



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, June 15, 2021

10:00 AM

Board Room

CALL TO ORDER

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

MINUTES

1. Finance & Administration Committee - Committee Meeting - May 18, 2021 10:00 AM

RESOLUTIONS

County Treasurer

County Administrator

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Authorize County Administrator to Enter into Internship Agreements - County Administrator

WHEREAS, various Cortland County Departments utilize interns to allow interns to obtain training and experience, AND

WHEREAS, there is no monetary cost to the County for providing such training and experience, AND

WHEREAS, the Cortland County Legislature is willing to accept said interns for such purposes, AND

WHEREAS, it is in the best interest of Cortland County for the County Administrator to have the authority to enter into intern agreements, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to sign agreements for internship placements.

ON MOTION OF WAGNER

AGENDA ITEM NO. 2

Amend Budget/Authorize Optional Payout of Accumulated Comp Time for Department Heads and Management Employees - County Administrator

WHEREAS, the Federal American Rescue Plan has allocated over \$9,000,000 to Cortland County, AND

WHEREAS, due to the COVID-19 pandemic, many County Department Heads and Management employees have accumulated comp time in response to performing essential work throughout the COVID-19 Public Health emergency, AND

WHEREAS, due to the excessive amounts of comp time earned, Department Heads and Management Employees will have a difficult time in using their accumulated time, AND

WHEREAS, the total amount of time accumulated for County Department Heads and Management Employees through June 15, 2021 is approximately 1,750 hours, AND

WHEREAS, the Federal Government has authorized the use of the American Rescue Plan funds to respond to workers performing essential work during the COVID-19 public health emergency, NOW THEREFORE BE IT

RESOLVED, that the County is authorized to offer Department Heads and Management Employees the opportunity to cash in their accumulated comp time that was accumulated through June 15, 2021, due to the COVID pandemic, at their regular hourly rate, AND BE IT FURTHER

RESOLVED, that the total amount paid out shall not exceed \$75,000, AND

RESOLVED, that the Cortland County Legislature amends the 2021 budget as follows:

Increase: Account _____ \$75,000

Decrease: Account A359900 Appropriated Fund Balance \$75,000

, AND BE IT FURTHER

RESOLVED, that the County General Fund be reimbursed for the cost of this project upon receipt of the Federal American Rescue Plan funds.

Real Property

Director of Budget and Finance

Manager of Audit and Financial Projects

Discussion Items/Reports

3. Treasurer Report and MUNIS Report June 2021
4. Audit Department Monthly Budget Report
5. County Auditor Quarterly Update
6. Real Property Tax Services Monthly Reports
7. Finance Department Budget to Actual to May 31, 2021

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

ON MOTION OF FITCH

AGENDA ITEM NO. 1

Authorize Agreement Bus Shelter - Cortland County Planning Department

WHEREAS, the Village of Homer is requesting a bus shelter to be installed at the Homer Recreation Building located at 53 Main Street, Homer, New York, AND

WHEREAS, a single shelter is under the threshold necessary for bidding, but requires three written quotes, AND

WHEREAS, monies received from the Federal 5311 Capital Grant will be used for the purchase of the bus shelter and are in the 2021 budget line A56305.52015, AND

WHEREAS, the Cortland County Planning Department has solicited and received three written quotes as follows:

Company	Address	Quote
Brasco International, Inc.	32400 Industrial Drive Madison Heights, MI 48071	\$6,475
Austin Mohawk and Company, LLC	2175 Beechgrove Place Utica, NY 13501-1797	\$8,570
Columbia Equipment Company	72 Albany Avenue Freeport, NY 11520	\$15,739

, AND

WHEREAS, the lowest overall responsible quote for a bus shelter was from Brasco International, Inc., of 32400 Industrial Drive, Madison Heights, MI 48071, AND

WHEREAS, the Village of Homer has agreed to assume responsibility for the maintenance and liability of the bus shelter, including the clearing of snow, providing clear walkways for passengers and keeping it free of trash and graffiti, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign an agreement with Brasco International, Inc., of 32400 Industrial Drive, Madison Heights, MI 48071 for a bus shelter to be delivered to the Village of Homer.

