



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, September 17, 2024

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:04 AM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Excused	
Linda Jones	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Sandra Price	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
William McGovern	Cortland County, NY	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Chair	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Trisha Hiemstra	Cortland County, NY	Planning Director	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Brenden O'Bryan	Cortland County BDC	Executive Director	Present	
Nicole Anjeski	Cortland County, NY	Director of Public Health	Remote	
Jessica Leet	Cortland County, NY	Executive Assistant	Remote	
Jason DeRaiche	Cortland County, NY	Safety Officer	Remote	

Brooke Kemak	Cortland County, NY	County Clerk	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	

DISCUSSION ITEMS

1. Housing Discussion with Cortland County BDC Executive Director Brendan O'Bryan

RESULT:	COMPLETED
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MINUTES

1. Finance & Administration Committee - Committee Meeting - Aug 13, 2024 9:00 AM

RESULT:	ACCEPTED
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2. Finance & Administration Committee - Special Meeting - Aug 22, 2024 4:30 PM

RESULT:	ACCEPTED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Authorization Clerk of the Legislature to Apply for Microenterprise Grant Funding and to Execute Any Related Agreements

RESULT:	APPROVED [UNANIMOUS]
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Next: 9/26/2024 6:00 PM

MOVER: Eugene Waldbauer, Committee Member

SECONDER: William McGovern, Committee Vice-Chair

AYES: Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

EXCUSED: Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO.

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

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 Government Operations Committee

AGENDA ITEM NO. 2 – Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees - Personnel Department

RESULT:	APPROVED [5 TO 1]
	Next: 9/26/2024 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Nauseef, Price, Waldbauer, McGovern, Bischoff
NAYS:	Linda Jones
EXCUSED:	Beau Harbin

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees - 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 October 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 Building & Grounds Committee

Referred from Highway Committee

AGENDA ITEM NO. 3 – Amend Establishment of Dwyer Memorial Park Reserve

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/26/2024 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

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.

AGENDA ITEM NO. 4 – Authorize Stipend for Additional Duties - Superintendent of Highways and Deputy Superintendent of Highways - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/26/2024 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

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

AGENDA ITEM NO. 5 – Create Temporary Director of Weights and Measures

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/26/2024 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Beau Harbin

ON MOTION OF NAUSEEF

RESOLUTION NO.

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

AGENDA ITEM NO. 6 – Authorize Agreement with Cayuga Addictions Recovery Services - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/26/2024 6:00 PM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Beau Harbin

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreement with Cayuga Addictions Recovery Services - Department of Social Services

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.

AGENDA ITEM NO. 7 – Accept Substance Abuse & Mental Health Services Administration (SAMHSA) 2024-2028 Youth Grant, Authorize Agreements and Create Positions - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/26/2024 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Beau Harbin

ON MOTION OF VAN DEE

RESOLUTION NO.

Accept Substance Abuse & Mental Health Services Administration (SAMHSA) 2024-2028 Youth Grant, Authorize Agreements and Create Positions - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has been awarded a grant from Substance Abuse & Mental Health Services Administration (SAMHSA) for expansion and sustainability of comprehensive community mental health services for children with series emotional disturbances (SED); AND

WHEREAS, the grant award period is from October 2024 through September 2028 and award amount total is \$3,526,362.00; AND

WHEREAS, the grant has designated the funds to be used to fund specific positions and provider contracts matching the approved SAMHSA budget and action plans; AND

WHEREAS, the Mental Health Department recommends the creation of two full time positions of one Mental Health Rehabilitation Specialist (MHRS) (CSEA, Grade 16 \$23.8479/hr - \$30.1854/hr, competitive class, full time with benefits) and one Senior Mental Health Clinician (SMHC) (CSEA, Grade 28 \$37.2145/hr - \$47.1041, competitive class, full time with benefits) positions as funded and required by this grant; AND

WHEREAS, the Grant has designated fund to be used for 2024 purchasing of two (2) laptops and two (2) iPads to be used by the Mental Health Department for grant management, activities and oversight; AND

WHEREAS, it is the recommendation of the Health and Human Services Committee to authorize the Cortland County Administrator to approve the designation of funds to the following Cortland County contracted agencies to work under the Grant leadership oversight of the Mental Health Department; with these budget requirements in the grant:

2024-2028 SAMHSA Approved Contacted Providers	Authorized Funds Four (4) Year Totals
Family & Children's Counseling Services of Cortland	\$13,000
CAPCO	\$93,910
CACTC / RHI	\$170,000
SUNY Upstate Medical University	\$53,000
Cowley Associates, Inc.	\$38,500
Functional Family Therapy, LLC	\$71,750

; AND

WHEREAS, the 2024 budget needs to be amended; NOW THEREFORE BE IT

RESOLVED, that the Cortland County be and hereby accepts the award of the Substance Abuse & Mental Health Services Administration (SAMHSA) in the amount of \$3,526,362.00; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute all necessary agreements to receive the grant funding; AND BE IT FURTHER

RESOLVED, that one Mental Health Rehabilitation Specialist (MHRS) (CSEA, Grade 16 \$23.8479/hr - \$30.1854/hr, competitive class, full time with benefits) and one Senior Mental Health Clinician (SMHC) (CSEA, Grade 28 \$37.2145/hr - \$47.1041, competitive class, full time with benefits) positions as funded and required by this grant, be created with approval to fill on September 27, 2024 at 12:01 AM; AND BE IT FURTHER

RESOLVED, that both positions shall be abolished upon the expiration of the grant funding for the positions; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute contracts with the following agencies for an amount not to exceed the amount listed below:

2024-2028 SAMHSA Approved Contacted Providers Authorized Funds Four (4) Year Totals	
Family & Children's Counseling Services of Cortland	\$13,000
CAPCO	\$93,910
CACTC / RHI	\$170,000
SUNY Upstate Medical University	\$53,000
Cowley Associates, Inc.	\$38,500
Functional Family Therapy, LLC	\$71,750

; AND BE IT FURTHER

RESOLVED, the Director of Finance is authorized to pay the approved county contracted agencies from the appropriate expense account for this SAMHSA Grant; AND BE IT FURTHER

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

INCREASE:

Acct No. ____ SAMHSA Grant \$956,086

Acct No. A359990 Approp. Fund Balance \$956, 086

; AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby shall carryover any unused grant funds to subsequent budgets for the life of the grant.

AGENDA ITEM NO. 8 – Accept Funds Resource Allocation Plan New York State Office of Children and Family Services - Health Department/Youth Bureau

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/26/2024 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Beau Harbin

ON MOTION OF VAN DEE

RESOLUTION NO.

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>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.

AGENDA ITEM NO. 9 – Amend 2024 Budget for Daycare Expenditures - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/26/2024 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Beau Harbin

ON MOTION OF VAN DEE

RESOLUTION NO.

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

RESOLUTIONS CONTINUED

AGENDA ITEM NO. 10 – Amend Resolution No. 186-23 - Authorize Reallocation of American Rescue Plan Funding

RESULT:	POSTPONE TO DATE CERTAIN
	Next: 11/12/2024 9:00 AM

ON MOTION OF BISCHOFF

RESOLUTION NO.

Amend Resolution No. 186-23 - Authorize Reallocation of American Rescue Plan Funding

WHEREAS, Resolution No. 328-21 allocated \$300,000 of the water, sewer and broadband infrastructure federal aid revenue to the Cortland County Soil and Water Conservation District to purchase material for a stream corridor management program; AND

WHEREAS, Resolution No. 186-23 authorized reallocating \$22,000 per year of said funding to Account No. A87105.54815 for calendar years 2024, 2025 and 2026 to be used towards salary for an engineer in the Cortland County Soil and Water Conservation District office; AND

WHEREAS, the Cortland County Soil and Water Conservation District has not used the \$22,000 allocated for 2024 towards the salary of the engineer; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 163-24 authorizing full-time employees of the CSEA #6550-03 Correction Officer/Civilian contract of the Cortland County Sheriff's Department who 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 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, or

who worked between the dates of March 17, 2020 and December 31, 2021 and retired previous to September 1, 2024, be paid a one-time payment of \$1,500; AND

WHEREAS, the Cortland County Legislature's Finance and Administration Committee recommends amending Resolution No. 186-23 to reallocate \$22,000 of unspent American Rescue Plan, previously allocated to the Cortland County Soil and Water Conservation District office for the salary of an engineer, to offset the cost of the one-time hazard payment for full-time employees of the CSEA #6550-03 Correction Officer/Civilian contract of the Cortland County Sheriff's Department who 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 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, or who worked between the dates of March 17, 2020 and December 31, 2021 and retired previous to September 1, 2024, be paid a one-time payment of \$1,500; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby amends Resolution No. 186-23 and authorizes the reallocation of \$22,000 of unspent American Rescue Plan, previously allocated to the Cortland County Soil and Water Conservation District office for the salary of an engineer, to offset the cost of the one-time hazard payment for full-time employees of the CSEA #6550-03 Correction Officer/Civilian contract of the Cortland County Sheriff's Department who 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 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, or who worked between the dates of March 17, 2020 and December 31, 2021 and retired previous to September 1, 2024, be paid a one-time payment of \$1,500; AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby is authorized to transfer \$22,000 from Account No. A87105.54815 to the appropriate account lines for the approved payments.

