



Finance & Administration Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 12, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:05 AM by Committee Vice Chair Christopher Newell

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Chair	Excused	
Linda Jones	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
Paul Heider	Cortland County, NY	Board Member	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit & Financial Projects	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Linda Armstrong	Thoma Development Consultants	Program Manager	Present	10:15 AM
Ryan Harriott	Thoma Development Consultants	Program Manager	Present	10:15 AM
Margaret Mellott	Cortland Standard	Reporter	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	10:50 AM
Brett Barnes	Cortland County	Resident	Present	10:20 AM
Kimberly Biglardi	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	
Cathy Bischoff	Cortland County, NY	Board Member	Remote	
Carlita Withers	Cortland County, NY	Assistant Accountant	Remote	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Nov 7, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

2. Finance & Administration Committee - Special Meeting - Nov 14, 2023 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid/Authorize Contract for Vehicle Repair and Maintenance

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Award Bid/Authorize Contract for Vehicle Repair and Maintenance

WHEREAS, a Request for Proposals (RFP) was issued November 7, 2023 for vehicle repair and maintenance services and such bids were due and received by Tuesday, December 5, 2023, AND

WHEREAS, based upon the results of the bid, the bid is to be awarded to the lowest responsible bidder, AND

WHEREAS, one bid was received from the following: O'Shea Tire & Service Center, of 270 Tompkins Street, Cortland, NY 13045, NOW THEREFORE BE IT

RESOLVED, that the bid from O'Shea Tire & Service Center, of 270 Tompkins Street, Cortland, NY 13045, is hereby accepted at the bid prices as listed per the RFP, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with the awarded vendor for the purchase of said services for the one-year period from January 1, 2024 through December 31, 2024, with an option to extend for an additional three one-year terms.

AGENDA ITEM NO. 2 – Levy Water Charges - Town of Cincinnatus - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy 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:

112.20-01-04.000	Price, Danielle A.	\$189.32
112.20-01-20.000	Morse, Ryan	189.32
112.20-01-22.000	Morse, Ryan	250.37
113.17-01-03.000	Smith, Ronald P.	308.67
113.17-01-04.000	Randall, Joseph	213.52
113.17-01-12.000	Soule, Kenneth	189.32
113.17-01-30.000	Kurtz, Robert L. III	189.32
113.17-02-02.000	Durney, James	209.12
113.17-02-04.000	Butler, Cathy L.	228.92
113.17-02-09.000	Byroads, John	99.61
113.17-02-10.000	Turshman, Kristen	193.72
113.17-02-12.000	Pittsley, Anna	188.63
113.17-02-16.000	Williams, James A. Jr	662.64
113.17-02-21.000	Harlow, Geoffrey	201.70
122.00-03-04.000	Kwak, Bryan	124.36
122.00-03-11.000	Carr, Teresa	234.97
122.00-03-20.000	Kemak, Lisa	189.32
122.08-01-02.000	Staley, Vicki W.	391.72
122.08-01-04.000	Aldrich, William G.	464.99
122.08-01-06.000	Randall, Gary	204.17
122.08-01-14.100	N Y S E & G	99.61
122.08-01-19.100	Moses, David B. II	246.52
122.08-01-25.200	Randall, Sally	99.61
122.08-02-05.000	Hotaling, Zachary	342.22
122.08-02-06.000	Totman, Philip B.	206.92
122.08-02-11.000	Frontier Communication Sol.	189.32
122.12-01-03.200	Carter, Leslie	189.32
122.12-01-11.000	Kemak, Lisa	189.32
123.05-01-01.000	Wehner, Verda	189.32
123.05-01-07.000	Supley, Richard	194.27
123.05-01-08.000	Mudge, Jessica	189.32
123.05-01-15.000	Our House Your Home	1,072.48
123.05-01-17.000	Southern, Tess	189.32
123.05-01-19.000	Price, Steve	341.12

123.05-01-20.000	Cummings, Dorothy	149.11
123.05-01-23.000	Dodge, George	99.61
123.05-01-24.000	Treacy , Clyde Jr.	301.52
123.05-01-25.000	Rathbun, Cheyenne	189.32
123.05-01-31.000	Novick, Donna	189.32
123.05-01-36.000	Our House Your Home	487.56
123.05-01-37.000	Welch, Kathleen	189.32
123.05-01-60.000	Dingman, Ronald	189.32
123.05-01-71.000	Ballard, Kenneth	189.32
123.05-01-72.000	Ballard, Cindy	610.07
123.09-01-03.000	Shore, Simon	144.16
123.09-01-04.000	Shorter, Rose	477.20
123.13-01-01.000	Brown, Gordon E.	189.32
123.13-01-04.000	Hemming, Robert F.	303.72
123.13-01-08.200	Steady, David	326.51
123.13-01-09.000	Steady, David	174.16
123.13-01-10.000	Steady, Kody & Crystal	1,099.57
123.13-01-24.000	Carter, Leslie J.	189.32
123.13-01-25.000	Rice, Jay	500.07
123.13-01-26.000	Spencer, Isaac	390.62
123.13-01-27.000	Olear, Elizabeth	199.18
123.13-01-31.000	Allen, Jennifer M.	1,255.77
123.13-01-32.000	Gallow, David	270.72
123.13-01-34.000	Hummel, Melissa	316.37
123.13-01-35.000	Hummel, Melissa	168.91
123.13-01-36.000	Eaton, Charles	189.32
123.13-01-41.000	Davis, Wendy	198.12
123.13-01-42.000	Pittsley, Jedadiah	165.54
123.13-01-43.000	Aldrich, Shiloh	895.62
132.00-01-11.100	Phillips, Heath	<u>326.27</u>
	TOTAL:	\$19,037.32

Submitted to Cortland County Real Property Tax Services 11/3/2023 by Water Billing Dept.

AGENDA ITEM NO. 3 – Levy Water Charges - Town of Harford - Real Property Tax Services

Mr. Harbin MADE A MOTION to consider agenda items 3 - 13 as a consent agenda, Mr. Stock SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy 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	\$419.00
172.05-01-32.000	Mathew Murray	\$329.00
172.06-01-01.000	Edward F Monroe	\$654.00
172.06-01-12.200	Chris E Tweedie	<u>\$562.00</u>
TOTAL		\$1,964.00

Submitted to Cortland County Real Property Tax Services on 10/30/23 by Jennifer Fox, Harford Town Clerk.

AGENDA ITEM NO. 4 – Levy Water Charges - Town of Scott - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy Water Charges - Town of Scott - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Scott, 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 Scott:

35.03-01-03.000	Chad Parker	\$462.00
35.03-01-09.000	Tyler West	\$411.00
35.03-01-13.000	Terry Vanliew	\$498.00
35.03-01-15.000	Kelly Platt	\$279.00
35.03-01-31.000	Matthew Klemm	\$693.00
35.03-01-33.000	Christopher Glendening	\$307.00
35.03-01-39.000	Connal Carr	\$387.00
35.03-01-53.000	Walter Scott	<u>\$384.00</u>
TOTAL:		\$3,421.00

Submitted to Cortland County Real Property Tax Service on 12/6/23 by Tamara Congdon, Scott Town Clerk.

AGENDA ITEM NO. 5 – Levy Water Charges - Town of Cortlandville - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy Water Charges - Town of Cortlandville - Real Property Tax Services

WHEREAS, a statement showing the unpaid water charges in the Town of Cortlandville, 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 Cortlandville:

76.14-01-28.000	Paul F Quinlan	85.68
76.14-01-48.000	Duane T Smith	174.48
76.15-01-15.000	Amy M Darling	67.38
76.18-01-31.000	Stacy L Crandall-Jones	218.55
76.19-01-05.000	Jeffrey C Carley	105.70
76.19-01-19.110	Shannon M Snyder	281.75
76.19-01-19.121	Land Essential Inc.	79.38
76.19-01-22.000	Christine Poppe	344.14
76.19-01-39.000	William Cleary	52.92
85.11-01-04.100	Ronald F Lader	112.37
85.11-02-16.000	William H McDermott	147.09
85.15-01-09.000	David M Winter	740.61
85.16-01-24.000	Budd W Rigg	112.18
85.19-01-04.000	Daniel R VanDusen	183.19
85.19-01-05.000	Justin G Naylor	535.15
85.19-01-36.000	Anthony John Keegan	153.24
85.20-01-01.000	Melissa K Martin	147.88
86.09-01-19.000	Valerie A Casey	102.05
86.09-01-24.000	Earl D Clark	244.25
86.09-01-46.000	Paul W Allen	400.52
86.13-01-10.000	Robert Phelps	166.98
86.13-01-46.000	7-Eleven Inc	187.47
86.13-01-55.121	281 Groton Corp	35.66
86.13-01-60.120	Coffee Grounds LLC	173.26
87.04-01-09.000	Andersen Holdings of Cort	347.80
87.04-01-11.000	Andersen Holdings of Cort	75.51
87.09-01-03.000	Breanne R Bassett	124.07
87.13-01-25.000	Nicole R Bush	796.14
87.13-01-34.000	Wyatt Malchak	318.77
95.06-01-17.000	Kenneth T Pym	189.82
95.07-02-09.000	William Jones	106.18
95.11-01-24.000	Gerald V Ruggiero	127.70
95.11-02-25.000	Daniel W Yunghans	75.53

95.11-03-09.000	Stacy M Bradley	78.66
95.11-04-06.000	Michael J Warwick	78.13
95.11-05-04.000	Brian D Withey	309.35
95.14-01-10.000	Benjamin Baum	205.84
95.16-01-58.000	Matthew C Yaple	64.90
95.16-01-61.000	Erica L Skipton	91.74
95.16-01-75.000	Gary W James	389.08
95.16-02-06.000	Kevin VanDonsel	283.02
96.00-12-02.000	Christina M Grossi	158.25
96.00-12-03.000	Scott J McKinney	258.34
96.05-01-32.000	Dustin Harrington	133.27
96.05-02-12.000	Homer 23 LLC	32.48
96.05-02-13.000	Homer 23 LLC	103.66
96.05-02-14.000	Homer 23 LLC	62.10
96.05-02-15.000	Homer 23 LLC	81.50
96.05-02-16.000	Homer 23 LLC	112.09
96.05-02-17.000	Homer 23 LLC	39.06
96.05-02-18.000	Caroline Alemany	52.92
96.06-01-18.000	Anthony T Rosato	141.99
96.06-01-30.000	J Robert Messinger	146.06
96.06-01-37.000	J & J Properties of CNY, LLC	161.94
96.06-01-39.000	Coffee Grounds LLC	180.97
96.06-01-43.000	Jamie Moses	147.61
96.06-02-14.000	Kimberly A Cook	470.45
96.06-02-15.000	Courtney Farkas	77.69
96.06-02-20.000	John H Hutchinson	294.21
96.08-01-01.000	John Chierchio	111.08
96.08-01-05.000	Charlean Harris	115.34
96.09-01-24.000	Bethany A Cutler	216.89
96.09-02-08.000	Thomas Keane	198.73
96.09-02-30.000	Richard O'Dell	89.54
96.09-04-06.000	Leon W Stewart	248.71
96.10-02-11.000	Michael J Mershon	332.92
96.10-02-19.000	Angela N Knight	47.06
96.12-01-17.000	Thomas Grossi	340.76
96.36-01-07.000	Dorene Eaton	307.73
105.08-02-32.000	Megan Crowe	<u>54.26</u>
TOTAL:		\$13,231.73

Submitted to Cortland County RPTS 12/7/23 by Kristin Rocco-Petrella, Cortlandville Town Clerk.

AGENDA ITEM NO. 6 – Levy Water Charges - Town of Virgil - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy 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:

127.15-01-30.000-9	Karin Richardson	138.00
127.15-01-31.000-38	Britney Funccius	<u>138.00</u>
TOTAL:		\$276.00

Submitted to Cortland County Real Property Tax Services on 11/15/23 by Alane VanDonsel, Virgil Town Clerk.

AGENDA ITEM NO. 7 – Levy Sewer Charges - Town of Cuyler - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy Sewer Charges - Town of Cuyler - Real Property Tax Services

WHEREAS, a statement showing the unpaid sewer charges in the Town of Cuyler, 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 Cuyler:

31.02-02-22.000	Daniel N Southwick	\$296.80
31.02-02-27.000	Mandy M Morgan	\$296.80
31.02-02-30.000	Chuck, Alex, Kristine Enterprises LLC	\$543.20
31.02-02-32.000	Brittney Casler	\$296.80
31.02-02-39.000	Jessica Harris	\$296.80
31.02-02-40.000	Joel Barney	\$296.80
31.02-02-47.000	Jennifer Dorman	<u>\$420.00</u>
TOTAL:		\$2,447.20

Submitted to Cortland County Real Property Tax Services on 11/29/23 by Wendy Custer, Cuyler Town Clerk.

AGENDA ITEM NO. 8 – Levy Sewer Charges - Town of Virgil - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy 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:

127.15-01-30.000-9	Karin Richardson	264.50
127.15-01-31.000-38	Britney Funccius	<u>264.50</u>
TOTAL:		\$529.00

Submitted to Cortland County Real Property Tax Services on 11/15/23 by Alane VanDonsel, Virgil Town Clerk.

AGENDA ITEM NO. 9 – Levy Sewer Charges - Town of Cortlandville - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy Sewer Charges - Town of Cortlandville - Real Property Tax Services

WHEREAS, a statement showing the unpaid sewer charges in the Town of Cortlandville, 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 the unpaid sewer charges be re-levied and collected from the real property indicated below:

76.14-01-28.000	Paul F Quinlan	111.50
76.14-01-48.000	Duane T Smith	227.25
76.18-01-31.000	Stacy L Crandall-Jones	297.45
76.19-01-05.000	Jeffrey C Carley	128.26

76.19-01-19.110	Shannon M Snyder	362.90
76.19-01-22.000	Christine Poppe	447.92
76.19-01-39.000	William Cleary	61.60
85.11-01-04.100	Ronald F Lader	132.10
85.11-02-16.000	William H McDermott	198.12
85.15-01-09.000	David M Winter	988.13
85.16-01-24.000	Budd W Rigg	147.60
85.19-01-04.000	Daniel R VanDusen	228.61
85.20-01-01.000	Melissa K Martin	180.49
85.20-01-26.000	Jose R Rolon Davila	206.31
85.20-01-33.000	Christopher Cummins	94.41
86.09-01-19.000	Valerie A Casey	133.79
86.09-01-24.000	Earl D Clark	322.32
86.13-01-10.000	Robert Phelps	206.53
86.13-01-46.000	7-Eleven Inc	234.46
86.13-01-55.121	281 Groton Corp	43.35
86.13-01-60.120	Coffee Grounds LLC	230.82
87.04-01-09.000	Andersen Holdings of Cort	429.80
95.11-02-25.000	Daniel W Yunghans	97.66
95.11-03-09.000	Stacy M Bradley	96.66
95.11-04-06.000	Michael J Warwick	101.21
95.14-01-10.000	Benjamin Baum	259.49
95.16-01-58.000	Matthew C Yapple	83.18
95.16-01-61.000	Erica L Skipton	109.25
95.16-01-75.000	Gary W James	509.13
95.16-02-06.000	Kevin VanDonsel	375.13
96.05-02-12.000	Homer 23 LLC	39.02
96.05-02-13.000	Homer 23 LLC	130.74
96.05-02-14.000	Homer 23 LLC	79.35
96.05-02-15.000	Homer 23 LLC	105.80
96.05-02-16.000	Homer 23 LLC	142.23
96.05-02-17.000	Homer 23 LLC	47.97
96.05-02-18.000	Caroline Alemany	61.60
96.06-01-18.000	Anthony T Rosato	188.22
96.06-01-30.000	J Robert Messinger	178.01
96.06-01-37.000	J & J Properties of CNY, LLC	165.61
96.06-01-39.000	Coffee Grounds LLC	225.60
96.06-01-43.000	Jamie Moses	180.15
96.06-02-14.000	Kimberly A Cook	620.01
96.06-02-15.000	Courtney Farkas	100.61
96.06-02-20.000	John H Hutchinson	379.89
96.08-01-01.000	John Chierchio	130.35
96.08-01-05.000	Charlean Harris	156.65
96.09-01-24.000	Bethany A Cutler	274.56
96.09-02-08.000	Thomas Keane	249.82
96.09-02-30.000	Richard O'Dell	77.44
96.09-04-06.000	Leon W Stewart	317.88
96.10-02-11.000	Michael J Mershon	432.63
96.10-02-19.000	Angela N Knight	58.87
96.36-01-07.000	Dorene Eaton	398.30
105.08-02-32.000	Megan Crowe	<u>68.68</u>
TOTAL:		\$11,855.42

Submitted to Cortland County RPTS 12/7/23by Kristin Rocco-Petrella, Cortlandville Town Clerk.

AGENDA ITEM NO. 10 – Levy Grass and Weed Charges - Town of Cortlandville

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy Grass and Weed Charges - Town of Cortlandville

WHEREAS, a statement showing the unpaid grass and weed control charges in the Town of Cortlandville, Cortland County, has been filed as outlined in Section 64.5-a of the Town Law of the State of New York, which statement includes unpaid grass and weed control 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 grass and weed control charges due said Town of Cortlandville:

97.04-01-14.000	Desiree Willis	<u>372.00</u>
Total:		\$372.00

Submitted to Cortland County RPTS 11/22/23 by Kristin Rocco-Petrella, Cortlandville Town Clerk.

AGENDA ITEM NO. 11 – Levy Fire and Safety Inspection Charges - Town of Cortlandville

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy Fire and Safety Inspection Charges - Town of Cortlandville

WHEREAS, a statement showing the unpaid fire and safety inspection charges in the Town of Cortlandville, Cortland County, has been filed as outlined in Section 130.16 of the Town Law of the State of New York, which statement includes unpaid fire and safety inspection 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 fire and safety inspection charges due said Town of Cortlandville:

76.15-01-10.200	Randy Metcalf	\$ 90.00
96.09-01-02.200	Gator Cortlandville Partners	<u>\$ 100.00</u>
	Total:	\$190.00

Submitted to Cortland County RPTS 12/6/23 by Kristin Rocco-Petrella, Cortlandville Town Clerk.

AGENDA ITEM NO. 12 – Levy Town Special District Taxes - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy Town Special District Taxes - Real Property Tax Services

WHEREAS, there has been presented to this Legislature a duly certified copy of the annual budget for the several towns of the County of Cortland which includes special district taxes for the fiscal year beginning January 1, 2023, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied upon and collected from the real property liable therefore within the respective fire protection, fire and lighting districts in the towns as indicated below, as specified in their respective annual budgets for the year 2024:

<u>Town</u>	<u>Fire Tax</u>
Cincinnatus	\$ 189,084.03
Cortlandville - townwide	\$ 898,845
Cuyler	\$ 79,724
Freetown:	
Cincinnatus Fire	\$ 7,785.86
Marathon Fire	\$ 31,876.70
McGraw Fire	\$ 7,600.00
Harford	\$ 117,648
Homer	\$ 213,813
Lapeer	\$ 108,019
Marathon	\$ 126,674.31
Preble	\$ 101,000
Scott	\$ 62,453
Solon	\$ 31,000
Taylor	\$ 41,847.84
Truxton	\$ 89,610
Virgil	\$ 277,000
Willet	\$ 57,374

, AND BE IT FURTHER

RESOLVED, that such taxes and assessments, when collected, shall be paid to the Supervisors of the several towns in the amount as shown by this resolution for distribution by them in the manner provided by law.

AGENDA ITEM NO. 13 – Levy Town General and Highway Taxes - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy Town General and Highway Taxes - Real Property Tax Services

WHEREAS, there has been presented to this Legislature a duly certified copy of the annual budget for the several towns of the County of Cortland for the fiscal year beginning January 1, 2024 NOW THEREFORE BE IT

RESOLVED, that there shall be and hereby is assessed and levied upon and collected from the taxable real property in the following named towns, outside of any incorporated villages, wholly or partially located therein, the amounts indicated below for the General and Highway items as specified in the budgets of the respective towns as follows:

	<u>General</u>	<u>Highway</u>
Town of Cortlandville outside village -	\$ -0-	\$112,178
Town of Homer outside village -	\$ -0-	

, AND BE IT FURTHER

RESOLVED, that the several amounts raised by tax for all other purposes as specified in the several budgets as presented to this Legislature and which are on file in the Office of Real Property Tax Services, shall be and hereby are assessed and levied upon and collected from all taxable property in the towns as enumerated below, except as otherwise provided by law, namely:

<u>Town</u>	<u>Highway Fund</u>
Cincinnatus	\$107,374
Cuyler	\$217,864
Freetown	\$247,200
Harford	\$243,028
Homer	\$239,739
Lapeer	\$288,740
Marathon	\$125,785
Preble	\$118,202
Scott	\$200,000
Solon	\$304,500
Taylor	\$136,784
Truxton	\$253,800
Virgil	\$378,250
Willet	\$160,519

, AND BE IT FURTHER

RESOLVED, that the amounts to be raised for the General Fund and Debt Service Fund purposes as specified in the several budgets presented to this Legislature and which are on file in the Office of Real Property Tax Services hereof, shall and hereby are assessed and levied upon and collected from all taxable property in the towns as enumerated below except as otherwise provided by law, namely:

<u>Town</u>	<u>General Fund</u>
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Cincinnati	\$ 18,719
Cortlandville - townwide	\$2,089,607
Cuyler	\$ 161,100
Freetown	\$ 24,617
Harford	\$ 134,667
Homer	\$ 231,000
Lapeer	\$ 158,884
Marathon	\$ 268,366
Preble	\$ 34,000
Scott	\$ -0-
Solon	\$ -0-
Taylor	\$ 114,422.70
Truxton	\$ 161,810
Virgil	\$ 179,090.07
Willet	\$ 70,519

, AND BE IT FURTHER

RESOLVED, that such taxes and assessments when collected shall be paid to the Supervisors of the several towns in the amounts as shown by this resolution for distribution by them in the manner provided by law.

AGENDA ITEM NO. 14 – Approve Apportionment of 2024 Cortland County Tax Levy - Real Property

RESULT: **APPROVED [UNANIMOUS]**

Next: 12/21/2023 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Newell, Harbin, Stock, Eccleston

EXCUSED: George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Approve Apportionment of 2024 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 2024 Apportionment report for the tax levy for the year 2024 as the foregoing amounts are the net amounts necessary to be raised in taxes:

2024 FINAL Tax Rates - Tax Levy of \$39,270,000

Municipality	Net Tax Levy	Taxable Value	2024 Tax Rate (p/\$1000)
City of Cortland	8,248,191.92	537,361,833	15.349419
Cincinnati	855,220.62	60,529,582	14.128970
Cortlandville	9,533,415.70	579,019,295	16.464763
Vil of Homer	52,795.81	3,387,474	15.585599
Vil of McGraw	424,400.34	26,774,594	15.850860
Town Total	10,010,611.85	609,181,363	

Cuyler	671,836.43	48,328,257	13.901524
Freetown	638,508.67	40,987,534	15.578119
Harford	799,560.43	67,566,408	11.833697
Homer	3,447,564.17	204,889,194	16.826481
Vil of Homer	2,381,583.74	148,581,827	16.028769
Town Total	5,829,147.91	353,471,021	
Lapeer	965,180.92	82,562,046	11.690371
Marathon	998,017.86	61,486,488	16.231499
Vil of Marathon	511,795.79	33,784,544	15.148814
Town Total	1,509,813.65	95,271,032	
Preble	1,767,738.51	97,610,096	18.110202
Scott	1,014,636.31	59,132,465	17.158701
Solon	957,897.49	50,192,902	19.084322
Taylor	482,676.88	35,113,432	13.746218
Truxton	1,169,384.81	69,684,261	16.781190
Virgil	2,986,017.55	186,371,773	16.021834
Willet	791,444.50	47,726,013	16.583084
TOTALS:	\$38,697,868.45	\$2,441,090,018	Average Tax Rate: \$16.087076

AGENDA ITEM NO. 15 – Levy County Tax - City of Cortland - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

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

WHEREAS, the Cortland County Legislature adopted Resolution No. 200-23 on November 16, 2023 to adopt the 2024 County budget, AND

WHEREAS, the adopted 2024 budget includes a Real Property Tax Levy of \$39,270,000.00, AND

WHEREAS, the apportionment of the 2024 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, two hundred forty-eight thousand, one hundred ninety one dollars and ninety-two cents (\$8,248,191.92), NOW THEREFORE BE IT

RESOLVED, that this Legislature directs the sum of eight million, two hundred forty-eight thousand, one hundred ninety one dollars and ninety-two cents (\$8,248,191.92) to be levied in the City of Cortland, Cortland County, for County purposes for the fiscal year beginning January 1, 2024 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. 16 – Levy County Special District Tax - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Levy County Special District Tax - Real Property Tax Services

WHEREAS, there has been presented to this Legislature a duly certified copy of the annual budget for the County of Cortland which includes Little York Lake Protection District for the fiscal year beginning January 1, 2024, NOW THEREFORE BE IT

RESOLVED, that there shall be and is hereby assessed and levied upon and collected from the real property liable therefore within the respective protection district in the towns as indicated below, as specified in the Cortland County annual budget for the year 2024:

<u>Town</u>	<u>LYL Tax</u>
Homer & Preble	\$18,114.20

, AND BE IT FURTHER

RESOLVED, that such taxes and assessments, when collected, shall be paid to the County of Cortland in the amount as shown by this resolution for distribution by them in the manner provided by law.

AGENDA ITEM NO. 17 – Fix Date to Sign Warrant - Real Property Tax Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

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, 2023, and that said warrants so annexed be made returnable on or before the first day of June 2024, 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.

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

Referred from Ag/Planning/Environmental Committee

Referred from Building & Grounds Committee

AGENDA ITEM NO. 1 – Award Bid/Authorize Contract - Inspection and Maintenance of Cortland County Generators - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid/Authorize Contract - Inspection and Maintenance of Cortland County Generators - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued October 16, 2023 for Inspection and Maintenance of Cortland County generators and where such bids were due and received by Thursday, November 16, 2023, AND

WHEREAS, based upon the results of the bid, the Building and Grounds and Judiciary and Public Safety Committees recommend that the bid be awarded to the lowest responsible bidder, AND

WHEREAS, bids were received from the following:

The Kinsley Group, 14 Connecticut South Drive, East Granby, CT 06026 Emergency Power Systems, 300 Mile Crossing Boulevard, Rochester, NY 14624

Year 1	Year 2	Year 3
\$5,138	\$5,278	\$5,418

Penn Power Group LLC, dba Penn Power Systems, 8330 State Road, Philadelphia, PA 19136

Year 1	Year 2	Year 3
\$6,545	\$6,675	\$6,875

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby awards the Inspection and Maintenance of Cortland County Generators to Penn Power Group, LLC, dba Penn Power Systems, of 8330 State Road, Philadelphia, PA 19136 at the bid prices as listed per the RFP submission, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into an agreement with Penn Power Group, LLC, dba Penn Power Systems, of 8330 State Road, Philadelphia, PA 19136 for the Inspection and Maintenance of Cortland County Generators.

Referred from Health & Human Services

AGENDA ITEM NO. 2 – Accept Funds Youth Bureau and Youth Bureau Sports Funding Resource Allocation Plan New York State Office of Children and Family Services - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF PRICE

RESOLUTION NO.

Accept Funds Youth Bureau and Youth Bureau Sports Funding Resource Allocation Plan New York State Office of Children and Family Services - Health Department

WHEREAS, Resolution No. 159-23 allocated \$92,669 to Cortland County, through the Youth Bureau from The New York State (NYS) Office of Children and Family Services Resource Allocation Plan for the program year 2023-2024, AND

WHEREAS, The NYS Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$10,344 additional funds to Cortland County Youth Bureau based on gambling revenue divided evenly among the state's 58 social services districts, AND

WHEREAS, the 2023 County Budget will need to be amended as follows:

<u>Revenue:</u>		<u>Current</u>	<u>Inc/(Dec)</u>	<u>Balance</u>
A73125.43820.YB	Youth Bureau	\$182,453	\$10,344	\$192,797
<u>Expenditure:</u>		<u>Current</u>	<u>Inc/(Dec)</u>	<u>Balance</u>
A73125.54815	Contract Agencies	\$144,764	\$10,344	\$155,108

, NOW THEREFORE BE IT

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

RESOLVED, that the Treasurer's/Finance Office is authorized to pay from the appropriate expense account and that in the event that the county does not receive the appropriate funds from the NYS Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract.

AGENDA ITEM NO. 3 – Amend Budget Social Services Family Assistance Account - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF PRICE

RESOLUTION NO.

Amend Budget Social Services Family Assistance Account - Department of Social Services

WHEREAS, expenditures for foster care cases funded through Family Assistance are trending higher this year and are expected to exceed the amount appropriated in our 2023 budget, NOW THEREFORE BE IT

RESOLVED, that the 2023 County Budget be and hereby is amended as follows:

DECREASE:

Child Care			
A60105.56119	current \$5,375,746.00	DECREASE (\$91,000)	new = \$5,284,746.00

Child Care (Raise the Age)			
A60105.56119.RTA	current \$138,000.00	DECREASE (\$138,000)	new = \$0

INCREASE:

Family Assistance			
A60105.56109	current \$3,122,585.00	INCREASE +\$229,000	new = \$3,351,585.00

AGENDA ITEM NO. 4 – Amend Budget Daycare - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF PRICE

RESOLUTION NO.

Amend Budget Daycare - Department of Social Services

WHEREAS, expenditures for Daycare cases are trending higher this year and are expected to exceed the amount appropriated in our 2023 budget, NOW THEREFORE BE IT

RESOLVED, that the 2023 County Budget be and hereby is amended as follows:

DECREASE:

Services for Recipients

A60105.56070 current \$1,102,212.00 DECREASE (\$36,000) new = \$1,066,212.00

Services for Recipients (Raise the Age)

A60105.56070.RTA current \$54,000.00 DECREASE (\$54,000) new = \$0

INCREASE:

Daycare

A60105.56055 current \$1,052,000,000 INCREASE +\$90,000 new = \$1,142,000.00

AGENDA ITEM NO. 5 – Create Position - Public Health Engineer (Per Diem) - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF PRICE

RESOLUTION NO.

