



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, May 16, 2023

10:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m3a23da11469ee4fb48e2edfbabcd64cf>

Tuesday, May 16, 2023 10:00 AM | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2348 848 1475

Password: XbVDHCUY852

Join by phone

+1-415-655-0001 US Toll

Access code: 234 884 81475

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Sandra Price	☐	☐	☐	
Committee Chair George Wagner	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Vice Chair Christopher Newell	☐	☐	☐	
Committee Member Beau Harbin	☐	☐	☐	
Committee Member Richard Stock	☐	☐	☐	
Committee Member Mitchel Eccleston	☐	☐	☐	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Apr 18, 2023 10:00 AM

RESOLUTIONS

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Amend Resolution No. 311-21/Amended Cortland County Fund Balance Policy

WHEREAS, Resolution No. 334-04 established a Fund Balance Policy, AND

WHEREAS, Resolution No. 58-17 rescinded Resolution No. 334-04 and reestablished the Fund Balance Policy, AND

WHEREAS, Resolution No. 311-21 rescinded Resolution No. 58-17 and replaced the Cortland County Fund Balance Policy, AND

WHEREAS, Resolution No. 148-22 amended the Cortland County Fund Balance Policy, AND

WHEREAS, the Cortland County Legislature, upon recommendation of the Finance and Administration Committee, would like to amend said Fund Balance Policy, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends the Cortland County Fund Balance Policy as attached, AND BE IT FURTHER

RESOLVED, that the attached policy which will become effective upon its adoption by the Cortland County Legislature.

ON MOTION OF WAGNER

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, 2025 (Senate Bill No. 6277, Assembly Bill No. 6588)

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, 2023, 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. 79-23, "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. 6277 and Assembly Bill No. 6588 be enacted to amend New York State Tax Law §1210(i)(12), extending the expiration date from November 30, 2023 to November 30, 2025, 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.

ON MOTION OF WAGNER

AGENDA ITEM NO. 3

Award Bid/Authorize Agreement Thoma Development Consultants Microenterprise Assistance Program (MAP) Administration Services

WHEREAS, the New York State Office of Community Renewal awarded Cortland County funding to support a Microenterprise Assistance Program, AND

WHEREAS, the County advertised requests for proposals for program delivery and grant administration services as prescribed by the New York State Office of Community Renewal, AND

WHEREAS, the following proposal(s) were received,

Thoma Development Consultants
34 Tompkins Street
Cortland New York 13045

\$29,000

Dawood Engineering, Inc.
4250 Crums Mill Road # 301
Harrisburg, PA 17112

\$23,333.19

WHEREAS, the Microenterprise grant provides \$20,000 for program delivery services and \$10,000 for Administration services, AND

WHEREAS, based upon the results of the bid, the Finance and Administration Committee recommends that the bid be awarded to the lowest responsible bidder, AND

WHEREAS, it would be in the best interest of Cortland County to enter into an agreement with Thoma Development Consultants, of 34 Tompkins Street, Cortland, New York, for the program delivery and grant administration services for the Microenterprise Assistance Program, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the County Administrator, upon review and approval as to form by the County Attorney or designee, to execute an agreement with Thoma Development consultants, 34 Tompkins Street, Cortland, New York 13045 for the exclusive purpose of program deliver and administering the Cortland County Microenterprise Grant program as outlined in the previously issued request for proposal.

ON MOTION OF WAGNER

AGENDA ITEM NO. 4

Amend Resolution No. 133-22 - Authorize the Use of Remaining of American Rescue Plan Funding for the Cortland County Courthouse Restoration and Renovations

WHEREAS, Resolution No. 133-22 allocated all unspent American Rescue Plan funds to broadband expansion in Cortland County, AND

WHEREAS, the Buildings and Grounds Committee requested that the Finance and Administration Committee allocate the remaining American Rescue Plan funding to the renovations and restoration at the Cortland County Courthouse instead of broadband, AND

WHEREAS, the Finance and Administration Committee recommends the allocation of the remaining American Rescue Plan funding to the renovations and restoration of the Cortland County Courthouse, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 133-22 be and hereby is amended to allocate all unspent American Rescue Plan funding to the restoration and renovation of the Cortland County Courthouse.

