



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, September 17, 2024

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m17fc38b2d5f0a431cb9adf94a413d5c5>

Tuesday, September 17, 2024 9:00 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2345 913 7999

Password: Wtvh8A3SPU8

Join by phone

+1-415-655-0001 US Toll

Access code: 234 591 37999

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 - Aug 13, 2024 9:00 AM
2. Finance & Administration Committee - Special Meeting - Aug 22, 2024 4:30 PM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Authorization Clerk of the Legislature to Apply for Microenterprise Grant Funding and to Execute Any Related Agreements

WHEREAS, there is grant funding available through the New York State Office of Community Renewal through its Community Development Block Grant Program for Microenterprise funding; AND

WHEREAS, currently Cortland County does not have the ability to provide financial support to small businesses with five or fewer employees through established business development programs; AND

WHEREAS, Cortland County has previously been awarded a Microenterprise grants and has successfully administered said grant and awarded the funds as required; AND

WHEREAS, the Legislature wishes to support additional approved businesses if such funding is awarded by the New York State Office of Community Renewal; AND

WHEREAS, a public hearing was held on September 26, 2024 before the Cortland County Legislature to determine if there is substantial interest and public support for such a Microenterprise Grant program; NOW THEREFORE BE IT

RESOLVED, that the Clerk of the Legislature, be and hereby is authorized and directed to file an application for microenterprise funds from New York State Homes and Community Renewal, Office of Community Renewal, under the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program for Fiscal Year 2024; AND BE IT FURTHER

RESOLVED, that the County Administrator and Chair of the Legislature, upon review and approval of the County attorney or designee as to form, be and hereby is authorized to enter into and execute a project agreement with the State of New York for the Cortland County Microenterprise Program.

Referred from Building & Grounds Committee

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 2

Amend Establishment of Dwyer Memorial Park Reserve

WHEREAS, Resolution No. 436-17 established the Dwyer Park Memorial Repair Reserve (the reserve) for repairs to the main pavilion; AND

WHEREAS, Resolution No. 206-18 amended resolution no. 436-17 to allow the use of the reserve for all necessary repairs at the main pavilion or other Dwyer Memorial Park facilities and structures; AND

WHEREAS, it is the recommendation of the County Administrator and Cortland County Highway Committee to provide a funding mechanism for the reserve; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature authorize annually adding to the reserve (A.386300.DWPK) any unspent budget in A71105.52320 and A71105.54076; AND BE IT FURTHER

RESOLVED, the approved uses of the reserve are for repairs, maintenance or capital improvements at Dwyer Park; AND BE IT FURTHER

RESOLVED, that the Reserve be and hereby is named the Dwyer Memorial Park Reserve.

ON MOTION OF NEWELL

AGENDA ITEM NO. 3

Authorize Stipend for Additional Duties - Superintendent of Highways and Deputy Superintendent of Highways - Highway Department

WHEREAS, the oversight of County capital projects has been being performed by Charles Sudbrink, Superintendent of Highways, and Alan Ricottilli, Deputy Superintendent of Highways since April 1, 2024; AND

WHEREAS, the Highway Committee recommends compensating Charles Sudbrink and Alan Ricottilli with a stipend, which would not be added to their base salaries, for performing these duties; NOW THEREFORE BE IT

RESOLVED, that Charles Sudbrink will receive an \$8,745 stipend, and Alan Ricottilli will receive a \$6,399 stipend for the oversight of County capital projects for 2024; AND BE IT FURTHER

RESOLVED, that this payment shall be included in the last paycheck in December 2024.

