



Finance & Administration Committee

Committee Meeting

60 Central Ave
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Agenda ~

Tuesday, August 13, 2024

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m4bdd54f4e26da4137443f2496f3515e1>

Tuesday, August 13, 2024 9:00 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2334 698 9860

Password: JamZbNdj863

Join by phone

+1-415-655-0001 US Toll

Access code: 233 469 89860

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Beau Harbin	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	
Committee Member Sandra Price	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	
Committee Vice-Chair William McGovern	☐	☐	☐	
Committee Chair Cathy Bischoff	☐	☐	☐	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Jun 18, 2024 9:00 AM
2. Finance & Administration Committee - Special Meeting - Jun 25, 2024 9:00 AM
3. Finance & Administration Committee - Special Meeting - Jun 27, 2024 4:45 PM
4. Finance & Administration Committee - Special Meeting - Jul 30, 2024 9:00 AM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Authorize Distribution of Second Quarter 2024 Sales Tax

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18, which provides for the distribution of sales tax from the County to local municipalities; AND

WHEREAS, the sales tax sharing agreement provides for the deduction directly from the gross sales tax distribution received from the State of New York a fixed sum of \$1,500,000 for County purposes, with the remaining balance of the revenues to be distributed for use by the County, City of Cortland, and the various municipalities within Cortland County; AND

WHEREAS, the gross deduction for County purposes will be provided for quarterly; AND

WHEREAS, the 2024 second quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for second quarter 2024 to be \$10,174,918.32; AND

WHEREAS, the total amount available for distribution is \$9,799,918.32, after the direct deduction for County purposes; AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to off-set the property tax levy and that amount (\$725,000.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (55%), or \$5,389,955.08 of the total net quarterly distribution; AND

WHEREAS, respective payments are now ready for disbursement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the Director of Finance or designee to release sales tax payments for the second quarter of 2024 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
Cortland, City of	\$1,703,225.80	\$-0-	\$1,703,225.80	\$-0-
Cincinnatus, Town of	\$74,210.79	\$-0-	\$74,210.79	\$-0-
Cortlandville, Town of	\$827,929.77	\$-0-	\$827,929.77	\$-0-
Cuyler, Town of	\$68,272.00	\$(28,750.00)	\$39,522.00	\$(57,500.00)
Freetown, Town of	\$55,386.20	\$-0-	\$55,386.20	\$-0-
Harford, Town of	\$75,460.13	\$-0-	\$75,460.13	\$-0-
Homer, Town of	\$299,347.80	\$-0-	\$299,347.80	\$-0-
Homer, Village of	\$211,407.34	\$-0-	\$211,407.34	\$-0-
Lapeer, Town of	\$112,473.00	\$(112,473.00)	\$-0-	\$(135,027.00)
Marathon, Town of	\$86,660.54	\$-0-	\$86,660.54	\$-0-
Marathon, Village of	\$44,437.16	\$-0-	\$44,437.16	\$-0-
McGraw, Village of	\$36,852.53	\$-0-	\$36,852.53	\$-0-
Preble, Town of	\$153,517.60	\$-0-	\$153,517.60	\$-0-
Scott, Town of	\$88,089.18	\$-0-	\$88,089.18	\$-0-
Solon, Town of	\$83,129.63	\$-0-	\$83,129.63	\$-0-
Taylor, Town of	\$43,588.49	\$-0-	\$43,588.49	\$-0-
Truxton, Town of	\$109,325.74	\$-0-	\$109,325.74	\$-0-
Virgil, Town of	\$267,984.83	\$(25,000.00)	\$242,984.83	\$(50,000.00)
Willet, Town of	\$68,664.71	\$-0-	\$68,664.71	\$-0-
Total	\$4,409,963.24	\$(166,223.00)	\$4,243,740.24	\$(242,527.00)

; AND BE IT FURTHER

RESOLVED, that the Cortland County Director of Finance or designee is hereby directed to

deposit the County's "off the top" sum of \$375,000 in the appropriate reserves and accounts as designated in Resolution No. 283-21.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 2