MONTHLY REPORTS

1. County Auditor Quarterly Update

RESULT:	COMPLETED
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2. July 2024 Finance Reports

RESULT:	COMPLETED
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3. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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4. County Administrator Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS CONTINUED

1. Review an Assessment of 2025 Budget Preparations and Status- Perspective Revenue and Expenses

RESULT:	COMPLETED
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2. Scheduling of Second Finance and Admin Meeting in October to Review Interim 2025 Budget Submitted by County Administrator

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:08 AM



Finance & Administration Committee

60 Central Ave
Cortland, NY 13045

Committee Meeting

<https://www.cortlandcountyny.gov>

~ Minutes ~

Tuesday, August 13, 2024

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
Sandra Price	Cortland County, NY	Committee Member	Excused	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
William McGovern	Cortland County, NY	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Chair	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Michelle Enright	Visitors Bureau	Executive Director	Present	
Michael Cardinale	Cortland County, NY	Assigned Counsel Plan Administrator	Present	
Kevin Jones	Cortland County, NY	Public Defender	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	10:38 AM
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	

Minutes Acceptance: Minutes of Aug 13, 2024 9:00 AM (MINUTES)

Nicole Anjeski	Cortland County, NY	Director of Public Health	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Lisa McGee	Cortland County, NY		Remote	
Rob Corpora	Cortland County, NY	County Administrator	Present	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Jun 18, 2024 9:00 AM

RESULT: ACCEPTED

2. Finance & Administration Committee - Special Meeting - Jun 25, 2024 9:00 AM

RESULT: ACCEPTED

3. Finance & Administration Committee - Special Meeting - Jun 27, 2024 4:45 PM

RESULT: ACCEPTED

4. Finance & Administration Committee - Special Meeting - Jul 30, 2024 9:00 AM

RESULT: ACCEPTED

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Distribution of Second Quarter 2024 Sales Tax

RESULT: APPROVED [UNANIMOUS]

Next: 8/22/2024 6:00 PM

MOVER: William McGovern, Committee Vice-Chair

SECONDER: Linda Jones, Committee Member

AYES: Harbin, Jones, Waldbauer, McGovern, Bischoff

EXCUSED: Joseph Nauseef, Sandra Price

ON MOTION OF BISCHOFF

RESOLUTION NO.

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-
Cincinnati, 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.

AGENDA ITEM NO. 2 – Designate Cortland County Convention and Visitors Bureau as Cortland County's Tourism Promotion Agency

Minutes Acceptance: Minutes of Aug 13, 2024 9:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Jones, Waldbauer, McGovern, Bischoff
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF BISCHOFF**RESOLUTION NO.**

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.

AGENDA ITEM NO. 3 – Authorize Agreement Cortland County Convention and Visitors Bureau for Provision of Public Benefits Services for Promotion and Publicity

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Harbin, Jones, Waldbauer, McGovern, Bischoff
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF BISCHOFF**RESOLUTION NO.**

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

Minutes Acceptance: Minutes of Aug 13, 2024 9:00 AM (MINUTES)

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

AGENDA ITEM NO. 4 – Establish Cortland County Highway Department Fuel Farm Reserve and Set Rates for Fuel - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Harbin, Jones, Waldbauer, McGovern, Bischoff
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF NEWELL

RESOLUTION NO.

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

AGENDA ITEM NO. 5 – Increase Mortgage Tax Expense - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Harbin, Jones, Waldbauer, McGovern, Bischoff
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF NAUSEEF

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Aug 13, 2024 9:00 AM (MINUTES)

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.

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

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Jones, Waldbauer, McGovern, Bischoff
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF NAUSEEF

RESOLUTION NO.

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

AGENDA ITEM NO. 7 – Authorize Use of County Vehicle Repair/Replacement Reserve for Sheriff Vehicle - Sheriff's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Harbin, Jones, Waldbauer, McGovern, Bischoff
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF PRICE**RESOLUTION NO.****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

AGENDA ITEM NO. 8 – Authorize Hazard Pay for Corrections Unit - Sheriff's Department

RESULT:	APPROVED [4 TO 1]
	Next: 8/22/2024 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Beau Harbin, Eugene Waldbauer, William McGovern, Cathy Bischoff
NAYS:	Linda Jones
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF PRICE

RESOLUTION NO.

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

AGENDA ITEM NO. 9 – Create Senior Mental Health Clinician & Community Mental Health Manager - Abolish SPOA Coordinator - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Jones, Waldbauer, McGovern, Bischoff
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF VAN DEE

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Aug 13, 2024 9:00 AM (MINUTES)

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.

AGENDA ITEM NO. 10 – Authorize Agreement for Use of Opioid Reserve Funds - Code Blue Warming Center/Salvation Army

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Harbin, Jones, Waldbauer, McGovern, Bischoff
EXCUSED:	Joseph Nauseef, Sandra Price

ON MOTION OF VAN DEE

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Aug 13, 2024 9:00 AM (MINUTES)

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.

AGENDA ITEM NO. 11 – Create One Caseworker Position - Department of Social Services

RESULT: **APPROVED [UNANIMOUS]**

Next: 8/22/2024 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: William McGovern, Committee Vice-Chair

AYES: Harbin, Jones, Waldbauer, McGovern, Bischoff

EXCUSED: Joseph Nauseef, Sandra Price

ON MOTION OF VAN DEE**RESOLUTION NO.****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~~ 42,374

Minutes Acceptance: Minutes of Aug 13, 2024 9:00 AM (MINUTES)

MONTHLY REPORTS

1. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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2. Claims Audit Report for January 1, 2024 - June 30, 2024

RESULT:	COMPLETED
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3. June 2024 Financial Reports

RESULT:	COMPLETED
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4. 2023 Audited Financial Statements

RESULT:	COMPLETED
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5. County Administrator Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. 2025 Cortland County Budget Starting Point Part 2

RESULT:	COMPLETED
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2. 2025 Budget Preparation - 2023 Over/Under for Bucket 2 Departments

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:24 AM



Finance & Administration Committee

60 Central Ave
Cortland, NY 13045

<https://www.cortlandcountyny.gov>

Special Meeting

~ Minutes ~

Thursday, August 22, 2024

4:31 PM

Room 302

Call to Order

The meeting was called to order at 4:31 PM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Sandra Price	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
William McGovern	Cortland County, NY	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Chair	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Trisha Hiemstra	Cortland County, NY	Planning Director	Present	
Melissa Potter	Cortland County, NY	Mobility Management	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Jessica Leet	Cortland County, NY	Executive Assistant	Present	
Kris Valentine Behnke	Cortland County, NY	Board Member	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Todd McAdam	Cortland Standard	Reporter	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	

Minutes Acceptance: Minutes of Aug 22, 2024 4:30 PM (MINUTES)

Lisa Perfetti	Cortland County, NY	Deputy Public Health Director	Present	
Katee Padbury	Cortland County, NY	Health Department	Present	
Nicole Anjeski	Cortland County, NY	Director of Public Health	Present	
Christopher Tuff	CENTRO	Deputy Chief Executive Officer	Present	
Jackie Musengo	CENTRO	Vice President of Human Resources	Present	
Bruce Fong	CENTRO	Vice President of IT	Present	
Steve Koegel	CENTRO	Vice President of Communications & Business	Present	
Bren Daiss	CENTRO	Sr. Director of Service Planning	Present	

Resolutions

AGENDA ITEM NO. 1 – Imposition of Additional Mortgage Tax - County Clerk

RESULT: **APPROVED [UNANIMOUS]**

Next: 8/22/2024 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: William McGovern, Committee Vice-Chair

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF NAUSEEF

RESOLUTION NO.

Imposition of Additional Mortgage Tax - County Clerk

WHEREAS, New York State Tax Law §253-2(a) indicates each mortgage on real property recorded on or after July 1, 1969 outside of the metropolitan commuter transportation district as defined by New York State Public Authorities Law §1262, shall impose an additional tax of twenty-five cents for each one hundred dollars and each remaining major fraction thereof of principal debt or obligation, saving and excepting the first \$10,000 of principal debt; AND

WHEREAS, New York State Tax Law §253-2(a) allows the suspension of additional mortgage tax by resolution; AND

WHEREAS, the Cortland County Board of Supervisors suspended the imposition of the tax by Resolution No. 116 of 1969; AND

WHEREAS, the Cortland County Board of Supervisors defeated a motion to join the Central New York Regional Transportation District by Resolution No. 267 of 1975; AND

WHEREAS, the Cortland County Legislature has revisited the transportation needs of Cortland County and has concluded they would be better addressed by joining the Central New York Regional Transportation Authority, which receives its funding based on New York State Tax Law §253-2(a); NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature directs the Recording Officer (County Clerk) of Cortland County, effective January 1, 2025, to impose an additional mortgage tax of twenty-five cents for each one hundred dollars and each remaining major fraction thereof of principal debt or obligation, saving and excepting the first \$10,000 of principal debt on recorded mortgages; AND BE IT FURTHER

RESOLVED, the County Clerk forward a certified copy of this resolution to the New York State Department of Taxation and Finance at least 60 days prior to January 1, 2025; AND BE IT FURTHER

RESOLVED, the County Clerk forward a certified copy of this resolution to the New York State Comptroller's Office for filing within five days of it being duly adopted.

AGENDA ITEM NO. 2 – Create Various Temporary Transit Positions - Planning Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 8/22/2024 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: William McGovern, Committee Vice-Chair

AYES: Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff

ON MOTION OF HARBIN

RESOLUTION NO.

