



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, June 13, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:10 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	
Linda Jones	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Excused	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Paul Heider	Cortland County, NY	Board Member	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
Carlita Withers	Cortland County,	Assistant Accountant	Remote	

	NY			
Cathy Bischoff	Cortland County, NY	Board Member	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Victor Siegle	Cortland County, NY	Resident	Remote	

MINUTES

1. Finance & Administration Committee - Committee Meeting - May 16, 2023 10:00 AM

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Sandra Price, Committee Member
SECONDER: Richard Stock, Committee Member
AYES: Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED: Christopher Newell

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend 2023 Budget/Increase Professional Services for Payment to Outside Attorneys - Treasurer

RESULT: **APPROVED [UNANIMOUS]**
Next: 6/22/2023 6:00 PM
MOVER: Sandra Price, Committee Member
SECONDER: Richard Stock, Committee Member
AYES: Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED: Christopher Newell

ON MOTION OF WAGNER, PRICE

RESOLUTION NO.

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

AGENDA ITEM NO. 2 – Local Law "F" of 2023 - a Local Law Opting Out of Real Property Tax Law Section 487

Mr. Harbin MADE A MOTION to refer this item to the Agriculture, Planning & Environmental Committee; MOTION FAILED due to lack of second.

RESULT: APPROVED [5 TO 1]

Next: 6/22/2023 6:00 PM

MOVER: Mitchel Eccleston, Committee Member

SECONDER: Linda Jones, Committee Member

AYES: Price, Wagner, Jones, Stock, Eccleston

NAYS: Beau Harbin

EXCUSED: Christopher Newell

ON MOTION OF WAGNER

RESOLUTION NO.

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

AGENDA ITEM NO. 1 – Award Bid - Site Work - 22 West Court Street

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/22/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

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	\$426,400
1403 Millburn Drive	

Conklin, NY 13748

Rasmussen Excavation
4371 S Lebanon Road
Earlville, NY 13332

\$509,030

Siteworx
2370 US Highway 11
Whitney Point, NY 13862

\$525,800

, 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.

AGENDA ITEM NO. 2 – Award Bid/Authorize Contract 37 Church Street Shingle Roof Replacement - Buildings and Grounds

RESULT:	PULLED
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ON MOTION OF HEIDER

RESOLUTION NO.

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 \$_____.

AGENDA ITEM NO. 3 – Award Bid/Authorize Contract Walk-In Cooler & Freezer at County Correctional Facility - Buildings and Grounds

RESULT: PULLED

ON MOTION OF HEIDER

RESOLUTION NO.

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 \$_____.

AGENDA ITEM NO. 4 – Award Bid/Authorize Contract for Parking Lot Sealing and Striping - Buildings and Grounds

RESULT: APPROVED [UNANIMOUS]
Next: 6/22/2023 6:00 PM
MOVER: Sandra Price, Committee Member
SECONDER: Linda Jones, Committee Member
AYES: Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED: Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

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

AGENDA ITEM NO. 5 – Reallocate Salary Grade for Various Positions - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/22/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF PRICE

RESOLUTION NO.

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

AGENDA ITEM NO. 6 – Create Probation Assistant - Probation Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/22/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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.

AGENDA ITEM NO. 7 – Reallocate Salary Grade Alternatives to Incarceration (ATI) Officer - Probation Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/22/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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.

AGENDA ITEM NO. 8 – Authorize Agreement with Motorola - 911 Telephone System Relocation - Department of Emergency Response & Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/22/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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

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

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/22/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Harbin, Stock, Eccleston
EXCUSED:	Christopher Newell

ON MOTION OF STOCK

RESOLUTION NO.

**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

RESULT:	COMPLETED
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2. April 2023 Financial Reports

RESULT:	COMPLETED
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3. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Emergency Reserve Fund

RESULT:	PULLED
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2. 2024 Budget Discussion

RESULT:	COMPLETED
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COMMITTEE RECOMMENDATIONS

1. Committee Recommendation to Present the Final 2024 County Budget for Adoption at the October Legislative Session Prior to Elections

RESULT:	FAILED [2 TO 4]
MOVER:	Beau Harbin, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Sandra Price, Beau Harbin
NAYS:	George Wagner, Linda Jones, Richard Stock, Mitchel Eccleston
EXCUSED:	Christopher Newell

2. Committee Recommendation for the 2024 County Budget to Not Exceed the 2% Tax Cap

RESULT:	APPROVED [5 TO 1]
MOVER:	George Wagner, Committee Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Stock, Eccleston
NAYS:	Beau Harbin
EXCUSED:	Christopher Newell

EXECUTIVE SESSION

It was MOVED by Ms. Jones, seconded by Mr. Stock, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the collective negotiations pursuant to article fourteen of the civil service law. MOTION CARRIED.

An executive session was held from 11:26 a.m. to 11:39 a.m., at which time on motion of Mr. Stock, seconded by Mr. Harbin, it was unanimously approved by voice vote to exit executive session.

Adjournment

The meeting was closed at 11:39 AM



Finance & Administration Committee

Committee Meeting

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

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~ Minutes ~

Tuesday, May 16, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:05 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	
Linda Jones	Cortland County, NY	Committee Member	Late	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Late	10:07 AM
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
C. Withers	Cortland County, NY	Finance Department	Remote	
D. Chu	Cortland County	Resident	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Margaret Mellott	Cortland	Reporter	Remote	

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

	Standard			
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MINUTES

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

MONTHLY REPORTS

1. Treasurer Monthly Report

RESULT:	COMPLETED
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2. December 2022 and March 2023 Finance Reports

RESULT:	COMPLETED
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3. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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4. County Administrator Monthly Report

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Resolution No. 311-21/Amended Cortland County Fund Balance Policy

RESULT:	PULLED
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ON MOTION OF WAGNER

RESOLUTION NO.

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

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

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

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

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

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

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

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

AGENDA ITEM NO. 2 – A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County Until November 30, 2025 (Senate Bill No. 6277, Assembly Bill No. 6588)

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County Until November 30, 2025 (Senate Bill No. 6277, Assembly Bill No. 6588)

WHEREAS, New York State Tax Law §1210(i)(12) presently authorizes Cortland County to adopt and amend local laws, ordinances, or resolutions imposing taxes at a rate which is one percent additional to the three percent rate authorized for the County for a period beginning September 1, 1992 and ending November 30, 2023, AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services, AND

WHEREAS, the Cortland County Legislature approved Resolution No. 79-23, “Requesting Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of an Additional 1% Sales and Compensating Use Tax in Cortland County”, NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests Senate Bill No. 6277 and Assembly Bill No. 6588 be enacted to amend New York State Tax Law §1210(i)(12), extending the expiration date from November 30, 2023 to November 30, 2025, AND BE IT FURTHER

RESOLVED, the Cortland County Legislature urges its elected representatives in the Senate and Assembly to support this special legislation, AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature prepare the documentation necessary for the New York State Legislature to enact said Legislation, AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature and Clerk of the Legislature, upon review and approval by the County Attorney or designee, be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

AGENDA ITEM NO. 3 – Award Bid/Authorize Agreement Thoma Development Consultants Microenterprise Assistance Program (MAP) Administration Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

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

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

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

WHEREAS, the following proposal(s) were received,

Thoma Development Consultants 34 Tompkins Street Cortland New York 13045	\$29,000
 Dawood Engineering, Inc. 4250 Crums Mill Road # 301 Harrisburg, PA 17112	 \$23,333.19

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

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

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

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

AGENDA ITEM NO. 4 – Amend Resolution No. 133-22 - Authorize the Use of Remaining of American Rescue Plan Funding for the Cortland County Courthouse Restoration and Renovations

Mrs. Price MADE A MOTION to give the Town of Virgil and the Village of Marathon \$40,000 each out of the American Rescue Plan funding; MOTION FAILED due to lack of second.

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

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

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

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

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

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

Mr. Newell MADE A MOTION to loan the Town of Virgil and the Village of Marathon the money needed for their projects, Mrs. Price SECONDED THE MOTION, and upon voice vote of members present; MOTION FAILED. Mrs. Price voted YES and all other members voted NO.

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

AGENDA ITEM NO. 1 – Create Mobility Coordinator/Abolish Mobility Assistant - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Create Mobility Coordinator/Abolish Mobility Assistant - Planning Department

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

AND BE IT FURTHER

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

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

Referred from Building & Grounds Committee

Referred from Health & Human Services

AGENDA ITEM NO. 2 – Authorize Agreement for Data Support Specialist/Public Health Fellow Coordinator - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

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

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

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

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

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

AGENDA ITEM NO. 3 – Abolish Two Positions of Case Aide/Create Three Positions of Senior Case Aide - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

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

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

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

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

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

AGENDA ITEM NO. 4 – Create Mental Health Clinician - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Create Mental Health Clinician - Mental Health Department

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

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

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

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 5 – Create County Police Sergeant (Deputy Sheriff) - Sheriff's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

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

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

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

AGENDA ITEM NO. 6 – Create Special Patrol Officers (Security) and Special Patrol Officers (SRO) - Sheriff's Office

RESULT: APPROVED [UNANIMOUS]

Next: 5/25/2023 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Vice Chair

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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

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

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

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

AGENDA ITEM NO. 7 – Award Bid - Computer & Network Equipment - 22 West Court Street - Department of Emergency Response & Communications

RESULT: APPROVED [UNANIMOUS]

Next: 5/25/2023 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Vice Chair

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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

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

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

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

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

Request for Proposals Computer Workstations and Related Equipment

Pricing Evaluation

April 27, 2023

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

, AND

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

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

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

AGENDA ITEM NO. 8 – Authorize Agreement with Motorola - Radio Network Upgrade - Department of Emergency Response and Communications

RESULT: APPROVED [UNANIMOUS]

Next: 5/25/2023 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Vice Chair

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

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

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

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

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

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

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

Referred from Highway Committee

AGENDA ITEM NO. 9 – Allocate 2022 Fund Balance to Airport Reserve/Amend Resolution No. 269-17 - Highway Department/Cortland County Airport

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO.

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

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

AGENDA ITEM NO. 10 – Create Three (3) Part-Time Wade Pool Attendants - Highway Department

RESULT: APPROVED [UNANIMOUS]

Next: 5/25/2023 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Vice Chair

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO.

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

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

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

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

AGENDA ITEM NO. 11 – Allocate Remaining Funds from Dwyer Park Dock to Dwyer Park Wade Pool - Highway Department

RESULT: APPROVED [UNANIMOUS]

Next: 5/25/2023 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Vice Chair

AYES: Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO.

Allocate Remaining Funds from Dwyer Park Dock to Dwyer Park Wade Pool - Highway Department

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2023 10:00 AM (MINUTES)

Referred from Government Operations Committee

AGENDA ITEM NO. 12 – Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2025 (Senate Bill No. 6274, Assembly Bill No. 6590)

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/25/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2025 (Senate Bill No. 6274, Assembly Bill No. 6590)

WHEREAS, the Cortland County Legislature approved Resolution No. 76-23, “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County”, AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2023), AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services, NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests State approval of Senate Bill No. 6274 and Assembly Bill No. 6590, and urges its elected representatives in the Senate and Assembly to support this legislation, AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature prepare the documentation necessary for the New York State Legislature to enact said Legislation, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature and Clerk of the Legislature be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

DISCUSSION ITEMS

1. Emergency Reserve Fund

To be discussed further at June 13, 2023 meeting.

RESULT: COMPLETED

2. Village of Marathon Request

RESULT: COMPLETED

Adjournment

The meeting was closed at 10:50 AM.

Job No. 23-11-7806

SITE WORK CONSTRUCTION BID FORM

FOR

PROJECT

Cortland County E911 Center
Phase 5 – Site Work
22 West Court Street Cortland, NY

SEE INVITATION TO BID FOR DATE, TIME AND PLACE FOR RECEIPT OF BIDS

The undersigned

**BOLAND'S EXCAVATING
& TOPSOIL INC.**
(Name of Bidder)
**1403 MILLBURN DRIVE
CONKLIN NY 13748**

(Address)

Contact: MICHAEL BOLANDPhone: 607 775-5030

hereby certifies that he has visited the site and has examined and fully comprehends the requirements and intent of the Plans and Project Manual of the proposed work, and being familiar with all the conditions surrounding the construction of the project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, supplies, plant and equipment, and other facilities necessary or proper for or incidental to the performance of the proposed work and does hereby agree to perform all

SITE WORK CONSTRUCTION

of the project in accordance with the Contract Documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

The Bidder agrees to furnish all Materials, Labor, and all other costs for the Total Lump Sum Base Bid of

THREE HUNDRED SEVENTY SEVEN THOUSAND FOUR HUNDRED ⁰⁰/₁₀₀ DOLLARS (\$ 377,400⁰⁰)

(The above amounts, and the amounts indicated for Alternates, if any, shall be shown in typing)
(or written in ink in both words and figures. In case of discrepancy, the amount shown in words)
(will govern.)

Job No. 23-11-7806

ALTERNATES (Refer to Project Manual Section 012300 for descriptions)

The Bidder shall submit the following Alternate Bids in accordance with Contract Documents. Alternate bids, if accepted by the Owner, shall become a part of the Contract and shall comply with all of the applicable Contract Documents.

ALTERNATE NO. 1 (Rear Retaining Wall – Wall #1)

The Bidder shall state the amount to be added to the Base Bid if this Alternate is accepted.

Total ADD FOURTY NINE THOUSAND $\frac{02}{100}$ DOLLARS (\$ 49,000⁰⁰)

RIGHT TO WAIVE OR REJECT

In submitting this Bid, it is understood that the right is reserved by the Owner to accept or reject any or all bids.

QUALIFICATION OF BIDDER

Upon request after the bid opening, the Bidder shall submit a fully executed AIA A305 Contractor's Qualification Statement, to be qualified as the lowest responsible bidder.

WITHDRAWAL OF BIDS

It is agreed that this bid may not be withdrawn for a period of forty-five (45) calendar days after closing time of same.

PERFORMANCE-PAYMENT BOND

The Bidder agrees, if awarded the Contract, to execute and deliver performance and matching payment bonds in the form bound in the Specifications, both in the amount of the Contract; and to deliver insurance certificates and endorsements for insurance required by the Specifications, upon execution of the Contract. Award of the Contract shall be contingent upon review and acceptance of bonds and insurance by the Owner.

TIME

We agree to commence work when directed by the Owner to proceed, and to complete fully said work as specified in Section 011100 "Summary of Work".

BID SECURITY

The undersigned Contractor encloses with this Bid the Bid Security required by the Contract Documents in the form of a ~~Certified Check (-)~~ or Bid Bond ☒ (check one) in the amount of EIGHTEEN THOUSAND EIGHT HUNDRED SEVENTY $\frac{02}{100}$ DOLLARS (\$ 18,870⁰⁰) which represents not less than 5% of the Base Bid.

Attachment: Boland bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

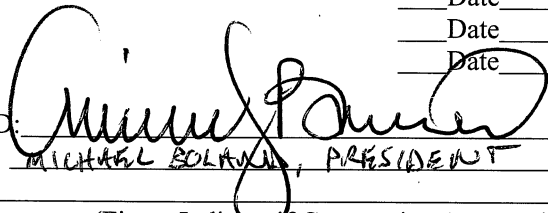
ADDENDUM RECEIPTWe hereby acknowledge Addendum No. 1Date 5/30/23

Date _____

Date _____

Date _____

Date _____

SIGNED: TITLE: MICHAEL BOLAND, PRESIDENT

FOR: _____

(Firm - Indicate if Corporation, Partnership, Individual, Other)

FIRM ADDRESS: _____

STATE INCORPORATED, IF INCORPORATED: NEW YORK

CORPORATE SEAL, IF INCORPORATED, SHALL BE STAMPED BELOW

BOLAND'S EXCAVATING
& TOPSOIL, INC.

