



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, May 14, 2024

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m0b7108b871e6a5bfb5ef3985ac73b78e>

Tuesday, May 14, 2024 9:00 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2336 116 4585

Password: 6MSpF2bkmA6

Join by phone

+1-415-655-0001 US Toll

Access code: 233 611 64585

CALL TO ORDER

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

MINUTES

1. Finance & Administration Committee - Committee Meeting - Apr 16, 2024 9:00 AM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Authorize First Quarter 2024 Sales Tax Distribution - Finance

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18, which provides for the distribution of sales tax from the County to local municipalities; AND

WHEREAS, the sales tax sharing agreement provides for the deduction directly from the gross sales tax distribution received from the State of New York a fixed sum of \$1,500,000 for County purposes, with the remaining balance of the revenues to be distributed for use by the County, City of Cortland, and the various municipalities within Cortland County; AND

WHEREAS, the gross deduction for County purposes will be provide for quarterly; AND

WHEREAS, the 2024 first quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for first quarter 2024 to be \$9,641,447.14; AND

WHEREAS, the total amount available for distribution is \$9,266,447.14, 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 (\$725,000.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (55%), or \$5,096,545.93 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 2024 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	\$1,610,508.51	\$-0-	\$1,610,508.51	\$-0-
Cincinnati, Town of	\$70,171.03	\$-0-	\$70,171.03	\$-0-
Cortlandville, Town of	\$782,860.35	\$-0-	\$782,860.35	\$-0-
Cuyler, Town of	\$64,555.53	\$(28,750.00)	\$35,805.53	\$-0-
Freetown, Town of	\$52,371.18	\$-0-	\$52,371.18	\$-0-
Harford, Town of	\$71,352.36	\$(70,000.00)	\$1,352.36	\$-0-
Homer, Town of	\$283,052.42	\$-0-	\$283,052.42	\$-0-
Homer, Village of	\$199,899.11	\$-0-	\$199,899.11	\$-0-
Lapeer, Town of	\$106,350.38	\$(82,500.00)	\$23,850.38	\$-0-
Marathon, Town of	\$81,943.06	\$-0-	\$81,943.06	\$-0-
Marathon, Village of	\$42,018.16	\$-0-	\$42,018.16	\$-0-
McGraw, Village of	\$34,846.40	\$-0-	\$34,846.40	\$-0-
Preble, Town of	\$145,160.67	\$-0-	\$145,160.67	\$-0-
Scott, Town of	\$83,293.94	\$-0-	\$83,293.94	\$-0-
Solon, Town of	\$78,604.36	\$-0-	\$78,604.36	\$-0-
Taylor, Town of	\$41,215.70	\$(20,000.00)	\$21,215.70	\$-0-
Truxton, Town of	\$103,374.45	\$(90,000.00)	\$13,374.45	\$-0-
Virgil, Town of	\$253,396.73	\$(25,000.00)	\$228,396.73	\$-0-
Willet, Town of	\$64,926.87	\$-0-	\$64,926.87	\$-0-
Total	\$4,169,901.21	\$(316,250.00)	\$3,853,651.21	\$-0-

; AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer or designee is hereby directed to deposit the County's "off the top" sum of \$375,000 in the appropriate reserves and accounts as designated in Resolution No. 294-20.

Referred from Building & Grounds Committee

Referred from Highway Committee

Referred from Government Operations Committee

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 2

Adopt Amended County Purchasing Policy

WHEREAS, the County's purchasing and procurement policy has been revised and updated to include an addendum with written consequences of non-compliance with the requirements of the County's purchasing policy; AND

WHEREAS, the amended purchasing policy is intended to supersede the County's current purchasing policy as well as any previously adopted changes to the current policy; AND

WHEREAS, the amended purchasing policy has been reviewed for content by the County Administrator, Clerk of the Legislature, Director of Finance and Manager of Audit and Financial Projects; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the amended purchasing policy; AND BE IT FURTHER

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

RESOLVED, that this policy will be effective May 24, 2024 for all County departments.

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 3

Authorize Use of County Vehicle Repair/Replacement Reserve for Sheriff Vehicle - Sheriff's Office

WHEREAS, the Cortland County Legislature adopted Resolution No. 107-15, which established the County Vehicle Repair/Replacement Reserve for the purpose of vehicle related costs; AND

WHEREAS, funds are required for the repair of a Sheriff Road Patrol vehicle damaged in an accident; AND

WHEREAS, the County Vehicle Repair/Replacement Reserve balance at December 31, 2023 was \$109,839; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature be and hereby approves the use of the County Vehicle Repair/Replacement Reserve for the repair of a damaged Sheriff Road Patrol vehicle; AND BE IT FURTHER

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

Increase:

A31205.54765	Vehicle Accident & Repair	\$2,500.00
A351100	Appropriated Reserves	\$2,500.00

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 4

Amend 2024 Daycare Budget - Department of Social Services

WHEREAS, expenditures for Daycare cases are continuing to increase this year and are expected to exceed the amount appropriated in our 2024 budget; NOW THEREFORE BE IT

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

INCREASE:

Daycare Expenditures

A60105.56055	current \$900,000.00	INCREASE \$450,000.00	new = \$1,350,000.00
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Daycare Revenues

A601043.43655	current \$846,578.00	INCREASE \$450,000.00	new = \$1,296,578.00
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REPORTS

1. Risk Management - County Attorney, Victoria Monty
2. County Administrator Monthly Report
3. Real Property Tax Services Monthly Report
4. December 31, 2023 Finance Reports

PRESENTATION

1. Land Bank Discussion - Katelyn Wright, Executive Director of the Greater Syracuse Land Bank

DISCUSSION ITEMS

1. 2023 Over/Under - 2024 Expenditure Trend

Adjournment