Create Position - Public Health Engineer (Per Diem) - Health Department

WHEREAS, the needs of the agency will be better served by creating one per-diem position of Public Health Engineer, AND

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

RESOLVED, that one position of Public Health Engineer (CSEA, Grade 28, \$37.2145-47.1041/hr, competitive class, per-diem, no benefits) be created with approval to fill on December 21, 2023, with no additional funding needed for the remainder of 2023 and 2024.

AGENDA ITEM NO. 6 – Award Bid/Authorize Agreement for Use of Opioid Reserve Funds - Alcohol and Drug Council of Tompkins County, Inc.

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF PRICE

RESOLUTION NO.

Award Bid/Authorize Agreement for Use of Opioid Reserve Funds - Alcohol and Drug Council of Tompkins County, Inc.

WHEREAS, the Cortland County Legislature adopted Resolution No. 171-22 authorizing the creation of an Opioid Settlement Reserve Fund, A386300.OPD, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 12-23 establishing the Cortland County Opioid Settlement Fund Subcommittee to make recommendations for the use of Opioid Funding to the legislature, AND

WHEREAS, a Request for Proposals (RFP) was issued on September 30, 2023 to solicit proposals for opioid funding from organizations serving Cortland County to address treatment and prevention of opioid and related substance use, AND

WHEREAS, the County received seven (7) proposals from the following:

Alcohol and Drug Council of Tompkins County, Inc.
201 E. Green Street
Ithaca, NY 14850

Catholic Charities of Cortland County
33-35 Central Avenue
Cortland, NY 13045

Cayuga Addiction Recovery Services (C.A.R.S)
334 West State Street
Cortland, NY 13045

Cortland Area Communities That Care Coalition (CACTC)
45 Crandall Street
Cortland, NY 13045

Cortland Area Recovery Project (C.A.R.P)
26 N. Main Street
Cortland, NY 13045

REACH Medical
1001 W. Seneca Street
Ithaca, NY 14850

Syracuse Recovery Services
6 Euclid Avenue
Building 1, Suite 5
Cortland, NY 13045

, AND

WHEREAS, the Opioid Settlement Fund Subcommittee reviewed the submitted proposals and has recommended funding the Alcohol and Drug Council of Tompkins County, Inc. of 201 E. Green Street, Ithaca, NY 14850 in the amount of \$100,000 from the Opioid Settlement Reserve Fund, A386300.OPD, for a counselor for one year (\$65,625) and general operating expenses (\$34,375), AND

WHEREAS, the Health and Human Services Committee and Finance and Administration Committees of the Cortland County Legislature have reviewed the recommendation, NOW THEREFORE BE IT,

RESOLVED, that the Cortland County Legislature be and hereby approves and awards the Alcohol and Drug Council of Tompkins County, Inc. of 201 E. Green Street, Ithaca, NY 14850, \$100,000 from the Opioid Settlement Reserve Fund, A386300.OPD, for a counselor for one year (\$65,625) and general operating expenses (\$34,375), AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee,

is hereby authorized to enter into an agreement with the Alcohol and Drug Council of Tompkins County, Inc. of 201 E. Green Street, Ithaca, NY 14850, for said amount and purposes, AND BE IT FURTHER

RESOLVED, the 2024 General Fund Budget be amended as follows:

INCREASE: A13255.54815.OPD Contracted Agencies \$100,000.00

INCREASE: A351100 Appropriated Reserves \$100,000.00

AGENDA ITEM NO. 7 – Award Bid/Authorize Agreement for Use of Opioid Reserve Funds - Cortland Area Recovery Project (C.A.R.P)

RESULT: APPROVED [UNANIMOUS]

Next: 12/21/2023 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Price, Jones, Newell, Harbin, Stock, Eccleston

EXCUSED: George Wagner

ON MOTION OF PRICE

RESOLUTION NO.

Award Bid/Authorize Agreement for Use of Opioid Reserve Funds - Cortland Area Recovery Project (C.A.R.P)

WHEREAS, the Cortland County Legislature adopted Resolution No. 171-22 authorizing the creation of an Opioid Settlement Reserve Fund, A386300.OPD, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 12-23 establishing the Cortland County Opioid Settlement Fund Subcommittee to make recommendations for the use of Opioid Funding to the legislature, AND

WHEREAS, a Request for Proposals (RFP) was issued on September 30, 2023 to solicit proposals for opioid funding from organizations serving Cortland County to address treatment and prevention of opioid and related substance use, AND

WHEREAS, the County received seven (7) proposals from the following:

Alcohol and Drug Council of Tompkins County, Inc.
201 E. Green Street
Ithaca, NY 14850

Catholic Charities of Cortland County
33-35 Central Avenue
Cortland, NY 13045

Cayuga Addiction Recovery Services (C.A.R.S)
334 West State Street
Cortland, NY 13045

Cortland Area Communities That Care Coalition (CACTC)
45 Crandall Street
Cortland, NY 13045

Cortland Area Recovery Project (C.A.R.P)

26 N. Main Street
Cortland, NY 13045

REACH Medical
1001 W. Seneca Street
Ithaca, NY 14850

Syracuse Recovery Services
6 Euclid Avenue
Building 1, Suite 5
Cortland, NY 13045

, AND

WHEREAS, the Opioid Settlement Fund Subcommittee reviewed the submitted proposals and have recommended funding the Cortland Area Recovery Project (C.A.R.P), of 26 N. Main Street, Cortland, NY 13045, in the amount of \$40,700 from the Opioid Settlement Reserve Fund, A386300.OPD, for the following:

Contracts	\$5,000
Printed Materials	\$3,000
Technology	\$3,500
Marketing	\$2,500
Rent	\$2,000
Stipends	\$7,000
Training/Conferences	\$4,000
County Staff Time	\$10,000
Admin	\$3,700

, AND

WHEREAS, the Health and Human Services Committee and Finance and Administration Committees of the Cortland County Legislature have reviewed the recommendation, NOW THEREFORE BE IT,

RESOLVED, that the Cortland County Legislature be and hereby approves and awards the Cortland Area Recovery Project (C.A.R.P), of 26 N. Main Street, Cortland, NY 13045, \$40,700 from the Opioid Settlement Reserve Fund, A386300.OPD, for above referenced expenditures, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized to enter into an agreement with the Cortland Area Recovery Project (C.A.R.P), of 26 N. Main Street, Cortland, NY 13045, for said amount and purposes, AND BE IT FURTHER

RESOLVED, the 2024 General Fund Budget be amended as follows:

INCREASE:	A13255.54815.OPD	Contracted Agencies	\$40,700.00
INCREASE:	A351100	Appropriated Reserves	\$40,700.00

AGENDA ITEM NO. 8 – Award Bid/Authorize Agreement for Use of Opioid Reserve Funds - Catholic Charities of Cortland County

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF PRICE

RESOLUTION NO.

Award Bid/Authorize Agreement for Use of Opioid Reserve Funds - Catholic Charities of Cortland County

WHEREAS, the Cortland County Legislature adopted Resolution No. 171-22 authorizing the creation of an Opioid Settlement Reserve Fund, A386300.OPD, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 12-23 establishing the Cortland County Opioid Settlement Fund Subcommittee to make recommendations for the use of Opioid Funding to the legislature, AND

WHEREAS, a Request for Proposals (RFP) was issued on September 30, 2023 to solicit proposals for opioid funding from organizations serving Cortland County to address treatment and prevention of opioid and related substance use, AND

WHEREAS, the County received seven (7) proposals from the following:

Alcohol and Drug Council of Tompkins County, Inc.
201 E. Green Street
Ithaca, NY 14850

Catholic Charities of Cortland County
33-35 Central Avenue
Cortland, NY 13045

Cayuga Addiction Recovery Services (C.A.R.S)
334 West State Street
Cortland, NY 13045

Cortland Area Communities That Care Coalition (CACTC)
45 Crandall Street
Cortland, NY 13045

Cortland Area Recovery Project (C.A.R.P)
26 N. Main Street
Cortland, NY 13045

REACH Medical
1001 W. Seneca Street
Ithaca, NY 14850

Syracuse Recovery Services
6 Euclid Avenue
Building 1, Suite 5
Cortland, NY 13045

, AND

WHEREAS, the Opioid Settlement Fund Subcommittee reviewed the submitted proposals and has recommended funding Catholic Charities of Cortland County, of 33-35 Central Avenue, Cortland, NY 13045, in the amount of \$90,000 from the Opioid Settlement Reserve Fund, A386300.OPD, for the continuation of the re-entry program in Cortland County, AND

WHEREAS, the Health and Human Services Committee and Finance and Administration Committees of the Cortland County Legislature have reviewed the recommendation, NOW THEREFORE BE IT,

RESOLVED, that the Cortland County Legislature be and hereby approves and awards Catholic Charities of Cortland County, of 33-35 Central Avenue, Cortland, NY 13045, in the amount of \$90,000 from the Opioid Settlement Reserve Fund, A386300.OPD, for the continuation of the re-entry program in Cortland County, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized to enter into an agreement with Catholic Charities of Cortland County, of 33-35 Central Avenue, Cortland, NY 1304, for said amount and purposes, AND BE IT FURTHER

RESOLVED, the 2024 General Fund Budget be amended as follows:

INCREASE:	A13255.54815.OPD	Contracted Agencies	\$90,000.00
INCREASE:	A351100	Appropriated Reserves	\$90,000.00

AGENDA ITEM NO. 9 – Abolish One Position of Legal Assistant/Create One Position of Paralegal - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF PRICE

RESOLUTION NO.

Abolish One Position of Legal Assistant/Create One Position of Paralegal - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) Legal Assistant and creating one (1) Paralegal, AND

WHEREAS, the Health & Human Services Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Legal Assistant (Grade 16, CSEA, \$23.8479 - 30.1854/HR, competitive, full time with benefits) be and hereby is abolished effective December 31, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Paralegal (Grade 6H, Management Compensation Plan, \$24.4264 - 32.5115/HR, competitive, full time with benefits) be created with permission to fill effective January 1, 2024 at 12:01 am.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 10 – Amend 2024 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Create Position of Deputy Director - Emergency Response and Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Amend 2024 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Create Position of Deputy Director - Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County \$786,336 under the New York State 2023 Statewide Interoperable Communications Grant (SICG) Program, resulting in no new county costs, in support of interoperable communications, AND

WHEREAS, the fiscal period for this grant is January 1, 2023 to December 31, 2025, NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2024 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A30205.44389.SICG DHSES Grant	\$ -0-	\$473,783	\$473,783
A34105.44389.SICG DHSES Grant	\$ -0-	\$312,553	\$312,553
INCREASE EXPENDITURE BUDGET:			
A30205.54015.SICG Maintenance Agreements	\$ -0-	\$473,783	\$473,783
A34105.51005.SICG Personnel	\$ -0-	\$312,553	\$312,553

, AND BE IT FURTHER

RESOLVED, that one position of Deputy Director of Emergency Response and Communications (Management Compensation Plan, Grade 7, \$71,467-95,122, competitive class, full time, with benefits) be created with approval to fill on January 1, 2024, AND BE IT FURTHER

RESOLVED, that this position is dependent on the related grant and will be abolished if grant funding is exhausted, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$786,336, 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. 11 – Authorize Annual Stipend for Additional Duties STOP DWI Coordinator and Administrative Assistant - Sheriff's Department

Committee took no action on this item, as it did not pass the Statutory Committee.

RESULT:	PULLED
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ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Authorize Annual Stipend for Additional Duties STOP DWI Coordinator and Administrative Assistant - Sheriff's Department

WHEREAS, the position of STOP DWI Coordinator is held by the Cortland County Sheriff, AND

WHEREAS, the position of Administrative Assistant to the STOP DWI Coordinator is held by the Sheriff's Secretary, AND

WHEREAS, the Sheriff has been performing the duties of the county's STOP DWI Coordinator without additional compensation, AND

WHEREAS, the Sheriff's Secretary has been performing the duties of the Administrative Assistant to the STOP DWI Coordinator without additional compensation, AND

WHEREAS, the STOP DWI 2024 Plan submitted to the state and the Cortland County 2024 Budget both include compensating the STOP DWI Coordinator and the STOP DWI Administrative Assistant for performing these duties with a \$2,500 yearly stipend to the STOP DWI Coordinator (Sheriff) and \$2,500 yearly stipend to the STOP DWI Administrative Assistant (Sheriff's Secretary), which would not be added to their base salary, for as long as the Sheriff and the Sheriff's Secretary continue to perform STOP DWI Coordinator and Administrative Assistant duties, said stipends budgeted in A33155.51035, Other Compensation, NOW THEREFORE BE IT

RESOLVED, that the Sheriff will receive a \$2,500 stipend for performing the duties of STOP DWI Coordinator effective January 1, 2024, AND BE IT FURTHER

RESOLVED, that the Sheriff's Secretary will receive a \$2,500 stipend for performing the duties of Administrative Assistant to the STOP DWI Coordinator effective January 1, 2024.

Referred from Highway Committee

AGENDA ITEM NO. 12 – MH-2 Hangar Lease Agreement - Cortland County Airport/Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF NEWELL

RESOLUTION NO.

MH-2 Hangar Lease Agreement - Cortland County Airport/Highway Department

WHEREAS, Cortland County (Lessor) currently owns, maintains and leases various hangar buildings and spaces at Cortland County Airport on a monthly basis, AND

WHEREAS, in accordance with Local Law No. 5 of 2012, the County has negotiated with DM3 of Cortland, LLC (Lessee), P.O. Box 328, Cortland, NY 13045, for the lease of a portion of Hangar Building MH-2 at Cortland County Airport, AND

WHEREAS, the Cortland County Legislature's Highway Committee recommends the lease of approximately 6,500 square feet of Hangar MH-2 with the Lessee, containing the following terms and conditions:

Rental Rate Schedule:

- Year 1, commencing January 1, 2024 and ending December 31, 2024: The annual rental fee shall be Sixteen Thousand Eighty Dollars (\$16,080.00) and shall be payable in twelve (12) equal monthly installments of \$1,340.00 per month on or before the first day of each month commencing January 1, 2024;
- Optional one (1) Year term, commencing January 1, 2025 and ending December 31, 2025: During the lease extension term, the annual rent shall be Sixteen Thousand Three Hundred Twenty Dollars (\$16,320.00) and shall be paid in twelve equal monthly installments of \$1,360.00 per month on the first day of each month

Terms and Conditions:

- All other terms and conditions of the previous Lease for Hangar MH-2 as outlined in the contract with the Lessee shall apply.

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the lease of a portion of Hangar MH- 2 at Cortland County Airport to DM3 of Cortland, LLC (Lessee), P.O. Box 328, Cortland, NY 13045, in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee as to form, is hereby authorized to execute the necessary Hangar Lease Agreement with the Lessee, in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above.

AGENDA ITEM NO. 13 – Increase Lease Rates T-Hangar Spaces - Cortland County Airport - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF NEWELL

RESOLUTION NO.

Increase Lease Rates T-Hangar Spaces - Cortland County Airport - Highway Department

WHEREAS, the County of Cortland owns, maintains and leases individual T-Hangar spaces at Cortland County Airport, AND

WHEREAS, the Highway Committee of the Legislature recommends increasing the monthly lease rates for the existing T-Hangar spaces as follows:

T-Hangars A-1 through D-4 (16 Hangars total) from \$220.00 per month to \$240.00 per month.

T-Hangars E-1 through H-5, I-1 and I-2, and J-1 and J-2 (20 Hangars total) from \$245.00 per month to \$270.00 per month.

Twin T-Hangars I-3, I-4, J-3 and J-4 from \$310.00 per month to \$340.00 per month.

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes monthly rental rates as listed above at the Cortland County Airport, AND BE IT FURTHER

RESOLVED, that the above listed rental rates at the Cortland County Airport shall take effect beginning January 1, 2024, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute any agreements associated with said leases, AND BE IT FURTHER

RESOLVED, that the revenue from said leases are to be deposited in account A561042.41770.

AGENDA ITEM NO. 14 – Accept New York State Aviation Capital Grant for Construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at Cortland County Airport - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF NEWELL

RESOLUTION NO.

Accept New York State Aviation Capital Grant for Construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at Cortland County Airport - Highway Department

WHEREAS, the County has been offered a New York State Department of Transportation (NYSDOT) Aviation Capital Grant to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field (PIN#3903.11, K007533), AND

WHEREAS, the Cortland County Highway Department has completed the New York State Environmental Quality Review (SEQR) process for the project and recommends that the project construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport will not result in any large and important impacts and, therefore is one which will not have a significant impact on the environment, AND

WHEREAS, the Cortland County Legislature hereby finds that the project to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport will not result in any significant impacts on the environment, and therefore makes a Negative Declaration under SEQR, AND

WHEREAS, the State of New York grant to the County of Cortland for the construction of said project with State participation share in the amount of \$2,499,660.00, and local participation share required by said grant in the amount of \$277,740.00 to be included as part of the Airport Capital Budget, said \$277,740.00 to come from the Airport Reserve, for a total project cost of \$2,777,400.00, AND

WHEREAS, the County desires to design said project during the 2024 fiscal year, accept said grant monies for the project and expend said required local participation share, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the project to design and construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field at a cost not to exceed \$2,777,400.00, AND BE IT FURTHER

RESOLVED, that the County agrees to fund the entire project amount, not to exceed \$2,777,400.00, in the first instance, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby accepts the NYSDOT Aviation Grant in the amount of \$2,499,660.00, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to amend the 2024 Capital Projects Fund budget for this project, up to \$2,777,400.00, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign the NYS Aviation Capital Grant Agreement to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field.

AGENDA ITEM NO. 15 – Authorize Agreements for Abatement, Tear Down and Removals at 55-57 Miller Street - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF NEWELL

RESOLUTION NO.

Authorize Agreements for Abatement, Tear Down and Removals at 55-57 Miller Street - Highway Department

WHEREAS, there is a need for abatement, tear-down and removal of structures at the County-owned property of 55-57 Miller Street, Cortland, NY, AND

WHEREAS, it is the recommendation of the Highway Committee to authorize the County Administrator to enter into agreements for the abatement, tear-down and removal of structures at the

County-owned property of 55-57 Miller Street, Cortland, NY at a cost not to exceed \$35,000 from account no. D51105.54077.7306, NOW THEREFORE BE IT

RESOLVED, that the County Administrator be and hereby is authorized to enter into agreements, upon review and approval of the County Attorney or designee, for the abatement, tear-down and removal of structures at the County-owned property of 55-57 Miller Street, Cortland, NY at a total cost not to exceed \$35,000 to be paid from account no. D51105.54077.7306.

Referred from Government Operations Committee

AGENDA ITEM NO. 16 – Amend 2023 Budget - Authorize Transfer of Funds to County Unemployment Account - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF STOCK

RESOLUTION NO.

Amend 2023 Budget - Authorize Transfer of Funds to County Unemployment Account - Personnel Department

WHEREAS, the billing for the Unemployment Insurance has increased beyond the projected budgeted amount, AND

WHEREAS, it is necessary to appropriate monies to the Unemployment Insurance account to pay the future bills, NOW THEREFORE BE IT

RESOLVED, that the 2023 County Budget be and hereby is amended as follows:

Increase:			
Fund Balance	Appropriated Fund Balance	A359900	\$15,000

Increase:			
Expense	Unemployment Insurance	A90505.58050	\$15,000

AGENDA ITEM NO. 17 – Authorizing the Transfer of Positions to the Finance Department from Treasurer's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF STOCK

RESOLUTION NO.

Authorizing the Transfer of Positions to the Finance Department from Treasurer's Department

WHEREAS, Cortland County Local Law 10 of the year 2022 was duly passed by the Cortland County Legislature on June 23, 2022 subject to mandatory referendum and received the affirmative vote of a majority of the qualified electors voting thereon at the general election held on November 8, 2022, AND

WHEREAS, said Local Law abolished the elected Office of the County Treasurer and transferred the duties of Treasurer to the existing position of Director of Finance effective December 31, 2023, AND

WHEREAS, Local Law 11 of 2023 was duly passed by the Cortland County Legislature on November 16, 2023, creating the Finance Department effective December 31, 2023, AND

WHEREAS, the County will be better served by transferring the position of Delinquent Tax Receiver from the Treasurer's Office to the Finance Department effective December 31, 2023, AND

WHEREAS, the County will be better served by abolishing the Treasurer's Department effective December 31, 2023, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Delinquent Tax Receiver (CSEA, Grade 11) be transferred to the Finance Department effective December 31, 2023 at 12:01 a.m. and that immediately thereafter, the Treasurer's Department be abolished.

AGENDA ITEM NO. 18 – Authorizing the Transfer of Positions to the Finance Department from Department of County Administration

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Jones, Newell, Harbin, Stock, Eccleston
EXCUSED:	George Wagner

ON MOTION OF STOCK

RESOLUTION NO.

Authorizing the Transfer of Positions to the Finance Department from Department of County Administration

WHEREAS, Local Law 11 of 2023 was duly passed by the Cortland County Legislature on November 16, 2023, creating the Finance Department effective December 31, 2023, AND

WHEREAS, the County will be better served by transferring the positions of Deputy Director of Finance, Assistant Accountant, and two (2) Senior Account Clerks from the Department of County Administration to the Finance Department, NOW THEREFORE BE IT

RESOLVED, that the positions of one (1) Deputy Director of Finance (Management, Grade 6), one (1) Assistant Accountant (CSEA, Grade 18), and two (2) Senior Account Clerks (CSEA, Grade 10) be transferred from the Department of County Administration to the Finance Department effective December 31, 2023 at 12:01 a.m.

MONTHLY REPORTS

1. Treasurer Monthly Report

RESULT:	COMPLETED
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2. November Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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3. County Auditor Quarterly Update

RESULT:	COMPLETED
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4. October 2023 Finance Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Surplus-Deficit Report

RESULT:	COMPLETED
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2. Microenterprise Assistance Program - Brett Barnes Discussion

RESULT:	COMPLETED
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3. Review Microenterprise Grant Applications

Ms. Jones MADE A MOTION to fully fund the Le Puppet Regime Microenterprise Assistance Program request, Mr. Eccleston SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

Ms. Jones MADE A MOTION to withdraw the recommendation of the Finance and Administration Committee to the full legislature to award Brett Barnes funding from the County's Microenterprise Assistance Program, Mr. Eccleston SECONDED THE MOTION, and a voice vote was taken as follows:

Yes - Jones and Eccleston

No - Price, Harbin, Newell and Stock

MOTION FAILED.

Ms. Jones and Mr. Eccleston withdrew their MOTIONS, and upon unanimous consent of the committee, after discussion, withdrew the approval to fully fund Le Puppet Regime. The committee is going to await the vote of the full legislature on the Brett Barnes Microenterprise Assistance Program application funding.

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:41 AM



Finance & Administration Committee

Committee Meeting

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

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~ Minutes ~

Tuesday, November 7, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:00 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	
Linda Jones	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Laura Fox	Cortland County, NY	Real Property Tax Services	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Brendan O'Bryan	Cortland County Business Development Corporation	Executive Director	Present	
Eric Mulvihill	Cortland County Business Development Corporation	Economic Development Specialist	Present	
Paul Heider	Cortland County, NY	Board Member	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Present	
Carlita Withers	Cortland County, NY	Assistant Accountant	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Kimberly Biglardi	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

Minutes Acceptance: Minutes of Nov 7, 2023 10:00 AM (MINUTES)

MINUTES

1. Finance & Administration Committee - Committee Meeting - Oct 17, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Local Law "K" of 2023 - a Local Law Authorizing the County of Cortland to Impose a Tax on Real Estate Transfers

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Local Law "K" of 2023 - a Local Law Authorizing the County of Cortland to Impose a Tax on Real Estate Transfers

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

Be it enacted by the Legislature of the County of Cortland as follows:

SECTION 1. Title

This Local Law shall be titled "A Local Law Authorizing the County of Cortland to Impose a Tax on Real Estate Transfers".

SECTION 2. Legislative Findings and Intent

The purpose of this law is to authorize Cortland County, pursuant to the provisions of Article 31-I of the Tax Law of the State of New York, to impose an additional tax on real estate transfers.

SECTION 3. Authority

This Local Law is adopted pursuant to the provisions of the Municipal Home Rule Law, and Article 31-I of the Tax Law of the State of New York.

SECTION 4. Definitions

When used in this Local Law, unless otherwise expressly stated, the following terms shall have the meanings indicated:

1. "Person" means an individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee or any other person acting in a fiduciary or

representative capacity, whether appointed by a court or otherwise, any combination of individuals, and any other form of unincorporated enterprise owned or conducted by two or more persons.

2. "Controlling interest" means (a) in the case of a corporation, either fifty percent or more of the total combined voting power of all classes of stock of such corporation, or fifty percent or more of the capital, profits or beneficial interest in such voting stock of such corporation, and (b) in the case of a partnership, association, trust or other entity, fifty percent or more of the capital, profits or beneficial interest in such partnership, association, trust or other entity.

3. "Real property" means every estate or right, legal or equitable, present or future, vested or contingent, in lands, tenements or hereditaments, including buildings, structures and other improvements thereon, which are located in whole or in part within the County of Cortland. It shall not include rights to sepulture.

4. "Consideration" means the price actually paid or required to be paid for the real property or interest therein, including payment for an option or contract to purchase real property, whether or not expressed in the deed and whether paid or required to be paid by money, property, or any other thing of value. It shall include the cancellation or discharge of an indebtedness or obligation. It shall also include the amount of any mortgage, purchase money mortgage, lien or other encumbrance, whether or not the underlying indebtedness is assumed or taken subject to.

- (a) In the case of a creation of a leasehold interest or the granting of an option with use and occupancy of real property, consideration shall include, but not be limited to, the value of the rental and other payments attributable to the use and occupancy of the real property or interest therein, the value of any amount paid for an option to purchase or renew and the value of rental or other payments attributable to the exercise of any option to renew.
- (b) In the case of a creation of a sublease hold interest, consideration shall include, but not be limited to, the value of the sublease rental payments attributable to the use and occupancy of the real property, the value of any amount paid for an option to renew and the value of rental or other payments attributable to the exercise of any option to renew less the value of the remaining prime lease rental payments required to be made.
- (c) In the case of a controlling interest in any entity that owns real property, consideration shall mean the fair market value of the real property or interest therein, apportioned based on the percentage of the ownership interest transferred or acquired in the entity.
- (d) In the case of an assignment or surrender of a leasehold interest or the assignment or surrender of an option or contract to purchase real property, consideration shall not include the value of the remaining rental payments required to be made pursuant to the terms of such lease or the amount to be paid for the real property pursuant to the terms of the option or contract being assigned or surrendered.
- (e) In the case of (1) the original conveyance of shares of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold by the cooperative corporation or cooperative plan sponsor and (2) the subsequent conveyance by the owner thereof of such stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold for a cooperative unit other than an individual residential unit, consideration shall include a proportionate share of the unpaid principal of any mortgage on the real property of the cooperative housing corporation comprising the cooperative dwelling or dwellings. Such share shall be determined by multiplying the total unpaid principal of the mortgage by a fraction, the numerator of which shall be the number of shares of stock being conveyed in the cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold and the denominator of which shall be the total number of shares of stock in the cooperative housing corporation.

5. "Conveyance" means the transfer or transfers of any interest in real property by any method, including but not limited to, sale, exchange, assignment, surrender, mortgage foreclosure, transfer in lieu of foreclosure, option, trust indenture, taking by eminent domain, conveyance upon liquidation or by a receiver, or transfer or acquisition of a controlling interest in any entity with an interest in real property. Transfer of an interest in real property shall include the creation of a leasehold or sublease only where (a) the sum of the term of the lease or sublease and any options for renewal exceeds forty-nine years, (b) substantial capital improvements are or may be made by or for the benefit of the lessee or sublessee, and (c) the lease or sublease is for substantially all of the premises constituting the real property. Notwithstanding the foregoing, conveyance of real property shall not include the creation, modification, extension, spreading, severance, consolidation, assignment, transfer, release or satisfaction of a mortgage; a mortgage subordination agreement, a mortgage severance agreement, an instrument given to perfect or correct a recorded mortgage; or a release of lien of tax pursuant to New York State Tax Law or the internal revenue code.

6. "Interest in the real property" includes title in fee, a leasehold interest, a beneficial interest, an encumbrance, development rights, air space and air rights, or any other interest with the right to use or occupancy of real property or the right to receive rents, profits or other income derived from real property. It shall also include an option or contract to purchase real property. It shall not include a right of first refusal to purchase real property.

7. "Grantor" means the person making the conveyance of real property or interest therein. Where the conveyance consists of a transfer or an acquisition of a controlling interest in an entity with an interest in real property, "grantor" means the entity with an interest in real property or a shareholder or partner transferring stock or partnership interest.

8. "Grantee" means the person who obtains real property or interest therein as a result of a conveyance.

9. "Recording officer" means the County Clerk of the County of Cortland.

10. "Treasurer" means the Chief Fiscal Officer of the County of Cortland.

SECTION 5. Imposition of Tax

For the period commencing November 17, 2023 and ending October 25, 2030, unless further extended by Local Law of the County Legislature, notwithstanding any other laws, there is hereby imposed, in Cortland County, a tax on each conveyance of real property or interest therein when the consideration exceeds five hundred dollars, at the rate of one dollar for each five hundred dollars or fractional part thereof. This Local Law applies to any conveyance occurring on or after November 17, 2023, but shall not apply to conveyances made on or after November 17, 2023 pursuant to binding written contracts entered into prior to November 17, 2023, provided that the date of execution of such contract is confirmed by independent evidence such as the recording of the contract, payment of a deposit or other facts and circumstances as determined by the treasurer.

SECTION 6. Payment of Tax

1. The real estate transfer tax imposed pursuant to this Local Law shall be paid to the treasurer or the recording officer acting as the agent of the treasurer. Such tax shall be paid at the same time as the real estate transfer tax imposed by Article Thirty-One of the New York State Tax Law is required to be paid. Such treasurer or recording officer shall endorse upon each deed or instrument effecting a conveyance a receipt for the amount of the tax so paid.

2. A return shall be required to be filed with such treasurer or recording officer for purposes of the real estate transfer tax imposed pursuant to this Local Law at the same time as a return is required to be filed for purposes of the real estate transfer tax imposed by Article Thirty-One of the New York State Tax Law. The return, for purposes of the real estate transfer tax imposed pursuant to this Article Thirty-One of

the New York State Tax Law, shall be a photocopy or carbon copy of the real estate transfer tax return required to be filed pursuant to Section 1409 of Article Thirty-One of the New York State Tax Law. However, when an apportionment is required to be made pursuant to Section 1449-MMMMMM of Article Thirty-One of the New York State Tax Law, a supplemental form shall also be required to be filed. The real estate transfer tax returns and supplemental forms required to be filed pursuant to this section shall be preserved for three years and thereafter until such treasurer or recording officer orders them to be destroyed.

