



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, August 17, 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 - Jul 13, 2021 10:00 AM

RESOLUTIONS

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Authorize Additional Funding for Occupancy Tax from American Rescue Plan Funding

WHEREAS, the COVID-19 pandemic caused a decrease in Occupancy Tax receipts from 2019 to 2020 in the amount of \$279,030, AND

WHEREAS, the American Rescue Plan allows for an additional 4.1% funding reimbursement of revenue loss for Occupancy Tax, AND

WHEREAS, it is in the best interest of Cortland County to fully fund and make whole the publicity and tourism budget, NOW THEREFORE BE IT

RESOLVED, that \$290,470.32 be added to the 2022 publicity and tourism budget to be paid from the American Rescue Plan funding received by Cortland County.

ON MOTION OF WAGNER

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 has requested to be designated the Tourism Promotion Agency for Cortland County in 2022, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Convention and Visitors Bureau, Inc., is hereby designated for 2022 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 WAGNER

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 the 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 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.4 of 1987 and shall remit those funds to the CVB for re-distribution.
4. Cortland County will retain 10% of the occupancy funds per section 3 (12) of Local Law No. 4 of 1987 for the express purpose of conducting audits of the various lodging operators.
5. The Cortland County Treasurer shall remit to the CVB the sum of \$556,321.44 consistent with the 2020 Occupancy tax collections and additional monies allocated from the American Rescue Plan funds to the tourism and publicity account.
6. The term of this Agreement shall be one (1) year from January 1, 2022 to December 31, 2022.
7. Within thirty (30) days of the termination of this Agreement, the Bureau 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 of 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, for 2022 with the Cortland County Convention and Visitors Bureau for the sum of \$556,321.44 in accordance with the terms of said contract.

ON MOTION OF WAGNER

AGENDA ITEM NO. 4

Amend Collection, Handling & Disbursement of Departmental Funds Policy

WHEREAS, Resolution 424-06 established policies and procedures for the collection, handling and disbursement of departmental funds, as amended by Resolutions 185-10 and 24-11, AND

WHEREAS, there is a need to amend that policy for changes in job position titles and regulations regarding petty cash and department bank accounts, NOW THEREFORE BE IT

RESOLVED, that the policy be amended as attached.

ON MOTION OF WAGNER

AGENDA ITEM NO. 5

Distribution of Second Quarter 2021 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 provide for quarterly, AND

WHEREAS, the 2021 second quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for second quarter 2021 to be \$9,890,612.32, AND

WHEREAS, the total amount available for distribution is \$9,515,612.32, 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 (\$700,000.00) is to be withheld from the quarterly distribution, AND

WHEREAS, Cortland County receives (54%), or \$5,138,430.65 of the total net quarterly distribution, AND

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

RESOLVED, that the Cortland County Legislature authorizes the County Treasurer or designee to release sales tax payments for the second quarter of 2021 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
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Cortland, City of	\$1,689,021.19	\$-0-	\$1,689,021.19	\$-0-
Cincinnati, Town of	\$81,277.30	\$-0-	\$81,277.30	\$-0-
Cortlandville, Town of	\$821,428.73	\$-0-	\$821,428.73	\$-0-
Cuyler, Town of	\$71,704.67	\$(57,908.68)	\$13,795.99	\$-0-
Freetown, Town of	\$55,908.44	\$-0-	\$55,908.44	\$-0-
Harford, Town of	\$89,175.48	\$-0-	\$89,175.48	\$-0-
Homer, Town of	\$286,341.12	\$-0-	\$286,341.12	\$-0-
Homer, Village of	\$202,844.83	\$-0-	\$202,844.83	\$-0-
Lapeer, Town of	\$116,350.38	\$(217,361.72)	\$-0-	\$(101,011.34)
Marathon, Town of	\$87,986.12	\$-0-	\$87,986.12	\$-0-
Marathon, Village of	\$45,177.47	\$-0-	\$45,177.47	\$-0-
McGraw, Village of	\$37,323.14	\$-0-	\$37,323.14	\$-0-
Preble, Town of	\$147,258.89	\$-0-	\$147,258.89	\$-0-
Scott, Town of	\$88,014.91	\$-0-	\$88,014.91	\$-0-
Solon, Town of	\$75,899.52	\$-0-	\$75,899.52	\$-0-
Taylor, Town of	\$48,825.41	\$-0-	\$48,825.41	\$-0-
Truxton, Town of	\$104,910.70	\$(6,470.00)	\$98,440.70	\$-0-
Virgil, Town of	\$257,902.17	\$-0-	\$257,902.17	\$-0-
Willet, Town of	\$69,831.20	\$-0-	\$69,831.20	\$-0-
Total	\$4,377,181.67	\$(281,740.40)	\$4,196,452.61	\$(101,011.34)