Referred from Building & Grounds Committee

ON MOTION OF HARBIN

AGENDA ITEM NO. 2

Award Bid for ManageEngine Desktop Central Licensing - Information Technology

WHEREAS, a Request for Proposals (RFP) was issued for the acquisition of ManageEngine Desktop Central UEM, AND

WHEREAS, the funding for this acquisition shall be provided through grants, AND

WHEREAS, bids were received from the following:

Company	Address	Amount
Digital Information Services, LLC	10425 Dalebrooke Lane Potomac,	\$24,551.99

	Maryland 20854	
DynTek Services, Inc.	5241 California Avenue, Suite 150 Irvine, CA 92617	\$28.802
AKA Comp Solutions	5875 N. Lincoln Ave. Suite 132 Chicago, IL 60659	\$25,801.92
vPrime Tech, Inc.	1400 Broadfield Blvd., Suite 200 Houston, TX 77084-5162	\$25, 776.62

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 Digital Information Services, LLC of 10425 Dalebrooke Lane, Potomac, Maryland 20854 is here by awarded the bid for the acquisition of ManageEngine Desktop Central UEM and one year of maintenance, 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 Digital Information Services, LLC, 10425 Dalebrooke Lane, Potomac, Maryland 20854 is here by awarded the bid for the acquisition of ManageEngine Desktop Central UEM and one year of maintenance.

ON MOTION OF HARBIN

AGENDA ITEM NO. 3

Authorize Agreement with Sure Temp Company Inc. for Planned Maintenance Agreement Dwyer Park Pavilion Air Handling System - Buildings & Grounds

WHEREAS, a request to Sure Temp was made for a 5 year planned maintenance agreement on the new Air Handling equipment installed in the Dwyer Memorial Park Pavilion, AND

WHEREAS, a proposal was received from Sure Temp to service and inspect this equipment for the following cost annually:

2021/22 - \$2,266.16
2022/23 - \$2,334.14
2023/24 - \$2,404.17
2024/25 - \$2,476.29
2025/26 - \$2,550.58

, AND

WHEREAS, based upon the results of the agreement, the Building and Grounds Committee recommends that this agreement be approved, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a service agreement with Sure Temp Company Inc., 43 Lake Ave. , Binghamton NY, 13905, for the period July 1st, 2021 through June 30th 2026.

ON MOTION OF HARBIN

AGENDA ITEM NO. 4

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

WHEREAS, a Request for Proposals (RFP) was issued for the Sealing and Striping of County Owned parking lots

WHEREAS, bids were received from the following:

Company	Address	Amount
Superior Sealcoating	2610 Geiger Road Scipio Center, NY 13147	\$31,680

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 Superior Sealcoating of 2610 Geiger Road, Scipio Center, New York 13147 is here by awarded the bid for parking lot sealing and striping, 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 Superior Sealcoating of 2610 Geiger Road, Scipio Center, New York 13147 for the sealing and striping of County parking lots.

ON MOTION OF HARBIN

AGENDA ITEM NO. 5

Award Bid/Authorize Contract for IT Server Room Additional A/C Unit- Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued for the addition of a redundant A/C unit to maintain acceptable Server Room temperature, AND

WHEREAS, bids were received from the following:

Company	Address	Amount
Robert L. Kistler Service Corp.	5615 Business Ave. Syracuse, NY 13039	\$96,980
Air Temp Heating & Air Conditioning, Inc.	1165 Front Street Binghamton, NY 13901	\$98,107

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 Robert L. Kistler Service Corp. of 10425 of 5615 Business Avenue, Syracuse, NY 13039 is here by awarded the bid for the addition of a redundant A/C unit to maintain acceptable Server Room temperature, 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 Robert L. Kistler Service Corp. of 10425 of 5615 Business Avenue, Syracuse, NY 13039 for the addition of a redundant A/C unit to maintain acceptable Server Room temperature.