1403 MILLBURN DRIVE

CONKLIN NY 13748

DATE: 6/01/23

Attachment: Boland bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

NON-COLLUSIVE BIDDING CERTIFICATION:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief: (1) the prices in this bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; (2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and (3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

SIGNED: _____

TITLE: _____

FOR: _____

(Firm - Indicate if Corporation, Partnership, Individual, Other)

FIRM ADDRESS: _____

STATE INCORPORATED, IF INCORPORATED: _____

CORPORATE SEAL, IF INCORPORATED, SHALL BE STAMPED BELOW

DATE: _____

Michael Boland
MICHAEL BOLAND
PRESIDENT

BOLAND'S EXCAVATING
& TOPSOIL, INC.
1403 MILLBURN DRIVE
CONKLIN NY 13748

NEW YORK

6/01/23

Attachment: Boland bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

**Certification of Compliance with the
NEW YORK STATE IRAN
DIVESTMENT ACT OF 2012**

(Must be signed and returned with Bid)

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Cortland County receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Cortland County will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Cortland County shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

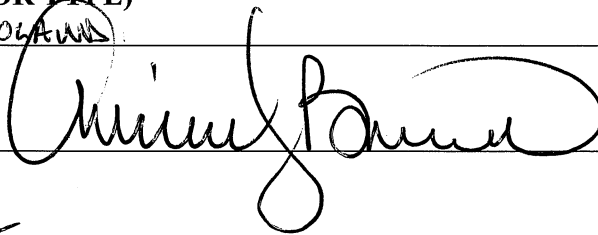
Cortland County reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of this certificate as to compliance with the New York State Iran Divestment Act of 2012:

NAME (PRINT OR TYPE)

MICHAEL BOLAND

SIGNATURE



TITLE

PRESIDENT

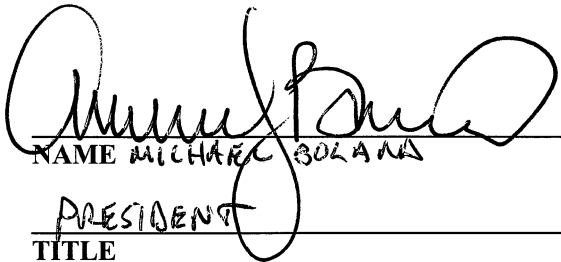
BOLAND'S EXCAVATING
& TOPSOIL, INC.
1403 MILLBURN DRIVE
CONKLIN NY 13748

Job No. 23-11-7806

CERTIFICATION

MICHAEL BOLAND, a representative of BOLAND'S EXCAVATING & TOPSOIL, INC. hereby swears to and certifies that, to the best of his or her knowledge and belief, 1403 MILLBURN DRIVE CONKLIN NY 13748

1. Neither BOLAND'S EXCAVATING & TOPSOIL, INC. nor any substantially owned-affiliated entity of the Bidder (collectively the "Bidder"), has been found to be in violation of the Davis-Bacon Act pursuant to 40 U.S.C. 3144, the Copeland Act pursuant to 18 U.S.C. 874 and 40 U.S.C. 3145 or the Contract Work Hours and Safety Standards Act pursuant to 40 U.S.C. 332, or their New York State counterparts.
2. If the Bidder has been found to be in violation of the Davis-Bacon Act, the Copeland Act, the Contract Work Hours and Safety Standards Act, or any of their New York State counterparts, state the name of the agency, the date of the violation, the nature of the violation and any consequence of the violation, including warnings, fines and debarments below.
3. The Bidder is not currently under investigation by any local, state or federal government agency. If Bidder is under investigation, state the name of the agency, the date of the alleged violation and the nature of the alleged violation below.
4. The Bidder's Dun & Bradstreet D-U-N-S number is 187 681 580.
5. I have authority to execute this certification, knowing it will be relied upon by the Owner of this Project.


 NAME MICHAEL BOLAND
 TITLE PRESIDENT

Sworn to before me this 1ST
 day of JUNE, 2023


 NOTARY PUBLIC





AIA[®] Document A310[™] – 1970

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

(Here insert full name and address or legal title of Contractor)

BOLAND'S EXCAVATING AND TOPSOIL, INC.

1403 Millburn Drive

Conklin, NY 13748

as Principal, hereinafter called the Principal, and

(Here insert full name and address or legal title of Surety)

U.S. Specialty Insurance Company

1150 Northbrook Drive, Suite 330

Trevoze, PA 19053

a corporation duly organized under the laws of the State of **TX** as Surety, hereinafter called the Surety, are held and firmly bound unto

(Here insert full name and address or legal title of Owner)

COUNTY OF CORTLAND, NY

60 Central Avenue

Cortland, NY 13045

as Oblige, hereinafter called the Oblige, in the sum of **FIVE PERCENT OF ATTACHED BID** (\$5%), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

(Here insert full name, address and description of project)

CORTLAND COUNTY E911 CENTER, PHASE 5-SITE WORK

22 West Court Street, Cortland, NY

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Signed and sealed this **26th** day of **MAY 2023**

(Witness) Brenda J. Ferri
 Brenda J. Ferri
 (Witness) Brenda J. Ferri
 Brenda J. Ferri

Boland's Excavating and Topsoil, Inc.
 (Principal) (Seal)

(Title) Michael J. Boland, President

U.S. Specialty Insurance Company
 (Surety)

(Title) Lisa D. Kaylor, Attorney in Fact (Seal)

Attachment: Boland bid (11524 : Award Bid - Site Work - 22 West Court Street)

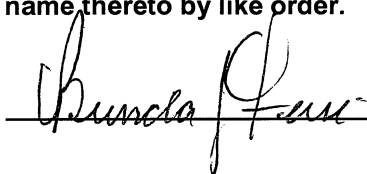
CORPORATE ACKNOWLEDGEMENT

STATE OF NEW YORK }

ss:

County of BROOME }

On this 26th day of MAY 2023, before me personally came MICHAEL J. BOLAND to me known, who, being by me duly sworn, did depose and say that (s)he resides in BINGHAMTON, NY that (s)he is the PRESIDENT of the BOLAND'S EXCAVATING AND TOPSOIL, INC. the corporation described in and which executed the foregoing instrument; that he knows the corporate seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; and that it was so affixed by order of the Board of Directors of the said corporation, and that (s)he signed his/her name thereto by like order.



Notary Public

BRENDA J. FERRI
Notary Public, State of New York
No. 4528018
Residing in Broome County
My Commission Expires June 30, 2026

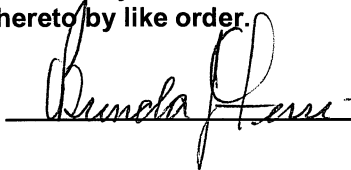
SURETY ACKNOWLEDGEMENT U.S. SPECIALTY INSURANCE COMPANY

STATE OF NEW YORK }

ss:

County of BROOME }

On this 26th day of MAY 2023, before me personally came LISA D. KAYLOR to me known, who, being by me duly sworn, did depose and say, that (s)he resides in the City of HASTINGS, NY; that (s)he was the Attorney In Fact of U.S. SPECIALTY INSURANCE COMPANY, an TEXAS corporation, the corporation named in and which executed the within instrument; that (s)he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and that (s)he signed his/her name thereto by like order.



Notary Public

BRENDA J. FERRI
Notary Public, State of New York
No. 4528018
Residing in Broome County
My Commission Expires June 30, 2026

Attachment: Boland bid (11524 : Award Bid - Site Work - 22 West Court Street)



TOKIOMARINE
HCC

POWER OF ATTORNEY
AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint:

Thomas Costello, Lisa D. Kaylor, Deborah K. Blanchard, Brenda J. Ferri,
Michael C. Coleman, Eric J. Danes, Michael J. Tressider

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed *****Unlimited***** Dollars (**unlimited**). This Power of Attorney shall expire without further action on January 31st, 2024. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

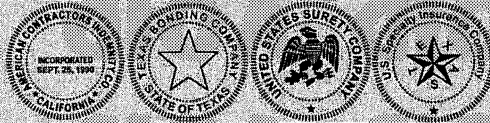
Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 23rd day of September, 2021.

AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

State of California

County of Los Angeles



By: 

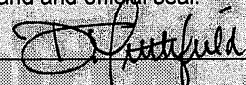
Daniel P. Aguilar, Vice President

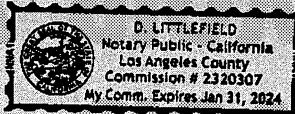
A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

On this 23rd day of September, 2021, before me, D. Littlefield, a notary public, personally appeared Daniel P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 26th day of MAY, 2023

Corporate Seals

Bond No. Unassigned-EID BOND

Agency No. 12215




Kio Lo, Assistant Secretary

HCCSMANPOA09/2021

visit tmhcc.com/surety for more information

U.S. SPECIALTY INSURANCE COMPANY
STATUTORY STATEMENT OF ADMITTED ASSETS,
LIABILITIES, CAPITAL AND SURPLUS (1)
 December 31, 2022

Admitted Assets

Investments:
 Fixed Maturities, at amortized cost
 Preferred Stocks
 Common stocks
 Mortgage loans on real estate - first liens
 Mortgage loans on real estate - other than first liens
 Cash and cash equivalents
 Receivable for securities
Total cash and invested assets:

1,725,976,369
 4,521,483
 4,639,064
 166,515,479
 5,889,234
 136,903,352
 287,560
2,043,732,531

Liabilities and Capital and Surplus

Liabilities:

Unpaid loss and loss adjustment expense
 Reinsurance payable on paid losses and loss adjustment expenses
 Commission payable
 Accrued expenses
 Taxes, licenses, and fees
 Current federal and foreign income taxes
 Unearned premiums
 Advance premium
 Dividends declared and unpaid to policyholders
 Ceded reinsurance balance payable
 Funds held under reinsurance treaties
 Amounts withheld or retained for others
 Provision for reinsurance
 Payable to parent, subsidiaries and affiliates
 Payable for securities
 Funds held - Unclaimed Property
Total liabilities

1,223,547,196
 105,535,474
 5,794,351
 9,634,271
 3,858,788
 9,271,163
 395,416,459
 4,928,102
 533,789
 79,045,365
 6,565,680
 104,274
 7,148,000
 12,447,936
 5,685,345
 1,561
1,869,517,754

Investment income due and accrued
 Premium receivable
 Recoverable from reinsurers
 Net deferred tax asset
 Electronic data processing equipment and software
 Receivable from parent, subsidiaries and affiliates
 Miscellaneous receivables

17,766,112
 310,508,581
 31,275,606
 26,900,979
 13,482
 14,919,492
 511
401,384,763

Total admitted assets
2,445,117,294

Capital and Surplus:
 Capital Stock
 Additional paid-in and contributed capital
 Unassigned surplus

4,200,000
 190,085,811
 381,313,729
575,599,540

Total liabilities and capital and surplus
2,445,117,294

(1) - In accordance with the statutory financial statements as filed on March 1, 2023.

I, LaShonda Chermaine Davis, Chief Financial Officer of U.S. Specialty Insurance Company, hereby certify that to the best of my knowledge and belief, the foregoing is a full and true Statutory Statement of Admitted Assets, Liabilities and Capital and Surplus of the Company as of December 31, 2022, prepared in conformity with accounting practices prescribed or permitted by the Texas Department of Insurance. The foregoing statement should not be taken as a complete statement of financial condition of the Company. Such a statement is available upon written request at the Company's home office located at 13403 Northwest Freeway, Houston, Texas 77040.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation at Houston, Texas.


 LaShonda Chermaine Davis
 Vice President & Chief Financial Officer

SITE WORK CONSTRUCTION BID FORM

FOR

PROJECT

Cortland County E911 Center
Phase 5 – Site Work
22 West Court Street Cortland, NY

SEE INVITATION TO BID FOR DATE, TIME AND PLACE FOR RECEIPT OF BIDS

The undersigned

Rasmussen Excavation LLC
(Name of Bidder)

4371 S. Lebanon Rd, Earlville NY 13336
(Address)

Contact: David Rasmussen

Phone: 315 420 9882

hereby certifies that he has visited the site and has examined and fully comprehends the requirements and intent of the Plans and Project Manual of the proposed work, and being familiar with all the conditions surrounding the construction of the project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, supplies, plant and equipment, and other facilities necessary or proper for or incidental to the performance of the proposed work and does hereby agree to perform all

SITE WORK CONSTRUCTION

of the project in accordance with the Contract Documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

The Bidder agrees to furnish all Materials, Labor, and all other costs for the Total Lump Sum Base Bid of Four hundred Sixty five thousand and two hundred twenty DOLLARS (\$465,220)

(The above amounts, and the amounts indicated for Alternates, if any, shall be shown in typing)
(or written in ink in both words and figures. In case of discrepancy, the amount shown in words)
(will govern.)

ALTERNATES (Refer to Project Manual Section 012300 for descriptions)

The Bidder shall submit the following Alternate Bids in accordance with Contract Documents. Alternate bids, if accepted by the Owner, shall become a part of the Contract and shall comply with all of the applicable Contract Documents.

ALTERNATE NO. 1 (Rear Retaining Wall – Wall #1)

The Bidder shall state the amount to be added to the Base Bid if this Alternate is accepted.

Total ADD Forty three thousand Eight hundred \$ DOLLARS (\$ 43,810)

RIGHT TO WAIVE OR REJECT

In submitting this Bid, it is understood that the right is reserved by the Owner to accept or reject any or all bids.

QUALIFICATION OF BIDDER

Upon request after the bid opening, the Bidder shall submit a fully executed AIA A305 Contractor's Qualification Statement, to be qualified as the lowest responsible bidder.

WITHDRAWAL OF BIDS

It is agreed that this bid may not be withdrawn for a period of forty-five (45) calendar days after closing time of same.

PERFORMANCE-PAYMENT BOND

The Bidder agrees, if awarded the Contract, to execute and deliver performance and matching payment bonds in the form bound in the Specifications, both in the amount of the Contract; and to deliver insurance certificates and endorsements for insurance required by the Specifications, upon execution of the Contract. Award of the Contract shall be contingent upon review and acceptance of bonds and insurance by the Owner.

TIME

We agree to commence work when directed by the Owner to proceed, and to complete fully said work as specified in Section 011100 "Summary of Work".

BID SECURITY

The undersigned Contractor encloses with this Bid the Bid Security required by the Contract Documents in the form of a Certified Check (), or Bid Bond ☒ (check one) in the amount of Twenty three thousand two hundred Sixty One DOLLARS (\$ 23,261) which represents not less than 5% of the Base Bid.

Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

ADDENDUM RECEIPTWe hereby acknowledge Addendum No. 1 Date 5/30/2023

Date

Date

Date

Date

SIGNED: Dail P. RasmussenTITLE: memberFOR: Rasmussen Excavation LLC

(Firm - Indicate if Corporation, Partnership, Individual, Other)

FIRM ADDRESS: 4371 S. Lebanon Rd, Earlville NY 13332STATE INCORPORATED, IF INCORPORATED: NY

CORPORATE SEAL, IF INCORPORATED, SHALL BE STAMPED BELOW

DATE: 6/1/2023

Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

NON-COLLUSIVE BIDDING CERTIFICATION:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief: (1) the prices in this bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; (2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and (3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

SIGNED: Dan P. RasmussenTITLE: MemberFOR: Rasmussen Excavation LLC
(Firm - Indicate if Corporation, Partnership, Individual, Other)FIRM ADDRESS: 4371 S. Lebanon Rd, Earlville NY 13332STATE INCORPORATED, IF INCORPORATED: NY

CORPORATE SEAL, IF INCORPORATED, SHALL BE STAMPED BELOW

DATE: 6/1/2023

Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

**Certification of Compliance with the
NEW YORK STATE IRAN
DIVESTMENT ACT OF 2012**
(Must be signed and returned with Bid)

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Cortland County receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Cortland County will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Cortland County shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Cortland County reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of this certificate as to compliance with the New York State Iran Divestment Act of 2012:

NAME (PRINT OR TYPE)

David Rasmussen

SIGNATURE

David P. Rasmussen

TITLE

member

Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

CERTIFICATION

David Rasmussen, a representative of Rasmussen Excavation LLC, hereby swears to and certifies that, to the best of his or her knowledge and belief:

1. Neither Rasmussen Excavation LLC nor any substantially owned-affiliated entity of the Bidder (collectively the "Bidder"), has been found to be in violation of the Davis-Bacon Act pursuant to 40 U.S.C. 3144, the Copeland Act pursuant to 18 U.S.C. 874 and 40 U.S.C. 3145 or the Contract Work Hours and Safety Standards Act pursuant to 40 U.S.C. 332, or their New York State counterparts.
2. If the Bidder has been found to be in violation of the Davis-Bacon Act, the Copeland Act, the Contract Work Hours and Safety Standards Act, or any of their New York State counterparts, state the name of the agency, the date of the violation, the nature of the violation and any consequence of the violation, including warnings, fines and debarments below.
3. The Bidder is not currently under investigation by any local, state or federal government agency. If Bidder is under investigation, state the name of the agency, the date of the alleged violation and the nature of the alleged violation below.
4. The Bidder's Dun & Bradstreet D-U-N-S number is _____.
5. I have authority to execute this certification, knowing it will be relied upon by the Owner of this Project.

