Finance & Administration Committee

Committee Meeting

~ Minutes ~

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

Tuesday, May 18, 2021 | **10:00 AM** | **Board Room**

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair, George Wagner

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Chair,	Present	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Member	Remote	
Richard Stock	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Vice Chair	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Deputy Clerk, Legislature	Present	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Remote	
Laurie Leonard	Cortland County, NY	Deputy Personell Director	Present	
Darrel Tuttle	Cortland County, NY	Deputy Director, Budget and Finance	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Apr 13, 2021 10:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Mitchel Eccleston, Vice Chair
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

RESOLUTIONS

Director of Budget and Finance

AGENDA ITEM NO. 1 – Authorize First Quarter 2021 Sales Tax Distribution - Budget & Finance

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/27/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF WAGNER **RESOLUTION NO.**

Authorize First Quarter 2021 Sales Tax Distribution - Budget & 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 2021 first quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for first quarter 2021 to be $7,951,339.94, AND

WHEREAS, the total amount available for distribution is $7,576,339.94, 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 ($700,000.00) is to be withheld from the quarterly distribution, AND

WHEREAS, Cortland County receives (54%), or $4,091,223.57 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 2021 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	$1,344,800.34	$-0-	$1,344,800.34	$-0-
Cincinnatus, Town of	$64,713.07	$-0-	$64,713.07	$-0-
Cortlandville, Town of	$654,022.36	$-0-	$654,022.36	$-0-
Cuyler, Town of	$57,091.32	($115,000.00)	$-0-	$(57,908.68)
Freetown, Town of	$44,514.36	$-0-	$44,514.36	$-0-
Harford, Town of	$71,001.61	$(70,000.00)	$1,001.61	$-0-
Homer, Town of	$227,985.08	$-0-	$227,985.08	$-0-
Homer, Village of	$161,505.25	$-0-	$161,505.25	$-0-
Lapeer, Town of	$92,638.28	$(310,000.00)	$-0-	$(217,361.72)
Marathon, Town of	$70,054.64	$(30,000.00)	$40,054.64	$-0-
Marathon, Village of	$35,970.35	$-0-	$35,970.35	$-0-
McGraw, Village of	$29,716.72	$-0-	$29,716.72	$-0-
Preble, Town of	$117,247.68	$-0-	$117,247.68	$-0-
Scott, Town of	$70,077.56	$-0-	$70,077.56	$-0-
Solon, Town of	$60,431.28	$-0-	$60,431.28	$-0-
Taylor, Town of	$38,874.84	$(20,000.00)	$18,874.84	$-0-
Truxton, Town of	$83,530.00	$(90,000.00)	$-0-	$(6,470.00)
Virgil, Town of	$205,341.96	$(65,000.00)	$140,341.96	$-0-
Willet, Town of	$55,599.67	$-0-	$55,599.67	$-0-
Total	$3,485,116.37	$700,000.00)	$3,066,856.77	$(281,740.40)

, 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.

AGENDA ITEM NO. 2 – Authorize Transfer of 2020 "Casino Money" to Capital Project Reserve - Finance Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF WAGNER **RESOLUTION NO.**

Authorize Transfer of 2020 "Casino Money" to Capital Project Reserve - Finance Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 315-16 which directed that the Oneida Indian Nation Exclusivity Settlement known as "Casino Money" be placed into a dedicated jail reserve fund, AND

WHEREAS, the Cortland County Finance and Administration Committee recommends moving the funds into the Capital Project Reserve fund, AND

WHEREAS, these funds are recorded into revenue account no. A132543.43014 ("Indian Gaming Settlement"), AND

WHEREAS, the County received $315,526.25 in "Casino Money" in 2020, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 315-16 be and hereby is rescinded, AND BE IT FURTHER

RESOLVED, that $315,526.25 be moved from account A390900, unreserved, unappropriated fund balance, to account A___________, Capital Project Reserve Fund.

Monthly Reports

3. County Admin Monthly Report

RESULT:	**COMPLETED**

4. Finance Department Monthly Budget Report

RESULT:	**COMPLETED**

5. Audit Department Monthly Budget Report

RESULT:	**COMPLETED**

6. Real Property Tax Services Monthly Activities Report

RESULT:	**COMPLETED**

Discussion

7. Update from TC3 Regarding 2021-2022 Budget Development

RESULT:	**COMPLETED**

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 Judiciary & Public Safety Committee

AGENDA ITEM NO. 1 – Amend the 2021 Budget to Accept Bureau of Justice Bulletproof Vest Partnership Grant and Authorize the Associated Contract Agreement - Sheriff's Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF PRICE **RESOLUTION NO.**

Amend the 2021 Budget to Accept Bureau of Justice Bulletproof Vest Partnership Grant and Authorize the Associated Contract Agreement - Sheriff's Department

WHEREAS, the Bureau of Justice Assistance (BJA), funded under the Fiscal Year (FY) 2020 BVP Patrick Leahy Bulletproof Vest Partnership (BVP) solicitation, has awarded the Cortland County Sheriff's Office a FY 2020 grant in the amount of $16,000, AND

WHEREAS, the fiscal period for this grant is April 1, 2020 to August 31, 2022, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget be amended as follows:

		Revised
REVENUE:		
A312043.43306.22BVP	FY 2020 BVP Grant	$16,000
EXPENSE:		
A312055.52015.22BVP	Department Specific Equipment	$16,000

, AND BE IT FUTHER

RESOLVED, that the County Administrator, 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 Bureau of Justice Assistance (BJA) for the $16,000 Bulletproof Vest Partnership 2020 award, 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.

AGENDA ITEM NO. 2 – Authorize Annual Support and Services Agreement with Automon, LLC for Probation Case Load Software - Probation Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF PRICE **RESOLUTION NO.**

Authorize Annual Support and Services Agreement with Automon, LLC for Probation Case Load Software - Probation Department

WHEREAS, the Cortland County Probation Department utilizes the AutoMon LLC digital case load Explorer software for the management of Probation clients, AND

WHEREAS, the Annual Support and Services agreement for said software is due to expire on June 30, 2021, AND

WHEREAS, AutoMon LLC has agreed to provide professional services for a twelve month period at a base rate of $4,576.90 plus $224.14 for each of the 24 actual or registered users, totaling $9,956.26, AND

WHEREAS, Cortland County Probation Director and County Administrator both recommend continuing the use of this software, AND

WHEREAS, funds for this service contract are in the 2021 County Budget in Account No. A31405.54015, Maintenance Agreements in the amount of $9,957, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon approval by the County Attorney or designee, be and hereby is authorized to execute an agreement with AutoMon, LLC, 6621 North Scottsdale Road, Scottsdale, AZ 85250, for a twelve month term commencing July 1, 2021 and concluding June 30, 2022, for maintenance of case load Explorer software and licensing in the Cortland County Probation Department.

AGENDA ITEM NO. 3 – Amend 2021 Budget to Accept 2021 Child Passenger Safety Grant and Authorize Agreement with the New York State Governor's Traffic Safety Committee - Sheriff's Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/27/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF PRICE **RESOLUTION NO.**

Amend 2021 Budget to Accept 2021 Child Passenger Safety Grant and Authorize Agreement with the New York State Governor's Traffic Safety Committee - Sheriff's Department

WHEREAS, the New York State Governor's Traffic Safety Committee, has awarded the Cortland County Sheriff's Office a grant to participate in the statewide "Child Passenger Safety" program, CPS-2021-Cortland Co SO-00185-(012), SA00001925, CFDA# 20.616, and receive grant monies from the State for the period of October 1, 2020 to September 30, 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office accept the grant, and that the 2021 budget be amended to reflect the acceptance of these funds with the following adjustments:

		Current	Change	Revised
Revenue	A31205.44389.21CPS	$0	$1,200	$1,200

Expense	A31205.52015.21CPS Department Specific Equipment	$0	$ 900	$ 900
	A31205.54035.21CPS Education & Training	$0	$225	$225
	A31205.54005.21CPS Office Supplies	$0	$75	$75

, 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, be and hereby is authorized to sign the grant contract with the New York State Governor's Traffic Safety Committee to participate in the statewide "Child Passenger Safety" program. 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/Enviromental Committee

AGENDA ITEM NO. 4 – Appoint Director of Planning -Planning Department

Richard Stock made a motion to enter executive session to discuss the employment history of a specific individual, Ms. Price seconded the motion. All voting in favor, none opposed. The committee entered executive session at 10:20 AM.

Mr. Newel made a motion to return to regular session, Ms. Price seconded the motion. All voting in favor, none opposed the Committee returned to regular session at 10:29 AM.

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH **RESOLUTION NO.**

Appoint Director of Planning -Planning Department

WHEREAS, the Cortland County Legislature has a vacant position of Director of Planning, AND

WHEREAS, the County Administrator and the Agriculture, Planning and Environmental Committee members Kevin Fitch and Chris Newell conducted interviews and offered a recommendation for this appointment, AND

WHEREAS, the County Legislature has received from the County Administrator and the Agriculture, Planning and Environmental Committee the recommendation for appointment of ___________________ as Director of Planning, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _______________ as Director of Planning at an annual salary of $80,536 (Grade 4, Step 5, Management Compensation Plan, non-competitive class) effective May 28, 2021 at 12:01 AM.

AGENDA ITEM NO. 5 – Create Position of Temporary Planning Advisor - Planning Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Mitchel Eccleston, Vice Chair
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH **RESOLUTION NO.**

Create Position of Temporary Planning Advisor - Planning Department

WHEREAS, the needs of the County will be better served by creating one temporary position of Planning Advisor, AND

WHEREAS, the Agriculture, Planning & Environmental Committee and the Finance and Administration Committees recommend the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one temporary position of Planning Advisor, (Management, Grade 4, Step 6, up to 17 hours/week) be created with permission to fill effective May 28, 2021, at 12:01, AND BE IT FURTHER

RESOLVED, that the Planning Advisor position will not be posted and will be filled by the current Director of Planning, AND BE IT FURTHER

RESOLVED, that said position will not exceed eighteen months in duration under Civil Service Law Section 64.3.

