



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, October 18, 2022

10:00 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m1d3b379d14e1241b4089c6ef770294de>

Tuesday, Oct 18, 2022 10:00 am | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2348 467 4590

Password: 4FiBVJB8UM3

Join by phone

+1-415-655-0001 US Toll

Access code: 234 846 74590

CALL TO ORDER

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

MINUTES

1. Finance & Administration Committee - Committee Meeting - Sep 13, 2022 10:00 AM

RESOLUTIONS

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Local Law "J" of 2022 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2023

WHEREAS, the New York State Legislature enacted General Municipal Law §3-c which establishes a limit upon real property tax levies by local governments, AND

WHEREAS, pursuant to General Municipal Law §3-c (5), a local government may adopt a budget in excess of the tax levy limit only if the governing body of such local government first enacts a local law to override the tax levy limit for the coming fiscal year only, AND

WHEREAS, the Cortland County Legislature has not yet finalized the fiscal year 2023 budget, and may need the flexibility to exceed the property tax cap if it is deemed necessary;

NOW THEREFORE, BE IT ENACTED by the Legislature of the County of Cortland, as follows:

Section 1

Legislative Intent

The Cortland County Legislature has determined that it is important to maintain flexibility in the process of finalizing the fiscal year 2023 budget, and it may be necessary to override the limit on the amount of real property taxes that may be levied by the County of Cortland for the coming fiscal year 2023.

Section 2

Override of Tax Levy Limit

Upon the adoption of this local law, the Cortland County Legislature is hereby authorized to override the tax levy limit for the coming fiscal year 2023, if the Legislature deems it necessary for the County of Cortland to adopt a budget for the fiscal year 2023 which may require a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

Section 3

Legal Authority

The authority to override the tax levy limit is authorized by General Municipal Law §3-c (5), which expressly authorizes a local government to override the tax levy limit for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of the total voting power of its governing body, the Cortland County Legislature.

Section 4

Effective Date

This Local Law shall take effect immediately, in accordance with the provision of the Municipal Home Rule Law of the State of New York.

ON MOTION OF WAGNER

AGENDA ITEM NO. 2

Distribution of Third Quarter 2022 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 2022 third quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for third quarter 2022 to be \$10,242,650.37, AND

WHEREAS, the total amount available for distribution is \$9,867,650.37, 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 (\$670,000.00) is to be withheld from the quarterly distribution, AND

WHEREAS, Cortland County receives (54%), or \$5,328,531.20 of the total net quarterly distribution, AND

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

RESOLVED, that the Cortland County Legislature authorizes the County Treasurer or designee to release sales tax payments for the third quarter of 2022 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	\$1,751,507.94	\$-0-	\$1,751,507.94	\$-0-
Cincinnatus, Town of	\$81,821.08	\$-0-	\$81,821.08	\$-0-
Cortlandville, Town of	\$875,152.84	\$-0-	\$875,152.84	\$-0-
Cuyler, Town of	\$74,541.41	\$(28,750.00)	\$45,791.41	\$-0-
Freetown, Town of	\$56,042.37	\$-0-	\$56,042.37	\$-0-
Harford, Town of	\$88,615.66	\$-0-	\$88,615.66	\$-0-
Homer, Town of	\$298,457.02	\$-0-	\$298,457.02	\$-0-
Homer, Village of	\$212,278.90	\$-0-	\$212,278.90	\$-0-
Lapeer, Town of	\$115,539.27	\$(77,500.00)	\$38,039.27	\$-0-
Marathon, Town of	\$88,568.83	\$-0-	\$88,568.83	\$-0-
Marathon, Village of	\$44,761.98	\$-0-	\$44,761.98	\$-0-
McGraw, Village of	\$38,877.56	\$-0-	\$38,877.56	\$-0-
Preble, Town of	\$152,065.91	\$-0-	\$152,065.91	\$-0-
Scott, Town of	\$90,208.53	\$-0-	\$90,208.53	\$-0-
Solon, Town of	\$83,366.92	\$-0-	\$83,366.92	\$-0-
Taylor, Town of	\$48,913.36	\$-0-	\$48,913.36	\$-0-
Truxton, Town of	\$107,661.81	\$-0-	\$107,661.81	\$-0-
Virgil, Town of	\$258,237.63	\$(16,250.00)	\$241,987.63	\$-0-
Willet, Town of	\$72,500.15	\$-0-	\$72,500.15	\$-0-
Total	\$4,539,119.17	\$(122,500.00)	\$4,416,619.17	\$-0-

, AND BE IT FURTHER

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

Discussion Items/Reports

1. Real Property Tax Services Monthly Activities Report
2. August 2022 Finance Reports
3. NYS Comptroller Fiscal Stress Scores - FY 2021
4. Treasurer Monthly Report