David P. Rasmussen
NAME

Member
TITLE

Sworn to before me this 1st
day of June, 2023
Lorraine E. Giroux
NOTARY PUBLIC

LORRAINE E. GIROUX
Notary Public, State of New York
No. 01GI6257030
Qualified in Chenango County
My Commission Expires 3/5/2024

SITE WORK CONSTRUCTION BID FORM

FOR

PROJECT

Cortland County E911 Center
 Phase 5 – Site Work
 22 West Court Street Cortland, NY

 SEE INVITATION TO BID FOR DATE, TIME AND PLACE FOR RECEIPT OF BIDS

The undersigned

Rasmussen Excavation LLC
 (Name of Bidder)

4371 S. Lebanon Rd, Earlville NY 1333
 (Address)

Contact: David Rasmussen

Phone: 315 420 9882

hereby certifies that he has visited the site and has examined and fully comprehends the requirements and intent of the Plans and Project Manual of the proposed work, and being familiar with all the conditions surrounding the construction of the project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, supplies, plant and equipment, and other facilities necessary or proper for or incidental to the performance of the proposed work and does hereby agree to perform all

SITE WORK CONSTRUCTION

of the project in accordance with the Contract Documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

The Bidder agrees to furnish all Materials, Labor, and all other costs for the Total Lump Sum Base Bid of
Four hundred sixty five thousand and two hundred twenty DOLLARS (\$ 465,220)

(The above amounts, and the amounts indicated for Alternates, if any, shall be shown in typing)
 (or written in ink in both words and figures. In case of discrepancy, the amount shown in words)
 (will govern.)

ALTERNATES (Refer to Project Manual Section 012300 for descriptions)

The Bidder shall submit the following Alternate Bids in accordance with Contract Documents. Alternate bids, if accepted by the Owner, shall become a part of the Contract and shall comply with all of the applicable Contract Documents.

ALTERNATE NO. 1 (Rear Retaining Wall – Wall #1)

The Bidder shall state the amount to be added to the Base Bid if this Alternate is accepted.

Total ADD forty three thousand Eight hundred ten DOLLARS (\$43,810)

RIGHT TO WAIVE OR REJECT

In submitting this Bid, it is understood that the right is reserved by the Owner to accept or reject any or all bids.

QUALIFICATION OF BIDDER

Upon request after the bid opening, the Bidder shall submit a fully executed AIA A305 Contractor's Qualification Statement, to be qualified as the lowest responsible bidder.

WITHDRAWAL OF BIDS

It is agreed that this bid may not be withdrawn for a period of forty-five (45) calendar days after closing time of same.

PERFORMANCE-PAYMENT BOND

The Bidder agrees, if awarded the Contract, to execute and deliver performance and matching payment bonds in the form bound in the Specifications, both in the amount of the Contract; and to deliver insurance certificates and endorsements for insurance required by the Specifications, upon execution of the Contract. Award of the Contract shall be contingent upon review and acceptance of bonds and insurance by the Owner.

TIME

We agree to commence work when directed by the Owner to proceed, and to complete fully said work as specified in Section 011100 "Summary of Work".

BID SECURITY

The undersigned Contractor encloses with this Bid the Bid Security required by the Contract Documents in the form of a Certified Check (), or Bid Bond (X) (check one) in the amount of Twenty three thousand two hundred sixty one DOLLARS (\$23,261) which represents not less than 5% of the Base Bid.

Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

ADDENDUM RECEIPTWe hereby acknowledge Addendum No. 1Date 5/30/2023

Date _____

Date _____

Date _____

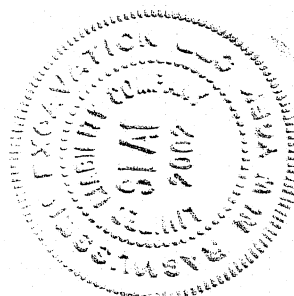
Date _____

SIGNED: Dail P. RasmussenTITLE: MemberFOR: Rasmussen Excavation LLC

(Firm - Indicate if Corporation, Partnership, Individual, Other)

FIRM ADDRESS: 4371 S. Lebanon Rd, Earlville NY 13332STATE INCORPORATED, IF INCORPORATED: NY

CORPORATE SEAL, IF INCORPORATED, SHALL BE STAMPED BELOW

DATE: 6/1/2023

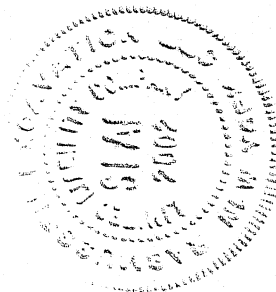
Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

NON-COLLUSIVE BIDDING CERTIFICATION:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief: (1) the prices in this bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; (2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and (3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

SIGNED: Dail P. RasmussenTITLE: MemberFOR: Rasmussen Excavation LLC
(Firm - Indicate if Corporation, Partnership, Individual, Other)FIRM ADDRESS: 4371 S. Lebanon Rd, Earlville NY 13332STATE INCORPORATED, IF INCORPORATED: NY

CORPORATE SEAL, IF INCORPORATED, SHALL BE STAMPED BELOW

DATE: 6/1/2023

Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

**Certification of Compliance with the
NEW YORK STATE IRAN
DIVESTMENT ACT OF 2012**
(Must be signed and returned with Bid)

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Cortland County receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Cortland County will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Cortland County shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Cortland County reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of this certificate as to compliance with the New York State Iran Divestment Act of 2012:

NAME (PRINT OR TYPE)

David Rasmussen

SIGNATURE

David P. Rasmussen

TITLE

Member

Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

CERTIFICATION

David Rasmussen, a representative of Rasmussen Excavation LLC, hereby swears to and certifies that, to the best of his or her knowledge and belief:

1. Neither Rasmussen Excavation LLC nor any substantially owned-affiliated entity of the Bidder (collectively the "Bidder"), has been found to be in violation of the Davis-Bacon Act pursuant to 40 U.S.C. 3144, the Copeland Act pursuant to 18 U.S.C. 874 and 40 U.S.C. 3145 or the Contract Work Hours and Safety Standards Act pursuant to 40 U.S.C. 332, or their New York State counterparts.
2. If the Bidder has been found to be in violation of the Davis-Bacon Act, the Copeland Act, the Contract Work Hours and Safety Standards Act, or any of their New York State counterparts, state the name of the agency, the date of the violation, the nature of the violation and any consequence of the violation, including warnings, fines and debarments below.
3. The Bidder is not currently under investigation by any local, state or federal government agency. If Bidder is under investigation, state the name of the agency, the date of the alleged violation and the nature of the alleged violation below.
4. The Bidder's Dun & Bradstreet D-U-N-S number is _____.
5. I have authority to execute this certification, knowing it will be relied upon by the Owner of this Project.

David P. Rasmussen
NAME
Member
TITLE

Sworn to before me this 1st
day of JUNE, 2023
Lorraine E. Giroux
NOTARY PUBLIC

LORRAINE E. GIROUX
Notary Public, State of New York
No. 01GI6257030
Qualified in Chenango County
My Commission Expires 3/5/2024



Bonding Specialists

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we **Rasmussen Excavation LLC**
4371 S. Lebanon Rd., Earlville, NY 13332

as Principal, hereinafter called the Principal, and **United States Fire Insurance Company**
305 Madison Avenue, Morristown, NJ 07962

a corporation duly organized under the laws of the State of **Delaware**

as Surety, hereinafter called the Surety, are held and firmly bound unto **County of Cortland**
60 Central Avenue, Cortland, NY 13045

as Obligee, hereinafter called the Obligee, in the sum of

Five Percent of Bid Amount (5%)

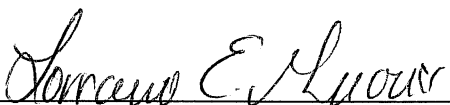
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

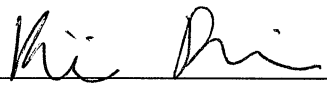
WHEREAS, the Principal has submitted a bid for

Cortland County E911 Center, Phase 5 – Site Work at 22 West Court Street Cortland, NY

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed on this **31st** day of **May, 2023**


 (Witness)


 (Witness)

Rasmussen Excavation LLC

(Principal)

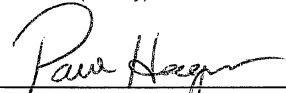
(Seal)



United States Fire Insurance Company

(Surety)

(Seal)


Paul Hagen, Attorney-In-Fact

**POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY**

89064

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

Dawn M. Gaido, Jon R. Houppert, Adam J. LaClair, James D. Freyer, Jr., Trevor A. Hash, Corinne Yousey, Paul Hagen

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **Seven Million, Five Hundred Thousand Dollars (\$7,500,000).**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 28th day of September, 2021.

UNITED STATES FIRE INSURANCE COMPANY

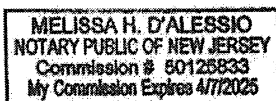
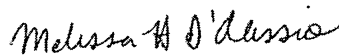


Matthew E. Lubin, President



State of New Jersey }
County of Morris }

On this 28th day of September, 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

Melissa H. D'Alessio (Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 31st day of May 2023

UNITED STATES FIRE INSURANCE COMPANY



Michael C. Fay, Senior Vice President



Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

PRINCIPAL'S ACKNOWLEDGMENT INDIVIDUAL VERIFICATION

State of _____
County of _____

On this _____ day of _____, in the year 20____, before me personally came _____ to me known, and known to me to be the person (s) who is (are) described in and who executed the forgoing instrument, and acknowledges to me that he (they) executed the same.

(Notary Public)

LIMITED LIABILITY COMPANY VERIFICATION

State of New York
County of Madison

On this 1st day of June, in the year 2023, before me personally appeared David Rasmussen, to me known and known to me to be the person who executed the forgoing instrument, and who being by me duly sworn, deposes and says that (s)he is the member of Corporation. A Limited Liability Company, and that (s) he executed the forgoing instrument as the act and deed of the said Limited Liability Company.

Lorraine E. Giroux
(Notary Public)

LORRAINE E. GIROUX
Notary Public, State of New York
No. 01GI6257030
Qualified in Chenango County
My Commission Expires 3/5/2024

CORPORATE VERIFICATION

State of _____
County of _____

On this _____ day of _____, in the year 20____, before me personally came _____ to me known, who, being by me duly sworn, deposes and says that (s) he resides in the City of _____ that (s) he is the _____ of the _____ the corporation described in and which executed the forgoing instrument, that (s) he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by the order of the Board of Directors of said corporation, and that (s) he signed his/her name thereto by like order.

(Notary Public)

SURETY ACKNOWLEDGMENT

State of New York
County of Onondaga

On this 31st day of May in the year 2023, before me personally came Paul Hagen to me known, who, being by me duly sworn, did depose and say that (s)he resides in Syracuse, NY; that (s)he is the Attorney-in-Fact of the United States Fire Insurance Company, the corporation described in and which executed the attached instrument; that (s) he knows the corporate seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; and that it was so affixed by order of the Board of Directors of the said corporation; and that (s) he signed his/her name thereto by like order.

Corinne E. Yousey
(Notary Public)

Corinne E. Yousey
Notary Public, State of New York
No. 01YO6149825
Qualified in Onondaga County
My Commission Expires July 17, 2026

UNITED STATES FIRE INSURANCE COMPANY
1209 ORANGE STREET, WILMINGTON, DELAWARE 19801

STATEMENT OF ASSETS, LIABILITIES, SURPLUS AND OTHER FUNDS

AT DECEMBER 31, 2022

<u>ASSETS</u>	
Bonds (Amortized Value).....	1,905,252,232
Preferred Stocks (Market Value).....	114,529,067
Common Stocks (Market Value).....	1,762,084,603
Mortgage Loans (Market Value).....	796,032,009
Cash, Cash Equivalents, and Short Term Investments.....	626,020,353
Derivatives.....	10,695,142
Other Invested Assets.....	337,125,033
Investment Income Due and Accrued.....	19,572,352
Premiums and Considerations.....	340,327,513
Amounts Recoverable from Reinsurers.....	61,688,599
Funds Held by or Deposited with Reinsured Companies.....	70,688,033
Net Deferred Tax Asset.....	140,619,760
Electronic Data Processing Equipment.....	1,507,891
Receivables from Parent, Subsidiaries and Affiliates.....	158,857,542
Other Assets.....	145,928,507
TOTAL ASSETS.....	\$ 6,490,928,636

LIABILITIES, SURPLUS & OTHER FUNDS

Losses (Reported Losses Net of Reinsurance Ceded and Incurred But Not Reported Losses).....	2,212,036,852
Reinsurance Payable on Paid Losses and Loss Adjustment Expenses.....	68,359,436
Loss Adjustment Expenses.....	374,380,070
Commissions Payable, Contingent Commissions and Other Similar Charges.....	10,899,929
Other Expenses (Excluding Taxes, Licenses and Fees).....	95,863,911
Taxes, Licenses and Fees (Excluding Federal Income Taxes).....	30,559,093
Current Federal and Foreign Income Taxes.....	197,142,687
Unearned Premiums.....	999,534,655
Advance Premium.....	12,896,716
Ceded Reinsurance Premiums Payable.....	99,545,135
Funds Held by Company under Reinsurance Treaties.....	42,360,469
Amounts Withheld by Company for Account of Others.....	133,940,889
Provision for Reinsurance.....	2,638,135
Payable to Parent, Subsidiaries and Affiliates.....	91,545,650
Other Liabilities.....	73,407,186
TOTAL LIABILITIES.....	\$ 4,445,110,813
Common Capital Stock.....	18,780,000
Gross Paid In and Contributed Surplus.....	1,502,074,940
Unassigned Funds (Surplus).....	524,962,883
Surplus as Regards Policyholders.....	2,045,817,823
TOTAL LIABILITIES, SURPLUS & OTHER FUNDS.....	\$ 6,490,928,636

I, Carmine Scaglione, Senior Vice President and Controller of UNITED STATES FIRE INSURANCE COMPANY, certify that the foregoing is a fair statement of Assets, Liabilities, Surplus and Other Funds of this Company, at the close of business, December 31, 2022, as reflected by its books and records and as reported in its statement on file with the Insurance Department of the State of Delaware.



IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company, this 23rd day of March, 2023.
UNITED STATES FIRE INSURANCE COMPANY

Attachment: Rasmussen bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

SITE WORK CONSTRUCTION BID FORM

FOR

PROJECT

Cortland County E911 Center
Phase 5 – Site Work
22 West Court Street Cortland, NY

 SEE INVITATION TO BID FOR DATE, TIME AND PLACE FOR RECEIPT OF BIDS

The undersigned

Siteworx Inc.
(Name of Bidder)

2370 US-11 Whitney Point, NY 13862
(Address)

Contact: David Black

Phone: 607 727-1297

hereby certifies that he has visited the site and has examined and fully comprehends the requirements and intent of the Plans and Project Manual of the proposed work, and being familiar with all the conditions surrounding the construction of the project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, supplies, plant and equipment, and other facilities necessary or proper for or incidental to the performance of the proposed work and does hereby agree to perform all

SITE WORK CONSTRUCTION

of the project in accordance with the Contract Documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

The Bidder agrees to furnish all Materials, Labor, and all other costs for the Total Lump Sum Base Bid of

four hundred sixty eight thousand eight hundred ^{00/100} DOLLARS (\$ 468,800.00)

(The above amounts, and the amounts indicated for Alternates, if any, shall be shown in typing)
(or written in ink in both words and figures. In case of discrepancy, the amount shown in words)
(will govern.)

Job No. 23-11-7806

ALTERNATES (Refer to Project Manual Section 012300 for descriptions)

The Bidder shall submit the following Alternate Bids in accordance with Contract Documents. Alternate bids, if accepted by the Owner, shall become a part of the Contract and shall comply with all of the applicable Contract Documents.