CONSENT AGENDA - Items on the Consent Agenda have been endorsed by the various standing committees. Finance & Administration Committee Members may request any item be pulled from the consent agenda for further discussion and separate vote.

Referred from Ag/Planning/Environmental Committee

ON MOTION OF HARBIN

AGENDA ITEM NO. 1

Create Mobility Coordinator/Abolish Mobility Assistant - Planning Department

WHEREAS, the needs of the Planning Department will be better served by abolishing one part-time position of Mobility Assistant and creating one full-time position of Mobility Coordinator, AND

WHEREAS, the Agriculture/Planning/Environmental Committee recommends the abolishment and creation of these positions, AND

WHEREAS, the 5311 grant will cover 90% of the expenses, with the remaining 10% covered by in-kind services, NOW THEREFORE, BE IT

RESOLVED, that one position of Mobility Assistant (Grade 9, \$18.2559-23.1072/hr, CSEA, 17 hrs/week, competitive class, no benefits) be and hereby is abolished effective May 25, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one position of Mobility Coordinator (Grade 17, \$23.7382-30.0465/hr, CSEA, competitive class, full time with benefits) be created with permission to fill effective May 26, 2023 at 12:01 am with approval to fill, AND BE IT FURTHER

RESOLVED, that this position is dependent on the related grant and will be abolished unless extended by resolution prior to grant funding being exhausted.

Referred from Building & Grounds Committee

Referred from Health & Human Services

ON MOTION OF PRICE

AGENDA ITEM NO. 2

Authorize Agreement for Data Support Specialist/Public Health Fellow Coordinator - Health Department

WHEREAS, Resolution No. 10-23 extended Resolution No. 90-22 giving the Cortland County Health Department permission to enter into a grant with Health Research, Inc. for the New York State Public Health Corps (NYSPHC) Fellowship Program, AND

WHEREAS, Benjamin Love, will provide his technical/data support services and continue his Public Health Fellow Coordinator duties to help administer the deliverables of said grant at a rate of \$36/per hour for a maximum of 35 hours per week plus the cost of any travel and training expenses, AND

WHEREAS, the agreement will be funded from the NYSPHC Fellowship Program grant and will be in effect from 7/1/2023 until 6/30/2024, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, are hereby authorized to execute the agreement for the provision of said services.

ON MOTION OF PRICE

AGENDA ITEM NO. 3

Abolish Two Positions of Case Aide/Create Three Positions of Senior Case Aide - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing two positions of Case Aide and creating three positions of Senior Case Aide, AND

WHEREAS, the Health & Human Services Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that two positions of Case Aide (Grade 7, \$17.1917-21.7603/HR, CSEA, competitive, full time with benefits) be and hereby are abolished effective May 25, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that three positions of Senior Case Aide (Grade 9, \$18.2559-23.1072/HR, CSEA, competitive, full time with benefits) be created with permission to fill effective May 26, 2023 at 12:01 am with approval to fill.

ON MOTION OF PRICE

AGENDA ITEM NO. 4

Create Mental Health Clinician - Mental Health Department

WHEREAS, the needs of the agency will be better served by creating one full-time position of Mental Health Clinician, AND

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

RESOLVED, that one full time position of Mental Health Clinician (CSEA, Grade 26, \$33.0886-41.8817/hr, competitive class, with benefits) be created with approval to fill on May 26, 2023.

Referred from Judiciary & Public Safety Committee

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 5

Create County Police Sergeant (Deputy Sheriff) - Sheriff's Office

WHEREAS, the needs of the Sheriff's Office will be better served by creating one (1) full-time County Police Sergeant (Deputy Sheriff) position, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one (1) position of County Police Sergeant (Deputy Sheriff) (Grade SGT, CPAC Union, \$41.9045/hr, competitive class, 40 hours/week, with benefits) be created with permission to fill effective May 26, 2023 at 12:01 am.