3. The recording officer shall not record an instrument effecting a conveyance unless the return required by this section has been filed and the tax imposed pursuant to this article shall have been paid as provided in this section.

SECTION 7. Liability for Tax

1. The real estate transfer tax shall be paid by the grantor. If the grantor has failed to pay the tax imposed pursuant to this Local Law or if the grantor is exempt from such tax, the grantee shall have the duty to pay the tax. Where the grantee has the duty to pay the tax because the grantor has failed to pay, such tax shall be the joint and several liability of the grantor and the grantee.

2. For the purpose of the proper administration of this local law and to prevent evasion of the tax hereby authorized, it shall be presumed that all conveyances are taxable. Where the consideration includes property other than money, it shall be presumed that the consideration is the fair market value of the real property or interest therein. These presumptions shall prevail until the contrary is proven, and the burden of proving the contrary shall be on the person liable for payment of the tax.

SECTION 8. Exemptions

1. The following shall be exempt from payment of the real estate transfer tax:

- (a) The state of New York, or any of its agencies, instrumentalities, political subdivisions, or public corporations (including a public corporation created pursuant to agreement or compact with another state or the Dominion of Canada).
- (b) The United Nations, the United States of America and any of its agencies and instrumentalities.

The exemption of such governmental bodies or persons shall not, however, relieve a grantee from the liability for the tax.

2. The tax shall not apply to any of the following conveyances:

- (a) Conveyances to the United Nations, the United States of America, the State of New York, or any of their instrumentalities, agencies or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or the Dominion of Canada);
- (b) Conveyances which are or were used to secure a debt or other obligation;
- (c) Conveyances which, without additional consideration, confirm, correct, modify or supplement a prior conveyance;
- (d) Conveyances of real property without consideration and otherwise than in connection with a sale, including conveyances conveying realty as bona fide gifts;
- (e) Conveyances given in connection with a tax sale;
- (f) Conveyances to effectuate a mere change of identity or form of ownership or organization where there is no change in beneficial ownership, other than conveyances to a cooperative housing corporation of the real property comprising the cooperative dwelling or dwellings;
- (g) Conveyances which consist of a deed of partition;
- (h) Conveyances given pursuant to the Federal Bankruptcy Act;
- (i) Conveyances of real property which consist of the execution of a contract to sell real

property without the use or occupancy of such property or the granting of an option to purchase real property without the use or occupancy of such property; and

- (j) Conveyances of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than two hundred thousand dollars and such property was used solely by the grantor as his or her personal residence and consists of a one, two or three-family house, an individual residential condominium unit or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative unit.

SECTION 9. Credit

A grantor shall be allowed a credit against the tax due on a conveyance of real property to the extent tax was paid by such grantor on a prior creation of a leasehold of all or a portion of the same real property or on the granting of an option or contract to purchase all or a portion of the same real property, by such grantor. Such credit shall be computed by multiplying the tax paid on the creation of the leasehold or on the granting of the option or contract by a fraction, the numerator of which is the value of the consideration used to compute such tax paid which is not yet due to such grantor on the date of the subsequent conveyance (and which such grantor will not be entitled to receive after such date), and the denominator of which is the total value of the consideration used to compute such tax paid.

SECTION 10. Cooperative Housing Corporation Transfers

1. Notwithstanding the definition of "controlling interest" contained in Subdivision Two of Section Four of this Local Law, or anything to the contrary contained in Subdivision Five of Section Four of this Local Law, the tax imposed pursuant to this Local Law shall apply to (a) the original conveyance of shares of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold by the cooperative corporation or cooperative plan sponsor, and (b) the subsequent conveyance of such stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold by the owner thereof. With respect to any such subsequent conveyance where the property is an individual residential unit, the consideration for the interest conveyed shall exclude the value of any liens on certificates of stock or other evidences of an ownership interest in and a proprietary lease from a corporation or partnership formed for the purpose of cooperative ownership of residential interest in real estate remaining thereon at the time of conveyance. In determining the tax on a conveyance described in paragraph (a) of this subdivision, a credit shall be allowed for a proportionate part of the amount of any tax paid upon the conveyance to the cooperative housing corporation of the real property comprising the cooperative dwelling or dwellings to the extent that such conveyance effectuated a mere change of identity or form of ownership of such property and not a change in the beneficial ownership of such property. The amount of the credit shall be determined by multiplying the amount of tax paid upon the conveyance to the cooperative housing corporation by a percentage representing the extent to which such conveyance effectuated a mere change of identity or form of ownership and not a change in the beneficial ownership of such property, and then multiplying the resulting product by a fraction, the numerator of which shall be the number of shares of stock conveyed in a transaction described in paragraph (a) of this subdivision and the denominator of which shall be the total number of shares of stock of the cooperative housing corporation (including any stock held by the corporation). In no event, however, shall such credit reduce the tax, on a conveyance described in paragraph (a) of this subdivision, below zero, nor shall any such credit be allowed for a tax paid more than twenty-four months prior to the date on which occurs the first in a series of conveyances of shares of stock in an offering of cooperative housing corporation shares described in paragraph (a) of this subdivision.

2. Every cooperative housing corporation shall be required to file an information return with the treasurer by July fifteenth of each year covering the preceding period of January first through June thirtieth and by January fifteenth of each year covering the preceding period of July first through December thirty-first. The return shall contain such information regarding the conveyance of shares of stock in the cooperative housing corporation as the treasurer may deem necessary, including, but not limited to, the names, addresses and employee identification numbers or social security numbers of the grantor and the grantee, the number of shares conveyed, the date of the conveyance and the consideration

paid for such conveyance.

SECTION 11. Designation of Agents

The treasurer is authorized to designate the recording officer to act as its agent for purposes of collecting the tax authorized by this Local Law. The treasurer shall provide for the manner in which such person may be designated as its agent subject to such terms and conditions as it shall prescribe. The real estate transfer tax shall be paid to such agent as provided in Section Six of this Local Law.

SECTION 12. Liability of Recording Officer

A recording officer shall not be liable for any inaccuracy in the amount of tax imposed pursuant to this Local Law that he or she shall collect so long as he or she shall compute and collect such tax on the amount of consideration or the value of the interest conveyed as such amounts are provided to him or her by the person paying the tax.

SECTION 13. Refunds

Whenever the treasurer shall determine that any moneys received under the provisions of this Local Law were paid in error, it may cause such moneys to be refunded pursuant to such rules and regulations it may prescribe, provided any application for such refund is filed with the treasurer within two years from the date the erroneous payment was made. When making any findings or determinations the treasurer may rely upon any findings or determinations of the Commissioner and any rules and regulations promulgated pursuant to Article Thirty-One of the Tax Law of the State of New York.

SECTION 14. Deposit and Disposition of Revenue

All taxes collected or received by the treasurer or his or her duly authorized agent under the provisions of this Local Law shall be deposited into an account designated by the treasurer or his or her agent. Any officer designated to collect, receive, or deposit such revenue shall maintain a system of accounts showing the revenue collected or received from the tax imposed pursuant to this Local Law. All revenue derived from the imposition of this transfer tax shall be deposited into the general fund of the County of Cortland and shall be used for purposes deemed appropriate by the legislative body of the County of Cortland.

SECTION 15. Judicial Review

1. Any final determination of the amount of any tax payable under Section Six of this Local Law shall be reviewable for error, illegality or unconstitutionality or any other reason whatsoever by a proceeding under Article Seventy-Eight of the Civil Practice Law and Rules if application therefor is made to the supreme court within four months after the giving of the notice of such final determination, provided, however, that any such proceeding under Article Seventy-Eight of the Civil Practice Law and Rules shall not be instituted unless (a) the amount of any tax sought to be reviewed, with such interest and penalties thereon as may be provided for by local law shall be first deposited and there is filed an undertaking, issued by a surety company authorized to transact business in this state and approved by the Superintendent of Financial Services of this State as to solvency and responsibility, in such amount as a Justice of the Supreme Court shall approve to the effect that if such proceeding be dismissed or the tax confirmed the petitioner will pay all costs and charges which may accrue in the prosecution of such proceeding or (b) at the option of the petitioner, such undertaking may be in a sum sufficient to cover the taxes, interest and penalties stated in such determination, plus the costs and charges which may accrue against it in the prosecution of the proceeding, in which event the petitioner shall not be required to pay such taxes, interest or penalties as a condition precedent to the application.

2. Where any tax imposed hereunder shall have been erroneously, illegally or unconstitutionally assessed or collected and application for the refund or revision thereof duly made to the proper fiscal officer or officers, and such officer or officers shall have made a determination denying such refund or

revision, such determination shall be reviewable by a proceeding under Article Seventy-Eight of the Civil Practice Law and Rules; provided, however, that (a) such proceeding is instituted within four months after the giving of the notice of such denial, (b) a final determination of tax due was not previously made, and (c) an undertaking is filed with the proper fiscal officer or officers in such amount and with such sureties as a justice of the supreme court shall approve to the effect that if such proceeding be dismissed or the tax confirmed, the petitioner will pay all costs and charges which may accrue in the prosecution of such proceeding.

3. In any proceedings instituted pursuant to this Local Law the rules and regulations of the Commissioner shall be applied where applicable.

SECTION 16. Apportionment

Where real property is located partly within the boundaries of the County of Cortland, and partly without, the amount of tax imposed by this local Law shall be determined on a pro rata basis, based upon the assessed value of that portion of real property situate within the boundaries of the County of Cortland.

SECTION 17. Returns to be Secret

1. Except in accordance with proper judicial order or as otherwise provided by law, it shall be unlawful for the treasurer or any officer or employee of the county of Cortland or any person engaged or retained by such county on an independent contract basis to divulge or make known in any manner the particulars set forth or disclosed in any return required under a local law enacted pursuant to this article. However, that nothing in this section shall prohibit the recording officer from making a notation on an instrument effecting a conveyance indicating the amount of tax paid. No recorded instrument effecting a conveyance shall be considered a return for purposes of this section.

2. The officers charged with the custody of such returns shall not be required to produce any of them or evidence of anything contained in them in any action or proceeding in any court, except on behalf of the County in any action or proceeding involving the collection of a tax due under this Local Law enacted pursuant to Article Thirty-One of the Tax Law of the State of New York to which such county or an officer or employee of such county is a party or a claimant, or on behalf of any party to any action or proceeding under the provisions of this Local Law enacted pursuant to Article Thirty-One of the Tax Law of the State of New York when the returns or facts shown thereby are directly involved in such action or proceeding, in any of which events the court may require the production of, and may admit in evidence, so much of said returns or of the facts shown thereby, as are pertinent to the action or proceeding and no more.

3. Nothing herein shall be construed to prohibit the delivery to a grantor or grantee of an instrument effecting a conveyance or the duly authorized representative of a grantor or grantee of a certified copy of any return filed in connection with such instrument or to prohibit the publication of statistics so classified as to prevent the identification of particular returns and the items thereof, or the inspection by the legal representatives of such county of the return of any taxpayer who shall bring action to set aside or review the tax based thereon.

4. Any officer or employee of such county who willfully violates the provisions of this section shall be dismissed from office and be incapable of holding any public office in this State for a period of five years thereafter.

SECTION 18. Foreclosure

Where the conveyance consists of a transfer of property made as a result of an order of the court in a foreclosure proceeding ordering the sale of such property, the referee or sheriff effectuating such transfer shall not be liable for any interest or penalties that are authorized pursuant to this Article Thirty-One or Article Thirty-Seven of the Tax Law of the State of New York.

SECTION 19. Effective Date

This Local Law shall take effect November 17, 2023, in accordance with the provisions of the Municipal Home Rule Law.

AGENDA ITEM NO. 2 – Adopt the 2024 County Budget

Mr. Wagner MADE A MOTION to add a RESOLVED clause as follows:

"RESOLVED, that the amount of spending in the 2024 Cortland County Budget is \$155,938,590.21."

Mr. Newell SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Christopher Newell, Committee Vice Chair
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Adopt the 2024 County Budget

WHEREAS, the Cortland County Administrator presented the 2024 Tentative Budget to the Cortland County Legislature on September 28, 2023 AND

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

WHEREAS, a Public Hearing was held before this Legislature on October 26, 2023 at 6 P.M. in the Legislative Chambers, NOW THEREFORE BE IT

RESOLVED that the 2024 tentative Cortland County budget be and hereby is adopted with a Real Property Tax Levy of \$39,270,000.00 and that the amounts set forth in the "Adopted" column of said budget be and hereby are appropriated for the objects and purposes specified, AND BE IT FURTHER

RESOLVED, that the amount of spending in the 2024 Cortland County Budget is \$155,938,590.21

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

Referred from Ag/Planning/Environmental Committee

Referred from Building & Grounds Committee

Referred from Health & Human Services

Minutes Acceptance: Minutes of Nov 7, 2023 10:00 AM (MINUTES)

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 1 – Authorize Agreement - Frontier Communications - Department of Emergency Response and Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Authorize Agreement - Frontier Communications - Department of Emergency Response and Communications

WHEREAS, Cortland County's existing 911 telephone system, which is the primary component for handling emergency service calls, is in need of preventative maintenance and upgrading to allow for improved communications and interoperability between field providers and county 911 centers, AND

WHEREAS, it is in the best interests of the County to maintain its telephone system and infrastructure in a constant state of readiness and high availability, AND

WHEREAS, Frontier Communications has submitted a cost proposal of this project is \$124,620.51 for the period of December 1, 2023 to November 30, 2027, AND

WHEREAS, funds previously allocated under the grant award to Cortland County's Department of Emergency Response & Communications, resolution 72-23, from New York State Department of Homeland Security Office of Interoperable Emergency Communications, in the amount of \$5,000,000, allows for this expense and the net county cost is zero, 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, be and hereby is authorized to sign the upgrade and preventative maintenance contract with Frontier Communications at an amount not to exceed \$124,620.51 per year for the years of 2023-2027.

AGENDA ITEM NO. 2 – Amend 2023 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant - Department of Emergency Response and Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Amend 2023 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant - Department of Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a Public Safety Answering Points Operations Grant (PSAP) grant in the amount of \$194,635, resulting in no new county costs, in support of Public Safety Answering Point operations,

Minutes Acceptance: Minutes of Nov 7, 2023 10:00 AM (MINUTES)

NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2023 budget is amended as follows:

		Current	Change	Revised
INCREASE REVENUE BUDGET:				
A302043.43306.PSP	DHSES Grant	\$90,000	\$104,635	\$194,635
INCREASE EXPENDITURE BUDGET:				
A30205.51005.PSP	Personal Services	\$60,000	\$30,000	\$90,000
A30205.54048.PSP	Dept Specific Equipment	\$0	\$104,635	\$104,635

, 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 the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$194,635, 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.

Referred from Highway Committee

Referred from Government Operations Committee

AGENDA ITEM NO. 3 – Resolution Permitting the Execution of a Replacement Quit Claim Deed for the Conveyance of 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Bearing Tax Map No. 111.00-02-01.000 - County Attorney's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Resolution Permitting the Execution of a Replacement Quit Claim Deed for the Conveyance of 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Bearing Tax Map No. 111.00-02-01.000 - County Attorney's Office

WHEREAS, the Cortland County Treasurer conveyed the property located at 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000, to Cortland County by deed dated February 9, 1996, which was recorded in the Cortland County Clerk's Office on February 15, 1996, as Instrument No. 1996-589, AND

WHEREAS, the property located at 3010 E. Freetown Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000, was listed as Parcel No. 4 in the Tax Foreclosure Auction held on June 5, 1996, AND

Minutes Acceptance: Minutes of Nov 7, 2023 10:00 AM (MINUTES)

WHEREAS, the property located at 3010 E. Freetown Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000 was successfully purchased by Linda Bamberry at the Tax Foreclosure Auction held on June 5, 1996, for the amount of thirteen thousand two hundred dollars (\$13,200), AND

WHEREAS, the successful bidder, Linda Bamberry, has paid a ten percent (10%) deposit in the amount of one thousand two hundred dollars (\$1,200) and a ten percent (10%) Buyer's Premium in the amount of one thousand two hundred dollars (\$1,200), for a total of two thousand four hundred dollars (\$2,400), on June 5, 1996, AND

WHEREAS, the successful bidder, Linda Bamberry, signed a Purchase Agreement, on or about June 5, 1996, whereas it was stated that the transfer is to be completed at the office of the County Attorney, 60 Central Avenue, Cortland, New York, on or before July 5, 1996, or as soon thereafter as the deed can be delivered, AND

WHEREAS, on or about July 11, 1996, correspondence was mailed to the successful bidder, Linda Bamberry, notifying her that the deed to the parcel she had purchased was ready to be picked up and that she was responsible for filing the deed within the County Clerk's Office, AND

WHEREAS, the Deed conveying the property from the County of Cortland to Linda Bamberry was not properly filed within the County Clerk's Office and such deed has been misplaced, NOW THEREFORE BE IT

RESOLVED, that the County Administrator is hereby authorized to execute a replacement Quit Claim Deed, RP-5217, and TP-584, conveying the property from the County of Cortland to Linda Bamberry; the successful bidder, and to file the same with the Office of the Cortland County Clerk upon Linda Bamberry providing the County of Cortland with the necessary filing fees for proper recording of said deed and related transfer documents.

AGENDA ITEM NO. 4 – Local Law "J" of 2023 - a Local Law Creating the Cortland County Finance Department

RESULT: APPROVED [UNANIMOUS]

Next: 11/16/2023 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Christopher Newell, Committee Vice Chair

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

ON MOTION OF STOCK

RESOLUTION NO.

Local Law "J" of 2023 - a Local Law Creating the Cortland County Finance Department

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 2023 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, NOW THEREFORE

Be it enacted by the Legislature of the County of Cortland as follows:

Minutes Acceptance: Minutes of Nov 7, 2023 10:00 AM (MINUTES)

SECTION 1. Legislative Findings and Intent

It is the desire of the Cortland County Legislature, in its continuing efforts to upgrade the administration of County government, to legally define, clarify and improve the management structure of the financial operations of the County of Cortland.

Cortland County Local Law 10 of the year 2022 abolished the elected office of the County Treasurer and transferred the duties of Treasurer to the existing position of Director of Finance as the County's professional Chief Fiscal Officer in Cortland County effective December 31, 2023. Said Local Law was duly passed by the Cortland County Legislature on June 23, 2022 subject to mandatory referendum and received the affirmative vote of a majority of the qualified electors voting thereon at the general election held on November 8, 2022.

The Cortland County Legislature finds that it is in the public interest to establish the Cortland County Finance Department. It is not the purpose or intent of the Cortland County Legislature in the adoption of this local law to curtail, diminish, transfer or divest the Legislature of Cortland County of any of its functions, powers or duties.

SECTION 2. Creation of Department

There is hereby created within the County of Cortland a Department of Finance, the head of which shall be the Director of Finance, effective December 31, 2023.

SECTION 3. Powers and Duties

The Director of Finance shall be responsible for the administration of the Finance Department, financial analysis and support to the County Administrator and/or the County Legislature, and shall have general superintendence over the fiscal affairs of the County. In accordance with Local Law 10 of the year 2022, the Director of Finance shall perform the duties prescribed by law as the Chief Fiscal Officer of the County of Cortland, shall perform such additional and related duties as may be prescribed by law and directed by the Legislature, and shall be in accordance with the Civil Service job description for Director of Finance.

The Director of Finance shall have the power to appoint such personnel within the Finance Department as may be authorized by the County Legislature.

SECTION 4. No Divestiture of Powers and Duties of Legislature or Administrator

Nothing contained in this local law shall operate or be construed to divest the County Legislature of Cortland County of any of its functions, powers and duties. Nothing contained in this local law shall operate or be construed to divest the County Administrator of any of his/her/their functions, powers and duties.

SECTION 5. Severability of Provisions

If any clause, sentence, paragraph, subdivision, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree, or order shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order have been rendered.

SECTION 6. Conflict with Previous Local Laws and Resolutions

In the event of a conflict or inconsistency between this local law and any previous local law or resolution of the County Legislature, this local law shall govern.

SECTION 7: Effective Date

This local law shall take effect when all applicable statutory requirements for its passage and adoption have been complied with fully and it has been duly filed as provided by the Municipal Home Rule Law.

AGENDA ITEM NO. 5 – Adopt Local Law "L" of 2023 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF STOCK**RESOLUTION NO.**

Adopt Local Law "L" of 2023 - 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 "L" for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, AND BE IT FURTHER

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

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

SECTION 1.
LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County Law §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 2024 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 2024 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 officers include:

County Clerk
County Coroner(s)
County Sheriff

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. 6 – Adopt Local Law "M" of 2023 - a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Christopher Newell, Committee Vice Chair
AYES:	Price, Wagner, Jones, Newell, Harbin, Stock, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "M" of 2023 - 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 "M" for the year 2023 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

Minutes Acceptance: Minutes of Nov 7, 2023 10:00 AM (MINUTES)

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 \$55,315 to \$57,528 for fiscal year 2024 and paid over the balance of 2024 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.

DISCUSSION ITEMS

1. Economic Development Opportunities - Brendan O'Bryan, Executive Director Cortland County Business Development Corporation

RESULT:	COMPLETED
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MONTHLY REPORTS

1. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
----------------	------------------

2. Treasurer Monthly Report

RESULT:	COMPLETED
----------------	------------------

3. September 2023 Financial Reports

RESULT:	COMPLETED
----------------	------------------

4. County Administration Monthly Report

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:15 AM

Minutes Acceptance: Minutes of Nov 7, 2023 10:00 AM (MINUTES)



Finance & Administration Committee

Special Meeting

~ Minutes ~

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

2

Tuesday, November 14, 2023

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:03 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	
Linda Jones	Cortland County, NY	Committee Member	Excused	
Christopher Newell	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Late	9:34 AM
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Linda Armstrong	Thoma Development Consultants	Program Manager	Present	
Ryan Harriott	Thoma Development Consultants	Program Manager	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Todd McAdam	Cortland Standard	Editor	Present	
C. Withers	Cortland County, NY	Assistant Accountant	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Kimberly Biglardi	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	

Discussion Items

1. Review Microenterprise Grant Applications

RESULT: COMPLETED

Resolutions

AGENDA ITEM NO. 1 – Microenterprise Assistance Program Grant Award - Champs Baseball, LLC
Dbas Game Knows Sports Training Facility

Minutes Acceptance: Minutes of Nov 14, 2023 9:00 AM (MINUTES)

RESULT: APPROVED [5 TO 0]

Next: 11/16/2023 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Committee Vice Chair

AYES: Price, Wagner, Newell, Harbin, Stock

EXCUSED: Linda Jones

AWAY: Mitchel Eccleston

ON MOTION OF WAGNER

RESOLUTION NO.

Microenterprise Assistance Program Grant Award - Champs Baseball, LLC DbA Game Knows Sports Training Facility

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on November 14, 2023 for the purpose of reviewing applications received for the Microenterprise Grant Program, AND

WHEREAS, following said review the Committee recommended that Champs Baseball, LLC dba Game Knows Sports Training Facility, of 880 State Route 13, Cortland, NY 13045, be awarded \$30,384.00 from the Microenterprise program, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum \$30,384.00 to Champs Baseball, LLC dba Game Knows Sports Training Facility from the Cortland County Microenterprise Assistance Program funding, AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review of the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 2 – Microenterprise Assistance Program Grant Award - Z's Nutty Ridge, LLC

RESULT: APPROVED [UNANIMOUS]

Next: 11/16/2023 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Sandra Price, Committee Member

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

EXCUSED: Linda Jones

ON MOTION OF WAGNER

RESOLUTION NO.

Microenterprise Assistance Program Grant Award - Z's Nutty Ridge, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on November 14, 2023 for the purpose of reviewing applications received for the Microenterprise Grant Program, AND

WHEREAS, following said review the Committee recommended that Z's Nutty Ridge, LLC, of 5296 Town Line Road, McGraw, New York 13101, be awarded \$25,405.00 from the Microenterprise program, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and

hereby awards the sum \$25,405.00 to Z's Nutty Ridge, LLC from the Cortland County Microenterprise Assistance Program funding, AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 3 – Microenterprise Assistance Program Grant Award - Play D8, LLC

RESULT:	APPROVED [5 TO 1]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Price, Newell, Harbin, Stock, Eccleston
NAYS:	George Wagner
EXCUSED:	Linda Jones

ON MOTION OF WAGNER

RESOLUTION NO.

Microenterprise Assistance Program Grant Award - Play D8, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on November 14, 2023 for the purpose of reviewing applications received for the Microenterprise Grant Program, AND

WHEREAS, following said review the Committee recommended that Play D8, LLC, of 10 Elm Street, McGraw, New York 13101, be awarded \$25,005.00 from the Microenterprise program, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum \$25,005.00 to Play D8, LLC from the Cortland County Microenterprise Assistance Program funding, AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 4 – Assistance Program Grant Award - Brett Barnes DbA Crown City Media

RESULT:	APPROVED [5 TO 0]
	Next: 11/16/2023 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Newell, Harbin, Stock, Eccleston
EXCUSED:	Linda Jones
RECUSED:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO.

Assistance Program Grant Award - Brett Barnes DbA Crown City Media

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was

Minutes Acceptance: Minutes of Nov 14, 2023 9:00 AM (MINUTES)

empaneled as the Cortland County Microenterprise Assistance Program Review Committee on November 14, 2023 for the purpose of reviewing applications received for the Microenterprise Grant Program, AND

WHEREAS, following said review the Committee recommended that Brett Barnes dba Crown City Media, of 215 Tompkins Street, Cortland, NY 13045, be awarded \$35,000.00 from the Microenterprise program, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum \$35,000.00 to Brett Barnes, dba Crown City Media, from the Cortland County Microenterprise Assistance Program funding contingent upon review of any conflicts of interest, AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review of the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award, contingent upon review of any conflicts of interest.

Adjournment

The meeting was closed at 10:36 AM

Minutes Acceptance: Minutes of Nov 14, 2023 9:00 AM (MINUTES)

AVERAGE COUNTY TAX RATE COMPARISON 11/20/23					
	BASED ON A	\$39,270,000.00	LEVY		
House	2024	2024	2023	2023	Increase in
Assessment	County <u>Average</u> Tax Rate	County Taxes	County <u>Average</u> Tax Rate	County Taxes	County Taxes
\$80,000	16.087076	\$1,286.97	15.907931	\$1,272.63	\$14.33
\$100,000	16.087076	\$1,608.71	15.907931	\$1,590.79	\$17.91
\$150,000	16.087076	\$2,413.06	15.907931	\$2,386.19	\$26.87
\$200,000	16.087076	\$3,217.42	15.907931	\$3,181.59	\$35.83



RECEIVED
NOV 27 2023

CORTLAND COUNTY
PERSONNEL SERVICE

Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Public Health Engineer-Per diem Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

This work involves responsibility for applying engineering principles and practices to detect, evaluate, control and manage, engineering aspects of the environment affecting public health. This position will work with public officials or individuals regarding public health engineering matters including promoting public health through application of environmental health practices, and enforcing the provisions of State and local health regulations. A Public Health Engineer is a requirement for local health departments through the Public Health Law-Volume A (Title 10), Part 11 and NYS Sanitary Code parts 5, 6, 7, 14 and 17. The need for this position will be on 1/1/2024, due to the retirement of the current Environmental Health Director.

Fiscal Impact: ☒ County Funded 14 % ☒ Grant Funded 50/36 A6 % Grant Exp. Date ongoing - Article 6/DWEGrant

Current Grade/Salary of Position: Grade 28 Salary Range \$ (2024) 37,2145-47,1041

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ union contract County Share: \$ 6,500 # of Positions Affected: 1

Goals:

- Monitors the Public Water Supply Program to ensure compliance with state and local sanitary codes, including conduction facility inspections/sanitary surveys.
- Performs engineering analysis and mapping of facilities to evaluate compliance with federal, state and local requirements
- Consults with representatives of federal, state and local agencies regarding cooperative environmental health projects and engineering problems.
- Reviews subdivision plans and public sewer system improvement plans to determine compliance with state environmental health standards

Operational Impact:

This is due to the upcoming retirement of the current EH Director in December, the date of retirement was unknown at the time of 2024 budget approval. We have a succession plan in place for the next EH director, but this person is not a engineer. The EH director does not need to be an engineer, but we need to either have one on staff or contract with one, this is required by Public Health Law. By having this position created it would be less money than a contract would be and we would not have to ask for any additional funding in the already passed 2024 budget. In order to not have a laspe in services requiring public health engineering, we would like this position to begin 1/1/2024.

Requested By:

Nicole Anjeski

Digitally signed by Nicole Anjeski
Date: 2023.11.21 08:14:15 -05'00'

Signature of Requesting Department Head

11/20/2023

Date

Personnel Officer Approval

Louise Zeman

Signature of Personnel Officer

11/21/2023

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Robert Hays

Signature of County Administrator

11/27/2023

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: PH Engineer (11844 : Create Public Health Engineer)

A. Contact Information

Emily Parker, Director of Marketing & Development
Alcohol and Drug Council of Tompkins County, Inc.
201 East Green Street, Ithaca, NY 14850
eparker@alcoholdrugcouncil.org
Cell: 607-342-4495
Business Phone: 607-274-6288
Business Fax: 607-274-6280

B. Project Specifications, Scope of Work, Timeline

Alcohol and Drug Council of Tompkins County's leadership has invested tremendous time and resources in developing a much-needed regional Open Access Detox & Stabilization Center that will serve the people of Tompkins, Cortland and surrounding counties with a combination of vital healthcare services that currently does not exist here. Driven by COVID, we have seen the rate of substance abuse increase, making this facility an especially valuable and timely resource. This center will close the gap in the continuum of care, essential to offering members of our communities with substance use disorders the best possible hope for prevention, harm reduction, treatment and recovery.

The center, located at 2353 North Triphammer Road in Ithaca, NY on a TCAT bus route, will offer a safe, accessible and stigma-free environment for people with substance use disorders to seek help whenever they are ready - at any time of the day or night. Trained clinical and medical staff will work with each person to choose the level of care that best meets their needs. Peer advocates and human service agency partners will also help support a spectrum of care along the path to greater wellness, as we work together to offer people self-directed, trauma-informed care and resources.

