



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 7, 2021

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:03 AM by Committee Chair, George Wagner

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Chair,	Present	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Vice Chair	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kevin Fitch	Cortland County, NY	Board Member	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Kevin Conlon	Cortland Standard	Reporter	Present	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Nov 9, 2021 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Richard Stock, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Appoint Member - Cortland County Convention and Visitors Bureau Board of Directors

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Appoint Member - Cortland County Convention and Visitors Bureau Board of Directors

WHEREAS, the Cortland County Convention and Visitors Bureau Board of Directors includes a seat designated for a County Legislator or designee, NOW THEREFORE BE IT

RESOLVED, that Savannah Hempstead, of 5 Cleveland Street, Cortland, New York 13045, be and hereby is appointed to said Board for a term expiring December 31, 2023.

AGENDA ITEM NO. 2 – Levying Water Charges - Town of Virgil - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Water Charges - Town of Virgil - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Virgil, Cortland County, has been filed as outlined in Section 198-3(d) of the Town Law of the State of New York, which statement includes unpaid water charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of water charges due said Town of Virgil:

127.00-06-27.000	Universal Property Rentals LLC	\$126.50
127.15-01-19.000	Marc P Stemerman	\$125.35
127.15-01-30.000-9	Karin K Richardson	\$360.00

127.15-01-31.000-5	Margaret D Stamp	\$198.00
127.15-01-31.000-24	James S Sorbella	\$60.00
127.15-01-31.000-25	James Sorbella	\$65.14
127.15-01-31.000-38	Britney Funccius	\$126.00
127.15-01-31.000-42	Unit 11C LLC	\$126.00
127.15-01-31.000-56	Emmanuel Pothos	\$360.00
TOTAL:		\$1,546.99

Submitted to Cortland County Real Property Tax Services on 11/15/21 by Alane VanDonsel, Virgil Town Clerk.

AGENDA ITEM NO. 3 – Levying Sewer Charges - Town of Virgil - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Sewer Charges - Town of Virgil - Real Property Tax Services

WHEREAS, a statement showing the unpaid sewer charges in the Town of Virgil, Cortland County, has been filed as outlined in Section 198-1(k) of the Town Law of the State of New York, which statement includes unpaid sewer charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of sewer charges due said Town of Virgil:

127.00-06-27.000	Universal Property Rentals LLC	\$360.00
127.15-01-19.000	Marc P Stemerman	\$240.25
127.15-01-30.000-9	Karin K Richardson	\$690.00
127.15-01-31.000-5	Margaret D Stamp	\$379.50
127.15-01-31.000-24	James S Sorbella	\$214.40
127.15-01-31.000-25	James Sorbella	\$292.36
127.15-01-31.000-38	Britney Funccius	\$241.50
127.15-01-31.000-42	Unit 11C LLC	\$241.50
127.15-01-31.000-56	Emmanuel Pothos	\$690.00
TOTAL:		\$3,349.51

Submitted to Cortland County Real Property Tax Services on 11/15/21 by Alane VanDonsel, Virgil Town Clerk.

AGENDA ITEM NO. 4 – Levying Water Charges - Town of Harford - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Water Charges - Town of Harford - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Harford, Cortland County, has been filed as outlined in Section 198-3(d) of the Town Law of the State of New York, which statement includes unpaid water charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of water charges due said Town of Harford:

172.05-01-17.112	Thomas R Poole	\$275.50
172.05-01-32.000	Mathew Murray	\$732.00
172.06-01-01.000	Edward F Monroe	\$688.00
172.06-01-12.200	Chris E Tweedie	<u>\$1,243.85</u>
TOTAL		\$2,939.35

Submitted to Cortland County Real Property Tax Services on 10/15/21 by Jennifer Fox, Harford Town Clerk.

AGENDA ITEM NO. 5 – Levying Water Charges - Town of Cincinnatus - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Levying Water Charges - Town of Cincinnatus - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Cincinnatus, Cortland County, has been filed as outlined in Section 198-3(d) of the Town Law of the State of New York, which statement includes unpaid water charges which have not appeared on any statement previously filed and the supervisor of said town transmitted said statement to this Legislature, now therefore be it

RESOLVED, that there shall be and is hereby assessed and levied and collected from the real property liable therefore as indicated below, the following amounts of water charges due said Town of Cincinnatus:

112.00-03-05.000	Price, James D.	\$134.95
112.20-01-08.000	Wood, Gene T.	\$489.10
112.20-01-22.000	Morse, Ryan	\$273.10
112.20-01-27.000	Wood, Gene	\$47.78

113.17-01-04.000	Randall, Joseph	\$257.10
113.17-02-02.000	Durney, Jayson	\$197.10
113.17-02-04.000	Butler, Cathy	\$273.10
113.17-02-16.000	Williams, James A.	\$650.40
113.17-02-21.000	Harlow, Geoffrey	\$197.10
122.00-03-10.000	Krulikowski, Mike	\$98.55
122.08-01-04.000	Aldrich, William	\$98.55
122.08-01-36.100	Larkin, Jeannette	\$98.55
122.08-02-05.000	Hotaling, Zachary	\$297.10
123.00-04-04.000	Eaton, Charles	\$47.78
123.05-01-31.000	Novick, Donna	\$197.10
123.05-01-52.000	Higgins Realty	\$197.10
123.05-01-71.000	Ballard, Cindy	\$197.10
123.05-01-73.000	Loomis Estate, Floyd	\$47.78
123.13-01-08.200	Steady,D, David	\$311.32
123.13-01-09.000	Steady,D, David	\$183.32
123.13-01-10.000	Steady,K, Kody	\$209.10
123.13-01-24.000	Carter,L, Leslie J.	\$197.10
123.13-01-25.000	Rice, Jay	\$561.10
123.13-01-27.000	Olear, Elizabeth	\$197.10
123.13-01-31.000	Moses, Jennifer J.	\$273.10
123.13-01-33.000	Pothos, Emanuel	\$668.66
123.13-01-41.000	Davis, Wendy	\$213.10
123.13-01-42.000	Pittsley, Jedadiah	\$405.10
123.13-01-43.000	Aldrich, Shiloh	\$672.20
123.13-01-46.000	Lockwood, Damian	\$98.55
132.00-01-11.100	Phillips, Heath	\$261.10
112.20-01-04.000	Price, Danielle A.	\$361.10
113.17-01-03.000	Smith, Ronald P.	\$373.10
113.17-01-06.000	Golicki, Elizabeth	\$153.95
113.17-01-12.000	Soule, Kenneth	\$197.10
122.00-03-08.000	Fisher, Evelyn D.	\$197.10
122.00-03-20.000	Kemak, Lisa	\$197.10
122.00-03-25.000	Lieb, Joshua	\$308.66
122.08-01-02.000	Staley, Vicki W.	\$437.10
122.08-01-19.100	Moses, David	\$301.10
122.12-01-03.200	Carter,L, Leslie	\$197.10
122.12-01-11.000	Kemak, Lisa	\$241.10
123.05-01-04.000	Mountain Village, LLC., Ann Wittmark	\$1,110.80
123.05-01-07.000	Supley, Richard	\$197.10
123.05-01-08.000	Rutan, Jessica	\$197.10
123.05-01-17.000	Southern, Tess	\$197.10
123.05-01-19.000	Pothos, Irene	\$309.10
123.05-01-24.000	Treacy, Clyde	\$305.10
123.05-01-25.000	Rathbun, Cheyenne	\$197.10
123.05-01-53.000	Woodcock, Robert	\$197.10
123.05-01-60.000	Dingman, Ronald	\$197.10
123.05-01-64.000	Guinn, Phyllis	\$197.10
123.05-01-65.000	McDonald, Amanda	\$221.10
123.05-01-72.000	Ballard, Cindy	\$533.10
123.13-01-01.000	Brown, Gordon	\$197.10
123.13-01-32.000	Gallow, David	\$257.10
123.13-01-36.000	Eaton, Charles	\$207.90
Total		\$15,535.70

Submitted to Cortland County Real Property Tax Services 11/17/2021 by Water Billing Dept.

AGENDA ITEM NO. 6 – Levy County Tax - City of Cortland - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Levy County Tax - City of Cortland - Real Property Tax Services

WHEREAS, the Cortland County Legislature adopted Resolution No. 331-21 on November 18, 2021 to accept the tentative 2022 County budget, AND

WHEREAS, the adopted 2022 budget includes a Real Property Tax Levy of \$37,728,555.00, AND

WHEREAS, the apportionment of the 2022 Cortland County tax levy has been approved by the Cortland County Legislature, AND

WHEREAS, the Real Property Tax Director has assessed the City of Cortland's apportioned share of the County tax levy at eight million, three hundred fifty-six thousand, two hundred eighty two dollars and fourteen cents (\$8,356,282.14), NOW THEREFORE BE IT

RESOLVED, that this Legislature directs the sum of eight million, three hundred fifty-six thousand, two hundred eighty two dollars and fourteen cents (\$8,356,282.14) to be levied in the City of Cortland, Cortland County, for County purposes for the fiscal year beginning January 1, 2022 and that the Chairman and the Clerk of this Legislature certify this resolution to the Common Council of said City, pursuant to the Charter of said City.

AGENDA ITEM NO. 7 – Amend 2022 Budget to Reflect State Administered Non Property Tax (Sales Tax) to Reduce Real Property Tax Levy - Real Property Tax Services

RESULT:	APPROVED [6 TO 1]
	Next: 12/16/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Stock, Waldbauer, Eccleston
NAYS:	Beau Harbin

ON MOTION OF WAGNER

RESOLUTION NO.

Amend 2022 Budget to Reflect State Administered Non Property Tax (Sales Tax) to Reduce Real Property Tax Levy - Real Property Tax Services

WHEREAS, the following is a list of towns who have not filed to receive their share of the Sales Tax in cash and the estimated amount to be applied to reduce their share of the County Real Property Tax Levy for the fiscal year 2022, AND

WHEREAS, by Town of Cuyler resolution, \$115,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Cuyler, AND

WHEREAS, by Town of Harford resolution, \$70,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Harford, AND

WHEREAS, by Town of Lapeer resolution, \$310,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Lapeer, AND

WHEREAS, by Town of Taylor resolution, \$20,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Taylor, AND

WHEREAS, by Town of Truxton resolution, \$90,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Truxton, AND

WHEREAS, by Town of Virgil resolution, \$65,000 of the Sales Tax Revenue has been authorized to be applied against the County Real Property Tax Levy in the Town of Virgil, NOW THEREFORE BE IT

RESOLVED, that the 2022 adopted budget for the County of Cortland be and hereby is amended to increase the estimated revenue in Account A1001, Real Property Tax Revenue, and to reduce the County Tax Levy in the amount of \$670,000.

AGENDA ITEM NO. 8 – Fix Date to Sign Warrant - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Fix Date to Sign Warrant - Real Property Tax Services

WHEREAS, pursuant to section 904 of the Real Property Tax Law of the State of New York the County Legislative body shall annex to or file with the assessment roll of each town a warrant, bearing the seal of the board and signed by the Chairman and Clerk thereof, authorizing and directing the collecting officer for each town to collect the amounts listed, NOW THEREFORE BE IT

RESOLVED, that the date for the annexing of the warrants to the rolls of the Towns for collection of taxes be and hereby is fixed as of December 31, 2021, and that said warrants so annexed be made returnable on or before the first day of June 2022, AND BE IT FURTHER

RESOLVED, that the Chairman and Clerk of the Cortland County Legislature are hereby authorized to sign said warrant on behalf of the County.

AGENDA ITEM NO. 9 – Authorize Agreement Image Mate Online - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Agreement Image Mate Online - Real Property Tax Services

WHEREAS, Resolution No. 253-07 authorized an agreement between the Cortland County Real Property Tax Services department and Systems Development Group, Inc. (SDG, Inc.) for the "Image Mate Online" software allowing access to real property tax information over the Internet, AND

WHEREAS, said agreement has expired, and the Cortland County Real Property Tax Services office wishes to continue to use the software and the County needs software support, AND

WHEREAS, SDG, Inc., is the sole provider of said software, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an agreement with SDG, Inc., for annual software support for the term beginning January 1, 2022, and ending December 31, 2022, to be paid out of Account #A13555-54015 (Maintenance Agreements) in the amount of \$5,000.

AGENDA ITEM NO. 10 – Approve Apportionment of 2022 Cortland County Tax Levy - Real Property

RESULT: APPROVED [UNANIMOUS]

Next: 12/16/2021 6:00 PM

MOVER: Richard Stock, Committee Member

SECONDER: Sandra Price, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Approve Apportionment of 2022 Cortland County Tax Levy - Real Property

WHEREAS, the Report of the Finance and Administration Committee on the apportionment and tax rates for County taxes as submitted to this Legislature be received, filed and approved, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby approve the Final 2022 Apportionment report for the tax levy for the year 2022 as the foregoing amounts are the net amounts necessary to be raised in taxes:

2022 Apportionment - Tax Levy of \$37,728,555

City/Town/Village:	Net Tax Levy	Taxable Value	2022 Tax Rate (per \$1,000)
City of Cortland	8,356,282	531,756,049	15.714503
Cincinnatus	866,767	59,205,929	14.639873
Cortlandville, outside	9,263,223	563,822,491	16.429326
McGraw Village	411,507	25,556,535	16.101816
Homer Village	56,873	3,597,101	15.810751
Town Total	9,731,603	592,976,127	
Cuyler	674,726	48,240,472	13.986728
Freetown	593,949	38,238,033	15.532947
Harford	868,676	65,543,454	13.253430
Homer, outside	3,159,357	200,680,490	15.743219
Homer Village	2,190,229	145,675,147	15.035019
Town Total	5,349,585	346,355,637	
Lapeer	913,259	80,645,163	11.324414

Marathon, outside	937,661	59,842,237	15.668885
Marathon Village	473,887	32,418,676	14.617708
Town Total	1,411,548	92,260,913	
Preble	1,609,823	93,154,316	17.281247
Scott	955,182	58,229,107	16.403865
Solon	883,127	48,895,952	18.061360
Taylor	498,503	34,865,480	14.297897
Truxton	1,050,242	70,559,344	14.884518
Virgil	2,668,944	181,357,665	14.716468
Willet	768,124	46,101,762	16.661482
TOTALS:	37,200,341	2,388,385,403	

Avg Tax Rate 15.796678

Discussion Items/Reports

1. Real Property Tax Services Monthly Reports

RESULT: COMPLETED

2. Audit Department Monthly Budget Report

RESULT: COMPLETED

3. County Auditor Quarterly Update

RESULT: COMPLETED

4. December 2021 Finance Report

RESULT: COMPLETED

5. Treasurer Report December 2021

RESULT: COMPLETED

6. County Administrator Monthly Report

RESULT: COMPLETED

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

AGENDA ITEM NO. 1 – Amend 2022 Budget to Add Additional Funding to the Soil and Water Conservation District

RESULT:	APPROVED [4 TO 3]
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Next: 12/16/2021 6:00 PM

MOVER: Mitchel Eccleston, Vice Chair

SECONDER: Richard Stock, Committee Member

AYES: George Wagner, Beau Harbin, Richard Stock, Mitchel Eccleston

NAYS: Sandra Price, Christopher Newell, Eugene Waldbauer

ON MOTION OF FITCH

RESOLUTION NO.

Amend 2022 Budget to Add Additional Funding to the Soil and Water Conservation District

WHEREAS, the County Administrator (Budget Officer) presented the 2022 Tentative County Budget to the Cortland County Legislature on October 12, 2021, AND

WHEREAS, the Cortland County Legislature adopted the 2022 budget on November 18, 2021, AND

WHEREAS, the Legislature's Agricultural, Planning, and Environment Committee has recommended that the allocation for the Soil & Water Conservation District (SWCD) be increased by \$15,000 in the 2022 budget, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends the 2022 County Budget as follows:

DECREASE:

Contingency	A19905.54775	\$15,000.00
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INCREASE:

SWCD	A87105.54815	\$15,000.00
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AGENDA ITEM NO. 2 – Authorize 2022 Agreement with Cortland County Soil & Water District

RESULT: APPROVED [4 TO 3]

Next: 12/16/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: George Wagner, Beau Harbin, Richard Stock, Mitchel Eccleston

NAYS: Sandra Price, Christopher Newell, Eugene Waldbauer

ON MOTION OF FITCH

RESOLUTION NO.

Authorize 2022 Agreement with Cortland County Soil & Water District

WHEREAS, the 2022 Adopted Budget was amended to appropriate the sum of \$180,000 to be paid to Cortland County Soil and Water Conservation District for the expense of maintaining said district and assisting the District in carrying out the provisions of the Soil Conservations Districts Law, AND

WHEREAS, at any time during 2022, the Chair of the Legislature may request the Directors of Cortland County Soil and Water Conservation District to submit a report in writing of a detailed statement of its work and transactions for the preceding year and for any other period of time requested, AND

WHEREAS, the Cortland County Legislature adopted the 2022 County budget which included appropriated funds for use by the Cortland County Soil and Water Conservation District (SWCD), NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to enter into a contract between the County of Cortland and the Cortland County Soil and Water Conservation District, AND BE IT FURTHER

RESOLVED, that the payment for said contract be made in quarterly payments in the amount of

\$45,000, due within 15 days of approval of this resolution and on or before 4/1/22, 7/1/22 and 10/1/22 payable to Cortland County Soil and Water Conservation District to be used for the maintenance of said conservation district in carrying out the provisions of the Soil Conservation District Law.

AGENDA ITEM NO. 3 – Authorize 2022 Agreement with Cortland County SPCA for Animal Control and Animal Cruelty Investigation Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF FITCH

RESOLUTION NO.

Authorize 2022 Agreement with Cortland County SPCA for Animal Control and Animal Cruelty Investigation Services

WHEREAS, the Cortland County Legislature adopted the 2022 County budget which included appropriated funds for use by the Cortland County Society for the Prevention of Cruelty to Animals (SPCA), NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to enter into a contract between the County of Cortland and the Cortland County Society for the Prevention of Cruelty to Animals, whereby in consideration of the sum of \$45,000.36 paid by the County in quarterly payments on the dates before or on 3/31/22, 6/30/22, 9/30/22 and 12/31/22, the SPCA will provide during normal business hours, Monday through Friday, answering service to receive complaints regarding cruelty to animals, investigate all cases involving cruelty to animals and cooperate with appropriate law enforcement agencies in the prevention and prosecution of such cases, AND BE IT FURTHER

RESOLVED, that the County Treasurer is hereby authorized and directed to pay said Society the sum of \$45,000.36 from Account Number A35105.54815 in accordance with the terms of said contract.

AGENDA ITEM NO. 4 – Authorize Cortland County to Provide Administrative Services - Community Development Block Grant Application: CARES Act Funding for the S.E.P.P. Group

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF FITCH

RESOLUTION NO.

Authorize Cortland County to Provide Administrative Services - Community Development Block Grant Application: CARES Act Funding for the S.E.P.P. Group

WHEREAS, there is grant funding available through the New York State Office of Community Renewal through its Community Development Block Grant Program (CDBG) CARES Act, AND

WHEREAS, in order to be eligible for these funds municipalities must be the recipient of the funding, AND

WHEREAS, The S.E.P.P. Group is applying for funding for a housing expansion project, NOW THEREFORE BE IT

RESOLVED, that Cortland County will administer and be the recipient of the CDBG CARES ACT funding with a 5% administration fee of the total project, AND BE IT FURTHER

RESOLVED, that The S.E.P.P. Group will be the sub-recipient of the CDBG CARES ACT funding and will submit all necessary documentation to the County prior to receiving any funding, AND BE IT FURTHER

RESOLVED, the Cortland County Legislature hereby authorizes the filing of a CDBG CARES Act grant application, AND BE IT FURTHER

RESOLVED, that all costs of this project will be paid by The S.E.P.P. Group and there will be no cost to the County, AND BE IT FURTHER

RESOLVED, the Legislature hereby directs the Clerk of the Legislature or designee to schedule the requisite public hearings as required for this grant application, AND BE IT FURTHER

RESOLVED, that the Legislature hereby authorizes the County Administrator and the Chair of the Legislature, subject to review by the County Attorney or designee to sign agreements pertaining to the receipt of the Community Development Block Grant Program (CDBG) CARES Act for The S.E.P.P. Group.

AGENDA ITEM NO. 5 – Authorize Application for Accelerated Transit Capital (ATC) Program Grant Funding 2021-2022

RESULT: APPROVED [UNANIMOUS]

Next: 12/16/2021 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Beau Harbin, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF FITCH

RESOLUTION NO.

Authorize Application for Accelerated Transit Capital (ATC) Program Grant Funding 2021-2022

WHEREAS, the New York State budget includes \$20 million for the Accelerated Transit Capital (ATC) Program which provides \$20 million in 100 percent reimbursed State capital funding for upstate public transportation to rehabilitate, restore and modernize public transit assets, AND

WHEREAS, the ATC funds may be used with a FTA eligible capital project that has a 10 year useful life span which includes vehicle rehabilitation and/or replacement, fleet enhancement, deployment of new technologies, passenger amenities and maintenance facilities but excludes transit studies, preventive maintenance or capital administration expenses, AND

WHEREAS, the amount of the ATC funding available to Cortland County for SFY 2021-2022 is \$52,056, which is apportioned based on the share of Statewide Transportation Operating Assistance (STOA) program funds received in the prior State fiscal year, AND

WHEREAS, there is no required local match and therefore no cost to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney, is hereby authorized to act on behalf of the County of Cortland to sign the SFY 2021-2022 ATC Program Grant application, AND BE IT FURTHER

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee is authorized to act on behalf of the County of Cortland to sign the following:

- 1) Any and all agreements between the County of Cortland and any third party subcontractors necessary to complete the above named project; and
- 2) Any and all municipality/vendor contracts pursuant to the application and agreement which are necessary to complete the above named project.

AGENDA ITEM NO. 6 – Authorize Agreement Bus Shelter Christopher Communities - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF FITCH

RESOLUTION NO.

