



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, September 13, 2022

10:00 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m7bf4ddb8ed4cac6c0a518b71293e16d7>

Tuesday, Sep 13, 2022 10:00 am | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2335 957 3687

Password: 4FiBVJB8UM3

Join by phone

+1-415-655-0001 US Toll

Access code: 233 595 73687

CALL TO ORDER

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

MINUTES

1. Finance & Administration Committee - Committee Meeting - Aug 16, 2022 10:00 AM

RESOLUTIONS

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 HARBIN

AGENDA ITEM NO. 1

Amend 2022 Budget for Education & Training - Planning Department

WHEREAS, the Planning Department is requesting an increase in funding for Education and Training, AND

WHEREAS, the Planning Department is working toward developing a county-wide Strategic Development Plan and an educational opportunity pertaining to this task has become available, AND

WHEREAS, the Agricultural, Planning & Environmental Committee recommends this budget amendment, NOW THEREFORE BE IT

RESOLVED, that the 2022 County Budget be amended to show an increase in funding to account A80205.54035 from the Cortland County General Fund as follows:

Increase:

A80205.54035	Education and Training	\$1,600.00
A359900	Appropriated Fund Balance	\$1,600.00

ON MOTION OF HARBIN

AGENDA ITEM NO. 2

Create Temporary GIS Specialist Trainee - Planning Department

WHEREAS, the needs of the agency will be better served by creating one full-time temporary position of GIS Specialist Trainee, AND

WHEREAS, the Agricultural, Planning & Environmental Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one full-time temporary position of GIS Specialist Trainee (CSEA, Grade 19, \$24.9165-31.3811/hr, competitive class, full-time, temporary up to three months, with benefits) be created on September 22, 2022 with approval to fill, AND BE IT FURTHER

RESOLVED, that the 2022 County budget be amended and funds be appropriated as follows:

INCREASE:

A359900	Appropriated Fund Balance	\$16,399.87
A80205.51015	Temp Pay	\$10,464.93
A80205.58030	FICA	\$800.57
A80205.58040	Worker's Comp	\$995.00
A80205.58060	Health Insurance	\$4,111.92
A80205.58062	Dental Insurance	\$22.56
A80205.58065	Vision Insurance	\$4.89
TOTAL Expense		<u>\$16,399.87</u>

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 3

Authorize Agreement with KONE/Amend 2022 Budget for Courthouse Elevator Replacement - Buildings & Grounds Department

WHEREAS, there is a need to replace the elevator at the Cortland County Courthouse, AND

WHEREAS, OMNIA purchasing network is a New York State approved vendor processor, AND

WHEREAS, New York State Finance Law Article 11 empowers municipalities to authorize purchases from contracts let by OMNIA, AND

WHEREAS, KONE, Inc. is currently under contract with OMNIA purchasing network, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the replacement of the elevator at the Cortland County Courthouse, AND BE IT FURTHER

RESOLVED, that this will be budgeted for in the 2023 budget.

Referred from Health & Human Services

ON MOTION OF PRICE

AGENDA ITEM NO. 4

Accept Sports Opportunity Funding - Youth Bureau/Health Department

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$7,159 to Cortland County Youth Bureau, AND

WHEREAS, each municipal youth bureau will receive an allocation for the Sports Opportunity Funding to serve children and youth ages 6-17 based on the population of eligible youth in the county, AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies for the year 2022 and for which a copy is in the County Youth Bureau Office, AND

WHEREAS, the 2022 County Budget will need to be amended as follows:

<u>Increase Revenue:</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A73125.43820. YB	Youth Bureau	\$68,686	\$7,159	\$75,845
<u>Increase Expenditure:</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A73125.54815	Program Exp - SDPP	\$53,186	\$7,159	\$60,345

, 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 the funding by the Legislature, are hereby authorized and directed to execute the Resource Allocation Planning 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, 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. 5

Authorize 2022-2023 Contract with New York State Office of Victim Services, Accept Grant Funds to Support Cortland County Child Advocacy Center - Cortland County Department of Social Services

WHEREAS, a Child Advocacy Center (“CAC”) has been created in Cortland County to facilitate the most efficient and effective handling of cases involving child victims of sexual and physical abuse, which program is funded by New York State grants through the New York State Office of Victim Services (“OVS”), AND

WHEREAS, the grants will be received by Cortland County on behalf of the Child Advocacy Center, a division of the Department of Social Services (DSS) by contract with OVS assigning the Child Advocacy Center with authority and responsibility to administer grant funds, which OVS advises will total \$133,813.26 for the OVS fiscal year 2022, to pay the expenses of running the CAC, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an agreement for the time period of October 1, 2022 through September 30, 2023 with OVS, and the DSS be and hereby is authorized to administer funds received from OVS for the CAC, in an amount not to exceed \$133,813.26, AND BE IT FURTHER

RESOLVED, that the 2022 budget be amended as follows:

INCREASE:

Revenue:

A40505.44489.VOCA	\$133,813.26
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Expenditures:

A40505.51005.VOCA	\$63,392.71
A40505.51010.VOCA	\$17,784.20
A40505.58020.VOCA	\$11,364.77
A40505.58030.VOCA	\$6,210.03
A40505.58040.VOCA	\$4,087.50
A40505.58060.VOCA	\$15,342.24
A40505.58062.VOCA	\$135.36
A40505.58065.VOCA	\$23.52
A40505.54000.VOCA	\$336.00
A40505.54005.VOCA	\$400.00
A40505.54020.VOCA	\$50.00
A40505.54035.VOCA	\$1,000.00
A40505.54045.VOCA	\$500.00
A40505.54048.VOCA	\$400.00
A40505.54060.VOCA	\$1,121.00
A40505.54070.VOCA	\$2,652.00
A40505.54213.VOCA	\$1,051.64
A40505.54800.VOCA	\$7,962.29

, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the 2023 budget.

