linda Jones, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF BISCHOFF

RESOLUTION NO.

Microenterprise Assistance Program Grant Award - Finch Family Farmstead, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Finch Family Farmstead, LLC, of 1490 McGraw Marathon Road, Marathon, New York, 13803 be awarded \$15,000 from the Microenterprise program for the purchase of equipment, furniture, fixtures, electronic devices, software and marketing materials; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum \$15,000 to Finch Family Farmstead, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment, furniture, fixtures, electronic devices, software and marketing materials; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 3 – Microenterprise Assistance Program Grant Award - Frog Hollow Home and Property Services, LLC

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Linda Jones, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

Minutes Acceptance: Minutes of Apr 15, 2025 12:00 PM (MINUTES)

Microenterprise Assistance Program Grant Award - Frog Hollow Home and Property Services, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Frog Hollow Home and Property Services, LLC, of 1935 Kohne Road, Dryden, New York, 13053 be awarded \$35,000 from the Microenterprise program for the purchase of a dump trailer, equipment, furniture and fixtures, electronics and technology, software, and working capital; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum \$35,000 to Frog Hollow Home and Property Services, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of a dump trailer, equipment, furniture and fixtures, electronics and technology, software, and working capital; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 4 – Microenterprise Assistance Program Grant Award - Horsetail Herb Farm

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Linda Jones, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

Microenterprise Assistance Program Grant Award - Horsetail Herb Farm

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Horsetail Herb Farm, of 3501 Hoxie Gorge Freetown Road, Marathon, New York, 13803 be awarded \$35,000 from the Microenterprise program for the purchase of equipment, inventory, and advertising and marketing expenses; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum \$35,000 to Horsetail Herb Farm from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment, inventory, and advertising and marketing expenses; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 5 – Microenterprise Assistance Program Grant Award - Lotus Therapies, LLC

RESULT: APPROVED [UNANIMOUS]**Next: 4/24/2025 6:00 PM****MOVER:** Beau Harbin, Committee Member**SECONDER:** Sandra Price, Committee Member**AYES:** Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff**ON MOTION OF BISCHOFF****RESOLUTION NO.****Microenterprise Assistance Program Grant Award - Lotus Therapies, LLC**

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Lotus Therapies, LLC, of 3662 The Park, Cortland, New York, 13045 be awarded \$35,000 from the Microenterprise program for the purchase of equipment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum \$35,000 to Lotus Therapies, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

Adjournment

The meeting was closed at 1:51 PM

Minutes Acceptance: Minutes of Apr 15, 2025 12:00 PM (MINUTES)



Finance & Administration Committee

60 Central Ave
Cortland, NY 13045

<https://www.cortlandcountyny.gov>

Special Meeting

~ Minutes ~

Thursday, April 24, 2025

4:30 PM

Room 302

Call to Order

The meeting was called to order at 4:30 PM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Joseph Nauseef	Cortland County	Committee Member	Present	
Sandra Price	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
William McGovern	Cortland County	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County	Committee Chair	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Victoria J. Monty	Cortland County	County Attorney	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Charles Sudbrink	Cortland County	Superintendent of Highways	Present	

Resolutions

AGENDA ITEM NO. 1 – Award Playground Equipment and Installation Bid and Accept Funding and Amend Budget for Playground Dwyer Memorial County Park - Highway Department

RESULT: **APPROVED [4 TO 3]**

Next: 4/24/2025 6:00 PM

MOVER: Joseph Nauseef, Committee Member

SECONDER: Linda Jones, Committee Member

AYES: Beau Harbin, Linda Jones, Joseph Nauseef, William McGovern

NAYS: Sandra Price, Eugene Waldbauer, Cathy Bischoff

ON MOTION OF NEWELL

RESOLUTION NO.

Award Playground Equipment and Installation Bid and Accept Funding and Amend Budget for Playground Dwyer Memorial County Park - Highway Department

WHEREAS, Cortland County advertised, received and opened bids for playground equipment and installation at Dwyer Memorial County Park; AND

WHEREAS, the Tobacco Asset Securitization Corporation (TASC) Board voted to provide up to \$80,000 in funding to the County for this project; AND

WHEREAS, Cortland County has received the following bids for the playground equipment and installation;

Equipment & Installation (with shipping)	
Company	Price

ESO Consultants	\$235,801.50
Play By Design	\$121,300.00
WillyGoat	\$54,000.00
Great Lakes Recreation	\$176,525.52
GameTime	\$172,926.14
Miracle Recreation Equipment Co.	\$93,709.70

Equipment (with shipping)	
Company	Price
ESO Consultants	\$216,975.00
Play By Design	\$83,922.00
Great Lakes Recreation	\$119,657.52
GameTime	\$121,031.14
Miracle Recreation Equipment Co.	\$65,709.70

Installation	
Company	Price
ESO Consultants	\$18,826.50
ATG Installations	\$14,171.28
Play By Design	\$37,400.00
Great Lakes Recreation	\$56,868.00
GameTime	\$51,895.00
Miracle Recreation Equipment Co.	\$28,000.00

; AND

WHEREAS, it is the recommendation of the Highway Committee to award the bid to the lowest responsible bidder; AND

WHEREAS, the Highway Committee recommends awarding the bid for the purchase and installation of playground equipment for Dwyer Memorial County Park to WillyGoat, of PO Box 59278, Birmingham, AL 35259; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the Cortland County Legislature hereby awards the bid for the purchase and installation of playground equipment for Dwyer Memorial County Park to, WillyGoat, of PO Box 59278, Birmingham, AL 35259 for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon approval by the County Attorney or designee, is hereby authorized and directed to execute an agreement with WillyGoat, of PO Box 59278, Birmingham, AL 35259; AND BE IT FURTHER

RESOLVED, that the 2025 Cortland County Budget be and hereby is amended as follows to accept the funding from the Tobacco Asset Securitization Corporation for use for the playground at Dwyer Memorial County Park:

INCREASE:

A71105.52015	Equipment	\$80,000
A71105.42705	Gifts & Donations	\$80,000

Minutes Acceptance: Minutes of Apr 24, 2025 4:30 PM (MINUTES)

AGENDA ITEM NO. 2 – A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County Until November 30, 2027 (Senate Bill No. 6982, Assembly Bill No. 7821)

RESULT: **APPROVED [UNANIMOUS]**

Next: 4/24/2025 6:00 PM

MOVER: William McGovern, Committee Vice-Chair

SECONDER: Sandra Price, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF BISCHOFF

RESOLUTION NO.