At this new center, there will be three levels of care:

**1. OPEN ACCESS SERVICES – Currently open M-F 8:30am - 4:00pm.
Scheduled to open 24/7 in December 2023**

- Walk-in access to:
 - Free NARCAN kits and Fentanyl test strips
 - Certified Recovery Peer Advocate (CRPA) services
 - Substance use assessments, and referrals to a variety of services
 - Basic medical exams and health assessments
 - Medication Assisted Treatment
 - Food, clothing, showers, and a short-term safe space to rest
 - Transportation to and from care, as available

2. DETOX – INPATIENT – Scheduled to open in December 2023

- Mild to moderate medically-supervised withdrawal
- Medication Assisted Treatment
- Typically 3-5 day stays, as long as 10 days

3. STABILIZATION – RESIDENTIAL – Currently operating

- Mild medically-supervised withdrawal
- Medication Assisted Treatment
- Engagement in individualized programming to support life skills, long-term addiction management and wellness
- Typically 4 week stays, as long as 60 days

By reducing the incidence of drug-related incarceration and unnecessary emergency hospital stays, the center will also serve our region in a much broader, very significant economic and human service sense.

The Council has itself secured more than \$15 million in capital and non-capital funding through the NYS Department of Health (DOH), the NYS Office of Addiction Services and Supports (OASAS), Care Compass Network, and Tompkins County to directly support this very significant project. This funding represents the vast majority of the investment required to develop and launch this important regional resource.

While our existing grant funding has primarily supported the purchase and renovations of the facility, additional financial resources are required to close the gaps in start-up and operational funding. Therefore, we are submitting this request for \$100,000 in funding for:

- A Credentialed Alcoholism and Substance Abuse Counselor (CASAC) (includes salary + fringe benefits) who will serve as liaison to designated representatives from Cortland County - \$65,625
- General operating support - \$34,375

C. Project Budget

Opioid Settlement Funds

CASAC (1 FTE)	\$	52,500
Fringe (25%)	\$	13,125
Sub-total - Personnel Costs	\$	65,625
Operating Expenses	\$	34,375
Total	\$	100,000

D. Operating License

Attached

State of New York

Office of Addiction Services and Supports

Pursuant to the provisions of Article 32 of the Mental Hygiene Law

Alcohol and Drug Council of Tompkins County, Inc.

is hereby granted this

ADDICTION SERVICES

OPERATING CERTIFICATE

authorizing the operation of Addiction Services, in compliance with the requirements of
14 NYCRR Parts 800 and 814 and the laws and regulations of the State of New York

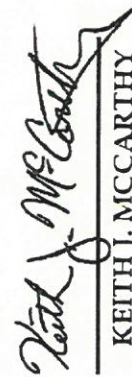
Site

5th Floor
Suite 500
201 East Green Street
Ithaca, New York
14850 -5635

Program Name(s) Service(s)

Part 822 Outpatient Services with Telehealth Designation




KEITH J. MCCARTHY

ASSOCIATE COMMISSIONER

250810653

CERTIFICATE NUMBER

Renewed

EFFECTIVE DATE:

September 1, 2022

ANTICIPATED RECERT REVIEW:

August 31, 2025

E. NYS Certificate of Authority to do Business in New York State

See Operating License Attachment from Section D

F. Proof of Signatory 50% Ownership

NA – Organization is a 501(c)3 non-profit corporation. Our signatory here is Stacy Cangelosi, Interim Executive Director.

G. References

Harmony Ayers-Friedlander

Deputy Commissioner of Mental Health
Tompkins County Whole Health
201 East Green Street, Ithaca, NY 14850
hayers@tompkins-co.org
(607) 274-6200

Jessica Janssen

Chief Executive Officer
Cayuga Addiction Recovery Services
334 West State Street
Ithaca, NY 14850
jjanssen@cars.org
607-273-5500 Ext. 1020

Meredith DePol

Social Worker
Lehman Alternative Community School
111 Chestnut Street, Ithaca, NY
mdepol@icsd.k12.ny.us
607-274-2183

H. Information on any current or pending litigation

NA – no current or pending litigation

I. Current W-9

Attached

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Alcohol and Drug Council of Tompkins County, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ►

501(c)(3) Not For Profit

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

201 E. Green St., Suite 500

6 City, state, and ZIP code

Ithaca, NY 14850

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

1 6 - 0 9 0 6 0 2 4

Part II Certification

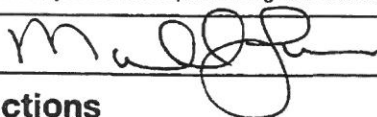
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►



Date ►

8/9/22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

J. Proof of Insurance

Attached

K. Copy of MWBE Certification

NA



ALCOAND-02

CDUNCAN

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 10/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER OneGroup NY, Inc. 706 N. Clinton St. Syracuse, NY 13204	CONTACT NAME: PHONE (A/C, No, Ext): (315) 457-1830		FAX (A/C, No): (315) 457-7902
	E-MAIL ADDRESS: cduncan@onegroup.com		
INSURED Alcohol And Drug Council Of Tompkins County Inc 201 E Green Street Ithaca, NY 14850	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Ace American Insurance Co.		22667
	INSURER B : Selective Insurance Co. of America		12572
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:	X		OGLG25509857	5/24/2023	4/24/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			S 2153870	4/24/2023	4/24/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liabili			OGL G2550981A001	5/24/2023	4/24/2024	1,000,000 3,000,000
B	Employment Practices			MY 102035700	5/15/2023	5/15/2024	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Cortland County Legislature is listed as additional insured as per written contract or agreement

CERTIFICATE HOLDER

CANCELLATION

Cortland County Legislature
 Savannah Hempstead- Clerk of Legislature
 60 Central Avenue Room 306
 Cortland, NY 13045

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

 AUTHORIZED REPRESENTATIVE

**EXHIBIT A – ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH
STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS (APPENDIX A)**

I hereby acknowledge that I have read, understand and agree to comply with the terms as outlined in Appendix A – Standard Clauses for New York State Contracts. Failure to comply may result in immediate termination of this agreement with potential legal recourse by the County.

Signed: Atay Camarillo Mike

Date: 10/25/23

Title: Interim Executive Director

EXHIBIT B – DRUG FREE WORKPLACE

Whenever two or more Bids which are equal with respect to price, quality and service are received by the State or by any political subdivisions for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing the Bids will be followed if none of the tied vendors have a drug free workplace process. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify that employees, that, as a condition of working of the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law in the United States or any state or Cortland County, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies with the above requirements.

Print Name: Stacy Cangelosi Date: 10/25/23

Signature:  Title: Interim Executive Director

**EXHIBIT C - NON COLLUSIVE BIDDING CERTIFICATE REQUIRED BY
SECTION 139-D OF THE STATE FINANCE LAW**

Section 139D, Statement of Non-Collusion in bids to the State:

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as its own organization, under penalty of perjury, that to the best of his/her knowledge, and belief:

- 1) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting completion.

A Bid shall not be considered for award nor shall any award be made where 1, 2, 3 above have not been complied with; provided however, that if in any case, the bidder(s) cannot make the foregoing certification, the bidder shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore:

(Affix addendum to this page if space is required for statement.)

Subscribed to me under penalty of perjury under the laws of the State of New York, this 25th day of October, 2023 as the act and deed of said corporation of partnership or sole proprietor.

If Bidders are a Partnership, complete the Following:

Names of Partners or Principals

Legal Residence

If Bidders are a corporation, complete the following:

Name

Michelle Flinn

President

Stephen Kimball

Vice President

Allison Graffin

Secretary

Alex Remizowski

Treasurer

Legal Residence

230 Sydney Terrace

Newfield, NY 14867

2332 State Route 90

Aurora, NY 13026

4564 Trout Lily Circle

Montour Falls, NY 14865

133 Snyder Hill Road, Apt. B

Ithaca, NY 14850

Identifying Data:

Potential Contractor: Alcohol and Drug Council of Tompkins County, Inc.Address: 201 East Green Street, Ithaca, NY 14850Telephone #: 607-274-6288Title: Stacy Cangelosi, Interim Executive DirectorE-Mail Address: scangelosi@alcoholdrugcouncil.org

If applicable, Responsible Corporate Officer

Name: Stacy CangelosiTitle: Interim Executive DirectorSignature: 

Joint or combined bids by companies or firms must be certified by each participant.

Legal name of person or firmLegal name of person or firmNameNameTitleTitleAddressAddress

EXHIBIT D - CONFLICT OF INTEREST DISCLOSURE

Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the contract. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from bidding and/or contracting.

Date: 10/25/23

Name: Stacy Cangelosi

Position: Interim Executive Director

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

☒ I have no conflict of interest to report.

☐ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____
2. _____
3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature:

Stacy Cangelosi MJD

Company: Alcohol and Drug Council of Tompkins County, Inc.

Date: 10/25/23

EXHIBIT E**PRIVACY AND SECURITY (HIPAA)**

The purpose of this clause is to set forth the requirements for privacy and security of protected health information ("PHI") mandated by 45 CFR Part 164 as they apply to the services provided by CONTRACTOR on behalf of COUNTY.

- (A) CONTRACTOR understands the importance of the privacy of a patient's PHI, and agrees to protect that right to the extent necessary under this Agreement and under current federal, state, and local regulations and laws. All PHI will be handled in a private and/or confidential manner. For purposes of this Agreement, PHI is any data or other information as defined by the Department of Health and Human Services in the Code of Federal Regulations, 45 CFR §164.501.
- (B) Further, CONTRACTOR understands that County's patients are intended third-party beneficiaries of this Agreement, and have all the rights and privileges of any third-party beneficiary under current law.
- (C) Uses and disclosures of PHI that are permitted are those necessary in order for CONTRACTOR to:
 - 1. Properly manage and administer its functions.
 - 2. Meet its legal responsibilities.
 - 3. Provide data aggregation services relating to the health care operations of the COUNTY.
 - 4. Make those disclosures required by law such as in situations of abuse, neglect, or domestic violence. The uses and disclosures permitted are limited to the PHI necessary to meet the requirements of the law that compels the use or disclosure.
 - 5. Make disclosures in response to a judicial or administrative proceeding through a lawful process such as a subpoena or discovery request.
- (D) The uses and disclosures of PHI that are required are those disclosures necessary:
 - 1. For patients to review their PHI.
 - 2. To provide an accounting of disclosures in accordance with 45 CFR §164.528.
 - 3. To allow the Secretary of Health and Human Services to determine County's compliance with 45 CFR §164.504.
- (E) CONTRACTOR shall make the following assurances to COUNTY:
 - 1. CONTRACTOR agrees that it shall not use or disclose any patient's PHI for any purpose not expressly stated in this Agreement. Further, CONTRACTOR shall not use or disclose PHI in any manner or context prohibited by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and subsequent federal, state, and local

9. At the termination of this Agreement, CONTRACTOR shall return or destroy to the satisfaction of COUNTY any PHI held or maintained by CONTRACTOR and retain no copies of such information. If COUNTY and CONTRACTOR mutually agree that returning or destroying the PHI is not feasible or permitted under law, the PHI will remain protected after this agreement ends for as long as CONTRACTOR maintains the information. Further uses or disclosures of the PHI will be limited to those purposes that make the return or destruction infeasible.
- (F) If COUNTY determines CONTRACTOR has violated any of the above assurances, covenants or terms, the CONTRACTOR has committed a material breach of this Agreement. COUNTY may then provide CONTRACTOR with an opportunity to cure the breach or may terminate this Agreement and may report the violations to the Department of Health and Human Services ("HHS") or other federal or state entity for possible prosecution or sanctions.
- (G) Both parties to this agreement agree that they will protect the integrity and confidentiality of any PHI being shared electronically.
- (H) CONTRACTOR hereby gives COUNTY and the Department of Health and Human Services (or an agent acting on behalf of HHS) the express right to inspect any and all internal practices, books, and records relating to the use or disclosure of PHI by CONTRACTOR. If HHS suspects an unauthorized use or disclosure of PHI by CONTRACTOR, HHS is authorized to pursue an investigation into CONTRACTOR's activities for the purposes of determining whether an unauthorized use or disclosure of PHI has taken place.
- (I) CONTRACTOR may have policies and procedures relating to privacy and security in place prior to the commencement of this Agreement. If, after reasonable investigation, COUNTY concludes CONTRACTOR's policies and procedures to be "adequate" protection of a patient's privacy rights relating to PHI, CONTRACTOR may elect to continue to use its own policies and procedures. The term "adequate" in this clause means CONTRACTOR's policies and procedures meet the minimum privacy and security standards as set forth in COUNTY's privacy and security policies and procedures.
- (J) COUNTY, through the appropriate Department will:
1. provide CONTRACTOR with its Privacy Notice;
 2. provide CONTRACTOR with any changes in, or revocation of, permission by a patient to use or disclose PHI, if such changes affect CONTRACTOR's permitted or required uses or disclosures; and
 3. notify CONTRACTOR of any restriction to the use or disclosure of PHI to which the COUNTY has agreed.

regulations. If CONTRACTOR does use or disclose PHI for a purpose not expressly stated in this Agreement, it shall immediately cease the unauthorized use or disclosure, and shall notify COUNTY in writing of such use or disclosure. CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect known to it of a use or disclosure of PHI not allowed under this Agreement.

2. CONTRACTOR further agrees that any sub-contractors or other persons or entities not directly employed by CONTRACTOR who use or disclose PHI obtained from COUNTY, shall abide by terms of this clause of this Agreement. Any sub-contractor or other person or entity not directly employed by CONTRACTOR that has used or disclosed PHI without proper authorization (as defined in HIPAA and subsequent federal, state, and local regulations) shall be considered to have acted as an agent of CONTRACTOR, and have violated the terms of this Agreement. COUNTY may consider this use or disclosure a material breach of this Agreement.
3. By signing this Agreement, CONTRACTOR is assuring COUNTY it has met the minimum safeguards necessary to protect unauthorized use or disclosure of PHI to any person or entity not party to this Agreement. Such safeguards shall include the security safeguards outlined by the 1996 Health Insurance Portability and Accountability Act and subsequent federal regulation, including: physical access to PHI, technical access to PHI, and administrative policies and procedures addressing security of PHI.
4. Provider shall report to COUNTY any instance or circumstance in which PHI has been used or disclosed by an unauthorized person or entity, including accidental disclosure by CONTRACTOR. CONTRACTOR shall notify COUNTY in writing of any steps or procedural changes made to address the unauthorized use or disclosure.
5. Should COUNTY find PHI used or disclosed to CONTRACTOR to be inaccurate or incomplete, CONTRACTOR shall incorporate any amendments or corrections to the PHI at COUNTY's request.
6. CONTRACTOR will make PHI available to the individual who is the subject of the PHI for amendment. Such requests by the individual for their PHI from CONTRACTOR will be made through County. CONTRACTOR will incorporate any amendments to PHI that have been made by COUNTY by virtue of the individual's request for amendment.
7. CONTRACTOR will provide a timely accounting to the individual or to COUNTY, if requested by either, of the disclosures of an individual's PHI.
8. Should CONTRACTOR make any material alterations to the PHI while the PHI is in its possession, CONTRACTOR shall notify COUNTY of such alterations so that COUNTY may inform the patient who is the subject of the PHI.

- (K) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information (ePHI) that it creates, receives, maintains, or transmits on behalf of Cortland County.
- (L) Ensure that any agent, including a subcontractor, to whom Contractor provides ePHI agrees to implement reasonable and appropriate safeguards to protect this information.
- (M) Report to Security Officer of Cortland County any security incidents of which it becomes aware. (A security incident is defined as the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.)

EXHIBIT F – QUALIFICATION QUESTIONNAIRE

All vendors must complete this questionnaire in order to be included in the evaluation of the proposals. The information supplied will enable the County to determine whether or not the vendor has adequate personnel and facilities to properly perform the work.

1. Facility Name and Physical Address: Alcohol and Drug Council of Tompkins County, Inc. Inc.
201 East Green Street, Ithaca NY 14850
2. Normal Operating Hours: 24/7 Inpatient Addiction Treatment
 - a. Weekdays _____ am to _____ pm
 - b. Saturdays _____ am to _____ pm
 - c. Sundays _____ am to _____ pm
 - d. Holidays _____ am to _____ pm
3. Number of Years in Business: 58 Years
4. Firm History (attach additional pages as necessary): For 58 years, ADC has been providing information, referrals and treatment for people with alcohol and drug addiction
5. Number of employees on your payroll: 45
6. Do any of your employees have any other special certifications or rating? Yes / No
If yes, specify: CRPA, CASAC, MD, RN, LPN, PA, NP, LCSW, MSW
7. Do you have any special equipment that is available to service the County RFP? Yes / No
If yes, specify: Medical, therapeutic and computer equipment
8. What is the overall size of your facility? Our Open Access Detox & Stabilization Center is 19,000 sq.ft
9. Do you have a locked, fenced and secured storage area? Yes / No
10. How far in advance must appointments be scheduled? Currently, at least 24 hours
11. In case of emergency, will you accommodate the County with same day services when possible?
Yes / No
12. Shop Distance from 60 Central Avenue, Cortland, NY 21 miles

In submitting this proposal, it is understood that the unrestricted right is reserved by the County in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said bids. The undersigned hereby certifies that this bid is genuine, and not a sham or collusive, or made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has it, in any manner, sought by collusion to secure for himself and advantage over any another bidder.

Stacy Cangelosi

PRINT NAME

Stacy Cangelosi Mike

SIGNATURE (Must be 50% Company Owner)

Interim Executive Director

TITLE

10/25/23

DATE

R. Other Information

Attached - Images of the Open Access Detox and Stabilization Center





Attachment: ADC OSF Request for Funding - Cortland County (11867 : Award Bid/Authorize Agreement for Use of Opioid Reserve Funds -





C.A.R.P. Opioid Settlement Fund Request

Contact information

Alex Mikowski, MSW, Director of Access To Independence of Cortland County
26 N Main St, Cortland, NY 13045

ATI will serve as the fiscal sponsor for the Cortland Area Recovery Project (C.A.R.P.), a Recovery Community Organization (RCO). The C.A.R.P. contact is Valerie Partridge, a lead volunteer with the RCO (vpartridge35@gmail.com). Ms. Partridge is the Program Manager of Peer Services at Catholic Charities.

What will the funding be used for?

The funding will be the primary source of funds to develop the Cortland Area Recovery Project (C.A.R.P.), a growing Recovery Community Organization (RCO), into becoming a strong, independent organization encouraging, supporting and enabling the recovery community in Cortland County. Currently, a formal recovery organization created and led by peers for individuals on the path to healing that addresses, for instance, an opioid addiction, is lacking in the county. This funding will play a key role in building a solid foundation, increasing participation of recovery community members, and equipping the RCO with the needed tools to pursue more sustainable funding in the next 1 to 2 years.

According to **Friends of Recovery New York**, Recovery Community Organizations (RCOs) are independent, non-profit organizations started and maintained by local recovery allies. Allies may be people in long-term recovery, their families and friends, recovery-focused professionals or simply concerned citizens with an interest in providing support. One of the ultimate RCO goals is the fostering of a safe, supportive and engaging place for individuals on the road to recovery to gather for shared interests, mutual education and individual growth.

This funding, if awarded, would be used for the following purposes:

- To become a 501(c)3 non-profit organization - a requirement for SAMHSA funding for Recovery Community Organizations
- To offer the community regular recovery focused programming (including weekly Drop In evening hours, large scale events and peer support)
- To promote the program and recovery-friendly activities through marketing and promotions
- To support the capacity and skills of people in recovery through supporting local recovery leaders in attending the NYS Recovery Conference and other trainings such as to become Certified Recovery Peer Advocates

Presently, the group has been meeting weekly at **Access To Independence of Cortland County** and is exploring other spaces that are more conducive to Drop In social time. As part of this request, the group is proposing to use a county space (permission to use the Age Well Center has been granted) for regular, once a week business and social hours from 5:30-7:00 pm. This will allow people in recovery to have a place where they can safely and comfortably connect with others on a similar journey, outside of the traditional treatment / service setting. The group will periodically solicit input from people in recovery to plan programming to ensure these offerings are fully responsive to the needs of the people it is seeking to serve.

With this grant funding, C.A.R.P. plans to sponsor the following activities which will include: social hours, group meals/ potlucks, group fishing & river clean-ups, hikes/ walks, and family friendly activities. The group will also partner with local, regional and state-wide groups to host educational and training opportunities. The group will also be engaged in other community efforts and multiple members are actively engaged in the **Healing Cortland** project and its Lived Experience Workgroup.

These activities and trainings will build upon the successful 9-hour **Our Stories Have Power: Recovery Messaging Training**, facilitated by Friends of Recovery New York that C.A.R.P. help bring to Cortland in June 2023, in which 6 people participated. The group also actively promoted the SMART Recovery Support Meetings, led by a trained facilitator with **Prevention Network of CNY**, held for approximately 6 months at the Cortland Free Library.

These Opioid Settlement Funds will, in addition, cover the cost of printed materials, social media advertising, other advertising/promotions to broadcast news and information about programming and to raise awareness about recovery.

Lastly, this funding will support professional development to enhance the peer workforce in Cortland County. This September two C.A.R.P. members received scholarships and attended the **NYS Recovery Conference**. This was a very positive and inspiring experience, and we hope to send 2-4 members in 2024 & 2025. The conference is outside of Albany and therefore this funding will cover registration, hotel and travel. The group will also provide scholarships to individuals seeking to do the training to become a Certified Peer Recovery Advocate (CRPA) and who need to complete Continuing Education credits to maintain this certification.

What is the perceived impact of the project?

This project fills an important gap in the community. Currently, there is limited recovery support in the community. Outside of a few agencies, such as Catholic Charities or local treatment providers, or local AA / NA groups, there is no formal, connected recovery community. This project is inspired by the successful RCO in Cayuga County, **Nick's Ride 4 Friends**, and seeks

to create a similar place where people in recovery and recovery allies can connect and take advantage of social, recreational and other support.

This seed funding will allow the Cortland Area Recovery Project (C.A.R.P.) to formalize itself and become a 501(c)3 non-profit. **This is critical because RCO's must be independent organizations in order to qualify for SAMHSA federal funding.** The SAMHSA Building Recovery Communities Grant is forecasted to be released in August 2024 and is an annual grant. This group plans to apply in 2024 or 2025, as soon as it meets the eligibility criteria. Currently, the group is receiving limited support from **Access To Independence of Cortland County** which is providing a small conference room in their facility for C.A.R.P. meetings and providing some minimal staff support.



C.A.R.P. hosted its first annual **Recovery Fest** as part of Recovery Month in September. Despite the rainy day, over 70 people attended. Weekly C.A.R.P. meeting attendance average 8-12 people. In 2024, we expect with Opioid Settlement Funds to have regular attendance of 15-20 people and engage 200 unique individuals through our programming and activities. We also plan to reach 10,000 people through marketing and outreach efforts, including using social media.



How will the project benefit the community?

The Cortland Area Recovery Project (C.A.R.P.) fills an important gap in the community, providing people in recovery with social activities and opportunities for meaningful engagement in the community. C.A.R.P. strives to change negative perceptions associated with substance use disorder and recovery. These actions directly support positive health outcomes for people in recovery and make it more likely for people who are struggling with problematic substance use to seek help. According to the National Survey on Drug Use and Health, in 2021, 94% of people aged 12 or older with a substance use disorder did not receive any treatment. This project will work to address this issue by providing other channels for conversations with individuals wanting to embrace a path to recovery. Recovery support plays an essential role for people with substance use disorder (SUD) for them to maintain their overall health and wellness.

An award of Opioid Settlement Funds will help C.A.R.P. create opportunities for hope. According to SAMHSA, “Hope, the belief that these challenges and conditions can be overcome, is the foundation of recovery. A person’s recovery is built on his or her strengths, talents, coping abilities, resources, and inherent values. It is holistic, addresses the whole person and their community, and is supported by peers, friends, and family members.” The Cortland Area Recovery Project will work to create a recovery-friendly community ensuring that those in recovery are supported and have the best chance of success.



We know recovery is possible!



*A photograph from an upcoming local exhibit of portraits and stories of those who have been touched by addiction and recovery that is supported by C.A.R.P.
Photographed here is Michael, one of the volunteers with C.A.R.P.*

What amount are you requesting?

Cortland Area Recovery Project OSF Budget				
	Year 1		Year 2	
Contracts	\$5,000	Fees associated with becoming a 501c3 and grant writing for SAMHSA funding	\$0.00	
Supplies / Printed Materials	\$2,000	General office and program supplies	\$1,000.00	General office and program supplies
Technology	\$2,500	Purchase of technology to support RCO activities and meetings (laptop, phone, hybrid meeting & other tech needs)	\$1,000.00	Technology needs
Marketing	\$2,000	Development of a logo, website, other promotional items	\$500.00	Promotions & promotional items
Rent	\$1,000	Space rental for larger community events	\$1,000.00	Space rental for larger community events
Stipends	\$4,000	Stipend for RCO admin responsibilities, Stipend for event planner, Stipend for community outreach lead	\$3,000.00	Stipend for RCO admin responsibilities, Stipend for event planner, Stipend for community outreach lead
Training / Conference / Travel	\$2,000	Travel to/ Registration/ hotel for NYS Recovery Conference, other regional trainings for RCO members, CRPA training	\$2,000.00	Travel to/ Registration/ hotel for NYS Recovery Conference, other regional trainings for RCO members
County Staff Time	\$5,000	To open & close Age Well Center or similar location	\$5,000.00	To open & close Age Well Center or similar location
Admin (10%)	\$2,350		\$1,350.00	
TOTAL	\$25,850		\$14,850.00	
TOTAL REQUEST (Y1&Y2)		\$40,700		

Are there other grants available to fund this project?

There is currently no specific funding for new Recovery Community Organizations (RCO)s. We are not yet eligible for the annual SAMHSA Building Recovery Communities Grant.

Have you applied for any grants to fund this project?

We recently applied to the Central Region Addiction Resource Center for a Mini-Grant of \$500 to fund fishing equipment and supplies as group fishing is one of the activities that the group is supporting.

Scope of Work

This funding, if awarded, would be used for the following purposes:

- To become a 501(c)3 non-profit organization - a requirement for SAMHSA funding for Recovery Community Organizations
- To offer the community regular recovery focused programming (including weekly Drop In evening hours, large scale events and peer support)
- To promote the program and recovery-friendly activities through marketing and promotions
- To support the capacity and skills of people in recovery through supporting local recovery leaders in attending the NYS Recovery Conference and other trainings such as to become Certified Recovery Peer Advocates

Timeline

Year 1 Activities:

Quarter 1: Steps to formalize the organization and better engage the recovery community

- Complete a needs assessment on recovery supports
- Identify consultants to guide C.A.R.P. through next steps for forming a 501c3
- Enhance community awareness efforts through logo design, website, social media, etc.
- Hold once a week business/ social drop in hours at the new location

Quarter 2: Become a 501c3 and grow programming

- Launch new website, logo and communication outreach materials
- Develop plan for programming and begin implementation, including trainings and professional development offerings
- Work to finalize process to become a 501c3 independence non-profit organization

Quarter 3: Explore grant funding opportunities and Recovery Month events/ activities

- Prepare for 2024 SAMHSA Grant and other grant funding opportunities
- Organize activities as part of Recovery Month (September), including 2nd annual Recovery Fest (large, outdoor event)
- Continue implementing and evaluating regular programming and training

Quarter 4: Professional development and fund development priorities

- Send 2-4 people to the NYS Recovery Conference and increase participation in other professional development offerings
- Conduct Year 1 evaluation and based on findings plan for Year 2. Distribute findings and solicit feedback for Year 1 evaluation and Y2 plan.
- Develop a comprehensive plan for grant and other funds development campaign and execution

Year 2 Activities (2025):

Quarter 1: Plan programming for the year

- Prepare schedule for enhanced programming and promote to the community, including expanded business/ social drop in hours

Quarter 2: Fund development implementation

- Prepare for 2025 SAMHSA Building Communities of Recovery Grant
- Increase programming through making additional offerings available based on community input and attendance

Quarter 3: Sustainability planning and Recovery Month activities

- Organize activities as part of Recovery Month (September), including 3rd annual Recovery Fest
- Prepare for other grants and submit as they become available to achieve goal of becoming a sustainable, independent organization
- Continue regular programming and trainings

Quarter 4: Wrap-up

- Send 2-4 people to the NYS Recovery Conference and explore other training opportunities
- Year end evaluation (hours of operation, programming, training, participation), distribute findings and solicit feedback from participants
- Based on available resources, plan to expand activity and program options based on stakeholder input



One of the regular activities the group plans to do is group fishing since multiple members are avid fishermen and water stewards.

Executive Director

Alexandra Mikowski

Board of Directors

**Karlene Shafer,
Chair**

**Christina Taranto,
Vice-Chair**

**Kathleen Barnes,
Treasurer**

**Angela VanDeWeert,
Secretary**

Conni Bentley

Dorothy Dumond

Eden Harrington-Hall

Janet Oechsle

Melissa Potter

Lisa Pizzola

Michael Wells

October 31, 2023

To Cortland County Legislature

60 Central Ave Cortland NY 13045

From

Access To Independence of Cortland County

We are please to be apart of the application process for the opioid settlement funds.

C.A.R.P. Opioid Settlement Fund Request

Contact information

Alex Mikowski, Director of Access To Independence of Cortland County
26 N Main St, Cortland, NY 13045
607-753-7363- phone
607-756-4884- Fax

ATI will serve as the the fiscal sponsor for the Cortland Area Recovery Project (C.A.R.P.), a Recovery Community Organization (RCO). The C.A.R.P. contact is Valerie Partridge, a lead volunteer with the RCO (vp@partridge35@gmail.com). Ms. Partridge is the Program Manager of Peer Services at Catholic Charities.

If you have any questions or concerns feel free to reach out.

Thanks,
Alex



Alexandra Mikowski, MSW
Executive Director
(She/ Her pronouns)

26 North Main St.
Cortland, NY 13045
ph: 607-753-7363
fax: 607-756-4884

E-mail:
info@aticortland.org

Website:
www.aticortland.org



33-35 Central Avenue
Cortland, New York 13045

October 31, 2023.