Create Various Temporary Transit Positions - Planning Department

WHEREAS, the County is in the process of transitioning to a new transportation vendor to better serve its residents and manage taxpayer funds more effectively; AND

WHEREAS, during this transition, the County remains committed to providing uninterrupted and reliable transportation services for all County residents; AND

WHEREAS, the Agricultural, Planning and Environmental Committee recommends the creation of many various temporary transit positions to cover the time period between transportation providers; AND

WHEREAS, this approach has been deemed necessary to avoid any service disruptions that could adversely affect County residents while also minimizing the financial burden on taxpayers; NOW THEREFORE BE IT

RESOLVED, that the following temporary positions be created with approval to fill effective midnight on August 22, 2024:

- Seventeen (17) full-time Bus Drivers (\$18.4165-23.3107/hr, non-competitive class, insurance benefits only)
- Three (3) part-time Bus Drivers (\$18.4165-23.3107/hr, non-competitive class, no benefits)
- Eight (8) part-time Bus Aides (\$15.6579-19.8190/hr, non-competitive class (PJC), no benefits)
- Two (2) full-time Bus Dispatchers (\$20.8680-26.4136/hr, competitive class, insurance benefits only)
- Two (2) full-time Transit Maintenance Technicians (\$23.0509-29.1766/hr, non-competitive class (PJC), insurance benefits only)
- One (1) full-time Transit Maintenance Manager (\$25.5703-32.3653/hr, competitive class, insurance benefits only)
- One (1) full-time Transit Road Supervisor (\$18.9861-24.0315/hr, competitive class, insurance benefits only)
- One (1) full-time Transit Safety Manager (\$25.5703-32.3653/hr, competitive class, insurance benefits only)
- One (1) full-time Transit Office Manager (\$22.7222-30.2433/hr, competitive class, insurance benefits only)
- One (1) full-time Transit General Manager (\$66,481-88,486/yr, competitive class, insurance benefits only)

; AND BE IT FURTHER

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

Minutes Acceptance: Minutes of Aug 22, 2024 4:30 PM (MINUTES)

INCREASE:

A359900 - Appropriated Fund Balance	\$573,195.45
A56305.51005 FT Personal Services	\$309,051.52
A56305.51010 PT Personal Services	\$ 52,045.29
A56305.58020 Retirement	\$ 43,267.20
A56305.58030 FICA	\$ 27,623.91
A56305.58040 Workers Comp	\$ 13,275.00
A56305.58060 Health Insurance	\$117,173.48
A56305.58062 Dental Insurance	\$ 541.44
<u>A56305 58065 Vision Insurance</u>	<u>\$ 117.60</u>
Total:	\$573,195.45

Adjournment

The meeting was closed at 4:53 PM

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**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.

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**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.

COST PER CASE: ASSIGNED COUNSEL VS PUBLIC DEFENDER COMPARISON

<u>Assigned Counsel Attorney</u>	<u>Cost per Case</u>	<u>Total Case Cost</u>
Yr. 2024 545 criminal and family court cases representing \$913,869 in billings	\$ 1,675.57	
<u>Assigned Counsel Program - Personnel</u>		
\$324,369 minus state funding =		
\$175,329 cost to the county divided by # of yearly AC cases about 1600	\$ 109.58	\$ 1,785.15
<u>Public Defender Attorney - Personnel</u>		
\$1,964,762.00 minus the state subsidy		
\$ 1,096,024.00 divided by yearly 1480 cases	\$ 740.55	
Retiree Health 7 Attys. X \$820 mo. X 12 mo. divided by 1480= \$\$ per case	\$ 46.54	
\$250,000 Attorney Upgrade divided by 1480	\$ 169.00	\$ 956.09
Assigned Counsel Cost More Per Case than PD		\$ 829.06
125 cases per year per new PD Lawyer (3) =		
375 cases x Additional AC Case Cost = County Savings:		\$ 310,897.50

Case Cost - Public Defender vs Assigned Counsel 2024 Budget Information

Public Defender (Only Personnel Costs)

Personal Services	\$ 1,130,820.00
PT Pay	\$ 109,673.00
Other Comp	
Retirement	\$ 147,878.00
FICA	\$ 94,273.00
COMp	\$ 29,700.00
Health	\$ 300,007.00
Dental	\$ 1,624.00
Vision	\$ 353.00

Professional Services	\$ 108,767.00		
Malp Insurance	\$ 41,667.00		
		State Subsidy	Net Cost to the County
Total Manpower	\$ 1,964,762.00	\$868,738.00	\$1,096,024.00

Assigned Counsel (Only Personnel Costs)

Personal Services	\$ 159,252.00
PT Pay	\$ 44,175.00
OT Pay	
Other Comp	
Retirement	\$ 24,410.00
FICA	\$ 15,562.00
Comp	\$ 8,100.00
Health	\$ 68,284.00
Dental	\$ 360.00
Vision	\$ 59.00

Professional Services			
Insurance	\$ 4,167.00		
		State Subsidy	Net Cost to the County
Total Manpower	\$ 324,369.00	\$149,040.00	\$ 175,329.00

ON MOTION OF CHRISTOPHER NEWELL, BOARD MEMBER

AGENDA ITEM NO. 3

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 CHRISTOPHER NEWELL, BOARD MEMBER

AGENDA ITEM NO. 4

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.

Additional duties assigned to both the Superintendent and Deputy Superintendent of Highways (outside of Highway Department duties)

Locations	Projects	Duties
Cortland County	OMH - 111 Port Watson Street Courthouse - HVAC, Dome and Stair Rehab projects	Provide project management, as a Sponsor, for Capitol Projects. Review and comment on Plans at the 90% completion, assist with advertising bids and bid openings, review estimates and project schedules, Provide guidance and assist in selection of Engineers/Architects for projects. Assist Engineer / Architect with Change Orders for projects. Monitor project progress making sure staying within budget
Cortland County Soil & Water	Assist CCSW personnel with streambed projects throughout Cortland County	Coordinate with CCSW with streambed stabilization projects, culvert plan review and installation. Direct Highway supervisors to provide labor and equipment for CCSW projects
TC3	Provide services for minor construction projects at Main Campus	Coordinate projects with Facility Manager at TC3, Advise Project Manager and Highway Supervisor of needed Labor, Equipment and materials for projects,

ON MOTION OF CHRISTOPHER NEWELL, BOARD MEMBER

AGENDA ITEM NO. 4

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.

ON MOTION OF RONALD J. VAN DEE, BOARD MEMBER**AGENDA ITEM NO. 6****Authorize Agreement with Cayuga Addictions Recovery Services - Department of Social Services**

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 RONALD J. VAN DEE, BOARD MEMBER**AGENDA ITEM NO. 7****Accept Substance Abuse & Mental Health Services Administration (SAMHSA) 2024-2028 Youth Grant, Authorize Agreements and Create Positions - Mental Health Department**

WHEREAS, the Cortland County Mental Health Department has been awarded a grant from Substance Abuse & Mental Health Services Administration (SAMHSA) for expansion and sustainability of comprehensive community mental health services for children with series emotional disturbances (SED); AND

WHEREAS, the grant award period is from October 2024 through September 2028 and award amount total is \$3,526,362.00; AND

WHEREAS, the grant has designated the funds to be used to fund specific positions and provider contracts matching the approved SAMHSA budget and action plans; AND

WHEREAS, the Mental Health Department recommends the creation of two full time positions of one Mental Health Rehabilitation Specialist (MHRS) (CSEA, Grade 16 \$23.8479/hr - \$30.1854/hr, competitive class, full time with benefits) and one Senior Mental Health Clinician (SMHC) (CSEA, Grade 28 \$37.2145/hr - \$47.1041, competitive class, full time with benefits) positions as funded and required by this grant; AND

WHEREAS, the Grant has designated fund to be used for 2024 purchasing of two (2) laptops and two (2) iPads to be used by the Mental Health Department for grant management, activities and oversight; AND

WHEREAS, it is the recommendation of the Health and Human Services Committee to authorize the Cortland County Administrator to approve the designation of funds to the following Cortland County contracted agencies to work under the Grant leadership oversight of the Mental Health Department; with these budget requirements in the grant:

2024-2028 SAMHSA Approved Contacted Providers	Authorized Funds Four (4) Year Totals
Family & Children's Counseling Services of Cortland	\$13,000
CAPCO	\$93,910
CACTC / RHI	\$170,000
SUNY Upstate Medical University	\$53,000
Cowley Associates, Inc.	\$38,500
Functional Family Therapy, LLC	\$71,750

; AND

WHEREAS, the 2024 budget needs to be amended; NOW THEREFORE BE IT

RESOLVED, that the Cortland County be and hereby accepts the award of the Substance Abuse & Mental Health Services Administration (SAMHSA) in the amount of \$3,526,362.00; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute all necessary agreements to receive the grant funding; AND BE IT FURTHER

RESOLVED, that one Mental Health Rehabilitation Specialist (MHRS) (CSEA, Grade 16 \$23.8479/hr - \$30.1854/hr, competitive class, full time with benefits) and one Senior Mental Health Clinician (SMHC) (CSEA, Grade 28 \$37.2145/hr - \$47.1041, competitive class, full time with benefits) positions as funded and required by this grant, be created with approval to fill on September 27, 2024 at 12:01 AM; AND BE IT FURTHER

RESOLVED, that both positions shall be abolished upon the expiration of the grant funding for the positions; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute contracts with the following agencies for an amount not to exceed the amount listed below:

2024-2028 SAMHSA Approved Contacted Providers Authorized Funds Four (4) Year Totals	
Family & Children's Counseling Services of Cortland	\$13,000
CAPCO	\$93,910
CACTC / RHI	\$170,000
SUNY Upstate Medical University	\$53,000
Cowley Associates, Inc.	\$38,500
Functional Family Therapy, LLC	\$71,750

; AND BE IT FURTHER

RESOLVED, the Director of Finance is authorized to pay the approved county contracted agencies from the appropriate expense account for this SAMHSA Grant; AND BE IT FURTHER

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

INCREASE:

Acct No. ____	SAMHSA Grant	\$956,086
Acct No. A359990	Approp. Fund Balance	\$956, 086

; AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby shall carryover any unused grant funds to subsequent budgets for the life of the grant.