AGENDA ITEM NO. 6 – Amend 2021 Budget to Accept New York State Department of Health State Rural Transit Assistance Funding - Planning Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH **RESOLUTION NO.**

Amend 2021 Budget to Accept New York State Department of Health State 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, Governor Andrew Cuomo, the New York State Department of Health (NYSDOH) and the New York State Department of Transportation (NYSDOT) have 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 these 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, 2021, a 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 2020-2021 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 Treasurer's office to release said payment to First Transit and to create the following 2021 budget modification:

	CURRENT	CHANGE	REVISED
Expense: A56305.54815.RESC	0	$368,241	$368,241
Revenue: A563043.43594.RESC	0	$368,241	$368,241

AGENDA ITEM NO. 7 – Authorize Community Development Block Grant Application: CARES Act Funding & Authorize Agreement with Thoma Associates for Associated Grant Writing Services

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH **RESOLUTION NO.**

Authorize Community Development Block Grant Application: CARES Act Funding & Authorize Agreement with Thoma Associates for Associated Grant Writing Services

WHEREAS, there is grant funding available through the New York State Office of Community Renewal through its Community Development Block Grant Program (CDBG) 2020 CARES Act, AND

WHEREAS, in order to be eligible for these funds municipalities must propose activities that meet national objectives and be related to preparing, preventing, and/or responding to the COVID-19 global pandemic as outlined in the grant program guidance, AND

WHEREAS, Cortland County is eligible for these funds, AND

WHEREAS, all program funds must be expended within 12 months of award, AND

WHEREAS, the program requires the submission of a project consultation form as well as other pre-application requirements including holding two pre-requite public hearings, AND

WHEREAS, given the technical nature of this grant application it is recommended to retain the assistance of a professional grant writing services to complete and submit this application by the August 27, 2021 deadline,

WHEREAS, Thoma Development Consultants of 34 Tompkins Street Cortland NY 13045 have submitted a proposal for grant writing services for this application in an amount not to exceed $4500, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the filing of a CDBG CARES Act grant application, AND BE IT FURTHER

RESOLVED, the Legislature hereby directs the Clerk of the Legislature or designee to schedule the requisite public hearings as required for this grant application, AND BE IT FURTHER

RESOLVED, that the Legislature hereby authorizes the County Administrator subject to review by the County Attorney or designee to enter into an agreement with Thoma Associates for the purpose of preparing the aforementioned grant application in an amount not to exceed $4500.00.

Referred from Health & Human Services

AGENDA ITEM NO. 8 – Amend 2021 Budget for Advancing Tobacco Free Communities Grant - Health Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Amend 2021 Budget for Advancing Tobacco Free Communities Grant - Health Department

WHEREAS, Resolution No. 208-19 gave Cortland County Health Department permission to enter into a grant with New York State Department of Health for funding of the Advancing Tobacco Free

Communities Grant, Contract No. C-34796, AND

WHEREAS, for the period of 7/1/20-6/30/21, the contract awarded the Cortland County Health Department $325,000, AND

WHEREAS, in December 2020, these funds were cut by 14%, or $45,500 due to COVID funding restrictions, AND

WHEREAS, Resolution No. 66-21 amended the 2021 budget and accounted for the 14% cut due to COVID restrictions, AND

WHEREAS, in April 2021, New York State rescinded the 14% cut and fully funded the grant for the grant year 7/1/20-6/30/21, NOW THEREFORE BE IT

RESOLVED, that the funds in the 2021 County Budget will be amended as follows:

Increase:		Current	Increase	Balance
A40105.43450.20TBC	ATFC 2021	$206,052	$45,500	$251,552
A40105.52015.20TBC	Equipment	$0	$6,800	$6,800
A40105.54035.20TBC	Educ/Train	$4,850	$2,000	$6,850
A40105.54048.20TBC	Prog Supply	$11,844	$6,700	$18,544
A40105.54060.20TBC	Advertising	$30,825	$15,000	$45,825
A40105.54815.20TBC	Contracted Agency	$74,781	$15,000	$89,781

, 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 and directed to sign an agreement with New York State Department of Health to accept these funds.

AGENDA ITEM NO. 9 – Authorize Agreement with Hillside Children's Services - Department of Social Services

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize Agreement with Hillside Children's Services - Department of Social Services

WHEREAS, the Cortland County Department of Social Services desires to increase and expand the number and types of locally certified foster boarding homes to achieve goals of the federal Families First Law and support children staying in our community, AND

WHEREAS, Hillside Children’s Services is an authorized child welfare service agency with the expertise and ability to recruit, train and certify foster boarding homes, AND

WHEREAS, the $79,500 needed for this Agreement from July 1, 2021 – December 31, 2021 is in the 2021 budget Account A60105.54800 due to the other contracts being canceled and on hold since the budget was finalized, AND

WHEREAS, the initial contract will run for 18 months from July 1, 2021 – December 31, 2022 to allow adequate time for positive results, AND

WHEREAS, the additional funds needed for this Agreement will be built into the 2022 budget, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period July 1, 2021 – December 31, 2022 with Hillside Children's Services in an amount not to exceed $238,200, AND BE IT FURTHER

RESOLVED, that said Agreement shall be cancelled December 31, 2021 should funding not be approved in the 2022 County Budget.

AGENDA ITEM NO. 10 – Amend 2021 Budget to Accept New York State Septic System Replacement Grant and Authorize Contract with New York State Environmental Facilities Corporation and New York State Department of Environmental Conservation - Health Department, Environmental Health Division

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/27/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Amend 2021 Budget to Accept New York State Septic System Replacement Grant and Authorize Contract with New York State Environmental Facilities Corporation and New York State Department of Environmental Conservation - Health Department, Environmental Health Division

WHEREAS, the New York State Department of Environmental Conservation (DEC) and the New York State Environmental Facilities Corporation (EFC) provides grant funding to replace cesspools and septic systems to reduce the environmental and public-health impacts associated with the discharge from cesspools and septic systems, AND

WHEREAS, the DEC/EFC has notified Cortland County that it is eligible for up to $85,000 in grant funding to incentivize the replacement of a cesspool with a septic system, install, replace or upgrade septic systems or septic system components, or install enhanced treatment technologies, including an advanced nitrogen removal system located near priority water bodies, AND

WHEREAS, there is no local match associated with this program, AND

WHEREAS, the County Administrator and Public Health Director both recommend acceptance of this funding and authorize signature of the program contract agreements, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby accepts the New York State Septic System Replacement Grant and amends the 2021 budget accordingly, AND BE IT FURTHER

RESOLVED, the Legislature authorizes the County Administrator upon review and approval of the County Attorney or designee, to execute all required contracts and agreements with the New York

State Department of Environmental Conservation (DEC) and the New York State Environmental Facilities Corporation (EFC) in accordance with the New York State Septic System Replacement Grant.

Referred from Building & Grounds Committee

Referred from Government Operations Committee

AGENDA ITEM NO. 11 – Appoint County Personnel Officer - Personnel/Civil Service Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/27/2021 6:00 PM**
MOVER:	Richard Stock, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF WILSON **RESOLUTION NO.**

Appoint County Personnel Officer - Personnel/Civil Service Department

WHEREAS, the Cortland County Legislature has a vacant position of Personnel Officer AND

WHEREAS, the County Administrator and Government Operations Committee members, Susan Wilson and George Wagner were delegated and conducted interviews and offered a recommendation for this appointment, AND

WHEREAS, the County Legislature has received from the County Administrator and Government Operations Committee the recommendation for appointment of ___________________ as Personnel Officer, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint ________________ as Personnel Officer at an annual salary of $_______ (Grade 3, Step _____ Management Compensation Plan non-competitive class) in accordance with Section 15 of the New York State Civil Service Law, effective May 28, 2021 through November 17, 2022 AND BE IT FURTHER

RESOLVED, that the incumbent shall have the right to return to his/her previous position for one year from appointment, which includes a ninety day notice from the incumbent to return to said position or upon a mutually agreeable time period.

AGENDA ITEM NO. 12 – Reallocate Salary Grade for Personnel Officer - Personnel/Civil Service Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/27/2021 6:00 PM**
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF WILSON **RESOLUTION NO.**

Reallocate Salary Grade for Personnel Officer - Personnel/Civil Service Department

WHEREAS, the County Administrator and the Personnel Officer have reviewed the salary grade for the Personnel Officer, AND

WHEREAS, the County Administrator and the Personnel Officer each recommend that the aforesaid position be reallocated from Grade 3 to Grade 1, NOW THEREFORE BE IT

RESOLVED, that the position of Personnel Officer be and hereby is reallocated from Management / Management Confidential Compensation Employment Policy Grade 3 ($74,005 - $90,037) to Grade 1 ($85,522 - $104,050) effective November 18, 2022.

AGENDA ITEM NO. 13 – Create Position of Personnel Technician Trainee/Personnel Technician - Personnel/Civil Service Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/27/2021 6:00 PM**
MOVER:	Mitchel Eccleston, Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF WILSON **RESOLUTION NO.**

Create Position of Personnel Technician Trainee/Personnel Technician - Personnel/Civil Service Department

WHEREAS, the needs of the Personnel/Civil Service Department will be better served by creating one Personnel Technician Trainee/Personnel Technician position, AND

WHEREAS, the Government Operations Committee has reviewed the request and recommends the creation of this position, NOW THEREFORE, BE IT

RESOLVED, that one Personnel Technician Trainee/Personnel Technician position (Management/Management Confidential Grade 4 $20.2040 - $24.5813, competitive class) be created with permission to fill effective May 28, 2021 at 12:01 a.m.

Referred from Highway Committee

AGENDA ITEM NO. 14 – Amend 2021 Budget to Accept Consolidated Local Street and Highway Improvement Program (CHIPS), PAVE-NY, and Extreme Winter Recovery Program Funds (EWR) & Create Projects, Authorize Transfer of Funds - Highway Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/27/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF NEWELL **RESOLUTION NO.**

Amend 2021 Budget to Accept Consolidated Local Street and Highway Improvement Program (CHIPS), PAVE-NY, and Extreme Winter Recovery Program Funds (EWR) & Create Projects, Authorize Transfer of Funds - Highway Department

WHEREAS, the State of New York has allocated a total of $1,992,702.75 in funding for the Consolidated Local Street and Highway Improvement Program (CHIPS), $555,598.02 under the program known as PAVE-NY, and $369,997.25 in Extreme Winter Recovery (EWR) capital appropriations in the 2021 New York State Budget to help local governments make necessary repairs to highways and bridges, AND

WHEREAS, the allocation of additional revenue to Cortland County is in the amount of $646,861.95 for CHIPS, $259,124.42 for PAVE-NY and $369,997.25 for EWR, AND

WHEREAS, the additional revenue to be received from the State of New York has been recommended by the Cortland County Highway Committee to fund various road rehab projects, AND

WHEREAS, some of the projects already budgeted for the 2021 construction season are substantially finished, AND

WHEREAS, due to additional un-budgeted revenue the totals budgeted for the previously authorized projects needs to be revised, AND

WHEREAS, in light of the additional un-budgeted revenue the County Highway Superintendent recommends the creation and authorization of additional highway repair and maintenance projects on Crains Mills Road, McGraw Marathon Road (section F), Preble Road, Daisy Hollow Road, Paige Green Road and Highland Road, NOW, THEREFORE BE IT

RESOLVED, that in accordance with the County Highway Superintendent's recommendations that the following highway projects be modified or created, AND BE IT FURTHER

RESOLVED, that the 2021 County Budget be amended as follows:

Increase:

CHIPS	D511243.43501	$646,861.95
PAVE NY	D511243.43501.PAVE	$259,124.42
Extreme Winter Recovery	D511243.43501.CEWR	$369,997.25
	Total Revenues	$1,275,983.62