ALTERNATE NO. 1 (Rear Retaining Wall – Wall #1)

The Bidder shall state the amount to be added to the Base Bid if this Alternate is accepted.

Total ADD Fifty-Seven Thousand and 00/100 DOLLARS (\$57,000.00)

RIGHT TO WAIVE OR REJECT

In submitting this Bid, it is understood that the right is reserved by the Owner to accept or reject any or all bids.

QUALIFICATION OF BIDDER

Upon request after the bid opening, the Bidder shall submit a fully executed AIA A305 Contractor's Qualification Statement, to be qualified as the lowest responsible bidder.

WITHDRAWAL OF BIDS

It is agreed that this bid may not be withdrawn for a period of forty-five (45) calendar days after closing time of same.

PERFORMANCE-PAYMENT BOND

The Bidder agrees, if awarded the Contract, to execute and deliver performance and matching payment bonds in the form bound in the Specifications, both in the amount of the Contract; and to deliver insurance certificates and endorsements for insurance required by the Specifications, upon execution of the Contract. Award of the Contract shall be contingent upon review and acceptance of bonds and insurance by the Owner.

TIME

We agree to commence work when directed by the Owner to proceed, and to complete fully said work as specified in Section 011100 "Summary of Work".

BID SECURITY

The undersigned Contractor encloses with this Bid the Bid Security required by the Contract Documents in the form of a Certified Check (), or Bid Bond ~~XX~~ (check one) in the amount of twenty six thousand two hundred ninety \$/100 DOLLARS (\$26,290.00) which represents not less than 5% of the Base Bid.

Attachment: Sitework bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

ADDENDUM RECEIPTWe hereby acknowledge Addendum No. 1 Date 5/30/23

Date

Date

Date

Date

SIGNED: David BlumTITLE: PresidentFOR: Sitework Inc

(Firm - Indicate if Corporation, Partnership, Individual, Other)

FIRM ADDRESS: 2370 US - 11 Whitney Point, NY 13822STATE INCORPORATED, IF INCORPORATED: NY

CORPORATE SEAL, IF INCORPORATED, SHALL BE STAMPED BELOW

DATE: 6-1-23

Attachment: Sitework bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

NON-COLLUSIVE BIDDING CERTIFICATION:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief: (1) the prices in this bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; (2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and (3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

SIGNED: _____

TITLE: _____

FOR: _____

(Firm - Indicate if Corporation, Partnership, Individual, Other)

FIRM ADDRESS: _____

STATE INCORPORATED, IF INCORPORATED: _____

CORPORATE SEAL, IF INCORPORATED, SHALL BE STAMPED BELOW

DATE: _____

Attachment: Siteworx bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

**Certification of Compliance with the
NEW YORK STATE IRAN
DIVESTMENT ACT OF 2012**
(Must be signed and returned with Bid)

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Cortland County receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Cortland County will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Cortland County shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

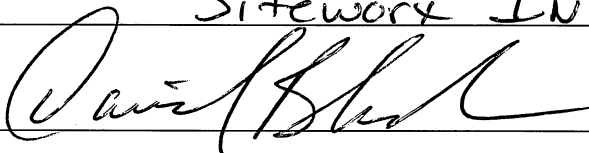
Cortland County reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of this certificate as to compliance with the New York State Iran Divestment Act of 2012:

NAME (PRINT OR TYPE)

Sitetworx Inc

SIGNATURE



TITLE

President

Attachment: Siteworx bid (11524 : Award Bid - Site Work - 22 West Court Street)

Job No. 23-11-7806

CERTIFICATION

David Black, a representative of Sitework Inc, hereby swears to and certifies that, to the best of his or her knowledge and belief:

1. Neither Sitework Inc, nor any substantially owned-affiliated entity of the Bidder (collectively the "Bidder"), has been found to be in violation of the Davis-Bacon Act pursuant to 40 U.S.C. 3144, the Copeland Act pursuant to 18 U.S.C. 874 and 40 U.S.C. 3145 or the Contract Work Hours and Safety Standards Act pursuant to 40 U.S.C. 332, or their New York State counterparts.
2. If the Bidder has been found to be in violation of the Davis-Bacon Act, the Copeland Act, the Contract Work Hours and Safety Standards Act, or any of their New York State counterparts, state the name of the agency, the date of the violation, the nature of the violation and any consequence of the violation, including warnings, fines and debarments below.
3. The Bidder is not currently under investigation by any local, state or federal government agency. If Bidder is under investigation, state the name of the agency, the date of the alleged violation and the nature of the alleged violation below.
4. The Bidder's Dun & Bradstreet D-U-N-S number is 80258475.
5. I have authority to execute this certification, knowing it will be relied upon by the Owner of this Project.

David Black
NAME
President
TITLE

Sworn to before me this 1st
day of June, 2023

[Signature]
NOTARY PUBLIC

Eric M. Hamm
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01HA6398978
Qualified in Broome County
Commission Expires **October 7, 2023**

Attachment: Sitework bid (11524 : Award Bid - Site Work - 22 West Court Street)

AIA® Document A310™ – 1970
Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we
(Here insert full name and address or legal title of Contractor)

SITEWORX INC.
2730 US Hwy 11
Whitney Point, NY 13862

as Principal, hereinafter called the Principal, and
(Here insert full name and address or legal title of Surety)

HUDSON INSURANCE COMPANY
100 William Street, 5th Floor
New York, NY 10038

a corporation duly organized under the laws of the State of **DE** as Surety, hereinafter
 called the Surety, are held and firmly bound unto
(Here insert full name and address or legal title of Owner)

CORTLAND COUNTY
60 Central Ave, Room 306
Cortland, NY 13045

as Oblige, hereinafter called the Oblige, in the sum of **Five Percent of attached Bid** (\$ 5%), for the payment of
 which sum well and truly to be made, the said Principal and the said Surety, bind ourselves,
 our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
 these presents.

WHEREAS, the Principal has submitted a bid for
(Here insert full name, address and description of project)

CORTLAND COUNTY E911 CENTER, PHASE 5 - SITEWORK
AT 22 WEST COURT STREET, CORTLAND, NY

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal
 shall enter into a Contract with the Oblige in accordance with the terms of such bid, and
 give such bond or bonds as may be specified in the bidding or Contract Documents with
 good and sufficient surety for the faithful performance of such Contract and for the prompt
 payment of labor and material furnished in the prosecution thereof, or in the event of the
 failure of the Principal to enter such Contract and give such bond or bonds, if the Principal
 shall pay to the Oblige the difference not to exceed the penalty hereof between the amount
 specified in said bid and such larger amount for which the Oblige may in good faith
 contract with another party to perform the Work covered by said bid, then this obligation
 shall be null and void, otherwise to remain in full force and effect.

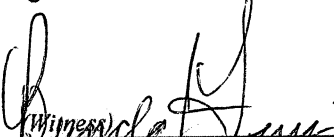
ADDITIONS AND DELETIONS:

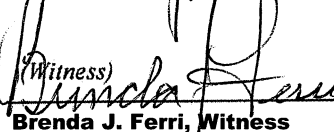
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Attachment: Siteworx bid (11524 : Award Bid - Site Work - 22 West Court Street)

Signed and sealed this **22nd** day of **MAY 2023**.

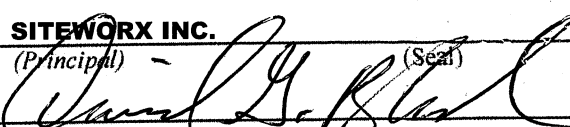
(Witness)

 Brenda J. Ferri, Witness

(Witness)

 Brenda J. Ferri, Witness

SITEWORX INC.

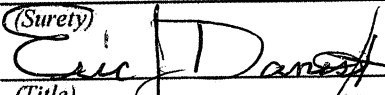
(Principal)

(Seal)


 (Title) David G. Black, President

HUDSON INSURANCE COMPANY

(Surety)


 (Title) Eric J. Danes, Attorney In Fact *(Seal)*

Attachment: Siteworx bid (11524 : Award Bid - Site Work - 22 West Court Street)

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User Notes:

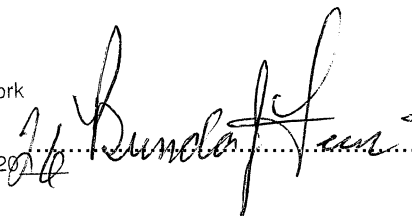
(1331853412)

(Acknowledgment by principal, if a corporation.)

STATE OF **NEW YORK**, }
 } ss:
 COUNTY OF **BROOME** }

On this 22nd day of MAY 2023 before me personally came David G. Black to me known to be the person by me duly sworn, did depose and say, that he/she resides in Whitney Point, NY, that he/she is the President of the SITEWORX, INC., the corporation described in and which executed the foregoing instrument; that he/she knew the seal of said corporation; that the seal affixed to said instrument was such corporate seal; that it was affixed by order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

BRENDA J. FERRI
 Notary Public, State of New York
 No. 4528018
 Residing in Broome County
 My Commission Expires June 30, 2026



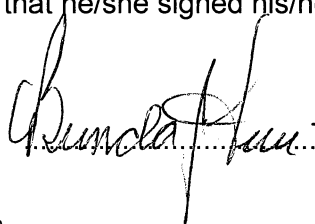
Notary Public.

(Acknowledgment of Surety Company)

STATE OF **NEW YORK** }
 } ss:
 COUNTY OF **BROOME** }

On this 22nd day of MAY 2023, before me, the undersigned, a Notary Public in and for said county, personally appeared Eric J. Danes, who is to me well known, who being duly sworn, did depose and say that he/she resides in Bridgeport, New York, that he/she is Attorney-in-Fact of Hudson Insurance Company, the corporation described in and who executed the within instrument as surety. That he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was thereto affixed by order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

BRENDA J. FERRI
 Notary Public, State of New York
 No. 4528018
 Residing in Broome County
 My Commission Expires June 30, 2026



Notary Public.

AFFIDAVIT

Attachment: Siteworx bid (11524 : Award Bid - Site Work - 22 West Court Street)

BID BOND POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Lisa D. Kaylor, Thomas Costello, Deborah K. Blanchard, Michael C. Coleman, Brenda J. Ferri, Michael Tresidder, Eric J. Danes

of the state of New York

its true and lawful Attorney(s)-in-Fact, at New York City in the State of New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bid bonds for any and all purposes.

Such bid bonds, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 15th day of June, 20 22 at New York, New York.



Attest.....
Dina Daskalakis, Corporate Secretary

HUDSON INSURANCE COMPANY

By.....
Michael P. Cifone, Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

On the 15th day of June, 20 22 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of **HUDSON INSURANCE COMPANY**, the Company described herein and which executed the above instrument, that he knows the seal of said Company, that the seal affixed to said instrument is the corporate seal of said Company, that it was so affixed by order of the Board of Directors of said Company, and that he signed his name thereto by like order.

(Notarial Seal)



.....
ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067553
Qualified in Nassau County
Commission Expires December 10, 2025

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

The undersigned **Dina Daskalakis** hereby certifies:

THAT the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertaking made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Company this 22nd day of MAY, 20 23.



By.....
Dina Daskalakis, Corporate Secretary

HUDSON INSURANCE COMPANY
SHORT FORM FINANCIAL STATEMENT
AS OF DECEMBER 31, 2022

ASSETS

Bonds	\$	485,914,449
Real estate		0
Mortgage Loans on Real Estate		73,581,960
Cash on hand and on deposit		44,223,336
Reinsurance Receivable		629,031,777
FIT recoverable (including net deferred tax asset)		25,025,629
Aggregate write-ins for other than invested assets		492,356,287
Deferred premiums, agents' balances and installments booked but deferred and not yet due (including earned but unbilled premiums)		126,326,463
Stocks		415,394,105
Other Assets		62,859,618
Total Assets	\$	<u>2,354,713,624</u>

LIABILITIES & SURPLUS

Losses	\$	337,517,938
Loss adjustment expense		36,920,563
Other expenses		29,857,382
Unearned Premiums		160,331,236
Ceded reinsurance premiums payable		988,181,837
Payable to parent, subsidiaries and affiliates		6,337,448
Commissions payable, contingent commissions and other similar charges		42,920,776
Other Liabilities		147,279,591
Total Liabilities	\$	<u>1,749,346,771</u>
Preferred and Common capital stock	\$	7,500,238
Gross paid in and contributed surplus		293,480,097
Unassigned funds (surplus)		304,386,518
Surplus as regards policyholders	\$	<u>605,366,853</u>
Total Liabilities and Surplus	\$	<u>2,354,713,624</u>

STATE OF NEW YORK)
) ss:
 COUNTY OF NEW YORK)

I, Rory Rose, the undersigned Chief Financial Officer of Hudson Insurance Company hereby certify the foregoing to be a short form financial statement in the form of a balance sheet, showing the Company's assets and liabilities on a provisional basis, at the close of business on December 31, 2022.

IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company, this 6th day of March, 2023.

Rory A. Rose
 Rory Rose
 Chief Financial Officer

Subscribed and sworn to before me this 6th day of March, 2023.

Ann M. Murphy
 Ann M. Murphy
 Notary Public



ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067553

Qualified in Nassau County, Certified in New York
 Commission Expires December 10, 2025

Attachment: Siteworx bid (11524 : Award Bid - Site Work - 22 West Court Street)



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☒ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create N/A Abolish N/A

Bargaining Unit: CSEA

Purpose and Background:

Please see attached justification regarding the reallocation request for 7 titles in the Department of Social Services. The purpose is to increase our ability to recruit and retain employees. The low-end of the CSEA pay scale is not allowing us to recruit and retain employees. It would affect 48 of our lowest paid positions.

Fiscal Impact: ☒ County Funded 35% % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ ^{TBD by Co. Admin} _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

We hope to be able to fill vacant positions and stabilize our work force.

Operational Impact:

We can serve those in need with more efficacy if we have adequate and trained employees.

Requested By:

[Signature]
Signature of Requesting Department Head

5/30/23
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

5/30/23
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Reallocation Request June 2023 – Department of Social Services

<u>Titles</u>	<u>From</u>	<u>To</u>	<u># Positions</u>
1. Case Aide (2 newly abolished)	Grade 7 (17.1917 – 21.7603)	Grade 8 (17.7082 – 22.4141)	11 FTE
2. Sr. Case Aide (3 newly created)	Grade 9 (18.2559 – 23.1072)	Grade 10 (18.8329 – 23.8377)	5 FTE
3. Social Welfare Examiner Trainee	Grade 9 (18.2559 – 23.1072)	Grade 10 (18.8329 – 23.8377)	1 FTE
4. Social Welfare Examiner/Support Investigator	Grade 10 (18.8329 – 23.8377)	Grade 12 (20.0654 – 25.3977)	18/4 FTE
5. Sr. Social Welfare Examiner/Sr. Support Investigator	Grade 12 (20.0654 – 25.3977)	Grade 15 (22.1643 – 28.0544)	8/1 FTE

Relevant Recruitment Data: (January 2022 – May 2023)

- **Case Aide** – We filled 11 vacancies in the 13 positions we had in the past 17 months. There were 15 very good candidates who were offered the position or would have been offered the position and refused it specifically citing the low pay as the reason.
- **Social Welfare Examiner Trainee/Social Welfare Examiner** – We filled 5 vacancies in the 19 positions in the past 17 months. Of the three positions not filled with internal candidates needing to step down from their Sr. Social Welfare Examiner positions, there were three candidates who were offered and declined citing the low pay as the reason.
- **Support Investigator** – We filled 9 vacancies in the 5 positions in the past 17 months. During that time, no more than 4 were ever filled at a time due to our inability to recruit candidates that we could retain.
- **Senior Social Welfare Examiner** – In 2021, we promoted 2 candidates without internal experience in the Social Welfare Examiner (SWE) position and neither is still in the position. We have had one position vacant since January 2023 and have been unable to recruit anyone to take the position. The current SWE employees cite the low pay difference as the main reason they are not interested because the pay increase would be approximately \$.50/hr and that is not worth the added responsibility and stress of supervising staff. We had another vacancy arise in April 2023 and abolished it for a Sr. Investigator position because we could not fill it, and it was needed in the Child Support Unit. On May 26, 2023, we received another resignation from a Sr. Social Welfare Examiner resulting in two vacancies of 8 positions and no candidates.