Authorize Agreement Bus Shelter Christopher Communities - Planning Department

WHEREAS, Christopher Communities is requesting a bus shelter to be installed at one of their facilities in Cortland County, AND

WHEREAS, monies awarded from the Federal 5311 Capital Grant will be used for the purchase of the bus shelter and are in the 2021 budget line A56305.52015, AND

WHEREAS, the Cortland County Planning Department has solicited and received three written quotes as follows:

Company	Address	Quote
Handi-Hut	3 Grunwald St, Clifton, NJ 07013	\$7,330
Brasco International, Inc.	32400 Industrial Drive, Madison Heights, MI 48071	\$7,975
Columbia Equipment Co.	72 Albany Avenue, Freeport, NY 11520	\$8,386.

, AND

WHEREAS, the lowest overall responsible quote for a bus shelter was from Handi-Hut, 3 Grunwald St., Clifton, NJ 07013, AND

WHEREAS, Cortland County will be reimbursed up to \$9,999 for the purchase of this bus shelter, AND

WHEREAS, Christopher Communities has agreed to assume responsibility for the maintenance and liability of the bus shelter, including the clearing of snow, providing clear walkways for passengers and keeping it free of trash and graffiti, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign an agreement with Handi-Hut, 3 Grunwald St, Clifton,

NJ 07013 for a bus shelter in the amount of \$7,330.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 7 – Authorized Use of Jail Project Reserve for Boiler Replacements

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Authorized Use of Jail Project Reserve for Boiler Replacements

WHEREAS, the Cortland County Legislature adopted Resolution No. 313-15, which established the County Jail Project Reserve for the purpose of repair, construction, capital projects and other related expenditures for the County correctional facility, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 157-19 requiring all future uses of the reserve to be done through resolution, AND

WHEREAS, funds are required for the emergency replacement of the two boilers at the jail,

WHEREAS, the Jail Project Reserve balance at November 30, 2021 is \$1,364,365.30,
NOW THEREFORE BE IT

RESOLVED, the Legislature approves the use of the Jail Project Reserve for the emergency replacement of two (2) boilers at the jail, AND BE IT FURTHER

RESOLVED, the 2021 budget is hereby amended as follows:

Increase: Account Number A31505.52320 Building Improvements \$65,191

Increase: Account Number A359900 Appropriated Reserves \$65,191

Referred from Health & Human Services

AGENDA ITEM NO. 8 – Authorize Agreement/Accept Funds Local Health Department COVID-19 Vaccine Response - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF BISCHOFF

RESOLUTION NO.

**Authorize Agreement/Accept Funds Local Health Department COVID-19 Vaccine Response -
Health Department**

WHEREAS, the New York State Dept. of Health has awarded the Cortland County Health Department \$176,662.14 for the COVID Vaccine Response Grant for the period of 01/01/21-06/30/24, Contract# C36925GG, AND

WHEREAS, these funds will be used to expand COVID-19 vaccine administration hours of operation, increase COVID-19 vaccine administration equity, and promote and increase the uptake of COVID-19 vaccine and other vaccines, and administer COVID-19 booster doses, AND

WHEREAS, Cortland County Health Department will contract with Cortland Area Communities that Care to assist in the deliverables of this grant, AND

WHEREAS, the 2021 Budget will need to be amended as follows:

Increase Revenue:		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A40115.43450.C19VR	C19 Vaxx Response	\$0	\$176,662.14	\$176,662.14
Increase Expenditures:				
A40115.51005.C19VR	C19VR Personal Svc	\$0	\$86,702.20	\$86,702.20
A40115.52015.C19VR	HD Equipment	\$0	\$10,000	\$10,000
A40115.54048.C19VR	Prog Supplies	\$0	\$500	\$500
A40115.54060.C19VR	Advertising	\$0	\$15,000	\$15,000
A40115.54815.C19VR	Contracted Agency	\$0	\$9,160	\$9,160
A40115.58020.C19VR	Retirement	\$0	\$12,138	\$12,138
A40115.58030.C19VR	FICA	\$0	\$6,633	\$6,633
A40115.58040.C19VR	Workers Comp	\$0	\$2,200	\$2,200
A40115.58060.C19VR	Health Ins	\$0	<u>\$34,328.94</u>	<u>\$34,328.94</u>
			\$176,662.14	\$176,662.14

, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with New York State Department of Health to accept these funds, AND BE IT FURTHER

RESOLVED, that the Legislature authorizes the County Administrator and Public Health Director upon review and approval of the County Attorney or designee, to execute all required contracts and agreements to assist in the delivery of this grant, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 9 – Authorize 2021 Budget Amendment to Accept Grant Funds from NYS Office of Mental Health - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF BISCHOFF

RESOLUTION NO.

**Authorize 2021 Budget Amendment to Accept Grant Funds from NYS Office of Mental Health -
Mental Health Department**

WHEREAS, the New York State Office of Mental Health has awarded the Cortland County Mental Health Department a workforce grant intended for Mental Health workforce expenses in an amount not to exceed \$40,000 for the period covering July 1, 2021 through Dec. 31, 2022, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, is hereby authorized and directed to sign an agreement to accept these funds, AND BE IT FURTHER

RESOLVED that the 2021 Cortland County Budget be amended as follows:

Increase:

Revenue:	
A431044.44490.4200	\$40,000.00
Expense:	
A43105.51005.4200	\$40,000.00

, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 10 – Authorize 2021 Budget Amendment/Authorize Agreement to Accept Funds from NYS Office of Mental Health Dwyer Veteran's Peer to Peer Funding for the Veteran's Services Department - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF BISCHOFF

RESOLUTION NO.

**Authorize 2021 Budget Amendment/Authorize Agreement to Accept Funds from NYS Office of
Mental Health Dwyer Veteran's Peer to Peer Funding for the Veteran's Services Department -
Mental Health Department**

WHEREAS, The New York State Office of Mental Health has provided the Cortland County Mental Health Department with Dwyer Peer to Peer funding in an amount not to exceed \$75,000 for Veterans who are experiencing post-traumatic stress symptoms, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to sign an agreement to accept these funds, AND BE IT FURTHER

RESOLVED that the 2021 Cortland County Budget be amended as follows:

Increase:

Revenue:		
A431043.43490.4200		\$75,000.00
Expense:		
A43105.51005.4200		\$75,000.00

AGENDA ITEM NO. 11 – Accept Funds Health Research, Inc. - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF BISCHOFF

RESOLUTION NO.

Accept Funds Health Research, Inc. - Health Department

WHEREAS, Resolution No. 248-21 gave the Cortland County Health Department permission to enter into a grant contract with Health Research, Inc. for funding the Public Health Emergency Preparedness Program, Contract No. 1596-15, CFDA #96.069, in the amount of \$50,099 for the period of 7/1/21-6/30/22, AND

WHEREAS, additional funds of \$2,000 have been awarded to the Cortland County Health Department through this grant, AND

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

Increase:		Current	Increase	Balance
A40105.44401.21BTE	2122 BTE Grant	\$50,099	\$2,000	\$52,099
A40105.54048.21BTE	Program Supplies	\$0	<u>\$2,000</u>	\$2,000
			\$0	

, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, is hereby authorized and directed to sign an agreement with Health Research, Inc. to accept these additional funds, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 12 – Create Position/Appropriate Funds Safe Harbour Coordinator - Department of Social Services (Child Advocacy Center Division)

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

**Create Position/Appropriate Funds Safe Harbour Coordinator - Department of Social Services
(Child Advocacy Center Division)**

WHEREAS, Cortland County has been provided an allocation of \$43,350 for the development and implementation of Safe Harbour programming for the calendar year 2022, AND

WHEREAS, New York State Office of Children and Family Services requires this money go through the Department of Social Services for planning and claiming purposes to support Cortland County in developing a system response to commercially sexually exploited children and trafficked at-risk youth, AND

WHEREAS, the Cortland County Child Advocacy Center ("CAC") is an entity aligned with and able to implement a Safe Harbour Program, AND

WHEREAS, the Department of Social Services-CAC Division needs to create one (1) part-time Safe Harbour Coordinator position, AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position, NOW THEREFORE, BE IT

RESOLVED, that one (1) position of Safe Harbour Coordinator (CSEA, Grade 13, \$20.2732-25.5331/HR (2022 Rate), competitive class, part-time 17 hours per week, (no benefits) in the Department of Social Services-CAC Division be created effective January 1, 2022 at 12:01 A.M., with approval to fill, AND

RESOLVED, that funds be appropriated in the 2022 County Budget as follows:

A40505.51010 SF	Personnel	\$17,921.51
A40505.54000 SF	I/D Phones	\$132.00
A40505.54001 SF	Copies	\$1,000.00
A40505.54035 SF	Training & Staff Dev	\$800.00
A40505.54055 SF	Contract-Campaign	\$11,000.00
A40505.54800 SF	Program Supplies	\$7,621.48
A40505.58020 SF	Retirement	\$2,509.00
A40505.58030 SF	FICA	\$1,371.01
A40505.58040 SF	Worker's Comp	\$995.00
TOTAL Expense		\$43,350.00
A40505.43489 SF Revenue		\$43,350.00

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 13 – Amend 2021 Budget for Contracted Medical Services - County Coroner

RESULT: APPROVED [UNANIMOUS]

Next: 12/16/2021 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Beau Harbin, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

Amend 2021 Budget for Contracted Medical Services - County Coroner

WHEREAS, the Coroner's office has nearly exceeded budgeted funds in the 2021 budget due to additional professional service and transportation costs associated with the removal and autopsy of decedent's, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be amended as follows:

Increase:

A11855.54615	Contracted Medical Svcs	\$35,000.00
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Decrease:

A359900	Appropriated Fund Balance	\$35,000.00
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Referred from Highway Committee

AGENDA ITEM NO. 14 – Award Supplemental Agreement No. 2 Engineering Construction Inspection Services for North Tower Road Large Culvert (CIN 502-0784-59.00) Replacement Project - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	George Wagner, Committee Chair,
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO.

Award Supplemental Agreement No. 2 Engineering Construction Inspection Services for North Tower Road Large Culvert (CIN 502-0784-59.00) Replacement Project - Highway Department

WHEREAS, Cortland County has been awarded \$879,968 in State funding under the BRIDGE-NY Program to design and construct the replacement of the North Tower Road Large Culvert, AND

WHEREAS, the Cortland County Legislature has accepted the State funding for said project by Resolution No. 7-19, AND

WHEREAS, the Highway Department solicited and received proposals from firms interested in providing design services for said project, AND

WHEREAS, the Highway Committee appointed a Selection Committee to review said proposals, and make a recommendation to the Highway Committee of a firm that would best provide Professional Engineering Services, AND

WHEREAS, the Highway Committee recommends that C & S Companies of 499 Col. Eileen Collins Blvd., Syracuse, NY 13212 provide Professional Engineering Services to the Cortland County Highway Department, AND

WHEREAS, the amount of the Construction Inspection for said services was \$42,000.00, AND

WHEREAS, there is a need for additional Construction Administration and Inspection Services for in-plant precast concrete inspection that was not included in the original agreement for an amount of \$14,000.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves Supplemental Agreement No. 2 with C & S Companies for Professional Engineering Services to the Cortland County Highway Department for an additional amount not to exceed \$14,000.00, AND BE IT FURTHER

RESOLVED, that the Chairman of the Cortland County Legislature, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute said contract agreement with for Professional Engineering Services for the Construction Inspection for the North Tower Road Large Culvert Replacement, AND BE IT FURTHER

RESOLVED, that the 2021 Capital Budget be modified as follows:

Increase:

HH512243.43597.NTLC	State Revenue	\$14,000.00
HH51225.52800.NTLC	Infrastructure	\$14,000.00

AGENDA ITEM NO. 15 – Sublease of Cortland County Agricultural Corporation Building to Suit-Kote Corporation - Highway Department

RESULT: APPROVED [6 TO 1]

Next: 12/16/2021 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Stock, Waldbauer, Eccleston

NAYS: Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO.

Sublease of Cortland County Agricultural Corporation 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, 2021 through May 8, 2022 (Resolution No.227-21, Agreement No. 206-21), AND

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

WHEREAS, 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 half of the costs of said lease which amounts to \$1,325.00, AND

WHEREAS, the County of Cortland is agreeable to sublease 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 2021-2022 winter season starting October 15, 2021 and ending May 8, 2022 with Suit-Kote Corporation, 1911 Loring Crossing Road, Cortland, NY 13045 for an amount of \$1,325.00.

Referred from Government Operations Committee

AGENDA ITEM NO. 16 – Amend Resolution 212-20 Standard Workday Reporting for Elected and Appointed Officials

RESULT: APPROVED [UNANIMOUS]

Next: 12/16/2021 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Beau Harbin, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WILSON

RESOLUTION NO.

Amend Resolution 212-20 Standard Workday Reporting for Elected and Appointed Officials

WHEREAS, the New York State Comptroller is authorized by Sections 34 and 334 of the Retirement and Social Security Law to adopt rules and regulations for reporting the service and salary information for all employees of participating employers in the New York State and Local Employees' Retirement System ("Retirement System"), AND

WHEREAS, Cortland County is a participating employer in the Retirement System, AND

WHEREAS, the New York State Comptroller has promulgated Regulation 315.4 which imposes certain reporting requirements for elected and appointed officials of participating employers, and requires the governing board of each participating employer to adopt a resolution establishing a standard work day for each elected or appointed official, AND

WHEREAS, among the requirements for employers are a more detailed description of a Standard Work Day along with a Legislative resolution establishing and reporting such Standard Work Day, public posting of the Resolution, and submission of the Resolution to the New York State Retirement System, AND

WHEREAS, pursuant to Regulation 315.4, in the event that elected or appointed officials do not participate in an employer's time keeping system, they are required to keep a record of activities (ROA) for a three month period and submit it to the clerk of the governing board within 180 days of taking office, AND

WHEREAS, each of the elected or appointed officials listed in this resolution have kept records of their actual time (ROA) worked in their current position for the required ninety days or taken part in the Cortland County time keeping system, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 212-20 on June 25, 2020, AND

WHEREAS, changes in the calculation of the standard workday have impacted the previously adopted in Resolution No. 212-20, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the following as Standard Work Days for these elected and appointed officials who are not covered by a collective bargaining agreement, and will report the following days worked to the New York State and Local Employees' Retirement System based on the established time keeping system or the record of activities (ROA) maintained and submitted to the Clerk of the Legislature:

Name (First	Social	NYSLRS	Title	Current Term Begin	Standard Work	Record of	Not	Pay	Tier 1
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and Last)	Security Number (Last 4 digits)	ID		& End Dates (mm/dd/yy-mm/dd/yy)	Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Activities Result*	Submitted	Frequency	
Elected Officials:									
Susan Wilson			Legislator	1/1//20-12/31/23	7	3.34 3.09/4.63		Biweekly	
Kevin Fitch			Legislator	1/1//20-12/31/23	7	1.68 1.56/2.33		Biweekly	
John Banewicz			County Treasurer	1/1//20-12/31/23	7	17.63 16.28/24.42		Biweekly	

I, Savannah M. Hempstead, clerk of the governing board of Cortland County, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 16 day of December, 2021 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this ____ day of ___, 2021.
_____.

Affidavit of Posting: I, **Savannah M. Hempstead**, being duly sworn, deposes and says that the posting of the Resolution began on December 17, 2021 and continued for at least 30 days. That the Resolution was available to the public on the:

Employer's website at www.cortland-co.org
Official sign board at 60 Central Avenue, Cortland NY 13045
Main entrance secretary or clerk's office at 60 Central Avenue, Cortland NY 13045, Room 306

Adjourn



Finance & Administration Committee

Committee Meeting

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

1

~ Minutes ~

Tuesday, November 9, 2021

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:21 AM by Committee Chair, George Wagner

Attendee Name	Organization	Title	Status	Arrived	Departed
Sandra Price	Cortland County, NY	Committee Member	Present		
George Wagner	Cortland County, NY	Committee Chair,	Present		
Christopher Newell	Cortland County, NY	Committee Member	Present		
Beau Harbin	Cortland County, NY	Committee Member	Present		
Richard Stock	Cortland County, NY	Committee Member	Present		
Eugene Waldbauer	Cortland County, NY	Committee Member	Present		
Mitchel Eccleston	Cortland County, NY	Vice Chair	Present		
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present		
Paul Heider	Cortland County, NY	Chair, Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Mark Helms	Cortland County, NY	Sheriff	Present		
Laura Fox	Cortland County, NY	Real Property Tax Services	Present		
Garry VanGorder	Cortland County Business Development Corporation	Executive Director	Present		
Andrea Herzog	Cortland County, NY	Director, Budget and Finance	Present		
Ann Homer	Cortland County, NY	Board Member	Present		
Lisa Hoeschele	Family and Children's Counseling Services, Inc.	Executive Director	Present		
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present		
Laurie Leonard	Cortland County, NY	Personnel Officer	Present		
Susan Wilson	Cortland County, NY	Board Member	Present		
Wendy Franklin	Cortland County, NY	Chief Assistant County Attorney	Present		
Amy Buggs	Cortland County, NY	Grants Administrator	Late	10:57 AM	
Amanda	Soil & Water	Director	Remote		

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

Barber	Conservation District				
Kevin Fitch	Cortland County, NY	Board Member	Remote	11:10 AM	11:29 AM

MINUTES

1. Finance & Administration Committee - Committee Meeting - Oct 19, 2021 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Refunding Bond Resolution of the County of Cortland, New York Authorizing the Refunding of County (Serial) Bonds and Providing for Other Matters in Relation Thereto and the Payment of the Bonds to be Refunded

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Refunding Bond Resolution of the County of Cortland, New York Authorizing the Refunding of County (Serial) Bonds and Providing for Other Matters in Relation Thereto and the Payment of the Bonds to be Refunded

WHEREAS, the County of Cortland, New York (the “County”) has outstanding \$5,645,000 of General Obligation (Serial) Bonds, 2015 dated February 27, 2015 originally issued in the aggregate principal amount of \$7,452,000 (the “Refunded Bonds”); and

WHEREAS, the Refunded Bonds carry interest rates that are higher than interest rates available in the current capital markets; and

WHEREAS, it is now desired to authorize the County Treasurer, as Chief Fiscal Officer to refund and refinance all or a portion of the Refunded Bonds in order to achieve lower interest rates and present value debt service savings.

NOW, THEREFORE BE IT RESOLVED, ON NOVEMBER 18, 2021, BY THE COUNTY LEGISLATURE OF THE COUNTY OF CORTLAND, NEW YORK (by favorable vote of not less than two thirds of said Legislature) AS FOLLOWS:

Section 1. For the object or purpose of refunding the outstanding principal balance of the Refunded Bonds (or such portion thereof as the Chief Fiscal Officer shall determine to be in the best financial interests of the County) including providing moneys which, together with the interest earned from the investment of certain of the proceeds of the refunding bonds herein authorized, shall be sufficient to pay (i) the principal amount of the Refunded Bonds, (ii) the aggregate amount of unmatured interest payable on the Refunded Bonds to and including the date on which the Refunded Bonds which are callable are to be called prior to their respective maturities in accordance with the Refunding Financial Plan, as hereinafter defined, (iii) the costs and expenses incidental to the issuance of the Refunding Bonds

herein authorized, including, without limitation, the development of the Refunding Financial Plan, as hereinafter defined, costs and expenses of executing and performing the terms and conditions of the Escrow Contract, as hereinafter defined, and fees and charges of the Escrow Holder, as hereinafter defined, (iv) the redemption premium to be paid on the Refunded Bonds which are to be called prior to their respective maturities; and (v) the premium or premiums for a policy or policies of municipal bond insurance or cost or costs of other credit enhancement facility or facilities, for the refunding bonds herein authorized, or any portion thereof, there are hereby authorized to be issued not exceeding \$5,515,000 refunding serial bonds of the County pursuant to the provisions of Sections 90.00 or 90.10, as applicable, the Local Finance Law (the "County Refunding Bonds" or the "Refunding Bonds"), it being anticipated that the amount of Refunding Bonds actually to be issued will be approximately \$4,815,000, as provided in Section 7 hereof. The Refunding Bonds shall each be designated substantially "REFUNDING (SERIAL) BONDS, 2022", including a series designation, if appropriate, and shall be of the denomination of \$5,000 or any integral multiple thereof not exceeding the principal amount of each respective maturity, except for any necessary odd denominations. Such bonds shall be numbered with the prefix R followed by a dash and then from 1 upward, shall be dated on such dates, and shall mature annually on such dates in such years, bearing interest semi-annually on such dates, at the rate or rates of interest per annum, as may be necessary to sell the same, all as shall be determined County Treasurer pursuant to Section 4 hereof. It is hereby further determined that (a) such Refunding Bonds may be issued in series, (b) such Refunding Bonds may be sold at private sale at a discount in the manner authorized by subdivision 2 of paragraph f of Section 90.10 of the Local Finance Law, if applicable, and (c) such Refunding Bonds may be issued as a single consolidated issue. It is hereby further determined that such Refunding Bonds may be issued to refund all, or any portion of, the Refunded Bonds, subject to the limitation hereinafter described in Section 13 hereof relating to approval by the State Comptroller, if applicable.

Section 2. The Refunding Bonds may be subject to redemption prior to maturity upon such terms, if any, as the Chief Fiscal Officer shall prescribe, which terms shall be in compliance with the Local Finance Law.

Section 3. Principal and interest on the Refunding Bonds will be payable in lawful money of the United States of America. The Refunding Bonds shall be issued in registered form and shall not be registrable to bearer or convertible into bearer coupon form. The County Treasurer, as chief fiscal officer of the County, is hereby authorized, if necessary, to enter into an agreement or agreements containing such terms and conditions as he shall deem proper with a bank or trust company or banks or trust companies, to act in connection with the Refunding Bonds, as the Fiscal Agent for the County, to perform the services described in Section 70.00 of the Local Finance Law, and to execute such agreement or agreements on behalf of the County, regardless of whether the Refunding Bonds are initially issued in certificated or non-certificated form.

Section 4. The Chief Fiscal Officer is hereby further designated all powers of this County Legislature with respect to agreements for credit enhancement, derived from and pursuant to Section 168.00 of the Local Finance Law, for said Refunding Bonds, including, but not limited to the determination of the provider of such credit enhancement facility or facilities and the terms and contents of any agreement or agreements related thereto.

