



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, June 13, 2023

10:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=mff2d4e99a8c255ba08415d1b85ebf18b>

Tuesday, June 13, 2023 10:00 AM

Meeting number: 2331 287 4591

Password: XbVDHCUY852

Join by phone

+1-415-655-0001 US Toll

Access code: 233 128 74591

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 - May 16, 2023 10:00 AM

RESOLUTIONS

ON MOTION OF PRICE, WAGNER

AGENDA ITEM NO. 1

Amend 2023 Budget/Increase Professional Services for Payment to Outside Attorneys - Treasurer

WHEREAS, Cortland County received final notice of payment due for outside attorneys used for 2019, 2020 and 2021 Real Property Tax in rem actions, AND

WHEREAS, the available funds currently in the 2023 budget is \$87,975, AND

WHEREAS, an additional amount of \$52,845 is needed to pay the balance due, NOW
THEREFORE BE IT

RESOLVED, that the 2023 Treasurer budget be amended as follows:

INCREASE:

A13255.54055 Professional Services \$52,845

A132542.41235 Charges for Tax Redemption \$52,845

ON MOTION OF WAGNER

AGENDA ITEM NO. 2

Local Law "F" of 2023 - a Local Law Opting Out of Real Property Tax Law Section 487

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date, AND

WHEREAS, a public hearing was held before the Cortland County Legislature in accordance with Municipal Home Rule Law, Section 20, following the approval of Finance and Administration Committee of the Cortland County Legislature, AND

WHEREAS, this Local Law was brought before the Cortland County Legislature for adoption on June 22, 2023, AND

RESOLVED, that Local Law "F" of 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, NOW THEREFORE

BE IT ENACTED by the County Legislature of the County of Cortland as follows:

Section 1: Legislative Intent

The purpose of this local law is to opt out of New York Real Property Tax Law §487, which section provides an exemption from real property taxes for certain energy systems which the County can remove by local law.

Section 2: Removal of Exemption

a.) No tax exemption made available by New York Real Property Tax Law §487 shall be applicable to Cortland County taxes with respect to any solar or wind energy system or farm waste energy system or any other renewable energy source constructed subsequent to the effective date of this Local Law.

b.) No tax exemption under New York Real Property Tax Law §487 shall be applicable to Cortland County taxes with respect to any microhydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, or electric energy storage equipment or electric energy storage system, or fuel-flexible linear generator electric generating system or any other renewable energy system constructed subsequent to the effective date of this local law.

Section 3: Effect Upon Currently Approved Systems

The County is hereby authorized to execute PILOT agreements with the owners of solar energy systems approved by the City, Villages or Towns prior to the adoption of this Local Law opting out of 487 of the Real Property Tax Law of the State of New York. Said PILOT agreements shall be in accordance with Local Law 5 of 2020, titled the "Solar Energy System PILOT Law of the County of Cortland, New York."

Section 4: Severability

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

Section 5: Authority

This local law is enacted pursuant to the authority granted by Real Property Tax Law §487.8, as well as the NYS Municipal Home Rule Law ("MHRL"), with the procedural provisions of the MHRL controlling. To the extent that this local law is inconsistent with Real Property Tax Law §487, or any other laws or regulations, this local law shall supersede those laws, including but not limited to Local Law 5 of 2020 except as provided in Section 3 herein.

Section 6: Effective Date

- a.) This law shall be effective immediately upon filing with the Secretary of State.
- b.) In accordance with RPTL §487.8(a), the County shall file this local law with the Commissioner of the New York State Department of Tax and Finance and with the President of the New York State Energy Research and Development Authority.

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

Referred from Ag/Planning/Environmental Committee

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 1

Award Bid - Site Work - 22 West Court Street

WHEREAS, the County advertised, received and opened proposals for a Phase V (five) of renovations (site work) to 22 West Court Street, AND

WHEREAS, the proposals for Phase V are as follows:

Boland's Excavating 1403 Millburn Drive Conklin, NY 13748	\$426,400
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Rasmussen Excavation 4371 S Lebanon Road Earlville, NY 13332	\$509,030
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Siteworx 2370 US Highway 11 Whitney Point, NY 13862	\$525,800
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, AND

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

WHEREAS, it would be in the best interest of Cortland County to contract with Boland's Excavating of 1403 Millburn Drive, Conklin, NY 13748 for the site work at 22 West Court Street for the total proposed amount of \$426,400, AND

WHEREAS, the funds for the contract for Phase V of the renovation of 22 West Court Street are coming from a grant from the New York State Department of Homeland Security with no cost to the county and the funds are available in account A30205.52320.SICG, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or their designee, to enter into an agreement with Boland's Excavating of 1403 Millburn Drive, Conklin, NY 13748 for Phase V (five) of the renovation to 22 West Court Street as outlined in the accepted proposal at a cost not to exceed \$426,400.

ON MOTION OF HEIDER

AGENDA ITEM NO. 2

Award Bid/Authorize Contract 37 Church Street Shingle Roof Replacement - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued for the tear-off, repair and replacement of the shingled portion of the roof at 37 Church Street, Cortland, New York 13045, AND

WHEREAS, bids were received from the following:

Company	Address	Amount

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that bid be awarded to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that _____ is here by awarded the bid for the tear-off, repair and replacement of the shingled portion of the roof at 37 Church Street, Cortland, New York 13045, AND BE IT FURTHER

RESOLVED, that the funds for this project are to come from the Buildings & Grounds Capital Project Reserve Fund, Account No. A388301, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with _____ for the tear-off, repair and replacement of the shingled portion of the roof at 37 Church Street, Cortland, New York 13045 at a cost not to exceed \$_____.