Designate Cortland County Convention and Visitors Bureau as Cortland County's Tourism Promotion Agency

WHEREAS, the New York State Division of Tourism's Matching Grant Program is designated to encourage tourism promotion throughout New York and adjacent states; AND

WHEREAS, the Cortland County Convention and Visitors Bureau Inc., a non-profit organization promoting Cortland County as a tourism destination, qualifies as the official Tourism Promotion Agency for Cortland County; AND

WHEREAS, the Cortland County Convention and Visitors Bureau Inc. has requested to be designated the Tourism Promotion Agency for Cortland County in 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Convention and Visitors Bureau Inc., is hereby designated for 2025 by the Cortland County Legislature to make application for and receive grants on behalf of the County pursuant to the New York State Tourism Promotion Act.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 3

Authorize Agreement Cortland County Convention and Visitors Bureau for Provision of Public Benefits Services for Promotion and Publicity

WHEREAS, the County of Cortland desires to promote and publicize the advantages, benefits and attractions of Cortland County in order to attract visitors, businesses and industry; AND

WHEREAS, Cortland County has imposed a Hotel/Motel Occupancy Tax for the purpose of funding Tourism Promotion; AND

WHEREAS, Section 224 of County Law provides the County may contract with non-profit organizations, other corporations, associations and agencies within the County to provide such publicity services, upon certain terms and conditions; AND

WHEREAS, the Cortland County Convention and Visitors Bureau Inc. (CVB), is a non-profit organization promoting Cortland County as a tourism destination; NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 224 of County Law, the County shall enter into a contract with the Cortland County Convention and Visitors Bureau Inc. under the following terms and conditions:

1. The CVB shall provide the County with its services and shall promote and publicize the advantages of Cortland County in such a mode and manner as it deems appropriate, including, but not limited to, all media, print, radio, television, direct contact, event publicity, contests, or other promotional devices.
2. The CVB shall be responsible for the distribution of occupancy funds as outlined in the Cortland County Occupancy Tax Funding Request Guidelines.
3. Cortland County will collect occupancy taxes as prescribed in Local Law No. 1 of 2002 and shall remit those funds to the CVB for redistribution.
4. Cortland County will retain 10% of the occupancy funds per Section 4 (12) of Local Law No. 1 of 2002 for the purpose of administering such tax.

5. The Cortland County Finance Director shall remit to the CVB the sum of \$764,234.95, consistent with the 2023 Occupancy tax collections, to the tourism and publicity account.
6. The term of this agreement shall be one (1) year from January 1, 2025 to December 31, 2025.
7. Within thirty (30) days of the termination of this agreement, the CVB shall provide and render to the County a verified account of the disbursements of such organization with verified or certified vouchers therefore attached. The County Chairman or designee may request such verified accounting be rendered to the County each quarter during the term of this agreement.
8. The CVB shall place any unused monies into a dedicated account for the purpose of developing new events and funding unanticipated activities that support tourism in Cortland County with an emphasis on events that produce multi-day visits or overnight stays.

; AND BE IT FURTHER

RESOLVED, that the County Administrator is authorized and directed to enter into an agreement, upon review and approval of the County Attorney or designee, with the Cortland County Convention and Visitors Bureau Inc. for the period January 1, 2025 through December 31, 2025 in accordance with the terms and conditions listed above.