A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County Until November 30, 2027 (Senate Bill No. 6982, Assembly Bill No. 7821)

WHEREAS, New York State Tax Law §1210(i)(12) presently authorizes Cortland County to adopt and amend local laws, ordinances, or resolutions imposing taxes at a rate which is one percent additional to the three percent rate authorized for the County for a period beginning September 1, 1992 and ending November 30, 2025; AND

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

WHEREAS, the Cortland County Legislature approved Resolution No. 45-25, “Requesting Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of an Additional 1% Sales and Compensating Use Tax in Cortland County”; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests Senate Bill No. 6982 (S6982) and Assembly Bill No. 7821(A7821) be enacted to amend New York State Tax Law §1210(i)(12), extending the expiration date from November 30, 2025 to November 30, 2027; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature urges its elected representatives in the Senate and Assembly to support this special legislation; AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature prepare the documentation necessary for the New York State Legislature to enact said Legislation; AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature and Clerk of the Legislature, upon review and approval by the County Attorney or designee, be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

AGENDA ITEM NO. 3 – Amend Resolution No. 227-24 to Withdraw Tourism Marketing Grant Funding from the Cortland Regional Sports Council

It was MOVED by Ms. Price, seconded by Mr. Waldbauer, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the financial history of a particular corporation, with Andrea Herzog, Savannah Hempstead, Victoria Monty, and Robert Corpora permitted to stay in the room. MOTION CARRIED.

Minutes Acceptance: Minutes of Apr 24, 2025 4:30 PM (MINUTES)

An executive session was held from 4:57 p.m. to 5:05 p.m., at which time on motion of Mr. Nauseef, seconded by Mr. McGovern, it was unanimously approved by voice vote to exit executive session.

RESULT: APPROVED [6 TO 1]

Next: 4/24/2025 6:00 PM

MOVER: William McGovern, Committee Vice-Chair

SECONDER: Eugene Waldbauer, Committee Member

AYES: Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff

NAYS: Linda Jones

ON MOTION OF BISCHOFF

RESOLUTION NO.

Amend Resolution No. 227-24 to Withdraw Tourism Marketing Grant Funding from the Cortland Regional Sports Council

WHEREAS, the Cortland County Legislature adopted Resolution No. 227-24 on November 21, 2024, which authorized the allocation of 2025 Tourism Marketing Grant funding to a number of agencies, including \$140,800 to the Cortland Regional Sports Council, based on recommendations from the Cortland County Convention & Visitors Bureau's (CVB) Tourism Marketing Grant Review Committee; AND

WHEREAS, each agency allocated funding agrees to utilize the funding according to the Cortland County Tourism Marketing Grant Guidelines; AND

WHEREAS, an official audit has found that the Cortland Regional Sports Council failed to conform to the official criteria and terms outlined in the Tourism Marketing Grant Guidelines; AND

WHEREAS, the Cortland County Legislature has a duty to ensure the responsible, transparent, and appropriate use of taxpayer dollars allocated through the Tourism Marketing Grant Program; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends Resolution No. 227-24 to rescind the allocation of \$140,800 in Tourism Marketing Grant funding to the Cortland Regional Sports Council for fiscal year 2025; AND BE IT FURTHER

RESOLVED, that the Cortland County Convention & Visitors Bureau is hereby instructed to update all applicable records and notifications to reflect this amendment; AND BE IT FURTHER

RESOLVED, that copies of this resolution be forwarded to the Cortland Regional Sports Council, the Cortland County Convention & Visitors Bureau, the County Manager of Audit and Financial Projects, and other appropriate parties.

AGENDA ITEM NO. 4 – Amend Resolution No. 172-24 to Amend the Contract with the Cortland County Convention and Visitor's Bureau

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: William McGovern, Committee Vice-Chair

SECONDER: Joseph Nauseef, Committee Member

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF BISCHOFF

RESOLUTION NO.

Minutes Acceptance: Minutes of Apr 24, 2025 4:30 PM (MINUTES)

Amend Resolution No. 172-24 to Amend the Contract with the Cortland County Convention and Visitor's Bureau

WHEREAS, Resolution No. 172-24 authorized Cortland County to enter into an agreement with the Cortland County Convention and Visitors Bureau, Inc. (CVB) to provide public benefit services for tourism promotion and publicity during the period of January 1, 2025 through December 31, 2025; AND

WHEREAS, Resolution No. 227-24, adopted on August 22, 2024, approved the allocation of 2025 Occupancy Tax funding to various agencies, including an award of \$140,800 to the Cortland Regional Sports Council; AND

WHEREAS, Resolution No. ____-25, adopted on April 24, 2025, withdrew the funding allocated to the Cortland Regional Sports Council due to findings of noncompliance with Tourism Marketing Grant Guidelines, as documented in an official audit; AND

WHEREAS, it is the recommendation of the Cortland County Finance and Administration Committee that the funds previously allocated to the Cortland Regional Sports Council now be retained by Cortland County and held for future redistribution; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 172-24 is hereby amended to reduce the authorized contract amount to be remitted by the Cortland County Finance Director to the Cortland County Convention and Visitors Bureau Inc. for fiscal year 2025 by \$140,800, revising the total remittance from \$764,234.95 to \$623,434.95; AND BE IT FURTHER

RESOLVED, that the \$140,800 in occupancy tax funding originally allocated to the Cortland Regional Sports Council shall be retained by Cortland County and carried forward for consideration and redistribution in accordance with New York State Tax Law Section 1202(g); AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature be and hereby is authorized and directed to execute an amended agreement with the Cortland County Convention and Visitors Bureau, Inc., upon review and approval by the County Attorney or designee; AND BE IT FURTHER

RESOLVED, that copies of this resolution be forwarded to the Cortland County Convention and Visitors Bureau, Inc., the Director of Finance, the County Manager of Audit and Financial Projects, and other appropriate parties.