Referred from Health & Human Services

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 6

Create Aging Services Specialist Position (14 Hours/Week) - Area Agency on Aging

WHEREAS, the needs of the agency will be better served by creating one part time position of Aging Services Specialist (14 hours/week) in the Area Agency on Aging, AND

WHEREAS, the New York State Office for the Aging has made available funds under the SSC6 of the American Rescue Plan for Supportive Services for the period of April 1, 2021 through September 30, 2024, AND

WHEREAS, the Health and Human Services Committee recommends the creation of this

position, AND

WHEREAS, this position is dependent on the related grant and will be abolished with the termination of grant funding, NOW THEREFORE BE IT

RESOLVED, that one part time position of Aging Services Specialist (14 hours/week, CSEA, Grade 15, \$20.4342-25.6078/HR, competitive class, without benefits) be created with approval to fill on July 1, 2021 through September 30, 2024, with no posting, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement, AND BE IT FURTHER

RESOLVED, the 2021 budget is amended as follows:

Increase:	A677244 44772 4330	Federal Aid-Title IIIB	\$57,106
Increase:	A67725 51010 4330	Personal Services	\$50,343
	A67725 58030 4330	Fica	\$3,851
	A67725 58040 4330	Workers Comp	\$2,912

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 7

Accept Bids and Authorize Purchase of Miscellaneous Groceries and Frozen Foods - Area Agency on Aging

WHEREAS, bids were received on May 12, 2021 for the period July 1, 2021 through September 30, 2021, for the purchase of miscellaneous groceries and frozen foods in accordance with specifications on file in the Office of the Clerk of the Cortland County Legislature, for use by the Area Agency on Aging and the Sheriff's Department, AND

WHEREAS, the Health and Human Services Committee recommends that bids be awarded to the lowest responsible bidder, AND

WHEREAS, bids were received from the following:

Ginsberg's, PO Box 17, Route 66, Hudson, NY 12534
Smith Packing Co., PO Box 520, Utica, NY 13503-0520
Renzi Food Service, 901 Rail Drive, Watertown, NY 13601

, NOW THEREFORE BE IT

RESOLVED, that bids of the said vendors, in accordance with the specifications, be and hereby are accepted at the bid prices on a per item basis, AND BE IT FURTHER

RESOLVED, that said departments have the right to award bids based on price and quality, AND BE IT FURTHER

RESOLVED, that the above departments are authorized and directed to purchase said items from the lowest responsible bidders and best value for the period July 1, 2021 through September 30, 2021.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 8

Amend 2021 Budget for Youth Bureau, Safe Harbour Program - Health Department

WHEREAS, the Office of Children and Family Services (OCFS) has awarded the Cortland County Health Dept. \$23,000 for the Safe Harbour program, AND

WHEREAS, these funds will be used to support costs to create a more effective and efficient response to youth who have experienced commercial sexual exploitation or trafficking, or who are vulnerable to it, AND

WHEREAS, the 2021 County Budget needs to be amended as follows:

Increase Revenue:		Current	Increase	Balance
A73125.43820.21SF	Safe Harbour Revenue	\$0	\$23,000	\$23,000
Increase Expenditure				
A73125.51005.21SF	Personal Services	\$0	\$10,115	\$10,115
A73125.54005.21SF	Office Supplies	\$0	\$500	\$500
A73125.54035.21SF	Education and Training	\$0	\$500	\$500
A73125.54045.21SF	Travel	\$0	\$700	\$700
A73125.54048.21SF	Program Supplies	\$0	\$2,000	\$2,000
A73125.54060.21SF	Advertising	\$0	\$1,500	\$1,500
A73125.54815.21SF	Contracted Svcs	\$0	\$4,650	\$4,650
A73125.58060.21SF	Health Insurance	\$0	<u>\$3,035</u>	\$3,035
			\$23,000	

, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and the Public Health Director or Designee, upon review and approval by the County Attorney or designee, are hereby authorized and directed to accept these funds.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 9