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

Referred from Ag/Planning/Environmental Committee

ON MOTION OF HARBIN

AGENDA ITEM NO. 1

Approve the Purchase of Four (4) Transit Buses from Oneida County - Planning Department

WHEREAS, the New York State Department of Transportation has indicated a need for Cortland County to increase the Federal Section 5311 Mass Capital Transit bus ratio, AND

WHEREAS, Oneida County has two (2) 2017 Ford E450 Cuttaway Transit Buses and two (2) 2015 Ford E450 Cuttaway Transit Buses available, all with less than 100,000 miles and still within the New York State useful life span guidelines, AND

WHEREAS, the current market value established by the County of Oneida is \$57,000, AND

WHEREAS, the cost of the four (4) vehicles to Cortland County would be 10% of the current market value, for a cost of \$5,700.00, NOW THEREFORE BE IT

RESOLVED, the County Administrator be and hereby is authorized, upon approval of the County Attorney or designee, to enter into an agreement with Oneida County for the purchase of (4) E450 Cuttaway transit buses in the amount not to exceed \$5,700.

Referred from Building & Grounds Committee

Referred from Health & Human Services

ON MOTION OF PRICE

AGENDA ITEM NO. 2

Authorize Agreement with Josie's Journey, Inc. for Canine Comfort Care Services – Department of Social Services and Child Advocacy Center

WHEREAS, the Cortland County Department of Social Services and Child Advocacy Center believes there is a therapeutic value to providing clients with access to a trained canine to be utilized for comfort services, AND

WHEREAS, Josie's Journey, Inc. has agreed to contract with Cortland County to provide such services at a cost of \$50 per hour, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to sign an agreement with Josie's Journey Inc. for canine comfort services for the term October 1, 2022 – December 31, 2023.

ON MOTION OF PRICE**AGENDA ITEM NO. 3****Amend 2022 Pre-K Budget- Health Department**

WHEREAS, Cortland County's Pre-K Program is a mandatory program in which the County is required to pay for preschool services to children ages 3-5 with developmental disabilities, AND

WHEREAS, due to the doubling of contracted transportation costs, an increase in the New York State rate of tuition and an increase in children requiring higher needs and more services, the Pre-K program requires an increase to the 2022 budget for tuition and transportation services, AND

WHEREAS, this increase in expenses will be offset with an increase in revenues, AND

WHEREAS, the New York State Education Department (NYSED) will reimburse the County at a rate of 59.5% for the expenses of both transportation and tuition. In addition, the Cortland County Health Departments Medicaid Admin revenue has also increased exponentially with the increase in Medicaid children and services in our Early Intervention Department, NOW THEREFORE BE IT

RESOLVED, the 2022 budget be and hereby is amended as follows:

<u>Increase Revenue</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A40595.41689.4052	MA Admin Revenue	\$195,000	\$202,500	\$397,500
A40465.43277.PREK	PREK State Revenue	\$1,088,850	<u>\$297,500</u>	\$1,386,350
			\$500,000	
<u>Increase Expenditures</u>				
A40465.54445.PREK	Tuition	\$1,675,000	\$395,000	\$2,070,000
A40465.54800.PREK	Transportation	\$99,921.40	<u>\$105,000</u>	\$204,921.40
			\$500,000	
Net County Cost			\$0	

ON MOTION OF PRICE**AGENDA ITEM NO. 4**

Authorize Agreement with Park Outdoor Advertising of New York to Advertise on Billboards for a Commercially Sexually Exploited Youth Public Awareness Campaign – DSS/CAC

WHEREAS, the Department of Social Services/Child Advocacy Center was awarded Safe Harbour funds to develop a system of response for commercially sexually exploited children and trafficked at-risk youth, including an awareness campaign, AND

WHEREAS, the Department of Social Services/Child Advocacy Center desires to contract with Park Outdoor Advertising of New York, Inc., Finger Lakes Division, 2516 Corning Rd., Elmira, New York 14903 for advertisements on various digital billboards located in Cortland County, AND

WHEREAS, the cost of the advertising (display and maintenance) is \$615 per month per billboard display, AND

WHEREAS, this contract shall be for the term October 1, 2022 through December 31, 2023 for a total cost not to exceed \$5,000, AND

WHEREAS, these expenses are budgeted in account Professional Services A40505.54055.SF, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, are authorized to execute an agreement with Park Outdoor Advertising of New York, Inc., Finger Lakes Division, for the provision of

said services.

