



Finance & Administration Committee

Committee Meeting

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

~ Agenda ~

Tuesday, November 8, 2022

10:00 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m58c6ccaa6cc960a6487b42666193f1fa>

Tuesday, Nov. 8, 2022 10:00 am | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2334 949 0967

Password: 4FiBVJB8UM3

Join by phone

+1-415-655-0001 US Toll

Access code: 2334 949 0967

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 - Oct 18, 2022 10:00 AM

Discussion Items

1. 2023 TC3 Budget - Bill Talbot
2. Business Development Corporation (BDC) Update on ARP Small Business Grants

RESOLUTIONS

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Authorize the 2023 Cortland County Tourism Marketing Grants

WHEREAS, the Cortland County Legislature adopted Resolution No. 194-22 which authorized an agreement with the Cortland County Convention & Visitors Bureau for provision of public benefits services for promotion and publicity, AND

WHEREAS, the Convention & Visitors Bureau, per Resolution No. 194-22, shall be responsible for the distribution of occupancy funds as outlined in the Cortland County Tourism Marketing Grants Guidelines, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 193-22 designating the Cortland County Convention & Visitors Bureau as the Official Tourism Promotion Agency for Cortland County in accordance with New York State Tourism Promotion Act 5A, AND

WHEREAS, the Cortland County Convention and Visitor Bureau's Tourism Marketing Grant Review Group met in October 2022 to review applications for use of occupancy tax funding for tourism marketing which encourages overnight stays at Cortland County lodging properties, and has recommended that certain amounts of funding be made available to the agencies that sought funding, AND

WHEREAS, that recommendation has been presented to the Legislature's Finance and Administration Committee for review and consideration as follows:

1890 House Museum	\$7,000
Brockway Truck Preservation Society	\$10,000
Center for the Arts of Homer	\$33,000
Central NY Maple Festival	\$5,500
Cortland Crush NYCBL Baseball	\$5,000
Cortland County Historical Society	\$10,000
Cortland Main Street Music Series	\$2,000
Cortland Regional Sports Council	\$119,000
Cortland Repertory Theatre	\$32,000
Cortland Arts Connect (Cultural Council)	\$8,000
Holiday in Homer	\$2,500
Homer Cortland Community Agency	\$18,000
Homeville Museum	\$2,000
JM McDonald Sports Complex	\$15,000
Lime Hollow Nature Center	\$11,000
Statewide Country Music Park	\$5,000

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator or designee is hereby authorized to allocate funds in the 2023 adopted budget and make payment to the Cortland County Convention & Visitor's Bureau, which will distribute the funds to the listed agencies shown above upon these agencies securing a signed contract with the Convention & Visitor's Bureau and providing eligible invoices and supporting documentation.

ON MOTION OF STOCK

AGENDA ITEM NO. 2

Mortgage Tax Disbursement April 1, 2022-September 30, 2022 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2022-September 30, 2022, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage tax between the towns and villages, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature authorize the County Treasurer to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cortland, City of	\$140,709.79
Cincinnati, Town of	\$6,747.76
Cortlandville, Town of	\$185,244.56
McGraw, Village of	\$5,214.65
Homer, Village of	\$525.39
Cuyler, Town of	\$3,908.20
Freetown, Town of	\$8,088.30
Harford, Town of	\$14,885.49
Homer, Town of	\$30,512.66
Homer Village of	\$23,054.10
Lapeer, Town of	\$1,453.95
Marathon, Town of	\$10,226.28
Marathon, Village of	\$5,558.23
Preble, Town of	\$17,146.38
Scott, Town of	\$10,731.57
Solon, Town of	\$5,985.40
Taylor, Town of	\$1,342.48
Truxton, Town of	\$3,755.54
Virgil, Town of	\$32,012.70
<u>Willet, Town of</u>	<u>\$5,873.45</u>
TOTAL	\$512,976.88

ON MOTION OF WAGNER

AGENDA ITEM NO. 3

Amend Tentative 2023 County Budget

WHEREAS, the County Administrator (Budget Officer) presented the 2023 Tentative County Budget to the Cortland County Legislature on October 6, 2022, AND

WHEREAS, a Public Hearing was held on October 24, 2022 at 6 p.m. in the Legislative Chambers, AND

WHEREAS, the Cortland County Legislature approved an amendment to the 2023 Tentative County Budget in the amount of \$100,000 with the adoption of Resolution No. 232-22, AND

WHEREAS, the Agricultural, Planning and Environmental Committee recommends the position

of Grants Administrator to be added to the 2023 Tentative County Budget for six months of 2023, AND

WHEREAS, the County Administrator recommends the position of Grants Administrator be added to the 2023 Tentative County Budget under the office of the County Administrator for the full calendar year, AND

WHEREAS, the Agricultural, Planning and Environmental Committee recommends amending the 2023 Budget to include \$6,500 for the Cortland Agricultural Corporation in the 2023 Tentative County Budget, AND

WHEREAS, the Agricultural, Planning and Environmental Committee recommends amending the 2023 Tentative County Budget to fund the Cortland County Soil and Water Conservation District as requested by the Cortland County Soil and Water Conservation District, AND

WHEREAS, the Legislature's Finance and Administration Committee has reviewed said budget and has recommended amendments, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends the 2023 Tentative County Budget as on attached schedule.