Section 5. The Refunding Bonds shall be executed in the name of the County by the manual or facsimile signature of the County Treasurer, and a facsimile of its corporate seal shall be imprinted or impressed thereon. In the event of facsimile signature by the County Treasurer, the Refunding Bonds shall be authenticated by the manual signature of an authorized officer or employee of a bank or trust company acting in the capacity of the Fiscal Agent. To the extent applicable, the Refunding Bonds shall contain the recital required by subdivision 4 of paragraph j of Section 90.10 of the Local Finance Law, if applicable, and the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the County Treasurer shall determine. It is hereby determined that it is to the financial advantage of the County not to impose and collect from registered owners of the Refunding Bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the Fiscal

Agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the Fiscal Agent.

Section 6. It is hereby determined that:

- () the maximum amount of the Refunding Bonds authorized to be issued pursuant to this Resolution does not exceed the limitation imposed by subdivision 1 of paragraph b of Section 90.10 of the Local Finance Law;
- () the maximum period of probable usefulness permitted by law at the time of the issuance of the Refunded Bonds was, for each of the objects or purposes for which such Refunded Bonds were issued is as provided in the refunded bond certificate, which is hereby incorporated herein by reference;
- () the last installment of the Refunding Bonds will mature not later than the expiration of the period of probable usefulness of each object or purpose for which the Refunded Bonds were issued in accordance with the provisions of subdivision 1 of paragraph c of Section 90.10 of the Local Finance Law; and
- () the estimated present value of the total debt service savings anticipated as a result of the issuance of the Refunding Bonds, if any, computed in accordance with the provisions of subdivision 2 of paragraph b of Section 90.10 of the Local Finance Law, is as shown in the Refunding Financial Plan described in Section 7 hereof.

Section 7. The financial plan for the refunding authorized by this resolution (the “Refunding Financial Plan”), showing the sources and amounts of all moneys required to accomplish such refunding, the estimated present value of the total debt service savings and the basis for the computation of the aforesaid estimated present value of total debt service savings, are set forth in Exhibit A attached hereto and made a part of this Resolution. The Refunding Financial Plan has been prepared based upon the assumption that the Refunding Bonds will be issued in the principal amount of \$4,815,000 and that the Refunding Bonds will mature, be of such terms, and bear interest as set forth in Exhibit A. This Legislature recognizes that the amount of the Refunding Bonds, maturities, terms, and interest rate or rates borne by the Refunding Bonds to be issued by the County will most probably be different from such assumptions and that the Refunding Financial Plan will also most probably be different from such Exhibit A. The County Treasurer is hereby authorized and directed to determine the amount of the Refunding Bonds to be issued, the date of such bonds and the date of issue, maturities and terms thereof, the provisions relating to the redemption of Refunding Bonds prior to maturity, if any, whether the Refunding Bonds will be insured by a policy or policies of municipal bond insurance or otherwise enhanced by a credit enhancement facility or facilities, whether the Refunding Bonds shall be sold at a discount in the manner authorized by paragraph e of Section 57.00 of the Local Finance Law, and the rate or rates of interest to be borne thereby, whether the Refunding Bonds shall be issued with substantially level or declining annual debt service and all matters relating thereto, and to prepare, or cause to be provided, a final Refunding Financial Plan for the Refunding Bonds, and all powers in connection therewith are hereby delegated to the County Treasurer; provided, that the terms of the Refunding Bonds to be issued, including the rate or rates of interest borne thereby, shall comply with the requirements of Section 90.10 of the Local Finance Law, if applicable. The County Treasurer shall file a copy of his certificate determining the details of the Refunding Bonds and the final Refunding Financial Plan with the Clerk of the County Legislature not later than ten (10) days after the delivery of the Refunding Bonds, as herein provided.

Section 8. The County Treasurer is hereby authorized to enter into an escrow contract (the “Escrow Contract”) with a bank or trust company located and authorized to do business in this State as he shall designate (the “Escrow Holder”) for the purpose of having the Escrow Holder act, in connection with the Refunded Bonds, as the escrow holder to perform the services described in Section 90.10 of the Local Finance Law, if applicable.

Section 9. The faith and credit of the County are hereby irrevocably pledged to the payment

of the principal of and interest on the Refunding Bonds as the same respectively become due and payable. To the extent debt service on such bonds is not paid from other sources, there shall annually be levied on all the taxable real property in the County a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 10. To the extent required by law and if necessary to carry out the intent of the refunding financial plan, all of the proceeds from the sale of the Refunding Bonds, including the premium, if any, but excluding accrued interest thereon, shall immediately upon receipt thereof be placed in escrow with the Escrow Holder for the Refunded Bonds. Accrued interest, if any, on the Refunding Bonds shall be paid to the County to be expended to pay interest on the Refunding Bonds on the first interest payment date thereof. Such proceeds as are deposited in the escrow deposit fund to be created and established pursuant to the Escrow Contract, whether in the form of cash or investments, or both, inclusive of any interest earned from the investment thereof, shall be irrevocably committed and pledged to the payment of the principal of and interest on the Refunded Bonds in accordance with Sections 90.00 and 90.10 of the Local Finance Law, if applicable, and the holders, from time to time, of the Refunded Bonds shall have a lien upon such moneys held by the Escrow Holder. Such pledge and lien shall become valid and binding upon the issuance of the Refunding Bonds and the moneys and investments held by the Escrow Holder for the Refunded Bonds in the escrow deposit fund shall immediately be subject thereto without any further act. Such pledge and lien shall be valid and binding as against all parties having claims of any kind in tort, contract or otherwise against the County irrespective of whether such parties have notice thereof.

Section 11. Notwithstanding any other provision of the resolution, so long as any of the Refunding Bonds shall be outstanding, the County shall not use, or permit the use of, any proceeds from the sale of the Refunding Bonds in any manner which would cause any of the Refunding Bonds to be “arbitrage” bonds as that term is used in Section 148 of the Internal Revenue Code of 1986, as amended, and, to the extent applicable, the Regulations promulgated by the United States Treasury Department thereunder as then in effect.

Section 12. In accordance with the terms of the Refunded Bonds and the Bond Certificate relating thereto, as well as the provisions of Section 53.00 and of paragraph h of Section 90.10 of the Local Finance Law, if applicable, and subject only to the issuance of the Refunding Bonds as herein authorized, the County hereby elects to call in and redeem each series of Refunded Bonds on their respective first optional redemption date. The sum to be paid therefor on such redemption date shall be the par value thereof plus the redemption premium, if any as provided in the Refunded Bonds Certificate, and the accrued interest to such redemption date. The Escrow Agent for the Refunded Bonds is hereby authorized and directed to cause notice of such call for redemption to be given in the name of the County in the manner and within the times provided in the Refunded Bonds Certificate. Such notice of redemption shall be in substantially the form attached to the Escrow Contract. Upon the issuance of the Refunding Bonds, the election to call in and redeem the callable Refunded Bonds and the direction to the Escrow Agent to cause notice thereof to be given as provided in this paragraph shall become irrevocable, provided that this paragraph may be amended from time to time as may be necessary in order to comply with the publication requirements of paragraph a of Section 53.00 of the Local Finance Law, or any successor law thereto.

Section 13. The Refunding Bonds shall be sold at public competitive sale or at private sale to an investment bank to be selected by the County Treasurer (the “Underwriter”) for such purchase price as shall be determined by the County Treasurer, plus accrued interest, if any, from the date of the Refunding Bonds to the date of delivery of and payment for the Refunding Bonds, subject to the approval of the terms and conditions of such sale by the State Comptroller as required by subdivision 2 of paragraph f of Section 90.10 of the Local Finance Law, if applicable. The County Treasurer is hereby authorized to execute and deliver a purchase contract or similar agreement for the Refunding Bonds in the name and on behalf of the County providing the terms and conditions for the sale and delivery of the Refunding Bonds to the Underwriter.

Section 14. The County Treasurer and the Clerk of the County Legislature and all other

officers, employees and agents of the County are hereby authorized and directed for and on behalf of the County to execute and deliver all certificates and other documents, perform all acts and do all things required or contemplated to be executed, performed or done by this resolution or any document or agreement approved hereby.

Section 15. All other matters pertaining to the terms and issuance of the Refunding Bonds shall be determined by the County Treasurer and all powers in connection thereof are hereby delegated to the County Treasurer.

Section 16. The validity of the Refunding Bonds, may be contested only if:

(a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or

(c) such obligations are authorized in violation of the provisions of the constitution.

Section 17. The law firm of Trespasz & Marquardt, LLP is appointed bond counsel for the Refunding Bonds and Fiscal Advisors & Marketing, Inc. is appointed Financial Advisor for the Refunding Bonds.

Section 18. This resolution shall take effect immediately. The Clerk of the County Legislature is hereby authorized and directed to publish a summary of the foregoing resolution, together with a Notice in substantially the form prescribed by Section 81.00 of the Local Finance Law in the newspapers having general circulation in the County and designated the official newspapers of County for such publication.

AGENDA ITEM NO. 2 – Authorize the 2022 Cortland County Tourism Marketing Grants

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Christopher Newell, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize the 2022 Cortland County Tourism Marketing Grants

WHEREAS, the Cortland County Legislature adopted Resolution No. 233-21 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. 233-21, 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. 232-21 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 November 2021 to review applications for use of half of the 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 agency's that sought funding, AND

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

Brockway Truck Preservation Society	\$10,000
Center for the Arts of Homer	\$33,000
Central NY Maple Festival	\$6,000
Cortland Crush NYCBL Baseball	\$5,000
Cortland County Historical Society	\$13,477
Cortland Main Street Music Series	\$2,700
Cortland Regional Sports Council	\$120,000
Cortland Repertory Theatre	\$33,000
Cortland Arts Connect (Cultural Council)	\$10,000
Holiday in Homer	\$2,500
Homer Cortland Community Agency	\$18,000
Homeville Museum	\$2,000
JM McDonald Sports Complex	\$20,000
Lime Hollow Nature Center	\$12,000
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 2022 adopted budget and the Cortland County Treasurer 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.

AGENDA ITEM NO. 3 – Rescind Resolution No. 58-17 and Adopt Amended Fund Balance Policy

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/18/2021 6:00 PM

MOVER: Eugene Waldbauer, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Rescind Resolution No. 58-17 and Adopt Amended Fund Balance Policy

WHEREAS, Resolution No. 334-04 established a Fund Balance Policy, AND

WHEREAS, Resolution No. 58-17 rescinded Resolution No. 334-04 and reestablished the Fund Balance Policy, AND

WHEREAS, the Cortland County Legislature, upon recommendation of the Director of Finance, County Administrator and the Finance and Administration Committee, would like to amend said Fund

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

Balance Policy, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby rescinds Resolution No. 58-17 and replaces Fund Balance Policy 05-02 with the attached amended Cortland County Fund Balance Policy, AND BE IT FURTHER

RESOLVED, the attached policy which will become effective upon its adoption by the Cortland County Legislature.

AGENDA ITEM NO. 4 – Amend Tentative 2022 County Budget

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Amend Tentative 2022 County Budget

WHEREAS, the County Administrator (Budget Officer) presented the 2022 Tentative County Budget to the Cortland County Legislature on October 12, 2021, AND

WHEREAS, a Public Hearing was held on October 26, 2021 at 6 p.m. in the Legislative Chambers, AND

WHEREAS, salary and salary related adjustments were made based on recently passed resolutions, 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 2022 Tentative County Budget as on attached schedule.

AGENDA ITEM NO. 5 – Adopt the 2022 County Budget

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: George Wagner, Committee Chair,

SECONDER: Richard Stock, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Adopt the 2022 County Budget

WHEREAS, the Cortland County Administrator presented the 2022 Tentative Budget to the Cortland County Legislature on October 12, 2021, AND

WHEREAS, the Legislature's Finance & Administration Committee has reviewed said budget

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

and recommends adoption as presented, AND

WHEREAS, a Public Hearing was held before this Legislature on October 26, 2021, NOW THEREFORE BE IT

RESOLVED that the 2022 tentative Cortland County budget be and hereby is adopted with a Real Property Tax Levy of \$37,728,555.00 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. 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

AGENDA ITEM NO. 1 – Establish Little York Lake Special Taxing District

RESULT: APPROVED [4 TO 3]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Sandra Price, Christopher Newell, Beau Harbin, Eugene Waldbauer

NAYS: George Wagner, Richard Stock, Mitchel Eccleston

ON MOTION OF FITCH

RESOLUTION NO.

Establish Little York Lake Special Taxing District

WHEREAS, the Little York Lake Preservation Society, Inc. recommends the creation of a Special Taxing District for the properties surrounding Little York Lake, AND

WHEREAS, the Cortland County Legislature recommends the creation of a Special Taxing District for the properties directly surrounding Little York Lake, AND

WHEREAS, the name of this district would be the "Little York Lake Protection and Rehabilitation District", hereinafter referred to as "District", AND

WHEREAS, the Cortland County Legislature find that it is in the public's interest to establish this Special Taxing District, AND

WHEREAS, the Cortland County Soil and Water Conservation District will be the administrative agent for the District at no cost except for the reimbursement for direct costs from the Little York Lake Preservation Society, Inc., AND

WHEREAS, after receiving the maps, plans, reports and recommendations from the Little York Lake Preservation Society, Inc., it is the recommendation of the Agricultural, Planning and Environmental Committee to create this District, AND

WHEREAS, the District will include the tax map parcels highlighted on the attached map, AND

WHEREAS, a public hearing was held on October 26, 2021 at 60 Central Avenue, Room 308, Cortland, New York 13045 for any and all persons wishing to speak regarding the creation of this District pursuant to County Law § 254, NOW THEREFORE BE IT

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

RESOVLED, that the Special Taxing District known as the “Little York Lake Protection and Rehabilitation District” be and hereby is created as of January 1, 2023 subject to referendum, AND BE IT FURTHER

RESOLVED, that Cortland County Real Property Tax Services and the County Treasurer be and hereby are authorized to implement and collect this special tax.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 2 – Authorize Agreement for Network Assessment - Information Technology

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Agreement for Network Assessment - Information Technology

WHEREAS, quotes were requested for consulting services to evaluate Cortland County’s network infrastructure, AND

WHEREAS, quotes were received from the following:

Company	Address	Amount
DRCS	7085 Manlius Center Rd., East Syracuse, NY 13057	\$5,400
Advizex	50 Square Dr., Suite 200, Victor, NY 14564	\$9,200
Dyntek	5241 California Ave., Suite 150, Irvine, CA 92617	\$16,500

, AND

WHEREAS, Advizex, 50 Square Dr., Suite 200, Victor, NY 14564 submitted the lowest responsible quote, NOW THEREFORE BE IT

RESOLVED, that Advizex, 50 Square Dr., Suite 200, Victor, NY 14564 is hereby awarded the contract to perform an evaluation of Cortland County’s network infrastructure according to the terms laid out in the Scope of Work, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, subject to appropriation by the Legislature, is hereby authorized to enter into a contract with Advizex, 50 Square Dr., Suite 200, Victor, NY 14564 for an evaluation of Cortland County’s network infrastructure.

Referred from Health & Human Services

AGENDA ITEM NO. 3 – Authorize Agreement/Accept Funds Traffic Safety and Injury Prevention Program/Child Passenger Safety - Health Department

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF BISCHOFF**RESOLUTION NO.**

Authorize Agreement/Accept Funds Traffic Safety and Injury Prevention Program/Child Passenger Safety - Health Department

WHEREAS, the State of New York through the Governor's Traffic Safety Committee has awarded the Cortland County Health Department \$10,900 to continue to fund the Child Passenger Safety Program, CPS-2022-Cortland County HD-00056-(012) T0066744, CFDA# 20.616, for the period of 10/01/21-9/30/22, AND

WHEREAS, this will provide education on the proper use and installation of child safety seats in New York State, AND

WHEREAS, the 2021 County Budget will need to be amended as follows:

	<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A40105.44389.22CPS CPS 21-22 GRANT	\$0	\$10,900	\$10,900
A40105.54048.22CPS PROGRAM SUPP	\$0	\$10,900	\$10,900

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with New York State Traffic Safety Committee to accept these funds.

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 4 – Authorize Agreement/Accept Funds Traffic Safety and Injury Prevention Program - Health Department

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF BISCHOFF**RESOLUTION NO.**

Authorize Agreement/Accept Funds Traffic Safety and Injury Prevention Program - Health Department

WHEREAS, the State of New York through the Governor's Traffic Safety Committee has awarded the Cortland County Health Department \$40,308 to continue to fund the Traffic Safety and Injury Prevention Program, HS1-2022-Cortland County HD-00141-(012) T006860, CFDA# 20.600, for the period of 10/01/21-9/30/22, AND

WHEREAS, this will provide bike, pedestrian and traffic education programs to reduce the

number of crashes, injuries, and deaths on New York's roads, AND

WHEREAS, the 2021 County Budget will need to be amended as follows:

		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A40105.44389.22TRS	TRS 21-22 GRANT	\$0	\$40,308	\$40,308
A40105.51005.22TRS	PERSONAL SVC	\$0	\$30,276	\$30,276
A40105.54005.22TRS	OFFICE SUPPLIES	\$0	\$200	\$200
A40105.54040.22TRS	DUES	\$0	\$250	\$250
A40105.54045.22TRS	TRAVEL	\$0	\$500	\$500
A40105.58020.22TRS	RETIREMENT	\$0	\$4,844	\$4,844
A40105.58030.22TRS	FICA	\$0	\$2,316	\$2,316
A40105.58060.22TRS	HEALTH INS	\$0	\$1,922	\$1,922

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with the New York State Traffic Safety Committee to accept these funds.

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 5 – Authorize Agreement Between Department of Social Services and Assisted Living Program with TPCC, LLC - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF BISCHOFF

RESOLUTION NO.

Authorize Agreement Between Department of Social Services and Assisted Living Program with TPCC, LLC - Department of Social Services

WHEREAS, the New York State Social Services Law Section 461-L(3)(a)(iii) requires Cortland County Department of Social Services to contract with entities applying to New York State Department of Health to provide Assisted Living Programs (ALP) within the County, AND

WHEREAS, the County is required to enter into such agreement for the purpose of determining Medicaid eligibility for residents placed in an ALP, AND

WHEREAS, TPCC, LLC d/b/a The Pavilion At Cortland Park is applying to New York State Department of Health to create 31 ALP beds at their 193 Clinton Avenue Cortland, NY 13045 property, AND

WHEREAS, all ALP certification requirements, approval, oversight and payments are transacted by New York State entities with such responsibilities directly with TPCC, LLC, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute a contractual agreement for the time period 1/1/2022 – 12/31/2022 with TPCC, LLC.

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 6 – Amend the 2021 Budget to Accept Bureau of Justice Bulletproof Vest Partnership Grant - Sheriff's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Amend the 2021 Budget to Accept Bureau of Justice Bulletproof Vest Partnership Grant - Sheriff's Department

WHEREAS, the Bureau of Justice Assistance (BJA), funded under the Fiscal Year (FY) 2021 BVP Patrick Leahy Bulletproof Vest Partnership (BVP) solicitation, has awarded the Cortland County Sheriff's Office a FY 2021 grant in the amount of \$10,650, AND

WHEREAS, the fiscal period for this grant is April 1, 2021 to August 31, 2023, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's Office is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget be amended as follows:

REVENUE:

A312043.43306.23BVP	FY 2021 BVP Grant	\$10,650
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EXPENSE:

A312055.52015.23BVP	Department Specific Equipment	\$10,650
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, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with Bureau of Justice Assistance (BJA) for the \$10,650 Bulletproof Vest Partnership 2021 award, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 7 – Authorize 2022 Contract and Accept Funds with the New York State Office of Children and Family Services to Support the Cortland County Child Advocacy Center - District Attorney

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

Authorize 2022 Contract and Accept Funds with the New York State Office of Children and Family Services to Support the Cortland County Child Advocacy Center - District Attorney

WHEREAS, a Child Advocacy Center (“CAC”) has been created in Cortland County to facilitate the most efficient and effective handling of cases involving child victims of sexual and physical abuse, AND

WHEREAS, said program is funded by a New York State grant through the New York State Office of Children and Family Services (“OCFS”), AND

WHEREAS, said grant will henceforth be received by Cortland County on behalf of the District Attorney of Cortland County (“DA”), by contract with OCFS assigning the DA as the lead agency with authority and responsibility to administer grant funds, which OCFS advises will total \$161,299 for the OCFS fiscal year 2022, to pay the expenses of running the CAC, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an agreement for the time period February 1, 2022 through January 31, 2023 with OCFS, and the DA be and hereby is authorized to administer funds received from OCFS for the CAC, in an amount not to exceed \$161,299 as follows:

51005	Personnel	\$78,278.00
54000	I/D Phones	\$906.00
54005	Office Supplies	\$500.00
54007	Janitorial Supplies	\$1,000.00
54020	Postage	\$300.00
54035	Training & Staff Dev	\$9,500.00
54040	Dues & Memberships	\$1,684.00
54045	Travel & Sustenance	\$1,200.00
54048	Program Supplies	\$914.00
54800	Program Expense	\$100.00
54070	Liability Insurance	\$4,077.00
54213	I/D Copier	\$784.00
54800	Program Expense	\$25,500.00
58020	Retirement	\$10,959.86
58030	FICA	\$5,988.47
58040	Worker's Comp	\$3,546.91
58060	HI	\$15,956.83
58062	Dental	\$88.25
58065	Vision	\$15.68
TOTAL		\$161,299.00

, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover unused grant funds to the subsequent year(s) budget as covered by the grant, per the approved grant agreement.

Referred from Highway Committee

Referred from Government Operations Committee

AGENDA ITEM NO. 8 – Mortgage Tax Disbursement April 1, 2021-September 30, 2021 - County Clerk

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WILSON

RESOLUTION NO.