			INCREASE/DECREASE
MAINTENANCE			
PERSONAL SERVICES	D51105.51005		($205,800.00)
MCGRAW MARATHON RD. D			
PERSONAL SERVICES	D51125.51005.	7137	$9,000
EQUIPMENT RENT	D51125.54065.	7137	($31,474)
MATERIALS	D51125.54077.	7137	$31,404
TOTAL			$8,930
MCGRAW MARATHON RD. E			
PERSONAL SERVICES	D51125.51005.	7138	$9,000
EQUIPMENT RENT	D51125.54065.	7138	($31,474)

MATERIALS	D51125.54077.	7138	$31,404
TOTAL			$8,930
MCGRAW MARATHON RD. F			
PERSONAL SERVICES	D51125.51005.	7145	$30,000
EQUIPMENT RENT	D51125.54065.	7145	$35,000
MATERIALS	D51125.54077.	7145	$165,000
TOTAL			$230,000
OTISCO VALLEY			
PERSONAL SERVICES	D51125.51005.	7139	($14,200)
EQUIPMENT RENT	D51125.54065.	7139	($44,908)
MATERIALS	D51125.54077.	7139	($18,148)
TOTAL			($77,256)
WEST KEENEY RD.			
PERSONAL SERVICES	D51125.51005.	7140	$31,700
EQUIPMENT RENT	D51125.54065.	7140	$65,000
MATERIALS	D51125.54077.	7140	($110,000)
TOTAL			($13,300)
EAST RIVER ROAD			
PERSONAL SERVICES	D51125.51005.	7142	($14,700)
EQUIPMENT RENT	D51125.54065.	7142	($15,900)
TOTAL			($30,600)
DAISY HOLLOW			
PERSONAL SERVICES	D51125.51005.	7123	$60,000
EQUIPMENT RENT	D51125.54065.	7123	$75,000
MATERIALS	D51125.54077.	7123	$215,000
TOTAL			$350,000
PREBLE RD.			
PERSONAL SERVICES	D51125.51005.	7146	$35,000
EQUIPMENT RENT	D51125.54065.	7146	$25,000
MATERIALS	D51125.54077.	7146	$125,000
TOTAL			$185,000
CRAINS MILLS RD			
PERSONAL SERVICES	D51125.51005.	7076	$35,000
EQUIPMENT RENT	D51125.54065.	7076	$50,000
MATERIALS	D51125.54077.	7076	$200,000
TOTAL			$285,000
HIGHLAND			
PERSONAL SERVICES	D51125.51005.	7148	$25,000
EQUIPMENT RENT	D51125.54065.	7148	$45,000
MATERIALS	D51125.54077.	7148	$150,000
TOTAL			$220,000
PAGE GREEN RD.			

MATERIALS	D51125.54077.	7149	$200,000
TOTAL			$200,000
HOLD FOR PROJECT ADJUSTMENTS	D51125.54077		$115,079.62
GRAND TOTAL			$ 1,275,983.62

AGENDA ITEM NO. 15 – Amend the 2021 Budget to Transfer Funds and Authorize the Paving of the Dwyer Memorial Park Parking Lot

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/27/2021 6:00 PM**
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF NEWELL **RESOLUTION NO.**

Amend the 2021 Budget to Transfer Funds and Authorize the Paving of the Dwyer Memorial Park Parking Lot

WHEREAS, since its acquisition by the Cortland County Board of Supervisors on September 3, 1941 at a cost of $7500.00 from the Central New York Power Corporation, Cortland County has owned and maintained the 85 acres that has come to be known as Dwyer Memorial Park, AND

WHEREAS, the park continues to see high levels of usage from the public, AND

WHEREAS, the main parking facility has become worn and is need of rehabilitation, AND

WHEREAS, Cortland County will receive federal recovery funds as part of the American Rescue Plan, AND

WHEREAS, the County Highway Superintendent recommends expanding and repaving the parking facilities at Dwyer Memorial Park, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the expansion and repaving of the Dwyer Memorial Park parking facilities at a cost not to exceed $100,000, AND BE IT FURTHER

RESOLVED, the Legislature hereby amends the 2021 budget as follows:

Increase: Account ________ $100,000

Decrease: Account A390900 General Fund Balance $100,000

AND BE IT FURTHER

RESOLVED, that the County General Fund be reimbursed for the cost of this project upon receipt of the federal American rescue plan funds.

Adjourn

Finance & Administration Committee

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

Committee Meeting

~ Minutes ~

Tuesday, April 13, 2021 | **10:00 AM** | **Board Room**

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair, George Wagner

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Chair,	Present	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Member	Remote	
Richard Stock	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Vice Chair	Present	
Eric Mulvihill	Cortland County, NY	Clerk, County Legislature	Present	
Annette Barber	Cortland County, NY	Personnel Director	Present	
Linda Jones	Cortland County, NY	Board Member	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Susan Wilson	Cortland County, NY	Board Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Remote	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Remote	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Remote	
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Remote	
Laura Fox	Cortland County, NY	Real Property Tax Services	Remote	
Ronald J. Van Dee	Cortland County,	Board Member	Present	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Mar 16, 2021 10:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

RESOLUTIONS

County Treasurer

AGENDA ITEM NO. 1 – Reject Bids for Property Tax Foreclosure Auction Services

RESULT:	**APPROVED [UNANIMOUS]** **Next: 4/22/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF WAGNER **RESOLUTION NO.**

Reject Bids for Property Tax Foreclosure Auction Services

WHEREAS, the Cortland County Treasurer advertised and received bids for Property Tax Foreclosure auction services, AND

WHEREAS the County received bids from the following auctioneers;

Absolute Auctions, 45 South Ave. Pleasant Valley NY 12569

Auctions International, 11167 Big Tree Road, East Aurora, NY 14052

Collar City Auctions Realty & Mgmt., 9423 Western Tpke. Delanson, NY 12053

Mel Manasse & Sons Auctionners, LLC., 12 Henry St., PO Box 738, Whitney Point, NY 13862

AND

WHEREAS, the COVID-19 Pandemic has forced a need to reevaluate the manner in which Cortland County property tax foreclosure auctions are conducted; including but not limited to conducting such auctions remotely via the internet, AND

WHEREAS, the scope of the County's request for proposals for property tax foreclosure auctioneer services did not include provisions for remote auctions and were not requested, AND

WHEREAS, it is in the County's best interest to revise the scope of services for property tax foreclosure auctioneer services and advertise accordingly, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby formally rejects all bid proposals for Property Tax Foreclosure Auctioneer services and directs the County Treasurer to revise the scope of services and advertise for Property Tax Foreclosure Auctioneer services for Cortland County tax foreclosure auctions for tax years 2019, 2020, 2021, and 2022.

County Administrator

AGENDA ITEM NO. 2 – Authorize Semi-Annual Mortgage Tax Collections Disbursement to Various Municipalities for the Period of October 1, 2020-March 31, 2021

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 4/22/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF WAGNER **RESOLUTION NO.**

Authorize Semi-Annual Mortgage Tax Collections Disbursement to Various Municipalities for the Period of October 1, 2020-March 31, 2021

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for October 1, 2020-March 31, 2021, has been prepared and submitted by the Cortland County Clerk and has been approved by the NYS Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage between the towns and villages, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature authorize the County Treasurer 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.

Cortland, City of	$249,683.55	
Cncinnatus, Town of	7,692.82	
Cortlandville, Town of	155,769.15	
McGraw, Village of		4,434.94
Homer, Village of		482.06
Cuyler, Town of		9,833.70
Freetown, Town of	6,307.66	
Harford, Town of	6,489.22	
Homer, Town of	38,930.70	

Homer Village of	29,237.23
Lapeer, Town of	10,654.86
Marathon, Town of	7,442.19
Marathon, Village of	4,081.80
Preble, Town of	17,669.44
Scott, Town of	6,709.83
Solon, Town of	6,076.79
Taylor, Town of	897.88
Truxton, Town of	7,424.78
Virgil, Town of	28,128.05
Willet, Town of	3,659.71
TOTAL	$601,606.36

Real Property

Director of Budget and Finance

Manager of Audit and Financial Projects

AGENDA ITEM NO. 2 – Authorize Agreement Between Cortland County and the New York Nurse's Association

RESULT:	**APPROVED [UNANIMOUS]** **Next: 4/22/2021 6:00 PM**
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize Agreement Between Cortland County and the New York Nurse's Association

WHEREAS, the Cortland County and New York State Nurse’s Association (NYSNA) negotiating committees have not been able to meet to negotiate a new contract due to COVID-19, AND

WHEREAS, the parties have agreed to a one year extension of the current contract effective July 1, 2021 to June 30, 2022, AND

WHEREAS, NYSNA has ratified the contract extension, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the extension of the current contract between the County and NYSNA effectively July1, 2021 to June 30, 2022.

Discussion Items

3. Audit Communication Letter

RESULT:	**COMPLETED**

Monthly Reports

4. Finance Department Monthly Report

RESULT:	**COMPLETED**

5. Audit Department Monthly Budget Report

RESULT:	**COMPLETED**

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 Judiciary & Public Safety Committee

AGENDA ITEM NO. 1 – Amend the 2021 Budget Related to the Lease of Sheriff's Department Vehicles - Sheriff's Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 4/22/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF PRICE **RESOLUTION NO.**

Amend the 2021 Budget Related to the Lease of Sheriff's Department Vehicles - Sheriff's Department

WHEREAS, the Cortland County Sheriff's Department leased vehicles in 2020, AND

WHEREAS, due to the impact of the COVID-19 pandemic, the vehicles were not received until December of 2020, and therefore the vehicles were not placed into service until 2021, AND

WHEREAS, the Sheriff's Department incurred expenses for the leased vehicles in 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's 2021 budget be amended as follows:

Increase 2021:

A31205.54301	Leased Equipment	$20,000
A31505.54301	Leased Equipment	$2,500
A31205.54765	Judgment & Claims	$2,240

A359900	Appropriated Fund Balance	$24,740

Referred from Ag/Planning/Enviromental Committee

AGENDA ITEM NO. 2 – Amend 2021 Budget to Accept New York State Operating Assistance (STOA) State Funding Year 2020- 21 "Clean Up" Funding New York State Department of Transportation Federal Section 5311 - Planning Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 4/22/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH **RESOLUTION NO.**

Amend 2021 Budget to Accept New York State Operating Assistance (STOA) State Funding Year 2020- 21 "Clean Up" Funding New York State Department of Transportation Federal Section 5311 - Planning Department

WHEREAS, the Public Transportation Bureau has sent vouchers to the New York State Comptroller that distributes the SFY 2020-2021 State Wide Mass Transportation Operating Assistance (STOA) "Clean Up" payments to the upstate formula bus systems. These payments distribute the remaining 2020-2021 STOA appropriation balances for the upstate formula bus systems, AND

WHEREAS, the County has received SFY 2020-2021 STOA "Clean Up" payment of $89,288.10 from the New York State Department of Transportation under Federal Section 5311 for transit operating assistance AND

WHEREAS, the Budget and Finance has adjusted the Revenue account A563044.44589 to indicate the acceptance of the funding, AND

WHEREAS, the Budget and Finance has adjusted the Expense account A56305.54081, AND

WHEREAS, to continue this program for the period of January 1, 2021 to December 31, 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Board of Legislature authorizes the release said payment to First Transit and create the following 2021 budget modification.