Relevant Retention Data: (January 2022 – May 2023)

- **Case Aide** – We had 11 of these positions become vacant because the employees sought a higher pay job. Five of them took promotions within our department and six left citing opportunities for higher pay employment.

- **Sr. Case Aide** – Until the end of May 2023, we had just two of these positions. One of them turned over twice in the past 17 months due to a promotion within the department and a departure for a better paying job.
- **Social Welfare Examiner** – There were 5 positions that became vacant. Two were due to promotions within our department, one was due to someone taking higher pay employment with another department. The other two departures were not related to pay.
- **Support Investigator** – Of the 9 new hires in the past 17 months, 4 of them were not passing probation at the time of their departure and would not have been retainable, and 2 of them were lured back to former employers for more money. Two long term employees left citing burnout and frustration. Of the 4 Investigator positions currently in the Child Support Unit, 3 are filled with employees here between 1 and 4 months and one is vacant.
- **Sr. Social Welfare Examiner** – We have had 4 vacancies in the past 17 months. Three of these individuals took voluntary or required demotions to positions within the department. One chose to leave for unknown reasons.



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Probation Assisiant Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

Recent changes in ATI required duties and DWI Interlock mandates have added a growing number of cases that must be supervised and reported on to this Department s responsibilities.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 12 Salary Range \$ 40,130 starting \$41,736

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ 69,731 County Share: \$ 69,731 # of Positions Affected: 1

With Fringes

Goals:

To meet the expanding requirements imposed by New York State legislation. ATI will be required to more actively supervise a growing number of mandated cases. Requirements of DWI legislation require Conditional Discharge cases be monitored by Probation to oversee the use of the Ignition Interlock instalation, compliance with, removal and notificaation of progress to NYS Depatment of Motor Vehicle for future relicensure.

Operational Impact:

Loss of a Probation Officer, Community Services Worker and Keyboard Specialist in the last few years have left Probation stretched to capacity. With a seasoned work force we were coping. Loss of trained workers and added mandates have made our situation untenable. Without this position, the impact may be an inability to meet mandated programs and services.

Requested By:

[Signature]
Signature of Requesting Department Head

5/22/23
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

5/23/23
Date

County Administrator Budget Impact Statement:

With Fringes it will be an increase of \$69,731 to the Budget

County Administrator Approval

[Signature]
Signature of County Administrator

5/23/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: Probation Asst justification (11501 : Create Probation Assistant)

ATI/ Probation 5/17/23 - Scope of the Problem

- 1 ATI and 2 Probation positions cut 2 years ago
- ATI Officer leaves 5/19/23 – leaving NO ATI program
- 2 vacant Probation Officer positions
- new officers will now be required to attend 9 weeks of training increasing chance of raising trained PO's
- one Probation Officer on maternity leave who is looking for a different job
- one Probation Officer going on maternity leave this summer
- one Probation Supervisor having foot surgery this summer
- fall retirement
- summer vacations

Director proposes:

- make ATI Officer a grade 14 rather than 16
- create a new Probation Assistant position to help ATI and Probation

Financially no impact as ATI funding was increased last year and is anticipated to continue in future

ATI position grade lowered reducing salary

Probation Assistant lower pay, no state required training, flexible position

Cortland Probation has and will continue to operate at least one officer down as PO position will continue to see flux in the near future thus saving money.

Tompkins –Staff - **35**

Probation Director
Deputy Director

Systems Analyst
Administrative Services Coordinator

Principal Account Clerk typist
Account Clerk typist
Administrative Assistant III
Administrative Assistant III
Probation Assistant

Probation Supervisor – Criminal Court
Probation Supervisor – Criminal Court
Probation Supervisor - Family Court

Sr. PO – Treatment Court
Sr. PO – Treatment Court
Sr. PO – Intensive
Sr. PO – Intensive
Sr. PO – Day Reporting
Sr. PO – Drug Court
Sr. PO – Drug Court

12 POs

Work Project Supervisor
Work Project Supervisor
Transition Workforce Employment Specialist
Security Officer

Cortland –Staff - **21**

Probation Director
Secretary II

Keyboard Specialist

Principal Account Clerk
Probation Assistant

Probation Supervisor – Criminal Court
Probation Supervisor – Family Court

Sr. PO – DWI, Drug Treatment Court
Sr. PO – NYSPIN, Juvenile Sex Offenders
Sr. PO – Sexual Offenders
Sr. PO – Domestic Violence, Training
Sr. PO – PINS – **State Funded**
Sr. PO – PINS – **State Funded**

7 POs

Alternatives to Incarceration Coordinator



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☒ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create ATI Officer Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

ATI Department was placed under Probation Department several years ago. The ATI Director position was renamed ATI Officer, however, the position specifications were not updated. Probation Director took on many of the administration responsibilities of the ATI Program. Community Service Worker was changed to being supervised by the Probation Director. Community Service Worker position was eliminated and Probation Assistant assumed these duties.

Fiscal Impact: ☒ County Funded _____ % ☒ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 16 Salary Range \$ 45,866 starting \$47,695

Requested Grade/Salary of Position: Grade 14 Salary Range \$ 40,130 starting \$44,571

Annual Increase: \$ decrease County Share: \$ -3,124 # of Positions Affected: 1

Goals:

To have the position specifications and responsibilities more accurately reflect the position as it has evolved.

Operational Impact:

Will have no operation impact. It is a cost savings opportunity.

Requested By:

Michelle Roberts
Signature of Requesting Department Head

5/22/23
Date

Personnel Officer Approval

Travis Zeman
Signature of Personnel Officer

5/23/23
Date

County Administrator Budget Impact Statement:

Net Savings to County

County Administrator Approval

Robt Ray
Signature of County Administrator

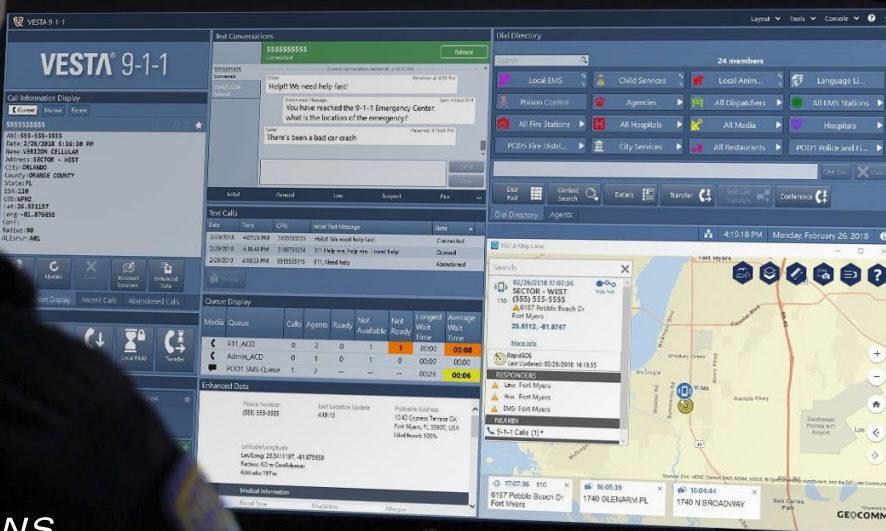
5/23/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: ATI Justification (11502 : Reallocate Salary Grade Alternatives to Incarceration (ATI) Officer - Probation)


MOTOROLA SOLUTIONS


Budgetary Proposal
Cortland County, New York

VESTA 9-1-1 Miscellaneous Hardware

May 22, 2023

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Section 4

Budgetary Pricing Summary 1

Attachment: Cortland, NY_Motorola Solutions VESTA 9-1-1 Miscellaneous Hardware Budgetary Proposal v1 (MSI3621606C) 052223 (11513 : Authorize Agreement with

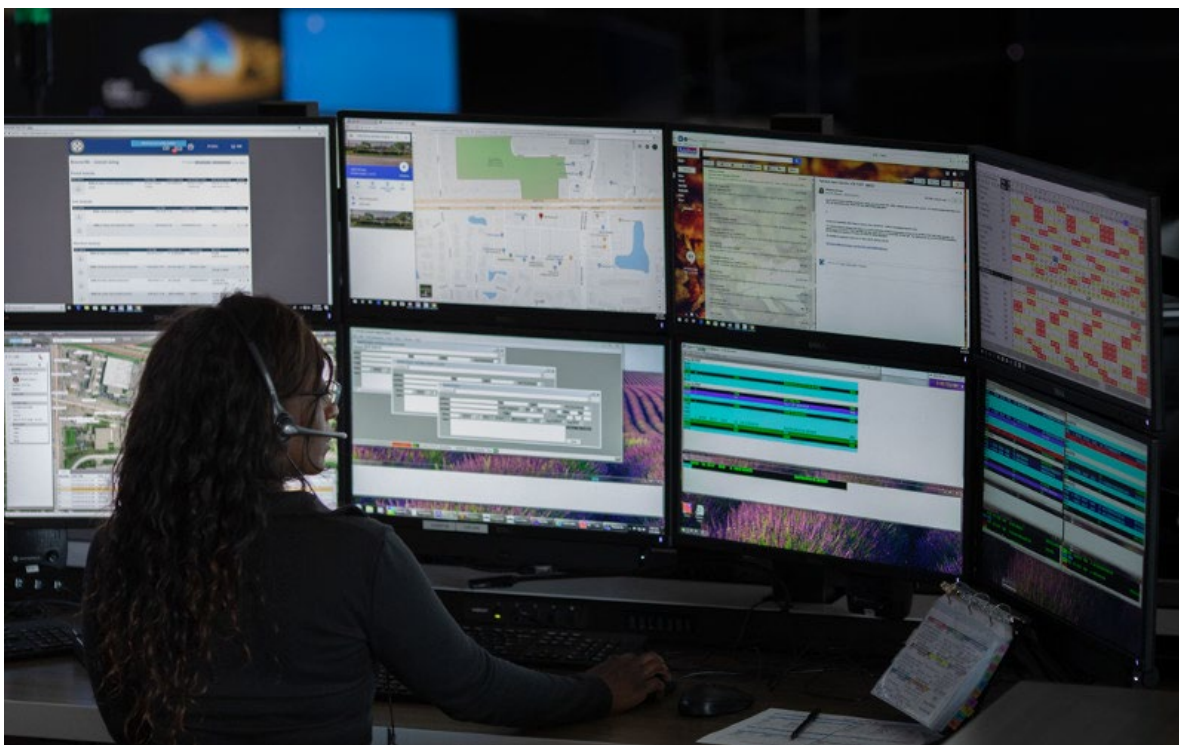
Section 1

Introduction

Motorola Solutions is proud to present this budgetary proposal for some VESTA® 9-1-1 hardware components for Cortland County, NY move from their current Host A center located at 54 Greenbush Street, Cortland, NY to 22 West Court Street, Cortland, NY. The Hardware identified in this proposal will be use to support testing of the new WAN Network between the existing Host B and the new Host A as well as enable Motorola Solutions to just move the servers from the old Host A to the new location.

Cortland County will reuse all existing workstation and monitors but will be replacing the current Sound Arbitration Modules (SAM). New SAM will be install at the new Host A location. Cortland County will be responsible for uninstalling the existing SAM modules at the Greenbush location and use them as potential spares.

Along with these additional hardware components, Motorola Solutions has included optional pricing to add one (1) additional Call Taker position to the Host A location per the request of Cortland County.



Section 2

Hardware Components

2.1 Summary of Budgetary Offer

Cortland County – Host A

- (6) Sound Arbitration Unit (SAM) t
- (4) 9200 Switches
- (2) Mediant 1000B Chassis
- (1) 7ft Equipment Rack with 19" Monitor and 8 Port KVM Switch
- (1) 200VA UPS

Optional

- (1) Call Taker position with single 24-inch LED monitor, VESTA 9-1-1 Enhanced Operations license

At each position:

- 24-key Genovation keypad with 25ft cable
- Handset and Cord
- VESTA® 9-1-1 IRR per seat license
- VESTA® Analytics per seat license

System-wide

- Installation, testing, services by Motorola Solutions
- Project management Support

Section 3

Preliminary Equipment List

3.1 Cortland County PSAP – Host A Hardware

VESTA® 9-1-1

Qty.	Part No.	Description	List Price	Offer Price	U/M	Total
6	853030-00302	VESTA® Workstation Equipment V911 SAM HDWR KIT	\$2,520.00	\$2,329.32	EA	\$13,975.92
2	04000-09206	Network Equipment SWITCH 9200 24-PORT W/24X7 5YR	\$6,977.00	\$6,558.38	EA	\$13,116.76
2	04000-09211	SWITCH 9200 NETWORK EXP MOD 1GB <i>Note: Part number includes switch and warranty.</i>	\$443.00	\$416.42	EA	\$832.84
2	04000-02919	USB CONSOLE CBL	\$120.00	\$112.80	EA	\$225.60
2	04000-00129	Peripherals & Gateways MED 1000B CHASSIS BNDL	\$2,294.00	\$2,156.36	EA	\$4,312.72
1	870890-74901	V911 M1KB FIRMWARE SW SPT M1000	\$0.00	\$0.00	EA	\$0.00
2	04000-00190	GATEWAY 5YR	\$3,000.00	\$2,820.00	EA	\$5,640.00
3	04000-00116	MED 1000 FXO-LS BNDL	\$433.00	\$407.02	EA	\$1,221.06
2	04000-00119	MED 1000 FXS-O BNDL	\$415.00	\$390.10	EA	\$780.20
1	06500-55053	Rack & Peripheral Equipment 7FT EQUIPMENT RACK 19IN	\$442.00	\$415.48	EA	\$415.48
1	63000-192610	MNTR LCD 19IN	\$284.00	\$266.96	EA	\$266.96
1	04000-00809	KVM 8-PORT SWITCH USB	\$530.00	\$498.20	EA	\$498.20
1	06200-01300	UPS Equipment <i>Note: UPS products are non-cancelable / non- returnable once ordered.</i> 2000VA SECURITY II UPS L5-20P	\$2,817.50	\$2,648.92	EA	\$2,648.92

Preliminary Equipment List

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted



[illegible]

VESTA® Services

Qty.	Part No.	Description	List Price	Offer Price	U/M	Total
320	809800-17007	MSI Direct Services FIELD ENG-STANDARD PROJECT MGMT -	\$125.00	\$117.50	EA	\$37,600.00
16	809800-51013	SUPPORT MSI DIRECT SITE	\$1,983.00	\$1,864.02	EA	\$29,824.32
1	809800-17035	READINESS SVCS	\$21,276.60	\$20,000.00	EA	\$20,000.00
			VESTA Services Subtotal			\$87,424.32

3.2 Cortland County PSAP – Host B Hardware

VESTA® 9-1-1

Qty.	Part No.	Description	List Price	Unit Price	U/M	Total
2	04000-09206	Network Equipment SWITCH 9200 24-PORT W/24X7 5YR	\$6,977.00	\$6,558.38	EA	\$13,116.76
2	04000-09211	SWITCH 9200 NETWORK EXP MOD 1GB <i>Note: Part number includes switch and warranty.</i>	\$443.00	\$416.42	EA	\$832.84
2	04000-02919	USB CONSOLE CBL	\$120.00	\$112.80	EA	\$225.60
			VESTA 9-1-1 Subtotal			\$14,175.20