Adjournment

The meeting was closed at 5:06 PM

Minutes Acceptance: Minutes of Apr 24, 2025 4:30 PM (MINUTES)

Experience CORTLAND

Your Tourism Marketing
Team in Action

Activities as of 5/1/25

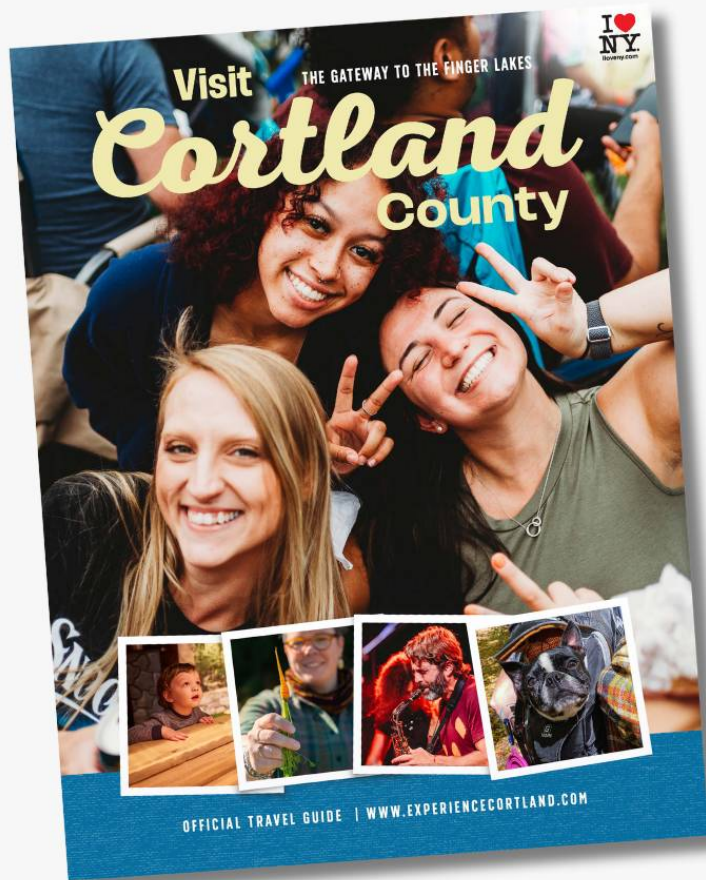
#experiencecortland





Who We Are

The official tourism marketing agency for Cortland County serves to favorably impact the county's economy through tourism.



2025 Travel Guide

CVB's primary consumer fulfillment piece is on it's way! It will contain comprehensive information about Cortland County's travel destinations and attractions, as well as listings of restaurants, accommodations and other travel services.



Print Distribution

20,000 copies will be distributed throughout Cortland County and NYS.



Digital Guide

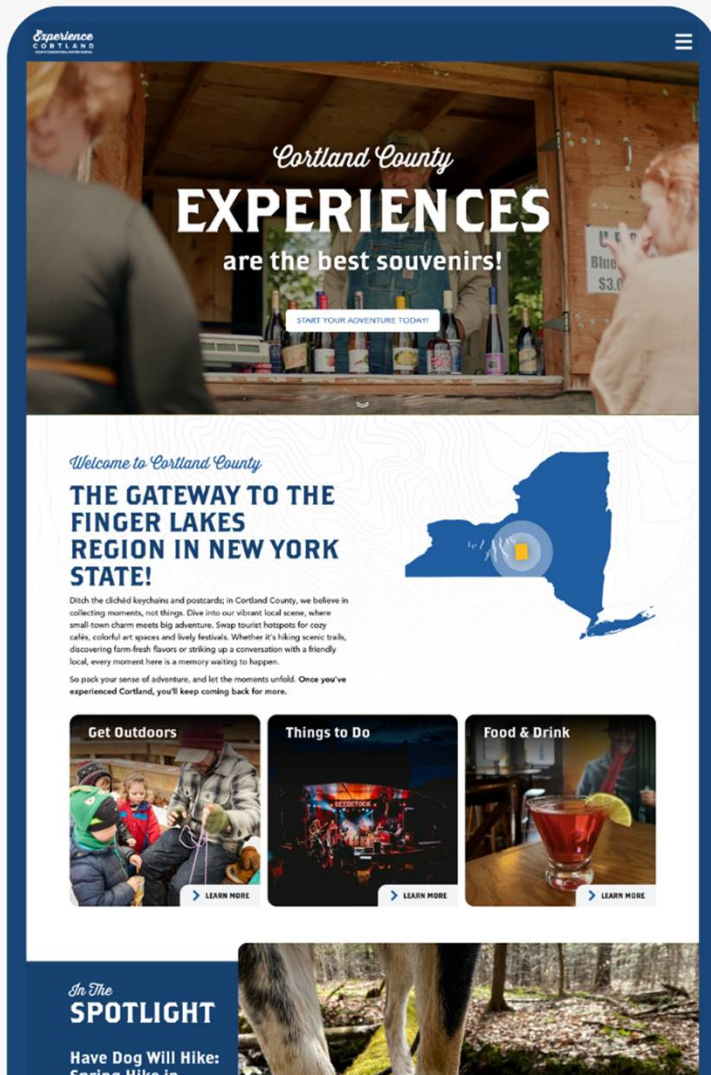
Interactive guide is available on [ExperienceCortland.com](https://www.experiencecortland.com).



Travel Shows

Distributed at select regional consumer travel shows such as **Dream Destinations Travel Show in Springfield, Massachusetts.**

- 3,745 attendees from 5 states



Digital Marketing

Website – ExperienceCortland.com

- In the final phase of a full redesign
- Redesigned site will include:
 - Trip planner tools
 - Rich visuals and itineraries
 - ADA-compliant

20,050

Users

19,759

New Users

51,755

Pageviews

Social Media – @experiencecortland

- Feature daily posts, reels, campaign tie-ins, and influencer features

7,409

Followers

252,279

Reach

10,535

Engagement

E-Newsletters

- Visitors and locals (weekly) and for partners (monthly)

SUNY Cortland Collaboration

Actively strengthening our relationship with SUNY Cortland to ensure Experience Cortland is not just a tourism resource, but a meaningful asset for both current and prospective students. From promoting local events to curating student-friendly experiences, our goal is to make Cortland feel like home and help students build lasting connections with the area.