Mortgage Tax Disbursement April 1, 2021-September 30, 2021 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2021-September 30, 2021, 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 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	\$116,661.90
Cincinnatus, Town of	9,079.99
Cortlandville, Town of	100,788.45
McGraw, Village of	301.33
Homer, Village of	2,815.85
Cuyler, Town of	6,563.11
Freetown, Town of	7,687.24
Harford, Town of	5,965.63
Homer, Town of	49,929.34
Homer Village of	37,635.27

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

Lapeer, Town of	6,939.43
Marathon, Town of	9,964.15
Marathon, Village of	5,318.30
Preble, Town of	9,418.02
Scott, Town of	6,284.78
Solon, Town of	5,261.67
Taylor, Town of	4,018.05
Truxton, Town of	6,307.26
Virgil, Town of	38,425.58
<u>Willet, Town of</u>	<u>4,435.56</u>
TOTAL	\$433,800.91

AGENDA ITEM NO. 9 – Authorize Agreement Several Agencies - Personnel/Civil Service

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WILSON

RESOLUTION NO.

Authorize Agreement Several Agencies - Personnel/Civil Service

WHEREAS, the Personnel Department contracts for various professional services to assist in the provision of services, AND

WHEREAS, funds have been allocated and proposed in the 2022 budget in account numbers as indicated below NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements beginning December 31, 2021 for or with the following to be paid from the accounts listed, and in accordance with the attached:

One Group	CH90605-54055	12/31/21 - 12/31/22
Family and Children's Services of Ithaca	A14305-54615	12/31/21 - 12/31/23
Psychological Resources	A14305-54615	12/31/21 - 12/31/23
Family Health Network	A14305-54615	12/31/21 - 12/31/23

Coughlin & Gerhart, LLP	A14305-54063	12/31/21 - 12/31/23
Evolution Consulting	A14305-54615	12/31/21 - 12/31/23
ESI Group	A14305-54615	12/31/21 - 12/31/23
BPAS	CH90605-54055	12/31/21 - 12/31/23

AGENDA ITEM NO. 10 – Set Health Insurance Rates 2022 - Cortland County Insurance Program - Personnel Department

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WILSON

RESOLUTION NO.

Set Health Insurance Rates 2022 - Cortland County Insurance Program - Personnel Department

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, 2021 through December 31, 2021, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2022, the premium equivalents to be charged to the employees, retirees and/or County agencies 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>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$ 782.64	\$ 782.64	
Family	\$1903.67	\$ 1903.67	

HEALTH INSURANCE RATES - PPO PLAN

(for all employees hired in the General, Corrections, Civilian, and DOERC unions 1/1/2020 and after)

	<u>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$704.38	\$704.38	
Family	\$1713.30	\$1713.30	

DENTAL INSURANCE RATES

	<u>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$15.04	\$15.04	
Family	\$60.17	\$60.17	

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

VISION INSURANCE RATES

	<u>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$3.25	\$3.25	
Family	\$13.00		\$13.00

AGENDA ITEM NO. 11 – Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2022

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WILSON

RESOLUTION NO.

Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2022

WHEREAS, the Cortland County Legislature adopted a local law on November 14, 2011 entitled “A Local Law to Adopt the County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and a Grade and Step plan for employees falling under the plan,” AND

WHEREAS, the Management/Management Confidential Employee Policy Manual states that employees covered under this policy shall receive an annual adjustment equal to the increase given to CSEA unit 6550, AND

WHEREAS, the 2022 adopted County budget includes a 2% cost of living adjustment for Management/Management Confidential employees, NOW, THEREFORE, BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs a 2% cost of living adjustment for those employees who in the “County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and a Grade and Step plan for employees falling under the plan” effective January 1, 2022 in accordance with the following schedule:

Management

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$88,977	\$92,537	\$96,238	\$100,087	\$104,089	\$108,254
2	\$82,768	\$86,081	\$89,523	\$92,797	\$96,827	\$100,701
3	\$76,995	\$80,074	\$83,277	\$86,609	\$90,073	\$93,675
4	\$71,623	\$74,487	\$77,468	\$80,566	\$83,789	\$87,139
5	\$66,626	\$69,291	\$72,062	\$74,944	\$77,943	\$81,060
6	\$61,977	\$64,456	\$67,035	\$69,716	\$72,505	\$75,405
7	\$57,653	\$59,961	\$62,357	\$64,853	\$67,446	\$70,144
8	\$53,630	\$55,777	\$58,010	\$60,328	\$62,741	\$65,251

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

9	\$49,890	\$51,885	\$53,961	\$56,118	\$58,363	\$60,698
10	\$46,409	\$48,265	\$50,197	\$52,202	\$54,293	\$56,464
11	\$43,171	\$44,897	\$46,694	\$48,561	\$50,504	\$52,523

Management
Confidential

5	22.7399	23.6497	24.5957	25.5794	26.6025	27.6668
4	21.0202	21.8609	22.7354	23.6449	24.5906	25.5743
3	20.2116	21.0202	21.8609	22.7354	23.6449	24.5906
2	19.4344	20.2116	21.0202	21.8609	22.7354	23.6449
1	18.6869	19.4344	20.2116	21.0202	21.8609	22.7354

AGENDA ITEM NO. 12 – Adopt Local Law "J" for the Year 2021 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WILSON

RESOLUTION NO.

Adopt Local Law "J" for the Year 2021 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 "J" 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 Confidential Employees through Cortland County Local Law No. 4 of 2011.

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 2022 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 2022 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.

AGENDA ITEM NO. 13 – Adopt Local Law "K" for the Year 2021 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

**Adopt Local Law "K" for the Year 2021 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 "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 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 \$32,479.86 to 33,792.05 for fiscal year 2022 and paid over the balance of 2022 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.

AGENDA ITEM NO. 14 – Authorize Agreement Between Cortland County and the County Police Association of Cortland County (CPAC)

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF PRICE

RESOLUTION NO.

**Authorize Agreement Between Cortland County and the County Police Association of Cortland
County (CPAC)**

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

WHEREAS, Cortland County and the County Police Association of Cortland County (CPAC) negotiating committees have met to negotiate a new contract, AND

WHEREAS, the negotiating committees have agreed on a new contract beginning January 1, 2022 through December 31, 2025, AND

WHEREAS, the County Police Association of Cortland County ratified the contract on October 27, 2021, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the County Police Association of Cortland County contract.

Discussion Items/Reports

1. Treasurer Report November 2021

RESULT:	COMPLETED
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2. Real Property Tax Services Monthly Reports

RESULT:	COMPLETED
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3. Monthly Finance Department Reports

RESULT:	COMPLETED
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4. Audit Department Monthly Budget Report

RESULT:	COMPLETED
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5. 2022 Budget Discussions

RESULT:	COMPLETED
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Resolutions Upon Recommendation of the Federal Aid Allocation Citizen's Advisory Committee

AGENDA ITEM NO. 1 – Authorize the Use of Federal American Rescue Plan Funding for the Department of Information Technology

RESULT:	APPROVED [UNANIMOUS]
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Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize the Use of Federal American Rescue Plan Funding for the Department of Information Technology

WHEREAS, the Federal American Rescue Plan has allocated over \$9,000,000 to Cortland County, AND

WHEREAS, the COVID-19 pandemic greatly increased the demand on the Cortland County Department of Information Technology, AND

WHEREAS, the Department of Information Technology, upon recommendation of the County

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

Administrator put forward a request for funding to the Cortland County Federal Aid Allocation Citizen's Advisory Committee for the following upgrades in the amount of \$408,000:

Hardware:	
SAN - 22TB:	\$85,000
Server Refresh:	\$32,500
Disk to disk backup solution:	\$30,000
10GB network backbone for backups:	\$25,000
Switch refresh:	\$80,000
Software:	
VMware Enterprise licensing:	\$80,000
Server licenses:	\$2,500
Consulting:	
SAN configuration:	\$10,000
VMware configuration:	\$10,000
Security remediation:	\$13,000
Network redundancy (based on independent network audit remediation suggestions):	\$40,000
TOTAL	\$408,000

, AND

WHEREAS, it is the recommendation of the Federal Aid Allocation Citizen's Advisory Committee to authorize the use of Federal American Rescue Plan funds for Information Technology infrastructure upgrades, improvements and maintenance in the amount of \$500,000, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes \$500,000 of the Federal American Rescue Plan funding be allocated to the Department of Information Technology for infrastructure upgrades, improvements and maintenance, AND BE IT FURTHER

RESOLVED, that the Director of Finance, upon approval of the County Administrator, be and hereby is authorized to transfer funds to the Department of Information Technology's current and future budgets as needed for infrastructure upgrades, improvements and maintenance up to \$500,000.

AGENDA ITEM NO. 2 – Authorize Allocation of American Rescue Plan Funding to the Village of McGraw for Sewer Lift Station Repair

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Village of McGraw for Sewer Lift Station Repair

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$85,272 of the water, sewer and broadband infrastructure federal aid revenue to the Village of McGraw for sewer lift station repair at the Bennett Street, Port Watson Street and Polkville lift stations, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$85,272 of the water, sewer and broadband infrastructure Federal American Rescue Plan funds to the Village of McGraw for sewer lift station repair at the Bennett Street, Port Watson Street and Polkville lift stations, 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 Village of McGraw for said purposes.

AGENDA ITEM NO. 3 – Authorize Allocation of American Rescue Plan Funding to Cortland County Soil and Water Conservation District for Stream Corridor Management

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Richard Stock, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to Cortland County Soil and Water Conservation District for Stream Corridor Management

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow

community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$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, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$300,000 of the water, sewer and broadband infrastructure Federal American Rescue Plan funds to the Cortland County Soil and Water Conservation District to purchase material for a stream corridor management program, 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 Soil and Water Conservation District for said purposes.

AGENDA ITEM NO. 4 – Authorize Allocation of American Rescue Plan Funding to the Cortland County Business Development Corporation

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/18/2021 6:00 PM

MOVER: Christopher Newell, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Cortland County Business Development Corporation

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$300,000 of the federal aid revenue to the Cortland County Business Development Corporation to administer a Downtown Assistance Program, a Façade Improvement Program and a Small Business Expansion Assistance Program, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$300,000 of the Federal American Rescue Plan funds to the Cortland County Business Development Corporation to administer a Downtown Assistance Program, a Façade Improvement Program and a Small Business Expansion Assistance Program, 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 Business Development Corporation for said purposes.

AGENDA ITEM NO. 5 – Authorize Allocation of American Rescue Plan Funding to Catholic Charities of Cortland County

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Christopher Newell, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to Catholic Charities of Cortland County

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$150,000 of the federal aid revenue to Catholic Charities of Cortland County for the operation of their Pathways to Re-Entry Project, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$150,000 of the Federal American Rescue Plan funds to Catholic Charities of Cortland County for the operation of their Pathways to Re-Entry Project, 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 Catholic Charities of Cortland County for said purposes.

AGENDA ITEM NO. 6 – Authorize Allocation of American Rescue Plan Funding to the Center for the Arts of Homer, Inc.

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/18/2021 6:00 PM

MOVER: Christopher Newell, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Center for the Arts of Homer, Inc.

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$100,000 of the federal aid revenue to the Center for the Arts of Homer, Inc. for the heating, ventilation, air-conditioning and air sanitizing (HVAC/S) project at the Center for the Arts of Homer, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$100,000 of the Federal American Rescue Plan funds to the Center for the Arts of Homer, Inc. for the heating, ventilation, air-conditioning and air sanitizing (HVAC/S) project at the Center for the Arts of Homer, 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 Center for the Arts of Homer, Inc. for said purposes.

AGENDA ITEM NO. 7 – Authorize Allocation of American Rescue Plan Funding to the Central New York Living History Center (Homeville Museum)

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Richard Stock, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Central New York Living History Center (Homeville Museum)

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee

reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$20,000 of the federal aid revenue to the Central New York Living History Museum, also known as the Homeville Museum, for the preliminary work (design, code research, drawings, engineering architectural fees, etc.) needed to enclose "The Carport" at the museum, which will be used as a community space for Cortland County residents, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$20,000 of the Federal American Rescue Plan funds to the Central New York Living History Museum, also known as the Homeville Museum, for the preliminary work (design, code research, drawings, engineering architectural fees, etc.) needed to enclose "The Carport" at the museum, which will be used as a community space for Cortland County residents, 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 Central New York Living History Museum, also known as the Homeville Museum, for said purposes.

AGENDA ITEM NO. 8 – Authorize Allocation of American Rescue Plan Funding to the Cortland Agricultural Corporation

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/18/2021 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Mitchel Eccleston, Vice Chair

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Cortland Agricultural Corporation

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$50,000 of the federal aid revenue to the Cortland Agricultural Corporation for the following:

- Install electric lines and hook-ups
- Install 6-7 cameras and wiring for security system
- Maintenance and upgrades to parking areas
- Relocating water lines.
- Installation of camper/RV dumping station
- Updating/expanding external lighting
- Signage to help guide people to the fairgrounds
- Replacement of several outdated wood bleacher sections around horse arena

, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$50,000 of the Federal American Rescue Plan funds to the Cortland Agricultural Corporation for the purposes outlined in this resolution, 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 Agricultural Corporation for said purposes.

AGENDA ITEM NO. 9 – Authorize Allocation of American Rescue Plan Funding to the Cortland County SPCA

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/18/2021 6:00 PM

MOVER: Richard Stock, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Cortland County SPCA

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of

community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$97,432 of the federal aid revenue to the Cortland County SPCA for kennels, a handicap accessible ramp, drainage repair and roofing at the Cortland County SPCA building, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$97,432 of the Federal American Rescue Plan funds to the Cortland County SPCA for kennels, a handicap accessible ramp, drainage repair and roofing at the Cortland County SPCA building, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee, be and hereby is authorized to sign a contract with the Cortland County SPCA for said purposes.

AGENDA ITEM NO. 10 – Authorize Allocation of American Rescue Plan Funding to Grace and Holy Spirit Church

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to Grace and Holy Spirit Church

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$90,000 of the federal aid revenue to Grace and Holy Spirit Church for the purchase of a generator, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$90,000 of the Federal American Rescue Plan funds to Grace and Holy Spirit Church for the purchase of a generator, 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 Grace and Holy Spirit Church for said purposes.

AGENDA ITEM NO. 11 – Authorize Allocation of American Rescue Plan Funding to the Cortland County Holstein Club

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Mitchel Eccleston, Vice Chair

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Cortland County Holstein Club

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$36,000 of the federal aid revenue to the Cortland County Holstein Club for improvements and upgrades to the wash rack and show ring surface, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$36,000 of the Federal American Rescue Plan funds to the Cortland County Holstein Club for improvements and upgrades to the wash rack and show ring surface, 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 Holstein Club for said purposes.

AGENDA ITEM NO. 12 – Authorize Allocation of American Rescue Plan Funding to the JM McDonald Sports Complex

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/18/2021 6:00 PM

MOVER: Christopher Newell, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the JM McDonald Sports Complex

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$56,000 of the federal aid revenue to the JM McDonald Sports Complex

for replacement of the front doors and the ice rink compressors control system at the complex, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$56,000 of the Federal American Rescue Plan funds to the JM McDonald Sports Complex for replacement of the front doors and the ice rink compressors control system at the complex, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee, be and hereby is authorized to sign a contract with the JM McDonald Sports Complex for said purposes.

AGENDA ITEM NO. 13 – Authorize Allocation of American Rescue Plan Funding to the Lime Hollow Nature Center

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Lime Hollow Nature Center

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$95,000 of the federal aid revenue to the Lime Hollow Nature Center for the purposes of rebuilding the Gus Barn at the Lime Hollow Nature Center, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$95,000 of the Federal American Rescue Plan funds to the Lime Hollow Nature Center for the purposes of rebuilding the Gus Barn at the Lime Hollow Nature Center, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee, be and hereby is authorized to sign a contract with the Lime Hollow Nature Center for said purposes.

AGENDA ITEM NO. 14 – Authorize Allocation of American Rescue Plan Funding to Rose Hall

RESULT:	APPROVED [6 TO 1]
	Next: 11/18/2021 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Price, Newell, Harbin, Stock, Waldbauer, Eccleston
NAYS:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to Rose Hall

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$50,000 of the federal aid revenue to Rose Hall for seating renovation and rebuilding the stage, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$50,000 of the Federal American Rescue Plan funds to Rose Hall for seating renovation and rebuilding the stage, 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 Rose Hall for said purposes.

AGENDA ITEM NO. 15 – Authorize Allocation of American Rescue Plan Funding to Cortland County Employment & Training and Grant Administration

RESULT: APPROVED [UNANIMOUS]

Next: 11/18/2021 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to Cortland County Employment & Training and Grant Administration

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$100,000 of the federal aid revenue to the Cortland County Employment and Training and Grants Administration department for marketing, training and upskilling, and technology for the Cortland County workforce, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$100,000 of the Federal American Rescue Plan funds to the Cortland County Employment and Training and Grants Administration department for marketing, training and upskilling, and technology for the Cortland County workforce, 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 Employment and Training and Grants Administration department for said purposes.

AGENDA ITEM NO. 16 – Authorize Allocation of American Rescue Plan Funding to the Town of Cincinnatus

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Mitchel Eccleston, Vice Chair
AYES:	Price, Wagner, Newell, Harbin, Stock, Waldbauer, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Authorize Allocation of American Rescue Plan Funding to the Town of Cincinnatus

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, a community-wide ask for proposals was released on August 31, 2021 to allow community-based organizations the opportunity to request one-time funds to be used for the purpose of community and/or economic development, AND

WHEREAS, twenty-four (24) community-based organizations submitted proposals by the September 30, 2021, 4:30 PM deadline and subsequently presented their request to the Cortland County Federal Aid Allocation Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee reviewed all twenty-four (24) requests and presentations, AND

WHEREAS, the Cortland County Federal Aid Allocation Citizen's Advisory Committee has endorsed a proposal to allocate \$50,000 of the federal aid revenue to the Town of Cincinnatus for sidewalk repair and replacement within the Town of Cincinnatus, AND

WHEREAS, a reporting of all monies spent and backup documentation must be submitted to Cortland County for reporting to the Federal Government, AND

WHEREAS, any funds spent that are not reported to the County and/or not utilized for the specific purposes outlined in this resolution need to be returned to Cortland County in a timely manner, AND

WHEREAS, should the project(s) outlined in this resolution not begin by December 31, 2023, all funding provided by Cortland County is to be returned to Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes \$50,000 of the Federal American Rescue Plan funds to the Town of Cincinnatus for sidewalk repair and replacement within the

Town of Cincinnatus, 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 Town of Cincinnatus for said purposes.

Adjourn

Minutes Acceptance: Minutes of Nov 9, 2021 10:00 AM (MINUTES)

	2022 Tax Rates - Tax Levy of		\$37,728,555		
			2022 Tentative	2021	
	Net Tax	County	Tax Rate	Tax Rate	
Municipality	Levy	Taxable Value	per \$1000	per \$1000	Inc/Dec
City of Cortland	8,356,282.14	531,756,049	15.714503	15.487117	0.23
Cincinnatus	866,767.30	59,205,929	14.639873	15.158739	-0.52
Cortlandville	9,263,223.39	563,822,491	16.429326	15.886370	0.54
Vil of Homer	56,872.87	3,597,101	15.810751	15.516061	0.29
Vil of McGraw	411,506.62	25,556,535	16.101816	15.804615	0.30
Town Total	9,731,602.88	592,976,127			
Cuyler	674,726.37	48,240,472	13.986728	14.120387	-0.13
Freetown	593,949.33	38,238,033	15.532947	16.149983	-0.62
Harford	868,675.58	65,543,454	13.253430	13.651578	-0.40
Homer	3,159,356.88	200,680,490	15.743219	15.594825	0.15
Vil of Homer	2,190,228.60	145,675,147	15.035019	14.779255	0.26
Town Total	5,349,585.48	346,355,637			
Lapeer	913,259.20	80,645,163	11.324414	11.711628	-0.39
Marathon	937,661.12	59,842,237	15.668885	15.592221	0.08
Vil of Marathon	473,886.73	32,418,676	14.617708	14.988364	-0.37
Town Total	1,411,547.85	92,260,913			
Preble	1,609,822.72	93,154,316	17.281247	17.234108	0.05
Scott	955,182.42	58,229,107	16.403865	16.327692	0.08
Solon	883,127.38	48,895,952	18.061360	16.935625	1.13
Taylor	498,503.03	34,865,480	14.297897	14.665318	-0.37
Truxton	1,050,241.85	70,559,344	14.884518	14.997000	-0.11
Virgil	2,668,944.20	181,357,665	14.716468	15.122806	-0.41
Willet	768,123.68	46,101,762	16.661482	16.924226	-0.26
TOTALS:	\$37,200,341.41	\$2,388,385,403			
			Avg Tax Rate	\$15.796678	11/30/21

AVERAGE COUNTY TAX RATE COMPARISON					
BASED ON A \$37,728,555 LEVY					
Property	2022	2022	2021	2021	Increase in
Assessment	County <u>Average</u> Tax Rate	County Taxes	County <u>Average</u> Tax Rate	County Taxes	County Taxes
\$80,000	15.796678	\$1,263.73	15.653030	\$1,252.24	\$11.49
\$100,000	15.796678	\$1,579.67	15.653030	\$1,565.30	\$14.36
\$150,000	15.796678	\$2,369.50	15.653030	\$2,347.95	\$21.55
\$200,000	15.796678	\$3,159.34	15.653030	\$3,130.61	\$28.73
					11/5/2021



**CORTLAND COUNTY
REAL PROPERTY TAX SERVICES
60 CENTRAL AVENUE
CORTLAND, NY 13045
607-753-5040**

November Activity Review:

- Met and exceeded our 2021 revenue goal of \$34,000. Total revenue breakdown collected year-to-date:

Sale of Maps/Surveys.....	\$272.75
Sales Cards Subscriptions.....	\$1,143.50
Image Mate Online Subscriptions.....	\$23,397.00
Miscellaneous.....	\$12,314.70
(Includes school tax bill processing, State funding for transmitting RP-5217's, purchases of tax bill extract files, reports and labels)	
TOTAL.....	\$37,127.95

- Processed 100 deeds for the month of October, including 4 property splits.
- Assisted 2 individuals with purchasing tax maps.
- Assisted 15 individuals and businesses with purchasing a subscription to Image Mate online.
- Created 85 Sales Cards for local Realtors.
- Highest sale price paid for real property in the month of October was in the Town of Virgil on Holler Road. A one family residence on 58 acres sold for \$605,000.
- Answered numerous phone calls relating to Real Property.