Cortland County Legislature
Attn: Savannah Hempstead
60 Central Avenue
Cortland, NY 13045

Re: ATI proposal for Opioid Settlement Funds

Savannah,

We are pleased to provide a letter of support to Access to Independence to apply for funding from the Cortland County Opioid Settlement Funds to continue the work of the Cortland Area Recovery Project.

Catholic Charities of Cortland County (CCOCC) is a non-profit human service agency providing services in Cortland County since the 1970s. Services are targeted to those affected by mental health and substance use disorders, people living in poverty, and at-risk youth.

Care coordination, residential and housing services, peer supports services and emergency assistance are available. The agency was incorporated in 1925 as part of the larger seven county Catholic Charities of the Diocese of Syracuse, which includes Cortland, Broome, Onondaga, Oneida, Madison, Chenango, and Oswego Counties.

This opportunity from Access to Independence will enhance the existing recovery services available in the County and promote positive activities for those in recovery. We look forward to the continued success of the Cortland Area Recovery Project and the eventual establishment of a Recovery Community Organization.

Sincerely,

Tim Lockwood
Executive Director



334 West State Street
 Ithaca, New York 14850
 Phone: 607-273-5500
 Fax: 607-273-1277

Cortland County Legislature
 60 Central Ave.
 Cortland, NY 13045

Dear Opioid Settlement Fund Committee:

We support the request by Access to Independence of Cortland County, on behalf of the Cortland Area Recovery Project (C.A.R.P.), for Opioid Settlement Funds. The intent of this funding is to address and reduce the impact of addiction and opioid use disorder in communities across New York, and we fully support the work C.A.R.P. is looking to do to increase recovery support in Cortland County. We understand that C.A.R.P. is receiving support from the Healing Cortland project and Access to Independence of Cortland County.

We believe having more recovery support will help our patients be more successful in their recovery journey.

Presently, CARS is actively working to open an Opioid Treatment Program at 6 Euclid Ave to bring Methadone to Cortland County. As a collaborative partner, CARS believes this resource will improve the outcomes for the patients we are working with and provide an additional resources to the community and our program.

Sincerely,

Jessica Janssen
 Jessica Janssen

THE MISSION STATEMENT OF CAYUGA ADDICTION RECOVERY SERVICES

Cayuga Addiction Recovery Services transforms lives and the community with flexible and inclusive person-centered treatment.



October 31, 2023

RE: Letter of Support

Syracuse Recovery Services is pleased to provide a letter of support to your organization to apply for funding from the Cortland County Opioid Settlement Funds to continue the work of the Cortland Area Recovery Project.

Syracuse Recovery Services is an outpatient clinic that provides people who use drugs support services to make healthier choices. These services include, individual and group therapy, medication assisted treatment, medication consultations, and medication management, as well as assessments. SRS continues to support everyone in and exploring recovery and aims to help people move forward through their struggles

This opportunity will use the support of the Access To Independence of Cortland County, Inc. (ATI Cortland) as the fiduciary. ATI Cortland will oversee the grant and ensure that the community group will follow the rules of the grant.

This group has been meeting at the ATI Cortland offices and has support from the staff and leadership. As ATI Cortland supports all people with disabilities this seems like a good way to launch a new community group.

We look forward to the continued success of the RCO.

Sincerely,

Megan Stiles, CASAC-AC

Executive Director

To whom it may concern,

October 31, 2023

I hope this letter finds you in good health and high spirits. I am writing to you today to advocate for the establishment of a recovery community organization in our community. The need for such an organization has become increasingly apparent as we witness the devastating impact of addiction on individuals, families, and our community as a whole.

Addiction is a complex and multifaceted issue that affects people from all walks of life. It not only takes a toll on the individuals struggling with substance abuse but also places a significant burden on their loved ones and the community at large. While treatment and rehabilitation programs play a vital role in helping individuals overcome addiction, a recovery community organization can provide the much-needed support and resources for sustained recovery.

One of the key reasons we need a recovery community organization is to address the long-term challenges faced by individuals in recovery. Recovery is a lifelong journey, and it requires ongoing support, guidance, and connection with others who have experienced similar struggles. By establishing a recovery community organization, we can create a safe and welcoming environment where individuals can find support, build meaningful relationships, and access resources that promote their continued recovery.

Additionally, a recovery community organization serves as a powerful advocacy and education platform. It can raise awareness about addiction, reduce stigma, and promote a more compassionate and understanding community. Through educational programs, workshops, and public events, we can empower individuals, families, and community members to better understand addiction as a treatable condition and support those in recovery.

Furthermore, a recovery community organization can play a crucial role in preventing relapse and reducing the likelihood of future addiction. By offering sober social activities, recreational events, and opportunities for personal growth, the organization can provide healthy alternatives to the risky behaviors often associated with addiction. It can also collaborate with local schools, healthcare providers, and law enforcement agencies to implement prevention initiatives and support early intervention efforts.

Lastly, a recovery community organization can have a profound economic impact on our community. By helping individuals in recovery maintain sobriety and rebuild their lives, we can increase the chances of them becoming productive members of society. This, in turn, can lead to reduced healthcare costs, decreased crime rates, and a stronger, more vibrant community overall.

In conclusion, the establishment of a recovery community organization is essential to address the ongoing needs of individuals in recovery, promote understanding and compassion, prevent relapse, and contribute to the well-being of our community. I urge you to consider supporting this initiative and help create a supportive and inclusive environment for those working towards a life free from addiction.

Sincerely,

Brandi McEwan



**EXHIBIT A – ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH
STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS (APPENDIX A)**

I hereby acknowledge that I have read, understand and agree to comply with the terms as outlined in Appendix A – Standard Clauses for New York State Contracts. Failure to comply may result in immediate termination of this agreement with potential legal recourse by the County.

Signed: Alexandra Nibark

Date: 10-30-23

Title: Executive Director

EXHIBIT B – DRUG FREE WORKPLACE

Whenever two or more Bids which are equal with respect to price, quality and service are received by the State or by any political subdivisions for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing the Bids will be followed if none of the tied vendors have a drug free workplace process. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify that employees, that, as a condition of working of the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law in the United States or any state or Cortland County, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies with the above requirements.

Print Name: Alexandra Mikowski Date: 10-30-23
 Signature: Alexandra Mikowski Title: Executive Director

**EXHIBIT C - NON COLLUSIVE BIDDING CERTIFICATE REQUIRED BY
SECTION 139-D OF THE STATE FINANCE LAW**

Section 139D, Statement of Non-Collusion in bids to the State:

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as its own organization, under penalty of perjury, that to the best of his/her knowledge, and belief:

- 1) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting completion.

A Bid shall not be considered for award nor shall any award be made where 1, 2, 3 above have not been complied with; provided however, that if in any case, the bidder(s) cannot make the foregoing certification, the bidder shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore:

(Affix addendum to this page if space is required for statement.)

Subscribed to me under penalty of perjury under the laws of the State of New York, this _____ day of _____, 20____ as the act and deed of said corporation of partnership or sole proprietor.

If Bidders are a Partnership, complete the Following:

Names of Partners or Principals

Legal Residence

Access To Independence
of Cortland County
Alexandra Milowski

26 N. Main ST Cortland N
98 Owego ST Cortland N

If Bidders are a corporation, complete the following:

Name

Legal Residence

President

Vice President

Secretary

Treasurer

EXHIBIT D - CONFLICT OF INTEREST DISCLOSURE**Conflict of Interest Disclosure Form**

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the contract. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from bidding and/or contracting.

Date: 10-31-23

Name: Alexandra Mikowds

Position: Executive Director

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

☐ I have no conflict of interest to report.

☒ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. I sit on the CCOCC, CSB and member of Cortland Elk
2. my husband is on AFS Panel is a licensed psychologist
3. We both are apart of the RCO

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: Alexandra Mikowds

Company: Access To Independence

Date: 10-31-23

Identifying Data:

Potential Contractor: _____

Address: _____

Telephone #: _____ Title: _____

E-Mail Address: _____

If applicable, Responsible Corporate Officer

Name: Alexandra Mikoski Title: Executive DirectorSignature: Alexandra Mikoski

Joint or combined bids by companies or firms must be certified by each participant.

Legal name of person or firm_____
Legal name of person or firm_____
Name_____
Name_____
Title_____
Title_____
Address_____
Address

EXHIBIT F – QUALIFICATION QUESTIONNAIRE

All vendors must complete this questionnaire in order to be included in the evaluation of the proposals. The information supplied will enable the County to determine whether or not the vendor has adequate personnel and facilities to properly perform the work.

1. Facility Name and Physical Address: Access To Independence of Cortland
26 N. Main St Cortland NY
2. Normal Operating Hours:
 - a. Weekdays 8 am to 4 pm
 - b. Saturdays _____ am to _____ pm
 - c. Sundays _____ am to _____ pm
 - d. Holidays _____ am to _____ pm
3. Number of Years in Business: 24 years
4. Firm History (attach additional pages as necessary): started in 1987
as a committee
We are the Auditor
5. Number of employees on your payroll: 14
6. Do any of your employees have any other special certifications or rating? ☒ Yes ☐ No
If yes, specify: CRPA, MSW
7. Do you have any special equipment that is available to service the County RFP? ☒ Yes ☐ No
If yes, specify: accessibility equipment
8. What is the overall size of your facility? _____
9. Do you have a locked, fenced and secured storage area? Yes ☐ No ☒
10. How far in advance must appointments be scheduled? same day
11. In case of emergency, will you accommodate the County with same day services when possible?
☒ Yes ☐ No We are not an emergency service.
12. Shop Distance from 60 Central Avenue, Cortland, NY 1 mile

In submitting this proposal, it is understood that the unrestricted right is reserved by the County in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said bids. The undersigned hereby certifies that this bid is genuine, and not a sham or collusive, or made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has it, in any manner, sought by collusion to secure for himself and advantage over any another bidder.

Alexandra Mikowski
PRINT NAME

Alexandra Mikowski
SIGNATURE (Must be 50% Company Owner)

Executive Director
TITLE

10-31-23
DATE

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Access To Independence of Cortland

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

26 N. Main Street

6 City, state, and ZIP code

Cortland, NY 13045

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

1 6 - 1 5 5 7 9 6 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Alex. Michalek

Date ►

6/06/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)

- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) **7.a**
10/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bailey Place Insurance 2 N. Main Street PO Box 10 Cortland NY 13045		CONTACT NAME: Paul Neske PHONE (A/C, No, Ext): (607) 756-2805 E-MAIL ADDRESS: pneske@baileyplace.com FAX (A/C, No): (607) 753-3742	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 23-24 MASTER **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PHPK2498262	02/02/2023	02/02/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2498262	02/02/2023	02/02/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB844097	02/02/2023	02/02/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			PHPK2498262	02/02/2023	02/02/2024	Each Occurrence \$ 1,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER County of Cortland 60 Central Avenue Cortland NY 13045		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Stephen D. Franco</i>	
---	--	---	--

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE



SCAN TO VALIDATE
AND SUBSCRIBE

***** 161557965
ACCESS TO INDEPENDENCE OF CORTLAND
COUNTY INC
26 NORTH MAIN STREET
CORTLAND NY 13045

POLICYHOLDER ACCESS TO INDEPENDENCE OF CORTLAND COUNTY INC 26 NORTH MAIN STREET CORTLAND NY 13045		CERTIFICATE HOLDER COUNTY OF CORTLAND 60 CENTRAL AVE CORTLAND NY 13045	
POLICY NUMBER E2018 120-2	CERTIFICATE NUMBER 848439	POLICY PERIOD 03/12/2023 TO 03/12/2024	DATE 10/31/2023

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 2018 120-2, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 932578322

Packet Pg. 99

Attachment: CARP Bid Submission (11874 : Award Bid/Authorize Agreement for Use of Opioid Reserve Funds - Cortland Area Recovery Project

ACCESS TO INDEPENDENCE OF CORTLAND COUNTY INC

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD
NOTICE OF COMPLIANCE

New York State Disability Benefits

Disability Benefits For Employees

1. If you are unable to work because of an illness or injury, not work-related, you may be entitled to receive weekly benefits from your employer, his or her insurance carrier, or from the Special Fund for Disability Benefits.
2. To claim benefits you must file a claim form within 30 days from the first date of your disability, but in no event more than 26 weeks from such date.
3. Complete claim form DB-450 (Notice and Proof of Claim for Disability Benefits)
 You may obtain the form from your employer, his or her insurance carrier, your health provider, any Unemployment Insurance Office, the Workers' Compensation Board's website (www.wcb.ny.gov) or any office of the Board.
IMPORTANT: Before filing your claim, your health provider must complete the "Health Care Provider's Statement" on the form showing your period of disability.
 - If you are employed, or have been unemployed for four weeks or less when your disability begins, send the completed form to your employer or the insurance carrier named below.
 - If you have been unemployed more than four weeks when your disability begins, send the completed form to the Workers' Compensation Board, Disability Benefits Bureau, 328 State Street, Schenectady, New York 12305.
4. You are entitled to be treated by any physician, chiropractor, dentist, nurse-midwife, podiatrist or psychologist of your choice. However, unlike workers' compensation, your medical bills will not be paid unless your employer and/or union provide for the payment of such bills under a Disability Benefits Plan or Agreement.
5. If you are ill or injured during the time you are receiving Unemployment Insurance Benefits, file a claim for Disability Benefits as soon as you sustain the injury or illness, by following the instructions outlined above.
6. If you are out of work in excess of seven days, your employer is required to send you a Disability Benefits Statement of Rights (Form DB-271S).
7. You may not take disability benefits at the same time as paid family leave benefits. The total amount of disability and paid family leave in a 52 week period cannot exceed 26 weeks.
8. Other information about disability benefits may be obtained by writing or calling the Workers' Compensation Board.

SHELTERPOINT LIFE INSURANCE COMPANY
 1225 FRANKLIN AVENUE, STE 475
 GARDEN CITY, NY 11530

PHONE: 800-365-4999

Policy #: DBL358393

Effective From: 6/1/2023

To: 5/31/2024

☒ Statutory
 ☐ Under a Plan or Agreement

Class(es) of Employees Covered:

All Employees Eligible Under New York State Disability Benefits Law

NYS Workers' Compensation Board
 Customer Service: (877) 632-4996
www.wcb.ny.gov

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD

THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.

Employers must post DB-120 so that all classes of their employees know who will pay their benefits.

Paid Family Leave NOTICE OF COMPLIANCE



Paid Family
Leave

7.a

Paid Family Leave insurance coverage provided by: SHELTERPOINT LIFE INSURANCE COMPANY

Covering employees of: ACCESS TO INDEPENDENCE OF CORTLAND COUNTY INC

Paid Family Leave is employee-funded insurance that provides eligible employees job-protected, paid time off to:

- **BOND** with a newly born, adopted, or fostered child;
- **CARE** for a family member with a serious health condition (see paidfamilyleave.ny.gov for eligible family members); or
- **ASSIST** loved ones when a spouse, domestic partner, child, or parent is deployed abroad on active military service.

Paid Family Leave may also be available for use in situations when you or your minor dependent child are under an order of quarantine or isolation due to COVID-19. See PaidFamilyLeave.ny.gov/COVID19 for full details.

Paid Family Leave Request Process:

1. Notify your employer at least 30 days in advance, if foreseeable, or as soon as possible.
2. Complete and submit the *Request for Paid Family Leave (Form PFL-1)* to your employer.
3. Complete and attach the additional documentation as instructed on the request form and submit to your employer's insurance carrier listed below. Submit within 30 days after the start of your leave to avoid losing benefits.

You may obtain all forms from your employer, their insurance carrier listed below, or online at PaidFamilyLeave.ny.gov/Forms.

Employers should NEVER discriminate or retaliate against anyone who requests or takes Paid Family Leave

INSURER OR AUTHORIZED NEW YORK SELF-INSURER			
ACCESS TO INDEPENDENCE OF CORTLAND COUNTY INC		607-753-7363	
Name:			Telephone:
26 NORTH MAIN STREET			
Address:			
DBL358393	6/1/2023	5/31/2024	
Policy #:	Effective date from:		to
☒ Statutory	☐ Under a Plan or Agreement		
All Employees Eligible Under New York State Disability Benefits Law			
Class(es) of employees covered:			

For more information, visit PaidFamilyLeave.ny.gov or call (844) 337-6303

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD
THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.

Catholic Charities of Cortland County
2023 Proposal to fund Pathways to Re-Entry Project
October 2023

Cortland County Legislature
Attention: Savannah Hempstead
Clerk of the Legislature
60 Central Avenue
Room 306
Cortland, NY 13045

Catholic Charities of Cortland County is seeking funding opportunities to continue supportive services to individuals with justice involvement who are transitioning into the community. These funds will help to provide services to support individuals' housing, educational, employment and health needs and decrease the risk of adverse incidents or further justice involvement.

This project will assist with social determinants of health of people by providing intensive support and wraparound services prior to release and during reentry to the community.

Contact Information

Tim Lockwood, Executive Director
Catholic Charities of Cortland County
33-35 Central Avenue
Cortland, NY 13045
607-756-5992 x202
607-756-5999 Fax
tlockwood@ccocc.org

Brief Overview

Individuals returning to their community from jail/prison face significant challenges that are key factors that can determine their realization in reentry or further justice involvement. Finding safe and stable housing is an important step in the reentry process and a key factor in one's success. Access to treatment, health care, education, and employment services as well as basic needs, such as food, benefits, and insurance are also important components to positive health outcomes. Barriers arise if these needs are not met by this population. For some, their criminal records impede access to stable housing and employment opportunities and individuals leaving jail/prison often have significant physical and behavioral health issues, such as diabetes, hypertension, Hepatitis C, mental illness, and substance use disorders. These challenges move many into poverty, high-cost health care settings, parole violations, repeat offenses, or justice involvement.

The Pathways project can provide intensive transition supports, case management, peer support, and client-centered services that will improve participant's access to housing, education and employment, treatment, and health care as they transition from jail/prison or other forensic settings and reintegrate into the community. Examples of wraparound services or funding for individual needs not resourced elsewhere are security deposits, copays for health care, legal fees,

clothing, transportation, recreation and fitness activities, household goods, phone minutes, and fees needed for school or employment, or identification documentation.

Need/Problem Being Addressed

In 2015, leaders from criminal justice, government, and human service entities in the County, acknowledged a steady increase for individuals with justice involvement, unsuccessful transitions back into the community, and recidivism as a serious local problem. In addition, the high correlation between substance use, mental health disorders, serious health conditions, homelessness, and unemployment among the population with justice involvement was recognized.

The Sequential Intercept Mapping process completed in July 2017 by these leaders prioritized developing transition services for people with justice involvement in the action plan. The need for a specialized program focused on the reentry population with capacity to individualize and tailor wraparound services based on individual needs as a key step for improving the health and well-being of this target group.

As a direct development from these conversations, in 2018, Catholic Charities Peer Support Services program partnered with the jail to create an in-reach program providing peer empowerment workshops to inmates and an introduction to support services upon release. As part of these programs, peer staff offered group participants a brief survey representative of the number of times they were justice-involved, their barriers to incarceration and inmate readiness for community integration. At each group in the jail, we met with 127 inmates (73 male/54 female) who responded to the survey. When asked how many times an individual had been in jail, the highest rate of recidivism indicated for both male and female inmates was 3 to 5 times throughout their lifetime. 6 to 9 years was the second highest rate and five male inmates even reported they had justice involvement more than 20 times. The survey revealed mental health and substance use were the largest barriers for individuals' adverse incidents and implications for their return to jail. Participants also listed key areas they would like to work on to improve their lives, and in addition to treatment for mental health and SUD services, they were also interested in connection to community resources as well as learning core life skills such as communication, anger management, stress management and parenting skills. The responses to the surveys were influential in the curriculum that was created for ongoing workshops and highlighting the needs for this target population.

In 2021, community leaders met again to complete the Sequential Intercept Mapping process which confirmed a continued need and desire for this specialized program.

Current Status

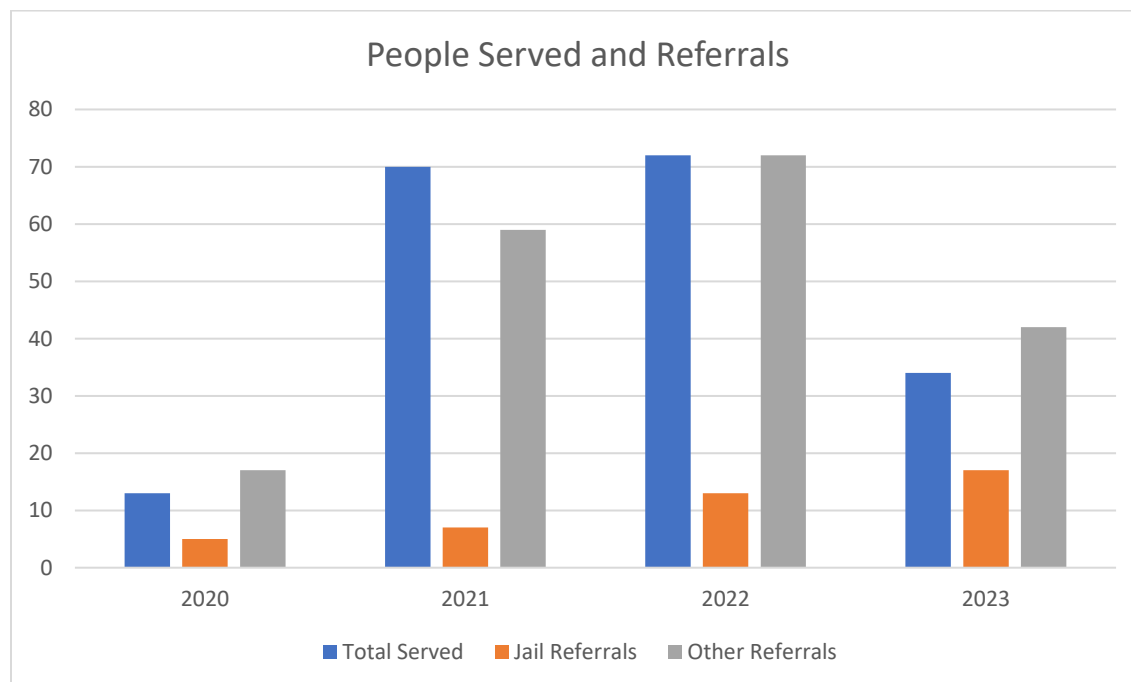
The Pathways to Re-Entry program at Catholic Charities has been operating since July 2020 and working with a Program Manager and Peer Case Manager. The program was initiated with funds from the Mother Cabrini Health Foundation that expired in June 2022. We are grateful to

Catholic Charities of Cortland County
2023 Proposal to fund Pathways to Re-Entry Project
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Cortland County for expanding its funding to keep this program operating through utilization of the American Rescue Plan funds which completed at the end of September 2023. Currently, approximately half of the funding needed to keep the program operational in 2024 has been identified. As a smaller rural community funding has been difficult to find as we have been seeing funding for re-entry initiatives being awarded in larger and more diverse areas. Cortland County is a unique and collaborative community whose leaders have identified a need for this project and population therefore, Catholic Charities will continue to seek out and secure needed funding for this program.

Program Successes

Since July 2020, the Pathways program has been able to serve a total of 189 unique individuals. Through collaboration with community partners, 42 of these individuals were referred from our local jail. Other referrals were from other Catholic Charities programs and area providers including local mental health and SUD treatment providers, probation and parole, Department of Social Services and Public Defender's office.

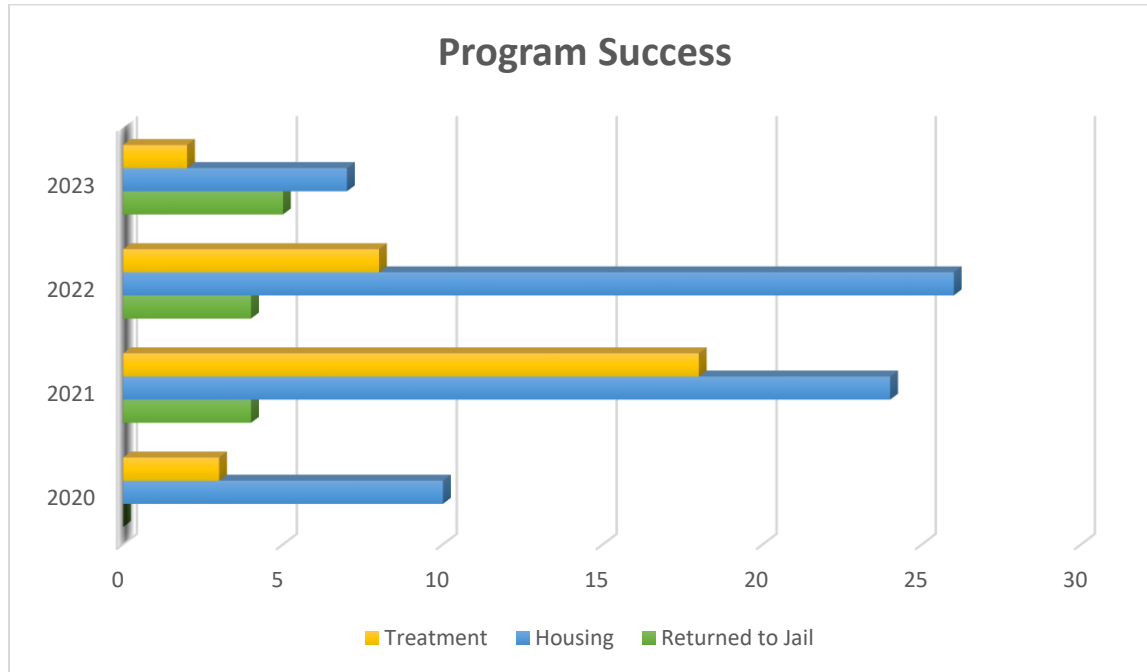


Since its inception the Pathways program has provided over 2800 wraparound services to support individuals' integration in the community. Some of these services include life skill building, referrals for housing, connections to mental health and SUD treatment programs, connections to vocational/educational resources, transportation to appointments, and advocacy.

Of the 189 individuals that have come through the program, only 13 have returned to jail. In addition, we have helped 67 individuals to find safe and stable housing and assisted 31

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individuals with referrals to mental health and SUD treatment programs and/or primary care physician.



Currently, the per diem cost of housing an inmate at the jail is over \$282/day. As of July 31, 2023, we've assisted 37 individuals with over 500 wraparound services to support their integration back into the community. We believe that diverting these individuals from justice involvement has resulted in significant savings for the County. Just keeping these 37 individuals out of jail for one night is a savings of \$10,434. That savings could be potentially higher if those 37 individuals had a longer stay. We know with appropriate funding we can continue this good work and expansion of our services to help more individuals transition back into the community at cost savings to the county.

Services

We provide many services in this program including weekly check-ins with clients to review goal-planning and identifying areas of need. We work with individuals on life skill building such as budgeting, interview and job searches, communication, stress management, and overall wellness. The case manager assists the clients in getting connected to DSS benefits, other Catholic Charities programs and health care coverage. Linkage to mental health and substance use treatment, and assistance with obtaining clothing items, hygiene and household supplies are helpful with their transition. Assistance with cell phones/minutes to minimize any barriers to communication with the client is also beneficial in obtaining other community services. We also assist individuals with attaining needed documentation to directly assist with their reintegration

Catholic Charities of Cortland County
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including birth certificates, photo identification (state id or driver's license), and social security card.

For jail referrals, Pathways staff will meet with inmates at the correctional facility to introduce themselves, share program information and discuss any emergent needs upon release (clothing items, phones, eyeglasses, doctor appointments, etc.). After release, staff will meet and review an initial assessment with participants to identify urgent needs and develop a goal/service plan that is conducive to their successful health outcomes and staying out of jail. All clients will be reassessed in 30 days to identify program outcomes and other areas of need. The program goal for successful completion is within six to nine months.

Budget

The total annual cost of the Pathways program is \$175,000. Catholic Charities is requesting \$90,000 from the Opioid Settlement Funds to continue operating the re-entry program. Catholic Charities will contribute \$85,000 of its own funding towards the program. The budget includes personnel and related fringe costs (FICA, Disability, Workers Compensation, and health insurance costs). Other expenses will be set aside for wraparound services in furtherance of the participant's individual needs and goals including, but not limited to, expenses for housing and shelter, educational and vocational plans, health care, and transportation.

Desired Outcomes/Goals

All program goals will work toward improved continuum of care for individuals with justice involvement and looking to change their life outcomes as they transition back into the community.

- 85% of program participants will access necessary and appropriate emergency and stabilization services within 30 days of release.
 - This will be measured using participant reports, a 30-day program assessment tool, collateral contacts to providers, service planning and Agency staff documentation.
- 75% of program participants will obtain a primary care physician within 90 days of entering the program.
 - This will be measured using participant reports, a program assessment tool (as needed for 90 days), collateral contacts to providers, service planning and Agency staff documentation.
- 75% of program participants will be connected to mental health and/or a substance use treatment provider, within 90 days of entering the program to ensure rapid engagement in services and lower risk of more justice involvement, especially individuals with serious mental illness.
 - This will be measured using participant reports, a program assessment tool (as needed for 90 days), collateral contacts to providers, service planning and Agency staff documentation.

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- 70% of program participants will obtain safe and adequate housing within 90 days of enrolling in our program.
 - This will be measured using participant reports, a program assessment tool (as needed for 90 days), collateral contacts to providers, Agency staff documentation and direct observation of the home environment.
- 65% of program participants will pursue employment or vocational/educational training within the year.
 - This will be measured using participant reports, program assessment tool (as needed for 30 days to 1 year), verification from employers and/or vocational/educational service providers and Agency staff documentation.
- We will also expand our outreach efforts within the community to partner with area providers on services that will benefit client needs and positive outcomes during integration.