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer or designee is hereby directed to deposit the County's "off the top" sum of \$375,000 in the appropriate reserves and accounts as designated in Resolution No. 294-20.

Discussion Items/Reports

1. Treasurer Report and MUNIS Report August 2021
2. Real Property Tax Services Monthly Reports
3. Audit Department Monthly Budget Report
4. Finance Department Monthly Reports

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

Referred from Ag/Planning/Environmental Committee

ON MOTION OF FITCH

AGENDA ITEM NO. 1

Amend 2021 Budget for Transportation Purchase of Spare Public Transit Bus - Planning Department

WHEREAS, the County of Cortland has received money from the auction and sale of buses disposed of under the Cortland County public transportation system, AND

WHEREAS, pursuant to New York State Equipment Disposition and Spare Vehicle Factor Policy for Section 5311 Funded Equipment, Section IV, C, the net income from the sale of used buses shall be used to reduce the gross project cost of other capital transit projects, AND

WHEREAS, the monies from the sale of buses has been deposited into reserve account A386300.STOA, AND

WHEREAS, the County of Oneida has offered the transfer of their 2017 Ford E450 Cutaway Bus to Cortland County for the sum of \$1,800.00, AND

WHEREAS, New York State Department of Transportation has approved the transfer of said vehicle to Cortland County in order to provide a spare bus for the public transportation system in accordance with the 5311 grant requirements, NOW THEREFORE BE IT

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

Increase:

A56305.52030	Vehicles	\$1,800.00
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A351100	Appropriated Reserves	\$1,800.00
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Referred from Building & Grounds Committee

ON MOTION OF HARBIN

AGENDA ITEM NO. 2

Award Bid/Authorize Contract for Jail Boiler Replacement - Buildings & Grounds

WHEREAS, a Request for Proposal was issued to replace both boilers, controls and venting in the Cortland County Jail, AND

WHEREAS, one valid proposal was received from Reagan-Riter Boiler Works, Inc. in the amount of \$47,419.00, AND

WHEREAS, based upon the results of the RFP, the Building and Grounds Committee recommends Reagan-Riter Boiler Works, Inc. be awarded the contract, AND

WHEREAS, resolution #313-15 created a Jail Project Reserve for repairs, construction, capital projects or other related expenses for the correctional facility, with a current balance of \$1,364,107, and it is the recommendation of the Buildings and Grounds Committee to utilize reserve funds for the boiler replacement, 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 Contract with Reagan-Riter Boiler Works Inc., P.O. Box 228, 4739 Carroway Hill Road, Homer, NY 13077, for the replacement of these boilers, not to exceed \$47,419.00, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature approves the use of Jail Project Reserve funds, up to \$47,419.00 for the replacement of both boilers in the County Jail, AND BE IT FURTHER

RESOLVED, the 2021 budget be amended as follows:

INCREASE:

A31505.52320	Building Improvements	\$47,419.00
A351100	Appropriated Reserves	\$47,419.00

Authorize Agreement for Secure Website Form Submission - Information Technology

WHEREAS, quotes were requested for the creation of a secure website to accept and process forms for various departments, AND

WHEREAS, quotes were received from the following:

Company	Address	Amount
IMM, LLC	28 Michigan Hollow Road, Spencer, NY 14883	\$4,675
Freshy Sites	306 S. Meadow Street, Ithaca NY 14850	\$16,500

, AND

WHEREAS, IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 submitted the lowest responsible quote, NOW THEREFORE BE IT

RESOLVED, that IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 is hereby awarded the contract for the development of a secure web site to accept and process forms for various departments, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, subject to appropriation by the Legislature, is hereby authorized to enter into a contract with IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 for the development of a secure web site to accept and process forms for various departments.

