



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, May 17, 2022

10:00 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m1d3b379d14e1241b4089c6ef770294de>

Tuesday, May 17, 2022 10:00 am | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2348 467

4590 Password: 4FiBVJB8UM3

Join by phone

+1-415-655-0001 US Toll

Access code: 234 846 74590

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 19, 2022 10:00 AM

RESOLUTIONS

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Authorization to Apply for Microenterprise Grant Funding and to Execute Any Related Agreements - Clerk of the Legislature

WHEREAS, there is grant funding available through the New York State Office of Community Renewal through its Community Development Block Grant Program for Microenterprise funding, AND

WHEREAS, currently Cortland County does not have the ability to provide financial support to small businesses with five or fewer employees through established business development programs, AND

WHEREAS, Cortland County has previously been awarded a Microenterprise grant and has successfully administered said grant and awarded the funds as required,, AND

WHEREAS, the Legislature wishes to support additional approved businesses if such funding is awarded by the New York State Office of Community Renewal, AND

WHEREAS, during the current COVID pandemic small business have suffered, AND

WHEREAS, a county-wide Microenterprise program will help in the County's post-COVID economic recovery, AND

WHEREAS, the Cortland County Legislature previously adopted Resolution No. 265-20 authorizing an agreement with Thoma Development to complete an application for said Microenterprise funding in an amount not to exceed \$4,500.00, AND

WHEREAS, a public hearing will be held on May 26, 2022 before the Cortland County Legislature to determine if there is substantial interest and public support for such a Microenterprise Grant program, NOW THEREFORE BE IT

RESOLVED, That Rob Corpora, as the Cortland County Administrator, is hereby authorized and directed to file an application for microenterprise funds from New York State Homes and Community Renewal, Office of Community Renewal, under the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program for Fiscal Year 2022, AND BE IT FURTHER

RESOLVED, that the County Administrator and Chair of the Legislature, upon review and approval of the County attorney or designee as to form, be and hereby is authorized to enter into and execute a project agreement with the State of New York for the Cortland County Microenterprise Program.

Monthly Reports

1. Bill Talbot - TC3 Financial Update
2. March Financial Reports
3. Real Property Tax Services Monthly Report
4. Treasurer Report May 2022

Discussion Items

1. Heating Fuel Tax
2. Fund Balance Policy
3. ARP Fund Request - Roof Replacement for Village of Marathon

CONSENT AGENDA - Items on the Consent Agenda have been endorsed by the various standing committees. Budget & Finance 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

**Amend 2022 Budget Accept New York State Department of Health State Medicaid SFY 2021-2022
Rural Transit Assistance Funding - Planning Department**

WHEREAS, for more than 20 years the New York State Department of Health provided funds to the Department of Social Services to provide the essential service of providing for and arranging for non-emergency Medicaid transportation service for medical appointments, AND

WHEREAS, the Department of Social Services contracted with First Transit, Inc. for said transportation service which included a State approved method of paying a share of costs for operating public transportation to benefit all Medicaid recipients using the system to get to medical appointments, AND

WHEREAS, in 2010, the State Department of Health was given statutory authority under 365-h of Social Services Law to assume the administrative management of non-emergency transportation from counties and has since mandated that a private Medicaid brokerage system be implemented, which began in Cortland County October 1, 2013, AND

WHEREAS, as a result of the transfer of the administrative management of non-emergency transportation to a private Medicaid brokerage system, First Transit lost 40% of its revenue to operate the public transportation service in Cortland County, AND

WHEREAS, transportation providers throughout New York State lobbied to their State Representatives to provide funding to make up for the loss of funding due to the transfer of the administrative management of non-emergency transportation to a private Medicaid brokerage system, AND

WHEREAS, Former Governor Andrew Cuomo, the New York State Department of Health (NYSDOH) and the New York State Department of Transportation (NYSDOT) had identified a series of action targets to preserve critical access to necessary Non-Emergency Medical Transportation (NEMT) services through a coordinated public transportation system in upstate New York, AND

WHEREAS, one of those action targets is to provide rescue funding to the public transportation service in Cortland County to address the lost revenue as a result of the transfer of the administrative management of non-emergency transportation to a private Medicaid brokerage system, AND

WHEREAS, on May 3, 2022, an emailed letter was sent from the New York State Department of Health by the Office of Health Insurance Programs notifying Cortland County of an electronic payment in the amount of \$368,241 for a State Medicaid payment intended for Rural Transit Assistance purposes enacted as part of the State Fiscal Year 2021-2022 Enacted Budget, AND