**CATHOLIC CHARITIES OF CORTLAND COUNTY
PATHWAYS FOR REENTRY**

Budget for 2024

		250
<u>REVENUE</u>		
GRANT INCOME - GOVERNMENT	6201	85,356
Total Revenue		85,356
<u>EXPENSES</u>		
SALARIES	7010	86,154
FICA	7110	6,591
UNEMPLOYMENT INSURANCE	7130	666
DISABILITY INSURANCE	7140	450
WORKER'S COMPENSATION	7150	2,081
401(k) MATCH	7162	2,497
INSURANCE - GROUP HEALTH	7170	18,117
Total Personal Expenses		116,556
		116,555
PROFESSIONAL FEES	7210	1,920
OFFICE SUPPLIES	7301	1,200
CLIENT TRANSPORT	7325	100
TELEPHONE /INTERNET /CABLE	7505	2,040
OTHER OCCUPANCY COSTS	7630	300
BUILDING MAINTENANCE	7640	200
UTILITIES	7680	600
INSURANCE - GENERAL LIABILITY	7692	1,510
POSTAGE / DELIVERY	7811	100
COPIER	7861	300
STAFF TRAVEL	7910	1,000
STAFF TRAINING/DEVELOPMENT	8037	200
DUES & SUBSCRIPTIONS	8170	100
SOFTWARE LICENSE/MAINTENANCE	8221	300
CLIENT INCIDENTALS	8254	20,000
Total OTPS		29,870
INSURANCE - BUILDING	7690	100
DEPRECIATION - PROPERTY	7790	648
Total Property		748
Subtotal Cost Before Admin		147,174
ADMINISTRATIVE ALLOCATION	9680	27,489
Total Expenditures		174,663
Net Revenue Over Expenditures		(89,307)



**Workers'
Compensation
Board**

CERTIFICATE OF INSURANCE COVERAGE

NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

PART 1. To be completed by NYS disability and Paid Family Leave benefits carrier or licensed insurance agent of that carrier

1a. Legal Name & Address of Insured (use street address only) Catholic Charities of Cortland County 33-35 Central Avenue Cortland, NY 13045	1b. Business Telephone Number of Insured (315) 422-9091 1c. Federal Employer Identification Number of Insured or Social Security Number 16-1075281
2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) Cortland County 60 Central Avenue Cortland, NY 13045	3a. Name of Insurance Carrier Sun Life and Health Insurance Company (U.S.) 3b. Policy Number of Entity Listed in Box 1a 920088 3c. Policy Effective Period 01/01/2023 to 12/31/2023

4. Policy provides the following benefits:

- ☒ A. Both disability and Paid Family Leave benefits.
☐ B. Disability benefits only.
☐ C. Paid Family Leave benefits only.

5. Policy covers:

- ☒ A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.
☐ B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS disability and/or Paid Family Leave benefits insurance coverage as described above.

Date Signed 03/13/2023 By Nancy Moss
(Signature of insurance carrier's authorized representative or NYS licensed insurance agent of that insurance carrier)

Telephone Number 800-247-6875 Name and Title Nancy Moss Client Advocate Support

IMPORTANT: If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be emailed to PAU@wcb.ny.gov or it can be mailed for

PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4B, 4C or 5B have been checked)

State of New York Workers' Compensation Board

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law (Article 9 of the Workers' Compensation Law) with respect to all of their employees.

Date Signed _____ By _____
(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Numbers _____ Name and Title _____

Please Note: Only insurance carriers licensed to write NYS disability and Paid Family Leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. **Insurance brokers are NOT authorized to issue this form.**

Additional Instructions for Form DB-120.1

By signing this form, the insurance carrier identified in Box 3 on this form is certifying that it is insuring the business referenced in Box 1a for disability and/or Paid Family Leave benefits under the NYS Disability and Paid Family Leave Benefits Law. The insurance carrier or its licensed agent will send this Certificate of Insurance Coverage (Certificate) to the entity listed as the certificate holder in Box 2.

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is cancelled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in Box 3c, whichever is earlier.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This Certificate may be used as evidence of a NYS disability and/or Paid Family Leave benefits contract of insurance only while the underlying policy is in effect.

Please Note: Upon the cancellation of the disability and/or Paid Family Leave benefits policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Insurance Coverage for NYS disability and/or Paid Family Leave Benefits or other authorized proof that the business is complying with the mandatory coverage requirements of the NYS Disability and Paid Family Leave Benefits Law.

NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

§220. Subd. 8

(a) The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand and twenty-one, the payment of family leave benefits for all employees has been secured as provided by this article. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee if so employed.

(b) The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in employment as defined in this article and notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand eighteen, the payment of family leave benefits for all employees has been secured as provided by this article.



Workers' Compensation Board

KATHY HOCHUL
GOVERNOR

CLARISSA M. RODRIGUEZ
CHAIR

Office of the Secretary Compliance With Workers' Compensation Law

I, Laura Inglis, Secretary for the Workers' Compensation Board, DO HEREBY Certify that:

Name: Catholic Charities of Cortland County

WCB #: W591507

Tax ID #: 161075281

Qual Date: 4/16/1974

has secured compensation to its employees as a self-insurer in the following manner:

Pursuant to Section 50, subdivision 3 of the Workers' Compensation Law.

The status of the self-insurer was effective as noted above and remains in full force.

IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the Workers'
Compensation Board this 10th day of January
2023.

LAURA INGLIS
SECRETARY

Status Confirmed By

1/10/2023

Executive Director

Alexandra Mikowski

Board of Directors

Karlene Shafer,
Chair

Christina Taranto,
Vice-Chair

Kathleen Barnes,
Treasurer

Angela VanDeWeert,
Secretary

Conni Bentley

Dorothy Dumond

Eden Harrington-Hall

Janet Oechsle

Melissa Potter

Lisa Pizzola

Michael Wells

26 North Main St.
Cortland, NY 13045
ph: 607-753-7363
fax: 607-756-4884

E-mail:
info@aticortland.org

Website:
www.aticortland.org

Catholic Charities of Cortland County
33 Central Ave
Cortland, New York 13045

October 19th, 2023

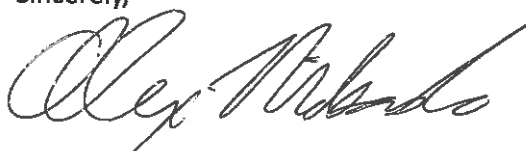
Catholic Charities,

We are pleased to provide a letter of support to your Agency to apply for funding from the Cortland County Opioid Settlement Funds to continue the work of the Pathways to Re-entry program.

This valuable program provides much needed services to the justice-involved population in our community and has demonstrated cost-savings to the County. Many of the justice-involved individuals that come through your program are dealing with mental health and substance use issues. Having a connection to a case manager to assist with housing, vocational pursuits or employment is key to giving them a chance to succeed in the community.

We look forward to the continued success of the Pathways to Re-entry program.

Sincerely,



Alexandra Mikowski, MSW
Executive Director
(She/ Her pronouns)

Access To Independence of Cortland County, Inc.
26 North Main Street
Cortland, NY 13045
607-753-7363 Ext 313
607-756-4884 (fax)
alex.mikowski@aticortland.org
www.aticortland.org

STATE OF NEW YORK AGREEMENT SIGNATURE PAGE

IN WITNESS THEREOF, the parties hereto have executed or approved this Contract on the dates below their signatures.

CONTRACTOR:

Catholic Charities of the Roman Catholic Diocese of Syracuse
33-35 Central Ave
Cortland, NY 13045

By: Timothy Lockwood
Tim Lockwood

Printed Name

Title: Executive DirectorDate: 3/3/2023

STATE AGENCY:

NYS Office of Addiction Services and Supports
1450 Western Avenue
Albany, NY 12203-3526

By: Nathaniel Beyer

~~Karen C. Stackrow~~
Nathaniel Beyer

Deputy Director of Contracts, Procurements and Purchasing

Title: ~~Director of Contracts and Procurements~~Date: 3/3/23

STATE OF NEW YORK

County of Cortland

On the 3rd day of March, 2023, before me personally appeared Timothy Lockwood, to me known, who being by me duly sworn, did depose and say that he/she resides at Cortland New York, that he/she is the Executive Director of the Catholic Charities of Cortland County, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) Mary E. Jordan

MARY E. JORDAN
Notary Public, State of New York
No. 01JO5083854
Qualified in Cortland County
Commission Expires Aug. 25 2025

Your organization must retain the complete contract with the original notarized wet signature at your facility and be able to produce upon request for 10 years.

Opioid Settlement Funds RFP
Catholic Charities of Cortland County
Agency History

Catholic Charities of Cortland County is a multifaceted human service agency with a 45+-year history providing services to individuals and families with mental health and substance use issues, homelessness, physical and developmental issues, and life skills challenges. We currently operate eleven agency-owned sites in the City of Cortland, as well as utilizing several scattered site apartments within the city for our housing programs. The scope of our agency includes housing for severely mentally ill, housing for those with substance use issues, housing for homeless with disabilities, Health Homes Care Coordination, Emergency Assistance, Peer Support Services, and Re-entry services for incarcerated or formerly incarcerated individuals. Our agency serves our community by working with populations that have the highest needs and highest utilization of resources. Our housing programs include community residences funded by OASAS and OMH, Supportive/Treatment Apartments funded by OMH and OASAS, Permanent Supportive Housing funded by OMH and OASAS, and Permanent Supportive Housing funded by HUD. Our Agency also administers funding for homeless prevention and rapid re-housing through FEMA, HUD and OTDA.

Our agency has significant experience with housing families and individuals who are homeless, at risk of homelessness, have unstable housing histories, have mental health or substance use disorders, and/or have histories with mental health, foster care and juvenile justice systems as young adults. We have extensive experience with individuals and families who have unmet housing needs as determined by our CoC, local planning entities, DSS, and other state and local data. In addition, these same individuals have one or more of the following disabling conditions or life challenges: SMI, SUD, victims/survivors of domestic violence, chronic homelessness, homeless young adults, adults and young adults reentering the community from some form of incarceration or justice placement, and senior citizens aging in place. Our first housing program was an OMH funded Community Residence (10 beds) and Supportive Apartment (6 units) program for individuals with SMI (many who were homeless) that began in 1986. In 1990, we implemented a 52-unit scattered site OMH Supported Housing program for individuals with SMI (that program has since grown to 57 units). In 2000, we opened our OASAS Community Residence (14 beds) and our Residential Apartment Program (6 beds – currently up to 9 beds) for individuals with SUD (many of whom were homeless). In 2013 we implemented a Permanent Supportive Housing program and MRT Housing program funded through OASAS for individuals with SUD (5 units each). In 2016 we received funding for a Mixed Use (OMH and Affordable Housing) building with 20 units designated for those with SMI. In 2016 we began operating a 9-unit Transitional Housing program that was funded through Cortland County Department of Social Services. We ended the Transitional program in 2020 in favor of utilizing the properties for Supported Housing units. In 2017, we received HUD funding for our Permanent Supportive Housing program for homeless individuals and families with at least one disability.

Beginning in 2020, we started our Pathways to Re-entry program for incarcerated or formerly incarcerated adults, many of whom are homeless or have significant housing issues.

**EXHIBIT A – ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH
STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS (APPENDIX A)**

I hereby acknowledge that I have read, understand and agree to comply with the terms as outlined in Appendix A – Standard Clauses for New York State Contracts. Failure to comply may result in immediate termination of this agreement with potential legal recourse by the County.

Signed: Timothy Glendon
Title: Executive Director

Date: 10/19/23

EXHIBIT B – DRUG FREE WORKPLACE

Whenever two or more Bids which are equal with respect to price, quality and service are received by the State or by any political subdivisions for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing the Bids will be followed if none of the tied vendors have a drug free workplace process. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify that employees, that, as a condition of working of the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law in the United States or any state or Cortland County, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies with the above requirements.

Print Name: Tim Lockwood Date: 10/19/23
 Signature: [Handwritten Signature] Title: Executive Director

**EXHIBIT C - NON COLLUSIVE BIDDING CERTIFICATE REQUIRED BY
SECTION 139-D OF THE STATE FINANCE LAW**

Section 139D, Statement of Non-Collusion in bids to the State:

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as its own organization, under penalty of perjury, that to the best of his/her knowledge, and belief:

- 1) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting completion.

A Bid shall not be considered for award nor shall any award be made where 1, 2, 3 above have not been complied with; provided however, that if in any case, the bidder(s) cannot make the foregoing certification, the bidder shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore:

(Affix addendum to this page if space is required for statement.)

Subscribed to me under penalty of perjury under the laws of the State of New York, this 30th day of October, 20 23 as the act and deed of said corporation of partnership or sole proprietor.

If Bidders are a Partnership, complete the Following:

Names of Partners or Principals

Legal Residence

If Bidders are a corporation, complete the following:

Name
Jackie Leaf
President
Allison Ventimilla
Vice President
Margo Upson
Secretary
Alex Mikowski
Treasurer

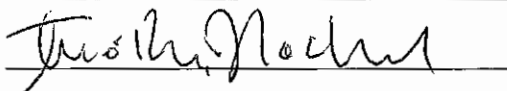
Legal Residence
1895 Green Lake Rd, Little York, NY 130
12 Abdallah Ave, Cortland NY 130
32 Tompkins St., Cortland NY 13
90 Oswego Street, Cortland, NY 130

Identifying Data:

Potential Contractor: Catholic Charities of Cortland County
 Address: 33-35 Central Avenue, Cortland NY 13045
 Telephone #: 607-756-5992 x202 Title: Executive Director
 E-Mail Address: tlackwood@ccccc.org

If applicable, Responsible Corporate Officer

Name: Tim Lockwood Title: Executive Director

Signature: 

Joint or combined bids by companies or firms must be certified by each participant.

Legal name of person or firm

Legal name of person or firm

Name

Name

Title

Title

Address

Address

Conflict of Interest Disclosure Form

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the contract. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from bidding and/or contracting.

Position: Executive Director

X I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. Serve as member of CSB & vice-chair of CD subcommittee
2. _____
3. _____

Date: 10/19/23

EXHIBIT F – QUALIFICATION QUESTIONNAIRE

All vendors must complete this questionnaire in order to be included in the evaluation of the proposals. The information supplied will enable the County to determine whether or not the vendor has adequate personnel and facilities to properly perform the work.

1. Facility Name and Physical Address: Catholic Charities of Cortland County, 33-35 Central Avenue Cortland 13045
2. Normal Operating Hours:
 - a. Weekdays 8:30 am to 4:30 pm
 - b. Saturdays N/A am to _____ pm
 - c. Sundays N/A am to _____ pm
 - d. Holidays _____ am to _____ pm
3. Number of Years in Business: 45+
4. Firm History (attach additional pages as necessary): See attached Agency history
5. Number of employees on your payroll: 52
6. Do any of your employees have any other special certifications or rating? Yes / No
If yes, specify: CASAC, LMSW, OMT Certified Peers
7. Do you have any special equipment that is available to service the County RFP? Yes ☒ No ☐
If yes, specify: _____
8. What is the overall size of your facility? We have various locations
9. Do you have a locked, fenced and secured storage area? ☒ Yes ☐ No
10. How far in advance must appointments be scheduled? Same day
11. In case of emergency, will you accommodate the County with same day services when possible? ☒ Yes ☐ No
12. Shop Distance from 60 Central Avenue, Cortland, NY 2 blocks

In submitting this proposal, it is understood that the unrestricted right is reserved by the County in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said bids. The undersigned hereby certifies that this bid is genuine, and not a sham or collusive, or made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has it, in any manner, sought by collusion to secure for himself and advantage over any another bidder.

Tim Lockwood

PRINT NAME

Timothy Lockwood

SIGNATURE (Must be 50% Company Owner)

Executive Director

TITLE

10/30/23

DATE

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Catholic Charities of Cortland County

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ►

Non Profit Human Service Agency

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

33-35 Central Ave

6 City, state, and ZIP code

Cortland, NY 13045

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

1 6 - 1 0 7 5 2 8 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

[Signature]

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CAHTOLIC CHARITIES OF CORTLAND COUNTY
ATTN MARIE L WALSH
33-35 CENTRAL AVENUE
CORTLAND NY 13045

CUST REF: MAIL

Enclosed is the information you requested. Your payment of
\$35.00 is hereby acknowledged.

If the name on the enclosed document(s) does not match exactly
with the name of the entity you requested, this office does not
have a record of the exact name you requested. The document(s)
provided appear(s) to be of sufficient similarity to be the
entity requested.

201606140378 165

STATE OF NEW YORK
DEPARTMENT OF STATE

I hereby certify that the annexed copy has been compared with the original document in the custody of the Secretary of State and that the same is a true copy of said original.



WITNESS my hand and official seal of the
Department of State, at the City of Albany,
on June 14, 2016.

A handwritten signature in cursive script that reads "Anthony Giardina".

Anthony Giardina
Executive Deputy Secretary of State

120507000 906

CERTIFICATE OF AMENDMENT

OF

CATHOLIC CHARITIES OF THE ROMAN CATHOLIC DIOCESE OF SYRACUSE, N.Y.

Under Chapter 310 of the Laws of 1950

ice
STATE OF NEW YORK
DEPARTMENT OF STATE
FILED MAY 07 2012
TAXS 8
BY: par

Onondaga

Filed By:

Hiscock & Barclay, LLP
300 South State Street
Syracuse

NY 13202-2078

D.C. -08

DRAWDOWN

☐ ROUTINE
☐ 24 HOUR

☐ SAME DAY
☐ 2 HOUR

979

120507000

906

**CERTIFICATE OF AMENDMENT
OF THE
CERTIFICATE OF INCORPORATION
OF**

**CATHOLIC CHARITIES OF THE ROMAN CATHOLIC DIOCESE OF SYRACUSE,
N.Y.**

THE UNDERSIGNED, for purposes of amending the Certificate of Incorporation of **CATHOLIC CHARITIES OF THE ROMAN CATHOLIC DIOCESE OF SYRACUSE, N.Y.**, does hereby certify as follows:

FIRST: The name of the Corporation is: Catholic Charities of the Roman Catholic Diocese of Syracuse, N.Y.

SECOND: The Certificate of Incorporation was filed with the Onondaga County Clerk's Office on May 14, 1925.

THIRD: The Corporation was formed pursuant to the provisions of chapter two hundred fifty-six of the laws of nineteen hundred seventeen, as amended by chapter three hundred and three of the laws of nineteen hundred and twenty-one and chapter three hundred and six of the laws of nineteen hundred and twenty-two.

FOURTH: The amendment effected by this Certificate of Amendment is as follows:

(a) Article SECOND of the Certificate of Incorporation of the Corporation is hereby amended in its entirety to read as follows:

"The purposes for which the Corporation is formed, under the auspices of the Roman Catholic Diocese of Syracuse are: to aid, support, and advise, and to conduct, by itself or in cooperation with any religious, charitable, benevolent or educational corporation, government entities, association, society, institution, committee or other government agency, now or hereafter existing, which shall be affiliated with the Corporation hereby organized, any or all philanthropic and charity work which shall be carried on within the State of New York and which shall be primarily for the benefit of people in need within the said Diocese of Syracuse (counties of Broome, Chenango, Cortland, Madison, Oneida, Onondaga and Oswego), including the sustenance, shelter and relief of the needy, the physical, emotional and developmental needs of the populations, as well as infants, orphans, widows, aged, infirm and delinquents; the assistance of immigrants and refugees, their families and children; to induce the adoption by the community at large of such measures in the organization and administration of charity as may develop self-respect and increase the power of self-support of the disadvantaged; to care for abandoned, delinquent, dependent and neglected children or minors in homes and institutions, and for that purpose, to accept children by surrender, adoption, commitment or parole or probation or otherwise; the securing of employment for those in need thereof; and the promotion of self-

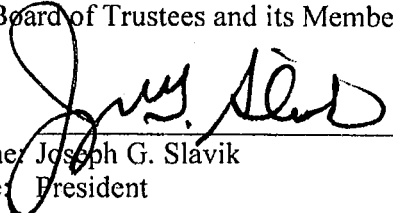
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120507000906

1115 10/26/11 ONONDAGA COUNTY
Attachment: Catholic Charities Pathways to Reentry Funding Proposal - November 2023 (11875 : Award Bid/Authorize Agreement for Use of

support, including any other charitable or benevolent purposes not inconsistent with any law or statute.

FIFTH: This Amendment to the Corporation's Certificate of Incorporation was authorized by a majority vote of both the Corporation's Board of Trustees and its Members.


 Name: Joseph G. Slavik
 Title: President

10/24/11

Subscribed and sworn to before me
 this 24th day of October, 2011.


 NOTARY PUBLIC

KEVIN J. BRUTON
 Notary Public, State of New York
 Qualified in Cayuga County No. 5043183
 My Commission Expires May 8, 2015



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL
ANDREW M. CUOMO

FACSIMILE TRANSMISSION

DATE July 2, 2009

NUMBER OF PAGES 2
(INCLUDING THIS PAGE)

TO Ms. Marie Walsh, Executive Director

FAX NO. (607) 756-5999

FROM Jacqueline R. Simpson

REMARKS : Attach is a copy of The Confirmation Letter The Catholic Charities Of The Roman Catholic Diocese Of Syracuse, NY. Reg # 16-47-26

IF THERE IS A PROBLEM WITH THIS TRANSMISSION, PLEASE CONTACT

NAME Jacqueline R. Simpson

OFFICE NYC

TELEPHONE NO. (212) 416-8408

FAX NO. (212) 416-8418

CONFIDENTIAL

The information contained in this facsimile is privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this is strictly prohibited.

**IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR,
PLEASE IMMEDIATELY NOTIFY THE SENDER BY TELEPHONE. THANK YOU.**

120 Broadway, New York, NY 10471

OAG 005 (12/98)

Attachment: Catholic Charities Pathways to Reentry Funding Proposal - November 2023 (11875 : Award Bid/Authorize Agreement for Use



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

Andrew M. Cuomo
Attorney General

Division of Social Justice
Charities Bureau

July 2, 2009

Ms. Marie Walsh, Executive Director
Catholic Charities Of The Roman Catholic Diocese Of
Syracuse, NY
33-35 Central Avenue
Cortland, NY 13045

Re: Catholic Charities Of The Roman Catholic Diocese Of Syracuse, NY
Registration # 16-47-26 (Statute(s): 7-A Only)

Dear Sir/Madam:

I am writing to advise you that the above organization registered with the New York State Attorney General's Charities Bureau pursuant to Article 7-A of the Executive Law (Article 7-A) and was assigned the above registration number.

The organization is current in its filings, and the latest report filed with this office is for the year that ended December 31, 2007.

Please be advised that while this office may confirm the registration status of an entity, such confirmation does not constitute endorsement of any particular organization.

Very truly yours,

Glenys Etwaroo /JS

Glenys Etwaroo
Registration Section



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL
ANDREW M. CUOMO

FACSIMILE TRANSMISSION

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Very truly yours,

Glenys Etwaroo /JS

Glenys Etwaroo
Registration Section

Certificate of Coverage

Date: 5/10/2023

Certificate Holder

The Roman Catholic Diocese of Syracuse, NY
240 E Onondaga
Syracuse, NY 13202

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage

THE CATHOLIC MUTUAL RELIEF
SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Covered Location

Catholic Charities of Cortland County
33 Central Avenue
Cortland, NY 13045-2659

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability				Each Occurrence	1,000,000
	☒ Occurrence	See below	7/1/2023	7/1/2024	General Aggregate	
	☐ Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability	See below	7/1/2023	7/1/2024	Each Occurrence	5,000,000
					Annual Aggregate	
	Other Automobile Liability				Each Occurrence	1,000,000
		See below	7/1/2023	7/1/2024	Claims Made	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage applies to Catholic Charities of Cortland County and its contract with holder of certificate with regards to the services provided to the holder of certificate. Professional Liability does not apply for the scope of contract services. However, Counseling E&O Coverage and/or Incidental Medical Malpractice Coverage extends for the services being provided in the contract. Includes Automobile Liability. Cortland County and its officers, employees, agents and representatives are included as additional protected person(s) with coverage applying only when they are held liable due solely to the negligence of the named assured. The National Catholic Risk Retention Group policy #RRG 10189 provides \$750,000 excess of \$250,000 SIR. Catholic Mutual Relief Society of America Certificate #9116 provides \$5,000,000 xs \$1,000,000.

Holder of Certificate

Cancellation

Additional Protected Person(s)

Cortland County
60 Central Avenue
Cortland, NY 13045

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

ative Michael A. Antunovich

0093000290

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 7/1/2023Cancellation Date of Endorsement: 7/1/2024

Certificate Holder: The Roman Catholic Diocese of Syracuse, NY
 240 E Onondaga
 Syracuse, NY 13202

Location:

Certificate No. See below of The Catholic Mutual Relief Society of America is amended as follows:**SECTION II - ADDITIONAL PROTECTED PERSON(S)**

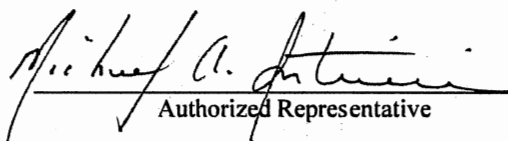
It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the Protected Person(s) activities or activities they perform on behalf of the Protected Person(s).

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the Additional Protected Person(s) will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)
 Cortland County
 60 Central Avenue
 Cortland, NY 13045

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage applies to Catholic Charities of Cortland County and its contract with holder of certificate with regards to the services provided to the holder of certificate. Professional Liability does not apply for the scope of contract services. However, Counseling E&O Coverage and/or Incidental Medical Malpractice Coverage extends for the services being provided in the contract. Includes Automobile Liability. Cortland County and its officers, employees, agents and representatives are included as additional protected person(s) with coverage applying only when they are held liable due solely to the negligence of the named assured. The National Catholic Risk Retention Group policy #RRG 10189 provides \$750,000 excess of \$250,000 SIR. Catholic Mutual Relief Society of America Certificate #9116 provides \$5,000,000 xs \$1,000,000.


 Authorized Representative

Certificate of Coverage

Date: 5/10/2023

The Roman Catholic Diocese of Syracuse, NY
240 E Onondaga
Syracuse, NY 13202

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

THE CATHOLIC MUTUAL RELIEF
SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Catholic Charities of Cortland County
33 Central Avenue
Cortland, NY 13045-2659

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability				Each Occurrence	1,000,000
	☒ Occurrence	See below	7/1/2023	7/1/2024	General Aggregate	
	☐ Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability				Each Occurrence	5,000,000
		See below	7/1/2023	7/1/2024	Annual Aggregate	
	Other				Each Occurrence	1,000,000
	Automobile Liability				Claims Made	
		See below	7/1/2023	7/1/2024	Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage applies to Catholic Charities of Cortland County and its contract with holder of certificate with regards to the services provided to the holder of certificate. Professional Liability does not apply for the scope of contract services. However, Counseling E&O Coverage and/or Incidental Medical Malpractice Coverage extends for the services being provided in the contract. Includes Automobile Liability. Cortland County and its officers, employees, agents and representatives are included as additional protected person(s) with coverage applying only when they are held liable due solely to the negligence of the named assured. The National Catholic Risk Retention Group policy #RRG 10189 provides \$750,000 excess of \$250,000 SIR. Catholic Mutual Relief Society of America Certificate #9116 provides \$5,000,000 xs \$1,000,000.

Holder of Certificate

Cancellation

Additional Protected Person(s)

Cortland County
60 Central Avenue
Cortland, NY 13045

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

0093000290

Packet Pg. 133

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 7/1/2023Cancellation Date of Endorsement: 7/1/2024

Certificate Holder: The Roman Catholic Diocese of Syracuse, NY
 240 E Onondaga
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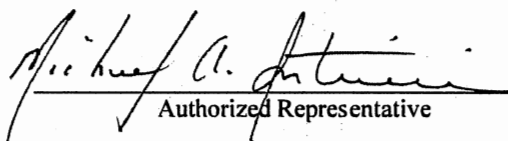
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It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)
 Cortland County
 60 Central Avenue
 Cortland, NY 13045

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

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 Authorized Representative

Mark E. Helms
Sheriff

Undersheriff

Joyce L. Quarella
Confidential Secretary

County of Cortland
Office of the
SHERIFF

Public Safety Building * 54 Greenbush Street
Cortland, New York 13045
Phone: (607) 758-5599 Fax: (607) 753-6649



October 24, 2023

Catholic Charities,

We are pleased to provide a letter of support to your Agency to apply for funding from the Cortland County Opioid Settlement Funds to continue the work of the Pathways to Re-entry program.

This valuable program provides much needed services to the justice-involved population in our community and has demonstrated cost-savings to the County. Many of the justice-involved individuals that come through your program are dealing with mental health and substance use issues. Having a connection to a case manager to assist with housing, vocational pursuits or employment is key to giving them a chance to succeed in the community.

We look forward to the continued success of the Pathways to Re-entry program.

Sincerely,

Sheriff Mark E. Helms

Administration Division
(607) 758-5599

Jail Division
(607) 756-4275

Criminal Division
(607) 758-6151

Civil/Records
(607) 758-6150



Cortland County Probation Department
Court House
46 Greenbush Street, Cortland, NY 13045-3704
Telephone: (607) 753-5019

Nicole Albro, Director

Chris M. LeFever, Supervisor
Nadine Reisweber, Supervisor

October 26, 2023

Catholic Charities
33-35 Central Ave.
Cortland, NY 13045

I am pleased to provide a letter of support to your agency to apply for funding from the Cortland County Opioid Settlement Funds to continue the work of the Pathways to Re-entry program.

As a Probation Officer, I see individuals at some of their most vulnerable times of life. It is common for clients of our Department to need assistance to meet needs that are crucial to empower them to take their next step forward in recovery, whether from substance abuse or other challenges. I appreciate Pathways "boots on the ground" work in this regard, walking alongside individuals, where I do not have the resources or role/relationship to assist someone in this way. I expect additional funding would allow Pathways to do this even more so.

I look forward to the potential growth of the Pathways to Re-entry program.