In-House Programming

Cortland Curiosity Trail

- Media visits
- Big Foot Trail spearheaded by the Truxton Outpost
- Reimagining the month-long October celebration

Cortland County Ice Cream Trail

- Relaunching in 2 weeks with 2 NEW additions
- 2025 map distribution goal is 4,000+

Crown City Rising

- Informational campaign to keep the public engaged in the reconstruction of downtown while supporting local businesses through the construction process

Poole's Drive In

Regional Programming



Brave Women FLX

Celebrating fierce women that once called the region home and encourages individuals to support women-owned businesses.



FLX Outdoor

Highlighting the region's ample outdoor offerings and sustainability storylines.



Wheel the World

Leading travel tech platform dedicated to helping travelers with disabilities discover accessible experiences and businesses.

Sports Tourism

The CVB is actively developing a targeted sports tourism marketing campaign through the EDA grant, aimed at promoting Cortland County's youth, amateur, and recreational sports market.

Project Components

- Sports Tourism Microsite
- Trip Planner Widget
- Printing + Digital Marketing Material
- Digital Kiosk
- Photography/Videography Assets
- Data Analysis



Tourism Marketing Grants

Provide support for external marketing efforts that will in turn, stimulate increased overnight stays, increased tourism business and increased visitor spending in Cortland County.

Cortland County
Historical Society



Center for the
Arts of Homer



Lime Hollow
Nature Center



1890 House
Museum



\$209,797.47 left to spend in 2025



Thank you!

Questions?

Michelle Enright
michelle@experiencecortland.com
(607) 753-8463

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**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 CATHY BISCHOFF, COMMITTEE CHAIR**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. A12305.54055; AND BE IT FURTHER

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

INCREASE

A12305.54055	Professional Services	\$19,500
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DECREASE

A12305.51005	Personnel Services	\$19,500
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ON MOTION OF JOSEPH NAUSEEF, COMMITTEE MEMBER**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 JOSEPH NAUSEEF, COMMITTEE MEMBER

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 JOSEPH NAUSEEF, COMMITTEE MEMBER**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
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INCREASE

A.359900	Appr.Fund Balance	\$17,000
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ON MOTION OF SANDRA PRICE, COMMITTEE MEMBER**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.

I. Introduction

The NYS Division of Homeland Security and Emergency Services (DHSES) is making \$85 million in State funding available to enhance Next Generation 911 (NG911) for county level primary Public Safety Answering Points (PSAPs) and primary PSAP backup centers to prepare for NG911 implementation through the SFY2025 Next Generation 911 Grant Program (NG911 Grant Program). The county's primary PSAP is defined as a PSAP operated by, or for, the county, and is typically the PSAP that first receives a wireless 911 call. The primary PSAP backup is defined as the PSAP that is designated to be the first alternate for the county primary PSAP in the event of a failure. This grant will support call handling functions within the Public Safety Answering Points and the primary Public Safety Answering Points backup facility (if applicable) to include interfaces, equipment and software applications necessary for agencies to receive and process incidents with the overarching goal of increasing statewide capabilities to accept NG911 calls in accordance with the current NENA i3 standard and any applicable iteration of the standard thereafter.

Call Handling Equipment (CHE) is a key component of an NG911 solution and can be burdensome financially, technologically and operationally when implementing NG911. Older analog technology may not be capable of processing the features available in an NG911 call, thus limiting the information and functionality available to telecommunicators.

As communication technology develops, call handling will need to process not only 911 voice calls, but also non-traditional methods of requesting emergency services, including text, video, automatic crash notifications, etc. This grant will assist agencies in the obstacles that exist today with their CHE, allow the agency to analyze their current CHE and optimize/update their CHE to the requirements that will be required to connect to the Emergency Services IP Network (ESInet) and Next Generation Core Services.

II. Eligibility

Eligibility for this grant program is limited to New York State counties that fall outside of the five (5) boroughs of New York City based on the statutory requirements outlined in the state appropriation language which established these program funds.

III. Allocations

The \$85 million in funding through the SFY2025 Next Generation 911 Grant Program will be distributed noncompetitively among all eligible applicants, providing a base-level of funding totaling \$57 million (\$1,000,000 per county) and incorporating county population (based on current census data) for the remaining \$28 million. The chart below depicts each eligible county and its allocation amount.

County	Award Amount	County	Award Amount
Albany	\$1,639,396	Oneida	\$1,639,396
Allegany	\$1,266,796	Onondaga	\$1,639,396
Broome	\$1,639,396	Ontario	\$1,515,197
Cattaraugus	\$1,515,197	Orange	\$1,639,396
Cayuga	\$1,515,197	Orleans	\$1,266,796
Chautauqua	\$1,515,197	Oswego	\$1,515,197
Chemung	\$1,515,197	Otsego	\$1,266,796
Chenango	\$1,266,796	Putnam	\$1,515,197
Clinton	\$1,515,197	Rensselaer	\$1,639,396
Columbia	\$1,515,197	Rockland	\$1,639,396
Cortland	\$1,266,796	Saratoga	\$1,639,396
Delaware	\$1,266,796	Schenectady	\$1,639,396
Dutchess	\$1,639,396	Schoharie	\$1,266,796
Erie	\$1,937,477	Schuyler	\$1,266,796
Essex	\$1,266,796	Seneca	\$1,266,796
Franklin	\$1,266,796	St. Lawrence	\$1,515,197
Fulton	\$1,266,796	Steuben	\$1,515,197
Genesee	\$1,266,796	Suffolk	\$1,937,477
Greene	\$1,266,796	Sullivan	\$1,515,197
Hamilton	\$1,266,796	Tioga	\$1,266,796
Herkimer	\$1,515,197	Tompkins	\$1,515,197
Jefferson	\$1,515,197	Ulster	\$1,639,396
Lewis	\$1,266,796	Warren	\$1,515,197
Livingston	\$1,515,197	Washington	\$1,515,197
Madison	\$1,515,197	Wayne	\$1,515,197
Monroe	\$1,937,477	Westchester	\$1,937,477
Montgomery	\$1,266,796	Wyoming	\$1,266,796
Nassau	\$1,937,477	Yates	\$1,266,796
Niagara	\$1,639,396		

The final authority to administer this grant program rests with DHSES, including amendments or modifications to these guidelines, award distribution, and/or the amount available for award distribution.