YEAR-TO-DATE BUDGET REPORT

FOR 2021 99							
ACCOUNTS FOR: A GENERAL FUND							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
A135542 REAL PROPERTY TAX SERVICE							
A135542 41289	DEPARTMENTAL FEES						
-34,000.00	0.00	-34,000.00	-34,855.70	0.00	855.70	102.5%	
A135542 42210	GENERAL SERV, OTHER GOVTS						
-14,100.00	0.00	-14,100.00	-14,100.00	0.00	0.00	100.0%	
TOTAL REAL PROPERTY TAX SERVICE							
-48,100.00	0.00	-48,100.00	-48,955.70	0.00	855.70	101.8%	
A135543 REAL PROPERTY TAX SERVICE							
A135543 43089	State Aid - Other						
-500.00	0.00	-500.00	-1,353.00	0.00	853.00	270.6%	
TOTAL REAL PROPERTY TAX SERVICE							
-500.00	0.00	-500.00	-1,353.00	0.00	853.00	270.6%	
A13555 REAL PROPERTY TAX SERVICE							
A13555 51005	PERSONAL SERVICES						
139,042.20	0.00	139,042.20	121,107.71	0.00	17,934.49	87.1%	
A13555 54000	TELEPHONE						
424.00	0.00	424.00	307.88	0.00	116.12	72.6%	
A13555 54001	COPYING/PRINTING						
925.00	-925.00	0.00	0.00	0.00	0.00	.0%	
A13555 54005	Office Materials & Supplies						
5,000.00	-403.00	4,597.00	3,963.25	0.00	633.75	86.2%	
A13555 54007	Janitorial Materials & Supp						
100.00	0.00	100.00	11.46	0.00	88.54	11.5%	
A13555 54015	Maintenance Agreements						
5,904.00	958.26	6,862.26	5,850.66	53.34	958.26	86.0%	
A13555 54020	POSTAGE						
600.00	0.00	600.00	426.61	0.00	173.39	71.1%	
A13555 54035	EDUCATION & TRAINING						
600.00	1,223.00	1,823.00	1,353.00	470.00	0.00	100.0%	
A13555 54040	ASSOC/MEMBERSHIP DUES						
275.00	0.00	275.00	275.00	0.00	0.00	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 99							
ACCOUNTS FOR: A GENERAL FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
A13555 54065		EQUIP RENT / LEASES					
	9,232.00	-1,778.26	7,453.74	6,980.74	473.00	0.00	100.0%
A13555 54070		INSURANCE					
	3,320.10	0.00	3,320.10	1,695.15	0.00	1,624.95	51.1%
A13555 54213		I/D COPIER					
	830.00	925.00	1,755.00	1,123.80	0.00	631.20	64.0%
A13555 54444		FEES & PERMITS					
	14,180.00	0.00	14,180.00	14,180.00	0.00	0.00	100.0%
A13555 58020		RETIREMENT					
	19,465.91	0.00	19,465.91	0.00	0.00	19,465.91	.0%
A13555 58030		FICA					
	10,636.73	0.00	10,636.73	8,518.34	0.00	2,118.39	80.1%
A13555 58040		WORKERS COMP					
	5,985.00	0.00	5,985.00	6,064.55	0.00	-79.55	101.3%
A13555 58060		HEALTH INS					
	42,236.35	0.00	42,236.35	37,252.18	0.00	4,984.17	88.2%
A13555 58062		DENTAL INS					
	270.72	0.00	270.72	240.12	0.00	30.60	88.7%
A13555 58065		VISION CARE BENEFITS					
	39.20	0.00	39.20	51.75	0.00	-12.55	132.0%
TOTAL REAL PROPERTY TAX SERVICE							
	259,066.21	0.00	259,066.21	209,402.20	996.34	48,667.67	81.2%
TOTAL GENERAL FUND							
	210,466.21	0.00	210,466.21	159,093.50	996.34	50,376.37	76.1%
TOTAL REVENUES							
	-48,600.00	0.00	-48,600.00	-50,308.70	0.00	1,708.70	
TOTAL EXPENSES							
	259,066.21	0.00	259,066.21	209,402.20	996.34	48,667.67	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
210,466.21	0.00	210,466.21	159,093.50	996.34	50,376.37	76.1%

** END OF REPORT - Generated by Laura Fox **

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
A GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
A13205 County Auditor								
A13205 51005 PERS SERV	78,462	0	78,462	67,658.20	.00	10,803.85	86.2%	
A13205 54000 TELEPHONE	150	0	150	120.68	.00	29.32	80.5%	
A13205 54001 COPY/PRINT	100	0	100	.00	.00	100.00	.0%	
A13205 54005 Off Supp	250	0	250	36.49	.00	213.51	14.6%	
A13205 54035 ED & TRAIN	500	0	500	299.00	.00	201.00	59.8%	
A13205 54040 DUES/MEMBE	100	0	100	.00	.00	100.00	.0%	
A13205 54045 Travel	200	0	200	.00	.00	200.00	.0%	
A13205 54070 INSURANCE	210	0	210	218.45	.00	-8.05	103.8%*	
A13205 58020 RETIREMENT	10,985	0	10,985	.00	.00	10,984.69	.0%	
A13205 58030 FICA	6,002	0	6,002	4,816.56	.00	1,185.79	80.2%	
A13205 58040 WRKS COMP	1,995	0	1,995	2,021.52	.00	-26.52	101.3%*	
A13205 58060 HEALTH INS	18,275	0	18,275	16,166.93	.00	2,108.31	88.5%	
A13205 58062 DENTAL INS	90	0	90	80.04	.00	10.20	88.7%	
A13205 58065 VISION INS	20	0	20	17.25	.00	2.35	88.0%	
TOTAL County Auditor	117,340	0	117,340	91,435.12	.00	25,904.45	77.9%	
TOTAL GENERAL FUND	117,340	0	117,340	91,435.12	.00	25,904.45	77.9%	
TOTAL EXPENSES	117,340	0	117,340	91,435.12	.00	25,904.45		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	117,340	0	117,340	91,435.12	.00	25,904.45	77.9%

** END OF REPORT - Generated by Stephen Trobert **



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

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

November 2021 Quarterly Update

Summary of Reports Drafted for Discussion

- **Report on testing procedures performed over 2020 occupancy tax receipts** – Selected three operators at random and completed specified testing procedures over occupancy tax receipts during the period of December 1, 2019 – November 30, 2020. For each operator, haphazardly selected two quarterly occupancy tax returns during the period and performed testing to verify the accuracy and completeness of tax collections which included: examining bank records to evaluate if deposits reconciled with the occupancy tax returns, comparing taxable revenues per the occupancy tax returns to the operator's sales tax returns, and performing testing over a sample of exempt sales. Copies of these draft reports will be provided to the members of this committee.
- **Departmental review procedures performed with the Health department** – Performed inquiries with the Public Health Director, Deputy Director and four staff involved in fiscal operations to gain an understanding of key fiscal processes within the department. Additionally, certain analytical procedures over fiscal aspects of the department determined in scope for review are being finalized. Internal control recommendations identified and ideas for procedural efficiencies that have been noted will be discussed with the Director and Deputy Director. Upon conclusion of these discussions, this draft report will be shared with the respective Legislative committee chair.

Other Items

- In a joint effort with the Personnel and Finance departments, trainings conducted by the County's financial software provider and targeting specific payroll processes and controls have been completed. My office will be coordinating follow up meetings with the Personnel office to plan for and work on implementation of recommendations.
- My office is currently working on reviewing the vendor data in the County's financial software and making any necessary updates, including the consolidation of any duplicate vendors. Also, processes with respect to adding a new vendor and changing vendor data are being reviewed.

Cortland County
Finance Department
December 2021

The Finance Department continues to review County policies and procedures for ways to improve efficiency and utilize MUNIS to its fullest. We are also starting to prepare for year-end.

Attached are budget to actual reports for revenues and expenditures as of October 31 2021 and a comparison of revenues and expenditures to the past three years as of October 31, 2021. They are by department and fund. Also attached is a list of current reserves and their balance as of October 31 2021.

On the budget to actual reports, expenditures committed represent funds “spoken for” and not yet paid. These could be contracts, such as Cortland BDC, Invero, Debt Service and maintenance agreements, or supplies and materials ordered but not yet paid for. Also to note is that the County’s financial records are maintained on the accrual basis of accounting. This means that revenues are recorded when earned rather than when received and expenditure are recorded when incurred rather than when paid.

When looking at the revenue and expenditure budget to actual, one item to note is the percent received/used. In general, the percent used should be around 83.3% at October 31, 2021. However, due to encumbering some funds, percent used may be higher. In addition, due to the timing of grant requests, several revenues are under budget at this time.

As of October 31, 2021, the expenditures compared to prior years at this same time are less. At the same time, revenues are greater. Reasons for the majority of these changes were provided in last month’s Finance report.

Other items to note:

- Per accounting principles, the full amount of the tax levy has been recorded as revenue. However, \$6,483,728.90 has not yet been received from the City and delinquent tax payers at October 31, 2021. This amount does not include bankruptcy and installment tax agreements for prior years’ taxes.
- Sales tax through November 30, 2021 is up \$5,521,966.21 or 22.01% from 2020. Compared to 2019, sales tax is up \$4,872,463.88 or 18.93%.
- In 2021, the State started diverting monies for the distressed provider fund. To date these diversions have totaled \$320,522.20. An additional \$45,993.78 is expected to be diverted in January 2022.
- In addition, starting in 2020, AIM-related payments were diverted in May 2020 and May 2021 in the amount of \$28,450 each year. An additional \$151,805 is expected to be diverted in December 2021.
- 3rd quarter sales tax in the amount of \$4,404,587.21 was paid to municipalities November 3, 2021.
- FEMA funding for COVID related expenditures has been received in the amount of \$118,857.01. Two applications totaling approximately \$74,000 are currently in the review phase.

Cash is invested in interest bearing savings accounts and money markets with NYCLASS, Tompkins Trust Company, Key Bank and NBT Bank. Below is the total of all cash accounts by financial institution as of October 31, 2021.

Key Bank	\$ 217,497
NBT Bank	8,882,691
NYCLASS	5,540,699
Tompkins Trust Company	<u>28,342,690</u>
Total Cash in Banks	\$ <u>42,983,577</u>

General Fund reserves totaled \$7,861,992 at October 31, 2021. Unreserved General Fund cash totaled \$27,084,633, of which \$4,490,912 is American Rescue Plan funding restricted for purposes to be determined.

REVENUE BUDGET VS ACTUAL TO OCTOBER 30, 2021

		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	(104,126.00)		(104,126.00)	(116,509.86)	12,383.86	111.9%
A1170	Public Defender	(594,154.53)		(594,154.53)	-	(594,154.53)	0.0%
A1175	Assigned Counsel	(368,426.00)		(368,426.00)	-	(368,426.00)	0.0%
A1325	Real Property Tax Levy	(37,003,555.00)		(37,003,555.00)	(37,003,555.01)	0.01	100.0%
A1325	Treasurer	(1,333,486.00)		(1,333,486.00)	(1,545,062.08)	211,576.08	115.9%
A1355	Real Property Tax Services	(48,600.00)		(48,600.00)	(38,083.75)	(10,516.25)	78.4%
A1410	County Clerk	(738,216.00)	(28,572.00)	(766,788.00)	(765,438.94)	(1,349.06)	99.8%
A1411	County Clerk - DMV	(746,000.00)		(746,000.00)	(547,918.06)	(198,081.94)	73.4%
A1430	Personnel	(5,000.00)		(5,000.00)	(2,870.00)	(2,130.00)	57.4%
A1450	Elections	(3,300.00)		(3,300.00)	(25,746.76)	22,446.76	780.2%
A1610	Shared Services	(222,000.00)		(222,000.00)	(172,314.50)	(49,685.50)	77.6%
A1620	Buildings & Grounds	(224,311.65)		(224,311.65)	(197,228.17)	(27,083.48)	87.9%
A1680	Information Technology	(44,348.00)	(123,397.81)	(167,745.81)	(37,142.98)	(130,602.83)	22.1%
A1985	Sales Tax Revenue	(28,365,000.00)		(28,365,000.00)	(28,012,590.19)	(352,409.81)	98.8%
A3020	Emergency Response & Communications	(279,200.00)	(1,811,693.59)	(2,090,893.59)	(472,696.40)	(1,618,197.19)	22.6%
A3110	Sheriff	(115,000.00)		(115,000.00)	(49,999.93)	(65,000.07)	43.5%
A3120	Road Patrol	(490,001.00)	(38,800.00)	(528,801.00)	(298,084.98)	(230,716.02)	56.4%
A3140	Probation	(391,049.00)		(391,049.00)	(360,569.93)	(30,479.07)	92.2%
A3150	Jail	(3,500.00)	(14,055.97)	(17,555.97)	(181,115.83)	163,559.86	1031.6%
A3315	DWI	(65,400.00)	(35,528.43)	(100,928.43)	(49,901.40)	(51,027.03)	49.4%
A3410	Fire/Emergency Management Admin	(48,062.00)	(75,708.66)	(123,770.66)	(41,952.50)	(81,818.16)	33.9%
A4010	Public Health Admin	(925,137.00)	(1,938,024.51)	(2,863,161.51)	(993,428.54)	(1,869,732.97)	34.7%
A4011	Nursing	(423,347.00)	(347,290.81)	(770,637.81)	(109,474.88)	(661,162.93)	14.2%
A4012	Environmental Health	(483,036.00)	(113,282.00)	(596,318.00)	(171,883.71)	(424,434.29)	28.8%
A4046	Pre-K	(1,513,850.00)		(1,513,850.00)	(1,621,639.56)	107,789.56	107.1%
A4059	Early Intervention	(792,405.00)	(71,016.56)	(863,421.56)	(440,644.49)	(422,777.07)	51.0%
A4050	Child Advocacy Center	(156,111.00)	(297,201.55)	(453,312.55)	(256,582.56)	(196,729.99)	56.6%
A4310	Mental Health	(5,557,491.00)	(109,386.14)	(5,666,877.14)	(4,592,691.92)	(1,074,185.22)	81.0%
A5610	Airport	(300,002.00)		(300,002.00)	(266,787.07)	(33,214.93)	88.9%
A5630	Bus Operations	(2,034,734.00)	(339,324.17)	(2,374,058.17)	(853,017.86)	(1,521,040.31)	35.9%
A6010	Social Services	(14,863,668.00)	(60,000.00)	(14,923,668.00)	(8,038,316.13)	(6,885,351.87)	53.9%
A6410	Occupancy Tax - Revenue	(400,000.00)		(400,000.00)	(450,352.73)	50,352.73	112.6%
A6510	Veterans Service Agency	(82,769.30)		(82,769.30)	(25,450.98)	(57,318.32)	30.7%
A6610	Weights & Measure	(16,040.00)		(16,040.00)	(11,548.04)	(4,491.96)	72.0%
A6772	Office for the Aging	(752,403.00)	(151,717.00)	(904,120.00)	(463,557.63)	(440,562.37)	51.3%
A6774	Nutrition (OFA)	(631,844.00)	(25,077.00)	(656,921.00)	(318,958.34)	(337,962.66)	48.6%
A7110	Dwyer Park	(10,000.00)		(10,000.00)	(10,067.55)	67.55	100.7%

REVENUE BUDGET VS ACTUAL TO OCTOBER 30, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
A7312	Youth Bureau	(14,335.00)	(91,686.00)	(106,021.00)	(41,022.00)	(64,999.00)	38.7%
A7989	Snowmobile	(95,616.00)		(95,616.00)	(95,616.00)	-	100.0%
A8020	Planning	(1,000.00)		(1,000.00)	(290.00)	(710.00)	29.0%
	Total Revenue @ 10/31/21	(100,256,523.48)	(5,671,762.20)	(105,928,285.68)	(88,690,111.26)	(17,238,174.42)	83.7%
	Prior Year Encumbrances		(204,453.52)	(204,453.52)			
	Appropriated Fund Balance	(816,985.81)	(1,113,028.38)	(1,930,014.19)			
	Appropriated Reserves	155,261.74	(111,638.53)	43,623.21			
		(100,918,247.55)	(7,100,882.63)	(108,019,130.18)	(88,690,111.26)	(17,238,174.42)	
SPECIAL GRANT FUND							
CD6290	Grant Administration	(196,342.00)		(196,342.00)	(123,283.77)	(73,058.23)	62.8%
CD6292	Employment & Training	(655,415.00)		(655,415.00)	(462,539.25)	(192,875.75)	70.6%
CD6989	Community Development Block Grant		(50,000.00)	(50,000.00)	(50,000.00)	-	100.0%
CD9901	Interfund Transfers-in		(2,500.00)	(2,500.00)		(2,500.00)	0.0%
	Total Revenue @ 10/31/21	(851,757.00)	(52,500.00)	(904,257.00)	(635,823.02)	(268,433.98)	70.3%
Self-Insured Benefits Fund							
	Appropriated Fund Balance	(12,496,774.33)		(12,496,774.33)	(10,543,297.22)	(1,953,477.11)	84.4%
		(12,496,774.33)	(3,344.28)	(12,500,118.61)	(10,543,297.22)	(1,953,477.11)	
COUNTY ROAD FUND							
D3110	Traffic Division	(1,000.00)		(1,000.00)	-	(1,000.00)	0.0%
D5010	County Road Administration	(200.00)		(200.00)	(48.57)	(151.43)	24.3%
D5110	Maintenance of Roads	(1,004,000.00)		(1,004,000.00)	(682,933.87)	(321,066.13)	68.0%
D5112	Permanent Improvements	(1,505,094.40)	(1,275,983.62)	(2,781,078.02)	(1,790,614.55)	(990,463.47)	64.4%
D9901	Interfund Transfers-in	(6,297,430.57)	(300,000.00)	(6,597,430.57)	(5,215,143.00)	(1,382,287.57)	79.0%
	Total Revenue @ 10/31/21	(8,807,724.97)	(1,575,983.62)	(10,383,708.59)	(7,688,739.99)	(2,694,968.60)	74.0%
ROAD MACHINERY FUND							
E5130	Machinery	(2,737,310.00)		(2,737,310.00)	(1,869,073.32)	(868,236.68)	68.3%
	Prior Year Encumbrances		(396.00)	(396.00)			
	Appropriated Fund Balance	315,859.67		315,859.67			
	Total Revenue @ 10/31/21	(2,421,450.33)	(396.00)	(2,421,846.33)	(1,869,073.32)	(868,236.68)	

REVENUE BUDGET VS ACTUAL TO OCTOBER 30, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
SOLID WASTE FUND							
EL8160	Landfill	(3,072,754.00)		(3,072,754.00)	(2,317,388.07)	(755,365.93)	75.4%
EL8161	Recycling Center	(70,670.00)		(70,670.00)	(73,577.42)	2,907.42	104.1%
	Prior Year Encumbrances		(13,223.41)	(13,223.41)			
	Appropriated Fund Balance	141,575.95		141,575.95			
Total Revenue @ 10/31/21		(3,001,848.05)	(13,223.41)	(3,015,071.46)	(2,390,965.49)	(752,458.51)	79.3%
CAPITAL PROJECTS FUND							
HH5122	Infrastructure	(6,820,893.74)	(158,480.96)	(6,979,374.70)	(824,494.87)	(6,154,879.83)	11.8%
HH5610	Airport	(9,500.00)	(1,876,312.00)	(1,885,812.00)	(1,230,555.31)	(655,256.69)	65.3%
HH9901	Interfund Transfers-in	(321,138.20)	(9,971.10)	(331,109.30)	(57,257.33)	(273,851.97)	17.3%
	Prior Year Encumbrances		(24,674.59)	(24,674.59)			
Total Revenue @ 10/31/21		(7,151,531.94)	(2,069,438.65)	(9,220,970.59)	(2,112,307.51)	(7,083,988.49)	22.9%
Self-Insured Workers' Compensation Fund		(1,741,654.00)		(1,741,654.00)	(1,860,576.54)	118,922.54	106.8%
	Appropriated Fund Balance	(284,800.00)		(284,800.00)			
Total Revenue @ 10/31/21		(2,026,454.00)	-	(2,026,454.00)	(1,860,576.54)	118,922.54	