Sincerely,

Julie Parker
Sr. Probation Officer

Jurisdiction: Cortland County
 Jurisdictional Class: Competitive

Adopted: 3/1/13

Amended: 10/28/13; 11/30/15; 6/29/20; 10/19/22; 5/30/23; 11/8/23

DEPUTY DIRECTOR OF EMERGENCY RESPONSE & COMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the Director of Emergency Response and Communications in planning, directing, and evaluating the County's response to emergency management emergencies. In the absence of the Director, the incumbent assumes the duties of the Director of Emergency Response & Communications. Coordinates enforcement of the County's emergency operation plan relative to disaster prevention, response and recovery. The incumbent directs various operations during natural or manmade disasters. The work is performed under the general direction of the Director of Emergency Response and Communications with wide leeway for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as liaison with the Federal, State, County, local and Sheriff's officials and agencies concerned with disaster prevention, response, and recovery;

Reviews, records and investigates complaints concerning the County Emergency Operations Services Center;

Plans programs to carry out emergency preparedness responsibilities required by law and regulations of the responsible federal and state agencies;

Prepares information about emergency management and planning activities for public dissemination and promotes and coordinates cooperation among municipalities and service providers;

Works with the Assistant Director of Emergency Response & Communications overseeing 911, its equipment, personnel and systems;

Oversees and directs deputy fire coordinators;

Works with municipalities, schools, businesses and organizations assisting them to create drills and meetings;

Participates in monthly meetings of the Fire Advisory Board and County's Crisis Management team;

Participates in emergency management training, including exercises and functional drills of the county's emergency management plans;

Coordinates activities of the County's Local Emergency Policy Committee (LEPC);

Promotes Emergency Preparedness through public education;

Coordinates in planning, writing and upgrading county wide emergency plans, such as HAZMAT, CEMP and CEPA;

Prepares grant requests for emergency management activities;

Is on call for various emergencies to coordinated needed emergency response;

Coordinates emergency management activities during man made or natural disasters;

Recruits volunteers for emergency preparedness purposes from among public officials, employees and the general public;

Serves as liaison for County Fire Training, Mutual Aid, and the County Emergency Operations Plan relative to disaster prevention response and recovery;

Coordinates filing of reimbursement claims by various municipalities in the county to federal and state agencies;
 Maintains the data base system;
 Coordinates, prepares or provides for informational requests, including NYS “auto discovery” information requests, to the district attorneys, law enforcement agencies, and other public service entities;
 Prepares a variety of office records, reports, fiscal accounts, and equipment inventory;
 Prepares preliminary budget requests and justifications, financial reports, and personnel transactions;
 Manages the fire accountability system and maintains the Mutual Aid Plan;
 Manages the radio system inventory and fire mobile data terminals;
 Assists with maintaining 911 phone system and computer aided dispatch;
 In the absence of the Director mediates personnel problems if necessary;
 May make presentations to groups and organizations regarding the county emergency management program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices involved in coordinating an emergency management assistance program, including the operation of modern communications equipment;
 Good knowledge of the principles and practices involved with 911 calls, response, and 911 equipment/systems;
 Good knowledge of the methods and techniques required to control and mobilize resources in natural disaster emergency situations;
 Good knowledge of local geography, physical resources and community and governmental organizations;
 Ability to establish and maintain effective working relationships with others;
 Ability to operate communications equipment in a disaster or emergency;
 Ability to communicate effectively both orally and in writing;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of; an Associate’s degree or higher and two (2) years of experience directly managing and participating in the planning, coordination and implementation of emergency response systems and public safety programs; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience directly managing and participating in the planning, coordination and implementation of emergency response systems and public safety programs; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational

institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/cfm>. Applicants must pay the required evaluation fee.

Jurisdiction: Cortland County

Jurisdictional Class:

Adopted: 3/1/13

Amended: 10/28/13; 11/30/15; 6/29/20; 10/19/22; 5/30/23; 11/8/23

ASSISTANT DIRECTOR OF EMERGENCY RESPONSE AND COMMUNICATION

DISTINGUISHING FEATURES OF THE CLASS:

The Assistant Director of Emergency Response/911 works under the general direction of the Director of the Department of Emergency Response. The Assistant Director of Emergency Response/911 is responsible for managing, planning, organizing, and directing a county-wide emergency services communications program that serves police, fire and ambulance departments and other non-public safety agencies. The Assistant Director of Emergency Response/911 will be responsible for personnel administration at the 9-1-1 Communications Center and should have a working knowledge of the principals, practices and techniques of effective human resource management and supervision. The Assistant Director of Emergency Response/911 will carry out the administrative tasks associated with the communications program, such as scheduling shifts, equipment inventory, report writing, and oversee the development and implementation of public safety telecommunications training programs, and quality assurance and improvement activities for the Communications Center. This position requires an in-depth understanding of the technology, systems and software utilized within the Communications Center and significant interaction with the Information Technology Services Department, consultants, and vendors and other DOER employees providing technology support. Considerable autonomy is exercised and wide leeway is allowed for the exercise of independent judgment when carrying out the duties of the position. The Assistant Director of Emergency Response/911 will supervise the work of all subordinate staff in the Communications Center and will perform all other related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Coordinates and integrates the operation of the communications center's programs and activities with emergency management programs and agencies;
- Provides administrative oversight of the dispatch operations;
- Supervises all communications center staff;
- Analyzes, composes, and maintains performance appraisals of staff, schedules shifts, authorizes the use of leave and enforces discipline as necessary;
- Plans, organizes and directs the operation of the Communications Center, including the management of its facilities, resources, equipment and staff;
- Establishes, approves, interprets and enforces emergency communication policies, procedures and operating standards and continually evaluates system efficiency in handling requests for emergency services;
- Consults and works with emergency services providers, in conjunction with the Fire Coordinator and Emergency Services Coordinator, to obtain required coordination, support and problem resolution;
- Oversees the development of training programs to ensure proficiency of Communications Center staff;
- Monitors compliance with regulatory standards and statutes to maintain required certification for system operation, and represents the Communication Center in relations with regulatory agencies;

Prepares public informational materials regarding the Communications Center;
 Maintains knowledge of local and national trends, procedures and laws, and technology that affect the operation of the Communications Center;
 Is on call for various emergencies to coordinate needed emergency response;
 Must identify and intervene in high risk behavior of subordinates;
 Coordinates the routine testing, inspection and upgrades of communications equipment and systems as it relates to the Communications Center;
 Consults with the Fire Coordinator and Emergency Services Coordinator and coordinates with other public safety agencies, including Police, Fire and Emergency Medical Services organizations and serves as the representative of the Communications Center boards as necessary;
 Documents and distributes through appropriate communication channels and work order processes all reported malfunctions and proposed enhancements of any technology equipment and systems used within the Communications Center;
 Provides on-going guidance and assistance to the departmental staff, the Information Technology Services Department and consultants and vendors related to the administration, maintenance, repair and upgrade of any technology equipment and systems used within the Communications Center;
 Carries out other reasonable duties assigned by the Director of the Department of Emergency Response.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of law enforcement, fire services, and emergency medical dispatching principles, practices, methods, techniques and equipment;
 Good knowledge and skill related to the operation of, and regulations governing, the proper use and configuration of emergency service communications systems, technology and equipment;
 Good knowledge of applicable State and local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, police procedures, alarm systems, operations standards, and emergency response and rescue operations;
 Good knowledge of the principles, practices and techniques of effective supervision;
 Good knowledge of principles, practices and methods of staff development and training;
 Good knowledge of contractual regulations and compliance as related to an employee of the Communications Center;
 Ability to plan, schedule and supervise the work of others;
 Ability to operate a wide variety of emergency communications tools and equipment requiring a high level of precision and dexterity (speed not a critical factor);
 Ability to express ideas clearly and effectively, both orally and in writing;
 Ability to prepare reports and records;
 Ability to maintain inventory and equipment;
 Ability to train new employees in the correct procedures to be utilized and the professional conduct required in the Communications Center;
 Ability to exercise good judgment, tact and courtesy in difficult, stressful situations;
 The employee's physical and mental condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of an Associate's degree or higher and two (2) years of experience working in a multi-agency public safety communications center; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience working in a multi-agency public safety communications center; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE:

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

1. An applicant must be eligible for all eJustice and NCIC (National Crime Information Center) certifications (pass a criminal background check) at the time of application and, if hired, must maintain such eligibility for the duration of employment.
2. Applicants must possess Emergency Medical Dispatch (EMD) Certification within six (6) months of appointment, and Emergency Medical Dispatch – Quality Assurance (EMD-Q) within one year of appointment, as provided by the Department of Emergency Response (DOER) and maintain such certification for the duration of employment.
3. Applicants must possess Association of Public-Safety Communications Officials Certifications in the following disciplines: PST-1 (Public Safety Telecommunications Basic Instruction), Communications Training Officer (CTO), and Communications Center Supervisor (CCS) within one year of appointment, and maintain such certifications for the duration of employment.
4. Must obtain certification as a CAD System Applications Administrator through the department's CAD Systems vendor within one year of the date of appointment and maintain certification for the duration of employment.



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

October 24, 2023

The Honorable Kevin Fitch
Chair, Cortland County Legislature
County Office Building
60 Central Avenue, Room 316
Cortland, NY 13045

Dear Mr. Fitch:

I am pleased to announce that Cortland County has been awarded \$786,336 under the New York State 2023 Statewide Interoperable Communications Grant Program (2023 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2023 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2023 SICG-Formula grant will be 36 months, beginning January 1, 2023 – December 31, 2025, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

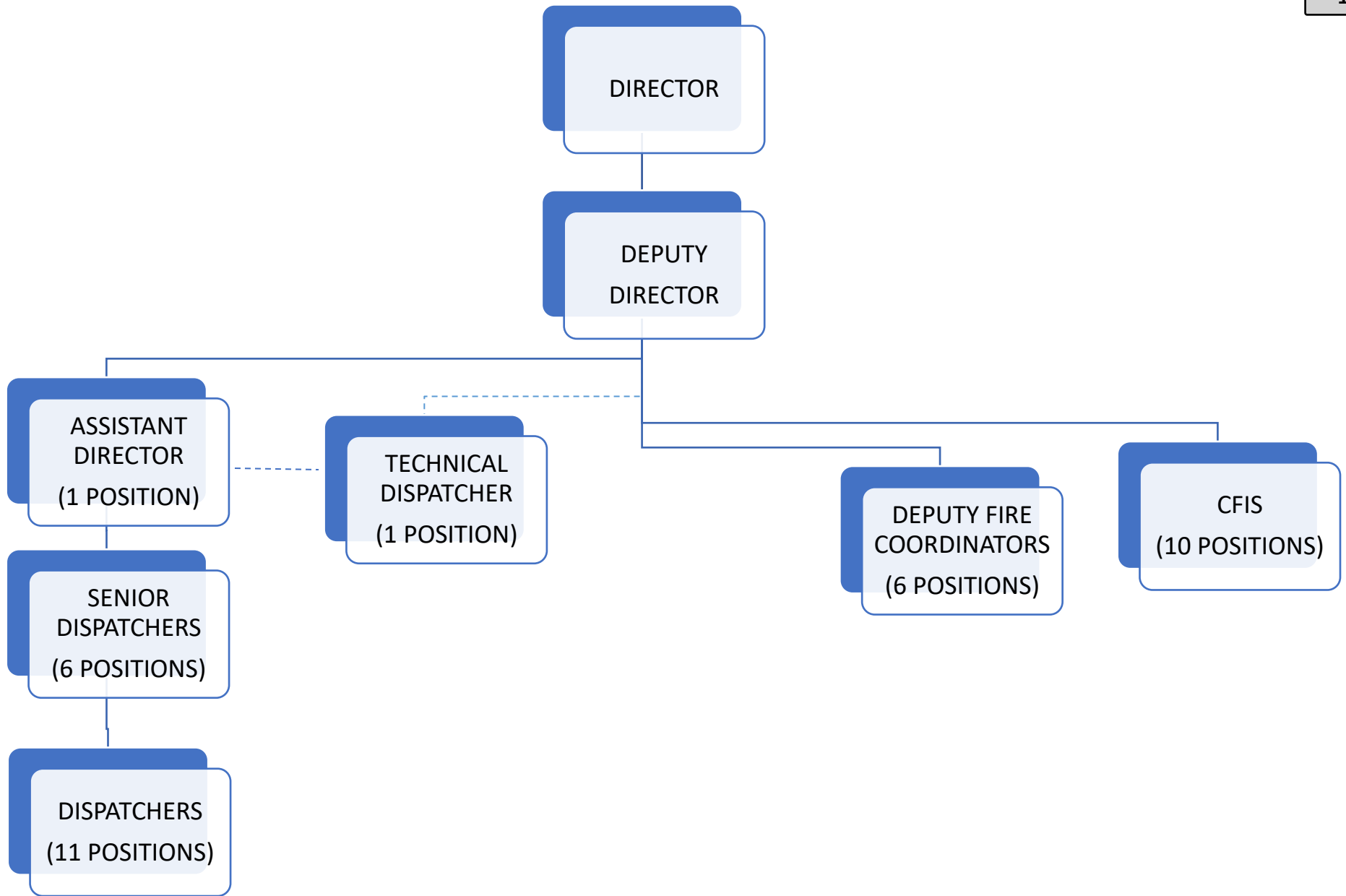
On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of *"your public safety first"* responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner

Attachment: Cortland County SICG aware letter (11866 : Amend 2024 Budget - Accept & Authorize SICG Grant Award - Create Position of





Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Deputy Director /Emergency Response Abolish _____

Bargaining Unit: Management _____

Purpose and Background:

Create a deputy director position for the Emergency Response & Communications. Assist with daily operational oversight of 911 center/911 & radio equipment/personnel and Emergency Management operations.

Fiscal Impact: ☐ County Funded _____ % ☒ Grant Funded 100 % Grant Exp. Date 2027

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade 7 Salary Range \$ 71,467-\$95,122

Annual Increase: \$ _____ County Share: \$ 0 # of Positions Affected: 1

Goals:

Accreditation of Emergency Response- Emergency Management & 911 center; develop further policy and governance; cross training to Director's position; learn grants application process.

Operational Impact:

New hire or promotion of a person to Assistant Director of Emergency Response & Communications and most likely a backfill of a position to Senior Dispatcher, then a new hire to Dispatcher.

Requested By:

Scott Roman

Signature of Requesting Department Head

11/21/2023

Date

Personnel Officer Approval

Zamir Zaman

Signature of Personnel Officer

11/30/23

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Robert Carr

Signature of County Administrator

12/4/2023

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

December 2023 Treasurer's Report

Nothing New to Report

1. Treasurer Duties:

Treasurer's Office is accountable for "Funds Paid into Court" and "Uncashed County" checks. Funds Paid into Court include surplus funds from the auction of mortgaged property, estates, and cash bail. Funds not claimed within three years are deemed abandoned and transferred to the NYS Comptroller. Prior to transfer, the owner is notified by mail how to claim their funds.

Rather than waiting three years, we began the practice to notify possible claimants when the funds are initially released. At the request of several elderly claimants and incarcerated poster of bail, we developed a process to file a motion to claim surplus trust funds, remotely claim released bail, and for released bail posted by inmates to be claimed while incarcerated.

Our office also deals with administration of estates, delinquent property tax foreclosures and resulting auctions, and Certificate of Residence for college students.

2. "Funds Paid into Court": (Trusts & Bail)

Currently all trust funds have been distributed or sent to Albany if deemed abandoned (unclaimed for 3 years).

In 2023 we sent \$0 in abandoned "funds paid into court" to Albany. In 2024 we are only sending Albany \$250; \$50 in 2025, and \$0 in 2026. We have been unable to locate Maria Rawson or Merritt Fletcher to claim their released bail funds. If you know them, please notify these individuals that the funds are available at the Treasurer Office.

3. Open Estates:

Surrogate Courts handle **Estates**; Supreme Courts handle **Real Estates**. Currently I am not the Administrator of any Surrogate Court **mortgage foreclosure** estates.

A "Summons" and "Complaint" received from the Supreme Court regarding **Real Estate** closes the **Estate** case with the Surrogate Court but remains open with the Supreme Court. "**Referee's Report of Sale**" concludes the case with the Supreme Court and documents can be shredded after 6 years.

Auctions for foreclosed **mortgaged** properties are arranged by a court appointed "Referee" (attorney) independent of our office. Surplus funds as a result of sale are considered "funds paid into court" (Trusts), transferred to the County Clerk for recording, then deposited with the Treasurer until claimed and disbursed or deemed abandoned and transferred to the NYS Comptroller in Albany.

John T. Banewicz
County Treasurer



**CORTLAND COUNTY
REAL PROPERTY TAX SERVICES**
60 CENTRAL AVENUE, ROOM 129
CORTLAND, NY 13045

Laura Fox
Director

Telephone: (607)753-5040
FAX: (607) 597-2064

November Activity Review:

- Processed 131 deeds/parcels for the month of October, including 3 property splits.
- Processed 3 correction of error applications for school bills.
- Sent Board of Review renewals to town clerks for upcoming training.
- Assisted 15 individuals and businesses with purchasing a subscription to Image Mate online.
- Created 65 Sales Cards for local Realtors.
- Assisted 1 individual with purchasing tax maps/surveys.
- Answered numerous phone calls relating to Real Property.
- Highest sale price for October was \$2,200,000 for 44 River Street in the City of Cortland (former site of Cortland Cable Company).



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 2023 Quarterly Update

Summary of Reports Drafted for Discussion

- **Report on testing procedures performed over 2022 occupancy tax receipts** – Selected three operators and completed specified testing procedures over occupancy tax receipts during the period of December 1, 2021 – November 30, 2022. 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.
- **Departmental review procedures performed with the County Clerk's office, including DMV** – Performed inquiries with the County Clerk, Deputy County Clerk, and staff 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 County Clerk and Deputy. Upon conclusion of these discussions, this draft report will be shared with the respective Legislative committee chair.

Other Items

- Reviewed NYSAC's February 2022 cybersecurity primer and discussed NYSAC's recommendations with the Director of Information Technology, Deputy Director of IT, and the County Administrator. Noted key cybersecurity initiatives of the County and the timeline for implementation. My office will follow up to ensure that these initiatives are completed and will continue to monitor the County's cybersecurity preparedness through ongoing discussions with IT and County Administration.
- My office is reviewing subrecipient use of ARPA funding for all subrecipients that had fully utilized their allocation of funding as of September 30, 2023. This review will be ongoing through the remainder of this year and into next year as subrecipients complete spending of their APRA allocations.

REVENUE BUDGET VS ACTUAL TO October 31, 2023

		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	257,170.31	(153,044.31)	247.0%
A1170	Public Defender	819,128.98	302,474.26	1,121,603.24	206,413.80	915,189.44	18.4%
A1175	Assigned Counsel	706,492.00		706,492.00	243,143.73	463,348.27	34.4%
A1310	Finance	40,884.04		40,884.04	30,663.03	10,221.01	75.0%
A1320	Audit	20,442.02		20,442.02	15,331.52	5,110.50	75.0%
A1325	Real Property Tax Levy	38,500,000.00		38,500,000.00	38,496,270.75	3,729.25	100.0%
A1325	Treasurer	1,737,649.82	4,069,061.34	5,806,711.16	3,737,650.41	2,069,060.75	64.4%
A1355	Real Property Tax Services	48,100.00		48,100.00	43,818.37	4,281.63	91.1%
A1410	County Clerk	873,316.00	149,850.00	1,023,166.00	733,359.92	289,806.08	71.7%
A1411	County Clerk - DMV	661,000.00		661,000.00	524,231.37	136,768.63	79.3%
A1430	Personnel			-	1,575.00	(1,575.00)	100.0%
A1450	Elections	3,300.00		3,300.00	18,111.09	(14,811.09)	548.8%
A1610	Shared Services	229,552.00	7,965.33	237,517.33	181,057.44	56,459.89	76.2%
A1620	Buildings & Grounds	347,836.00	109,150.00	456,986.00	441,801.65	15,184.35	96.7%
A1680	Information Technology	41,166.00	89,586.82	130,752.82	73,592.51	57,160.31	56.3%
A1985	Sales Tax Revenue	36,500,000.00		36,500,000.00	29,673,870.43	6,826,129.57	81.3%
A2497	TC3 Debt Service	195,000.00		195,000.00			0.0%
A3020	Emergency Response & Communications	1,875,008.00	5,000,000.00	6,875,008.00	685,080.44	6,189,927.56	10.0%
A3110	Sheriff	115,000.00		115,000.00	113,832.54	1,167.46	99.0%
A3120	Road Patrol	494,963.00	31,475.31	526,438.31	347,164.09	179,274.22	65.9%
A3140	Probation/ATI	457,124.00		457,124.00	305,315.28	151,808.72	66.8%
A3150	Jail	3,500.00		3,500.00	54,689.67	(51,189.67)	1562.6%
A3315	DWI	65,400.00	37,562.00	102,962.00	56,956.29	46,005.71	55.3%
A3410	Fire/Emergency Management Admin	112,603.00	290,247.65	402,850.65	103,962.80	298,887.85	25.8%
A3620	Safety Officer			-	10.00	(10.00)	100.0%
A4010	Public Health Admin	1,108,425.00	1,487,148.99	2,595,573.99	1,090,929.25	1,504,644.74	42.0%
A4011	Nursing	128,077.00	320,932.86	449,009.86	134,372.06	314,637.80	29.9%
A4012	Environmental Health	292,413.00	119,637.20	412,050.20	232,609.30	179,440.90	56.5%
A4045	Health Education	910,271.00	852,296.09	1,762,567.09	483,039.54	1,279,527.55	27.4%
A4046	Pre-K	1,848,000.00		1,848,000.00	843,136.00	1,004,864.00	45.6%
A4059	Early Intervention	909,129.00	66,624.85	975,753.85	626,399.12	349,354.73	64.2%
A4050	Child Advocacy Center	342,020.26	308,974.63	650,994.89	274,653.13	376,341.76	42.2%
A4310	Mental Health	6,839,792.00	841,959.99	7,681,751.99	6,287,247.77	1,394,504.22	81.8%
A5610	Airport	325,002.00		325,002.00	276,914.67	48,087.33	85.2%
A5630	Bus Operations	2,495,219.33		2,495,219.33	759,506.75	1,735,712.58	30.4%
A6010	Social Services	16,396,019.00	425,000.00	16,821,019.00	10,647,527.40	6,173,491.60	63.3%

Attachment: October 2023 Finance Reports (11872 : October 2023 Finance Reports)

REVENUE BUDGET VS ACTUAL TO October 31, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
A6410	Occupancy Tax - Revenue	400,000.00		400,000.00	667,431.84	(267,431.84)	166.9%
A6510	Veterans Service Agency	76,902.33		76,902.33	32,835.63	44,066.70	42.7%
A6610	Weights & Measure	15,900.00		15,900.00	15,325.66	574.34	96.4%
A6772	Office for the Aging	1,411,542.00	89,947.95	1,501,489.95	918,560.17	582,929.78	61.2%
A7110	Dwyer Park	12,000.00		12,000.00	13,903.60	(1,903.60)	115.9%
A7312	Youth Bureau	17,000.00	165,453.00	182,453.00	2,966.00	179,487.00	1.6%
A7989	Snowmobile	95,616.00	16,014.84	111,630.84	111,404.84	226.00	99.8%
A8020	Planning	190,050.00		190,050.00		190,050.00	0.0%
A8740	Small Watershed Protection	17,836.55		17,836.55	17,836.53	0.02	100.0%
	Total Revenue	117,792,805.33	14,781,363.11	132,574,168.44	99,791,671.70	32,782,496.74	75.3%
	Prior Year Encumbrances		1,522,005.98	1,522,005.98			
	Appropriated Fund Balance	2,469,360.18	(465,859.09)	2,003,501.09			
	Appropriated Reserves	(1,085,018.37)	178,164.57	(906,853.80)			
		119,177,147.14	16,015,674.57	135,192,821.71	99,791,671.70	32,782,496.74	
SPECIAL GRANT FUND							
CD6989	CDBG		1,750,000.00	1,750,000.00	1,665,836.18	84,163.82	95.2%
CD6290	Grant Administration	266,274.33	(20,000.00)	246,274.33	156,232.58	90,041.75	63.4%
CD6292	Employment & Training	705,637.92	20,000.00	725,637.92	713,519.93	12,117.99	98.3%
	Total Revenue	971,912.25	1,750,000.00	2,721,912.25	2,535,588.69	186,323.56	93.2%
Self-Insured Benefits Fund							
		13,245,800.37		13,245,800.37	11,135,762.03	2,110,038.34	84.1%
	Appropriated Fund Balance		4,722.36	4,722.36			
	Total Revenue	13,245,800.37	4,722.36	13,250,522.73	11,135,762.03	2,110,038.34	84.0%
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	83.01	116.99	41.5%
D5110	Maintenance of Roads	1,004,000.00		1,004,000.00	923,423.80	80,576.20	92.0%
D5112	Permanent Improvements	3,292,078.00	1,243,025.59	4,535,103.59	2,729,341.54	1,805,762.05	60.2%
D5122	General Services		45,000.00	45,000.00		45,000.00	0.0%
D9901	Interfund Transfers-in	6,697,865.23		6,697,865.23	5,581,554.38	1,116,310.85	83.3%
	Total Revenue	10,995,143.23	1,288,025.59	12,283,168.82	9,234,402.73	3,048,766.09	75.2%

REVENUE BUDGET VS ACTUAL TO October 31, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Available Budget	Percent Received
ROAD MACHINERY FUND							
E5130	Machinery	3,242,494.56	300,000.00	3,542,494.56	2,419,457.40	1,123,037.16	68.3%
	Prior Year Encumbrances		706,698.80	706,698.80			
	Total Revenue	3,242,494.56	1,006,698.80	4,249,193.36	2,419,457.40	1,123,037.16	56.9%
SOLID WASTE FUND							
EL8160	Landfill	2,812,934.00	4,000.00	2,816,934.00	2,672,229.35	144,704.65	94.9%
EL8161	Recycling Center	110,670.00		110,670.00	63,940.90	46,729.10	57.8%
	Prior Year Encumbrances		148,185.48	148,185.48			
	Appropriated Fund Balance	(22,185.92)	2,000,850.00	1,978,664.08			
	Total Revenue	2,901,418.08	2,153,035.48	5,054,453.56	2,736,170.25	191,433.75	54.1%
CAPITAL PROJECTS FUND							
HH1620	County Courthouse		2,396,000.00	2,396,000.00		2,396,000.00	0.0%
HH5122	Infrastructure		3,082,894.18	3,082,894.18		3,082,894.18	0.0%
HH5610	Airport		1,239,415.00	1,239,415.00	54,232.68	1,185,182.32	4.4%
HH9901	Interfund Transfers-in		334,258.22	334,258.22	6,702.95	327,555.27	2.0%
	Total Revenue	-	7,052,567.40	7,052,567.40	60,935.63	6,991,631.77	0.9%
Self-Insured Workers' Compensation Fund							
S1710	Workers' Compensation	1,764,950.00		1,764,950.00	1,849,578.97	(84,628.97)	104.8%
	Appropriated Fund Balance	150,057.00		150,057.00			
	Total Revenue	1,915,007.00	-	1,915,007.00	1,849,578.97	(84,628.97)	96.6%

Attachment: October 2023 Finance Reports (11872 : October 2023 Finance Reports)

EXPENDITURE BUDGET VS ACTUAL TO October 31, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
GENERAL FUND								
A1010	Board of Legislators	262,538.39	123,547.28	386,085.67	300,164.44	29,468.23	56,453.00	85.4%
A1040	Clerk of the Board	204,177.47		204,177.47	140,185.86	3,743.48	60,248.13	70.5%
A1165	District Attorney	1,236,959.19	8,810.83	1,245,770.02	982,522.67	3,996.12	259,251.23	79.2%
A1170	Public Defender	1,513,679.13	302,474.26	1,816,153.39	913,043.95	3,109.38	900,000.06	50.4%
A1175	Assigned Counsel	1,452,058.56		1,452,058.56	828,717.65	875.47	622,465.44	57.1%
A1185	Coroner	243,645.04		243,645.04	155,836.68	64,760.00	23,048.36	90.5%
A1230	County Administrator	507,211.89		507,211.89	298,043.56	1,206.59	207,961.74	59.0%
A1310	Finance	597,281.76	5,000.00	602,281.76	392,875.95	11,080.25	198,325.56	67.1%
A1320	County Auditor	128,332.03		128,332.03	90,477.53		37,854.50	70.5%
A1325	Treasurer	258,335.32	52,845.00	311,180.32	272,667.16		38,513.16	87.6%
A1355	Real Property Tax Services	287,989.90	10,150.00	298,139.90	224,060.45	2,148.80	71,930.65	75.9%
A1410	County Clerk	552,621.44	149,850.00	702,471.44	481,265.49	38,010.11	183,195.84	73.9%
A1411	County Clerk - DMV	532,012.10		532,012.10	362,156.47	368.64	169,486.99	68.1%
A1420	County Attorney	532,173.12	1,547.00	533,720.12	237,341.46	1,410.00	294,968.66	44.7%
A1430	Personnel	658,085.39		658,085.39	450,540.07	2,843.77	204,701.55	68.9%
A1450	Elections	566,586.09	42,000.00	608,586.09	338,759.90	8,040.52	261,785.67	57.0%
A1610	Shared Services	236,552.00	7,965.33	244,517.33	212,655.91	15,670.42	16,191.00	93.4%
A1620	Buildings & Grounds	2,390,651.13	1,876,075.92	4,266,727.05	1,600,839.29	398,197.87	2,267,689.89	46.9%
A1680	Information Technology	1,250,464.93	220,417.83	1,470,882.76	913,791.47	34,742.52	522,348.77	64.5%
A1711	Unallocated Judgements/Claims	10,000.00		10,000.00			10,000.00	0.0%
A1985	Sales Tax Paid to Other Governments	16,100,000.00		16,100,000.00	8,746,050.44		7,353,949.56	54.3%
A2490	Community College Chargebacks	350,000.00		350,000.00	326,545.67		23,454.33	93.3%
A2495	Sponsor Contributions	2,039,415.00		2,039,415.00	1,855,495.00	183,920.00	-	100.0%
A3020	Emergency Response & Communications	3,958,374.10	5,117,176.50	9,075,550.60	3,769,478.95	2,606,676.02	2,699,395.63	70.3%
A3110	Sheriff	1,199,412.37		1,199,412.37	700,480.88	22,843.48	476,088.01	60.3%
A3120	Road Patrol	5,173,127.89	267,737.80	5,440,865.69	3,735,310.88	191,920.25	1,513,634.56	72.2%
A3140	Probation/ATI	1,967,711.70		1,967,711.70	1,345,192.70	4,673.73	617,845.27	68.6%
A3150	Jail	6,459,402.08	131,123.00	6,590,525.08	4,634,643.00	112,604.98	1,843,277.10	72.0%
A3315	DWI	65,400.00	37,562.00	102,962.00	44,269.42	6,261.59	52,430.99	49.1%
A3410	Fire/Emergency Management Admin	359,575.00	299,047.65	658,622.65	267,102.06	13,924.11	377,596.48	42.7%
A3510	Animal Control	66,000.00		66,000.00	33,750.27		32,249.73	51.1%
A3620	Safety Officer	50,692.00		50,692.00	18,950.78	4,283.50	27,457.72	45.8%
A4010	Public Health Admin	650,030.00	1,252,333.39	1,902,363.39	448,463.72	35,039.24	1,418,860.43	25.4%
A4011	Nursing	678,615.00	42,947.14	721,562.14	390,940.93	14,770.59	315,850.62	56.2%
A4012	Environmental Health	665,048.00	158,582.95	823,630.95	503,447.48	6,805.50	313,377.97	62.0%
A4045	Health Education	979,587.00	582,080.73	1,561,667.73	801,262.84	116,611.17	643,793.72	58.8%
A4046	Pre-K	2,410,162.00	8,000.00	2,418,162.00	1,324,086.63	526,280.52	567,794.85	76.5%
A4059	Early Intervention	1,042,822.00	5,330.40	1,048,152.40	702,035.63	14,892.87	331,223.90	68.4%
A4050	Child Advocacy Center	342,020.26	309,231.59	651,251.85	263,685.58	6,550.09	381,016.18	41.5%
A4310	Mental Health	7,475,039.61	2,850,261.61	10,325,301.22	5,160,449.58	1,130,373.52	4,034,478.12	60.9%
A5610	Airport	363,354.71		363,354.71	221,753.65	56,943.24	84,657.82	76.7%