Referred from Building & Grounds Committee

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 4

Establish Cortland County Highway Department Fuel Farm Reserve and Set Rates for Fuel - Highway Department

WHEREAS, the Cortland County Highway Department has a fuel farm for gasoline and diesel;
AND

WHEREAS, the Cortland County Highway Department fuel farm will need to be replaced and/or repaired in the future, resulting in significant costs to the County; AND

WHEREAS, Cortland County currently charges \$0.09 above cost per gallon for the fuel purchased at the Cortland County Highway Department fuel farm; AND

WHEREAS, it is the recommendation of the Superintendent of Highways and the Highway Committee to create a reserve to help pay future costs for the repair and replacement of the Cortland County Highway fuel farm to be funded from fuel usage; AND

WHEREAS, it is the recommendation Superintendent of Highways and the Highway Committee to increase the cost for fuel purchased at the Cortland County Highway Department fuel farm to \$0.25 above cost per gallon; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature authorizes the creation of a Highway Fuel Farm Reserve - E.386300.HFF for future repairs and replacement of the Cortland County Highway fuel farm; AND BE IT FURTHER

RESOLVED, the cost for fuel purchased at the Cortland County Highway Department fuel farm be increased to \$0.25 above cost per gallon; AND BE IT FURTHER

RESOLVED, that \$0.25 per gallon of fuel purchased at the Cortland County Highway

Department fuel farm be deposited into this reserve.

Referred from Government Operations Committee

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Increase Mortgage Tax Expense - County Clerk

WHEREAS, Article 11, Section 250 through Section 262 of the Tax Law, indicates the Recording Officer (County Clerk) is charged with the collection and administration of mortgage tax monies; AND

WHEREAS, by Section 262 of the Tax Law, Recording Officers are entitled to receive their necessary expenses associated with the collection and administration of mortgage tax monies; AND

WHEREAS, the current allowable allowance of \$62,315.58 per year, payable monthly, was passed by Resolution No. 351-17, when the employee expenses were considerably less; AND

WHEREAS, the Recording Officer has estimated effective January 1, 2025 the cost associated with the collection and administration of mortgage tax amounts to be \$107,155.44 per year; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 351-17 be and hereby is rescinded effective January 1, 2025; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature does hereby authorize the County Clerk's Mortgage Tax Expense to be increased to the sum of \$107,155.44 per year effective January 1, 2025; AND BE IT FURTHER

RESOLVED, the County Clerk withhold from her disbursements in twelve (12) equal monthly installments at a total annum amount of \$107,155.44; AND BE IT FURTHER

RESOLVED, that the County Clerk forward a certified copy of this resolution to the New York State Department of Taxation and Finance for approval.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 6

Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees Management Attorney Salary Table - Personnel Department

WHEREAS, there is a need to amend the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the Government Operations Committee has reviewed and recommends the amendments shown below; AND

WHEREAS, the committee recommends that all incumbents in the titles shown below do not receive the 2025 annual salary increase due to this adjustment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees effective September 1, 2024 as follows:

	Step 1	Step 2	Step 3	Step 4
Grade 0	n/a	n/a	n/a	\$146,802
Grade 1	n/a	n/a	n/a	\$125,000
Grade 2	\$100,000	\$105,000	\$11,0000	\$115,000
Grade 3	n/a	n/a	n/a	\$74,160

Grade 0

County Attorney
Public Defender

Grade 1

Chief Assistant County Attorney
Chief Assistant District Attorney
Chief Assistant Public Defender
Chief DSS Attorney
Plan Administrator

Grade 2

Assistant County Attorney
Assistant District Attorney
Assistant Public Defender
Social Services Attorney

Grade 3

Associate Assistant County Attorney
Associate Assistant District Attorney
Associate Assistant Public Defender
Associate Social Services Attorney

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 7

Authorize Use of County Vehicle Repair/Replacement Reserve for Sheriff Vehicle - Sheriff's Office

WHEREAS, the Cortland County Legislature adopted Resolution No. 107-15, which established the County Vehicle Repair/Replacement Reserve for the purpose of vehicle related costs; AND

WHEREAS, funds are required for the repair of a Sheriff Road Patrol 2021 Dodge Charger damaged in an accident on 05/02/2024; AND

WHEREAS, the County Vehicle Repair/Replacement has funding available to cover this expense;
NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature be and hereby approves the use of the County Vehicle Repair/Replacement Reserve for the repair of a damaged Sheriff Road Patrol vehicle; AND BE IT FURTHER

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

Increase:

A31205.54300 Vehicle Repairs & Maintenance \$17,311.58

A351100 Appropriated Reserves \$17,311.58

Authorize Hazard Pay for Corrections Unit - Sheriff's Department

WHEREAS, employees in the Corrections Division of the Cortland County Sheriff's Department worked through the COVID-19 pandemic on a continuous basis providing 24/7 coverage at the Cortland County Jail in hazardous conditions in enclosed areas without additional compensation; AND

WHEREAS, the Cortland County Legislature desires to compensate those employees who worked during the COVID-19 pandemic for their service to Cortland County; NOW THEREFORE BE IT

RESOLVED, that full-time employees of the Cortland County Corrections Division who worked between the dates of March 17, 2020 and December 31, 2021, and who are currently employed by the Cortland County Sheriff's Department Corrections Division as of September 1, 2024, be paid a one-time payment of \$1,500.

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

Create Senior Mental Health Clinician & Community Mental Health Manager - Abolish SPOA Coordinator - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by creating one Senior Mental Health Clinician and one Community Mental Health Manager position and abolishing one SPOA Coordinator position; AND

WHEREAS, the Health & Human Services Committee recommends the creation of one Senior Mental Health Clinician and one Community Mental Health Manager position and the abolition of one SPOA Coordinator position; NOW THEREFORE BE IT

RESOLVED, that one full time position of SPOA Coordinator (CSEA, Grade 21, \$28,4879-36.0584/HR, competitive class, full time with benefits) hereby is abolished effective August 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one position of Senior Mental Health Clinician (CSEA, Grade 28, \$37,2145-47.1041/HR, competitive class, full time with benefits) and one position of Community Mental Health Manager (Management, Grade 10, \$57,528-76,569/YR, competitive class, full time with benefits) be created effective August 23, 2024 at 12:01 am with approval to fill.

Authorize Agreement for Use of Opioid Reserve Funds - Code Blue Warming Center/Salvation Army

RWHEREAS, the Cortland County Department of Social Services (DSS) 2023 homeless population demographic data demonstrates that approximately 44% of the unhoused population face substance addiction and mental health challenges; AND

WHEREAS, the DSS 2023 data also shows that approximately 62% of individuals placed in DSS emergency housing options are discharged from placement due to non-compliant behavior; AND

WHEREAS, a significant portion of those individuals discharged due to noncompliance are struggling with substance addiction and mental health issues; AND

WHEREAS, other Cortland County substance abuse databases clearly illustrate that an overwhelming number of Cortland County residents' overdoses and substance use disorders involve the opioid fentanyl; AND

WHEREAS, DSS ineligible/sanctioned homeless clients' options for emergency overnight housing are limited to, when available, overnight warming centers, which provide sheltering and bedding such as the Cortland County Salvation Army; AND

WHEREAS, Cortland County has contracted with the Salvation Army to be the sole source provider of overnight warming center services in Cortland County from approximately November through April; AND

WHEREAS, the state monies used to fund the Salvation Army contract for these services, due to governing regulations, periodically prevent the Salvation Army from being continuously open to provide overnight warming center services during any given authorized contract; AND

WHEREAS, the erratic closing and opening of Salvation Army warming center services during the contractual term is disruptive to the recovery process for unhoused individuals with substance use disorder and mental health issues, and undermining to recovery case management support provided by substance abuse treatment and housing placement specialists such as Cortland County's Catholic Charities Critical Intervention Team; AND

WHEREAS, New York State Mental Hygiene Law § 25.18 and the NY Opioid Settlement Fund Schedule C - Approved Uses, explicitly sanctions the use of opioid settlement funds for "housing services" and such "housing services shall be appropriate, based on the individual's current need and state of recovery"; AND

WHEREAS, New York State Finance Law § 99-nn, Mental Hygiene Law § 25.18 and NY Opioid Settlement Fund Schedule C -Approved Uses, encourages the use of opioid funds in a manner that places "an emphasis on programs that provide a continuum of care" that includes "screening and assessment" and "that support critical time interventions (CTI)" and services for "individuals who face immediate risks and service needs" and, lastly may be used to supplement existing state funded program services; AND