Create Position - Licensed Clinical Social Worker - Mental Health

WHEREAS, the needs of the agency will be better served by creating one full-time position of Licensed Clinical Social Worker in the Mental Health Department, 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 Licensed Clinical Social Worker (CSEA, Grade 26, \$30.5057-38.2292/HR, competitive class) be created on June 25, 2021 at 12:01 am, with approval to fill, AND BE IT FURTHER

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

INCREASE:

A43105 51005 4200	Personnel Services	\$28,187
A43105 58020 4200	Retirement	3,946
A43105 58030 4200	FICA	2,156
A43105 58040 4200	Workers Comp	995
A43105 58060 4200	Health Insurance	10,254
A43105 58062 4200	Dental Insurance	45
A43105 58065 4200	Vision Insurance	10
A431042.41620.4200	Mental Health Fees	\$45,593

ON MOTION OF PRICE

AGENDA ITEM NO. 10

Amend 2021 Budget/Increase Professional Services for Payment to Outside Attorneys - District Attorney

WHEREAS, Cortland County received final notice of payment due for outside attorneys used for certain Court cases, AND

WHEREAS, the available funds currently in the 2021 budget is \$5,161.96, AND

WHEREAS, an additional amount of \$27,520.43 is needed to pay the balance due, not including monies needed to pay stenographers and any additional outside attorneys which may be required, NOW THEREFORE BE IT

RESOLVED, that the 2021 District Attorney budget be amended as follows:

Account Number:	Account Name:	
Current Revised Budget:	Increase/Decrease:	New Revised Budget:
A11655.54055	Professional Services	
\$45,500	\$45,000	\$90,500
A359900	Appropriated Fund Balance	
	\$45,000	

ON MOTION OF PRICE

AGENDA ITEM NO. 11

Authorize Annual Support and Services Agreement with Motorola Solutions for 911 Computer Aided Dispatch Software - Department of Emergency Response & Communications

WHEREAS, the Cortland County Department of Emergency Response and Communications utilizes the Spillman computer aided dispatch system owned by Motorola Solutions, for the handling of emergency and non-emergency incidents, incident records management, and interfaces with various other computer systems, AND

WHEREAS, Motorola Solutions has agreed to provide professional services for a twelve month period at a base rate of \$110,491.30, AND

WHEREAS, Cortland County Director of Emergency Response & Communications and County Administrator both recommend continuing the use of this software, AND

WHEREAS, funds for this service contract are in the 2021 County Budget in Account No. A30205.54015, Maintenance Agreements, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon approval by the County Attorney or designee, be and hereby is authorized to execute an agreement with Motorola Solutions, for a twelve month term commencing January 1, 2021 and concluding December 31, 2021, for maintenance of the Spillman computer aided dispatching system.

ON MOTION OF NEWELL

AGENDA ITEM NO. 12

**Accept Grant, Amend Airport Capital Budget, Award Reconstruction Project and Award
Construction Inspection Services for Runway 6-24 Rehabilitation Project - Highway
Department/County Airport**

WHEREAS, the Cortland County Airport, as a public-use facility included in the National Plan of Integrated Airport Systems (NPIAS), will receive funding through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) for Federal Fiscal Year 2021, AND

WHEREAS, the County of Cortland, New York, wishes to continue improvements to the infrastructure of Cortland County through the rehabilitation of runway 6-24 at Cortland County Airport, which is necessary to continue safe operation of aircraft at the airport, AND

WHEREAS, the Cortland County Highway Department advertised a solicitation for bids for the Construction Phase of runway 6-24 rehabilitation project, AND

WHEREAS, the bid proposals were received and opened for this project on January 12, 2021 and the following list constitutes the results of said bid opening:

<u>BIDDER NAME</u>	<u>AMOUNT OF BID</u>
Rifenburg Construction, Inc. 159 Brick Church Road Troy, NY 12180	\$1,634,115.00
Suit-Kote Corporation 1911 Loring Crossing Road Cortland, NY 13045	\$1,753,578.50
Seneca Stone Corporation 2105 S. Broadway Pine City, NY 14871	\$1,800,000.00
Barrett Paving Materials, Inc. 4530 Wetzel Road Liverpool, NY 13090	\$2,015,531.40
Sealand Contractors Corp. 85 High Tech Drive P.O. Box 350 Rush, NY 14543-0350	\$2,191,000.00
Union Concrete and Construction Corp. 435 Meyer Road West Seneca, NY 14224	\$2,309,679.53

, AND

WHEREAS, the lowest responsible bid received for the construction phase of said project was received from Rifenburg Construction, Inc., 159 Brick Church Road, Troy, NY 12180 for an amount of \$1,634,115.00, AND

WHEREAS, the Cortland County Legislature approved the design of the rehabilitation of runway 6-24 at Cortland County Airport and entered into an agreement for the design of the project with McFarland Johnson, Inc. by Resolution 263-19, AND

WHEREAS, the County of Cortland desires to advance the project by completing the Construction Inspection of runway 6-24 rehabilitation project by entering into an engineering agreement with McFarland Johnson, Inc. for the Construction Inspection Services, AND

WHEREAS, total cost of said Construction Inspection Services are not to exceed \$206,355.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby endorses and approves the acceptance of the FAA AIP Grant for the Construction Phase of Runway 6-24 Rehabilitation Project for a total amount of \$1,843,470.00, with a Federal share of \$1,659,123.00 (90%), a New York State share of \$92,173.00 (5%) and a Local share of \$92,174.00 (5%), AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized to execute all necessary documents and plans on behalf of the County of Cortland with the Federal Aviation Administration, New York State Department of Transportation, McFarland Johnson, Inc. and Rifenburg Construction, Inc. with respect to the Runway 6-24 Rehabilitation project, AND BE IT FURTHER

RESOLVED, that a certified copy of this Resolution be filed with the Federal Aviation Administration and New York State Department of Transportation by attaching it to any necessary Grant Agreement and Engineering Agreement in connection with the Project, AND BE IT FURTHER

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

Increase:

HH56105.52800.RW64	Infrastructure	\$1,843,470
HH56105.43597.RW64	State Revenue	\$92,173.00
HH56105.44597.RW64	Federal Revenue	\$1,659,123.00
HH99015.45031.RW64	Interfund Transfer (local share)	\$92,174.00

ON MOTION OF NEWELL

AGENDA ITEM NO. 13

Adopt Fee Schedule & Increase Daily Rental Rates at Dwyer Park Shelters - Highway Department

WHEREAS, the County of Cortland owns, maintains and rents individual shelters at Dwyer Park, AND

WHEREAS, the Highway Committee of the Legislature recommends increasing the daily rental rates for the existing shelters from \$75.00 per day to \$100 per day, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes daily pavilion shelter rental rates as listed above at Dwyer Park, AND BE IT FURTHER

RESOLVED, that the above listed rental rates at Dwyer Park shall take effect beginning January 1, 2022, AND BE IT FURTHER

RESOLVED, that the revenue from said leases are to be deposited in account A711042.42001.

ON MOTION OF NEWELL

AGENDA ITEM NO. 14

Authorize Use of American Rescue Plan Funds for Rehabilitation of County Roads - Highway Department

WHEREAS, the Federal American Rescue Plan has allocated over \$9,000,000 to Cortland County, AND

WHEREAS, due to the COVID-19 pandemic, many County Highway road rehabilitation projects had to be postponed or cancelled, AND

WHEREAS, it would be in the best interest of Cortland County residents to improve County roads, NOW THEREFORE BE IT

RESOLVED, that \$300,000 be allocated to the County Road budget for 2021 and \$300,000 be allocated to the County Road budget in 2022, to be reimbursed by the anticipated Federal American Rescue funds, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature amends the 2021 budget as follows:

Increase: Account _____	\$300,000
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Decrease: Account A359900 Appropriated Fund Balance	\$300,000
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, AND BE IT FURTHER

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

Referred from Government Operations Committee

Adjourn