ON MOTION OF RONALD J. VAN DEE, BOARD MEMBER**AGENDA ITEM NO. 8****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>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 RONALD J. VAN DEE, BOARD MEMBER

AGENDA ITEM NO. 9

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

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**AGENDA ITEM NO. 10****Amend Resolution No. 186-23 - Authorize Reallocation of American Rescue Plan Funding**

WHEREAS, Resolution No. 328-21 allocated \$300,000 of the water, sewer and broadband infrastructure federal aid revenue to the Cortland County Soil and Water Conservation District to purchase material for a stream corridor management program; AND

WHEREAS, Resolution No. 186-23 authorized reallocating \$22,000 per year of said funding to Account No. A87105.54815 for calendar years 2024, 2025 and 2026 to be used towards salary for an engineer in the Cortland County Soil and Water Conservation District office; AND

WHEREAS, the Cortland County Soil and Water Conservation District has not used the \$22,000 allocated for 2024 towards the salary of the engineer; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 163-24 authorizing full-time employees of the CSEA #6550-03 Correction Officer/Civilian contract of the Cortland County Sheriff's Department who 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 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, or who worked between the dates of March 17, 2020 and December 31, 2021 and retired previous to September 1, 2024, be paid a one-time payment of \$1,500; AND

WHEREAS, the Cortland County Legislature's Finance and Administration Committee recommends amending Resolution No. 186-23 to reallocate \$22,000 of unspent American Rescue Plan, previously allocated to the Cortland County Soil and Water Conservation District office for the salary of an engineer, to offset the cost of the one-time hazard payment for full-time employees of the CSEA #6550-03 Correction Officer/Civilian contract of the Cortland County Sheriff's Department who 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 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, or who worked between the dates of March 17, 2020 and December 31, 2021 and retired previous to September 1, 2024, be paid a one-time payment of \$1,500; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby amends Resolution No. 186-23 and authorizes the reallocation of \$22,000 of unspent American Rescue Plan, previously allocated to the Cortland County Soil and Water Conservation District office for the salary of an engineer, to offset the cost of the one-time hazard payment for full-time employees of the CSEA #6550-03 Correction Officer/Civilian contract of the Cortland County Sheriff's Department who 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 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, or who worked between the dates of March 17, 2020 and December 31, 2021 and retired previous to September 1, 2024, be paid a one-time payment of \$1,500; AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby is authorized to transfer \$22,000 from Account No. A87105.54815 to the appropriate account lines for the approved payments.



OFFICE OF COUNTY AUDITOR
CORTLAND COUNTY
60 CENTRAL AVENUE, CORTLAND, NY 13045
607-753-5020

Stephen M. Trobert, CPA
Manager of Audit & Financial Projects

August 2024 Quarterly Update

Summary of Reports Drafted for Discussion

- **Departmental review procedures performed with the Probation department, Board of Elections, and Airport** – Performed inquiries with the Probation Director, Election Commissioners, Superintendent of Highways, and departmental staff to gain an understanding of key fiscal processes within each department. Additionally, performed certain analytical procedures over fiscal aspects of the departments determined in scope for review. These procedures included testing of a sample of receipts and disbursements from Probation's restitution account for which no exceptions were noted. Internal control recommendations identified and ideas for procedural efficiencies that have been noted will be discussed with the respective department heads.
- **Report on testing procedures performed over County-wide overtime** – For the period of January 1, 2023 – December 31, 2023, completed testing of a sample of employees to ensure that overtime for each selected pay period was properly authorized, consistent with the supporting time sheet, and paid at the correct rate. Additionally, performed inquiries with departmental staff to gain an understanding of processes for timekeeping and overtime authorization and monitoring. Any recommendations will be discussed with the Personnel Director, County Administrator and the respective department head.

Other Items

- Reviewed subrecipient use of ARPA funding for all subrecipients that completed use of their allocation in the first six months of 2024. As of June 30, 2024, only one subrecipient had not fully utilized their allocation of ARPA funding.
- Discussed purchase order compliance data from the first six months of 2024 with the County Administrator and issued communications to or met with departments as needed.
- Reviewed and discussed the County's utilities contracts with the Buildings & Grounds Superintendent, County Administrator, and third-party utilities collective. Additionally, with respect to the Coroner's office, recommended that the County enter into formal contracts with the office's third-party service providers.

REVENUE BUDGET VS ACTUAL TO July 31, 2024

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
GENERAL FUND							
A1010	Board of Legislators	10,000.00		10,000.00	10,000.00	-	100.0%
A1165	District Attorney	247,804.00		247,804.00	285.95	247,518.05	0.1%
A1170	Public Defender	1,343,990.83		1,343,990.83	317,540.87	1,026,449.96	23.6%
A1175	Assigned Counsel	866,042.45		866,042.45	369,186.78	496,855.67	42.6%
A1185	Coroner			-	1,500.00	(1,500.00)	100.0%
A1310	Finance	54,901.56		54,901.56	27,450.78	27,450.78	50.0%
A1320	Audit	27,450.78		27,450.78	13,725.40	13,725.38	50.0%
A1325	Real Property Tax Levy	39,270,000.00		39,270,000.00	39,269,999.99	0.01	100.0%
A1325	Treasurer	2,308,378.45	1,072,088.59	3,380,467.04	2,640,409.58	740,057.46	78.1%
A1355	Real Property Tax Services	58,100.00		58,100.00	41,539.70	16,560.30	71.5%
A1410	County Clerk	1,134,116.00		1,134,116.00	469,150.78	664,965.22	41.4%
A1411	County Clerk - DMV	676,000.00		676,000.00	351,939.47	324,060.53	52.1%
A1430	Personnell			-	3,345.50	(3,345.50)	-100.0%
A1450	Elections	3,300.00	18,536.67	21,836.67	34,863.65	(13,026.98)	159.7%
A1610	Shared Services	243,802.00		243,802.00	132,350.59	111,451.41	54.3%
A1620	Buildings & Grounds	267,017.00		267,017.00	45,877.23	221,139.77	17.2%
A1680	Information Technology	39,000.00		39,000.00	53,503.95	(14,503.95)	137.2%
A1985	Sales Tax Revenue	38,500,000.00		38,500,000.00	19,816,365.46	18,683,634.54	51.5%
A3020	Emergency Response & Communications	349,000.00	3,550,816.61	3,899,816.61	1,717,965.17	2,181,851.44	44.1%
A3110	Sheriff	100,000.00		100,000.00	38,528.30	61,471.70	38.5%
A3120	Road Patrol	552,120.00	163,358.85	715,478.85	416,514.97	298,963.88	58.2%
A3140	Probation/ATI	457,158.00		457,158.00	194,043.30	263,114.70	42.4%
A3150	Jail	3,500.00		3,500.00	31,909.62	(28,409.62)	911.7%
A3315	DWI	70,400.00	19,241.39	89,641.39	20,744.40	68,896.99	23.1%
A3410	Fire/Emergency Management Admin	46,478.00	693,520.48	739,998.48	28,289.18	711,709.30	3.8%
A4010	Public Health Admin	1,104,339.00	691,632.01	1,795,971.01	836,642.92	959,328.09	46.6%
A4011	Nursing	127,696.00	104,333.18	232,029.18	111,158.45	120,870.73	47.9%
A4012	Environmental Health	292,413.00	65,045.78	357,458.78	160,781.14	196,677.64	45.0%
A4045	Health Education	903,842.00	339,510.55	1,243,352.55	508,936.89	734,415.66	40.9%
A4046	Pre-K	1,700,000.00		1,700,000.00	458,788.76	1,241,211.24	27.0%
A4059	Early Intervention	814,386.00	2,899.05	817,285.05	406,125.45	411,159.60	49.7%
A4050	Child Advocacy Center	357,890.26	69,669.21	427,559.47	173,872.05	253,687.42	40.7%
A4310	Mental Health	7,384,777.00	444,146.48	7,828,923.48	4,700,900.65	3,128,022.83	60.0%
A5610	Airport	325,000.00		325,000.00	199,925.46	125,074.54	61.5%
A5630	Bus Operations	1,141,796.03	677,261.66	1,819,057.69	1,284,096.44	534,961.25	70.6%
A6010	Social Services	17,627,792.00	500,560.00	18,128,352.00	9,168,168.72	8,960,183.28	50.6%
A6410	Occupancy Tax - Revenue	650,000.00		650,000.00	360,960.01	289,039.99	55.5%

Attachment: July 2024 Committee Reports (12489 : July 2024 Finance Reports)

REVENUE BUDGET VS ACTUAL TO July 31, 2024

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
A6510	Veterans Service Agency	90,917.17		90,917.17	18,097.26	72,819.91	19.9%
A6610	Weights & Measure	15,900.00		15,900.00	5,849.38	10,050.62	36.8%
A6772	Office for the Aging	1,494,984.00	42,121.46	1,537,105.46	960,508.14	576,597.32	62.5%
A7110	Dwyer Park	12,000.00		12,000.00	14,420.01	(2,420.01)	120.2%
A7312	Youth Bureau	20,900.00	92,128.21	113,028.21		113,028.21	0.0%
A7989	Snowmobile	95,616.00		95,616.00	117,925.80	(22,309.80)	123.3%
A8020	Planning	190,050.00		190,050.00	45,000.00	145,050.00	23.7%
A8740	Small Watershed Protection	18,114.20		18,114.20	18,114.20	-	100.0%
	Total Revenue	120,996,971.73	8,546,870.18	129,543,841.91	85,597,302.35	43,946,539.56	66.1%
	Prior Year Encumbrances		3,103,502.79	3,103,502.79			
	Appropriated Fund Balance	1,992,421.79	(1,601,833.36)	390,588.43			
	Appropriated Reserves	(1,125,374.60)	505,126.00	(620,248.60)			
		121,864,018.92	10,553,665.61	132,417,684.53	85,597,302.35	43,946,539.56	
SPECIAL GRANT FUND							
CD6989	CDBG		198,750.00	198,750.00	142,422.52	56,327.48	71.7%
CD6290	Grant Administration	227,959.91		227,959.91	125,122.65	102,837.26	54.9%
CD6292	Employment & Training	769,991.68	20,831.13	790,822.81	480,607.56	310,215.25	60.8%
	Total Revenue	997,951.59	219,581.13	1,217,532.72	748,152.73	469,379.99	61.4%
Self-Insured Benefits Fund							
		12,016,998.63	2,000.00	12,018,998.63	9,095,039.37	2,923,959.26	75.7%
	Prior Year Encumbrances		53,152.67	53,152.67			
	Appropriated Fund Balance		4,408.41	4,408.41			
	Total Revenue	12,016,998.63	59,561.08	12,076,559.71	9,095,039.37	2,923,959.26	75.3%
COUNTY ROAD FUND							
D5010	County Road Administration	200.00		200.00	424.93	(224.93)	212.5%
D5110	Maintenance of Roads	1,004,000.00		1,004,000.00	904,987.83	99,012.17	90.1%
D5112	Permanent Improvements	3,527,750.41	1,714,275.54	5,242,025.95	1,937,814.67	3,304,211.28	37.0%
D9901	Interfund Transfers-in	6,747,693.92		6,747,693.92	3,373,846.98	3,373,846.94	50.0%
	Prior Year Encumbrances		2,056.90	2,056.90			
	Appropriated Fund Balance		35,000.00	35,000.00			
	Total Revenue	11,279,644.33	1,751,332.44	13,030,976.77	6,217,074.41	6,776,845.46	47.7%