Amend 2021 Budget to Accept 2021 Elections Cyber Security Remediation Grant Agreement - Information Technology

WHEREAS, the New York State Board of Elections (NYS BOE) has awarded Cortland County Information Technology a Elections Cybersecurity Remediation Program grant in the amount of \$73,397.81, resulting in no new County costs, in support of NYS BOE projects, AND

WHEREAS, the fiscal period for this grant is December 21, 2019 to December 31, 2021, with no extensions allowed by NYS Board of Elections, NOW THEREFORE BE IT

RESOLVED, that Cortland County Information Technology is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget is amended as follows:

		Current	Change	Revised
A16805.43089.BOE	BOE Grant	0	73,397.81	73,397.81
A16805.52060.BOE	Technical Equipment	0	56,397.81	56,397.81
A16805.54055.BOE	Consulting Services	0	17,000	17,000

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Board of Elections, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to subsequent year(s) budget covered by the grant, per approved grant agreements.

ON MOTION OF HARBIN

AGENDA ITEM NO. 5

Amend 2021 Budget to Accept 2020 State Homeland Security Grant and Authorize Required Grant Agreement - Information Technology

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County Information Technology a grant in the amount of \$50,000, resulting in no new county costs, in support of State Cyber Security Projects, CFDA #97.063, AND

WHEREAS, the fiscal period for this grant is April 1, 2021 to August 31, 2022, with no extensions allowed by NYS DHSES, NOW THEREFORE BE IT

RESOLVED, that Cortland County Information Technology is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget is amended as follows:

	Current	Increase	Revised
A16805.44389.DHSES Other Public Safety-Federal	0	50,000	50,000
A16805.52060.DHSES Capital Computer Equip	0	25,186	25,186
A16805.54055.DHSES Professional Svcs	0	24,814	24,814

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services, 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 approved grant agreements.

Referred from Health & Human Services

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 6

Authorize 2022-2023 Agreements with Cortland Area Communities that Care and Columbia University - Mental Health Department

WHEREAS, Cortland County Department of Mental Health must execute contracts with Cortland Area Communities That Care (CACTC) and Columbia University for various administrative and program services related to the HEALing Communities Grant for the calendar years 2022 and 2023, AND

WHEREAS, such contracts, costs, terms, functional areas and associated account numbers are listed in the attached chart, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements between 1/1/22 and 12/31/23 with Cortland Area Communities That Care (CACTC) and Columbia University.

Authorize 2022 Annual Agreements - Mental Health Department

WHEREAS, Cortland County Department of Mental Health must execute several contracts for various administrative and program services for the calendar year 2022, AND

WHEREAS, such contracts, costs, terms, functional areas and associated account numbers are listed in the attached chart, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements between 1/1/22 and 12/31/22 for or with the following:

**Abel Screening
Ability Network
Catholic Charities of Cortland County
Contact Community Services
Cortland County Department of Social Services
Coordinated Care Services, Inc.
Cortland Enlarged City School District
Family & Children Counseling Services
Franziska Racker Center
Guthrie Cortland Medical Center
Identrust
InnovaTel
Insero & Co. CPA's
JM Murray Center
Joe Armideo
Kinney Management Services
Language Line Translation Solutions
MEDENT (Community Computers)
Mental Health Association of Cortland County
Seven Valleys Health Coalition
SUNY Upstate Medical University
TalkSoft**

Create Position Principal Account Clerk - Health Department

WHEREAS, the needs of the County will be better served by creating one full time position of Principal Account Clerk in the Health Department, AND

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

RESOLVED, that one position of Principal Account Clerk (CSEA, Grade 13, \$19.1113-23.9499/hr, competitive class, full-time with benefits) be created effective August 26, 2021 at 12:01 A.M., with approval to fill.