The period of performance for contracts supported by funds will be a total of five (5) years, beginning on **August 1, 2025**, and ending on **July 31, 2030**, with the possibility of an extension based on need. Please note that expenditures submitted for reimbursement must be incurred during this period of performance in order to be paid.

IV. Grant Objectives

DHSES has identified the following objectives for the NG911 Grant Program:

- 1) To provide funding to all eligible county level primary Public Safety Answering Points (PSAPs) and Primary PSAP backup centers to prepare for NG911. The county's primary PSAP is defined as a PSAP operated by, or for, the county, and is typically the PSAP that first receives a wireless 911 call. The primary PSAP backup is defined as the PSAP that is designated to be the first alternate for the county primary PSAP in the event of a failure.
- 2) To develop multijurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders to improve public safety.
- 3) If the applicant county contains additional or local PSAPs and the county provides (or will provide with this grant) a single CHE platform across multiple PSAPs, the county may also utilize this grant for permissible expenses at those additional PSAPs to ensure a single CHE platform.

Standards and Guidelines

Eligible applicants must comply with the following standards and guidelines listed below, as applicable:

- **New York Statewide Communications Interoperability Plan (SCIP)**
The most recent copy of NYS SCIP can be found at:
[Plans, Policies, and Guidelines | Division of Homeland Security and Emergency Services \(ny.gov\)](#)
- **New York State 911 Standards (Wireless PSAP Standards)**
The New York State 911 minimum standards found in Chapter LX of Title 21 of the New York Codes, Rule and Regulations, accessible [via this link](#) or via <https://dos.ny.gov/state-register>.

Additional resources that should be reviewed:

- **FCC Task Force on Optimal PSAP Architecture**
See the Task Force on Optimal PSAP Architecture Report at <https://www.fcc.gov/document/fcc-releases-tfopa-final-report>

ON MOTION OF RONALD J. VAN DEE, LEGISLATOR

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 RONALD J. VAN DEE, LEGISLATOR**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.

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE MEMBER**AGENDA ITEM NO. 9****Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No. ____, Assembly Bill No. ____)**

WHEREAS, the Cortland County Legislature approved Resolution No. 6-25 and 82-25, "A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County" and "Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County"; AND

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

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

RESOLVED, that this Legislature endorses and requests State approval of Senate Bill No. ____ and Assembly Bill No. ____, and urges its elected representatives in the Senate and Assembly to support this legislation extending the authorization through December 1, 2027; AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature be and hereby is directed to prepare the documentation necessary for the New York State Legislature to enact said Legislation; AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature and Clerk of the Legislature be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

CORTLAND COUNTY NEW YORK

REAL PROPERTY TAX SERVICES

607-753-504

Laura Fox, CCI

rpts@cortlandcountyny.gov

April Activity Review:

- Processed 128 deeds/parcels for the month of March, including 9 property splits.
- Created 1 new neighborhood subdivision (re-block) in the town of Virgil.
- Image Mate online - 13 new subscribers
Sales Cards – created 39 sales cards based on valid sales for the month of April for local Realtors
- Tax map – sold 2 sets; printed 1,020 tax maps for our office, as well as all the town assessors copies; created digital copy of all 506 tax maps for the County Clerk's Office
- Ran Exemption Impact Reports for 13 school districts for their upcoming budget process and school tax bills
- Provided LOA's (Level of Assessment) and tax delinquency reports to the State of NY Office of Taxation & Finance
- Attended webinar on Solar and Wind Valuation for continuing education credits.
- Attended webinar on mandatory Ethics training in anticipation of being reappointed County Tax Director by September 2025 for the next 6 year term.
- Highest sale price for March was \$2,500,000 for 4 parcels of land in the town of Preble which contained multiple residences and barns.

Attachment: April (13021 : Real Property Tax Services Monthly Report)

**OFFICE OF THE COUNTY ADMINISTRATOR**

CORTLAND COUNTY
60 CENTRAL AVENUE, SUITE 316
CORTLAND, NEW YORK 13045
607-753-5083

Robert J. Corpora
County Administrator
rcorpora@cortlandcountyny.gov

Melanie Vilardi
Deputy County Administrator
mvilardi@cortlandcountyny.gov

County Administrators
Monthly Report for April 2025
May 2, 2025

1. Sales Tax

- a. To date sales tax is up 3.3% over last year at same time. April receipts to date were 11% less than the same payment last year.