Attachment: July 2024 Committee Reports (12489 : July 2024 Finance Reports)

REVENUE BUDGET VS ACTUAL TO July 31, 2024

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
ROAD MACHINERY FUND							
E5130	Machinery	3,281,953.12	15,000.00	3,296,953.12	2,035,508.62	1,261,444.50	61.7%
	Prior Year Encumbrances		678,030.25	678,030.25			
	Total Revenue	3,281,953.12	693,030.25	3,974,983.37	2,035,508.62	1,261,444.50	51.2%
SOLID WASTE FUND							
EL8160	Landfill	2,935,618.62		2,935,618.62	1,685,289.90	1,250,328.72	57.4%
EL8161	Recycling Center	257,000.00		257,000.00	79,364.46	177,635.54	30.9%
	Prior Year Encumbrances		12,222.40	12,222.40			
	Appropriated Fund Balance	(128,500.00)	502,283.41	373,783.41			
	Total Revenue	3,064,118.62	514,505.81	3,578,624.43	1,764,654.36	1,427,964.26	49.3%
CAPITAL PROJECTS FUND							
HH1620	County Courthouse		376,992.00	376,992.00		376,992.00	0.0%
HH4310	Mental Health Building		6,621,247.02	6,621,247.02		6,621,247.02	0.0%
HH5122	Infrastructure		2,694,668.14	2,694,668.14	22,272.55	2,672,395.59	0.8%
HH5610	Airport		231,356.06	231,356.06	240,674.44	(9,318.38)	104.0%
HH9901	Interfund Transfers-in		168,722.68	168,722.68	30,873.61	137,849.07	18.3%
	Prior Year Encumbrances		1,322,189.19	1,322,189.19			
	Total Revenue	-	11,415,175.09	11,415,175.09	293,820.60	9,799,165.30	2.6%
Self-Insured Workers' Compensation Fund		1,915,007.00		1,915,007.00	1,728,896.25	186,110.75	90.3%

Attachment: July 2024 Committee Reports (12489 : July 2024 Finance Reports)

EXPENDITURE BUDGET VS ACTUAL TO July 31, 2024

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
GENERAL FUND								
A1010	Board of Legislators	310,653.08	12,920.64	323,573.72	166,029.44	8,192.49	149,351.79	53.8%
A1040	Clerk of the Board	220,766.36		220,766.36	107,864.26	7,306.54	105,595.56	52.2%
A1165	District Attorney	1,507,977.92	11,284.00	1,519,261.92	701,982.68	15,947.25	801,331.99	47.3%
A1170	Public Defender	2,045,939.71		2,045,939.71	658,939.59	4,125.09	1,382,875.03	32.4%
A1175	Assigned Counsel	1,814,801.44	210.03	1,815,011.47	956,408.04	640.11	857,963.32	52.7%
A1185	Coroner	228,681.98		228,681.98	96,809.53	72,239.00	59,633.45	73.9%
A1230	County Administrator	454,656.67		454,656.67	224,076.31	2,169.96	228,410.40	49.8%
A1310	Finance	744,121.87		744,121.87	417,795.76	77,023.12	249,302.99	66.5%
A1320	County Auditor	135,645.03		135,645.03	69,234.30		66,410.73	51.0%
A1325	Treasurer	90,000.00	230,700.00	320,700.00	130,700.00		190,000.00	40.8%
A1355	Real Property Tax Services	309,335.84		309,335.84	159,112.94	14,787.55	135,435.35	56.2%
A1410	County Clerk	542,649.45	94.88	542,744.33	279,750.66	4,503.60	258,490.07	52.4%
A1411	County Clerk - DMV	561,998.62		561,998.62	290,970.14	490.82	270,537.66	51.9%
A1420	County Attorney	652,165.34	9,665.14	661,830.48	287,595.97	422.31	373,812.20	43.5%
A1430	Personnel	815,987.33		815,987.33	346,932.09	29,036.89	440,018.35	46.1%
A1450	Elections	653,018.81	18,536.67	671,555.48	411,343.71	3,372.20	256,839.57	61.8%
A1610	Shared Services	243,802.00		243,802.00	171,639.20	41,494.77	30,668.03	87.4%
A1620	Buildings & Grounds	2,430,698.36	1,296,017.88	3,726,716.24	1,465,127.58	640,746.95	1,620,841.71	56.5%
A1680	Information Technology	1,348,278.86	145,638.51	1,493,917.37	727,463.34	133,593.57	632,860.46	57.6%
A1711	Unallocated Judgements/Claims	10,000.00		10,000.00			10,000.00	0.0%
A1985	Sales Tax Paid to Other Governments	16,650,000.00		16,650,000.00	4,578,651.21		12,071,348.79	27.5%
A2490	Community College Chargebacks	350,000.00		350,000.00	179,916.60		170,083.40	51.4%
A2495	Sponsor Contributions	1,944,415.00		1,944,415.00	1,391,621.25	552,793.75	-	100.0%
A3020	Emergency Response & Communications	2,762,405.00	3,725,977.62	6,488,382.62	3,260,643.65	533,549.39	2,694,189.58	58.5%
A3110	Sheriff	1,212,271.77		1,212,271.77	609,477.52	19,368.47	583,425.78	51.9%
A3120	Road Patrol	5,888,491.63	243,303.91	6,131,795.54	2,923,394.13	400,493.32	2,807,908.09	54.2%
A3140	Probation/ATI	2,102,663.95	5,400.00	2,108,063.95	1,043,142.27	14,610.73	1,050,310.95	50.2%
A3150	Jail	6,356,456.96	27,879.32	6,384,336.28	3,083,907.82	396,762.51	2,903,665.95	54.5%
A3315	DWI	70,400.00	35,741.39	106,141.39	33,765.33	18,894.92	53,481.14	49.6%
A3410	Fire/Emergency Management Admin	320,812.00	702,197.88	1,023,009.88	263,443.55	8,112.35	751,453.98	26.5%
A3510	Animal Control	66,000.00		66,000.00	25,000.00	25,000.00	16,000.00	75.8%
A3620	Safety Officer	50,698.63	3,667.90	54,366.53	25,360.69		29,005.84	46.6%
A4010	Public Health Admin	685,718.00	703,562.44	1,389,280.44	415,215.35	17,940.53	956,124.56	31.2%
A4011	Nursing	547,510.00	88,418.60	635,928.60	360,335.91	14,236.10	261,356.59	58.9%
A4012	Environmental Health	723,414.00	4,463.78	727,877.78	293,180.25	10,828.87	423,868.66	41.8%
A4045	Health Education	922,164.00	340,827.87	1,262,991.87	629,166.65	106,651.69	527,173.53	58.3%
A4046	Pre-K	2,393,681.00	101.71	2,393,782.71	1,332,917.49	606,567.36	454,297.86	81.0%
A4059	Early Intervention	1,050,602.00	2,948.00	1,053,550.00	545,297.32	15,191.68	493,061.00	53.2%
A4050	Child Advocacy Center	357,890.26	69,669.21	427,559.47	200,795.29	27,522.09	199,242.09	53.4%
A4310	Mental Health	8,043,083.15	564,200.73	8,607,283.88	4,295,576.70	1,419,435.91	2,892,271.27	66.4%
A5610	Airport	348,209.93		348,209.93	133,337.92	112,299.72	102,572.29	70.5%
A5630	Bus Operations	1,148,690.91	1,190,073.10	2,338,764.01	1,423,524.16	301,896.16	613,343.69	73.8%

Attachment: July 2024 Committee Reports (12489 : July 2024 Finance Reports)