Create Positions - Public Health Nurse and Epidemiology Manager - Health Department

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

Public Health Nurse and one full time position of Epidemiology Manager in the Health Department, AND

WHEREAS, these positions are being funded by COVID ELC grants, AND

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

RESOLVED, that one position of Public Health Nurse (NYSNA, \$30.0662-35.2175/hr. competitive class, full-time with benefits) and one position of Epidemiology Manager (Management Compensation Plan, Grade 6, \$ 59,571-72,477, competitive class, full-time with benefits) be created effective August 26, 2021 at 12:01 A.M., with approval to fill.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 10

Amend 2021 Budget/Authorize Agreement Lead Poisoning Prevention Grant - Health Department

WHEREAS, the New York State Department of Health has awarded the Cortland County Health Department \$40,297 for the Lead Poisoning Prevention Program for the period of 10/1/20-9/30/21, Contract# T36464GG, CFDA# 93.994, AND

WHEREAS, these funds will be used to support and enhance local efforts to reduce the prevalence of elevated blood lead levels in children under six years of age through implementation of a comprehensive program of primary and secondary prevention which includes: public and professional outreach and education, collaboration with local primary care providers; screening, diagnostic evaluation, medical management and education and environmental interventions, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with New York State Department of Health to accept these funds.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 11

**Amend Budget/Authorize Agreement EIP NYS GRANT Children with Special Needs Program-
Health Department**

WHEREAS, the New York State Dept. of Health has awarded the Cortland County Health Dept. \$170,305 for the period of 10/1/21-9/30/26 for funding the Early Intervention Program (EIP), Contract #C36399GG, CFDA #84.181A, with \$34,061 being awarded each year of the grant, AND

WHEREAS, these funds will be used to supplement the administration of the County's Early Intervention Program, AND

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

<u>Increase Revenue</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A40595.44451.21CSN	2122 EI Admin Grant	\$0	\$34,061	\$34,061
<u>Increase Expenditure</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A40595.51005.21CSN	Personal Services	\$0	\$20,710	\$20,710
A40595.58020.21CSN	Retirement	\$0	\$3,314	\$3,314
A40595.58030.21CSN	FICA	\$0	\$1,584	\$1,584
A40595.58060.21CSN	Health Insurance	\$0	\$8,453	\$8,453

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with New York State Department of Health to accept these funds, 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.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 12

Accept Funds Resource Allocation Plan NYS Office of Children and Family Services - Health Department/Youth Bureau

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$68,686 to the Cortland County Youth Bureau, AND

WHEREAS, the County Youth Bureau has designated the funds to various county municipalities and agencies for the year 2021, for which a copy is in the County Youth Bureau Office, AND

WHEREAS, \$53,821 will be allocated to Cortland County municipalities and \$14,865 will be allocated to the Cortland County Youth Bureau for administration, NOW THEREFORE BE IT

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

<u>Increase Revenue:</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A73125.43820.21YB	Youth Bureau	\$0	\$68,686	\$68,686
<u>Increase Expenditure:</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A73125.51005.21YB	Personal Service	\$0	\$9,271	\$9,271
A73125.54020.21YB	Postage	\$0	\$30	\$30
A73125.54035.21YB	Educ/Train	\$0	\$200	\$200
A73125.54045.21YB	Travel & Sustenance	\$0	\$200	\$200
A73125.54048.21YB	Program Supplies	\$0	\$100	\$100
A73125.54800.21YB	Program Exp	\$0	\$53,821	\$53,821
A73125.58020.21YB	Retirement	\$0	\$1,483	\$1,483
A73125.58030.21YB	FICA	\$0	\$709	\$709
A73125.58060.21YB	Health Ins	\$0	\$2,872	\$2,872

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute the Resource Allocation Plan agreement with the NY State Office of Children and Family Services and contract with approved agencies, AND BE IT FURTHER

RESOLVED, that the Treasurer's office is authorized to pay from the appropriate expense account and that in the event that the County does not receive the appropriate funds from the NY State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 13

Amend 2021 Budget Other Compensation - Department of Social Services

WHEREAS, expenditures for vacation payouts have increased due to staff turnover, AND

WHEREAS, expenditures for Child Protective Services on-call pay are trending higher this year and expenses in the Other Compensation and Raises account are expected to exceed the amount appropriated in our 2021 budget, NOW THEREFORE BE IT

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

		Current	Change	Revised
DECREASE:				
A60105.58060	Health Insurance	\$1,214,504.98	\$(60,000)	\$1,154,504.98
INCREASE:				
A6105.51035	Other Compensation & Raises	\$122,000	\$60,000	\$182,000

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 14

Amend 2021 Budget for Contracted Medical Services - County Coroner

WHEREAS, the Coroner's office has nearly exceeded budgeted funds in the 2021 budget due to additional professional service and transportation costs associated with the removal and autopsy of decedent's, NOW THEREFORE BE IT