ON MOTION OF PRICE

AGENDA ITEM NO. 5

Authorize Allocation to the Cortland County Mental Health Department for Youth Behavioral Health Treatment Support in Schools

WHEREAS, Family Counseling Services put forward a request for funding to the Cortland County Health and Human Services Committee for \$100,000 for youth behavioral health treatment support in Cortland County schools, AND

WHEREAS, it is the recommendation of the Health and Human Services Committee to authorize the use of unappropriated fund balance for \$100,000 for youth behavioral health treatment support provided, by the Cortland County provider community, for youth counseling services through the Cortland County Mental Health Department, NOW THEREFORE BE IT

RESOLVED, that the Director of Finance, upon approval of the County Administrator, be and hereby is authorized to transfer funds to the Cortland County Mental Health Department for \$100,000 for youth behavioral health treatment support, provided by the Cortland County provider community, for youth counseling services in Cortland County schools, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign a contract with the Cortland County Mental Health Department and other authorized agencies in the provider community for said purposes.

Referred from Judiciary & Public Safety Committee

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 6

Amend Resolution No. 188-22 for Jail Physician, Physician's Assistant and Registered Nursing Services - Sheriff's Office

WHEREAS, New York State Correction Law § 501 requires the County to appoint a reputable physician, duly authorized to practice medicine, as the physician to the jail of the County, AND

WHEREAS, Resolution No. 188-22 was approved August 25, 2022, which appointed Marshall M. Trabout, M.D., as the Cortland County Jail Physician to serve at the pleasure of the County Legislature and authorized an agreement to pay the Jail Physician an additional monthly rate of \$11,109 for services by a Registered Nurse(s) rendered at the Cortland County Jail from January 1, 2023 through December 31, 2025, AND

WHEREAS, the Physician has requested a higher rate as follows:

“Doctor Trabout, Jail Physician, has just informed the Sheriff’s Office that due to the increase of Registered Nurse (RN), salaries in our region he will not be able to sign the contract as it is. He had based the rate at \$35.00 per hour and the current rate is \$45.00 an hour. Based on that the monthly RN rate would need to be \$15,600.00 for two RN positions.”

, NOW THEREFORE BE IT

RESOLVED, that the current Physician’s contract as approved by Resolution No. 188-22 be amended as follows:

“The County hereby agrees to pay the Physician an additional monthly rate of \$15,600 for services by a Registered Nurse(s) at Cortland County Jail. Such R.N(s) will be an employee of the physician and will work 80-hours per workweek at Cortland County jail. The Sheriff and the Physician will determine the

work schedules for this position, including, but not limited to scheduling of days off and the Registered Nurse's shift assignment. The physician agrees to provide R.N(s) who will be acceptable to both him and the Sheriff. This Contract does not provide for compensation for relief coverage during the absence of R.N(s)."

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 7

Amend 2022 Budget and Authorize Purchases - Highway Department

WHEREAS, the County of Cortland will have remaining CHIPS funding anticipated after completing 2022 County Road Projects, AND

WHEREAS, the remaining CHIPS monies can be used toward the purchase of new construction equipment, AND

WHEREAS, an amount of \$170,000.00 will need to be transferred from the County Road Fund CHIPS revenue account to the Road Machinery Fund Equipment Account to Purchase a 2022 MORBARK Eager Beaver 1415 Wood Chipper and a Kubota Skid-Steer with attachments, AND

WHEREAS, the Highway Superintendent has recommended the following purchases available through Sourcewell # 031721, Member ID # 36777:

Eager Beaver 1415 Wood Chipper

VENDOR

AMOUNT

MORBARK	\$59,922.58
Box 1000	
Winn, Michigan 48896	

AND

Kubota Skid-Steer with Attachments

VENDOR

Admar Supply Co, Inc.	\$110,000.00
7800 Brewerton Road	
Cicero, NY 13039-9536	

, NOW THEREFORE BE IT

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

Increase:

E51305.52030	Equipment	\$170,000.00
E513043.43501	CHIPS Revenue	\$170,000.00

Decrease:

D511243.43501	CHIPS Revenue	\$170,000.00
D51125.54077	CHIPS	\$170,000.00

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account E51305.52030 Highway Equipment Account for the purchase of one 2022 Morbark Eager Beaver 1415 Wood Chipper for an amount of \$59,922.58 from MORBARK, and one Skid-Steer SVL97-2HFC with attachments for an amount of \$110,000.00 from Admar Supply Co., Inc.

ON MOTION OF NEWELL

AGENDA ITEM NO. 8

Authorize Sublease of Cortland County Agricultural Corp. Fairgrounds Building to Suit-Kote Corporation - Highway Department

WHEREAS, the County of Cortland has a lease agreement with the Cortland County Agricultural Corporation for storing Highway Equipment in the fairgrounds building from October 15, 2022 through May 8, 2023, AND

WHEREAS, the costs to the County for said lease agreement is \$2,650.00 for the term of the agreement, AND

WHEREAS, one half of the fairgrounds building is available for Suit-Kote Corporation to utilize for storing equipment, AND

WHEREAS, Suit-Kote Corporation is willing to pay one-half of the costs of said lease which amounts to \$1,325.00, AND

WHEREAS, the County of Cortland is agreeable to sublease one half of said building to Suit-Kote under the same terms that the Cortland County Highway Department has with the Cortland County Agricultural Corporation during the winter season, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to execute a sublease agreement for the 2022-2023 winter season starting October 15, 2022 and ending May 8, 2023 with Suit-Kote Corporation, 1911 Loring Crossing Road, Cortland, NY 13045 for an amount of \$1,325.00.