EXPENDITURE BUDGET VS ACTUAL TO OCTOBER 31, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
GENERAL FUND								
A1010	Board of Legislators	278,528.08	57,687.00	336,215.08	213,042.11	1,943.30	121,229.67	63.9%
A1040	Clerk of the Board	159,239.91	17,574.48	176,814.39	124,969.59	6,660.71	45,184.09	74.4%
A1165	District Attorney	1,082,464.24	45,000.00	1,127,464.24	692,223.75	1,194.93	434,045.56	61.5%
A1170	Public Defender	1,145,922.62	3,064.26	1,148,986.88	706,204.08	2,747.56	440,035.24	61.7%
A1175	Assigned Counsel	1,202,955.44	3,107.20	1,206,062.64	590,553.86	456.00	615,052.78	49.0%
A1185	Coroner	180,953.00	35,000.00	215,953.00	147,428.17	28,126.28	40,398.55	81.3%
A1230	County Administrator	242,082.55		242,082.55	160,531.55	70.45	81,480.55	66.3%
A1310	Finance	531,257.50		531,257.50	407,577.11	19.78	123,660.61	76.7%
A1320	County Auditor	117,339.57		117,339.57	83,408.64	-	33,930.93	71.1%
A1325	Treasurer	239,891.10		239,891.10	122,542.85	10.48	117,337.77	51.1%
A1355	Real Property Tax Services	259,066.21		259,066.21	194,397.22	1,116.34	63,552.65	75.5%
A1410	County Clerk	404,257.50	33,116.04	437,373.54	336,999.37	5,686.65	94,687.52	78.4%
A1411	County Clerk - DMV	474,476.16		474,476.16	344,991.98	633.80	128,850.38	72.8%
A1420	County Attorney	372,541.26	2,225.00	374,766.26	259,012.94	2,016.09	113,737.23	69.7%
A1430	Personnel	599,625.60	50,000.00	649,625.60	418,865.69	3,764.14	226,995.77	65.1%
A1450	Elections	527,520.31		527,520.31	336,123.70	3,902.55	187,494.06	64.5%
A1610	Shared Services	222,000.00	5,499.10	227,499.10	188,074.10	33,541.01	5,883.99	97.4%
A1620	Buildings & Grounds	1,844,945.66	8,494.73	1,853,440.39	1,257,470.26	98,945.65	497,024.48	73.2%
A1680	Information Technology	1,064,652.11	126,370.86	1,191,022.97	751,932.49	40,407.11	398,683.37	66.5%
A1711	Unallocated Judgements/Claims	10,000.00		10,000.00	-	-	10,000.00	0.0%
A1985	Sales Tax Paid to Other Governments	12,357,900.00		12,357,900.00	7,963,309.38	-	4,394,590.62	64.4%
A2490	Community College Chargebacks	350,000.00		350,000.00	347,044.08	-	2,955.92	99.2%
A2495	Sponsor Contributions	1,806,666.00		1,806,666.00	1,806,666.00	-	-	100.0%
A3020	Emergency Response & Communications	2,050,743.60	2,037,016.81	4,087,760.41	2,332,202.14	82,153.89	1,673,404.38	59.1%
A3110	Sheriff	853,800.46		853,800.46	590,885.35	6,706.80	256,208.31	70.0%
A3120	Road Patrol	4,576,997.00	65,511.81	4,642,508.81	3,102,441.27	15,788.77	1,524,278.77	67.2%
A3140	Probation	1,806,109.83		1,806,109.83	1,301,565.58	4,303.88	500,240.37	72.3%
A3150	Jail	5,372,710.32	79,979.97	5,452,690.29	3,714,456.74	91,282.72	1,646,950.83	69.8%
A3315	DWI	65,400.00	35,528.43	100,928.43	34,700.64	15,634.56	50,593.23	49.9%
A3410	Fire/Emergency Management Admin	245,326.67	76,274.66	321,601.33	213,754.95	6,570.96	101,275.42	68.5%
A3510	Animal Control	45,000.36		45,000.36	33,750.27	11,250.09	-	100.0%
A3620	Safety Officer	36,130.00		36,130.00	1,125.47	698.77	34,305.76	5.0%
A4010	Public Health Admin	1,179,674.00	2,092,116.51	3,271,790.51	1,014,741.57	36,692.50	2,220,356.44	32.1%
A4011	Nursing	489,220.00	488,367.81	977,587.81	573,409.97	2,072.93	402,104.91	58.9%
A4012	Environmental Health	686,108.00	111,577.92	797,685.92	419,685.58	3,090.20	374,910.14	53.0%
A4046	Pre-K	1,869,496.00	(5,592.00)	1,863,904.00	1,388,259.79	393,551.42	82,092.79	95.6%
A4059	Early Intervention	1,141,498.00	72,516.56	1,214,014.56	662,552.76	10,318.98	541,142.82	55.4%
A4050	Child Advocacy Center	156,111.00	308,498.89	464,609.89	277,376.22	10,991.00	176,242.67	62.1%
A4310	Mental Health	5,897,123.17	117,261.40	6,014,384.57	4,679,381.78	21,977.75	1,313,025.04	78.2%
A5610	Airport	310,899.80		310,899.80	232,495.13	15,704.85	62,699.82	79.8%
A5630	Bus Operations	2,034,734.00	341,124.17	2,375,858.17	552,224.57	1,265.54	1,822,368.06	23.3%
A6010	Social Services	30,268,403.82	60,000.00	30,328,403.82	19,320,286.11	263,969.38	10,744,148.33	64.6%

EXPENDITURE BUDGET VS ACTUAL TO OCTOBER 31, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
A6293	Workforce Investment		74,000.00	74,000.00			74,000.00	0.0%
A6410	Occupancy Tax	575,072.26		575,072.26	575,072.26	-	-	100.0%
A6420	Promotion of Industry	449,000.00		449,000.00	449,000.00	-	-	100.0%
A6510	Veterans Service Agency	62,614.86		62,614.86	42,489.79	64.50	20,060.57	68.0%
A6610	Weights & Measure	86,224.08		86,224.08	62,389.48	255.49	23,579.11	72.7%
A6772	Office for the Aging	1,185,439.03	152,187.39	1,337,626.42	834,616.18	47,630.55	455,379.69	66.0%
A6774	Nutrition (OFA)	1,026,385.16	26,943.63	1,053,328.79	643,829.99	74,552.42	334,946.38	68.2%
A7110	Dwyer Park	105,198.20	104,000.00	209,198.20	134,096.35	2,710.46	72,391.39	65.4%
A7312	Youth Bureau	14,335.00	91,686.00	106,021.00	6,774.58	53,928.57	45,317.85	57.3%
A7989	Snowmobile	86,054.00		86,054.00	86,054.00	-	-	100.0%
A8020	Planning	338,741.34	4,494.00	343,235.34	238,964.08	186.17	104,085.09	69.7%
A8710	Conservation Programs	150,000.00		150,000.00	150,000.00	-	-	100.0%
A8750	Agriculture Programs	253,420.00		253,420.00	253,420.00	-	-	100.0%
A9050	Unemployment	100,000.00		100,000.00	-	-	100,000.00	0.0%
A9060	Retiree Health Insurance	4,482,568.00		4,482,568.00	4,351,475.00	-	131,093.00	97.1%
A9089	Other Employee Benefits		75,000.00	75,000.00	64,782.76	-	10,217.24	86.4%
A9901	Transfers to County Road Fund	6,297,430.57	300,000.00	6,597,430.57	5,215,143.00	-	1,382,287.57	79.0%
A9901	Transfer to Special Grant Fund		2,500.00	2,500.00	-	-	2,500.00	0.0%
A9909	Transfers to Capital Projects Fund	320,638.20	2,750.00	323,388.20	57,257.33	-	266,130.87	17.7%
A9710	Debt Service	825,356.00		825,356.00	772,410.65	52,943.75	1.60	100.0%
Total Expenditures @ 10/31/21		100,918,247.55	7,100,882.63	108,019,130.18	71,836,440.26	1,457,539.73	34,725,150.19	67.9%
SPECIAL GRANT FUND								
CD6290	Grant Administration	196,342.00		196,342.00	125,645.72	-	70,696.28	64.0%
CD6292	Employment & Training	655,415.00		655,415.00	442,715.79	-	212,699.21	67.5%
CD6989	Community Development Block Grant		52,500.00	52,500.00	-	-	52,500.00	0.0%
Total Expenditures @ 10/31/21		851,757.00	52,500.00	904,257.00	568,361.51	-	335,895.49	62.9%
Self-Insured Benefits Fund		12,496,774.33	3,344.28	12,500,118.61	10,041,653.73	15,796.49	2,442,668.39	80.5%
COUNTY ROAD FUND								
D3110	Traffic Division	172,643.21		172,643.21	113,439.80	1,017.81	58,185.60	66.3%
D5010	County Road Administration	551,744.88		551,744.88	373,408.78	1,609.12	176,726.98	68.0%
D5020	Engineering	71,489.59		71,489.59	63,066.01	-	8,423.58	88.2%
D5110	Maintenance of Roads	5,605,512.29	(155,800.00)	5,449,712.29	4,332,471.57	94,264.47	1,022,976.25	81.2%
D5112	Permanent Improvements	1,537,076.00	1,731,783.62	3,268,859.62	1,954,452.12	166,275.80	1,148,131.70	64.9%
D9710	Debt Service	869,259.00		869,259.00	863,307.58	5,950.00	1.42	100.0%
Total Expenditures @ 10/31/21		8,807,724.97	1,575,983.62	10,383,708.59	7,700,145.86	269,117.20	2,414,445.53	76.7%

EXPENDITURE BUDGET VS ACTUAL TO OCTOBER 31, 2021

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
ROAD MACHINERY FUND								
E5130	Machinery	2,273,994.33	396.00	2,274,390.33	1,435,277.35	132,510.52	706,602.46	68.9%
E9710	Debt Service	147,456.00		147,456.00	147,455.50	-	0.50	100.0%
Total Expenditures @ 10/31/21		2,421,450.33	396.00	2,421,846.33	1,582,732.85	132,510.52	706,602.96	70.8%
SOLID WASTE FUND								
EL8160	Landfill	1,596,957.58	13,223.41	1,610,180.99	1,051,016.91	281,873.17	277,290.91	82.8%
EL8161	Recycling Center	553,643.47		553,643.47	233,399.43	24,839.00	295,405.04	46.6%
EL9710	Debt Service	851,247.00		851,247.00	841,596.50	9,650.00	0.50	100.0%
Total Expenditures @ 10/31/21		3,001,848.05	13,223.41	3,015,071.46	2,126,012.84	316,362.17	572,696.45	81.0%
CAPITAL PROJECTS FUND								
HH5122	Infrastructure	7,141,531.94	191,497.65	7,333,029.59	1,552,530.41	2,569,228.83	3,211,270.35	56.2%
HH5610	Airport	10,000.00	1,877,941.00	1,887,941.00	1,279,665.00	595,373.19	12,902.81	99.3%
Total Expenditures @ 10/31/21		7,151,531.94	2,069,438.65	9,220,970.59	2,832,195.41	3,164,602.02	3,224,173.16	65.0%
Self-Insured Workers' Compensation Fund		2,026,454.00		2,026,454.00	1,800,141.26		226,312.74	88.8%

Cortland County
Revenue Comparison 2018 - 2021 through October 31, 2021

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
GENERAL FUND				
1010 BOARD OF LEGISLATORS	-	(10,000.00)	(10,000.00)	(10,000.00)
1040 CLERK OF THE LEGISLATIVE BOARD	-	(90.00)	-	-
1165 DISTRICT ATTORNEY	(104,125.00)	(96,738.37)	(38,145.73)	(116,509.86)
1170 PUBLIC DEFENDER	(74,323.93)	(175,387.89)	(615,910.10)	-
1175 ASSIGNED COUNSEL	-	-	(52,737.18)	-
1325 COUNTY TREASURER - Levy	(34,703,304.80)	(35,460,097.29)	(36,415,196.78)	(37,003,555.01)
1325 COUNTY TREASURER	(1,451,667.44)	(1,704,603.95)	(842,186.14)	(1,545,062.08)
1355 REAL PROPERTY TAX SERVICE	(32,599.33)	(33,806.11)	(34,746.74)	(38,083.75)
1410 COUNTY CLERK - CIVIL/RECORDS	(585,450.13)	(602,924.73)	(706,633.64)	(765,438.94)
1411 COUNTY CLERK - MOTOR VEHICLES	(559,935.71)	(595,349.60)	(438,317.16)	(547,918.06)
1420 COUNTY ATTORNEY	(598.24)	(2,166.16)	-	-
1430 PERSONNEL - CIVIL SERVICE	(4,180.45)	(6,583.50)	(6,253.00)	(2,870.00)
1450 ELECTIONS	(3,080.78)	(3,821.30)	(56,386.64)	(25,746.76)
1610 TELEPHONE SHARED SERVICE	(182,842.75)	(183,323.76)	(193,034.41)	(172,314.50)
1620 BUILDING & GROUNDS	(254,289.42)	(306,225.14)	(237,597.17)	(197,228.17)
1680 INFORMATION TECHNOLOGY	(36,104.80)	(154,940.80)	(29,940.80)	(37,142.98)
1985 SALES TAX	(22,280,006.66)	(23,430,670.64)	(22,844,012.03)	(28,012,590.19)
3020 EMERGENCY RSP & COMMUNICATION	(790,332.03)	(859,259.71)	(516,141.28)	(472,696.40)
3110 SHERIFF	(113,814.60)	(111,152.82)	(69,096.28)	(49,999.93)
3120 SHERIFF ROAD PATROL	(311,130.89)	(496,711.35)	(377,861.33)	(298,084.98)
3140 PROBATION	(375,711.09)	(300,817.99)	(299,585.84)	(360,569.93)
3150 JAIL	(11,438.86)	(7,852.80)	(22,707.26)	(181,115.83)
3315 STOP DWI	(92,635.28)	(78,092.69)	(53,844.13)	(49,901.40)
3410 FIRE / EMERGENCY MANAGEMENT	(395.21)	(69,360.62)	(58,820.73)	(41,952.50)
3625 HANDICAPPED PARKING EDUC FUND	(30.00)	(30.00)	-	-
4010 HEALTH DEPARTMENT ADMIN	(744,300.49)	(684,842.99)	(1,150,652.19)	(993,428.54)
4011 NURSING ADMINISTRATION	(697,956.73)	(709,294.73)	(234,319.76)	(109,474.88)
4012 ENVIRONMENTAL HEALTH	(365,710.67)	(345,271.25)	(130,674.84)	(171,883.71)
4046 PRE-K PHCP (4050 AUD)	(1,334,401.86)	(1,060,165.38)	(862,451.65)	(1,621,639.56)
4059 EARLY INTERVENTION PROGRAM	(507,168.66)	(893,619.73)	(593,132.45)	(440,644.49)
4310 MENTAL HEALTH CENTER	(4,228,087.45)	(4,396,830.60)	(4,094,976.34)	(4,592,691.92)
4050 CAC - CHILD ADVOCACY CENTER DA	(60,170.08)	(101,476.12)	(158,992.47)	(256,582.56)
5610 AIRPORT	(228,128.77)	(191,689.46)	(240,007.93)	(266,787.07)
5630 BUS OPERATIONS	(855,929.87)	(1,452,567.88)	(1,452,325.22)	(853,017.86)
6010 DEPT.OF SOCIAL SERVICES ADMIN	(10,820,716.89)	(9,229,839.02)	(8,309,618.30)	(8,038,316.13)
6410 PUBLICITY/TOURISM	(479,170.62)	(491,453.96)	(272,918.29)	(450,352.73)
6510 VETERANS SERVICE AGENCY	(113,240.37)	(53,279.91)	(29,252.36)	(25,450.98)
6610 SEALER OF WEIGHTS & MEASURES	(21,487.86)	(12,537.58)	(14,174.15)	(11,548.04)
6772 AREA AGENCY ON AGING	(426,141.90)	(413,710.52)	(276,936.54)	(463,557.63)
6774 NUTRITION	(414,070.31)	(489,180.33)	(331,886.13)	(318,958.34)
7110 DWYER PARK	(10,487.10)	(11,757.66)	(525.00)	(10,067.55)
7312 YOUTH BUREAU	(53,272.00)	-	-	(41,022.00)
7622 RETIRED SENIOR VOLUNTEER PROG	(23,154.57)	(40,535.09)	-	-
7989 SNOWMOBILE CLUBS	-	(67,376.40)	(95,616.00)	(95,616.00)
8020 PLANNING	(841.43)	(19,353.35)	(86.00)	(290.00)
8755 FARMLAND PROTECTION	(1,353,652.00)	(5,255.00)	-	-
Total Revenue through October 31, 2021	(84,706,087.03)	(85,360,044.18)	(82,167,699.99)	(88,690,111.26)

Attachment: December 2021 Finance Committee Reports (10174 : December 2021 Finance Report)

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
SPECIAL GRANT FUND				
1040 CLERK OF THE LEGISLATIVE BOARD	-	(71,467.13)	(28,385.87)	(50,000.00)
6290 WIA GRANT ADMINISTRATION	(550,259.38)	(410,510.57)	(148,669.11)	(123,283.77)
6292 WIA EMPLOYMENT & TRAINING	(529,460.24)	(473,156.52)	(421,467.25)	(462,539.25)
Total Revenue through October 31, 2021	(1,079,719.62)	(955,134.22)	(598,522.23)	(635,823.02)
SELF-INSURANCE FUND - EMPLOYEE BENEFITS				
9060 HEALTH	(11,243,689.26)	(11,476,651.03)	(11,689,532.00)	(10,543,297.22)
COUNTY ROAD FUND				
3310 TRAFFIC DIVISION	(1,408.36)	-	-	-
5010 HIGHWAY & STREET ADMIN	(121.52)	(39.55)	(58.77)	(48.57)
5110 MAINTENANCE OF ROADS	(766,780.71)	(804,753.43)	(583,082.08)	(682,933.87)
5112 PERMANENT IMPROVEMENTS	(531,898.77)	(1,512,810.20)	(743,129.96)	(1,790,614.55)
9901 INTERFUND TRANSFERS	(5,753,163.00)	(4,516,653.23)	(5,583,999.07)	(5,215,143.00)
Total Revenue through October 31, 2021	(7,053,372.36)	(6,834,256.41)	(6,910,269.88)	(7,688,739.99)
ROAD MACHINERY FUND				
5130 MACHINERY	(2,229,340.23)	(2,170,707.39)	(1,628,583.65)	(1,869,073.32)
9901 INTERFUND TRANSFERS	-	-	(16,202.96)	-
Total Revenue through October 31, 2021	(2,229,340.23)	(2,170,707.39)	(1,644,786.61)	(1,869,073.32)
SOLID WASTE FUND				
8160 LANDFILL	(1,623,517.71)	(2,393,840.74)	(2,319,815.60)	(2,317,388.07)
8161 RECYCLING	-	(11,456.40)	(44,917.28)	(73,577.42)
9901 INTERFUND TRANSFERS	-	-	(342,660.63)	-
Total Revenue through October 31, 2021	(1,623,517.71)	(2,405,297.14)	(2,707,393.51)	(2,390,965.49)
CAPITAL ROJECTS FUND				
5122 BRIDGE PROJECTS	(1,272,040.10)	(491,818.70)	(214,327.38)	(824,494.87)
5610 AIRPORT	(139,329.97)	(1,459,300.38)	(180,511.60)	(1,230,555.31)
MISCELLANEOUS COMPLETED PROJECTS		(220.95)		
9900 TRANSFER TO/FROM OTHER FUNDS	-	(1,837,717.64)	(4,036.39)	(57,257.33)
Total Revenue through October 31, 2021	(1,411,370.07)	(3,789,057.67)	(398,875.37)	(2,112,307.51)
SELF-INSURANCE FUND - WORKERS' COMPENSATION				
1710 WORKER'S COMP-SELF INSURANCE	(856,484.81)	(1,871,819.51)	(2,103,289.09)	(1,860,576.54)

Cortland County
Expenditure Comparison 2018 - 2021 through October 31, 2021

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
GENERAL FUND					
A10105	COUNTY LEGISLATURE	292,821.90	272,140.54	319,249.81	213,042.11
A10405	CLERK OF THE LEGISLATIVE BOARD	132,583.76	136,220.83	187,857.24	124,969.59
A11655	DISTRICT ATTORNEY	936,286.48	822,292.06	716,316.08	692,223.75
A11705	PUBLIC DEFENDER	605,881.29	689,960.88	709,011.87	706,204.08
A11755	ASSIGNED COUNSEL	613,913.84	553,522.21	445,235.51	590,553.86
A11855	CORONERS	201,277.26	125,055.77	158,071.34	147,428.17
A12305	COUNTY ADMINISTRATOR	-	-	129,926.88	160,531.55
A13105	BUDGET & FINANCE	288,479.32	703,638.44	408,529.52	407,577.11
A13205	County Auditor	-	24,276.50	83,390.08	83,408.64
A13255	TREASURER	312,073.66	216,301.81	164,261.08	122,542.85
A13555	REAL PROPERTY TAX SERVICE	205,996.07	195,679.84	213,034.36	194,397.22
A14105	COUNTY CLERK	388,569.67	325,431.72	378,016.17	336,999.37
A14115	COUNTY CLERK - MOTOR VEHICLES	400,928.02	380,078.84	358,043.16	344,991.98
A14205	COUNTY ATTORNEY	321,780.43	312,989.05	222,854.17	259,012.94
A14305	PERSONNEL - CIVIL SERVICE	405,068.75	386,720.80	343,741.09	418,865.69
A14505	ELECTIONS	305,463.42	298,160.43	430,945.68	336,123.70
A16105	TELEPHONE SHARED SERVICE	120,095.19	166,890.82	177,700.07	188,074.10
A16205	BUILDING & GROUNDS	1,603,375.28	1,555,134.89	1,487,912.84	1,257,470.26
A16805	DATA PROCESSING	754,132.36	806,212.16	604,097.79	751,932.49
A17115	LIABILITY INSURANCE RESERVE	19,053.00	3,208.40	-	-
A19855	SALES TAX	11,060,107.23	6,696,621.77	6,577,594.91	7,963,309.38
A19905	CONTINGENCY	1,699.93	10,637.00	-	-
A24905	COMMUNITY COLLEGE	355,319.78	332,682.15	230,156.79	347,044.08
A24955	CONTRIBUTIONS TC3	1,697,203.71	1,674,131.00	1,757,837.00	1,806,666.00
A30205	EMERGENCY RESPONSE & COMMUNCTN	2,230,857.53	2,442,142.47	2,413,021.30	2,332,202.14
A31105	SHERIFF	841,827.26	607,965.12	580,689.65	590,885.35
A31205	SHERIFF ROAD PATROL	3,792,383.11	3,653,909.37	3,057,508.86	3,102,441.27
A31405	PROBATION	1,640,039.77	1,514,514.74	1,324,576.90	1,301,565.58
A31505	JAIL	4,509,324.26	4,896,866.56	3,831,918.89	3,714,456.74
A33155	STOP DWI	83,157.11	79,212.50	56,220.61	34,700.64
A34105	FIRE / EMERGENCY MANAGEMENT	303,545.90	251,477.67	285,539.50	213,754.95
A35105	SPCA	43,000.00	33,750.27	33,750.27	33,750.27
A36205	SAFETY OFFICE	-	37,992.04	30,410.00	1,125.47
A40105	HEALTH DEPARTMENT	1,575,850.95	884,442.10	841,424.41	1,014,741.57
A40115	NURSING ADMINISTRATION	871,712.50	892,105.11	683,995.85	573,409.97
A40125	ENVIRONMENTAL HEALTH	531,382.58	534,863.83	474,003.87	419,685.58
A40465	PrK Supportive Hlth Svcs	1,286,998.99	1,152,632.24	899,016.63	1,388,259.79
A40505	Child Advocacy Center	107,234.46	105,552.76	175,039.21	277,376.22
A40595	EARLY INTERVENTION PROGRAM	916,745.76	911,602.49	763,994.12	662,552.76
A43105	MENTAL HEALTH CENTER	4,597,151.05	4,594,073.80	4,287,704.45	4,679,381.78
A56105	AIRPORT	170,763.52	231,024.51	181,472.33	232,495.13
A56305	BUS OPERATIONS	968,842.51	1,050,202.50	1,645,111.04	552,224.57
A60105	DEPT.OF SOCIAL SERVICES ADMIN	23,724,329.52	23,465,965.31	21,317,124.81	19,320,286.11
A64105	PUBLICITY/TOURISM	476,751.75	500,000.00	550,093.00	575,072.26
A64205	PROMOTION OF INDUSTRY	435,827.00	435,827.00	442,364.00	449,000.00
A65105	VETERANS SERVICE AGENCY	122,127.47	85,742.07	41,504.83	42,489.79
A66105	SEALER OF WEIGHTS & MEASURES	55,395.61	97,032.29	52,707.76	62,389.48
A67725	AREA AGENCY ON AGING	956,039.10	861,751.30	920,383.02	834,616.18
A67745	NUTRITION	1,077,927.25	1,019,565.99	687,370.48	643,829.99
A71105	DWYER PARK	64,931.70	66,543.97	35,487.79	134,096.35
A73125	YOUTH BUREAU	56,851.66	50,666.30	6,821.72	6,774.58

