



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 14, 2024

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, NY	Committee Member	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Sandra Price	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
William McGovern	Cortland County, NY	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Chair	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Margaret Mellott		Cortland Standard Reporter	Present	
Katelyn Wright		Executive Director, Greater Syracuse Land Bank	Present	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Amy Buggs	Cortland County, NY	Grants Administrator	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Wendy Sturdevant	Cortland County, NY	Senior Account Clerk of Finance	Remote	

MINUTES

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

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize First Quarter 2024 Sales Tax Distribution - Finance

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF BISCHOFF

RESOLUTION NO.

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

AGENDA ITEM NO. 2 – Adopt Amended County Purchasing Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF NAUSEEF

RESOLUTION NO.

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

AGENDA ITEM NO. 3 – Authorize Use of County Vehicle Repair/Replacement Reserve for Sheriff Vehicle - Sheriff's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF PRICE

RESOLUTION NO.

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

AGENDA ITEM NO. 4 – Amend 2024 Daycare Budget - Department of Social Services

RESULT: APPROVED [UNANIMOUS]

Next: 5/23/2024 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Sandra Price, Committee Member

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

ON MOTION OF VAN DEE

RESOLUTION NO.

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

Daycare Revenues

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

REPORTS

1. Real Property Tax Services Monthly Report

RESULT: COMPLETED

2. December 31, 2023 Finance Reports

RESULT: COMPLETED

3. County Administrator Monthly Report

RESULT: COMPLETED

4. Risk Management - County Attorney, Victoria Monty

RESULT: COMPLETED

EXECUTIVE SESSION

It was MOVED by Mr. Nauseef, seconded by Mr. Waldbauer, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding current litigation, with all legislators, Savannah Hempstead, Ashley Millard, Andrea Herzog, Melanie Vilardi & Victoria Monty permitted to stay in the room. MOTION CARRIED.

An executive session was held from 9:20 a.m. to 9:41 a.m., at which time on motion of Mr. Nauseef, seconded by Mr. Harbin, it was unanimously approved by voice vote to exit executive session.

PRESENTATION

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

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. 2023 Over/Under - 2024 Expenditure Trend

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:02 AM