EXPENDITURE BUDGET VS ACTUAL TO July 31, 2024

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
A6010	Social Services	37,124,740.76	503,465.40	37,628,206.16	19,028,120.04	362,944.71	18,237,141.41	51.5%
A6293	Workforce Investment		96,790.12	96,790.12	12,918.55		83,871.57	13.3%
A6410	Occupancy Tax	823,523.40		823,523.40	782,347.24		41,176.16	95.0%
A6420	Promotion of Industry	516,803.00		516,803.00	387,602.25	129,200.75	-	100.0%
A6510	Veterans Service Agency	90,917.17		90,917.17	44,817.18		46,099.99	49.3%
A6610	Weights & Measure	122,272.88	208.33	122,481.21	62,878.67	1,387.17	58,215.37	52.5%
A6772	Office for the Aging	2,795,643.47	54,542.78	2,850,186.25	1,480,048.08	176,038.25	1,194,099.92	58.1%
A7110	Dwyer Park	195,493.89		195,493.89	70,978.78	6,152.09	118,363.02	39.5%
A7312	Youth Bureau		113,028.21	113,028.21	9,582.44		103,445.77	-100.0%
A7989	Snowmobile	86,054.00		86,054.00	75,923.40		10,130.60	88.2%
A8020	Planning	861,757.32	183,406.88	1,045,164.20	396,379.31	54,443.53	594,341.36	43.1%
A8710	Conservation Programs	240,000.00		240,000.00	180,000.00	60,000.00	-	100.0%
A8740	Small Watershed Protection	18,114.20		18,114.20	10,537.84		7,576.36	58.2%
A8750	Agriculture Programs	331,000.00		331,000.00	248,250.00	82,750.00	-	100.0%
A9050	Unemployment	50,000.00		50,000.00	12,144.16		37,855.84	24.3%
A9060	Retiree Health Insurance	1,891,907.35		1,891,907.35	3,435,498.41		(1,543,591.06)	181.6%
A9901	Transfers to County Road Fund	6,747,693.92		6,747,693.92	3,373,846.98		3,373,846.94	50.0%
A9909	Transfers to Capital Projects Fund		168,722.68	168,722.68	30,873.61		137,849.07	18.3%
A9710	Debt Service	851,340.70		851,340.70	738,269.66	308,071.04	(195,000.00)	122.9%
	Total Expenditures	121,864,018.92	10,553,665.61	132,417,684.53	65,098,463.20	6,839,235.31	60,479,986.02	54.3%
SPECIAL GRANT FUND								
CD6989	CDBG		198,750.00	198,750.00	109,274.29		198,750.00	55.0%
CD6290	Grant Administration	227,959.91		227,959.91	111,964.78	42.95	227,916.96	49.1%
CD6292	Employment & Training	769,991.68	20,831.13	790,822.81	331,553.70	58,451.06	400,818.05	49.3%
	Total Expenditures	997,951.59	219,581.13	1,217,532.72	552,792.77	58,494.01	827,485.01	50.2%
	Self-Insured Benefits Fund	12,016,998.63	59,561.08	12,076,559.71	8,052,906.69	1,347,324.46	2,676,328.56	77.8%
COUNTY ROAD FUND								
D3310	Traffic Division	228,662.64		228,662.64	140,331.56	50,118.00	38,213.08	83.3%
D5010	County Road Administration	671,936.26	10,000.00	681,936.26	375,648.14	1,943.47	304,344.65	55.4%
D5020	Engineering	81,055.83	35,000.00	116,055.83	24,943.99	16,155.91	74,955.93	35.4%
D5110	Maintenance of Roads	6,195,598.06	(7,943.10)	6,187,654.96	3,457,718.43	579,688.35	2,150,248.18	65.2%
D5112	Permanent Improvements	3,527,750.41	1,714,275.54	5,242,025.95	1,898,987.51	31,553.59	3,311,484.85	36.8%
D9710	Debt Service	574,641.13		574,641.13	149,728.59	424,912.54	-	100.0%
	Total Expenditures	11,279,644.33	1,751,332.44	13,030,976.77	6,047,358.22	1,104,371.86	5,879,246.69	54.9%

EXPENDITURE BUDGET VS ACTUAL TO July 31, 2024

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
ROAD MACHINERY FUND								
E5130	Machinery	3,131,085.31	693,030.25	3,824,115.56	1,528,019.85	770,790.29	1,525,305.42	60.1%
E9710	Debt Service	150,867.81		150,867.81	137,108.67	13,759.14	(0.00)	100.0%
	Total Expenditures	3,281,953.12	693,030.25	3,974,983.37	1,665,128.52	784,549.43	1,525,305.42	61.6%
SOLID WASTE FUND								
EL8160	Landfill	1,644,979.09	514,505.81	2,159,484.90	1,203,907.46	100,890.06	854,687.38	60.4%
EL8161	Recycling Center	580,720.67		580,720.67	291,865.76	62,420.51	226,434.40	61.0%
EL9710	Debt Service	838,418.86		838,418.86	752,607.33	85,811.53	-	100.0%
	Total Expenditures	3,064,118.62	514,505.81	3,578,624.43	2,248,380.55	249,122.10	1,081,121.78	69.8%
CAPITAL PROJECTS FUND								
HH1620	County Courthouse		604,027.06	604,027.06	174,008.90	52,918.65	377,099.51	37.6%
HH4310	Mental Health Building		6,621,247.02	6,621,247.02	3,586.98	6,584,016.22	33,643.82	99.5%
HH5122	Infrastructure		2,874,951.17	2,874,951.17	26,897.32	411,310.97	2,436,742.88	15.2%
HH5610	Airport		1,314,949.84	1,314,949.84	270,420.72	786,275.12	258,254.00	80.4%
	Total Expenditures	-	11,415,175.09	11,415,175.09	474,913.92	7,834,520.96	3,105,740.21	72.8%
Self-Insured Workers' Compensation Fund		1,915,007.00		1,915,007.00	1,418,323.10		496,683.90	74.1%

Cortland County
Revenue Comparison 2020 - 2024 through July 31, 2024

	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS
GENERAL FUND					
1010 BOARD OF LEGISLATORS	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
1165 DISTRICT ATTORNEY	13,667.80	33,888.81	116,928.12	8,203.20	285.95
1170 PUBLIC DEFENDER	351,096.86		32,800.90	152,602.74	317,540.87
1175 ASSIGNED COUNSEL	52,838.28			219,766.46	369,186.78
1185 CORONER					1,500.00
1310 FINANCE			5,400.00	20,442.02	27,450.78
1320 AUDIT			1,800.00	10,221.01	13,725.40
1325 COUNTY TREASURER - Levy	36,456,704.01	37,003,555.01	37,721,956.20	38,496,150.22	39,269,999.99
1325 COUNTY TREASURER	528,492.47	972,952.80	2,825,956.24	2,582,728.94	2,640,409.58
1355 REAL PROPERTY TAX SERVICE	30,551.94	31,967.50	31,244.00	29,349.52	41,539.70
1410 COUNTY CLERK - CIVIL/RECORDS	502,580.48	490,228.55	488,032.91	435,646.76	469,150.78
1411 COUNTY CLERK - MOTOR VEHICLES	261,391.81	373,183.26	310,621.90	347,354.43	351,939.47
1430 PERSONNEL - CIVIL SERVICE	3,133.00	1,245.00	2,105.50	1,575.00	3,345.50
1450 ELECTIONS	796.79	25,368.60	3,100.80	15,977.89	34,863.65
1610 TELEPHONE SHARED SERVICE	135,497.14	125,472.50	120,107.25	129,379.77	132,350.59
1620 BUILDING & GROUNDS	215,358.81	192,692.83	219,781.81	80,411.88	45,877.23
1680 INFORMATION TECHNOLOGY	24,828.56	22,928.56	8,813.14	69,624.37	53,503.95
1985 SALES TAX	14,738,228.96	17,842,600.43	18,846,041.71	19,170,761.83	19,816,365.46
3020 EMERGENCY RSP & COMMUNICATION	444,619.44	105,049.80	237,708.02	629,719.91	1,717,965.17
3110 SHERIFF	40,436.28	32,825.53	43,504.13	95,452.60	38,528.30
3120 SHERIFF ROAD PATROL	265,935.47	215,213.16	219,142.42	221,194.96	416,514.97
3140 PROBATION	195,530.71	146,381.04	193,694.40	151,845.55	194,043.30
3150 JAIL	16,265.63	168,820.95	29,790.08	37,617.63	31,909.62
3315 STOP DWI	39,264.45	30,473.51	34,355.77	14,550.35	20,744.40
3410 FIRE / EMERGENCY MANAGEMENT	41,380.23	12,816.00	12,692.94	58,709.70	28,289.18
3620 SAFETY OFFICER				10.00	
4010 HEALTH DEPARTMENT ADMIN	606,218.23	668,644.35	442,847.41	912,230.97	836,642.92
4011 NURSING ADMINISTRATION	259,847.64	94,302.06	117,825.10	59,291.76	111,158.45
4012 ENVIRONMENTAL HEALTH	92,778.42	110,288.00	148,220.78	157,003.75	160,781.14
4045 HEALTH EDUCATION			349,917.34	333,489.96	508,936.89
4046 PRE-K PHCP (4050 AUD)	445,860.28	1,230,538.38	690,408.51	302,795.24	458,788.76
4059 EARLY INTERVENTION PROGRAM	309,101.67	163,417.70	510,665.55	423,183.47	406,125.45
4050 CAC - CHILD ADVOCACY CENTER DA	52,389.58	153,216.73	143,538.52	196,564.71	173,872.05
4310 MENTAL HEALTH CENTER	2,842,043.36	3,210,008.41	3,678,238.87	4,985,382.84	4,700,900.65
5610 AIRPORT	144,913.04	176,739.05	259,568.42	171,343.66	199,925.46
5630 BUS OPERATIONS	1,002,596.97	607,758.15	1,222,545.49	532,362.96	1,284,096.44
6010 DEPT.OF SOCIAL SERVICES ADMIN	5,172,812.14	4,942,498.21	4,790,031.89	5,684,877.74	9,168,168.72
6410 PUBLICITY/TOURISM	151,766.30	233,859.04	354,215.76	371,873.71	360,960.01
6510 VETERANS SERVICE AGENCY	16,258.34	14,561.88	31,167.22	16,054.39	18,097.26
6610 SEALER OF WEIGHTS & MEASURES	4,513.53	2,230.00	7,090.00	9,417.52	5,849.38
6772 AREA AGENCY ON AGING	393,449.96	555,243.42	689,385.72	484,835.48	960,508.14
7110 DWYER PARK	600.00	8,867.55	12,848.11	11,503.60	14,420.01
7312 YOUTH BUREAU		41,022.00		2,966.00	
7989 SNOWMOBILE CLUBS	66,931.20	66,931.20	92,556.00	111,404.84	117,925.80
8020 PLANNING		290.00			45,000.00
8740 SMALL WATERSHED PROTECTION				17,836.53	18,114.20
Total Revenue	65,930,679.78	70,118,079.97	75,056,648.93	77,773,715.87	85,597,302.35
SPECIAL GRANT FUND					
6989 CDBG	28,385.87	50,000.00		1,399,643.34	142,422.52
6290 WIA GRANT ADMINISTRATION	105,221.55	95,870.37	114,994.12	109,420.55	125,122.65
6292 WIA EMPLOYMENT & TRAINING	236,228.73	323,834.52	343,983.58	485,735.79	480,607.56
Total Revenue	369,836.15	469,704.89	458,977.70	1,994,799.68	748,152.73