3.3 Optional (1) Call Taker Position

VESTA® 9-1-1

Qty.	Part No.	Description	List Price	Offer Price	U/M	Total
		VESTA® 9-1-1 Advanced Enhanced Operations				
1	PS-0SQ-VSML	VS BSC MLTP PER SEAT LIC	\$3,000.00	\$2,820.00	EA	\$2,820.00
1	PA-0AD-VSSL	VADV LIC ADD-ON	\$0.00	\$0.00	EA	\$0.00
1	SS-0AD-VSSL-5Y	SPT VADV 5YR	\$7,350.00	\$6,909.00	EA	\$6,909.00
		VESTA® 9-1-1 IRR Module				
1	873099-00502	V911 IRR LIC/MED	\$1,493.00	\$1,403.42	EA	\$1,403.42
1	809800-35114	V911 IRR SW SPT 5YR	\$896.00	\$842.24	EA	\$842.24
		VESTA® Workstation Equipment				
1	61000-409620	DKTP ELITE MINI 800 G6 W/O OS	\$1,437.00	\$1,350.78	EA	\$1,350.78
1	04000-00448	WINDOWS 10 LTSC LIC 21H2	\$142.00	\$133.48	EA	\$133.48
1	63000-241692	MNTR 24IN FP WIDE SCR LED	\$476.25	\$447.44	EA	\$447.44
1	64007-50022	KEYPAD 24-KEY USB CBL 25FT	\$154.00	\$144.76	EA	\$144.76
1	65000-00197	KIT CBL DP/USB 15FT EXT HDST 4W MOD ELEC MIC	\$27.00	\$25.38	EA	\$25.38
1	02800-20501	BLK HDST CORD 12FT 4W MOD	\$47.00	\$44.18	EA	\$44.18
1	03044-20000	BLK	\$5.00	\$4.70	EA	\$4.70
1	809800-35109	V911 IWS CFG	\$400.00	\$376.00	EA	\$376.00
1	809800-35108	V911 IWS STG FEE CPR/SYSPREP MEDIA	\$600.00	\$564.00	EA	\$564.00
1	870890-07501	IMAGE	\$0.00	\$0.00	EA	\$0.00
VESTA 9-1-1 Subtotal						\$15,065.38

VESTA® Analytics

Qty.	Part No.	Description	List Price	Offer Price	U/M	Total
		VESTA® Analytics Standard - Multi Product Purchase				
1	PA-MSG-ASSL	V-ANLYT STD PER SEAT LIC	\$975.00	\$916.50	EA	\$916.50
1	SA-MSG-ALSL-5Y	SPT V-ANLYT STD 5YR	\$683.00	\$642.02	EA	\$642.02

Preliminary Equipment List

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

1	809800-51012	ECH SERVICE MGMT PER POS 1YR <i>Note: Year 3</i>	\$388.90	\$365.57	EA	\$365.57
1	809800-51012	ECH SERVICE MGMT PER POS 1YR <i>Note: Year 4</i>	\$388.90	\$365.57	EA	\$365.57
1	809800-51012	ECH SERVICE MGMT PER POS 1YR <i>Note: Year 5</i>	\$388.90	\$365.57	EA	\$365.57
			VESTA Services Subtotal			\$15,327.85

Preliminary Equipment List

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted



Section 4

Budgetary Pricing Summary

Summary - 5 YEAR		
<u>MISC Hardware</u>		
Hardware/Software	\$	52,469.86
Implementation, Project Management Support	\$	87,424.32
Software Support	\$	5,640.00
	VESTA 9-1-1	\$ 145,534.18
<u>Optional Items</u>		
Add Position	\$	35,657.23

* Quote is valid for 90 days from the date of this proposal.

** Motorola Solutions is making no representation, warranties, or commitments with respect to pricing, products, payment terms, credit, or terms and conditions. A firm offer would require more information and further detailed analysis of the requirements.

June 2023 Treasurer's Report

1. "Funds Paid into Court": Trusts & Bail

Currently all trust funds have been distributed or sent to Albany.

In 2024, we are only sending Albany \$250 in abandoned released bail funds: \$50 in 2025, and \$250 in 2026. We have been unable to locate Maria Rawson, Merritt Fletcher, or Chris Beaudoin to claim their released bail funds.

2. Open Estates:

I'm currently holding **0** open mortgage foreclosure estates.

Auctions for foreclosed mortgaged properties are arranged by a court appointed "Referee" (attorney) independent of our office. Surplus funds as a result of sale are considered "funds paid into court" (Trusts), transferred to the County Clerk for recording, then deposited with the Treasurer until claimed and disbursed or deemed abandoned and transferred to the NYS Comptroller in Albany.

3. Delinquent Tax Foreclosure Auction:

In November a list of potential foreclosure parcels for years 2019, 2020, and 2021 was submitted to Phillips Lytle to conduct title searches, which requires ~ 90 days. The Petition of Foreclosure was filed with the County Clerk and notice mailed to property owners in February. Property owners had 90 days to enter into a Delinquent Tax Agreement with the county to make partial payments. May 31 was the last day property owners could enter into an installment agreement with the county.

An updated list of Properties will now be sent to Phillips Lytle. After review, the new list will be submitted to the Supreme Court requesting a "Judgement of Foreclosure". When the judgement is received, Auctions International will be notified and a date for the auction will be determined.

Properties can be reclaimed up to 9 business days prior to the scheduled foreclosure auction by paying in full: back taxes, fees, penalties, and accumulated interest. The number of parcels is constantly changing due to payments, installment agreements & defaults, bankruptcies, legal actions, etc...

John T. Banewicz
County Treasurer

REVENUE BUDGET VS ACTUAL TO April 30, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
GENERAL FUND							
A1010	Board of Legislators	10,000.00		10,000.00		10,000.00	0.0%
A1165	District Attorney	104,126.00		104,126.00	4,895.14	99,230.86	4.7%
A1170	Public Defender	819,128.98		819,128.98	128,748.44	690,380.54	15.7%
A1175	Assigned Counsel	706,492.00		706,492.00	124,363.74	582,128.26	17.6%
A1310	Finance	40,884.04		40,884.04		40,884.04	0.0%
A1320	Audit	20,442.02		20,442.02		20,442.02	0.0%
A1325	Real Property Tax Levy	38,500,000.00		38,500,000.00	38,497,675.29	2,324.71	100.0%
A1325	Treasurer	1,737,649.82	3,916,216.34	5,653,866.16	1,291,759.14	4,362,107.02	22.8%
A1355	Real Property Tax Services	48,100.00		48,100.00	22,716.00	25,384.00	47.2%
A1410	County Clerk	873,316.00	149,850.00	1,023,166.00	183,265.20	839,900.80	17.9%
A1411	County Clerk - DMV	661,000.00		661,000.00	152,961.41	508,038.59	23.1%
A1430	Personnel			-	1,050.00	(1,050.00)	100.0%
A1450	Elections	3,300.00		3,300.00	12,347.89	(9,047.89)	374.2%
A1610	Shared Services	229,552.00		229,552.00	77,935.05	151,616.95	34.0%
A1620	Buildings & Grounds	347,836.00	109,150.00	456,986.00	37,264.61	419,721.39	8.2%
A1680	Information Technology	41,166.00	89,586.82	130,752.82	5,187.04	125,565.78	4.0%
A1985	Sales Tax Revenue	36,500,000.00		36,500,000.00	9,411,853.01	27,088,146.99	25.8%
A3020	Emergency Response & Communications	1,875,008.00	5,000,000.00	6,875,008.00	576,010.14	6,298,997.86	8.4%
A3110	Sheriff	115,000.00		115,000.00	17,133.97	97,866.03	14.9%
A3120	Road Patrol	494,963.00	10,486.43	505,449.43	99,408.01	406,041.42	19.7%
A3140	Probation/ATI	457,124.00		457,124.00	96,996.26	360,127.74	21.2%
A3150	Jail	3,500.00		3,500.00	20,106.05	(16,606.05)	574.5%
A3315	DWI	65,400.00		65,400.00	8,876.64	56,523.36	13.6%
A3410	Fire/Emergency Management Admin	112,603.00	251,117.01	363,720.01	58,709.70	305,010.31	16.1%
A3620	Safety Officer			-	10.00	(10.00)	100.0%
A4010	Public Health Admin	1,108,425.00	1,449,957.99	2,558,382.99	541,828.56	2,016,554.43	21.2%
A4011	Nursing	128,077.00	320,932.86	449,009.86	14,803.42	434,206.44	3.3%
A4012	Environmental Health	292,413.00	119,637.20	412,050.20	81,914.98	330,135.22	19.9%
A4045	Health Education	910,271.00	852,296.09	1,762,567.09	227,739.36	1,534,827.73	12.9%
A4046	Pre-K	1,848,000.00		1,848,000.00	173,563.78	1,674,436.22	9.4%
A4059	Early Intervention	909,129.00	66,624.85	975,753.85	232,049.44	743,704.41	23.8%
A4050	Child Advocacy Center	342,020.26	133,161.49	475,181.75	61,290.12	413,891.63	12.9%
A4310	Mental Health	6,839,792.00	469,914.99	7,309,706.99	3,389,203.17	3,920,503.82	46.4%
A5610	Airport	325,002.00		325,002.00	84,670.89	240,331.11	26.1%
A5630	Bus Operations	2,495,219.33		2,495,219.33	400,509.97	2,094,709.36	16.1%
A6010	Social Services	16,396,019.00		16,396,019.00	3,354,092.16	13,041,926.84	20.5%
A6410	Occupancy Tax - Revenue	400,000.00		400,000.00	175,403.57	224,596.43	43.9%

Attachment: April 2023 Finance Reports (11534 : April 2023 Financial Reports)

REVENUE BUDGET VS ACTUAL TO April 30, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
A6510	Veterans Service Agency	76,902.33		76,902.33		76,902.33	0.0%
A6610	Weights & Measure	15,900.00		15,900.00	1,618.00	14,282.00	10.2%
A6772	Office for the Aging	1,411,542.00	79,947.95	1,491,489.95	53,742.29	1,437,747.66	3.6%
A7110	Dwyer Park	12,000.00		12,000.00	3,900.00	8,100.00	32.5%
A7312	Youth Bureau	17,000.00	52,095.00	69,095.00	2,966.00	66,129.00	4.3%
A7989	Snowmobile	95,616.00	10,542.00	106,158.00	74,310.60	31,847.40	70.0%
A8020	Planning	190,050.00		190,050.00		190,050.00	0.0%
A8740	Small Watershed Protection	17,836.55		17,836.55	17,836.53	0.02	100.0%
	Total Revenue	117,597,805.33	13,081,517.02	130,679,322.35	59,720,715.57	70,958,606.78	45.7%
	Prior Year Encumbrances		1,522,005.98	1,522,005.98			
	Appropriated Fund Balance	2,469,360.18	(725,024.12)	1,744,336.06			
	Appropriated Reserves	(1,085,018.37)		(1,085,018.37)			
		118,982,147.14	13,878,498.88	132,860,646.02	59,720,715.57	70,958,606.78	
SPECIAL GRANT FUND							
CD6989	CDBG		1,750,000.00	1,750,000.00	821,184.17	928,815.83	46.9%
CD6290	Grant Administration	266,274.33		266,274.33	62,511.38	203,762.95	23.5%
CD6292	Employment & Training	705,637.92		705,637.92	160,999.58	544,638.34	22.8%
	Total Revenue	971,912.25	1,750,000.00	2,721,912.25	1,044,695.13	1,677,217.12	38.4%
Self-Insured Benefits Fund							
		13,245,800.37		13,245,800.37	4,567,877.62	8,677,922.75	34.5%
	Prior Year Encumbrances			-			
	Appropriated Fund Balance		4,722.36	4,722.36			
	Total Revenue	13,245,800.37	4,722.36	13,250,522.73	4,567,877.62	8,677,922.75	34.5%
COUNTY ROAD FUND							
D3110	Traffic Division	1,000.00		1,000.00		1,000.00	0.0%
D5010	County Road Administration	200.00		200.00	26.40	173.60	13.2%
D5110	Maintenance of Roads	1,004,000.00		1,004,000.00	391,523.63	612,476.37	39.0%
D5112	Permanent Improvements	3,292,078.00	1,007,353.43	4,299,431.43		4,299,431.43	0.0%
D9901	Interfund Transfers-in	6,697,865.23		6,697,865.23	1,674,466.62	5,023,398.61	25.0%
	Appropriated Fund Balance			-			
	Total Revenue	10,995,143.23	1,007,353.43	12,002,496.66	2,066,016.65	9,936,480.01	17.2%

Attachment: April 2023 Finance Reports (11534 : April 2023 Financial Reports)

REVENUE BUDGET VS ACTUAL TO April 30, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
ROAD MACHINERY FUND							
E5130	Machinery	3,242,494.56	300,000.00	3,542,494.56	843,290.46	2,699,204.10	23.8%
	Prior Year Encumbrances		706,698.80	706,698.80			
	Appropriated Fund Balance			-			
Total Revenue		3,242,494.56	1,006,698.80	4,249,193.36	843,290.46	2,699,204.10	19.8%
SOLID WASTE FUND							
EL8160	Landfill	2,812,934.00	4,000.00	2,816,934.00	875,296.14	1,941,637.86	31.1%
EL8161	Recycling Center	110,670.00		110,670.00	21,220.90	89,449.10	19.2%
	Prior Year Encumbrances		148,185.48	148,185.48			
	Appropriated Fund Balance	(22,185.92)	1,485,850.00	1,463,664.08			
Total Revenue		2,901,418.08	1,638,035.48	4,539,453.56	896,517.04	2,031,086.96	19.7%
CAPITAL PROJECTS FUND							
HH1620	County Courthouse		2,396,000.00	2,396,000.00		2,396,000.00	0.0%
HH5122	Infrastructure		286,818.82	286,818.82	(278,807.71)	565,626.53	-97.2%
HH5610	Airport		1,128,254.00	1,128,254.00	14,364.41	1,113,889.59	1.3%
HH9901	Interfund Transfers-in		217,999.32	217,999.32	(12,898.71)	230,898.03	-5.9%
	Prior Year Encumbrances		491,747.34	491,747.34			
Total Revenue		-	4,520,819.48	4,520,819.48	(277,342.01)	4,306,414.15	-6.1%
Self-Insured Workers' Compensation Fund		1,915,007.00		1,915,007.00	1,811,667.43	103,339.57	94.6%

Attachment: April 2023 Finance Reports (11534 : April 2023 Financial Reports)