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

Increase:

A1185.54615	Contracted Medical Svcs	\$35,000.00
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Decrease:

A390900	General Fund	\$35,000.00
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ON MOTION OF PRICE

AGENDA ITEM NO. 15

Amend 2021 Budget to Accept 2022 Child Passenger Safety Grant - Sheriff's Department

WHEREAS, the New York State Governor's Traffic Safety Committee, has awarded the Cortland County Sheriff's Office a grant to participate in the statewide "Child Passenger Safety" program, CPS-2022-Cortland Co SO-000655-(012), SA00002152, CFDA# 20.616, and receive grant monies from the State for the period of October 1, 2021 to September 30, 2022, NOW THEREFORE BE IT

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

		Addition
Revenue	A31205.44389.22CPS	\$1,500
Expense	A31205.52015.22CPS	\$1,000
	Department Specific Equipment	
	A31205.54035.22CPS	\$ 250
	Education & Training	
	A31205.54005.22CPS	\$ 250
	Office Supplies	

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Governor's Traffic Safety Committee to participate in the statewide "Child Passenger Safety" program. AND BE IT FURTHER

RESOLVED, the director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF PRICE

AGENDA ITEM NO. 16

Amend 2021 Budget to Accept 2021-22 Passenger Traffic Grant & Authorize Agreement - Sheriff's Office

WHEREAS, the New York State Governor's Traffic Safety Committee has awarded the Cortland County Sheriff's Office a grant to participate in the statewide "Passenger Traffic Safety", PTS-20220 - Cortland Co SO-00084-(012), CFDA#: 20.600, Contract #T006864, program and receive grant monies from the State for the period of October 1, 2021 to September 30, 2022, NOW THEREFORE BE IT

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

		Revised
INCREASE REVENUE BUDGET:		
Revenue	A312044.44589.22GTS	\$10,050
INCREASE EXPENDITURE BUDGET:		
Expense	A31205.51020.20GTS	\$ 9,800
	Overtime	
	A31205.54045.20GTS	\$ 250
	Travel Expense	

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Governor's Traffic Safety Committee to participate in the "Passenger Traffic Safety" program, AND BE IT FURTHER

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

ON MOTION OF PRICE

AGENDA ITEM NO. 17

Accept 2021-2022 STOP DWI Crackdown Grant Funds - Sheriff's Office

WHEREAS, the New York State STOP DWI Foundation has been awarded a Crackdown Grant as part of New York State's Highway Safety Program in which Cortland County STOP DWI has been accepted to participate in and receive partial grant monies from the State for the period October 1, 2021 to September 30, 2022, NOW THEREFORE BE IT

RESOLVED, the Cortland County STOP DWI Program accept the grant, and that the 2021 budget be amended to reflect the acceptance of these funds with the following adjustments:

		Original	Increase	Revised
REVENUE				
A331543.43389.22DWI	State Aid-STOP DWI	\$-0-	\$15,000	\$15,000
EXPENSE				
A33155.54800.22DWI	Enforcement-STOP DWI	\$-0-	\$15,000	\$15,000

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State STOP DWI Foundation to participate in the Crackdown Grant program, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to subsequent year(s) budget covered by the grant, per approved grant agreements.

ON MOTION OF PRICE

AGENDA ITEM NO. 18

Authorize Agreement New York State Public Defender's Association for Public Defense Case Management System - Public Defender & Assigned Counsel

WHEREAS, the Cortland County Office of Public Defenders Office and the Assigned Counsel Office require an electronic case management system in order to efficiently manage indigent defense cases, AND

WHEREAS, the New York State Public Defender's Association provides a computerized Public Defense Case Management System ("PDCMS"), AND

WHEREAS, the PDCMS will be used to expedite the assignment of cases, collect data concerning numbers and types of cases assigned, allocate cases among attorneys, and create required reports, AND

WHEREAS, the Public Defender's Association requires the execution a professional services agreement to acquire, install, maintain and support the case management system for case assignments, AND

WHEREAS, the contract will be for a period of 1 year 10/01/21 through 09/30/22, at cost of Four thousand dollars (\$4,000.00); which will provide up to nine (9) licenses for the various program users, AND

WHEREAS, the cost for the program will be paid by the Public Defender's Office and the Assigned Counsel Office and where possible will utilize grant funds provided by New York State to for costs associated with providing indigent defense, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to sign the agreement with the New York State Public Defender's Association, Inc., for (PDCMS) program, AND BE IT FURTHER

RESOLVED, that the funds for this agreement shall be taken from the Public Defender's Professional Services account# A11750.54055 and the Assigned Counsel Offices Professional Services account# A11755.54055HH11 on a prorated basis, based on the number of user licenses per department.