Attachment: July 2024 Committee Reports (12489 : July 2024 Finance Reports)

	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS
SELF-INSURANCE FUND - EMPLOYEE BENEFITS					
9060 HEALTH	8,468,122.01	7,228,383.56	7,802,856.65	8,110,010.51	9,095,039.37
COUNTY ROAD FUND					
5010 HIGHWAY & STREET ADMIN	46.76	34.40	164.03	52.64	424.93
5110 MAINTENANCE OF ROADS	352,887.92	451,065.43	625,700.18	810,569.88	904,987.83
5112 PERMANENT IMPROVEMENTS		338,176.61	287,166.82	1,961,607.22	1,937,814.67
9901 INTERFUND TRANSFERS	4,072,116.62	3,650,600.10	4,530,598.86	4,465,243.50	3,373,846.98
Total Revenue	4,425,051.30	4,439,876.54	5,443,629.89	7,237,473.24	6,217,074.41
ROAD MACHINERY FUND					
5130 MACHINERY	1,190,134.84	1,355,822.70	1,493,002.84	1,815,986.86	2,035,508.62
SOLID WASTE FUND					
8160 LANDFILL	1,528,525.17	1,475,388.76	1,387,584.11	1,881,427.58	1,685,289.90
8161 RECYCLING	38,091.39	31,949.11	61,182.29	43,239.10	79,364.46
Total Revenue	1,566,616.56	1,507,337.87	1,448,766.40	1,924,666.68	1,764,654.36
CAPITAL ROJECTS FUND					
5122 BRIDGE PROJECTS	115,498.41	122,433.88	1,400,859.11		22,272.55
5610 AIRPORT	99,759.88	18,072.12	23,606.20	24,584.32	240,674.44
9900 TRANSFER TO/FROM OTHER FUNDS	4,036.39	17,439.51	73,729.43	3,038.51	30,873.61
Total Revenue	219,294.68	157,945.51	1,498,194.74	27,622.83	293,820.60
SELF-INSURANCE FUND - WORKERS' COMPENSATION					
1710 WORKER'S COMP-SELF INSURANCE	2,101,344.79	1,828,486.20	2,289,283.04	1,829,984.15	1,728,896.25

Cortland County
Expenditure Comparison 2020 - 2024 through July 31, 2024

		2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS
GENERAL FUND						
A10105	COUNTY LEGISLATURE	218,114.69	157,145.09	164,005.61	208,032.59	166,029.44
A10405	CLERK OF THE LEGISLATIVE BOARD	151,754.14	92,354.40	96,501.12	93,913.47	107,864.26
A11655	DISTRICT ATTORNEY	525,875.21	499,030.98	587,823.31	776,067.87	701,982.68
A11705	PUBLIC DEFENDER	514,099.59	529,857.41	528,935.85	680,313.72	658,939.59
A11755	ASSIGNED COUNSEL	310,081.62	378,789.87	400,256.20	534,773.02	956,408.04
A11855	CORONERS	112,485.93	97,031.98	103,227.55	104,007.09	96,809.53
A12305	COUNTY ADMINISTRATOR	89,623.14	125,223.52	128,851.02	201,058.66	224,076.31
A13105	BUDGET & FINANCE	324,407.47	323,471.24	299,388.24	293,955.32	417,795.76
A13205	County Auditor	59,942.77	59,636.39	63,216.35	64,596.96	69,234.30
A13255	TREASURER	101,883.98	96,450.46	100,570.67	246,348.81	130,700.00
A13555	REAL PROPERTY TAX SERVICE	142,361.38	130,859.81	125,142.25	154,009.41	159,112.94
A14105	COUNTY CLERK	286,163.24	241,994.22	272,160.72	433,249.21	279,750.66
A14115	COUNTY CLERK - MOTOR VEHICLES	266,472.86	251,538.20	238,269.53	143,659.06	290,970.14
A14205	COUNTY ATTORNEY	163,402.09	192,899.29	176,841.58	173,332.01	287,595.97
A14305	PERSONNEL - CIVIL SERVICE	243,219.10	300,168.68	283,288.20	309,537.21	346,932.09
A14505	ELECTIONS	325,320.71	229,496.06	327,044.40	234,483.43	411,343.71
A16105	TELEPHONE SHARED SERVICE	127,479.76	137,890.08	132,462.30	168,517.81	171,639.20
A16205	BUILDING & GROUNDS	1,606,184.93	889,290.67	1,114,533.81	1,140,833.10	1,465,127.58
A16805	DATA PROCESSING	404,807.86	508,705.97	630,918.38	619,000.21	727,463.34
A19855	SALES TAX	3,610,961.00	3,766,856.77	4,380,694.56	4,565,702.38	4,578,651.21
A24905	COMMUNITY COLLEGE	190,424.18	175,400.65	143,318.49	172,851.10	179,916.60
A24955	CONTRIBUTIONS TC3	1,757,837.00	1,354,999.50	1,391,621.25	1,391,621.25	1,391,621.25
A30205	EMERGENCY RESPONSE & COMMUNCTN	2,047,046.94	1,396,464.45	1,581,063.04	2,722,674.74	3,260,643.65
A31105	SHERIFF	420,929.26	428,668.78	385,419.17	519,317.40	609,477.52
A31205	SHERIFF ROAD PATROL	2,215,315.49	2,230,701.15	2,452,721.17	2,633,820.88	2,923,394.13
A31405	PROBATION	938,916.31	960,117.49	946,641.39	935,951.85	1,043,142.27
A31505	JAIL	2,825,233.75	2,659,345.99	2,833,884.36	3,270,217.64	3,083,907.82
A33155	STOP DWI	35,663.77	27,230.97	25,343.17	38,389.10	33,765.33
A34105	FIRE / EMERGENCY MANAGEMENT	183,688.58	155,387.48	167,202.11	209,676.32	263,443.55
A35105	SPCA	22,500.18	22,500.18	22,500.18		25,000.00
A36205	SAFETY OFFICE	23,160.00	945.75	29,651.37	8,853.00	25,360.69
A40105	HEALTH DEPARTMENT	613,323.89	747,107.25	491,611.49	326,627.80	415,215.35
A40115	NURSING ADMINISTRATION	513,831.01	439,056.27	274,923.63	286,156.77	360,335.91
A40125	ENVIRONMENTAL HEALTH	344,545.08	297,426.90	334,550.03	363,328.16	293,180.25
A40455	Health Education			459,182.58	620,542.44	629,166.65
A40465	PrK Supportive Hlth Svcs	628,221.77	1,008,508.71	1,054,154.44	872,863.07	1,332,917.49
A40595	EARLY INTERVENTION PROGRAM	545,167.15	475,428.39	586,734.82	472,582.62	545,297.32
A40505	Child Advocacy Center	112,409.29	184,450.91	177,953.77	182,919.17	200,795.29
A43105	MENTAL HEALTH CENTER	2,850,858.78	3,150,835.68	3,511,535.26	3,620,299.36	4,295,576.70
A56105	AIRPORT	114,986.18	151,611.16	214,028.19	133,957.28	133,337.92
A56305	BUS OPERATIONS	980,194.28	33,458.93	352,748.02	790,394.64	1,423,524.16
A60105	DEPT.OF SOCIAL SERVICES ADMIN	15,261,127.22	13,408,511.95	14,164,307.84	15,929,912.29	19,028,120.04
A62935	WORKFORCE INVESTMENT				161.52	12,918.55
A64105	PUBLICITY/TOURISM	550,093.00	575,072.26	592,568.46	582,597.60	782,347.24
A64205	PROMOTION OF INDUSTRY	331,773.00	336,750.00	346,801.25	369,144.75	387,602.25
A65105	VETERANS SERVICE AGENCY	30,328.83	31,062.42	33,556.95	37,600.46	44,817.18
A66105	SEALER OF WEIGHTS & MEASURES	38,315.67	45,023.89	47,799.94	57,426.70	62,878.67
A67725	AREA AGENCY ON AGING	140,403.95	1,070,317.49	1,151,395.54	1,346,109.39	1,480,048.08
A69895	Economic Development			1,673,704.00	50,000.00	
A71105	DWYER PARK	25,364.69	101,127.52	39,940.39	78,808.17	70,978.78
A73125	YOUTH BUREAU	6,769.10	473.60	351.81	424.89	9,582.44
A79895	SNOWMOBILE CLUBS	60,238.08	60,238.08	83,300.40	66,879.54	75,923.40
A80205	PLANNING	183,450.65	165,513.79	189,537.09	154,733.21	396,379.31
A87105	CONSERVATION PROGRAMS	112,500.00	112,500.00	435,000.00	166,008.00	180,000.00
A87405	LITTLE YORK LAKE PROTECTION DISTRICT					10,537.84

Attachment: July 2024 Committee Reports (12489 : July 2024 Finance Reports)