	CURRENT	CHANGE	REVISED
Expense: Bus Operations Program Expense Increase A56305-54800	$772,448	+$89,288.10	$861,736.10
Revenue: 5311 STOA Passenger and Miles Decrease A563044.43589	$516,948	+$89,288.10	$606,236.10

AGENDA ITEM NO. 3 – Create the Position of Cortland County Mobility Manager - Health Department

Do to the excused absence of Mr. Waldbauer a tie vote occurred on this motion. As an ex-offcio member of the Committee Legisaltive Chairman Paul Heider was called upon to break the impasses. Chairman Heider cast a vote in favor of the motion, therefore the motion carried with four ayes and three nays.

RESULT:	**APPROVED [3 TO 3]**
	Next: 4/22/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Christopher Newell, Richard Stock, Mitchel Eccleston
NAYS:	Sandra Price, George Wagner, Beau Harbin
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH **RESOLUTION NO.**

Create the Position of Cortland County Mobility Manager - Health Department

WHEREAS, the needs of the County will be better served by creating one full time position of Mobility Manager, AND

WHEREAS, the funding for this position will be provided through grants, AND

WHEREAS, Agriculture, Planning & Environmental Committee, the Health and Human Services Committee and the Finance and Administration Committees recommend the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one position of Mobility Manager (Management, Grade 11, $41,494-$50,484/year, competitive class) be created effective April 23, 2021 at 12:01 A.M., with approval to fill, AND BE IT FURTHER

RESOLVED, that maintaining said position in the future is contingent upon continued grant funding.

AGENDA ITEM NO. 4 – Authorize the County Administrator to Sign Contracts for Transit Display Advertising on County-Owned Buses - Planning Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 4/22/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH **RESOLUTION NO.**

Authorize the County Administrator to Sign Contracts for Transit Display Advertising on County-Owned Buses - Planning Department

WHEREAS, Cortland County-owned buses have space for transit display advertising, AND

WHEREAS, it is in the best interest of Cortland County for the County Administrator in conjunction with the County Mobility Manager to administer the transit display advertising contracts,

NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized and directed to sign agreements for transit display advertising on County-owned buses.

Referred from Health & Human Services

AGENDA ITEM NO. 5 – Amend 2021 Budget/Authorize Agreement with New York State Office of Mental Health to Accept Systems of Care Mini-Grant Funds - Mental Health Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 4/22/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Amend 2021 Budget/Authorize Agreement with New York State Office of Mental Health to Accept Systems of Care Mini-Grant Funds - Mental Health Department

WHEREAS, the New York State Office of Mental Health has awarded the Cortland County Mental Health Department a Systems of Care Mini-Grant in an amount not to exceed $25,000 to invest in software and equipment for a Systems Of Care platform, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to sign an agreement with the Office of Mental health to accept these funds, AND BE IT FURTHER

RESOLVED that the 2021 Cortland County Budget be amended as follows:

Increase:

Revenue:

A43104.44490.4200 $25,000.00

Expense:

A43105.52060.4200 $25,000.00

Referred from Building & Grounds Committee

Referred from Government Operations Committee

AGENDA ITEM NO. 6 – Authorize Contract with the Cortland Enlarged Central School District for Use Voting Machines for School Board Elections & Budget Vote - Board of Elections

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 4/22/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FAIRCHILD-PRESTON **RESOLUTION NO.**

Authorize Contract with the Cortland Enlarged Central School District for Use Voting Machines for School Board Elections & Budget Vote - Board of Elections

WHEREAS, Resolution No. 92-19 authorized a two-year contract with Cortland County School Districts and the Cortland County Board of Elections to conduct said elections, AND

WHEREAS, the Board of Elections and the Cortland Enlarged City School District wish to enter into a new two year contract, AND

WHEREAS, the County has established rates for the use of voting machines, AND

WHEREAS, all revenue received from the from the rental of said voting machines shall be deposited into account # A145042.41289.SCH, Departmental Fees, School, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is authorized to sign agreements with the Cortland Enlarged City School district for use of voting machines for school board elections and budget vote, AND BE IT FURTHER

RESOLVED, that the term of said agreement shall be for two years.

AGENDA ITEM NO. 7 – Authorize Agreement with Dominion Voting Systems Corporation for Lease of Voting Machines - Board of Elections

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 4/22/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FAIRCHILD-PRESTON **RESOLUTION NO.**

Authorize Agreement with Dominion Voting Systems Corporation for Lease of Voting Machines - Board of Elections

WHEREAS, the Cortland County voting machines have reached the end of their useful life, AND

WHEREAS, The New York State Board of Elections has approved the use of two types of voting machines, AND

WHEREAS, both types of voting systems have gone through very strict certification before being authorized by use in New York State, AND

WHEREAS, after reviewing the Dominion Voting Systems Corporation proposal to lease 33 voting machines for seven years at a cost of $60,295.00 per year, AND

WHEREAS, the Cortland County Board of Elections and the Cortland County Administrator recommends the County Legislature authorize the Dominion proposal and related lease agreement, AND

WHEREAS, the Legislature's Government Operations Committee has reviewed the recommendations of the Board of Elections and the County Administrator, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the County Administrator upon review and approval of the County Attorney or designee to enter into a multi-year agreement with Dominion Voting Systems Corporation at a cost of $60,295.00 per year with cost such agreement to be paid from account #A14505.54065.

AGENDA ITEM NO. 8 – Reallocate Salary Grade for Undersheriff, Director, Area Agency on Aging, and Personnel Department Payroll Coordinator - Personnel Department

RESULT:	**APPROVED [UNANIMOUS]** **Next: 4/22/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF WAGNER **RESOLUTION NO.**

Reallocate Salary Grade for Undersheriff, Director, Area Agency on Aging, and Personnel Department Payroll Coordinator - Personnel Department

WHEREAS, the County Administrator and the Personnel Officer have reviewed the salary grade for Undersheriff, Area Agency on Aging Director, and Payroll Coordinator (Personnel Department), AND

WHEREAS, the County Administrator and the Personnel Officer each recommend that the aforesaid positions be reallocated as follows:

Undersheriff - Grade 3 to Grade 2

Area Agency on Aging Director - Grade 5 to Grade 4

Payroll Coordinator - Grade 4 Management Confidential to Grade 5 Management Confidential,

NOW, THEREFORE, BE IT

RESOLVED, that the aforementioned positions are hereby reallocated in the Management/Management Confidential Compensation Employment Policy as follows:

Undersheriff - Grade 3 $74,005 - $90,037 to Grade 2 $79,554 - $96,791

Area Agency on Aging Director - Grade 5 $64,039 - $77,913 to Grade 4 $68,842 - $83,755

Payroll Coordinator - Grade 4 $20.2040 - $24.5813 Management Confidential to Grade 5 $21.8569 - $26.5925 Management Confidential

AND BE IT FURTHER

RESOLVED, that the effective date is April 23, 2021.

AGENDA ITEM NO. 9 – Reclassification of Fiscal Officers to Fiscal Managers in the Highway and Public Health Departments - Personnel Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 4/22/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF FAIRCHILD-PRESTON **RESOLUTION NO.**

Reclassification of Fiscal Officers to Fiscal Managers in the Highway and Public Health Departments - Personnel Department

WHEREAS, the needs of the Highway and Health departments will be better served by reclassifying two positions of Fiscal Officer, one in the Highway Department and one in the Public Health Department, AND

WHEREAS, the County Administrator and Personnel Officer have reviewed the duties of these positions and recommend that the positions be re-classified to the position of Fiscal Manager to reflect the expanded duties, AND

WHEREAS, the Highway, Health and Human Services, Government Operations, and Finance Administration committees have reviewed the recommendations of the County Administrator and Personnel Officer, NOW, THEREFORE, BE, IT

RESOLVED, that two positions of Fiscal Officer (Grade 10, $44,607-$54,272 Management Compensation competitive class) be and hereby are abolished effective April 22, 2021 at 12:00 p.m, AND BE IT FURTHER

RESOLVED, that two positions of Fiscal Manager (Grade 9, $47,952 - $58,341 Management Compensation competitive class) be created effective April 23, 2021 at 12:01 a.m., AND BE IT FURTHER

RESOLVED, that the current incumbents will fill the newly created positions.

Referred from Highway Committee

AGENDA ITEM NO. 10 – Authorize 2021 Landfill Tipping Fee Credit for Municipalities - Highway Department, Division of Solid Waste

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 4/22/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF NEWELL **RESOLUTION NO.**

Authorize 2021 Landfill Tipping Fee Credit for Municipalities - Highway Department, Division of Solid Waste

WHEREAS, the Municipalities of Cortland County will be better served by authorizing a credit to be used at the Cortland County Landfill for the disposal of wastes other than garbage at no charge, AND

WHEREAS, the County Administrator and County Highway Superintendent recommend that there be a no tipping fee 30-ton limit per Municipality, AND

WHEREAS, the Cortland County Landfill no longer accepts tires at their facility, AND

WHEREAS, the Superintendent of the Highway Department is to be authorized to establish a credit for each municipality to dispose of wastes at no charge, NOW THEREFORE BE IT

RESOLVED, that Superintendent of the Highway Department shall provide each municipality in Cortland County a credit of $2,400.00 for 2021 and allow said municipalities to dispose of their wastes other than garbage at the Cortland County Landfill, AND BE IT FURTHER

RESOLVED, that only authorized municipal representatives utilizing authorized municipal vehicles may bring the waste to the County Landfill in order to make use of the above referenced credit, AND BE IT FURTHER

RESOLVED, that any metal objects (including white goods), construction and demolition waste, and tree wastes shall be separated by category at the landfill site by the municipality making delivery, AND BE IT FURTHER

RESOLVED, that tires shall be excluded as an item that is accepted from the Municipalities wishing to utilize the amnesty credit, AND BE IT FURTHER

RESOLVED, that the Superintendent of the Highway Department shall furnish the Legislature with an accounting of all wastes delivered to the landfill utilizing the amnesty credit.