WHEREAS, Cortland County has received a Rural Transit Assistance payment in the amount of \$368,241 which will be paid to Cortland County's public transportation provider, First Transit, Inc., NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature authorizes the County Budget and Finance department to release said payment to First Transit and to create the following 2022 budget modification:

	<u>CURRENT</u>	<u>CHANGE</u>	<u>REVISED</u>
Revenue: A563043.43594.RESC	0	\$368,241	\$368,241
Expense: A56305.54815.RESC	0	\$368,241	\$368,241

Referred from Building & Grounds Committee

Referred from Health & Human Services

ON MOTION OF PRICE

AGENDA ITEM NO. 2

Create Position - Food Services Helper (17 Hours/Week)/Accept American Rescue Plan for Nutrition Services Funding/Amend 2022 Budget - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available the sum of \$55,939 under the American Rescue Plan for Nutrition Services, for the period April 1, 2021 through September

30, 2024, through Area Agency on Aging Revenue Account No. A677444.44772 HDC6, AND

WHEREAS, the needs of the agency will be better served by creating one part-time, no benefits, position of Food Service Helper (17 hours/week), AND

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

RESOLVED, that one-part time position of Food Service Helper (17 hours/week, CSEA, Grade 2, \$13.8960-17.5013/HR, labor class) be created with approval to fill on May 27, 2022, AND BE IT FURTHER

RESOLVED, that the 2022 County Budget be and hereby is amended as follows:

Increase:

Revenues:

A677444 44772 HDC6	Federal Aid - HDC6	\$55,939
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Expenses:

A67745 51010 HDC6	Personal Services	\$30,575
A67745 58030 HDC6	FICA	\$2,339
A67745 58040 HDC6	Workers Comp	\$2,239
A67745 54078 HDC6	Fuel	\$8,500
A67745 54007 HDC6	Janitorial Supplies	\$6,500
A67745 54800 HDC6	Program Expense	\$5,786

, 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 Judiciary & Public Safety Committee

ON MOTION OF FAIRCHILD-PRESTON, BENTLEY

AGENDA ITEM NO. 3

Amend 2022 Budget and Transfer Funds to Jail Housed Inmates-Sheriff

WHEREAS, the Cortland County Sheriff's Office has expended the 2022 budget line for Housed Out Inmates, AND

WHEREAS, it is anticipated that the county jail will continue the need to house inmates out, NOW THEREFORE BE IT

RESOLVED, that the 2022 County Budget is hereby amended as follows:

Increase:

Expense:

House Inmates	A31505-54350	\$100,000
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Referred from Highway Committee

Referred from Government Operations Committee

ON MOTION OF STOCK

AGENDA ITEM NO. 4

**Authorize Annual Stipend for Legislative Liaison to Tompkins Cortland Community College -
Legislature**

WHEREAS, Section 5. Liaisons to the Board of Trustees contained within the Bylaws of the Tompkins Cortland Community College Board of Trustees provides the option of designating a non-voting liaison to participate in discussions and present materials upon request, AND

WHEREAS, the role of the liaison requires preparation for, attendance at and travel to numerous meetings throughout the course of the year, AND

WHEREAS, due to the additional responsibilities and time spent by the Legislative Liaison, the Government Operations Committee recommends compensating the Legislative Liaison to the Tompkins Cortland Community College Board of Trustees for performing these duties with a \$2,000 yearly stipend which would not be added to their base salary, NOW THEREFORE BE IT

RESOLVED, that the Legislative Liaison to the Tompkins Cortland Community College Board of Trustees receive an annual \$2,000 stipend for performing the duties of Legislative Liaison to the Tompkins Cortland Community College Board of Trustees effective May 27, 2022.

ON MOTION OF STOCK

AGENDA ITEM NO. 5

Eliminate Civil Service Exam Fees - Personnel/Civil Service

WHEREAS, the Personnel/Civil Service Department charges civil service exam fees (between \$7.50 - \$30.00 per exam) for its civil service exams, AND

WHEREAS, the number of civil service exam participants has been decreasing over the last several years and the County is desirous of attracting more exam candidates by eliminating the exam fee, AND

WHEREAS, the County pays the New York State Department of Civil Service for each exam ordered, NOW THEREFORE BE IT

RESOLVED, that the Personnel/Civil Service Department will no longer require exam participants to pay a civil service exam fee beginning with civil service exams announced after May 26, 2022.

Adjournment