Attachment: December 2021 Finance Committee Reports (10174 : December 2021 Finance Report)

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
A76225	RETIRED SENIOR VOLUNTEER PROG	105,929.73	100,657.60	-	-
A79895	SNOWMOBILE CLUBS	58,640.40	85,135.95	60,238.08	86,054.00
A80205	PLANNING	316,456.62	313,443.51	255,209.43	238,964.08
A87105	CONSERVATION PROGRAMS	285,093.00	285,093.00	150,000.00	150,000.00
A87505	AGRICULTURE & LIVESTOCK	294,000.00	294,000.00	273,420.00	253,420.00
A87555	Farmland Protection	1,342,200.00	-	-	-
A90505	UNEMPLOYMENT INSURANCE	35,214.25	34,522.49	298,480.52	-
A90605	HEALTH INSURANCE	-	4,177,255.00	4,694,187.00	4,351,475.00
A90895	OTHER EMPLOYEE BENEFITS	-	-	-	64,782.76
A97105	DEBT SERVICE	1,076,904.80	1,232,680.78	1,380,124.14	772,410.65
A99015	I/F Transfer to/from D	4,818,775.00	4,516,653.23	5,029,705.95	5,215,143.00
A99025	TRANSFER TO SOLID WASTE	-	-	342,660.63	-
A99505	TRANSFER TO CAPITAL PROJECTS	-	1,945,098.14	10,157.63	57,257.33
Total Expenditures @ October 31, 2021		80,796,322.47	80,129,951.92	74,217,222.12	71,836,440.26
SPECIAL GRANT FUND					
CD62905	WIA - GRANT ADMIN EXPENSES	662,204.79	452,645.28	134,606.52	125,645.72
CD62925	WIA - E & T	603,148.64	473,028.72	380,678.66	442,715.79
CD69895	Other Economic Assistance	-	71,467.13	28,385.87	-
Total Expenditures @ October 31, 2021		1,265,353.43	997,141.13	543,671.05	568,361.51
SELF-INSURANCE FUND - EMPLOYEE BENEFITS					
CH90605	HEALTH	9,472,391.77	10,757,240.72	9,657,138.01	10,041,653.73
COUNTY ROAD FUND					
D33105	TRAFFIC DIVISION	99,746.47	114,143.01	106,904.18	113,439.80
D50105	HIGHWAY ADMINISTRATION DIV.	509,706.82	512,271.47	405,754.67	373,408.78
D50205	HIGHWAY ENGINEERING DIVISION	120,594.97	63,988.11	57,006.72	63,066.01
D51105	HIGHWAY MAINTENANCY DIV.	4,774,953.23	4,502,151.05	4,023,713.00	4,332,471.57
D51125	HIGHWAY PROJECTS	1,843,275.17	1,842,925.64	1,163,411.25	1,954,452.12
D97105	DEBT SERVICE	603,771.16	869,191.59	867,726.85	863,307.58
D99015	INTERFUND TRANSFERS	-	-	16,202.96	-
Total Expenditures @ October 31, 2021		7,952,047.82	7,904,670.87	6,640,719.63	7,700,145.86
ROAD MACHINERY FUND					
E51305	HIGHWAY ROAD MACHINERY	1,619,265.18	1,523,814.35	1,129,912.27	1,435,277.35
E97105	DEBT SERVICE	148,101.59	148,006.43	148,041.36	147,455.50
E99015	INTERFUND TRANSFERS	934,388.00	-	554,293.12	-
Total Expenditures @ October 31, 2021		2,701,754.77	1,671,820.78	1,832,246.75	1,582,732.85
SOLID WASTE FUND					
EL81605	LANDFILL	1,439,879.38	1,237,281.92	1,091,249.81	1,051,016.91
EL81615	RECYCLING	289,825.10	466,530.81	348,938.49	233,399.43
EL97105	DEBT SERVICE	747,276.88	206,819.30	837,081.98	841,596.50
Total Expenditures @ October 31, 2021		2,476,981.36	1,910,632.03	2,277,270.28	2,126,012.84

		2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
CAPITAL ROJECTS FUND					
HH16205	BUILDINGS & GROUNDS PROJECTS	(66.54)	-	-	-
HH24985	TC3 CAPITAL EXPENSES	(5,750.00)	-	-	-
HH31505	JAIL ROOF RECONSTRUCTION	-	1,227,162.34	-	-
HH51225	BRIDGE PROJECTS	1,453,357.34	1,227,987.50	223,043.85	1,552,530.41
HH56105	AIRPORT MASTER PLAN UPDATE	148,910.90	1,432,215.01	186,505.51	1,279,665.00
HH71105	DWYER PARK CAPITAL EXPENSE	-	336,776.86	3,027.70	-
Total Expenditures @ October 31, 2021		1,596,451.70	4,224,141.71	412,577.06	2,832,195.41
SELF-INSURANCE FUND - WORKERS' COMPENSATION					
S17105	LIABILITY INSURANCE RESERVE	1,178,618.08	1,400,196.03	2,033,875.54	1,800,141.26

Cortland County					
Reserve Funds					
				12/31/2020	10/31/2021
Reserve Title	Authorizing Resolution	Purpose	Funding	Balance	Balance
Airport Reserve	269-17	Offset the local match on airport projects	Airport net income	172,965.72	173,033.38
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	584,027.11	1,124,912.98
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	1,363,777.51	1,364,365.30
Drug Task Force - DA	Nature of Funds	Drug busts/stings	Drug money	12,867.50	13,712.00
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	43,165.69	44,999.22
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	77,691.28	77,724.17
Don Sharpe Fund	Nature of Funds	Mental Health expenditures	This was created by a one time donation from the Don Sharpe estate	149,718.66	149,743.58
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	19,570.08	19,576.53
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	42,117.15	28,400.58
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	27,774.89	69,000.02
Emergency Response & Communications Radio Tower Reserve	194-16	Maintenance of radio towers	Rental revenue from rental of towers by NYS Police and CBP	39,184.55	17,347.85
Farmland Protection Reserve	124-07	Monitoring Farmland Protection grants	Stewardship monies from farmland protection grant	45,279.01	45,307.43
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	23,222.67	18,742.85

Occupancy Tax Reserve	Nature of Funds	Annual payment to Tourism Bureau and for tourism related expenditures	Occupancy tax, including the County's 10% share	1,195,531.23	805,819.96
Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	3,658,405.76	3,658,162.93
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	92,538.96	122,869.36
Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	1,057.60	1,208.30
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	76,195.30	76,244.65
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	3,807.02	5,208.73
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	652,278.16	652,124.84
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	444,852.11	445,094.87
NOTE:					
County Jail Project Reserve	Resolution 50-21 authorized the use of up to \$62,284 for the replacement of exterior security doors at the jail. This repair is in process and the actual cost has not yet been determined or deducted from the reserve				
County Jail Project Reserve	Emergency boiler replacement at a cost not to exceed \$50,296.16. This repair is in process				
Occupancy Tax Reserve	\$323,945.18 to be given to Tourism Bureau in 2022 and \$401,292.78 to September 30, 2021 to be given in 2023 plus \$80,582 for County admin				

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 11

			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A13105 BUDGET & FINANCE									
A13105	51005	PERS SERV	273,164	0	273,164	231,224.85	.00	41,939.36	84.6%
A13105	54000	TELEPHONE	848	0	848	585.60	.00	262.40	69.1%
A13105	54001	COPY/PRINT	700	1,883	2,583	523.96	2,058.75	.29	100.0%
A13105	54005	Off Supp	3,000	-433	2,567	1,606.43	.00	960.57	62.6%
A13105	54015	Maint Agmt	54,557	0	54,557	53,546.74	.00	1,010.62	98.1%
A13105	54020	POSTAGE	3,000	0	3,000	2,264.93	.00	735.07	75.5%
A13105	54035	ED & TRAIN	4,000	-3,390	610	450.93	.00	158.91	73.9%
A13105	54040	DUES/MEMBE	400	200	600	600.00	.00	.00	100.0%
A13105	54045	Travel	500	-450	50	.00	.00	50.00	.0%
A13105	54055	PROF SERV	48,750	1,969	50,719	50,719.00	.00	.00	100.0%
A13105	54060	LEGAL ADV	50	0	50	.00	.00	50.00	.0%
A13105	54070	Liab Ins	2,316	89	2,404	2,404.37	.00	.00	100.0%
A13105	54213	I/D COPIER	565	0	565	471.00	.00	94.20	83.3%
A13105	54998	SUSPENSE	0	0	0	4,284.95	.00	-4,284.95	100.0%*
A13105	58020	RETIREMENT	38,243	0	38,243	.00	.00	38,242.96	.0%
A13105	58030	FICA	20,897	0	20,897	16,441.07	.00	4,455.97	78.7%
A13105	58040	WRKS COMP	9,975	133	10,108	10,107.58	.00	.00	100.0%
A13105	58060	HEALTH INS	69,853	0	69,853	59,219.61	.00	10,632.97	84.8%
A13105	58062	DENTAL INS	361	0	361	319.94	.00	41.02	88.6%
A13105	58065	VISION INS	78	0	78	68.95	.00	9.45	87.9%
TOTAL BUDGET & FINANCE			531,258	0	531,258	434,839.91	2,058.75	94,358.84	82.2%
TOTAL EXPENSES			531,258	0	531,258	434,839.91	2,058.75	94,358.84	
GRAND TOTAL			531,258	0	531,258	434,839.91	2,058.75	94,358.84	82.2%

** END OF REPORT - Generated by Andrea Herzog **

Attachment: Finance Department Budget vs Actual to 11-22-21 (10174 : December 2021 Finance Report)

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11								
ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
A132540 TREASURER								
A132540 41001 REAL PROPERTY TAX	-37,003,555	0	-37,003,555	-37,003,555.01	.00	.01	100.0%	
TOTAL TREASURER	-37,003,555	0	-37,003,555	-37,003,555.01	.00	.01	100.0%	
A132541 TREASURER								
A132541 41051 PROCEEDS SALE OF	-510,000	0	-510,000	.00	.00	-510,000.00	.0%*	
TOTAL TREASURER	-510,000	0	-510,000	.00	.00	-510,000.00	.0%	
A132542 TREASURER								
A132542 41230 TREASURER'S FEES	-4,500	0	-4,500	-5,170.00	.00	670.00	114.9%	
A132542 41235 CHARGES FOR TAX R	-88,025	0	-88,025	-3,825.00	.00	-84,200.00	4.3%*	
A132542 42702 Refund of PY Expe	0	0	0	-226,245.19	.00	226,245.19	100.0%	
TOTAL TREASURER	-92,525	0	-92,525	-235,240.19	.00	142,715.19	254.2%	
A132543 STATE REVENUE								
A132543 43014 INDIAN GAMING SET	-100,000	0	-100,000	-336,263.46	.00	236,263.46	336.3%	
A132543 43389 OTHER PUBLIC SAFE	0	0	0	-238,394.00	.00	238,394.00	100.0%	
TOTAL STATE REVENUE	-100,000	0	-100,000	-574,657.46	.00	474,657.46	574.7%	
A132544 FEDERAL AID - TREAS								
A132544 44089 ARP GEN GOVT - FED	0	0	0	-130,113.84	.00	130,113.84	100.0%	
A132544 44808 FEDERAL PILOT REV	-4,814	0	-4,814	-4,783.00	.00	-31.00	99.4%*	
TOTAL FEDERAL AID - TREAS	-4,814	0	-4,814	-134,896.84	.00	130,082.84	2802.2%	
A132545 TREASURER								
A132545 42401 INTEREST & EARNIN	-20,000	0	-20,000	-14,098.36	.00	-5,901.64	70.5%*	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11								
ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL TREASURER	-20,000	0	-20,000	-14,098.36	.00	-5,901.64	70.5%	
A132546 TREASURER								
A132546 41081 PILOT - PAYMENT I	-191,147	0	-191,147	-243,665.10	.00	52,518.10	127.5%	
A132546 41090 INTEREST & PENALT	-400,000	0	-400,000	-432,763.86	.00	32,763.86	108.2%	
TOTAL TREASURER	-591,147	0	-591,147	-676,428.96	.00	85,281.96	114.4%	
A132547 TREASURER								
A132547 41150 OTB SURTAX	-15,000	0	-15,000	-34,037.00	.00	19,037.00	226.9%	
A132547 42652 SALE OF FOREST PR	0	0	0	-7,219.24	.00	7,219.24	100.0%	
A132547 42770 OTHER UNCLASSIFIE	0	0	0	-828.30	.00	828.30	100.0%	
TOTAL TREASURER	-15,000	0	-15,000	-42,084.54	.00	27,084.54	280.6%	
A13255 TREASURER								
A13255 51005 PERSONAL SERVICES	78,712	0	78,712	68,119.70	.00	10,592.37	86.5%	
A13255 54000 TELEPHONE	424	0	424	199.20	.00	224.80	47.0%	
A13255 54005 Office Materials &	200	200	400	388.72	.00	11.28	97.2%	
A13255 54015 Maintenance Agreem	34,950	0	34,950	34,950.00	.00	.00	100.0%	
A13255 54020 POSTAGE	2,500	0	2,500	1,606.46	.00	893.54	64.3%	
A13255 54035 EDUCATION & TRAINI	250	0	250	91.39	.00	158.61	36.6%	
A13255 54040 ASSOC/MEMBERSHIP D	200	0	200	200.00	.00	.00	100.0%	
A13255 54055 PROFESSIONAL SERVI	88,025	0	88,025	77,629.85	.00	10,395.15	88.2%	
A13255 54060 LEGAL NOTICES / AD	200	-50	150	.00	.00	150.00	.0%	
A13255 54070 INSURANCE	210	0	210	218.45	.00	-8.05	103.8%*	
A13255 54213 I/D COPIER	565	0	565	471.00	.00	94.20	83.3%	
A13255 54444 FEES & PERMITS	5,000	-150	4,850	1,296.35	.00	3,553.65	26.7%	
A13255 54945 OVER/SHORT	0	0	0	-.75	.00	.75	100.0%	
A13255 58020 RETIREMENT	11,020	0	11,020	.00	.00	11,019.69	.0%	
A13255 58030 FICA	6,021	0	6,021	5,076.60	.00	944.87	84.3%	
A13255 58040 WORKERS COMP	3,990	0	3,990	4,043.03	.00	-53.03	101.3%*	
A13255 58060 HEALTH INS	7,513	0	7,513	6,646.31	.00	867.12	88.5%	
A13255 58062 DENTAL INS	90	0	90	80.04	.00	10.20	88.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11								
ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
A13255 58065 VISION CARE BENEFI	20	0	20	17.25	.00	2.35	88.0%	
TOTAL TREASURER	239,891	0	239,891	201,033.60	.00	38,857.50	83.8%	
TOTAL GENERAL FUND	-38,097,150	0	-38,097,150	-38,479,927.76	.00	382,777.86	101.0%	
TOTAL REVENUES	-38,337,041	0	-38,337,041	-38,680,961.36	.00	343,920.36		
TOTAL EXPENSES	239,891	0	239,891	201,033.60	.00	38,857.50		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-38,097,150	0	-38,097,150	-38,479,927.76	.00	382,777.86	101.0%

** END OF REPORT - Generated by John Banewicz **

December 2021 Treasurer's Report

1. Trusts: No change: (Funds Paid into Court)

Open Accounts in 2020: 18

New Accounts: 2

Accounts Sent to NYS Comptroller: 9

Accounts Disbursed: 5 Total

Total Remaining Open Accounts: 6

Anticipate sending 4 inactive funds deemed "abandoned" to NYS Comptroller in 2022 leaving 2 remaining funds.

2. Open Estates: I'm currently the Administrator of 11 open estates. 9 estates are mortgage foreclosures. Mortgage/delinquent property tax foreclosure moratorium has been extended by NYS until January 15, 2022. Auctions for mortgaged properties are arranged by a court appointed "Referee" independent of our office. **A mortgage foreclosure auction for one of the 9 properties mentioned above is scheduled for December.**

3. Delinquent Tax Foreclosure Auction: No Change: Property can be reclaimed by current owners 9 business days prior to the auction. Historically, ~30 properties are auctioned annually @ ~\$17,000 each. The number of parcels is constantly changing due to payments, installment agreements & defaults, bankruptcies, legal actions, etc...

We now anticipate scheduling an auction in the fall of 2022 for 2018 thru 2020 tax delinquent properties with approval by the Legislature and Legal for an estimated total of ~ 90 parcels. Additionally, we will be competing with Supreme Court Mortgage Foreclosure Auctions: ~ 10.

When the NYS Foreclosure Moratorium ends in January, 2022, many more properties will be available to auction in NYS which may result in **lower bids for parcels.**

4. Treasurer General Fund Revenues Adjusted for Income & Expenses:

November 2019 \$37,-08,454

November 2020 \$37,233,427

November 2021 ~\$38,479,927 may vary due to late MUNIS entries

**OFFICE OF THE COUNTY ADMINISTRATOR**

CORTLAND COUNTY
60 CENTRAL AVENUE, SUITE 316
CORTLAND, NEW YORK 13045
607-753-5051 (phone)

Robert J. Corpora
County Administrator
rcorpora@cortland-co.org

**County Administrators
Monthly Report for November 2021**

December 1, 2021

1. COVID-19 Mandates

- a. CMS Omnibus Covid-19 Health Care Staff Vaccination
 - i. Affects Public Health and Mental Health
 - ii. No test out or exception options
- b. President Biden's OSHA Vaccine Mandate
 - i. Affects all entities with 100 or more employees
 - ii. Employees must provide proof of vaccination or test weekly.
 - iii. Currently in the courts. Take effect January 4, 2022 unless court rules otherwise.

2. Budget

- a. 2021 Budget
 - i. As of this time we are doing well.
 - ii. Sales Tax YTD thru September 2021 is currently running about 21% greater than 2019 and almost 24% higher than 2020.
- b. 2022 Budget has been Adopted

3. Properties

- a. Grant Street – Very preliminary talks with Tom Tedesco for use as a Veterans Peer to Peer outreach center thru a grant.
- b. 111 Port Watson St – Waiting for final closing documents from attorneys.
- c. Church St – The District Attorney is in the building and operational.
- d. Courthouse – B&G is working on obtaining quotes to get the much need repairs started on the building.
- e. Property on Miller St – Discussions as to use of the property.

4. ARP Stimulus

- a. 16 projects have been selected and resolutions for 15 have passed the Legislature which represents \$1,979,704.
- b. Total committed by resolution: \$3,645,174.

5. Personnel

- a. Problems recruiting people
 - i. We are having problems recruiting people at all levels of employment
 - ii. Other positions take much longer than expected to even get applications.
 - iii. Burke Group-CSEA Compensation Analysis is expected the end of January 2022 at which time a long term plan will be put together to address the compensation issue for both Management and CSEA.

6. AAA Senior Centers

- a. Chuck is working with City for permits for HUB center at Crescent Commons. Once received remodeling can begin
- b. 6 grants awarded for satellite locations. Finalizing of MOU should be completed within a couple of weeks.

7. Child Advocacy Center oversight move

- a. CAC oversight will be moved from the District Attorney's office to the Department of Social Services due to possible conflicts with Discovery laws and procedures.
- b. Physical location will remain the same.
- c. There will be little to no change in operation at this time.