2. Mental Health Building

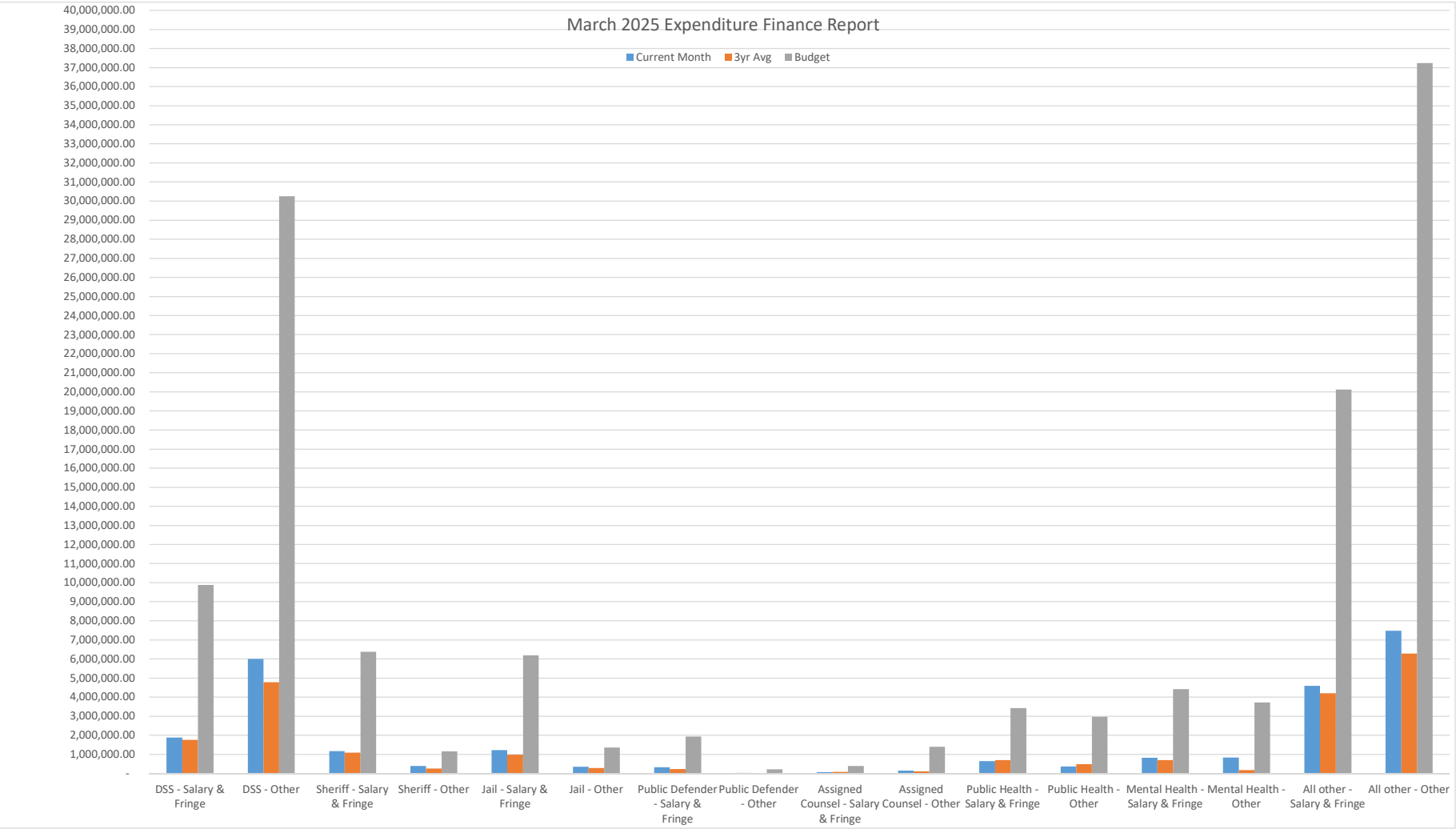
- a. Site work (grade work, storm water hookups and asphalt binder) is complete until after the building is finished.
- b. Windows will be installed by mid-May. Mason portion of addition is almost complete. Drywall finishing will begin in the next few weeks.
- c. Project is still on schedule to be completed by contractors by September 1, 2025.