ON MOTION OF NEWELL

AGENDA ITEM NO. 19

Extend Agreement of the Handling, Transportation and Safe Disposal of Household Hazardous Waste - Solid Waste Division - Highway Department

WHEREAS, the County of Cortland entered into Agreement No. 260-20 with Care Environmental Corporation (the Contractor), 429 East Blackwell St., Dover, NJ 07801, on October 23, 2020 for the Handling, Transportation and Safe Disposal of Household Hazardous Waste, AND

WHEREAS, the term of said agreement can be renewed under the same terms and conditions for a maximum of three one-year extensions, conditioned on mutual agreement between the Contractor and the County, AND

WHEREAS, the funds to cover this agreement are in the 2021 Recycling budget in account # EL81615.54625, AND

WHEREAS, both parties have agreed to extend the terms of Agreement 260-20, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the County hereby extends the agreement for the handling, transportation and safe disposal of the household hazardous waste bid with Care Environmental Corporation, 429 East Blackwell St., Dover, NJ 07801, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute the extension of the agreement with Care Environmental Corporation, 429 East Blackwell St., Dover, NJ 07801.

ON MOTION OF NEWELL

AGENDA ITEM NO. 20

Resolution to Approve Modification of Fee Schedule for Disposal of Tires at the Cortland County Recycling Center - Highway Department

WHEREAS, the County of Cortland is responsible for properly disposing of solid waste at all County-owned Solid Waste Facilities, and as owner, is responsible for setting the fees associated with the acceptance of solid waste, AND

WHEREAS, refuse tires are currently accepted at the County owned Recycling Center, AND

WHEREAS, the cost associated with the disposal of tires accepted at the County-owned Recycling Center exceeds the fees received for said disposal, AND

WHEREAS, the County of Cortland desires to increase the tire disposal fees to cover the County's cost of disposal, AND

WHEREAS, to cover the cost of tire disposal, the County of Cortland desires to modify the tire fee schedule as follows:

- | | | |
|----|--|---------------|
| a) | Passenger and pickup truck tires: | \$4.00 each |
| b) | Truck tires up to 24.5 inch tubeless: | \$15.00 each |
| c) | Industrial, tractor or off-road tires: | \$100.00 each |

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves above said fee schedule for tire disposal at the County owned Recycling Center as described above, AND BE IT FURTHER

RESOLVED, that the above said fee schedule for tire disposal at County owned Recycling Center shall become effective immediately.

ON MOTION OF NEWELL

AGENDA ITEM NO. 21

Lease Agreement with Cortland County Agricultural Corporation - Highway Department

WHEREAS, there is a need to store County Highway heavy construction equipment during the winter season, AND

WHEREAS, the County of Cortland Agricultural Corporation currently owns buildings at the Cortland County Fairgrounds with adequate space available located at the Cortland County Fairgrounds, AND

WHEREAS, the County of Cortland Agricultural Corporation is agreeable to lease said buildings to Cortland County during the winter season, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to execute a lease agreement for the 2021-2022 winter season starting October 15, 2021 and ending May 8, 2022 with the County of Cortland Agricultural Corporation for a fee of \$2,650.00, to be charged to account E51305.54067.