EXPENDITURE BUDGET VS ACTUAL TO April 30, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
GENERAL FUND								
A1010	Board of Legislators	262,538.39	123,547.28	386,085.67	128,970.88	1,203.43	255,911.36	33.7%
A1040	Clerk of the Board	204,177.47		204,177.47	55,171.68	20,019.49	128,986.30	36.8%
A1165	District Attorney	1,236,959.19	1,300.00	1,238,259.19	476,611.07		761,648.12	38.5%
A1170	Public Defender	1,513,679.13		1,513,679.13	359,556.84	7,899.86	1,146,222.43	24.3%
A1175	Assigned Counsel	1,452,058.56		1,452,058.56	268,492.96		1,183,565.60	18.5%
A1185	Coroner	243,645.04		243,645.04	61,049.91	61,816.48	120,778.65	50.4%
A1230	County Administrator	507,211.89		507,211.89	102,115.08	185.00	404,911.81	20.2%
A1310	Finance	597,281.76	5,000.00	602,281.76	172,002.14	35,120.83	395,158.79	34.4%
A1320	County Auditor	128,332.03		128,332.03	34,724.57		93,607.46	27.1%
A1325	Treasurer	258,335.32		258,335.32	74,548.30	16.91	183,770.11	28.9%
A1355	Real Property Tax Services	287,989.90	10,150.00	298,139.90	91,059.57	19,764.54	187,315.79	37.2%
A1410	County Clerk	552,621.44	149,850.00	702,471.44	260,553.92	2,743.29	439,174.23	37.5%
A1411	County Clerk - DMV	532,012.10		532,012.10	86,463.79	710.31	444,838.00	16.4%
A1420	County Attorney	532,173.12	1,547.00	533,720.12	91,152.89	198.04	442,369.19	17.1%
A1430	Personnel	658,085.39		658,085.39	162,221.58	39,516.03	456,347.78	30.7%
A1450	Elections	566,586.09	42,000.00	608,586.09	68,180.51	1,383.91	539,021.67	11.4%
A1610	Shared Services	236,552.00		236,552.00	118,435.70	64,767.34	53,348.96	77.4%
A1620	Buildings & Grounds	2,390,651.13	1,678,311.92	4,068,963.05	755,052.51	121,991.37	3,191,919.17	21.6%
A1680	Information Technology	1,250,464.93	220,417.83	1,470,882.76	325,523.33	42,210.86	1,103,148.57	25.0%
A1711	Unallocated Judgements/Claims	10,000.00		10,000.00			10,000.00	0.0%
A1985	Sales Tax Paid to Other Governments	16,100,000.00		16,100,000.00	725,000.00		15,375,000.00	4.5%
A2490	Community College Chargebacks	350,000.00		350,000.00	145,272.25		204,727.75	41.5%
A2495	Sponsor Contributions	2,039,415.00		2,039,415.00	927,747.50	1,111,667.50	-	100.0%
A3020	Emergency Response & Communications	3,958,374.10	5,117,176.50	9,075,550.60	1,386,228.37	932,769.52	6,756,552.71	25.6%
A3110	Sheriff	1,199,412.37		1,199,412.37	314,212.30	38,862.63	846,337.44	29.4%
A3120	Road Patrol	5,173,127.89	230,953.05	5,404,080.94	1,433,097.90	301,426.89	3,669,556.15	32.1%
A3140	Probation/ATI	1,967,711.70		1,967,711.70	524,856.09	24,926.42	1,417,929.19	27.9%
A3150	Jail	6,459,402.08	31,123.00	6,490,525.08	1,708,879.71	517,846.01	4,263,799.36	34.3%
A3315	DWI	65,400.00		65,400.00	22,583.26	14,913.89	27,902.85	57.3%
A3410	Fire/Emergency Management Admin	359,575.00	259,917.01	619,492.01	130,592.32	32,875.84	456,023.85	26.4%
A3510	Animal Control	66,000.00		66,000.00			66,000.00	0.0%
A3620	Safety Officer	50,692.00		50,692.00	7,648.36		43,043.64	15.1%
A4010	Public Health Admin	650,030.00	1,215,142.39	1,865,172.39	167,266.06	4,055.03	1,693,851.30	9.2%
A4011	Nursing	678,615.00	42,947.14	721,562.14	164,681.70	16,243.40	540,637.04	25.1%
A4012	Environmental Health	665,048.00	158,582.95	823,630.95	183,879.07	14,778.16	624,973.72	24.1%
A4045	Health Education	979,587.00	582,080.73	1,561,667.73	348,155.75	195,509.48	1,018,002.50	34.8%
A4046	Pre-K	2,410,162.00	8,000.00	2,418,162.00	339,582.49	1,429,018.27	649,561.24	73.1%
A4059	Early Intervention	1,042,822.00	5,330.40	1,048,152.40	252,159.37	32,159.77	763,833.26	27.1%
A4050	Child Advocacy Center	342,020.26	133,418.45	475,438.71	104,479.65	14,528.99	356,430.07	25.0%
A4310	Mental Health	7,475,039.61	2,478,216.61	9,953,256.22	1,186,133.08	344,083.06	8,423,040.08	15.4%
A5610	Airport	363,354.71		363,354.71	48,308.82	117,102.44	197,943.45	45.5%
A5630	Bus Operations	2,503,645.84	849,752.32	3,353,398.16	598,036.62	984.24	2,754,377.30	17.9%

Attachment: April 2023 Finance Reports (11534 : April 2023 Financial Reports)

EXPENDITURE BUDGET VS ACTUAL TO April 30, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
A6010	Social Services	33,037,072.16		33,037,072.16	8,672,683.29	527,722.71	23,836,666.16	27.8%
A6293	Workforce Investment	74,000.00		74,000.00			74,000.00	0.0%
A6410	Occupancy Tax	613,260.63		613,260.63	551,934.57		61,326.06	90.0%
A6420	Promotion of Industry	492,193.00		492,193.00	246,096.50	246,096.50	-	100.0%
A6510	Veterans Service Agency	76,902.33		76,902.33	20,819.22		56,083.11	27.1%
A6520	Economic Development		50,000.00	50,000.00	50,000.00		-	100.0%
A6610	Weights & Measure	108,989.10		108,989.10	30,942.19	744.17	77,302.74	29.1%
A6772	Office for the Aging	2,581,797.12	187,051.78	2,768,848.90	749,372.42	233,660.68	1,785,815.80	35.5%
A7110	Dwyer Park	294,033.08		294,033.08	24,796.13	13,939.89	255,297.06	13.2%
A7312	Youth Bureau		69,195.00	69,195.00	48.21	49,273.00	19,873.79	71.3%
A7989	Snowmobile	86,054.00	9,488.20	95,542.20	66,879.54		28,662.66	70.0%
A8020	Planning	693,587.96		693,587.96	85,309.12		608,278.84	12.3%
A8710	Conservation Programs	221,344.00		221,344.00	110,672.00	110,672.00	-	100.0%
A8740	Small Watershed Protection	17,836.55		17,836.55			17,836.55	0.0%
A8750	Agriculture Programs	290,500.00		290,500.00	148,500.00	142,000.00	-	100.0%
A9050	Unemployment	50,000.00		50,000.00	11,151.49		38,848.51	22.3%
A9060	Retiree Health Insurance	4,500,000.00		4,500,000.00	1,798,146.27		2,701,853.73	40.0%
A9901	Transfers to County Road Fund	6,697,865.23		6,697,865.23	1,674,466.62		5,023,398.61	25.0%
A9909	Transfers to Capital Projects Fund		217,999.32	217,999.32	(12,898.71)		230,898.03	-5.9%
A9710	Debt Service	825,922.54		825,922.54	413,093.38	607,829.16	(195,000.00)	123.6%
	Total Expenditures	118,982,147.14	13,878,498.88	132,860,646.02	29,052,700.14	7,495,237.34	96,312,708.54	27.5%
SPECIAL GRANT FUND								
CD6989	CDBG		1,750,000.00	1,750,000.00	821,184.17		1,750,000.00	46.9%
CD6290	Grant Administration	266,274.33		266,274.33	53,355.70		266,274.33	20.0%
CD6292	Employment & Training	705,637.92		705,637.92	162,708.67		542,929.25	23.1%
	Total Expenditures	971,912.25	1,750,000.00	2,721,912.25	1,037,248.54	-	2,559,203.58	38.1%
	Self-Insured Benefits Fund	13,245,800.37	4,722.36	13,250,522.73	4,110,218.13	443,938.21	8,696,366.39	34.4%
COUNTY ROAD FUND								
D3110	Traffic Division	210,620.45		210,620.45	13,227.19	23.00	197,370.26	6.3%
D5010	County Road Administration	643,842.10		643,842.10	171,906.15	5,800.75	466,135.20	27.6%
D5020	Engineering	78,613.12		78,613.12	26,588.52	300.00	51,724.60	34.2%
D5110	Maintenance of Roads	5,895,415.56		5,895,415.56	2,262,101.02	141,128.73	3,492,185.81	40.8%
D5112	Permanent Improvements	3,292,079.00	1,007,353.43	4,299,432.43	102,571.69	1,919,872.43	2,276,988.31	47.0%
D5122	Bridge Projects				1,330.10		(1,330.10)	#DIV/0!
D9710	Debt Service	874,573.00		874,573.00	151,838.94	722,730.84	3.22	100.0%
	Total Expenditures	10,995,143.23	1,007,353.43	12,002,496.66	2,729,563.61	2,789,855.75	6,483,077.30	46.0%

Attachment: April 2023 Finance Reports (11534 : April 2023 Financial Reports)

EXPENDITURE BUDGET VS ACTUAL TO April 30, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
ROAD MACHINERY FUND								
E5130	Machinery	3,094,417.56	1,006,698.80	4,101,116.36	993,692.96	859,648.03	2,247,775.37	45.2%
E9710	Debt Service	148,077.00		148,077.00	131,308.57	16,767.67	0.76	100.0%
	Total Expenditures	3,242,494.56	1,006,698.80	4,249,193.36	1,125,001.53	876,415.70	2,247,776.13	47.1%
SOLID WASTE FUND								
EL8160	Landfill	1,456,306.05	1,638,035.48	3,094,341.53	493,749.83	45,822.88	2,554,768.82	17.4%
EL8161	Recycling Center	597,157.35		597,157.35	158,832.69	70,833.61	367,491.05	38.5%
EL9710	Debt Service	847,954.68		847,954.68	683,599.35	164,355.33	-	100.0%
	Total Expenditures	2,901,418.08	1,638,035.48	4,539,453.56	1,336,181.87	281,011.82	2,922,259.87	35.6%
CAPITAL PROJECTS FUND								
HH1620	County Courthouse		2,396,000.00	2,396,000.00			2,396,000.00	0.0%
HH5122	Infrastructure		733,914.48	733,914.48	7,356.30		726,558.18	1.0%
HH5610	Airport		1,390,905.00	1,390,905.00	16,139.79		1,374,765.21	1.2%
	Total Expenditures	-	4,520,819.48	4,520,819.48	23,496.09	-	4,497,323.39	0.5%
Self-Insured Workers' Compensation Fund		1,915,007.00		1,915,007.00	1,292,737.78		622,269.22	67.5%

Cortland County
Revenue Comparison 2019 - 2023 - April

	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
GENERAL FUND					
1040 CLERK OF THE LEGISLATIVE BOARD	90.00				
1165 DISTRICT ATTORNEY	8,853.39	4.64	24,420.24	11,109.10	4,895.14
1170 PUBLIC DEFENDER	2,625.00	278,206.12		32,800.90	128,748.44
1175 ASSIGNED COUNSEL		(203.82)			124,363.74
1310 Finance				5,400.00	
1320 Audit				1,800.00	
1325 COUNTY TREASURER - Levy	35,460,006.29	36,456,704.01	37,003,555.01	37,725,385.55	38,497,675.29
1325 COUNTY TREASURER	488,811.61	369,705.42	448,315.68	816,168.37	1,291,759.14
1355 REAL PROPERTY TAX SERVICE	23,347.50	24,608.24	24,468.50	24,577.75	22,716.00
1410 COUNTY CLERK - CIVIL/RECORDS	137,040.19	267,719.23	269,382.28	247,949.61	183,265.20
1411 COUNTY CLERK - MOTOR VEHICLES	169,196.51	132,873.95	163,184.74	130,631.19	152,961.41
1420 COUNTY ATTORNEY	2,050.16				
1430 PERSONNEL - CIVIL SERVICE	1,147.50	2,233.00	712.50	2,788.00	1,050.00
1450 ELECTIONS	83.60	286.27	37.60		12,347.89
1610 TELEPHONE SHARED SERVICE	71,875.41	73,852.02	75,136.93	65,551.83	77,935.05
1620 BUILDING & GROUNDS	33,340.84	40,867.78	44,483.71	42,323.38	37,264.61
1680 INFORMATION TECHNOLOGY	6,816.32	6,816.32	6,816.32	5,036.08	5,187.04
1985 SALES TAX	7,004,104.05	7,598,922.26	7,951,736.63	9,099,443.13	9,411,853.01
3020 EMERGENCY RSP & COMMUNICATION	646,145.57	249,697.89	53,022.73	143,638.15	576,010.14
3110 SHERIFF	30,448.99	25,854.98	15,742.42	23,007.75	17,133.97
3120 SHERIFF ROAD PATROL	139,069.17	141,933.06	103,299.39	100,863.54	99,408.01
3140 PROBATION	71,711.66	145,693.38	92,024.91	89,307.60	96,996.26
3150 JAIL	3,205.16	1,500.80	42,283.36	17,303.04	20,106.05
3315 STOP DWI	30,374.10	22,667.96	11,933.23	16,837.55	8,876.64
3410 FIRE / EMERGENCY MANAGEMENT	17,363.65		6,408.00	6,380.85	58,709.70
3620 Safety Officer					10.00
4010 HEALTH DEPARTMENT ADMIN	197,420.43	518,413.04	370,580.25	16,508.00	541,828.56
4011 NURSING ADMINISTRATION	173,909.11	74,852.74	36,117.36	26,997.41	14,803.42
4012 ENVIRONMENTAL HEALTH	88,952.62	72,819.76	50,706.46	82,280.75	81,914.98
4045 Health Education				133,777.28	227,739.36
4046 PRE-K PHCP	468,792.17	198,183.28	417,652.78	4,503.49	173,563.78
4050 CAC - CHILD ADVOCACY CENTER DA	37,330.98		14,511.26	25,482.49	61,290.12
4059 EARLY INTERVENTION PROGRAM	256,874.54	244,197.40	105,978.82	296,660.66	232,049.44
4310 MENTAL HEALTH CENTER	1,977,931.31	1,310,863.82	2,161,408.52	2,070,398.51	3,389,203.17
5610 AIRPORT	65,830.25	56,443.45	83,199.80	87,062.55	84,670.89
5630 BUS OPERATIONS	904,240.49	940,736.42	217,848.79	704,093.88	400,509.97
6010 DEPT.OF SOCIAL SERVICES ADMIN	2,869,347.68	2,897,364.84	2,607,830.91	2,736,563.61	3,354,092.16
6410 PUBLICITY/TOURISM	117,678.11	106,349.67	103,895.16	156,555.84	175,403.57
6510 VETERANS SERVICE AGENCY		5,124.07	500.00	13,377.90	
6610 SEALER OF WEIGHTS & MEASURES	1,865.09	320.00	788.00	2,244.00	1,618.00
6772 AREA AGENCY ON AGING	14,453.56	105,642.38	52,815.25	43,859.04	53,742.29
7110 DWYER PARK	2,700.00	2,025.00	900.00	2,800.00	3,900.00
7312 YOUTH BUREAU					2,966.00
7989 SNOWMOBILE CLUBS	67,376.40	66,931.20	66,931.20	64,789.20	74,310.60
8020 PLANNING	3,328.58		290.00		
8740 Small Watershed Protection					17,836.53
8755 FARMLAND PROTECTION	5,255.00				
Total Revenue	51,600,992.99	52,440,210.58	52,628,918.74	55,076,257.98	59,720,715.57
SPECIAL GRANT FUND					
6989 CDBG	13,864.00	28,385.87	50,000.00		821,184.17
6290 WIA GRANT ADMINISTRATION	201,776.40	50,781.47	48,961.63	57,370.68	62,511.38
6292 WIA EMPLOYMENT & TRAINING	123,702.66	98,153.78	110,092.25	144,679.50	160,999.58
Total Revenue	339,343.06	177,321.12	209,053.88	202,050.18	1,044,695.13
SELF-INSURANCE FUND - EMPLOYEE BENEFITS					
9060 HEALTH	4,164,690.60	4,161,658.49	4,360,213.66	3,848,999.85	4,567,877.62

Attachment: April 2023 Finance Reports (11534 : April 2023 Financial Reports)

	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
COUNTY ROAD FUND					
3310 TRAFFIC DIVISION					
5010 HIGHWAY & STREET ADMIN	18.83	26.72	20.73	140.68	26.40
5110 MAINTENANCE OF ROADS	726,349.81	352,803.33	451,065.43	434,969.87	391,523.63
5112 PERMANENT IMPROVEMENTS			95,067.00		
9901 INTERFUND TRANSFERS	1,681,845.88	1,540,000.00	1,564,542.90	2,159,169.52	1,674,466.62
Total Revenue	2,408,214.52	1,892,830.05	2,110,696.06	2,594,280.07	2,066,016.65
ROAD MACHINERY FUND					
5130 MACHINERY	961,531.39	652,967.41	772,742.61	905,420.46	843,290.46
SOLID WASTE FUND					
8160 LANDFILL	598,111.81	714,511.31	697,019.42	629,283.76	875,296.14
8161 RECYCLING		1,641.00	18,288.04	35,049.93	21,220.90
Total Revenue	598,111.81	716,152.31	715,307.46	664,333.69	896,517.04
CAPITAL ROJECTS FUND					
5122 BRIDGE PROJECTS	0.01		23,701.14	779,975.34	(278,807.71)
5610 AIRPORT	7,474.17			32,000.00	14,364.41
9900 TRANSFER TO/FROM OTHER FUNDS				41,051.34	(12,898.71)
Total Revenue	7,474.18	-	23,701.14	853,026.68	(277,342.01)
SELF-INSURANCE FUND - WORKERS' COMPENSATION					
1710 WORKER'S COMP-SELF INSURANCE	724,720.80	1,908,262.74	1,804,005.66	1,765,530.28	1,811,667.43