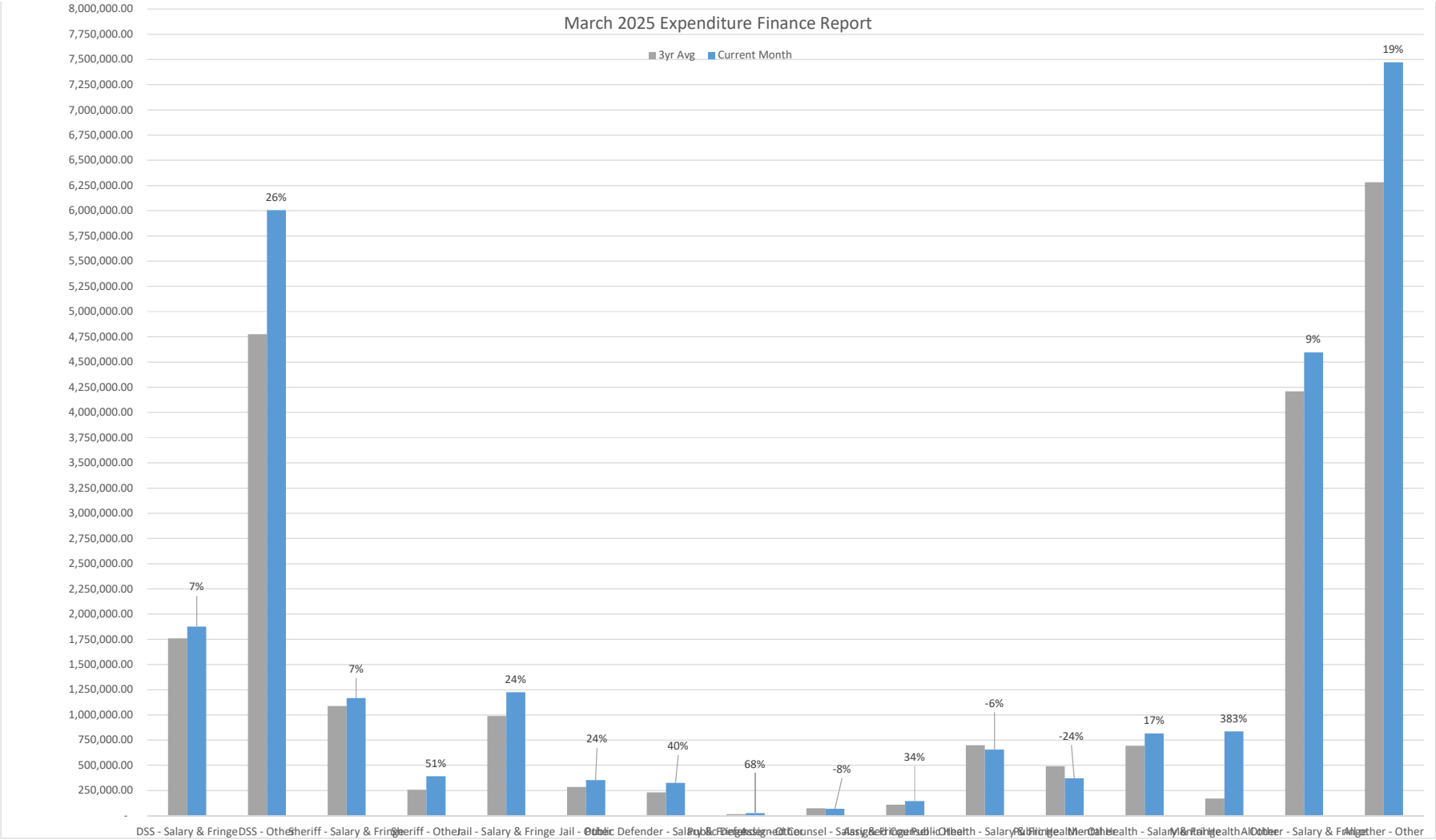
3. Courthouse

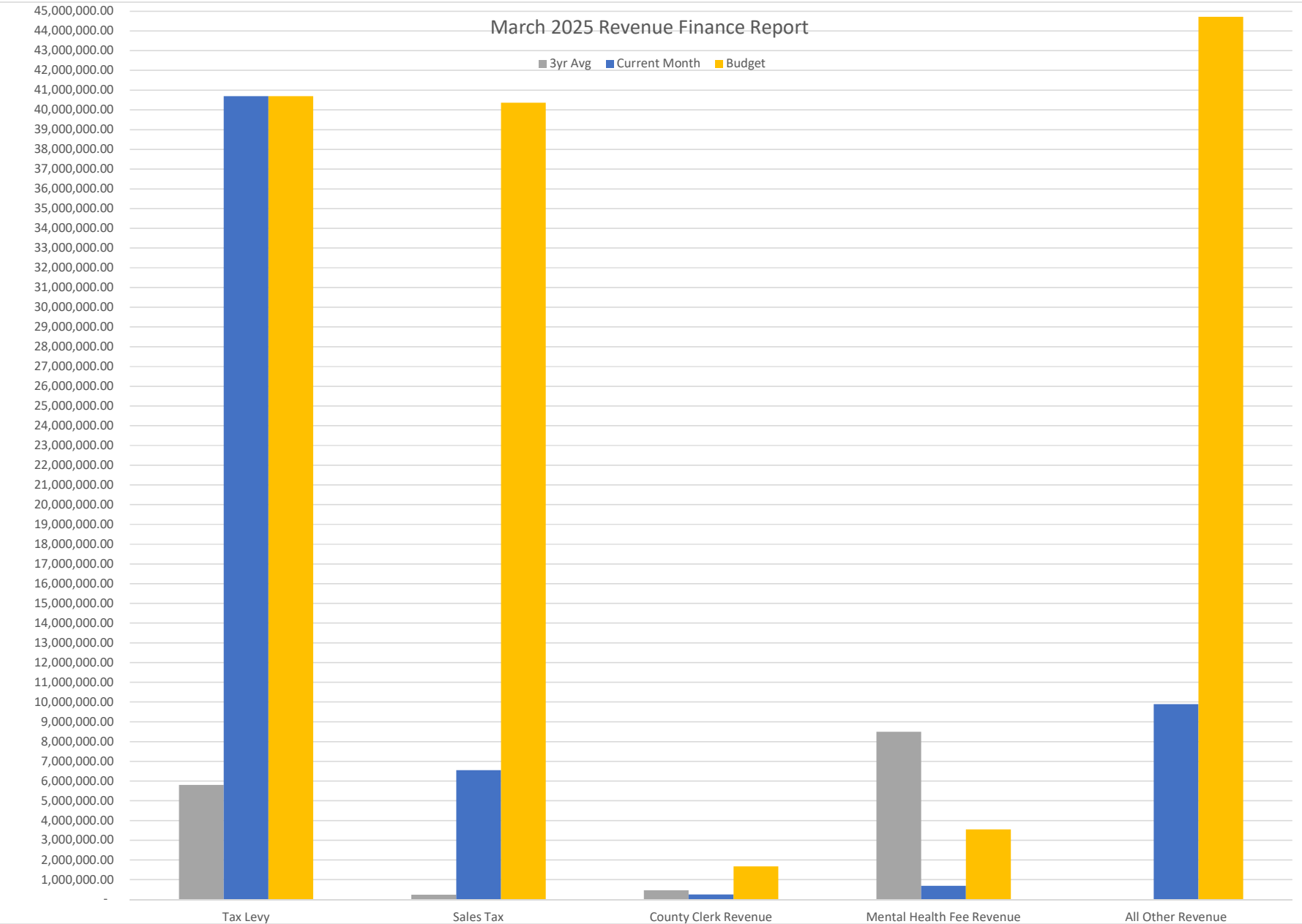
- a. East/West entrance renovations are being handled by the Highway Department starting with the West entrance. Work began in January with demolition. Substructure and precast stringers have been poured, limestone and granite materials have arrived. Completion should be on or about June 1, 2025.