ON MOTION OF NEWELL

AGENDA ITEM NO. 22

Amend Budget/Authorize Supplemental Agreement No. 2 New York State McGraw Marathon Road Bridge (BIN 3312050) Replacement - Highway Department

WHEREAS, the Project for the McGraw Marathon Road Bridge (BIN 3312050), Replacement Project P.I.N. 375654 (the project) is eligible for funding under Title 23 U.S. Code, as amended, that call for the apportionment of the costs of such program to be borne at the ratio of 95% Federal Funds and 5% non-federal funds, AND

WHEREAS, the Highway Committee desires to Authorize the implementation, and funding in the first instance 100% of the Federal funded eligible costs of a transportation Federal Aid project, and appropriating funds therefore, AND

WHEREAS, the Cortland County Legislature authorized said agreement by Resolution No. 8-19, AND

WHEREAS, the Cortland County Legislature approved an agreement with the New York State Department of Transportation (NYSDOT) for the Acquisition of Right of Way property by Resolution No. 82-20, AND

WHEREAS, due to time restraints, the NYSDOT is rescinding the Right of Way Agreement and implementing Supplemental Agreement # 2, AND

WHEREAS, Supplemental Agreement # 2 adds the Right of Way responsibilities and funding to the County of Cortland, AND

WHEREAS, also due to time restraints, Supplemental Agreement # 2 amends the end date of said agreement from December 31, 2023 until December 31, 2025, NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby authorized the County of Cortland to pay in the first instance 100% of the Federal share of the Right of Way Incidentals and Acquisition, for the Project, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer is hereby authorized and directed to establish an appropriation account in the amount of \$19,946.00 and amend the revenue account for the Federal and local shares and the 2021 Budget be modified as follows:

INCREASE:

HH512243.44597.MMBR	Federal Revenue	\$18,948.00
HH512248.45031.MMBR	Local Share	\$998.00
HH51225.52100.MMBR	Right of Way Acquisition	\$19,946.00

Referred from Government Operations Committee

ON MOTION OF WILSON

AGENDA ITEM NO. 23

Authorize Agreement Clear Ballot Group, Inc. Maintenance of ClearCount/Clear Audit Station - Board of Elections

WHEREAS, the Cortland County Legislature approved the purchase of a ClearCount/ClearAudit scan station with Resolution No. 198-20, AND

WHEREAS, without the use of this technology to verify and count ballots, the Board of Elections would be unable to comply with New York State and Federal voting requirements, AND

WHEREAS, annual maintenance is needed on the ClearCount/ClearAudit machine to keep the machine working properly, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to funding by the Cortland County Legislature, is hereby authorized to enter into an agreement with Clear Ballot Group, Inc. of 2 Oliver Street, Floor 2, Boston, MA 02109, for the term of 10/1/21-9/30/26, for an annual cost of \$2,097.

ON MOTION OF WILSON

AGENDA ITEM NO. 24

Amend 2021 Budget/Authorize Transfer of Funds - Health Insurance - Personnel Department

WHEREAS, it is necessary to appropriate monies to the Self-Insured Health Insurance Fund Professional Services account to cover medical and prescription administrative fees, AND

WHEREAS, this amount has already been appropriated in the 2021 budget in the Health Insurance TPA Insurance account, NOW THEREFORE BE IT

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

Decrease:

TPA Insurance	CH90605.58800	\$350,000
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Increase:

Professional Services	CH90605.54055	\$350,000
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Abolish Secretary to the County Administrator/Create Executive Assistant to the County Administrator - Personnel/County Administrator

WHEREAS, the needs of the office will be better served by abolishing one (1) full-time Secretary to the County Administrator position and creating one (1) full-time Executive Assistant to the County Administrator in the Office of the County Administrator, AND

WHEREAS, the Finance and Administration Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Secretary to the County Administrator (Grade 2 Management Confidential, \$18.6797-22.7267/hr, Management Compensation Plan, exempt class, full-time, 35 hours/week with benefits) be and hereby is abolished effective August 26, 2021 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Executive Assistant to the County Administrator (Grade 10, \$44,607-54,272, Management Compensation Plan, competitive class, full-time 35 hours/week with benefits) be created with permission to fill effective August 27, 2021 at 12:01 am.

Approve Contract REMI Equipment Maintenance-County Clerk

WHEREAS, the Cortland County Clerk's Office currently has a one year maintenance agreement with REMI to provide preventative maintenance and cleaning along with service and replacement of parts used in the map scanner/printer in the County Clerk's Office through REMI, AND

WHEREAS, the contract expires on August 31, 2021, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon approval of the Cortland County Attorney or designee, is authorized to sign a one year maintenance agreement with REMI at the cost of \$657.00 to be paid out of account A14105.54015.

Adjourn