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Abolish Part Time Safe Harbour Coordinator & Full Time MDT Facilitator/Create Full Time MDT Facilitator/Safe Harbour Coordinator Position - Department of Social Services/Child Advocacy Center

WHEREAS, the needs of the Department of Social Services - Child Advocacy Center will be

better served by abolishing one (1) part time Safe Harbour Coordinator position and abolishing one (1) full time Multidisciplinary Team (MDT) Facilitator position and creating one (1) full-time MDT Facilitator/Safe Harbour Coordinator position, AND

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

RESOLVED, that one (1) position of Safe Harbour Coordinator (Grade 13 CSEA, \$20.2732-\$25.5331/hr. competitive, part-Time 17 Hours/Week, No Benefits) and that one (1) position of MDT Facilitator (Grade 13 CSEA, \$20.2732-\$25.5331/hr, competitive class, full-time 35 hours/week with benefits) be and hereby is abolished effective September 30, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of MDT Facilitator/Safe Harbour Coordinator (Grade 13 CSEA, \$20.2732-\$25.5331/hr, competitive class, full-time 35 hours/week with benefits) be created with permission to fill effective October 1, 2022 at 12:01 am.

Referred from Judiciary & Public Safety Committee

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 7

Accept 2022 Emergency Management Performance Grant & Authorize Contract - DOERC

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a grant in the amount of \$23,603, in support of the Emergency Management Performance Grant (EMPG), AND

WHEREAS, the fiscal period for this grant is October 1, 2021 to September 30, 2024, AND

WHEREAS there is a required County match of \$23,603 which has been budgeted as the salary of the Assistant Director of the Department of Emergency Response & Communications, NOW THEREFORE BE IT

RESOLVED, that the 2022 budget is amended as follows:

			Current	Change	Revised
INCREASE REVENUE BUDGET:					
A341043.43306.24EMP	DHSES Grant	0		\$23,603	\$23,603
INCREASE EXPENDITURE BUDGET:					
A34105.51005.24EMP	Personnel	0		\$23,603	\$23,603

, 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 by the Legislature, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$23,603.

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 8

Transfer Funds from the Solid Waste Reserve Account to the Fuel Account Fuel - Highway Department

WHEREAS, due to the increasing prices for fuel, the Solid Waste Department's budget for fuel will need to be increased to cover costs for the remainder of 2022, AND

WHEREAS, there are monies in the Solid Waste Fund fund balance, NOW THEREFORE BE IT

RESOLVED, that the 2022 Solid Waste budget be amended as follows:

Increase:

EL81605.54078	Fuel	\$80,000.00
EL359900	Appropriated Fund Balance	\$80,000.00

ON MOTION OF NEWELL

AGENDA ITEM NO. 9

Approve Design & Construction Observation/Administration Services for the 100LL Avgas Fuel Farm Relocation - Cortland County Airport/Highway Department

WHEREAS, the County has been awarded a NYSDOT Aviation Capital Grant for the 100LL AvGas Fuel Farm Relocation (PIN:3903.10, K007472) at the Cortland County Airport, Gen. Levi R. Chase Field, AND,

WHEREAS, the State of New York grant to the County of Cortland for the construction of said fuel system with a State participation share in the amount of \$1,103,515.00, and a local participation share required by said grant in the amount of \$136,390.00 for a total project cost of \$1,239,905.00, AND

WHEREAS, the Cortland County Legislature approved the Aviation Funding Agreement by Resolution No. 82-22, AND

WHEREAS, the County desires to construct said project during the 2023 fiscal year, AND

WHEREAS, McFarland Johnson is the airport consultant for the County, AND

WHEREAS, the fee for the Engineering Agreement for the Design & Construction Observation / Administration Services for said project is \$262,071.00, AND

WHEREAS, the funds will be appropriated in Account # HH56105.52800.100LL, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the contract with McFarland Johnson to perform the Design & Construction Observation / Administration Services for the 100 LL AvGas Fuel Farm Relocation during the 2022 fiscal year at a cost not to exceed \$262,071.00 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 sign a contract with McFarland Johnson to perform the Design & Construction Observation/Administration Services for the 100LL AvGas Fuel Farm Relocation at the Cortland County Airport, Gen. Levi R. Chase Field, AND BE IT FURTHER

RESOLVED, that the 2022 Cortland County Capital Budget be amended as follows:

Increase:

HH561043.43597.100LL	State Revenue	\$1,103,515.00
HH99015.45031.100LL	Interfund Transfer-in	\$136,390.00
HH56105.52800.100LL	Project Expense	\$1,239,905.00
A99095.59950.100LL	Interfund Transfer-out	\$136,390.00
A359900	Appropriated Fund Balance	\$136,390.00

Referred from Government Operations Committee

Discussion Items/Reports

1. July 2022 Finance Reports
2. County Auditor Quarterly Update
3. Real Property Tax Services Monthly Report
4. Treasurer Monthly Report
5. American Rescue Plan Funds

Adjournment