AGENDA ITEM NO. 11 – Award Engineering Construction Inspection Services for Replacement of the Loring Crossing Over Tioughnioga River, PIN 3755.43; (BIN 3312300) Bridge Replacement Project - Highway Department

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 4/22/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF NEWELL, BISCHOFF **RESOLUTION NO.**

Award Engineering Construction Inspection Services for Replacement of the Loring Crossing Over Tioughnioga River, PIN 3755.43; (BIN 3312300) Bridge Replacement Project - Highway Department

WHEREAS, Cortland County has been awarded $4,258,772.00 in Locally Administered Federal funding under the BRIDGE-NY Program to design and construct the replacement of the Loring Crossing Bridge, AND

WHEREAS, the Cortland County Legislature has accepted the funding for said project by Resolution # 9-19, AND

WHEREAS, the Highway Department solicited and received proposals from firms interested in providing Professional Engineering services for said project, AND

WHEREAS, the Highway Committee appointed a Selection Committee to review said proposals and make a recommendation to the Highway Committee of a firm that would best provide Professional Engineering Services, AND

WHEREAS, the Cortland County Legislature approved an agreement with Barton & Loguidice Engineers, DPC for design of said project by Resolution 11-19, AND

WHEREAS, the Highway Committee recommends Barton and Loguidice Engineers, DPC for the Construction Inspection Services for the said project, AND

WHEREAS, the funding for said services is budgeted in the 2021 Capital Projects Budget, AND

WHEREAS, the amount of the Construction Inspection for said services is $287,000.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Supplemental Agreement # 1 with Barton and Loguidice Engineers, DPC for Construction Inspection Services to the Cortland County Highway Department for an amount not to exceed $287,000.00, AND BE IT FURTHER

RESOLVED, that the County Administrator upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute a contract agreement with Barton and Loguidice Engineers, DPC, 443 Electronics Parkway, Liverpool, NY 13088 for Professional Services for the Construction Inspection of the Loring Crossing Bridge (BIN 3312300) Replacement.

AGENDA ITEM NO. 12 – Amend the 2021 Budget to Reallocate 2020 Airport Fund Balance to Airport Reserve - Highway Department/Cortland County Airport

RESULT:	**APPROVED [UNANIMOUS]** **Next: 4/22/2021 6:00 PM**
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Eccleston
EXCUSED:	Eugene Waldbauer

ON MOTION OF NEWELL **RESOLUTION NO.**

Amend the 2021 Budget to Reallocate 2020 Airport Fund Balance to Airport Reserve - 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, the Airport gain in 2020 was $59,621.22, AND

WHEREAS, a Board resolution is required annually to move the funds into said Airport Reserve, NOW THEREFORE BE IT

RESOLVED that the Airport Reserve (A386300.ARPT) be increased $59,621.22 for 2020 gains.

Adjourn

OFFICE OF THE COUNTY ADMINISTRATOR
CORTLAND COUNTY
60 CENTRAL AVENUE, SUITE 316
CORTLAND, NEW YORK 13045
607-753-5083 (phone)
607-756-3489 (fax)

Robert J. Corpora
County Administrator
rcorpora@cortland-co.org

Brooke S. Cummings
Confidential Secretary
bscummings@cortland-co.org

County Administrators
Monthly Report for April 2021

May 14, 2021

1. **COVID-19 Responses**
   a. FEMA
      i. Several projects open and gathering information - lead by Andrea Herzog
         1. Clinics
         2. County wide expenses
      ii. Submitted project – COVID testing. Waiting for final approval from FEMA
   b. PODS/Clinics
   c. Hotline – Phone bank closed. Line still being answered to County Administration and Legislature Clerk Office
   d. Reopening County buildings to the public
      i. I do not see a re-opening prior 6/30/2021
      ii. Guidance is easing rather quickly and being a public service buildings we need to be prepared to open our doors to public traffic in a safe way.
2. **Budget**
   a. 2020 Status
      i. AUD is filed.
      ii. External Audit is being prepared.
      iii. Finished year better than expected. With all the steps taken in 2020 to reduce expenses we were able to finish the year with an un-audited loss of only $637,581 instead of the budget loss of $1.9m.
   b. 2022 Budget Process
      i. Preparation timeline will be out in June.
      ii. Will be unique year coming out of pandemic.
   c. ARP Stimulus funding
      i. Gathering justification information from departments
      ii. General guidance was just received and forwarded to all Legislators.
      iii. Meetings will be scheduled as we move along this process.
   d. The County will be receiving a full refund of all Unemployment Insurance funds paid out in 2020. This amounts to about $283,000.
3. **Personnel**
   a. Director of Planning vacancy – Appoint resolution on May's agenda
   b. Personnel Officer retirement – Appoint resolution on May's agenda
   c. County Attorney retirement
      i. According to NYS County Law the next in command will take over as County Attorney during vacancies. This is the Chief County Attorney.

ii. Position advertised

d. Clerk of the Legislature resignation – Position advertised
e. Problems recruiting people
    i. We are having problems recruiting people at all levels of employment
    ii. So far we have hired 2 of 12 seasonal workers for Highway
    iii. Other positions take much longer than expected to even get applications.
f. Management Compensation Plan update – Many practices that have been used over the years have been memorialized and some new practices that will help with recruitment and retention of current employees.

4. Workers Compensation

a. Revision to Local Law
b. Scheduled meeting on May 25th @ 6pm with participants
c. Settlement meetings with PERMA
    i. Personnel Officer, County Attorney and County Administrator along with representatives from PERMA meet at least monthly to discuss possibility and status of settling cases.
    ii. Working toward the ability for the Plan to purchase an Assumption of Loss Policy to reduce all municipalities' liabilities moving forward.

5. Rules of Order Updates

6. County Vehicles

a. Inventorying County vehicles
b. Administering the Enterprise vehicle lease

7. AAA Senior Centers

a. Many meetings working with AAA to develop a new concept to move forward to re-open Senior Community spaces.
b. Starting to roll out to the municipalities and/or other agencies in the community that would like to participate.

8. Transition to new Main entrance @ COB

a. Working with departments for transition to new space when restrictions are lifted and we open the doors to the public.

9. Administration Policies

a. Reviewing current policy manuals and indexing
b. Converting to new format
c. Reviewing for updating and obsolete policies

munis a tyler erp solution

04/29/2021 11:42 | Cortland County | P 1
aherzog | YEAR-TO-DATE BUDGET REPORT | glytdbud

FOR 2021 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A13105 BUDGET & FINANCE							
A13105 51005 PERSONAL SERVICES	273,164	0	273,164	78,111.63	.00	195,052.58	28.6%
A13105 54000 TELEPHONE	848	0	848	186.04	.00	661.96	21.9%
A13105 54001 COPYING/PRINTING	700	0	700	413.41	.00	286.59	59.1%
A13105 54005 Office Materials &	3,000	0	3,000	954.11	.00	2,045.89	31.8%
A13105 54015 Maintenance Agreem	54,557	0	54,557	53,546.74	.00	1,010.62	98.1%
A13105 54020 POSTAGE	3,000	0	3,000	587.63	.00	2,412.37	19.6%
A13105 54035 EDUCATION & TRAINI	4,000	-421	3,579	143.79	62.00	3,373.05	5.8%
A13105 54040 ASSOC/MEMBERSHIP D	400	200	600	600.00	.00	.00	100.0%
A13105 54045 Travel & Sustenanc	500	0	500	.00	.00	500.00	.0%
A13105 54055 PROFESSIONAL SERVI	48,750	0	48,750	5,000.00	37,500.00	6,250.00	87.2%
A13105 54060 LEGAL NOTICES / AD	50	0	50	.00	.00	50.00	.0%
A13105 54070 Liability Insuranc	2,316	89	2,404	2,404.37	.00	.00	100.0%
A13105 54213 I/D COPIER	565	0	565	141.30	.00	423.90	25.0%
A13105 58020 RETIREMENT	38,243	0	38,243	.00	.00	38,242.96	.0%
A13105 58030 FICA	20,897	0	20,897	5,527.47	.00	15,369.57	26.5%
A13105 58040 WORKERS COMP	9,975	133	10,108	10,107.58	.00	.00	100.0%
A13105 58060 HEALTH INS	69,853	0	69,853	21,399.26	.00	48,453.32	30.6%
A13105 58062 DENTAL INS	361	0	361	111.14	.00	249.82	30.8%
A13105 58065 VISION CARE BENEFI	78	0	78	23.95	.00	54.45	30.5%
TOTAL BUDGET & FINANCE	531,258	0	531,258	179,258.42	37,562.00	314,437.08	40.8%
TOTAL EXPENSES	531,258	0	531,258	179,258.42	37,562.00	314,437.08	
GRAND TOTAL	531,258	0	531,258	179,258.42	37,562.00	314,437.08	40.8%

** END OF REPORT - Generated by Andrea Herzog **

Attachment: Finance Department Budget vs Actual to 4-28-21 (8485 : Finance Department Monthly

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

ACCOUNTS FOR: A GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A13205 County Auditor								
A13205 51005	PERSONAL SERVICES	78,462	0	78,462	22,548.67	.00	55,913.38	28.7%
A13205 54000	TELEPHONE	150	0	150	46.56	.00	103.44	31.0%
A13205 54001	COPYING/PRINTING	100	0	100	.00	.00	100.00	.0%
A13205 54005	Office Materials &	250	0	250	.00	.00	250.00	.0%
A13205 54035	EDUCATION & TRAINI	500	0	500	299.00	.00	201.00	59.8%
A13205 54040	ASSOC/MEMBERSHIP D	100	0	100	.00	.00	100.00	.0%
A13205 54045	Travel & Sustenanc	200	0	200	.00	.00	200.00	.0%
A13205 54070	INSURANCE	210	0	210	218.45	.00	-8.05	103.8%*
A13205 58020	RETIREMENT	10,985	0	10,985	.00	.00	10,984.69	.0%
A13205 58030	FICA	6,002	0	6,002	1,600.01	.00	4,402.34	26.7%
A13205 58040	WORKERS COMP	1,995	0	1,995	2,021.52	.00	-26.52	101.3%*
A13205 58060	HEALTH INS	18,275	0	18,275	5,623.28	.00	12,651.96	30.8%
A13205 58062	DENTAL INS	90	0	90	27.84	.00	62.40	30.9%
A13205 58065	VISION CARE BENEFI	20	0	20	6.00	.00	13.60	30.6%
TOTAL County Auditor		117,340	0	117,340	32,391.33	.00	84,948.24	27.6%
TOTAL GENERAL FUND		117,340	0	117,340	32,391.33	.00	84,948.24	27.6%
	TOTAL EXPENSES	117,340	0	117,340	32,391.33	.00	84,948.24	

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Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	117,340	0	117,340	32,391.33	.00	84,948.24	27.6%

** END OF REPORT - Generated by Stephen Trobert **

CORTLAND COUNTY
REAL PROPERTY TAX SERVICES

60 CENTRAL AVENUE
CORTLAND, NY 13045

April Activities Review:

- Prepared 2021 Tentative Rolls for all 15 towns/1 city in Cortland County which included: Updating *Real Property System Version 4* program to reflect upcoming Tentative Roll i.e.: Equalization Rates, Change in Assessments, LOA's (level of assessment), STAR certified amounts, Agricultural Land Values.
- Printed 2021 *Change of Assessment* notices for the assessor's offices.
- Trained 8 new/reappointed *Board of Review* members in order for towns to perform their duties at Grievance Day.
- Updated and verified all mapping changes, consolidations and splits in preparation for 2021 tentative roll.
- Maintained, edited and finalized 505 tax maps for tentative roll.
- Processed 86 deeds for the month of March, including 7 property splits.
- Assisted 15 individuals and businesses with purchasing a subscription to Image Mate online.
- Assisted 4 individuals with purchasing tax maps.
- Created 58 Sales Cards for local Realtors.
- Trained our assistant in running tentative rolls and *Board of Review*.
- Answered numerous phone calls relating to Real Property.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Cortland Finance & Administration Committee Update

May 18, 2021

Today's Expectations

- 2021-22 is the Year of Transformation in what might be a Paradigm Shift
  - Requires all Discretionary Funding Directed at Enrollment & Revenue Growth
- Subjects discussing are Work-in-Progress and are subject to change
  - Discussing early enough to establish preferred direction, wants, and support
- Today's materials are covered at a high level to provide a baseline picture
  - Separate meetings to dive deeper into specific areas are welcomed
  - Subjects can be scheduled to be covered throughout the year
- Business/Budget Planning around proper level and sources of:
  - Funding to Revive, Expand, Build Programs and/or Services
  - Funding to Promote the College and its Programs and/or Services to:
    - Sponsor Counties for whom we serve
    - Non-Sponsor Counties from where we generate the majority of our revenue

Financial Updates

- 2019-20 NYS Community College Financial Benchmarks
  - Student Revenue: 39.4%, Average 41.0%
  - NYS Aid Revenue: 31.5%, Average 27% (inflated by Concurrent)
  - Non-Sponsor County Revenue: 14.2%, Average 10% (inflated by Residential & Concurrent)
  - Sponsor County Revenue: 14.8%, Average 22%
  - Operating Expenses per FTE: TC3 $10,839 (lowest of CCs), Average $13,163
- 2020-21 NYS Community Colleges Full-time Equivalent (FTE) Changes
  - TC3 14.2% reduction, NY average 12.1% reduction, 9.4% reduction nationally
- 2020-21 EOY is Forecasted at $.3M Favorable to Budget (+-$300K)
  - Excludes any withdrawals from Federal Grants: CRRSA ($3.3M) & ARP ($3.8M)

TOMPKINS CORTLAND COMMUNITY COLLEGE

2021-22 Budget Update

- 2021-22 Operating Expectations
  - Full Face-to-Face Classes resuming
  - Enrollments: Total FTEs drop only 1.6% but Core drops by 10%
  - Revenue is expected to further drop on top of prior year's losses
  - Expenses are expected to rise naturally as face-to-face classes resume and students are engaged on campus.
  - Fed's grants expected to cover short-term revenue shortfalls, CRRSA $3.3M, and ARP $3.8M
  - 2021-22 Transformative Year w/focus on Revenue, Enrollment, Student Needs, & Community Needs
  - Lack Funding solution for Capital Improvements which will further negatively impact enrollments and or draw funds away from programs & services

TOMPKINS CORTLAND COMMUNITY COLLEGE

Enrollment Focus

- Increasing Lead Conversions
  - Swim Digital Assessing Enrollment Mgt., Processes & Organizational Needs
  - Installing a Customer Relationship Management (CRM) Tool
- Increasing Lead Generation
  - Sonar Assessing Market Presence
  - Advertising, Promotion & Organizational Needs
- Budgeting: Aligning Expenses More w/Segments Needs
- Continuing with Assessing Academic Programs
- Evaluating Adding New Academic Programs

TOMPKINS CORTLAND COMMUNITY COLLEGE

Revenue Focus

- Programs/Markets Opportunities
  - Expand Workforce Development Programs
  - Expand Health & Wellness Support
  - Introduce New Medical Related Micro-Programs if not accepted to Nursing
  - Create E-Sports Athletic Program
  - Promote Existing Paralegal Program
  - Expand and Promote Veterans Programs
  - Revitalize Global after Pandemic Shutdown
- Promote to and Attract Non-Sponsor Enrollments
  - Greatest Revenue Contributions fund local programs ($8K per FTE)
  - Athletic Teams account for almost 10% of Core Enrollments
  - Residential contributes greatest

TOMPKINS CORTLAND COMMUNITY COLLEGE

Revenue Focus (continued)

- Promote Need for NYS Base Aid Funding Model that supports part-time students and Community College student diverse needs
  - Needs include: Time Mgt., Advising, Health & Wellness Counseling
  - FTE funding is obsolete
- Establish new Resources to apply for Grants (e.g., National Science Foundation)
- Actively support any Federally Sponsored Grants (e.g., Infrastructure, "Free" Community College)

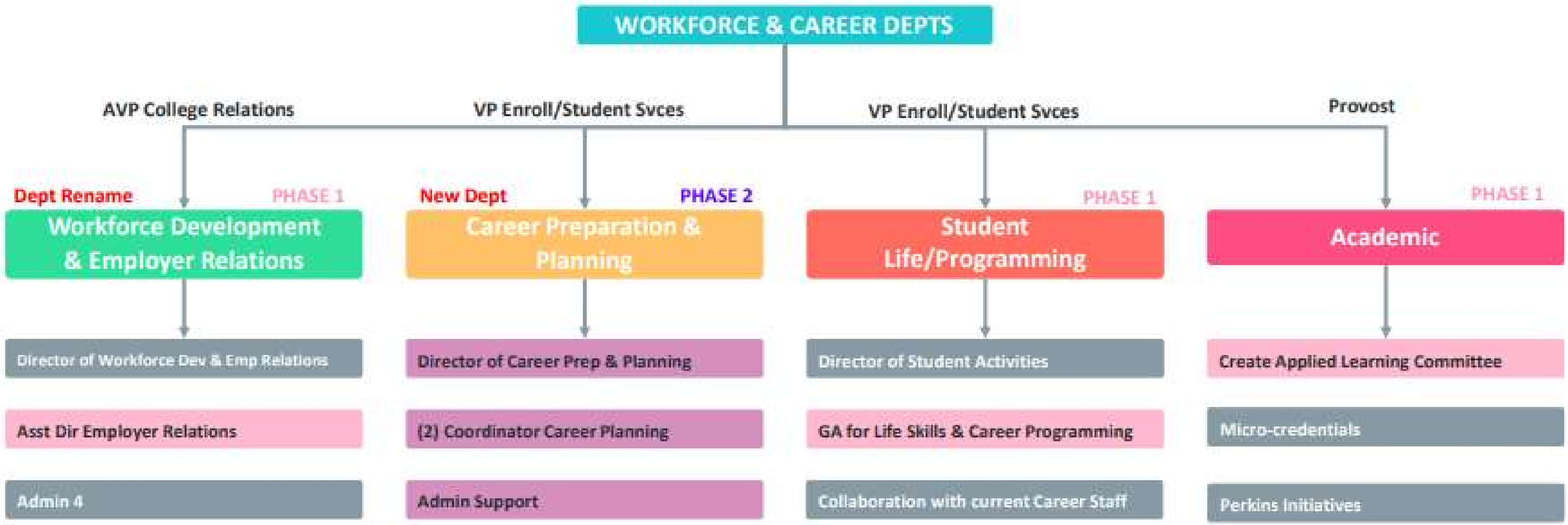
TOMPKINS CORTLAND COMMUNITY COLLEGE

Multi-Year Outlook

- 1-2 Years to materially see Revenue Benefits from New Revenue Generating Business Plans
- 2-3 Years to Recover Enrollment Losses in Desired Mix to balance Sponsor Needs with Revenue Generation
- Require Seed Funds in 2021-22 to Design and Launch New Revenue Generating Business Plans
- Capital Funds Required in 2021-22 (Master Plan will outline multi-year needs)
- CRRSA and ARP Grants held to support Revenue Shortfalls until New Revenue Generating Business Plans Replace Lost Revenues

TOMPKINS CORTLAND

Appendix 1: Workforce & Career Depts.



MAIN GOALS

- Relationships with local employers
- Focus on employer needs
- Redefine Biz – integrate into TC3
- To connect students and alumni with applied learning and employment opportunities.

MAIN GOALS

- Named location – students know where to go for career support
- Eliminates dual roles in Student Success with student advising
- To build a brand of career-ready students at TC3 that make thoughtful career planning decisions that set them up to be successful in the working world

MAIN GOALS

- Visible, accessible career focused programming
- Student development background

MAIN GOALS

- Create formal connections to faculty who are engaged in applied learning
- Provide support and collaboration for Perkins initiatives
- Align career focused work with Guided Pathways

TOMPKINS CORTLAND COMMUNITY COLLEGE

Appendix 2: Enrollments Mix Shifting

- Should the College increase investments to attract students outside of Sponsoring Counties to Supplement Sponsor Related Expenses?
  - Today, Sponsoring Counties represent a greater portion of total full-time students, even pre-COVID (39% to 47%), placing a higher burden to cover student support services & overhead.
  - Loss in Non-Sponsor Count students result in incremental lost revenues (County Charge Backs)
  - Loss from downstate (252 to 102 pre-COVID) result in loss of both county charge-backs and residential revenues needed by Foundation to maintain dorms and market

Full-Time Student Count (Not FTEs & excludes Concurrent) - Fall Semesters

Counties		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Sponsor	%	39%	43%	42%	40%	41%	41%	47%	46%
	Count	324	335	329	285	254	240	254	156
Donut	%	16%	18%	17%	20%	19%	21%	19%	25%
	Count	136	141	130	144	121	122	103	84
Down State	%	31%	29%	29%	25%	26%	22%	19%	9%
	Count	252	227	226	182	163	129	102	31

TOMPKINS CORTLAND COMMUNITY COLLEGE

Cortland Finance & Administration Committee Update

May 18, 2021

TOMPKINS CORTLAND COMMUNITY COLLEGE

Today's Expectations

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TOMPKINS CORTLAND COMMUNITY COLLEGE

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TOMPKINS CORTLAND COMMUNITY COLLEGE

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- Programs/Markets Opportunities
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  - Expand Health & Wellness Support
  - Introduce New Medical Related Micro-Programs if not accepted to Nursing
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Revenue Focus (continued)

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TOMPKINS CORTLAND COMMUNITY COLLEGE

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Appendix 1: Workforce & Career Depts.

WORKFORCE & CAREER DEPTS

AVP College Relations

Dept Rename — PHASE 1

Workforce Development & Employer Relations

- Director of Workforce Dev & Emp Relations
- Asst Dir Employer Relations
- Admin 4

VP Enroll/Student Svces

New Dept — PHASE 2

Career Preparation & Planning

- Director of Career Prep & Planning
- (2) Coordinator Career Planning
- Admin Support

VP Enroll/Student Svces

PHASE 1

Student Life/Programming

- Director of Student Activities
- GA for Life Skills & Career Programming
- Collaboration with current Career Staff

Provost

PHASE 1

Academic

- Create Applied Learning Committee
- Micro-credentials
- Perkins Initiatives

MAIN GOALS (Workforce Development & Employer Relations)

- Relationships with local employers
- Focus on employer needs
- Redefine Biz – integrate into TC3
- To connect students and alumni with applied learning and employment opportunities.