		2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS
A87505	AGRICULTURE & LIVESTOCK	205,065.00	190,065.00	193,815.00	219,500.00	248,250.00
A90505	UNEMPLOYMENT INSURANCE	21,644.48		2,470.48	21,081.87	12,144.16
A90605	HEALTH INSURANCE	3,263,144.00	3,043,761.00	3,063,762.21	3,146,432.02	3,435,498.41
A97105	DEBT SERVICE	554,540.33	496,963.65	505,540.25	513,637.13	738,269.66
A99015	I/F Transfer to/from D	3,517,823.50	3,650,600.10	4,530,598.86	4,465,243.50	3,373,846.98
A99505	TRANSFER TO CAPITAL PROJECTS	10,157.63	17,439.51	73,729.43	3,038.51	30,873.61
Total Expenditures		51,261,633.49	48,213,757.94	54,719,099.48	57,927,175.48	65,098,463.20
SPECIAL GRANT FUND						
CD69895	Other Economic Assistance	28,385.87			1,177,443.24	109,274.29
CD62905	WIA - GRANT ADMIN EXPENSES	99,737.11	91,415.69	102,087.53	100,168.12	111,964.78
CD62925	WIA - E & T	211,588.47	289,889.31	318,724.31	334,753.17	331,553.70
Total Expenditures		311,325.58	381,305.00	420,811.84	1,612,364.53	552,792.77
SELF-INSURANCE FUND - EMPLOYEE BENEFITS						
CH90605	HEALTH	5,912,230.66	7,046,428.51	7,288,172.66	7,922,118.19	8,052,906.69
COUNTY ROAD FUND						
D33105	TRAFFIC DIVISION	84,603.23	28,839.79	115,684.83	31,230.18	140,331.56
D50105	HIGHWAY ADMINISTRATION DIV.	297,274.54	276,577.81	261,190.26	320,700.21	375,648.14
D50205	HIGHWAY ENGINEERING DIVISION	43,855.27	43,991.73	46,347.10	49,955.92	24,943.99
D51105	HIGHWAY MAINTENANCE DIV.	3,245,280.55	2,987,809.22	3,131,433.97	2,942,559.28	3,457,718.43
D51125	HIGHWAY PROJECTS	811,521.75	1,775,035.69	1,813,383.94	2,031,129.15	1,898,987.51
D51225	Safety/Training				8,241.31	
D97105	DEBT SERVICE	456,200.41	451,061.74	455,607.34	454,838.94	149,728.59
D99015	INTERFUND TRANSFERS	16,202.96				
Total Expenditures		4,954,938.71	5,563,315.98	5,823,647.44	5,838,654.99	6,047,358.22
ROAD MACHINERY FUND						
E51305	HIGHWAY ROAD MACHINERY	890,473.12	763,289.30	1,090,302.48	1,738,573.36	1,528,019.85
E97105	DEBT SERVICE	123,816.31	125,769.05	128,601.45	131,308.57	137,108.67
E99015	INTERFUND TRANSFERS	554,293.12				
Total Expenditures		1,568,582.55	889,058.35	1,218,903.93	1,869,881.93	1,665,128.52
SOLID WASTE FUND						
EL81605	LANDFILL	1,118,908.12	1,044,805.91	609,488.48	856,926.12	1,203,907.46
EL81615	RECYCLING	408,245.76	263,366.97	270,393.31	286,629.19	291,865.76
EL9710	Debt Service	280,139.10	264,797.55	744,105.45	752,699.35	752,607.33
Total Expenditures		1,807,292.98	1,572,970.43	1,623,987.24	1,896,254.66	2,248,380.55
CAPITAL ROJECTS FUND						
HH16205	COUNTY COURTHOUSE				325,490.04	174,008.90
HH43105	MENTAL HEALTH BUILDING					3,586.98
HH51225	BRIDGE PROJECTS	166,689.99	194,431.42	1,576,100.01	71,510.49	26,897.32
HH56105	AIRPORT MASTER PLAN UPDATE	103,703.70	21,895.36	23,606.20	27,622.83	270,420.72
HH71105	DWYER PARK CAPITAL EXPENSE	3,027.70				
Total Expenditures		273,421.39	216,326.78	1,599,706.21	424,623.36	474,913.92
SELF-INSURANCE FUND - WORKERS' COMPENSATION						
S17105	LIABILITY INSURANCE RESERVE	1,775,603.00	1,723,450.79	1,401,484.96	1,391,576.06	1,418,323.10

Cortland County Reserve Funds					
				12/31/2023	7/31/2024
Reserve Title	Authorizing Resolution	Purpose	Funding	Balance	Balance
Airport Reserve	269-17	Offset the local match on airport projects	Airport net income	283,233.64	291,491.90
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	1,293,630.84	1,387,036.06
Correctional Facility Reserve / County Jail Project Reserve	313-15	Repair, construction, capital projects or other related expenses for the correctional facility	Approved additions per Legislature	3,420,228.86	3,974,687.10
Drug Task Force - DA	Nature of Funds	Drug busts/stings	Drug money	17,299.32	16,081.19
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	43,670.74	43,675.83
DOJ Equitable Sharing Program - DA	Nature of funds	DA expenditures	Federal forfeitures	4,568.70	4,568.70
Debt Reduction Reserve	226-18	Reduce debt	Funding for this reserve was ended with 294-20 as the County currently does not have any debt it can "pre-pay" or pay-off	83,129.98	85,696.61
Don Sharpe Fund	Nature of Funds	Mental Health expenditures	This was created by a one time donation from the Don Sharpe estate	143,621.02	144,263.21
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	76,402.82	78,688.11
Dwyer Park Memorial Repair Reserve	436-17; 206-18	Cost of repairs & labor to repair main pavilion; amended to include repairs to all facilities & structures in the park	Approved additions per Legislature	30,380.71	31,318.71
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	92,070.94	195,789.60
Emergency Response & Communications Radio Tower Reserve	194-16	Maintenance of radio towers	Rental revenue from rental of towers by NYS Police and CBP	42,467.47	47,718.53
Farmland Protection Reserve	124-07	Monitoring Farmland Protection grants	Stewardship monies from farmland protection grant	48,458.63	49,954.80
Handicap Parking Education Fund	Nature of Funds	Handicap parking education	Justice Court fines	584.45	602.50
Motor Vehicle Equipment Reserve	200-11; 37-14	Offset operating or capital expenses related to Section 5311 (transportation)	Sale of used buses purchased with Section 5311 funding	22,904.36	23,611.52
Occupancy Tax Reserve	Nature of Funds	Annual payment to Tourism Bureau and for tourism related expenditures	Occupancy tax, including the County's 10% share	1,672,673.34	1,265,127.28
Opioid Settlement Reserve	Nature of Funds	Combat opioid epidemic	Opioid settlements	424,641.19	351,761.00
Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	4,898,316.40	5,049,552.08
Sheriff Forfeitures	Nature of Funds	Sheriff expenditures	Forfeitures	41,042.99	41,042.99
Sheriff Inmate Phone	Nature of Funds	Jail expenditures	Inmate use of jail phones	198,618.17	214,123.95

Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	8,915.19	9,190.45
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	228,527.15	245,600.97
Weights & Measures Prover Reserve	51-16; 258-20	Replacement of prover, repairs & maintenance of prover or purchase of capital equipment for Weights & Measures	Annual Weights & Measures penalty interest and prover rental revenue	8,558.13	10,228.48
Road Machinery Capital Reserve	154-22	Highway equipment or highway related capital projects costing \$100,000 or more	Assigned fund balance over \$750,000	895,758.27	922,641.64
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	1,473,135.48	1,510,623.87
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	832,735.07	853,767.22
NOTE:					
Building & Grounds Capital Project Reserve	Resolution 155-23 authorized up to \$100,000 for Dwyer Park lift. \$60,590 has been paid to 7/31/24.				
Jail Reserve	Resolution 50-24 authorized \$20,998 for the replacement of detention gate/door replacement. At 7/31/24, nothing had been paid from the reserve.				
Vehicle Repair/Replacement Reserve	Resolution 94-24 authorized up to \$121,656 for a new boat for Sheriff. At 7/31/24, nothing had been paid from the reserve.				
Vehicle Repair/Replacement Reserve	Resolution 161-24 authorized \$17,311.58 for repairs to '21 Dodge Charger. At 7/31/24, nothing had been paid from the reserve.				
Occupancy Tax Reserve	\$764,234.95 to CVB in 2025 and \$337,321.06 in 2026; \$41,176.16 County admin in 2024, \$84,914.99 in 2025 and \$37,480.12 in 2026.				

August Activity Review:

- Processed 101 deeds/parcels for the month of July, including 2 property splits.
- Assisted 8 individuals and businesses with purchasing a subscription to Image Mate online.
- Assisted 1 individual with purchasing tax maps.
- Created 61 Sales Cards for local Realtors.
- Answered numerous phone calls relating to Real Property.
- Created, printed and processed 14,588 School bills and related documents
- Highest sale price for July was \$600,000 for a residential property in Cortlandville.

**OFFICE OF THE COUNTY ADMINISTRATOR**

CORTLAND COUNTY
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CORTLAND, NEW YORK 13045
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Deputy County Administrator
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County Administrators
Monthly Report for August 2024
September 9, 2024

1. **Personnel**
 - a. Department Head annual evaluations
 - b. Staffing is still an issue in most Departments with approximately 39 vacancies County wide.
2. **Sales Tax**
 - a. 2023 total sales tax was \$39,224,353.87 which represented a .14% increase over 2022. The second quarter was up 4.3% from last year.
 - b. YTD 2024 sales tax is up 2.9% compared to the same period last year.
3. **Mental Health Building**
 - a. Charlie Sudbrink has assumed Project Manager for this project.
 - b. Site work is complete until after the building is finished. This included grade work, storm water hookups and asphalt binder.
 - c. General Manager is onsite and contractors are scheduled to move in first week in September.
4. **Courthouse**
 - a. Courthouse dome/cupola and east/west entrance renovations still on the horizon.
5. **Opioid Settlement Funds**
 - a. Approximately \$75k over three years will be used for the Code Blue shelter when temperatures rise above the mandated level.
6. **Strategic Plan Update**
 - a. Biweekly meetings with consultants – in-house weekly meetings to strategize. Branding is complete and public engagement phase is wrapping up with individuals in the community.
 - b. Community engagement and Focus group meeting dates have been completed..
 - c. The website elevatecortland.com is now live. The website offers opportunities for public input as well as advertise upcoming events.
 - d. A meeting to gain input from the Town Supervisors and Mayors was held on April 10.
 - e. A community summit to review the draft on Monday, June 17 at the Homer Center for the Arts.
 - f. The draft plan was submitted to the working group in early August – proposed changes are being made and final draft expected in September.
7. **Budget 2025**
 - a. Analyze NYS FY25 impact on Cortland County.
 - b. 2025 Budgets have been received by departments and individual department meetings are scheduled through mid-September.