Cortland County
Expenditure Comparison 2019 - 2023 - April

		2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
GENERAL FUND						
A10105	COUNTY LEGISLATURE	148,858.66	95,870.03	100,336.32	94,682.49	128,970.88
A10405	CLERK OF THE LEGISLATIVE BOARD	46,678.75	90,813.16	51,723.17	48,133.97	55,171.68
A11655	DISTRICT ATTORNEY	321,011.11	291,367.84	253,554.69	286,564.03	476,611.07
A11705	PUBLIC DEFENDER	270,051.37	288,046.02	309,822.55	283,751.40	359,556.84
A11755	ASSIGNED COUNSEL	156,384.36	169,579.24	175,819.72	200,838.99	268,492.96
A11855	CORONERS	48,051.20	61,310.38	45,040.74	55,711.62	61,049.91
A12305	COUNTY ADMINISTRATOR		47,483.98	65,643.59	65,084.82	102,115.08
A13105	FINANCE	257,905.59	183,753.63	179,592.15	174,025.36	172,002.14
A13205	AUDITOR		32,692.47	32,404.77	33,859.45	34,724.57
A13255	TREASURER	70,698.25	73,358.87	68,954.53	71,865.10	74,548.30
A13555	REAL PROPERTY TAX SERVICE	82,539.17	82,461.99	74,826.75	71,024.74	91,059.57
A14105	COUNTY CLERK	160,088.58	158,372.78	163,083.45	156,287.11	260,553.92
A14115	COUNTY CLERK - MOTOR VEHICLES	142,362.61	152,173.73	142,273.07	149,674.71	86,463.79
A14205	COUNTY ATTORNEY	122,602.40	101,885.56	97,734.63	80,024.37	91,152.89
A14305	PERSONNEL - CIVIL SERVICE	149,142.44	138,898.73	152,507.19	161,563.39	162,221.58
A14505	ELECTIONS	107,716.03	84,504.18	103,566.95	121,172.22	68,180.51
A16105	TELEPHONE SHARED SERVICE	67,030.57	73,214.44	72,860.32	73,194.67	118,435.70
A16205	BUILDING & GROUNDS	661,487.95	668,926.22	538,888.12	697,968.02	755,052.51
A16805	DATA PROCESSING	270,233.77	229,706.92	237,859.24	301,607.53	325,523.33
A17115	LIABILITY INSURANCE RESERVE	180.00				
A19855	SALES TAX	3,401,773.31	700,000.00	700,000.00	670,000.00	725,000.00
A19905	CONTINGENCY	10,637.00				
A24905	COMMUNITY COLLEGE	149,892.84	168,781.88	150,615.03	112,732.83	145,272.25
A24955	CONTRIBUTIONS TC3	837,065.50	878,918.50	903,333.00	927,747.50	927,747.50
A30205	EMERGENCY RESPONSE & COMMUNCTN	1,220,766.36	1,358,365.39	777,460.53	1,133,819.14	1,386,228.37
A31105	SHERIFF	231,625.31	251,297.61	248,409.94	245,105.10	314,212.30
A31205	SHERIFF ROAD PATROL	1,452,642.90	1,271,042.68	1,205,663.52	1,314,417.13	1,433,097.90
A31405	PROBATION	590,158.52	568,442.14	521,064.16	628,978.74	524,856.09
A31505	JAIL	1,746,316.01	1,623,024.12	1,488,122.54	1,483,776.68	1,708,879.71
A33155	STOP DWI	39,146.87	27,016.82	17,347.90	18,398.43	22,583.26
A34105	FIRE / EMERGENCY MANAGEMENT	72,647.01	101,850.63	83,258.54	99,083.82	130,592.32
A35105	SPCA	11,250.09	11,250.09	11,250.09	11,250.09	
A36205	SAFETY OFFICE	445.86	14,530.00	945.75	6,937.03	7,648.36
A40105	HEALTH DEPARTMENT	369,489.30	346,593.57	411,368.49	169,361.33	167,266.06
A40115	NURSING ADMINISTRATION	340,673.91	316,929.89	277,454.35	159,963.20	164,681.70
A40125	ENVIRONMENTAL HEALTH	213,486.84	185,237.43	156,455.63	187,184.89	183,879.07
A40455	HEALTH EDUCATION				203,876.10	348,155.75
A40465	PrK Supportive Hlth Svcs	409,935.29	140,481.38	182,242.64	516,030.13	339,582.49
A40505	Child Advocacy Center	38,880.78	71,296.05	114,340.45	96,804.86	104,479.65
A40595	EARLY INTERVENTION PROGRAM	332,760.21	330,181.66	251,483.43	320,384.94	252,159.37
A43105	MENTAL HEALTH CENTER	1,974,609.84	1,949,868.51	1,934,017.66	1,768,523.69	1,186,133.08
A56105	AIRPORT	94,968.69	95,695.62	81,961.02	115,289.86	48,308.82
A56305	BUS OPERATIONS	259,442.54	980,194.28	13,206.00	142,174.44	598,036.62
A60105	DEPT.OF SOCIAL SERVICES ADMIN	9,048,134.49	8,683,600.44	7,341,349.91	7,736,843.89	8,672,683.29
A64105	PUBLICITY/TOURISM	500,000.00	550,093.00	575,072.26	592,568.46	551,934.57
A64205	PROMOTION OF INDUSTRY	217,913.50	221,182.00	224,500.00	227,867.50	246,096.50
A65105	VETERANS SERVICE AGENCY	34,012.89	17,366.15	17,855.69	18,391.84	20,819.22
A66105	SEALER OF WEIGHTS & MEASURES	22,021.31	21,532.00	24,778.99	25,545.21	30,942.19
A67725	AREA AGENCY ON AGING	762,733.13	719,928.45	607,473.45	652,438.27	749,372.42
A69895	OTHER ECONOMIC DEVELOPMENT				792,432.00	50,000.00
A71105	DWYER PARK	10,137.99	13,718.37	12,244.65	15,383.20	24,796.13
A73125	YOUTH BUREAU	(543.07)	229.10	436.49	307.93	48.21
A79895	SNOWMOBILE CLUBS	85,135.95	60,238.08	48,384.00	58,310.28	66,879.54
A80205	PLANNING	120,227.30	108,306.39	93,570.24	105,360.11	85,309.12
A87105	CONSERVATION PROGRAMS	285,093.00	75,000.00	75,000.00	90,000.00	110,672.00
A87505	AGRICULTURE & LIVESTOCK	147,000.00	136,710.00	126,710.00	129,210.00	148,500.00
A87555	Farmland Protection					
A90505	UNEMPLOYMENT INSURANCE	26,968.03	21,644.48		2,470.48	11,151.49
A90605	HEALTH INSURANCE	1,248,528.00	1,390,499.00	1,737,522.00	1,751,276.51	1,798,146.27

Attachment: April 2023 Finance Reports (11534 : April 2023 Financial Reports)

		2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
A97105	DEBT SERVICE	436,573.99	399,773.25	401,669.90	407,596.50	413,093.38
A99015	I/F Transfer to/from D	1,681,845.88	1,540,000.00	1,564,542.90	2,159,169.52	1,674,466.62
A99505	TRANSFER TO CAPITAL PROJECTS				41,051.34	(12,898.71)
	Total Expenditures	31,507,420.18	28,375,239.13	25,247,603.10	28,265,096.96	29,052,700.14
SPECIAL GRANT FUND						
CD62905	WIA - GRANT ADMIN EXPENSES	13,864.00	28,385.87			821,184.17
CD62925	WIA - E & T	215,031.35	53,257.23	48,826.28	54,757.22	53,355.70
CD69895	Other Economic Assistance	131,187.61	112,316.52	129,670.05	150,050.99	162,708.67
	Total Expenditures	360,082.96	193,959.62	178,496.33	204,808.21	1,037,248.54
SELF-INSURANCE FUND - EMPLOYEE BENEFITS						
CH90605	HEALTH	4,007,372.50	3,469,640.57	3,970,806.89	3,186,003.75	4,110,218.13
COUNTY ROAD FUND						
D33105	TRAFFIC DIVISION	16,562.02	11,939.88	16,342.12	11,611.58	13,227.19
D50105	HIGHWAY ADMINISTRATION DIV.	244,932.89	164,087.70	163,994.76	148,778.80	171,906.15
D50205	HIGHWAY ENGINEERING DIVISION	18,023.35	24,619.53	25,719.98	25,259.46	26,588.52
D51105	HIGHWAY MAINTENANCE DIV.	2,267,695.71	1,791,611.90	2,194,814.21	2,174,725.19	2,262,101.02
D51125	HIGHWAY PROJECTS	47,971.02	9,308.35	68,322.41	150,305.39	102,571.69
D5122	BRIDGE PROJECTS					1,330.10
D97105	DEBT SERVICE	163,677.03	161,148.94	157,261.74	154,657.34	151,838.94
	Total Expenditures	2,758,862.02	2,162,716.30	2,626,455.22	2,665,337.76	2,729,563.61
ROAD MACHINERY FUND						
E51305	HIGHWAY ROAD MACHINERY	579,257.87	419,839.72	448,391.97	644,662.77	993,692.96
E97105	DEBT SERVICE	122,354.12	123,816.31	125,769.05	128,601.45	131,308.57
	Total Expenditures	701,611.99	543,656.03	574,161.02	773,264.22	1,125,001.53
SOLID WASTE FUND						
EL81605	LANDFILL	431,219.38	429,403.33	408,463.75	368,641.47	493,749.83
EL81615	RECYCLING	117,422.31	251,930.46	76,757.19	157,575.59	158,832.69
EL97105	DEBT SERVICE	617,253.68	662,317.87	674,465.05	679,455.45	683,599.35
	Total Expenditures	1,165,895.37	1,343,651.66	1,159,685.99	1,205,672.51	1,336,181.87
CAPITAL ROJECTS FUND						
HH16205	BUILDINGS & GROUNDS PROJECTS					
HH24985	TC3 CAPITAL EXPENSES					
HH31505	JAIL ROOF RECONSTRUCTION	514,528.99				
HH51225	BRIDGE PROJECTS	5,430.55	40,939.35	141,157.74	923,265.94	7,356.30
HH56105	AIRPORT MASTER PLAN UPDATE	12,777.97	60,355.56	16,312.26	23,606.20	16,139.79
HH71105	DWYER PARK CAPITAL EXPENSE		3,027.70			
	Total Expenditures	532,737.51	104,322.61	157,470.00	946,872.14	23,496.09
SELF-INSURANCE FUND - WORKERS' COMPENSATION						
S17105	LIABILITY INSURANCE RESERVE	297,505.52	1,637,244.27	1,427,634.54	1,303,345.77	1,292,737.78

Cortland County Reserve Funds				UNAUDITED	
				12/31/2022	4/30/2023
Reserve Title	Authorizing Resolution	Purpose	Funding	Balance	Balance
Airport Reserve	269-17	Offset the local match on airport projects	Airport net income	243,242.50	246,897.84
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	1,046,142.83	1,070,668.88
Correctional Facility Reserve / County Jail Project Reserve	313-15	Repair, construction, capital projects or other related expenses for the correctional facility	Approved additions per Legislature	2,282,518.13	2,567,808.94
Drug Task Force - DA	Nature of Funds	Drug busts/stings	Drug money	14,982.77	15,247.01
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	44,509.67	44,512.60
DOJ Equitable Sharing Program - DA	Nature of funds	DA expenditures	Federal forfeitures	5,169.45	4,568.70
Debt Reduction Reserve	226-18	Reduce debt	Funding for this reserve was ended with 294-20 as the County currently does not have any debt it can "pre-pay" or pay-off	79,026.37	80,248.22
Don Sharpe Fund	Nature of Funds	Mental Health expenditures	This was created by a one time donation from the Don Sharpe estate	143,592.30	143,601.74
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	64,439.50	65,284.31
Dwyer Park Memorial Repair Reserve	436-17; 206-18	Cost of repairs & labor to repair main pavilion; amended to include repairs to all facilities & structures in the park	Approved additions per Legislature	28,881.00	29,327.54
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	65,669.73	116,685.07
Emergency Response & Communications Radio Tower Reserve	194-16	Maintenance of radio towers	Rental revenue from rental of towers by NYS Police and CBP	29,837.59	32,248.93
Farmland Protection Reserve	124-07	Monitoring Farmland Protection grants	Stewardship monies from farmland protection grant	46,066.53	46,778.78
Handicap Parking Education Fund	Nature of Funds	Handicap parking education	Justice Court fines	555.59	564.19
Motor Vehicle Equipment Reserve	200-11; 37-14	Offset operating or capital expenses related to Section 5311 (transportation)	Sale of used buses purchased with Section 5311 funding	17,233.47	17,499.93
Occupancy Tax Reserve	Nature of Funds	Annual payment to Tourism Bureau and for tourism related expenditures	Occupancy tax, including the County's 10% share	1,436,784.03	1,059,674.55
Opioid Settlement Reserve	Nature of Funds	Combat opioid epidemic	Opioid settlements	287,756.35	335,076.01

Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	3,714,756.01	3,771,261.80
Sheriff Forfeitures	Nature of Funds	Sheriff expenditures	Forfeitures	41,042.99	41,042.99
Sheriff Inmate Phone	Nature of Funds	Jail expenditures	Inmate use of jail phones	155,765.23	168,542.64
Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	1,988.30	2,019.04
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	172,663.32	155,928.23
Weights & Measures Prover Reserve	51-16; 258-20	Replacement of prover, repairs & maintenance of prover or purchase of capital equipment for Weights & Measures	Annual Weights & Measures penalty interest and prover rental revenue	6,796.91	6,891.59
Road Machinery Capital Reserve	154-22	Highway equipment or highway related capital projects costing \$100,000 or more	Assigned fund balance over \$750,000	852,388.99	864,233.34
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	1,116,879.69	1,131,892.89
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	648,540.29	657,729.56
NOTE:					
Buildings and Grounds Reserve	Resolution 153-22 authorized up to \$100,000 for elevator maintenance and repairs. This contract has not yet been completed and \$87,750 of \$100,000 has been removed from reserve at 4/30/23.				
Occupancy Tax Reserve	\$61,326.06 County admin in 2023, \$898,513.64 CVB in 2024 and 2025, \$99,834.85 County admin in 2024 and 2025.				



**CORTLAND COUNTY
REAL PROPERTY TAX SERVICES**

60 CENTRAL AVENUE, ROOM 129
CORTLAND, NY 13045

Laura Fox
Director

Telephone: (607)753-5040
FAX: (607) 597-2064

May Activity Review:

- Processed 96 deeds/parcels for the month of April, including 8 property splits.
- Assisted 14 individuals and businesses with purchasing a subscription to Image Mate online.
- Assisted 1 individual with purchasing tax maps and surveys.
- Created 39 Sales Cards for local Realtors.
- Answered numerous phone calls relating to Real Property.
- Processed and printed tentative rolls for assessors and posted to our website.
- Created 778 Village Tax bills for Marathon & McGraw.

Emergency Reserve Fund Continuing Discussion Talking Points

Name: Cortland County Municipality Emergency Loan Reserve Fund

Purpose: Funds to be utilized for emergency loan to municipalities in the limited circumstances where the municipality applying for the loan demonstrates, with verifiable proof:

1. The need for the loan results from an unforeseen emergency circumstance, such as a natural disaster or fire, and not from the municipality's failure to plan, such as a failure to maintain infrastructure;
2. The municipality's own reserve funds have been exhausted (or will be as a result of this unforeseen emergency situation); and
3. The municipality has applied for all federal, state and local funding potentially available, providing proof of denial based upon unavailability of funds or failure to qualify for funding based upon a reason other than a failure to comply with the application process.

Funding Source & Amount: Sales tax?? Specific amount?? Interest bearing reserve??

Loan: Repayment terms?

1. Repayment schedule spread out over up to five (5) years or lump sum repayment from future sales tax distributions, depending on loan amount?
2. Maximum loan amount? (\$50k suggested at last committee meeting)

Procedure: Formal Application to be filled out (e.g., fillable .pdf)

Application to include:

1. Name of municipality;
2. Project description;
3. Total cost of project;
4. Funds already spent on project and/or set aside for use on project;
5. Municipality's most recent financials and/or audit; and
6. Proof of having applied for all available federal, state and local funding (e.g., FEMA, Public Assistance Cost Sharing Grants, Disaster Emergency Funds, etc.)

Who receives the application? Where would the municipality send their application?

Who reviews the application for completeness?

1. Individual or Department
 - a. Would that person or department have authority to reject the application for failure to submit a complete application?
2. Finance Committee or subcommittee

*Full Legislative Approval would be required for approval of the application and granting of loan.