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 6

Create Special Patrol Officers (Security) and Special Patrol Officers (SRO) - Sheriff's Office

WHEREAS, the needs of the Sheriff's Office will be better served by creating two (2) part-time Special Patrol Officers (Security) and four (4) Special Patrol Officers (School Resource Officers) positions, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of these positions, NOW THEREFORE BE IT

RESOLVED, that two (2) positions of Special Patrol Officer (Security) (\$27.93/hour, competitive class, part-time, no benefits) and four (4) positions of Special Patrol Officer (School Resource Officers) (\$30/hr, competitive class, part-time, no benefits) be created with permission to fill effective May 26, 2023 at 12:01 am.

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 7

Award Bid - Computer & Network Equipment - 22 West Court Street - Department of Emergency Response & Communications

WHEREAS, Cortland County's Department of Information Technology solicited bids for new computer and network equipment for the County's 911 center at 22 West Court Street, AND

WHEREAS, funding for this equipment comes from grant awards from the New York State Department of Homeland Security to the Department of Emergency Response & Communications, AND

WHEREAS the following bid results for computer equipment were received by the Clerk of the Legislature's office:

Request for Proposals Computer Workstations and Related Equipment

Pricing Evaluation

April 27, 2023

Item	Description/Minimum specifications	Quantity	Price	Total	Price	Total	Winning Bid Price	Vendor
Adder Boxes	CCS-Pro4	15	\$ 829.04	\$ 12,435.60	\$ 2,551.91	\$ 38,278.65	\$ 12,435.60	ePlus
Monitors, 24"	16:9 IPS panel	70	\$ 217.02	\$ 15,191.40	\$ 300.67	\$ 21,046.90	\$ 15,191.40	ePlus
Monitors, 32"	4k resolution	6	\$ 297.62	\$ 1,785.72	\$ 422.86	\$ 2,537.16	\$ 1,785.72	ePlus
Dispatch Workstations	Microsoft Windows 11 Pro, i9	30	\$ 2,384.62	\$ 71,538.60	\$ 2,587.27	\$ 77,618.10	\$ 71,538.60	ePlus
Microsoft Office		14	\$ 374.26	\$ 5,239.64	\$ 365.25	\$ 5,113.50	\$ 5,113.50	ComSource
Racks, 4 pole		6	\$ 945.00	\$ 5,670.00	\$ 295.90	\$ 1,775.40	\$ 1,775.40	ComSource
Rack mounted UPS	Vertiv Liebert, GXT5LI-5000MVRT3UXLN	6	\$ 7,069.05	\$ 42,414.30	\$ 6,765.00	\$ 40,590.00	\$ 40,590.00	ComSource
UPS rack distribution	Liebert, VPON3202	12	\$ 1,020.62	\$ 12,247.44	\$ 6,765.00	\$ 81,180.00	\$ 12,247.44	ePlus
UPS for workstations	1,500 watts, lithium batteries	10	\$ 256.84	\$ 2,568.40	\$ 1,556.50	\$ 15,565.00	\$ 2,568.40	ePlus
KVM		1	\$ 994.66	\$ 994.66			\$ 994.66	ePlus
Switch equipment	24 port, 10GB, copper	4	\$ 16,023.89	\$ 64,095.56	\$ 16,202.17	\$ 64,808.68	\$ 64,095.56	ePlus
	24 port, 1GB	2	\$ 4,401.42	\$ 8,802.84	\$ 6,175.64	\$ 12,351.28	\$ 8,802.84	ePlus
Optional equipment	Fatpipe WARP - Router Load Balancing	2	\$ 19,906.28	\$ 39,812.55	\$ 36,153.89	\$ 72,307.78	\$ 39,812.55	ePlus
							\$ 229,472.77	ePlus subtotal
							\$ 47,478.90	ComSource subtotal
							\$ 276,951.67	Total

, AND

WHEREAS, it the recommendation of the Judiciary and Public Safety Committee to award the bid to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that ePlus of Rochester, NY is the successful bidder for the above listed equipment in the amount of \$229,472.77, and ComSource of Syracuse, NY is the successful bidder for the listed equipment in the amount \$42,478.90, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized, upon approval of County Attorney or designee, to enter into agreements for said equipment.