MAIN GOALS (Career Preparation & Planning)

- Named location – students know where to go for career support
- Eliminates dual roles in Student Success with student advising
- To build a brand of career-ready students at TC3 that make thoughtful career planning decisions that set them up to be successful in the working world

MAIN GOALS (Student Life/Programming)

- Visible, accessible career focused programming
- Student development background

MAIN GOALS (Academic)

- Create formal connections to faculty who are engaged in applied learning
- Provide support and collaboration for Perkins initiatives
- Align career focused work with Guided Pathways

TOMPKINS CORTLAND COMMUNITY COLLEGE

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Tompkins Cortland Community College

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TOMPKINS CORTLAND COMMUNITY COLLEGE

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- Increasing Lead Conversions
  - Swim Digital Assessing Enrollment Mgt., Processes & Organizational Needs
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Tompkins Cortland

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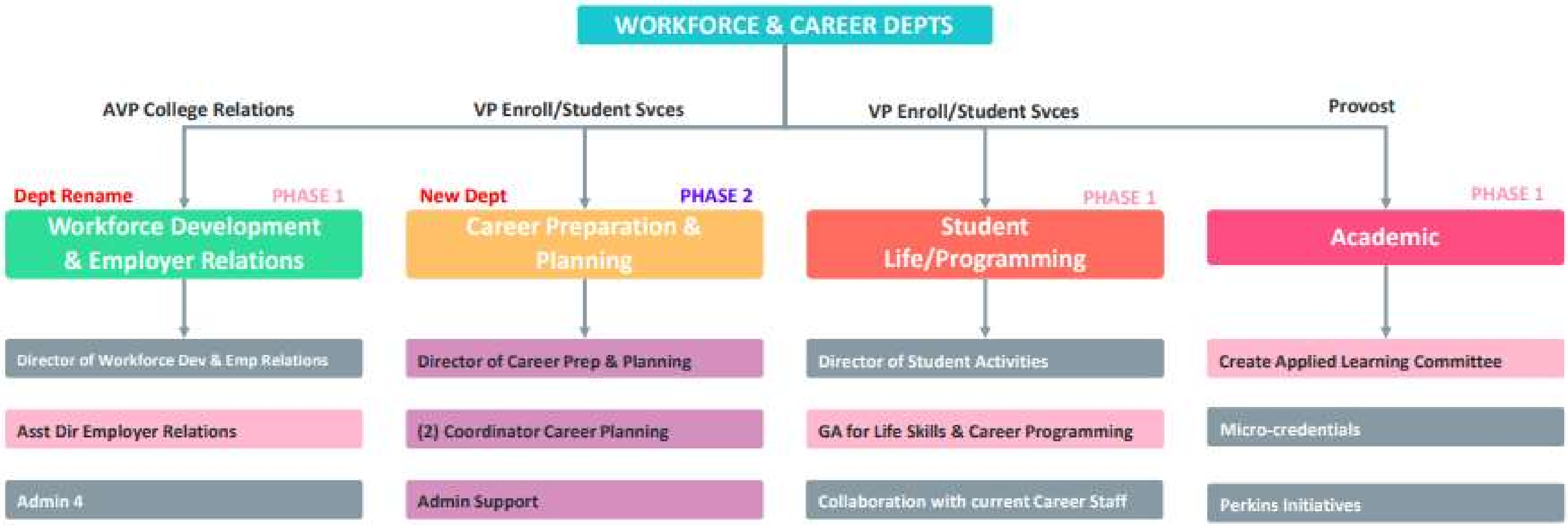

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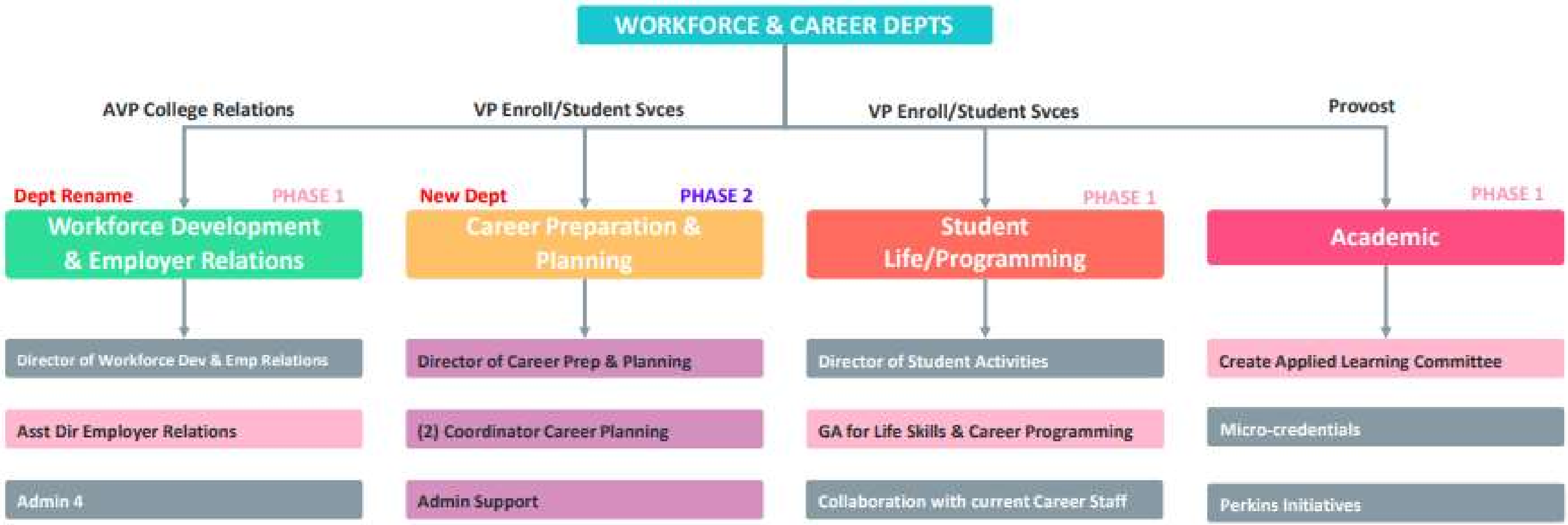

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Appendix 1: Workforce & Career Depts.

WORKFORCE & CAREER DEPTS

AVP College Relations — Dept Rename — PHASE 1

Workforce Development & Employer Relations

- Director of Workforce Dev & Emp Relations
- Asst Dir Employer Relations
- Admin 4

MAIN GOALS

- Relationships with local employers
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VP Enroll/Student Svces — New Dept — PHASE 2

Career Preparation & Planning

- Director of Career Prep & Planning
- (2) Coordinator Career Planning
- Admin Support

MAIN GOALS

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VP Enroll/Student Svces — PHASE 1

Student Life/Programming

- Director of Student Activities
- GA for Life Skills & Career Programming
- Collaboration with current Career Staff

MAIN GOALS

- Visible, accessible career focused programming
- Student development background

Provost — PHASE 1

Academic

- Create Applied Learning Committee
- Micro-credentials
- Perkins Initiatives

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TOMPKINS CORTLAND COMMUNITY COLLEGE

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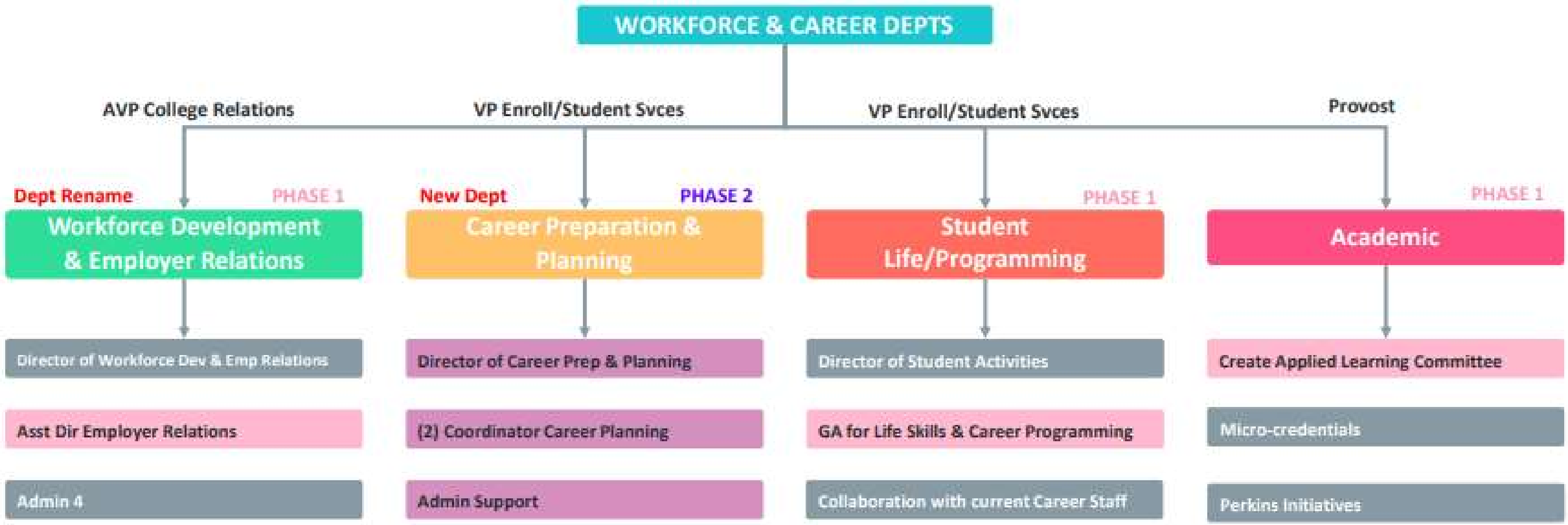