ON MOTION OF WAGNER

AGENDA ITEM NO. 4

Adopt the 2023 County Budget

WHEREAS, the Cortland County Administrator presented the 2023 Tentative Budget to the Cortland County Legislature on October 6, 2022, AND

WHEREAS, the Legislature's Finance & Administration Committee has reviewed said budget and recommends adoption as amended, AND

WHEREAS, a Public Hearing was held before this Legislature on October 24, 2022 at 6 P.M. in the Legislative Chambers, NOW THEREFORE BE IT

RESOLVED that the 2023 tentative Cortland County budget be and hereby is adopted with a Real Property Tax Levy of \$38,500,000.00 and that the amounts set forth in the "Adopted" column of said budget be and hereby are appropriated for the objects and purposes specified.

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

Referred from Ag/Planning/Environmental Committee

Referred from Building & Grounds Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 1

Authorize Agreement with Taitem Engineering, PC for Courthouse HVAC System Analysis and Design

WHEREAS, the Cortland County Courthouse heating, ventilation and air conditioning (HVAC) is reaching the end of its useful life and is in need of replacement, AND

WHEREAS, it is the wish of the Cortland County Legislature to replace the system with an

environmentally friendly and more efficient option, AND

WHEREAS, Taitem Engineering, PC, 110 S. Albany Street, Ithaca, NY 14850, has the qualifications, experience and expertise in designing environmentally friendly HVAC systems, AND

WHEREAS, the New York State Energy Research and Development Authority (NYSERDA) offers rebates to assist in paying for up to 50% of the cost of the analysis and engineering for clean heat systems, AND

WHEREAS, it is the recommendation of the Buildings and Grounds Committee to enter into an agreement with Taitem Engineering, PC for the analysis and engineering of an environmentally friendly HVAC system for the Cortland County Courthouse, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes the County Administrator, upon approval of the County Attorney or designee, to enter into an agreement with Taitem Engineering, PC, 110 S. Albany Street, Ithaca, NY 14850, for an amount not to exceed \$20,000 to be paid from A16205.54055.ARP for said purposes, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to apply for NYSERDA rebates for an environmentally friendly HVAC system for the Cortland County Courthouse.

Referred from Health & Human Services

Referred from Judiciary & Public Safety Committee

Referred from Highway Committee

Referred from Government Operations Committee

ON MOTION OF STOCK

AGENDA ITEM NO. 2

Adopt Local Law "K" for the Year 2022 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date, AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required, NOW THEREFORE BE IT

RESOLVED, that Local Law "K" for the year 2022 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, AND BE IT FURTHER

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted, NOW THEREFORE

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

SECTION 1.

LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade

level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

SECTION III.

The same rate of annual salary increase for fiscal year 2023 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2023 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

Elected office include:

County Clerk
County Coroner (s)
County Sheriff
County Treasurer

Officers appointed for a fixed term include:

Clerk of the Legislature
County Attorney
Public Defender
Veteran's Services Officer
Commissioner of Social Services
Highway Superintendent
Personnel Officer
Public Health Director
Real Property Tax Services Director

SECTION IV:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

ON MOTION OF STOCK

AGENDA ITEM NO. 3

Adopt Local Law "L" for the Year 2022 a Local Law Setting the Salary of Cortland County Election Commissioners

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date, AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of

notice thereof as legally required, NOW THEREFORE BE IT

RESOLVED, that Local Law "L" for the year 2022 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted;

NOW, THEREFORE

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

Section I:

Pursuant to Election Law §3-208, each Cortland County Election Commissioner shall receive an equal annual salary, to be fixed by the County Legislature.

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$33,792.05 to \$34,552.37 for fiscal year 2023 and paid over the balance of 2023 calendar year, upon the effective date of this local law.

Section III:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

ON MOTION OF STOCK

AGENDA ITEM NO. 4

Set Self Insurance Rates – Cortland County Health Insurance Program

WHEREAS, the County sets premium equivalent rates to be charged to employees, retirees and/or County agencies participating in the County's Health, Dental and Vision Insurance programs, AND

WHEREAS, said premiums are based upon claims experience within each program, AND

WHEREAS, One Group has recommended premium equivalents based upon projected claims during the period January 1, 2022 through December 31, 2022, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2023, the premium equivalents to be charged to the employees, retirees and/or County departments participating in the Cortland County Health Insurance Program shall be in accordance with the schedule below:

MONTHLY INSURANCE PREMIUM EQUIVALENT RATES

HEALTH INSURANCE RATES - TRADITIONAL PLAN

	<u>2022</u>	<u>2023</u>	
Individual	\$ 782.64	\$ 810.04	3.5% increase
Family	\$1903.67	\$ 1970.30	

HEALTH INSURANCE RATES - PPO PLAN

(for all employees hired in the General, Corrections, Civilian, and DOERC unions 1/1/2020 and after, employees hired in the CPAC union 1/1/2022 and after, and employees hired in the NYSNA union and Management Compensation Plan 1/1/2023 and after)

	<u>2022</u>	<u>2023</u>	
Individual	\$704.38	\$729.03	3.5% increase
Family	\$1713.30	\$1773.27	

DENTAL INSURANCE RATES

	<u>2022</u>	<u>2023</u>	
Individual	\$15.04	\$15.04	NO CHANGE
Family	\$60.17	\$60.17	

VISION INSURANCE RATES

	<u>2022</u>	<u>2023</u>	
Individual	\$3.25	\$3.25	NO CHANGE
Family	\$13.00	\$13.00	

Monthly Reports

1. September 2022 Finance Reports
2. Treasurer Monthly Report
3. Real Property Tax Services Monthly Activities Report

Adjournment