ON MOTION OF NEWELL

AGENDA ITEM NO. 9

Amend 2022 Budget for Fuel - Highway Department

WHEREAS, due to the increase in fuel prices, the Road Machinery Fund budget for fuel will need to be increased to cover costs for the remainder of 2022, AND

WHEREAS, there are monies in the Road Machinery fund balance, NOW THEREFORE BE IT

RESOLVED, that the 2022 Road Machinery be and hereby is amended as follows:

Increase:

E51305.54078	Fuel	\$200,000.00
E359900	Appropriated Fund Balance	\$200,000.00

ON MOTION OF NEWELL

AGENDA ITEM NO. 10

Award the Handling, Transportation and Safe Disposal of Household Hazardous Waste Agreement - Highway Department/Recycling

WHEREAS, the Cortland County Highway Department advertised for bids for the Handling, Transportation and Safe Disposal of Household Hazardous Waste, AND

WHEREAS, the Cortland County Highway Department has received the following base bid for the Handling, Transportation and Safe Disposal of Household Hazardous Waste:

<u>BIDDER</u>	<u>BASE BID</u>
MXI Environmental Services LLC 26319 Old Trail Road Abingdon, VA 24210	\$11,000.00

, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the County hereby awards the agreement for the handling, transportation and safe disposal of household hazardous waste bid to the lowest bidder, MXI Environmental Services LLC for the bid price listed above, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account EL81615.54625 for the handling, transportation and safe disposal of household hazardous waste to the lowest bidder, MXI Environmental Services LLC, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to execute an agreement with MXI Environmental Services LLC.

ON MOTION OF NEWELL

AGENDA ITEM NO. 11

Authorize Lease Agreement with Cortland County Agricultural Corporation - Highway Department

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

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

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

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to execute a lease agreement for the 2022-2023 winter season starting October 15, 2022 and ending May 8, 2023 with the County of Cortland Agricultural Corporation for a fee of \$2,650.00, to be charged to account E51305.54067.

ON MOTION OF NEWELL

AGENDA ITEM NO. 12

Absolve the Cortland County Industrial Development Agency from Tipping Fees for APEX Project - Landfill/Highway Department

WHEREAS, the Cortland County Industrial Development Agency acquired the former APEX

tool property in the City of Cortland after a previous owner demolished the site for scrap and left an eyesore for all County residents, AND

WHEREAS, the property would have remained in a state of disarray for years awaiting a City foreclosure process, had the Industrial Development Agency not stepped in to remediate the issue, AND

WHEREAS, the City of Cortland forgave \$300,000 in past due taxes, in which Cortland County was made whole on by the City, pending the development of the site, AND

WHEREAS, the Industrial Development Agency, in its capacity, has taken on this project for future economic development for the benefit of all County residents, AND

WHEREAS, the Industrial Development Agency hired contractors to properly clean up the site and dispose of the materials according to New York State Department of Environmental Conservation and New York State Department of Labor standards, AND

WHEREAS, the majority of the materials were disposed of at the Cortland County Landfill, AND

WHEREAS, the hours of operation were extended at the landfill to ensure the efficiency of the project and to ensure that the project did not hinder other Cortland County haulers, AND

WHEREAS, the Cortland County Landfill incurred \$4,628.74 in overtime expenses and the total amount of tipping fees for the project totaled \$381,706.10, AND

WHEREAS, the Highway Committee recognizes the importance of the ability of the Industrial Development Agency to bring in viable development to that location and others in Cortland County, AND

WHEREAS, the Highway Committee recommends that Cortland County forego the tipping fees in the amount of \$381,706.10 and recoup the overtime expense of \$4,628.74 from the Cortland County Industrial Development Agency, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby absolves the Cortland County Industrial Development agency of the \$381,706.10 in tipping fees from this project, AND BE IT FURTHER

RESOLVED, that the Cortland County Industrial Development Agency will pay Cortland County the incurred overtime fees in the amount of \$4,628.74, to be credited to account no. EL81605.51020, AND BE IT FURTHER

RESOLVED, that pending the development of the site, the County will be paid any amount received over the amount over the amount due to others with agreements already arranged up to the amount of the forgiven tipping fees.

Referred from Government Operations Committee

Adjournment