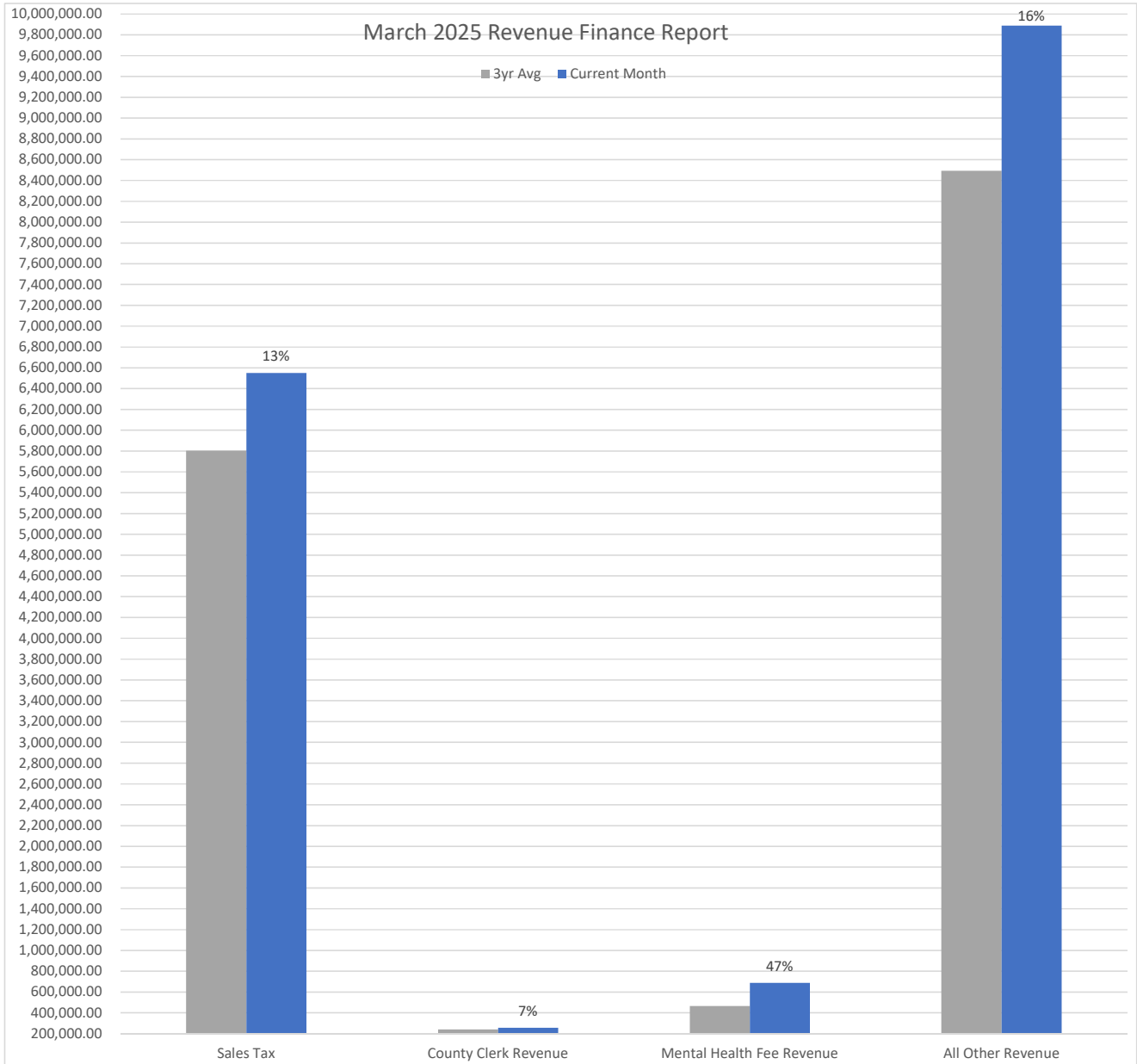
4. Grant Administrator

- a. Received a \$50k grant through ARC for personnel services for the grant administrator.
- b. Applied for an ARC \$100k grant for LaserFiche training, certifications and licenses.
- c. Applied for a Municipal NYS Parks and Recreation grant for the playground at Dwyer Park.
- d. DOS Shared Services Match Program submitted for reimbursement and providing details as requested by NYS.
- e. ESD Community Investment Fund
- f. ESD County Infrastructure grant application submitted on behalf of the Town of Cortlandville for \$500,000 for a new well.
- g. Applied for \$50k grant through Department of Homeland Security & Emergency Services ("DHSES") for cybersecurity.
- h. Applied for \$50k grant through DHSES for security systems for 111 Port Watson – MH building.
- i. Submitted the Congressionally Directed Spending funding request for the construction fees for the Cortlandville well.
- j. Submitted an application to Design Connect through Cornell to conduct a Preliminary Property Conditions survey.
- k. Working with Kiwanis Club of Cortland on an application for a playground at Dwyer Park. They have been approved by Kiwanis International to proceed with the next step and submit a formal application.









Attachment: March 2025 Finance Reports (13026 : Monthly Finance Reports)

Cortland County Reserve Funds				UNAUDITED	
				12/31/2024	4/30/2025
Reserve Title	Authorizing Resolution	Purpose	Funding	Balance	Balance
Airport Reserve	269-17	Offset the local match on airport projects	Airport net income	343,792.25	348,318.23
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	1,567,108.88	1,614,138.22
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	4,539,945.76	4,855,764.42
Drug Task Force - DA	Nature of Funds	Drug busts/stings	Drug money	16,082.52	16,083.31
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	43,679.49	43,680.23
DOJ Equitable Sharing Program - DA	Nature of funds	DA expenditures	Federal forfeitures	4,568.70	4,568.70
Don Sharpe Fund	Nature of Funds	Mental Health expenditures	This was created by a one time donation from the Don Sharpe estate	138,615.15	140,509.10
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	88,973.41	90,169.80
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	113,842.67	114,874.25
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	112,862.57	164,809.28
Emergency Response & Communications Radio Tower Reserve	194-16	Maintenance of radio towers	Rental revenue from rental of towers by NYS Police and CBP	55,872.37	59,274.40
Handicap Parking Education Fund	Nature of Funds	Handicap parking education	Justice Court fines	630.17	639.16
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	28,107.97	28,532.86
Occupancy Tax Reserve	Nature of Funds	Annual payment to Tourism Bureau and for tourism related expenditures	Occupancy tax, including the County's 10% share	1,767,352.95	1,160,540.34
Opioid Settlement Reserve	Nature of Funds	Combat opioid epidemic	Opioid settlements	352,430.54	489,767.12
Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	5,160,225.20	5,232,990.06
Sheriff Forfeitures	Nature of Funds	Sheriff expenditures	Forfeitures	45,562.74	45,562.74
Sheriff Inmate Phone	Nature of Funds	Jail expenditures	Inmate use of jail phones	232,497.95	189,477.14
Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	10,383.69	10,537.27
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	251,343.69	254,761.92

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	10,763.55	10,913.43
Road Machinery Capital Reserve	154-22	Highway equipment or highway related capital projects costing \$100,000 or more	Assigned fund balance over \$750,000	941,905.06	955,192.16
Road Machinery Fuel Farm Reserve	152-24	Repair & replacement of Highway fuel farm	\$0.25/gallon fuel sold at Highway fuel farm	12,248.08	12,420.86
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	1,865,453.75	1,889,876.67
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	816,121.61	834,538.74
NOTE:					
Vehicle Repair/Replacement Reserve	Resolution 94-24 authorized up to \$121,656 for a new boat for Sheriff. At 3/31/25, nothing had been paid from the reserve.				
Occupancy Tax Reserve	\$826,382.71 to CVB in 2026 and \$141,680.10 in 2027; \$84,914.99 County admin in 2025, \$91,820.30 in 2026 and \$15,742.23 in 2027				
Opioid Settlement Reserve	Resolution 169-24 authorized up to \$25,000 for warming center. Resolution 226-24 authorized up to \$150,000 for Jail treatment services.				
	At 3/31/25, \$6,576 has been paid for the warming center.				

Finance & Administration

Proposed Scope

General Purpose: Exercises oversight, planning and evaluation authority for the financial and fiscal efficiency, effectiveness and governance of Cortland's County Government. The committee proposes, and upon approval, implements and monitors initiatives that support the County government's long-term financial stability, which operate in concert with the County's strategic goals, the delivery of excellent customer services, and the pursuit of Cortland County's economic prosperity.