ON MOTION OF HEIDER

AGENDA ITEM NO. 3

Award Bid/Authorize Contract Walk-In Cooler & Freezer at County Correctional Facility - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued for the tear-out, disposal and replacement of the walk-in cooler and freezer at the Cortland County Correctional Facility, AND

WHEREAS, bids were received from the following:

Company	Address	Amount

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that bid be awarded to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that _____ is here by awarded the bid for the tear-out, disposal and replacement of the walk-in cooler and freezer at the Cortland County Correctional Facility, AND BE IT FURTHER

RESOLVED, that the funds for this project are to come from the Jail Project Reserve Fund, Account No. A386300.JAIL, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with _____ for the tear-out, disposal and replacement of the walk-in cooler and freezer at the Cortland County Correctional Facility at a cost not to exceed \$_____.

ON MOTION OF HEIDER

AGENDA ITEM NO. 4

Award Bid/Authorize Contract for Parking Lot Sealing and Striping - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued for the sealing, cleaning, crack sealing and striping of County-owned parking lots, AND

WHEREAS, bids were received from the following:

Company	Address	Amount
UA Maintenance	1075 Buffalo Road, Suite 200 Rochester, NY 14624	\$36,675
Luizzi Asphalt Services	70 Tivoli Street, Albany, NY 12207	\$95,545

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that bid be awarded to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that UA Maintenance of 1075 Buffalo Road, Rochester, New York 14624 is here by awarded the bid for sealing, cleaning, crack sealing and striping of County-owned parking lots, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with UA Maintenance of 1075 Buffalo Road, Rochester, New York 14624 for the sealing, cleaning, crack sealing and striping of County-owned parking lots at a cost not to exceed \$36,675.

Referred from Health & Human Services/Government Operations

ON MOTION OF PRICE

AGENDA ITEM NO. 5

Reallocate Salary Grade for Various Positions - Department of Social Services

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for many positions in the Cortland County Department of Social Services, AND

WHEREAS, it is recommended that the following positions, which are in the CSEA Local 812, Unit 6550 labor contract, be reallocated as follows:

Case Aide: Grade 7 to Grade 8
Senior Case Aide: Grade 9 to Grade 10
Social Welfare Examiner Trainee: Grade 9 to Grade 10

Social Welfare Examiner: Grade 10 to Grade 12
Senior Social Welfare Examiner: Grade 12 to Grade 15
Support Investigator: Grade 10 to Grade 12
Senior Support Investigator: Grade 12 to Grade 15

, NOW THEREFORE BE IT

RESOLVED, that the positions noted below are hereby reallocated in the CSEA Local 812, Unit 6550 labor contract as follows effective June 23, 2023 at 12:01 AM:

Case Aide: Grade 7 to Grade 8
Senior Case Aide: Grade 9 to Grade 10
Social Welfare Examiner Trainee: Grade 9 to Grade 10
Social Welfare Examiner: Grade 10 to Grade 12
Senior Social Welfare Examiner: Grade 12 to Grade 15
Support Investigator: Grade 10 to Grade 12
Senior Support Investigator: Grade 12 to Grade 15

Referred from Judiciary & Public Safety Committee

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 6

Create Probation Assistant - Probation Office

WHEREAS, the needs of the agency will be better served by creating one full-time position of Probation Assistant, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of this position, AND

WHEREAS, the total cost to the County is up to \$69,731 with fringe benefits, NOW THEREFORE BE IT

RESOLVED, that one position of Probation Assistant (CSEA, Grade 12, 20.0654-25.3977/hr, competitive class, full-time, with benefits), be created with approval to fill on June 23, 2023 at 12:01 AM.

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 7

Reallocate Salary Grade Alternatives to Incarceration (ATI) Officer - Probation Office

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for Alternatives to Incarceration Officer in the Probation Office, AND

WHEREAS, it is recommended that the aforesaid position be reallocated from Grade 16 (\$22.9307-29.0244) to Grade 14 (\$21.4282-27.1228) in the CSEA #6550 Unit, NOW THEREFORE BE IT

RESOLVED, that the position of Alternatives to Incarceration Officer is hereby reallocated from Grade 16 to Grade 14 effective June 23, 2023 at 12:01 AM.

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 8

**Authorize Agreement with Motorola - 911 Telephone System Relocation - Department of
Emergency Response & Communications**

WHEREAS, Cortland County's Department of Emergency Response & Communications was awarded a grant from New York State Department of Homeland Security in the amount of \$1,572,808 in

support of improvements to the County's radio system, AND

WHEREAS, the County has received a proposal from Motorola, Incorporated, to upgrade the County's 911 telephone system to include relocation to 22 West Court Street and the purchase of one (1) additional telephone answering position in the amount of \$181,191.47 and this expense is in support of the grant award, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is authorized to execute a contract with Motorola for the relocation of 911 telephone equipment and the purchase of an additional telephone answering position in the amount of \$181,191.47.

Referred from Government Operations Committee

ON MOTION OF STOCK

AGENDA ITEM NO. 9

Authorize Agreement Between the County of Cortland and the CSEA Cortland County Local 812, Unit #6550 Effective January 1, 2024 to December 31, 2028 - Personnel Department

WHEREAS, Cortland County and CSEA Local 812, Unit #6550 negotiating committees have met to negotiate a new contract, AND

WHEREAS, the negotiating committees have agreed on a new contract, AND

WHEREAS, CSEA ratified the contract on June 6, 2023, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Agreement by and between the County of Cortland and CSEA Cortland County Local 812, Unit #6550, for the time period of January 1, 2024 to December 31, 2028.

MONTHLY REPORTS

1. Treasurer Monthly Report
2. April 2023 Financial Reports
3. Real Property Tax Services Monthly Report

DISCUSSION ITEMS

1. Emergency Reserve Fund
2. 2024 Budget Discussion

Adjournment