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 8

Authorize Agreement with Motorola - Radio Network Upgrade - Department of Emergency Response and Communications

WHEREAS, Cortland County's Department of Emergency Response & Communications was awarded a grant from New York State Department of Homeland Security in the amount of \$5,000,000 in support of improvements to the County's radio system, AND

WHEREAS, the County has received a proposal from Motorola, Incorporated, to upgrade the County's radio network from its current network equipment to Multi-Protocol Label Switching (MPLS) network equipment in the amount of \$327,625.00 and this expense is in support of the grant award, AND

WHEREAS, the MPLS upgrade is the first step in the awarded grant project of installing a radio system redundant prime radio site, AND

WHEREAS, Motorola is qualified as the only company that can support lifecycle upgrades for Motorola Solutions Astro25 systems. Other vendors cannot address lifecycle upgrades due to the complexities and necessary resources needed to assure a mission critical communications system upgrade is performed correctly, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is authorized to execute a contract with Motorola for the upgrade of the County's radio system to MPLS network equipment in the amount of \$327,625.

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 9

Allocate 2022 Fund Balance to Airport Reserve/Amend Resolution No. 269-17 - Highway Department/Cortland County Airport

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

WHEREAS, Resolution No. 269-17 states, "a resolution will be prepared for board approval denoting the amount of loss or gain from the A5610 accounts that will be applied to the Airport Reserve account", AND

WHEREAS, it is the recommendation of the Highway Committee to allow the Finance Director to annually move funds into said Airport Reserve, AND

WHEREAS, the Airport had a gain in 2022 of \$14,171.33, NOW THEREFORE BE IT

RESOLVED, that the Airport Reserve (A386300.ARPT) be increased \$14,171.33 for 2022 gains, AND BE IT FURTHER

RESOLVED, that Resolution No. 269-17 be and hereby is amended to change the second RESOLVED clause to read, "the Finance Director be and hereby is authorized, at the end of each fiscal year, to move gains in A5610 accounts to the Airport Reserve."

ON MOTION OF NEWELL

AGENDA ITEM NO. 10

Create Three (3) Part-Time Wade Pool Attendants - Highway Department

WHEREAS, the needs of the Highway Department will be better served by creating three (3) part-time Wade Pool Attendants (less than 20 hours/week, up to 90 days per year), AND

WHEREAS, the Highway Committee recommends the creation of these positions, NOW THEREFORE BE IT

RESOLVED, that three (3) positions of part-time Wade Pool Attendant (\$15.20/hour (\$1.00 over minimum wage), non-competitive class, part-time less than 20 hours/week, up to 90 days per year, no benefits) be created with permission to fill effective May 26, 2023 at 12:01 am.

Allocate Remaining Funds from Dwyer Park Dock to Dwyer Park Splash Pad - Highway Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 203-22 on September 22, 2022, which authorized the construction of a new dock at Dwyer Memorial Park for a cost not to exceed \$100,000, AND

WHEREAS, the cost of the dock came in under budget due to services provided by the Cortland County Highway Department, AND

WHEREAS, it is the recommendation of the Highway Committee to allocate all unused funding from the Dwyer Park dock project to the wade pool at Dwyer Park, NOW THEREFORE BE IT

RESOLVED, that all unused funding for the Dwyer Park dock project remain in the highway/Dwyer Park budget to be used for the wade pool at Dwyer Park.

Referred from Government Operations Committee**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, 2025 (Senate Bill No. 6274, Assembly Bill No. 6590)**

WHEREAS, the Cortland County Legislature approved 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, 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, 2023), 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. 6274 and Assembly Bill No. 6590, and urges its elected representatives in the Senate and Assembly to support this 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 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. Treasurer Monthly Report
2. December 2022 and March 2023 Finance Reports
3. Real Property Tax Services Monthly Report

DISCUSSION ITEMS

1. Emergency Reserve Fund
2. Village of Marathon Request

Adjournment