8. Administration Policies

- a. Reviewing current policy manuals and indexing
- b. Converting to new format
- c. Reviewing for updating and obsolete policies

Susan Wilson Log

January 2----Attended Organizational meeting 10am-11am—1hour

January 4----Reviewed materials for upcoming meetings 1.5 hours

January 6---Reviewed materials for upcoming meetings 1.5 hours

January 7—Attended Buildings and Grounds meeting

Attended Highway committee meeting

Attended Solid Waste committee meeting

Picked up mail. Checked in with office staff 9-12:30 3.5 hours

7.5

January 8----Reviewed materials for upcoming meeting 2 hours

January 9---Attended Agriculture, Planning and Environment meeting

Attending Health and Human Services meeting

Picked up and reviewed mail. 9-12 3 hours

5

January 14---Reviewed 2020 Adopted budget and Policy Impact report 2 hours

January 16---Reviewed county laws and policies 2 hours

4

January 21---Reviewed agenda and materials for Legislative session —4 hours

January 23---Reviewed materials, talked with legislatures etc. 3 hours

7

January 30---Special HHS meeting. 1.5 hours

Discussion with other legislatures 1.5 hours

3

Jan.
26.5

February 4---Meeting with Beau Harbin to review issues 1.0 hour

1

February 6---Attended Rules of Order Revision Committee—1 hour

Consulting presentation 2 hours

Office check in .5 hours

3.5

February 8—Phone conversation with other legislators and District 5 constituents

no time?
1 hr (see email
attached)

February 9---Reviewed materials for upcoming meetings 3 hours

February 11---Building and Grounds meeting 1 hour

Office check in. Reviewed materials in mail .5

Reviewed Materials for upcoming meeting 1.5

6

February 13---Attended Agriculture, Planning and Environment meeting

Attended Health and Human Services

Reviewed Mail office check in 4 hours

Mental Health director hiring committee 2 hours

6

February 18----Attended Personnel Committee Meeting 1 hour

1

17.5

WHL

February 20---Attended Buildings and Grounds special meeting 1.5

Reviewed mail and office check in .5 hours

Interviews for Mental Health Position 2.5 hours

4.5

February 23---Reviewed materials for legislator meeting, discussions with constituents, legislators 3 hours

3

February 26---Interviews for Mental Health position 1 hour

1

February 27---Office check in, Meetings, Legislative meeting 2.5 hours

2.5

March 2---Review for meetings 1 hour

March 3---Health and Human Services meeting 2.5 hours

Attended and spoke at UUP rally. Talked to constituents 1 hour

4.5

March 10---Buildings and Grounds meeting

Office check in 1.25 hours

Review of materials for meetings 2 hours

3.25

March 12---Attended Agriculture, Planning and Environment meeting

Attended Health and Human Services meeting

Mail and office check in---3.5 hours

3.5

March 15---Discussed issues with other legislators 2 hours

March 16---Reviewed agenda materials 1 hour

March 17---Attended Special meeting of Personnel Committee

Attended County Legislature special meeting

5 minutes
0.5 (per Savannah)

Various in March---fielded calls and emails from constituents, updated my social media daily from March 23 on regarding COVID 2 hours

2 (3)

Various in April---Updated social media daily regarding COVID, fielded calls from legislators and constituents 2 hours

2

April 6---Reviewed materials for meeting 2 hours

April 7---Test meeting .5

April 8---Consulting meeting 4 hours

6.5

April 11---Fielded calls and concerns from constituents 1 hour

April 12---Reviewed agenda and materials

April 14---Attended Budget and Finance meeting and reviewed materials for legislative meeting 3 hours

April 16---Attended the legislative meeting 1.0

5

Attachment: S Wilson ROA (362-21 : Amend Resolution 212-20 Standard Workday Reporting for Elected and Appointed Officials)

April 17----Seven Valleys Health Coalition meeting 1.5

April 21----Cortland County Soil and Water Conservation District Meeting—2 hours

April 23---Special Meeting-Committee of the whole---1 hour

4.5

April 7----Reviewed materials for meeting 1 hour

April 8---Committee as a whole meeting

45 minutes
(per Savannah)

1
0.75

19.75

Smu

Legislator
Location Code 10D11
2/11/21

69.8 Jan, Feb, March 2020

Kevin Fitch

		Legislator, District 8 (Preble Scott Homer)
Date	Meeting Description	Time
Dec-19	Swearing in	10:00am - 12:00PM
1/8/2020	Town of Scott Board Meeting	6:00PM - 7:00PM
1/9/2020	Ag, Planning and Environment Committee Meeting	9:00AM - 10:00AM
1/13/2020	Town of Homer Board Meeting	6:30pm - 7:45pm
1/14/2020	Personnel Committee Meeting	9:00AM - 10:30AM
1/14/2020	Budget and Finance Meeting	12:30PM - 2:30PM
1/14/2020	Town of Preble Board Meeting	7:00PM - 8:00PM
1/18/2020	Preble Resident meeting	10:00AM - 11:30AM
1/23/2020	Caucus/Legislative Session	5:00PM - 7:45PM
2/6/2020	NYSAC Meeting (TransPro Consulting)	10:00AM - 12:00PM
2/10/2020	Town of Preble Board Meeting	7:00PM - 8:00PM
2/11/2020	Town of Scott Board Meeting	6:00PM - 7:00PM
2/13/2020	Ag, Planning and Environment Committee Meeting	9:00AM - 10:00AM
2/18/2020	Personnel Committee Meeting	9:00AM - 10:30AM
2/18/2020	Budget and Finance Meeting	12:30PM - 2:30PM
2/19/2020	Cortland County Planning Committee Meeting	6:30PM - 7:30PM
2/27/2020	Caucus/Legislative Session	5:00PM - 7:30PM
3/4/2020	Town of Homer Board Meeting	6:30PM - 7:45PM
3/6/2020	Committee Chair(s) Special Meeting	9:00AM - 11:30PM
3/9/2020	Town of Preble Board Meeting	7:00PM - 8:00PM
3/9/2020	Town of Scott Board Meeting	6:00PM - 7:00PM
3/17/2020	Special Legislative Session	6:00PM - 8:00PM
3/30/2020	DEC Meeting for Grout Brook Bridget (Town of Scott)	9:00AM - 10:30AM

2
 1
 1
 1 hr 15 min
 1 hr 30
 2
 1
 1 hr 30
 2 hr 45
 2
 1
 1
 1
 1 hr 30
 2 hr
 1
 1 hr 30
 1 hr 15
 2 hr 30
 1 hr
 1 hr
 2 hr
 1 hr 30

1.64
 1.52 / 2.28

34.25 hours

Legislator
 Location Code 10011

He Jia

34.25
 4.25
 255 minutes = 4.25

Record of Activities

Name: John T. Banewicz

Title: Treasurer

Employer: Cortland County

February 2020

DATE	ACTIVITY	START TIME	END TIME	HOURS
3	Answer E-mails	8:00	9:00	1.00
	February Reports	9:00	10:45	1.75
	Bank Run	10:45	11:30	0.75
	Installment Agreement	12:30	1:00	0.50
	Abandoned Property Research	1:00	4:00	3.00
	Sign Checks & Various Forms	4:00	4:30	0.50
4	Answer E-mails	7:30	8:00	0.50
	Open Estates Research	8:00	10:00	2.00
	Citizens Bank Mtg.	10:00	11:00	1.00
	Installment Agreement	11:00	11:30	0.50
	Bank Run	11:30	12:15	0.75
	Sign Checks & Various Forms	12:45	1:00	0.25
	Answer E-mails	1:00	1:30	0.50
	Contact Open Estate Attorneys	1:30	2:30	1.00
	Format letters to Attorneys	2:30	4:00	1.50
5	Answer E-mails	7:00	7:30	0.50
	Research Estates, sign checks & forms	7:30	9:30	2.00
	Mtg. with J.P. Morgan Rep	9:30	11:00	1.50
	Bank Run	11:00	11:45	0.75
	E-mails, mail, sign documents	12:30	1:30	1.00
	Installment Agreement	1:30	2:00	0.50
	Open Estates Research	2:00	4:00	2.00
	February Reports, Contact Attorneys	4:00	5:30	1.50
6	Answer E-mails	8:00	8:30	0.50
	Sign Documents	8:30	9:00	0.50
	Bail Forfeiture	9:00	10:15	1.25
	Bank Run	10:15	11:00	0.75
	Installment Agreement	11:00	11:30	0.50
	Dept Head Mtg.	12:30	1:30	1.00
	3 Installment Agreements	1:30	3:00	1.50
	Dryden Bank	3:00	4:30	1.50
	Total			32.75
7	Off			
10	Answer E-mails	8:00	8:30	0.50
	Open Estates Research	8:30	9:00	0.50
	Bank Run	9:00	9:45	0.75

	Installment Agreement	9:45	10:15	0.50
	Another Bank Run	10:15	11:15	1.00
	Sign Papers	11:15	11:45	0.50
	Bail Forfeiture	12:30	2:30	2.00
	Open Estates	2:30	5:00	2.50
11	Answer E-mails	8:00	8:30	0.50
	Policy & Procedures	8:30	10:30	2.00
	Bank Run	10:30	11:15	0.75
	Sign Checks & Documents	11:15	12:15	1.00
	Phone Calls & e-mails	12:45	2:00	1.25
	Estates - Policy & Procedures	2:00	5:00	3.00
12	Answer E-mails	8:00	8:30	0.50
	Open Estates, Sign Documents	8:30	10:00	1.50
	Bank Run	10:00	12:00	2.00
13	Answer E-mails	8:00	8:30	0.50
	Open Estates	8:30	10:00	1.50
	Foreclosure Auction	10:00	11:15	1.25
	Bank run	11:15	12:00	0.75
	Sign Documents	12:30	1:00	0.50
	Foreclosure Auction	1:00	2:00	1.00
	Verify Bank Statements	2:00	5:00	3.00
14	Answer E-mails	8:00	8:30	0.50
	Verify Accounts	8:30	10:00	1.50
	Bank Run	10:00	10:45	0.75
	Open Estates Phone Calls	10:45	11:00	0.25
	Sign Documents & File	11:00	12:00	1.00
	Bail Research	12:30	1:00	0.50
	Verify Accounts	1:00	3:00	2.00
	Estate Research	3:00	4:30	1.50
17	Holiday			
18	Answer E-mails	8:00	8:30	0.50
	Deputy Appointment	8:30	9:15	0.75
	Bank Run	9:15	10:00	0.75
	Workman's Comp	10:00	11:00	1.00
	Verify Receipts Dispersals	11:00	12:00	1.00
	Budget & Finance Mtg.	12:30	2:30	2.00
	Open mail, Answer E-mails	2:30	3:30	1.00
	Open Estates	3:30	5:30	2.00
	City Council Mtg	5:30	8:30	3.00
19	Answer E-mails	8:00	8:30	0.50

	Open Estates	8:30	9:30	1.00
	Bank Run	9:30	10:30	1.00
	Sign Documents	10:30	11:00	0.50
	Policies & Procedures	11:00	12:00	1.00
	Policies & Procedures	12:30	4:30	4.00
20	Answer E-mails	8:00	8:30	0.50
	Sign Checks	8:30	9:00	0.50
	Bank Run	9:00	9:45	0.75
	Open Estates	9:45	12:00	2.25
	Abandoned Property	12:30	3:00	2.50
	Charge Back Billing	3:00	3:30	0.50
	Policy & Proceedings	3:30	5:30	2.00
21	Answer E-mails	8:00	8:30	0.50
	Policy & Proceedings	8:30	9:30	1.00
	Bank Run	9:30	10:15	0.75
	Sign Documents	10:15	10:45	0.50
	Abandoned Property	10:45	12:00	1.25
	Policies & Procedures	12:30	4:00	3.50
24	Answer E-mails	8:00	8:30	0.50
	Miller St County Property Research	8:30	10:30	2.00
	Bank Run	10:30	11:15	0.75
	Sign Documents	11:15	11:45	0.50
	Policy & Procedures	12:15	3:30	3.25
	Phone Calls & Emails	3:30	4:30	1.00
25	Answer E-mails	8:00	8:30	0.50
	Policies & Procedures	8:30	10:30	2.00
	Served Summons	10:30	11:00	0.50
	Workman's Comp	11:00	11:30	0.50
	Bank Run	11:30	12:15	0.75
	Sign Documents	12:45	1:00	0.25
	Auction Planning	1:00	2:00	1.00
	Answer E-mails	2:00	3:00	1.00
	Policy & Procedures	3:00	5:00	2.00
26	Insurance Changes Mtg	7:00	8:00	1.00
	Answer E-mails	8:00	8:30	0.50
	Notary Stamp Research	8:30	9:00	0.50
	Abandoned Property	9:00	11:00	2.00
	Bank Run	11:00	12:00	1.00
	Sign Documents	12:30	1:00	0.50
	Auction date Mtg w/ Auctioneer	1:00	3:00	2.00
27	Answer E-mails	8:00	8:30	0.50

5	Answer E-mails	8:00	8:30	0.50
	Abandoned Property Waiver	8:30	9:00	0.5
	Review Auction RFP	9:00	10:00	1
	Bank Run	10:00	10:45	0.75
	Prep for Dept Hd Mtg	10:45	12:30	1.75
	Dept Hd Mtg	1:00	2:30	1.5
	Sign Documents	2:30	3:30	1
6	Update Comp Files, File Papers	3:30	4:30	1
	NYS Treasurer Assoc Mtg Syr	7:00	3:00	8
9	Answer E-mails	8:00	8:30	0.50
	Sign Documents	8:30	9:00	0.50
	JDAD	9:00	10:30	1.50
	Bank Run	10:30	11:30	1.00
	File Paperwork	11:30	12:30	1.00
	Off			
10	Answer E-mails	8:00	8:30	0.50
	Workmans Comp	8:30	9:00	0.50
	Sign Documents	9:00	9:30	0.50
	Bank Run	9:30	10:15	0.75
	File Paperwork	10:15	11:30	1.25
	Phone Calls, emails, JDAD	12:00	1:00	1.00
	Research Trusts	1:00	5:00	4.00
11	Answer E-mails	8:00	8:30	0.50
	Trusts	8:30	10:30	2.00
	Bank Run	10:30	11:15	0.75
	City Court	11:15	12:00	0.75
	Trusts	12:30	2:30	2.00
	RFP Auction Appraisal	2:30	4:30	2.00
12	Answer E-mails	8:00	8:30	0.50
	Supreme Court Trusts	8:30	9:45	0.75
	Bank Run	9:45	10:30	0.75
	Auction RFPs	10:30	11:30	1.00
	Sign Documents	11:30	12:00	0.50
	Auction RFPs	12:30	4:30	4.00
13	Answer E-mails	8:00	8:30	0.50
	Auction RFPs	8:30	9:30	1.00
	Bank Run	9:30	10:15	0.75
	2nd Bank Run	10:15	11:00	0.75
	Dept Head Mtg	11:00	1:30	2.50
	Sign Document / Vouchers	2:00	3:00	1.00

	Auction RFPs	3:00	4:30	1.50
16	Answer E-mails	8:00	9:30	1.50
	Bank Run	9:30	10:15	0.75
	Auction RFP & Live Auction	10:15	12:00	1.75
	Sign Documents	12:30	1:00	0.50
	Workman's Comp	1:00	1:30	0.50
	Tax Searches	1:30	2:30	1.00
	E-mails Phone	2:30	3:00	0.50
	Emrg. Mtg	3:00	4:30	1.50
17	Answer E-mails	8:00	9:30	1.50
	Bank Run	9:30	10:15	0.75
	Research Covid	10:15	12:00	1.25
	Employee Schedules	1:00	2:00	1.00
	Sign Documents	2:00	2:30	0.50
	File Documents	2:30	3:30	1.00
	Auction RFP	3:30	4:30	1.00
	Legislative Mtg	6:00	6:30	0.50
18	Answer E-mails	8:00	9:30	1.50
	Sign Documents	9:30	10:00	0.50
	Foreclosure Auction	10:00	10:30	0.50
	Estates	10:30	11:00	0.50
	e-mails	11:00	11:30	0.50
	Review & File Documents	12:30	4:30	4.00
19	Answer E-mails	8:00	9:30	1.50
	Sign Documents	9:30	10:00	0.50
	Auction RFP	10:00	11:00	1.00
	Dept Head Mtg	11:00	1:00	2.00
	Surplus Deficit Report	2:30	5:00	2.50
20	Answer E-mails	8:00	9:30	1.50
	Sign Documents	9:30	10:00	0.50
	Surplus Deficit Report	10:00	11:00	1.00
	Dept Head Mtg	11:00	11:30	0.50
	Bank Run	11:30	1:00	1.50
	Surplus Deficit Report	1:00	3:00	2.00
23	Answer E-mails	8:00	9:30	1.50
	Policy & Procedures	9:30	1:30	4.00
	Sign Documents	2:30	3:00	0.50
	Policy & Procedures	3:00	4:30	1.50
24	Answer E-mails	8:00	9:30	1.50
	Workman's Comp	9:30	10:00	0.50

Auction Paperwork	8:30	10:00	1.50
Mtg w/ Surrogate Court	10:00	11:00	1.00
Bank Run	11:00	11:45	0.75
City Court Run	12:15	1:00	0.75
Miller St Property Tax still due	1:00	2:30	1.50
Review Auction RFPs	2:30	4:00	1.50
Deferred Comp Mtg	4:00	5:00	1.00
File Documents	5:00	6:00	1.00
County Legislature Mtg	6:00	7:00	1.00

28

Answer E-mails	8:00	9:00	1.00
Bank Run	9:00	9:45	0.75
Sort Computer Files	9:45	11:00	1.25
Sign Documents	11:00	12:00	1.00
Mtg w/ SS Dept	12:30	1:00	0.50
Phone Calls	1:00	1:30	0.50
Sort Computer Files	1:30	4:30	3.00

Total 181.75**March 2020**

2

Answer E-mails	8:00	8:30	0.50
Cleared Desk	8:30	9:00	0.50
Deputy Treasurer Mtg.	9:00	9:30	0.50
Bank Run	9:30	10:30	1.00
Sign Documents	10:30	11:00	0.50
e-mails on overpayments	11:00	12:00	1.00
Calls , Abandoned, emails	12:30	4:30	4.00

3

Answer E-mails	8:00	8:30	0.50
Review Auction RFPs	8:30	9:30	1.00
Bank Run	9:30	10:15	0.75
Review Auction RFPs	10:15	12:00	1.75
Workmans Comp	12:30	1:00	0.50
Sign Documents	1:00	1:30	0.50
Answer e-mails	1:30	2:00	0.50
Review Auction RFPs	2:00	4:00	2.00
Political Campaign Mtg	4:00	4:30	0.50
City Council Mtg	7:00	8:30	1.50

4

Answer E-mails	8:00	8:30	0.50
Abandoned Property Waiver	8:30	9:30	1
Bank Run	9:30	10:15	0.75
Abandoned Property	10:15	11:00	0.75
Sign Documents	11:00	11:30	0.5
Review Auction RFP	12:00	3:00	3
emails & phone calls	3:00	4:00	1
Clear Desk	4:00	4:30	0.5

	Policy & Procedures	10:00	12:00	2.00
	Sign documents, emails	1:00	2:00	1.00
	Policy & Procedures	2:00	4:30	2.50
25	Answer E-mails	8:00	9:30	1.50
	Policy & Procedures	9:30	11:30	2.00
	Sign Documents	12:30	1:00	0.50
	Policy & Procedures	1:00	4:30	3.50
26	Answer E-mails	8:00	9:30	1.50
	Sign Documents	9:30	10:00	0.50
	Bank Run	10:00	11:00	1.00
	Policy & Procedures	11:00	12:00	1.00
	Mtg w/ Deputy Treasurer	1:00	3:00	2.00
27	Answer E-mails	8:00	9:30	1.50
	Bank Run	9:30	10:15	0.75
	Mtg w/ Paul Heider	10:15	11:00	0.75
	Sign Documents e-mails	11:00	12:00	1.00
30	Answer E-mails, File Docs	10:00	11:00	1.00
	Sign Docs	11:00	11:15	0.25
31	Answer E-mails, File Docs	10:00	11:00	1.00
	Workmans Comp	11:00	11:30	0.50
	Estates, SS Docs	11:30	12:00	0.50
	Total			151.25
April 2020				
1	Answer E-mails, File docs	10:00	11:00	1.00
2	Answer E-mails, File docs	11:30	12:30	1.00
	Tng section w/ Deputy	12:30	1:00	0.50
	B & F Mtg	1:00	2:00	1.00
	Bank Run	2:00	2:45	0.75
	Deliquent Tax Issue	2:45	4:30	1.75
3	Answer E-mails, File docs	10:00	11:00	1.00
	Abanconed Property	11:00	12:00	1.00
	Sign Docs, update computer files	12:00	1:30	1.50
6	Bank Run	9:00	10:00	1.00
	Answer E-mails, File docs	10:00	11:00	1.00
7	Answer E-mails, File docs	9:00	10:00	1.00
	Workman's comp	10:00	10:30	0.50
	Certificate of Residency	10:30	1:30	3.00

8	Answer E-mails, File docs	8:00	9:00	1.00
	Legislative Mtg.	9:00	1:00	4.00
	Sign Docs	1:00	1:30	0.50
	Residency Certificate	1:30	2:30	1.00
	Sign Docs	2:30	3:00	0.50
9	Answer E-mails, File docs	9:00	10:00	1.00
	Sign Docs/Bank Run	10:00	11:00	1.00
10	Answer E-mails, File docs	9:00	10:00	1.00
	Sign Bond Docs/Bank Run	10:00	11:30	1.00
	Residency Certificate	11:30	12:00	0.50
13	Off			
14	Workman's Comp, emails	1:00	2:00	1
	B & Finance Mtg	2:00	3:00	1
15	Off			
16	Legislature Mtg	2:00	3:30	1.5
		3:30	4:00	0.5
17	Off			
20	Answer E-mails	8:30	10:30	2.00
	Sign Docs	10:30	11:00	0.50
	Edit Bank Statements	11:00	12:00	1.00
	Bank Run	12:00	1:00	1.00
	Update Computer Files	1:00	2:00	1.00
	Foreclosure Auction	2:00	2:30	0.50
21	Answer E-mails	12:00	1:30	1.50
	Workman's Comp	1:30	2:00	0.50
	Misc Docs	2:00	2:30	0.50
	Foreclosure Auction	2:30	3:30	1.00
	Auctioneer RFP	3:30	5:30	2.00
22	Answer E-mails	10:00	10:30	0.50
	Sign Docs	10:30	11:00	0.50
	Foreclosure Auction Mtg	11:00	12:30	1.50
	Update Docs	12:30	1:30	1.00
23	Review & Sign Docs	10:00	10:30	0.50
	Answer E-mails	10:30	11:30	1.00
	Bank Run	11:30	12:15	0.75
	Misc. Filing	12:15	12:30	0.25

24	File Docs/Answer E-mails	9:30	10:30	1.00
27	Answer E-mails	8:30	9:30	1.00
	Sign Docs	9:30	10:00	0.50
	Bank Run	10:00	11:00	1.00
28	Answer E-mails	10:00	10:30	0.50
	Deliquent Taxes	10:30	11:00	0.50
	Workman's Comp	11:00	11:30	0.50
	Residency/DA Invoices	11:30	12:00	0.50
29	Answer E-mails	11:00	11:30	0.50
	Bank Run	11:30	12:30	1.00
	Sign Docs	12:30	1:00	0.50
	Update Files / Policy & Procedures	1:00	5:30	4.50
30	Answer E-mails	9:00	10:00	1.00
	MUNIS Tng	10:00	12:00	2.00
	Bank Run	12:00	1:00	1.00
	Foreclosure Auction	1:30	2:30	1.00
	Sign Docs	2:30	3:00	0.50
	Deliquent Taxes	3:00	5:30	2.50
	Total			69.00
	Grand Total			402.00

With my signature, I attest to the accuracy of the record provided above.

J J Banewicz 1 May 2020

Cortland County Treasurer
Location Code 10011