Referred from Government Operations Committee

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 4

Create Temporary Director of Weights and Measures

WHEREAS, the needs of the agency will be better served by creating one full-time temporary position of Director of Weights and Measures in order to provide time to train with the current Director of Weights and Measures who is retiring December 2024; AND

WHEREAS, the Government Operations Committee recommends the creation of this position;
NOW THEREFORE BE IT

RESOLVED, that one full-time temporary position of Director of Weights and Measures (Management, Grade 10, \$57,528-76,569, competitive class, full-time, temporary through 12/31/2024, with benefits) be created on September 26, 2024 with approval to fill; AND BE IT FURTHER

RESOLVED, that funds be appropriated in the 2024 County Budget as follows:

A66105.51005 Personal Services		\$15,821.00
A66105.58020 Retirement		\$2,214.94
A66105.58030 FICA		\$1,210.31
A66105.58060 Health Insurance		\$4,900.00
TOTAL Expense		\$24,146.25

Referred from Judiciary & Public Safety Committee

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 5

Authorize Agreement with Cayuga Addictions Recovery Services- DSS

WHEREAS, the NYS Office of Children and Family Services is anticipated to allocate another round of federal Child Abuse Prevention and Treatment Act (CAPTA) Comprehensive Addiction and Recovery Act of 2016 (CARA) funds to Cortland County and all counties in New York State to help improve their response to families and infants affected by substance use disorders; AND

WHEREAS, Cayuga Addictions Recovery Services (CARS) is an authorized provider of behavioral health services and has the expertise for this partnership; AND

WHEREAS, the \$60,000.00 in funding needed for this Agreement will be provided through a State allocation of federal money and will be paid from Account A60105.54800.4695 Admin – Behavioral Health and the revenue will be posted in Account A601044.44689.4695; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee and subject to an allocation from New York State and the appropriation of funding by the

Legislature, be and hereby is authorized to execute an agreement for the time period of December 1, 2024 through November 30, 2025 with CARS in an amount not to exceed \$60,000.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 6

Accept Funds Resource Allocation Plan New York State 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 \$108,730 to Cortland County, through the Youth Bureau; AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies for the year October 1, 2024 through September 30, 2025 and for which a copy is in the County Youth Bureau Office; AND

WHEREAS, \$92,420 will be allocated to Cortland County municipalities and \$16,310 will be allocated to the Cortland County Youth Bureau administration; AND

WHEREAS, the 2024 County Budget will need to be amended as follows:

<u>Revenue:</u>		<u>Current</u>	<u>Increase</u>	<u>Amended</u>	<u>Balance</u>
A73125.43820.YB	Youth Bureau	\$113,028	\$108,730		\$221,758
<u>Expenditure:</u>		<u>Current</u>	<u>Increase</u>		<u>Balance</u>
A73125.51005	Personal Services	\$14,794	\$7,857		\$22,651
A73125.54020	Postage	\$10	\$10		\$20
A73125.54035	Ed/Train	\$700	\$700		\$1,400
A73125.54040	Dues	\$120	\$150		\$270
A73125.54045	Travel	\$224	\$2,500		\$2,724
A73125.54048	Program Supp	\$36	\$2,500		\$2,536
A73125.54800	Program Exp - SDPP	\$96,013	\$92,420		\$188,433
A73125.58060	Health Ins	\$0	<u>\$2,593</u>		\$2,593
			\$108,730		

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, is authorized to execute the Resource Allocation Planning Agreement with the New York State Office of Children and Family Services and contract with approved agencies; AND BE IT FURTHER

RESOLVED, that the Director of Finance 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 New York 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 VAN DEE

AGENDA ITEM NO. 7

Amend 2024 Budget for Daycare Expenditures - Department of Social Services

WHEREAS, expenditures for Daycare cases are continuing to increase this year and are expected to exceed the amount appropriated in our 2024 budget; NOW THEREFORE BE IT

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

INCREASE:

Daycare Expenditures

A60105.56055 current \$1,350,000.00 INCREASE \$250,000 new = \$1,600,000.00

Daycare Revenues

A601043.43655 current \$1,296,578.00 INCREASE \$250,000 new = \$1,546,578.00

MONTHLY REPORTS

1. County Auditor Quarterly Update
2. July 2024 Finance Reports
3. Real Property Tax Services Monthly Report
4. County Administrator Monthly Report

DISCUSSION ITEMS

1. Housing Discussion with Cortland County BDC Executive Director Brendan O'Bryan
2. Review an Assessment of 2025 Budget Preparations and Status- Perspective Revenue and Expenses
3. Scheduling of Second Finance and Admin Meeting in October to Review Interim 1925 Budget Submitted by County Administrator

Adjournment