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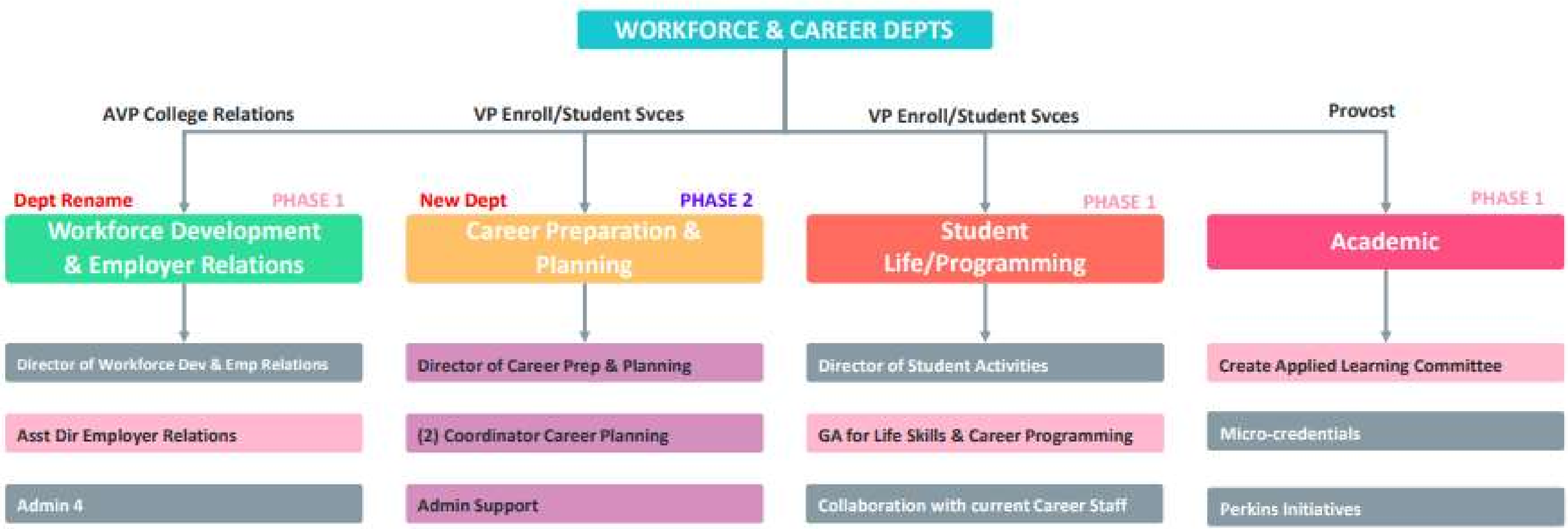

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Dept Rename — PHASE 1

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VP Enroll/Student Svces

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Cortland County
Department of Social Services

Kristen Monroe
Commissioner

Justification for Contracting with Hillside Children's Services
Foster Home Certification and Training
May 2021

Overview:

We need more county family care foster homes able to care for children with complex challenging behaviors and needs. Without investing to create more depth and capacity in our foster home program, we cannot improve outcomes for children and prevent costly out of county residential placements.

Foster parent recruitment, training and certification is specialty work that requires dedicated attention and experienced staff to be done successfully. Hillside Children's Services has the experience and expertise to do this.

This proposal is to contract with Hillside Children's Services from 7/1/21 – 12/31/22 (18 months) to do foster home recruitment, training, and certification for both non-kin and kin foster homes. This service will cost $159,000 for a full year. For the first 6 months of the contract in 2021, the cost will be $79,500. The total for the 18-month contract will be $238,200.

We have the money to invest in this contract in 2021 because Catholic Charities ended their contract with us for $67,000 and we have savings of over $30,000 due to not spending for the Job Search Workshop contract due to the pandemic. The $159,000 needed for the contract in 2022 will be built into our department proposed budget. We anticipate this being offset by a reduction in our use of emergency shelter placements and by preventing some children from being moved to costly higher levels of care placements because we will have more local homes that can meet their needs.

Background:

The one employee that has been dedicated to doing foster parent/recruitment, training, certification, and recertification for decades is not enough.

The federal Families First law going into effect in October 2021 will compound our current challenge of serving high needs children in local foster homes because federal funding will be lost for children needing to go to higher levels of residential care. Additionally, when we remove children due to health and safety concerns, and place them with relatives, we are mandated to certify relatives as foster homes within short timeframes or we lose federal funding. We had 6 children in relative placements that converted to foster care homes in 2020.

In 2020, we removed 59 children who needed to go to a foster home as there were no relative options. Seven of them ranging in ages from 6 yrs to 17 yrs old had to go to an emergency shelter placement in Broome County because we had no foster home available. Collectively, they spent 297 days at this shelter for a cost of $96,758. This is a terrible way to have children begin a traumatic out of home placement.

Goals and Objectives:

1. To reduce the use of an emergency shelter when we have no foster homes to take children.
2. To increase the number of homes, as well as the depth of foster homes able to take special populations including teenagers, youth who identify as LGBT, sexually abused children, children with severe mental health and developmental disability needs, and sibling groups.
3. To reduce the number of children needing to be placed in out of county higher levels of placements.
4. To provide kinship home foster care training and certification in a timely manner to draw down federal reimbursement for children placed.

Operational Impact:

These will be our certified homes and we will have a larger pool of homes to use allowing us to better match children to homes that can meet their needs. We will continue to maintain these foster homes once they have been certified by Hillside and do all the annual recertification work.

This contract will provide a stronger local foster care system and allow us to use our current home finder to help meet other unmet needs, such as supporting our absorption of the adoption caseloads.

If we have more foster homes that can better meet the needs of children matched to their interests and capabilities, there should be fewer moves of children to other homes and higher levels of foster care placement. Children experience trauma every time they are moved from home to home, which compounds their behavior challenges and increases the likelihood they will need placement in higher levels of private agency care settings. All these settings are out of county further traumatizing children and detaching them from their communities.

Fiscal Impact:

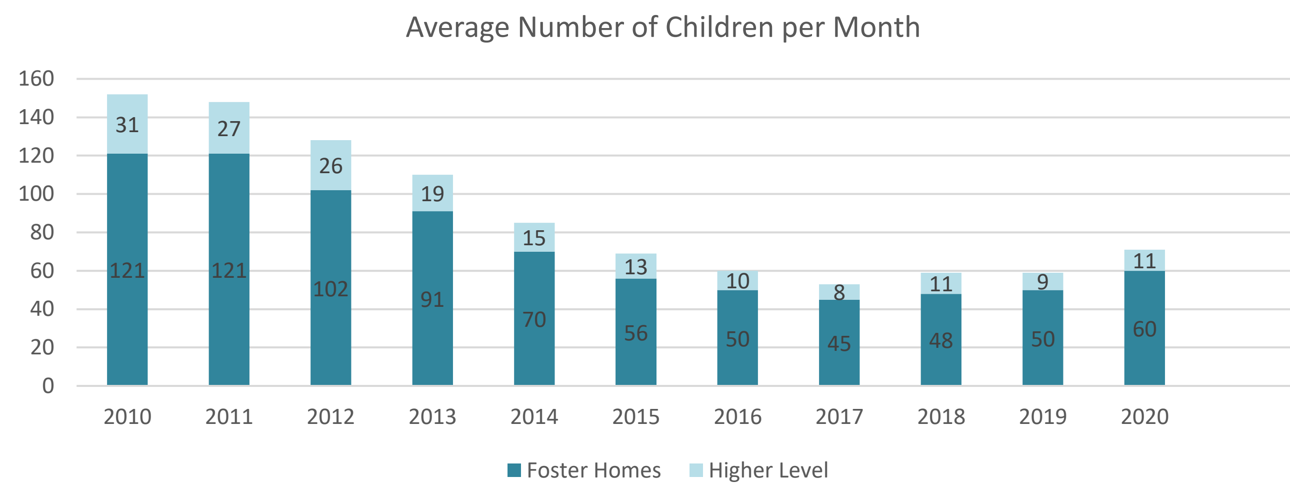
This contract will cost $159,000 for one full year. Just one or two children prevented from going to a higher level of foster care will offset the cost. Additionally, we can better avoid using the emergency shelter for initial foster care placements. This service cost us almost $97,000 last year.

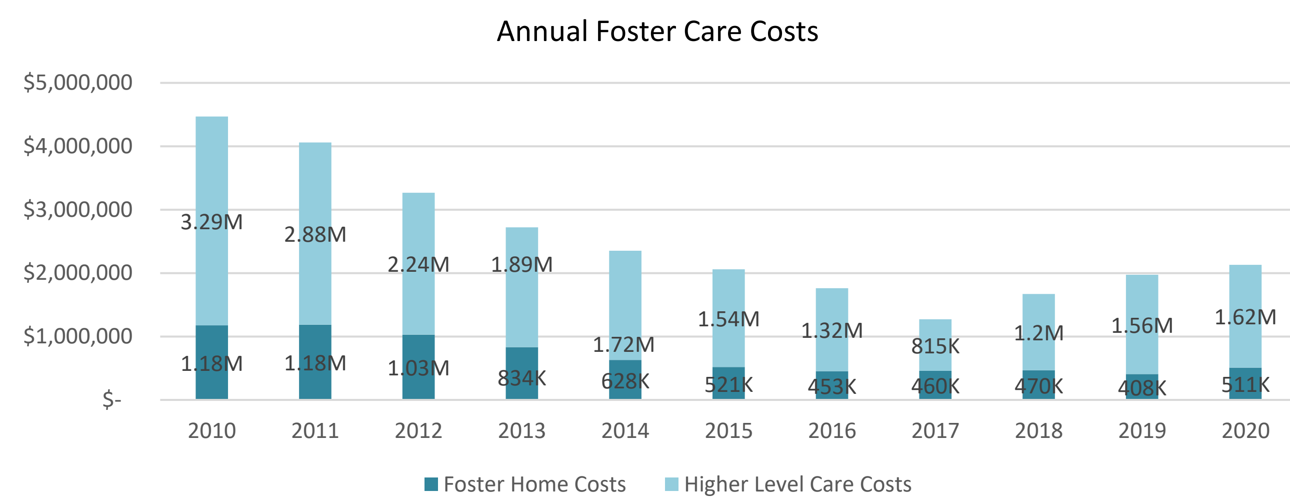
Higher levels of care are costly with the following average rates in 2020:
- Therapeutic Foster Homes - $45,672/year
- Group Homes - $68,100/year
- Residential Treatment Centers - $239,000/year

Our county foster home rates are:
- 0-3 yrs old - $6,300 - $12,246 /year
- 4-5 yrs old - $5,661 - $11,607/year
- 6-11 yrs old - $6,899 - $11,731/year
- 12-15 yrs old - $8,114 - $12,049/year
- 16-21 yrs old - $8,278 – 12,213/year

As an example, a 13-year-old child in a county foster home would likely cost $8,114/year. That same child in a higher level of residential care will cost between $68,100 - $239,000, a difference or savings of $59,986 - $230,886/year if we can maintain him in a county foster home.

In 2020, 15% of our higher-level foster care placements accounted for 76% of our costs as indicated in the charts below. We want to reduce the number of children in these costly placements.





Anticipated Benefits:

In addition to cost savings, we will be able to keep more children in local foster homes if we increase our pool of homes. We will be more likely to keep children in their home school districts, in homes with well-matched capacity and capabilities, and reduce the number of times they must change to a different home.

Anticipated Barriers:

We do not know if the best recruitment, engagement, assessment, and training of foster parents will yield more capable foster homes. We do not know if there are families willing to take on this most difficult but rewarding work.