WHEREAS, the Cortland County Salvation Army overnight warming center services are on the continuum of care from emergency to transitional to permanent housing options for homeless individuals at risk for or with substance use disorders; AND

WHEREAS, the application of opioid funds for the permitted use of housing can be used to supplement the state funded Salvation Army overnight warming center operations and thereby, when under contract with Cortland County, maintain a continuously open and accessible overnight warming center for homeless individuals at risk for or with substance use disorders; AND

WHEREAS, a continuously open, accessible overnight warming center provides homeless individuals at risk for or with substance use disorders a stable temporary place to begin the path to recovery, facilitates screening and assessment activities, and supports the case management and treatment services of Catholic Charities Critical Invention Team for unhoused individuals at risk for or with substance use disorders; AND

WHEREAS, the Health and Human Services Committee and Finance and Administration Committees of the Cortland County Legislature recommend allocating up to \$25,000 of the Opioid Settlement Reserve Fund to the Salvation Army to enable the Salvation Army to provide continuous open overnight emergency shelter housing to homeless individuals at risk for, or with, substance use disorder; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes the allocation of up to \$25,000 of the Opioid Settlement Reserve Fund to the Salvation Army to enable the Salvation Army to provide continuous open overnight emergency shelter housing to homeless individuals at risk for, or with, substance use disorder.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 11

Create One Caseworker Position - Department of Social Services

WHEREAS, New York State has provided Cortland County with an allocation of \$165,385 in Temporary Assistance for Needy Families (TANF) funds to hire a staff person to provide case management services for families who are having difficulty stabilizing their households and transitioning towards greater financial security; AND

WHEREAS, the needs of the Department of Social Services will be better served by creating one (1) position of Caseworker; AND

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

RESOLVED, that one (1) position of Caseworker (Grade 18, CSEA, \$25.5703-32.3653/hr, competitive class, full time, 40 hrs/week, with benefits) be created with approval to fill on August 22, 2024; AND BE IT FURTHER

RESOLVED, that the position is contingent upon continued funding and will be abolished once said funding is exhausted; AND BE IT FURTHER

RESOLVED, that the 2024 County budget be amended as follows:

Increase

Expense:

A60105.51005.FCS	Salary- FCS	\$18,509.00
A60105.51020.FCS	Overtime- FCS	\$4,000.00
A60105.58020	Retirement-FCS	\$2,221.00
A60105.58030	FICA-FCS	\$1,416.00
A60105.58040	Workers Comp-FCS	\$600.00
A60105.58060	Health Insurance-FCS	\$6,961.00
A60105.58062	Dental-FCS	\$30.00
A60105.58065	Vision- FCS	\$7.00
A60105.52005.FCS	Furniture-FCS	\$1,500.00
A60105.52060.FCS	Equipment- FCS	\$1,600.00
A60105.54000.FCS	Phones- FCS	\$230.00
A60105.54005.FCS	Office Supplies-FCS	\$1,500.00
A60105.54045.FCS	Travel-FCS	\$200.00
A60105.54078.FCS	Fuel-FCS	\$200.00
A60105.54300.FCS	Vehicle Repairs-FCS	\$400.00
A60105.54301.FCS	Vehicle Lease-FCS	\$3,000.00
A60105.54800.FCS	Program Expense-FCS	\$30,361.00

Increase

Revenue:

A601044.44689.FCS	Federal Revenue	\$72,735.00
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MONTHLY REPORTS

1. Real Property Tax Services Monthly Report
2. June 2024 Financial Reports
3. 2023 Audited Financial Statements
4. County Administrator Monthly Report

DISCUSSION ITEMS

1. Claims Audit Report for January 1, 2024 - June 30, 2024
2. 2025 Cortland County Budget Starting Point Part 2
3. 2025 Budget Preparation - 2023 Over/Under for Bucket 2 Departments

Adjournment