Attachment: October 2023 Finance Reports (11872 : October 2023 Finance Reports)

EXPENDITURE BUDGET VS ACTUAL TO October 31, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
A5630	Bus Operations	2,503,645.84	849,752.32	3,353,398.16	926,919.46	513,295.68	1,913,183.02	42.9%
A6010	Social Services	33,037,072.16	425,000.00	33,462,072.16	24,212,019.73	246,755.42	9,003,297.01	73.1%
A6293	Workforce Investment	74,000.00	100,000.00	174,000.00	988.31		173,011.69	0.6%
A6410	Occupancy Tax	613,260.63		613,260.63	597,929.12		15,331.51	97.5%
A6420	Promotion of Industry	492,193.00		492,193.00	492,193.00		-	100.0%
A6510	Veterans Service Agency	76,902.33		76,902.33	51,896.21	100.06	24,906.06	67.6%
A6610	Weights & Measure	108,989.10		108,989.10	80,597.59	769.29	27,622.22	74.7%
A6772	Office for the Aging	2,581,797.12	197,051.78	2,778,848.90	1,838,642.23	141,156.37	799,050.30	71.2%
A6989	Economic Development		50,000.00	50,000.00	50,000.00		-	100.0%
A7110	Dwyer Park	294,033.08		294,033.08	115,900.30	1,429.59	176,703.19	39.9%
A7312	Youth Bureau		182,553.00	182,553.00	64,734.97	29,273.98	88,544.05	51.5%
A7989	Snowmobile	86,054.00	14,961.04	101,015.04	100,811.64		203.40	99.8%
A8020	Planning	693,587.96		693,587.96	245,130.05	215.24	448,242.67	35.4%
A8710	Conservation Programs	221,344.00		221,344.00	221,344.00		-	100.0%
A8740	Small Watershed Protection	17,836.55		17,836.55	657.57		17,178.98	3.7%
A8750	Agriculture Programs	290,500.00		290,500.00	290,500.00		-	100.0%
A9050	Unemployment	50,000.00		50,000.00	41,333.19		8,666.81	82.7%
A9060	Retiree Health Insurance	4,500,000.00		4,500,000.00	4,492,546.89		7,453.11	99.8%
A9901	Transfers to County Road Fund	6,697,865.23		6,697,865.23	5,581,554.38		1,116,310.85	83.3%
A9909	Transfers to Capital Projects Fund		334,258.22	334,258.22	6,702.95		327,555.27	2.0%
A9710	Debt Service	1,020,922.54		1,020,922.54	972,828.79	48,093.75	-	100.0%
Total Expenditures		119,177,147.14	16,015,674.57	135,192,821.71	84,874,572.43	6,656,135.95	43,662,113.33	67.7%
SPECIAL GRANT FUND								
CD6989	CDBG		1,750,000.00	1,750,000.00	1,658,353.82		1,750,000.00	94.8%
CD6290	Grant Administration	266,274.33	(20,000.00)	246,274.33	143,150.48		246,274.33	58.1%
CD6292	Employment & Training	705,637.92	20,000.00	725,637.92	522,067.91	75.00	203,495.01	72.0%
Total Expenditures		971,912.25	1,750,000.00	2,721,912.25	2,323,572.21	75.00	2,199,769.34	85.4%
Self-Insured Benefits Fund		13,245,800.37	4,722.36	13,250,522.73	11,085,718.71	113,459.80	2,051,344.22	84.5%

EXPENDITURE BUDGET VS ACTUAL TO October 31, 2023

		Original Budget	Transfers/ Amendments	Amended Budget	Year-to-Date Actual	Committed	Available Budget	Percent Used
COUNTY ROAD FUND								
D3110	Traffic Division	210,620.45		210,620.45	189,145.92	1,338.81	20,135.72	90.4%
D5010	County Road Administration	643,842.10		643,842.10	451,887.40	2,747.92	189,206.78	70.6%
D5020	Engineering	78,613.12		78,613.12	70,547.83		8,065.29	89.7%
D5110	Maintenance of Roads	5,895,415.56		5,895,415.56	4,184,583.95	102,427.89	1,608,403.72	72.7%
D5112	Permanent Improvements	3,292,079.00	1,243,025.59	4,535,104.59	2,830,072.31	17,031.92	1,688,000.36	62.8%
D5122	Safety/Training		45,000.00	45,000.00	145,757.67		(100,757.67)	323.9%
D9710	Debt Service	874,573.00		874,573.00	874,569.78		3.22	100.0%
	Total Expenditures	10,995,143.23	1,288,025.59	12,283,168.82	8,746,564.86	123,546.54	3,413,057.42	72.2%
ROAD MACHINERY FUND								
E5130	Machinery	3,094,417.56	1,006,698.80	4,101,116.36	2,148,979.24	1,311,113.77	641,023.35	84.4%
E9710	Debt Service	148,077.00		148,077.00	148,076.24		0.76	100.0%
	Total Expenditures	3,242,494.56	1,006,698.80	4,249,193.36	2,297,055.48	1,311,113.77	641,024.11	84.9%
SOLID WASTE FUND								
EL8160	Landfill	1,456,306.05	2,153,035.48	3,609,341.53	1,709,789.87	1,072,012.56	827,539.10	77.1%
EL8161	Recycling Center	597,157.35		597,157.35	397,484.81	29,365.97	170,306.57	71.5%
EL9710	Debt Service	847,954.68		847,954.68	839,454.68	8,500.00	-	100.0%
	Total Expenditures	2,901,418.08	2,153,035.48	5,054,453.56	2,946,729.36	1,109,878.53	997,845.67	80.3%
CAPITAL PROJECTS FUND								
HH1620	County Courthouse		2,396,000.00	2,396,000.00	954,976.63	1,064,031.37	376,992.00	84.3%
HH5122	Infrastructure	34,090.00	3,231,572.40	3,265,662.40	80,834.50	148,261.84	3,036,566.06	7.0%
HH5610	Airport		1,390,905.00	1,390,905.00	60,935.60	1,071,715.40	258,254.00	81.4%
	Total Expenditures	34,090.00	7,018,477.40	7,052,567.40	1,096,746.73	2,284,008.61	3,671,812.06	47.9%
Self-Insured Workers' Compensation Fund		1,915,007.00		1,915,007.00	1,446,674.20		468,332.80	75.5%

Cortland County

Revenue Comparison 2019 - 2023 through October 31, 2023

	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
GENERAL FUND					
1010 BOARD OF LEGISLATORS	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
1040 CLERK OF THE LEGISLATIVE BOARD	90.00				
1165 DISTRICT ATTORNEY	96,738.37	38,145.73	116,509.86	118,721.11	257,170.31
1170 PUBLIC DEFENDER	175,387.89	615,910.10		144,425.21	206,413.80
1175 ASSIGNED COUNSEL		52,737.18			243,143.73
1310 FINANCE				36,570.09	30,663.03
1320 AUDIT				12,190.03	15,331.52
1325 COUNTY TREASURER - Levy	35,460,097.29	36,415,196.78	37,003,555.01	37,721,956.20	38,496,270.75
1325 COUNTY TREASURER	1,704,603.95	842,186.14	1,545,062.08	4,754,798.75	3,737,650.41
1355 REAL PROPERTY TAX SERVICE	33,806.11	34,746.74	38,083.75	41,161.50	43,818.37
1410 COUNTY CLERK - CIVIL/RECORDS	602,924.73	706,633.64	765,438.94	852,902.73	733,359.92
1411 COUNTY CLERK - MOTOR VEHICLES	595,349.60	438,317.16	547,918.06	478,573.32	524,231.37
1420 COUNTY ATTORNEY	2,166.16				
1430 PERSONNEL - CIVIL SERVICE	6,583.50	6,253.00	2,870.00	2,879.91	1,575.00
1450 ELECTIONS	3,821.30	56,386.64	25,746.76	3,100.80	18,111.09
1610 TELEPHONE SHARED SERVICE	183,323.76	193,034.41	172,314.50	171,917.32	181,057.44
1620 BUILDING & GROUNDS	306,225.14	237,597.17	197,228.17	224,338.70	441,801.65
1680 INFORMATION TECHNOLOGY	154,940.80	29,940.80	37,142.98	23,590.20	73,592.51
1985 SALES TAX	23,430,670.64	22,844,012.03	28,012,590.19	29,088,692.08	29,673,870.43
3020 EMERGENCY RSP & COMMUNICATION	859,259.71	516,141.28	472,696.40	295,223.18	685,080.44
3110 SHERIFF	111,152.82	69,096.28	49,999.93	66,835.39	113,832.54
3120 SHERIFF ROAD PATROL	496,711.35	377,861.33	298,084.98	347,806.38	347,164.09
3140 PROBATION	300,817.99	299,585.84	360,569.93	489,678.04	305,315.28
3150 JAIL	7,852.80	22,707.26	181,115.83	42,635.82	54,689.67
3315 STOP DWI	78,092.69	53,844.13	49,901.40	56,557.53	56,956.29
3410 FIRE / EMERGENCY MANAGEMENT	69,360.62	58,820.73	41,952.50	12,692.94	103,962.80
3620 SAFETY OFFICER					10.00
3625 HANDICAPPED PARKING EDUC FUND	30.00				
4010 HEALTH DEPARTMENT ADMIN	684,842.99	1,150,652.19	993,428.54	809,023.53	1,090,929.25

Attachment: October 2023 Finance Reports (11872 : October 2023 Finance Reports)

	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
4011 NURSING ADMINISTRATION	709,294.73	234,319.76	109,474.88	159,545.31	134,372.06
4012 ENVIRONMENTAL HEALTH	345,271.25	130,674.84	171,883.71	211,097.76	232,609.30
4045 HEALTH EDUCATION				520,319.45	483,039.54
4046 PRE-K PHCP (4050 AUD)	1,060,165.38	862,451.65	1,621,639.56	875,595.42	843,136.00
4059 EARLY INTERVENTION PROGRAM	893,619.73	593,132.45	440,644.49	731,921.95	626,399.12
4050 CAC - CHILD ADVOCACY CENTER DA	101,476.12	158,992.47	256,582.56	243,066.55	274,653.13
4310 MENTAL HEALTH CENTER	4,396,830.60	4,094,976.34	4,592,691.92	5,487,695.94	6,287,247.77
5610 AIRPORT	191,689.46	240,007.93	266,787.07	362,837.80	276,914.67
5630 BUS OPERATIONS	1,452,567.88	1,452,325.22	853,017.86	1,245,382.37	759,506.75
6010 DEPT.OF SOCIAL SERVICES ADMIN	9,229,839.02	8,309,618.30	8,038,316.13	8,830,781.93	10,647,527.40
6410 PUBLICITY/TOURISM	491,453.96	272,918.29	450,352.73	625,445.82	667,431.84
6510 VETERANS SERVICE AGENCY	53,279.91	29,252.36	25,450.98	31,167.22	32,835.63
6610 SEALER OF WEIGHTS & MEASURES	12,537.58	14,174.15	11,548.04	13,551.08	15,325.66
6772 AREA AGENCY ON AGING	902,890.85	608,822.67	782,515.97	1,108,278.07	918,560.17
7110 DWYER PARK	11,757.66	525.00	10,067.55	13,948.11	13,903.60
7312 YOUTH BUREAU			41,022.00		2,966.00
7622 RETIRED SENIOR VOLUNTEER PROG	40,535.09				
7989 SNOWMOBILE CLUBS	67,376.40	95,616.00	95,616.00	92,556.00	111,404.84
8020 PLANNING	19,353.35	86.00	290.00		
8744 SMALL WATERSHED PROTECTION					17,836.53
8755 FARMLAND PROTECTION	5,255.00				
TOTAL REVENUE	85,360,044.18	82,167,699.99	88,690,111.26	96,359,461.54	99,791,671.70
SPECIAL GRANT FUND					
6989 OTHER ECONOMIC ASSISTANCE	71,467.13	28,385.87	50,000.00		1,665,836.18
6290 WIA GRANT ADMINISTRATION	410,510.57	148,669.11	123,283.77	229,607.11	156,232.58
6292 WIA EMPLOYMENT & TRAINING	473,156.52	421,467.25	462,539.25	504,242.81	713,519.93
TOTAL REVENUE	955,134.22	598,522.23	635,823.02	733,849.92	2,535,588.69
SELF-INSURANCE FUND - EMPLOYEE BENEFITS					
9060 HEALTH	11,476,651.03	11,689,532.00	10,543,297.22	10,766,283.33	11,135,762.03

	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
COUNTY ROAD FUND					
5010 HIGHWAY & STREET ADMIN	39.55	58.77	48.57	181.20	83.01
5110 MAINTENANCE OF ROADS	804,753.43	583,082.08	682,933.87	625,700.18	923,423.80
5112 PERMANENT IMPROVEMENTS	1,512,810.20	743,129.96	1,790,614.55	1,570,676.51	2,729,341.54
9901 INTERFUND TRANSFERS	4,516,653.23	5,583,999.07	5,215,143.00	5,610,183.62	5,581,554.38
TOTAL REVENUE	6,834,256.41	6,910,269.88	7,688,739.99	7,806,741.51	9,234,402.73
ROAD MACHINERY FUND					
5130 MACHINERY	2,170,707.39	1,628,583.65	1,869,073.32	1,976,620.41	2,419,457.40
9901 INTERFUND TRANSFERS		16,202.96			
TOTAL REVENUE	2,170,707.39	1,644,786.61	1,869,073.32	1,976,620.41	2,419,457.40
SOLID WASTE FUND					
8160 LANDFILL	2,393,840.74	2,319,815.60	2,317,388.07	2,187,061.09	2,672,229.35
8161 RECYCLING	11,456.40	44,917.28	73,577.42	83,656.85	63,940.90
9901 INTERFUND TRANSFERS		342,660.63			
TOTAL REVENUE	2,405,297.14	2,707,393.51	2,390,965.49	2,270,717.94	2,736,170.25
CAPITAL ROJECTS FUND					
5122 BRIDGE PROJECTS	491,818.70	214,327.38	824,494.87	2,018,816.32	
5610 AIRPORT	1,459,300.38	180,511.60	1,230,555.31	23,606.20	54,232.68
MISCELLANEOUS COMPLETED PROJECTS	220.95				
9900 TRANSFER TO/FROM OTHER FUNDS	1,837,717.64	4,036.39	57,257.33	106,253.50	6,702.95
TOTAL REVENUE	3,789,057.67	398,875.37	2,112,307.51	2,148,676.02	60,935.63
SELF-INSURANCE FUND - WORKERS' COMPENSATION					
1710 WORKER'S COMP-SELF INSURANCE	1,871,819.51	2,103,289.09	1,860,576.54	2,319,025.79	1,849,578.97

Cortland County

Expenditure Comparison 2019 - 2023 through October 31, 2023

		2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
GENERAL FUND						
A10105	COUNTY LEGISLATURE	272,140.54	319,249.81	213,042.11	354,357.49	300,164.44
A10405	CLERK OF THE LEGISLATIVE BOARD	136,220.83	187,857.24	124,969.59	133,769.19	140,185.86
A11655	DISTRICT ATTORNEY	822,292.06	716,316.08	692,223.75	793,004.58	982,522.67
A11705	PUBLIC DEFENDER	689,960.88	709,011.87	706,204.08	771,650.95	913,043.95
A11755	ASSIGNED COUNSEL	553,522.21	445,235.51	590,553.86	619,316.79	828,717.65
A11855	CORONERS	125,055.77	158,071.34	147,428.17	135,173.01	155,836.68
A12305	COUNTY ADMINISTRATOR		129,926.88	160,531.55	183,021.67	298,043.56
A13105	BUDGET & FINANCE	703,638.44	408,529.52	407,577.11	368,969.10	392,875.95
A13205	County Auditor	24,276.50	83,390.08	83,408.64	88,213.55	90,477.53
A13255	TREASURER	216,301.81	164,261.08	122,542.85	126,409.87	272,667.16
A13555	REAL PROPERTY TAX SERVICE	195,679.84	213,034.36	194,397.22	190,905.72	224,060.45
A14105	COUNTY CLERK	325,431.72	378,016.17	336,999.37	413,705.71	481,265.49
A14115	COUNTY CLERK - MOTOR VEHICLES	380,078.84	358,043.16	344,991.98	285,960.81	362,156.47
A14205	COUNTY ATTORNEY	312,989.05	222,854.17	259,012.94	243,493.39	237,341.46
A14305	PERSONNEL - CIVIL SERVICE	386,720.80	343,741.09	418,865.69	404,904.48	450,540.07
A14505	ELECTIONS	298,160.43	430,945.68	336,123.70	468,661.05	338,759.90
A16105	TELEPHONE SHARED SERVICE	166,890.82	177,700.07	188,074.10	178,573.00	212,655.91
A16205	BUILDING & GROUNDS	1,555,134.89	1,487,912.84	1,257,470.26	1,839,955.42	1,600,839.29
A16805	DATA PROCESSING	806,212.16	604,097.79	751,932.49	1,047,436.08	913,791.47
A17115	LIABILITY INSURANCE RESERVE	3,208.40				
A19855	SALES TAX	6,696,621.77	6,577,594.91	7,963,309.38	8,569,129.91	8,746,050.44
A19905	CONTINGENCY	10,637.00				
A24905	COMMUNITY COLLEGE	332,682.15	230,156.79	347,044.08	287,239.77	326,545.67
A24955	CONTRIBUTIONS TC3	1,674,131.00	1,757,837.00	1,806,666.00	1,855,495.00	1,855,495.00
A30205	EMERGENCY RESPONSE & COMMUNCTN	2,442,142.47	2,413,021.30	2,332,202.14	2,054,751.13	3,769,478.95
A31105	SHERIFF	607,965.12	580,689.65	590,885.35	505,674.14	700,480.88
A31205	SHERIFF ROAD PATROL	3,653,909.37	3,057,508.86	3,102,441.27	3,538,016.65	3,735,310.88
A31405	PROBATION	1,514,514.74	1,324,576.90	1,301,565.58	1,333,348.20	1,345,192.70

		2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
A31505	JAIL	4,896,866.56	3,831,918.89	3,714,456.74	3,999,491.16	4,634,643.00
A33155	STOP DWI	79,212.50	56,220.61	34,700.64	39,914.36	44,269.42
A34105	FIRE / EMERGENCY MANAGEMENT	251,477.67	285,539.50	213,754.95	234,447.52	267,102.06
A35105	SPCA	33,750.27	33,750.27	33,750.27	33,750.27	33,750.27
A36205	SAFETY OFFICE	37,992.04	30,410.00	1,125.47	37,680.46	18,950.78
A40105	HEALTH DEPARTMENT	884,442.10	841,424.41	1,014,741.57	636,706.93	448,463.72
A40115	NURSING ADMINISTRATION	892,105.11	683,995.85	573,409.97	386,284.44	390,940.93
A40125	ENVIRONMENTAL HEALTH	534,863.83	474,003.87	419,685.58	456,851.61	503,447.48
A40455	HEALTH EDUCATION				676,269.31	801,262.84
A40465	PrK Supportive Hlth Svcs	1,152,632.24	899,016.63	1,388,259.79	1,337,538.91	1,324,086.63
A40595	EARLY INTERVENTION PROGRAM	911,602.49	763,994.12	662,552.76	969,362.41	702,035.63
A40505	Child Advocacy Center	105,552.76	175,039.21	277,376.22	248,487.80	263,685.58
A43105	MENTAL HEALTH CENTER	4,594,073.80	4,287,704.45	4,679,381.78	4,945,161.21	5,160,449.58
A56105	AIRPORT	231,024.51	181,472.33	232,495.13	328,929.91	221,753.65
A56305	BUS OPERATIONS	1,050,202.50	1,645,111.04	552,224.57	1,227,574.11	926,919.46
A60105	DEPT.OF SOCIAL SERVICES ADMIN	23,465,965.31	21,317,124.81	19,320,286.11	20,905,602.39	24,212,019.73
A62935	WORKFORCE INVESTMENT					988.31
A64105	PUBLICITY/TOURISM	500,000.00	550,093.00	575,072.26	634,128.58	597,929.12
A64205	PROMOTION OF INDUSTRY	435,827.00	442,364.00	449,000.00	460,735.00	492,193.00
A65105	VETERANS SERVICE AGENCY	85,742.07	41,504.83	42,489.79	48,399.33	51,896.21
A66105	SEALER OF WEIGHTS & MEASURES	97,032.29	52,707.76	62,389.48	68,645.01	80,597.59
A67725	AREA AGENCY ON AGING	1,881,317.29	1,607,753.50	1,478,446.17	1,698,190.91	1,838,642.23
A6989	ECONOMIC DEVELOPMENT				1,673,704.00	50,000.00
A71105	DWYER PARK	66,543.97	35,487.79	134,096.35	87,974.82	115,900.30
A73125	YOUTH BUREAU	50,666.30	6,821.72	6,774.58	459.55	64,734.97
A76225	RETIRED SENIOR VOLUNTEER PROG	100,657.60				
A79895	SNOWMOBILE CLUBS	85,135.95	60,238.08	86,054.00	83,300.40	100,811.64
A80205	PLANNING	313,443.51	255,209.43	238,964.08	273,549.88	245,130.05
A87105	CONSERVATION PROGRAMS	285,093.00	150,000.00	150,000.00	482,500.00	221,344.00
A87405	SMALL WATERSHED PROTECTION					657.57
A87505	AGRICULTURE & LIVESTOCK	294,000.00	273,420.00	253,420.00	258,420.00	290,500.00
A90505	UNEMPLOYMENT INSURANCE	34,522.49	298,480.52		4,981.48	41,333.19
A90605	HEALTH INSURANCE	4,177,255.00	4,694,187.00	4,351,475.00	4,371,050.23	4,492,546.89
A90895	OTHER EMPLOYEE BENEFITS			64,782.76		

		2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
A97105	DEBT SERVICE	1,232,680.78	1,380,124.14	772,410.65	775,980.88	972,828.79
A99015	I/F Transfer to/from D	4,516,653.23	5,029,705.95	5,215,143.00	5,610,183.62	5,581,554.38
A99025	TRANSFER TO SOLID WASTE		342,660.63			
A99505	TRANSFER TO CAPITAL PROJECTS	1,945,098.14	10,157.63	57,257.33	106,253.50	6,702.95
	TOTAL EXPENDITURES	80,129,951.92	74,217,222.12	71,836,440.26	79,893,646.65	84,874,572.43
SPECIAL GRANT FUND						
CD69895	OTHER ECONOMIC ASSISTANCE	71,467.13	28,385.87			1,658,353.82
CD62905	WIA - GRANT ADMIN EXPENSES	452,645.28	134,606.52	125,645.72	245,353.66	143,150.48
CD62925	WIA - E & T	473,028.72	380,678.66	442,715.79	482,167.62	522,067.91
	TOTAL EXPENDITURES	997,141.13	543,671.05	568,361.51	727,521.28	2,323,572.21
SELF-INSURANCE FUND - EMPLOYEE BENEFITS						
CH90605	HEALTH	10,757,240.72	9,657,138.01	10,041,653.73	10,339,586.99	11,085,718.71
COUNTY ROAD FUND						
D33105	TRAFFIC DIVISION	114,143.01	106,904.18	113,439.80	137,403.25	189,145.92
D50105	HIGHWAY ADMINISTRATION DIV.	512,271.47	405,754.67	373,408.78	382,153.49	451,887.40
D50205	HIGHWAY ENGINEERING DIVISION	63,988.11	57,006.72	63,066.01	65,967.07	70,547.83
D51105	HIGHWAY MAINTENANCE DIV.	4,502,151.05	4,023,713.00	4,332,471.57	4,463,363.50	4,184,583.95
D51125	HIGHWAY PROJECTS	1,842,925.64	1,163,411.25	1,954,452.12	2,464,369.98	2,830,072.31
D5122	SAFETY/TRAINING				130,543.04	145,757.67
D97105	DEBT SERVICE	869,191.59	867,726.85	863,307.58	872,845.53	874,569.78
D99015	INTERFUND TRANSFERS		16,202.96			
	TOTAL EXPENDITURES	7,904,670.87	6,640,719.63	7,700,145.86	8,516,645.86	8,746,564.86

		2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
ROAD MACHINERY FUND						
E51305	HIGHWAY ROAD MACHINERY	1,523,814.35	1,129,912.27	1,435,277.35	1,686,002.91	2,148,979.24
E97105	DEBT SERVICE	148,006.43	148,041.36	147,455.50	147,615.02	148,076.24
E99015	INTERFUND TRANSFERS		554,293.12			
TOTAL EXPENDITURES		1,671,820.78	1,832,246.75	1,582,732.85	1,833,617.93	2,297,055.48
SOLID WASTE FUND						
EL81605	LANDFILL	1,237,281.92	1,091,249.81	1,051,016.91	875,154.49	1,709,789.87
EL81615	RECYCLING	466,530.81	348,938.49	233,399.43	368,699.64	397,484.81
EL97105	DEBT SERVICE	206,819.30	837,081.98	841,596.50	838,440.80	839,454.68
TOTAL EXPENDITURES		1,910,632.03	2,277,270.28	2,126,012.84	2,082,294.93	2,946,729.36
CAPITAL ROJECTS FUND						
HH16205	BUILDINGS & GROUNDS PROJECTS					954,976.63
HH31505	JAIL ROOF RECONSTRUCTION	1,227,162.34				
HH51225	BRIDGE PROJECTS	1,227,987.50	223,043.85	1,552,530.41	2,146,148.15	80,834.50
HH56105	AIRPORT MASTER PLAN UPDATE	1,432,215.01	186,505.51	1,279,665.00	23,606.20	60,935.60
HH71105	DWYER PARK CAPITAL EXPENSE	336,776.86	3,027.70			
TOTAL EXPENDITURES		4,224,141.71	412,577.06	2,832,195.41	2,169,754.35	1,096,746.73
SELF-INSURANCE FUND - WORKERS' COMPENSATION						
S17105	LIABILITY INSURANCE RESERVE	1,400,196.03	2,033,875.54	1,800,141.26	1,823,333.53	1,446,674.20

Cortland County Reserve Funds					
				12/31/2022	10/31/2023
Reserve Title	Authorizing Resolution	Purpose	Funding	Balance	Balance
Airport Reserve	269-17	Offset the local match on airport projects	Airport net income	243,242.50	253,451.13
Building & Grounds Capital Project Reserve	324-15	Major building repairs	Sales tax and other transfers/additions as approved by Legislature	1,046,142.83	1,207,610.28
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	2,282,518.13	3,141,559.22
Drug Task Force - DA	Nature of Funds	Drug busts/stings	Drug money	14,982.77	17,418.74
DA Forfeitures	Nature of Funds	DA expenditures	Forfeitures	44,509.67	43,919.28
DOJ Equitable Sharing Program - DA	Nature of funds	DA expenditures	Federal forfeitures	5,169.45	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	79,026.37	82,378.20
Don Sharpe Fund	Nature of Funds	Mental Health expenditures	This was created by a one time donation from the Don Sharpe estate	143,592.30	143,616.22
DWI Reserve	Nature of Funds	Non-grant funded DWI expenditures	Non-grant DWI revenues	64,439.50	67,269.34
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	28,881.00	30,105.97
Emergency Communications Towers Bond Reserve	226-18	Tower Bond debt service	Sales tax	65,669.73	220,901.01
Emergency Response & Communications Radio Tower Reserve	194-16	Maintenance of radio towers	Rental revenue from rental of towers by NYS Police and CBP	29,837.59	40,061.87
Farmland Protection Reserve	124-07	Monitoring Farmland Protection grants	Stewardship monies from farmland protection grant	46,066.53	48,020.40
Handicap Parking Education Fund	Nature of Funds	Handicap parking education	Justice Court fines	555.59	579.17
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	17,233.47	17,964.42
Occupancy Tax Reserve	Nature of Funds	Annual payment to Tourism Bureau and for tourism related expenditures	Occupancy tax, including the County's 10% share	1,436,784.03	1,493,538.10
Opioid Settlement Reserve	Nature of Funds	Combat opioid epidemic	Opioid settlements	287,756.35	420,852.26
Retirement Contribution Reserve	411-04	Retirement expenditures	Unspent retirement budget	3,714,756.01	3,871,360.94

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	155,765.23	194,599.84
Sheriff's Special Program Reserve	317-15	K-9 program	Donations for the K-9 program	1,988.30	8,834.57
Vehicle Repair/Replacement Reserve	107-15	Vehicle related costs	Proceeds from auctioned vehicles purchased through General Fund	172,663.32	144,130.35
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	6,796.91	8,480.74
Road Machinery Capital Reserve	154-22	Highway equipment or highway related capital projects costing \$100,000 or more	Assigned fund balance over \$750,000	852,388.99	887,398.70
Landfill Closure Reserve	533-88; 458-16	Landfill closure liability funding	Per ton fee	1,116,879.69	1,162,275.29
Landfill Equipment Reserve	533-88; 459-16	Replacement of landfill equipment	Per ton fee	648,540.29	675,384.42
NOTE:					
Building & Grounds Capital Project Reserve	Resolution 153-22 authorized up to \$100,000 for elevator maintenance and repairs. To date \$87,750 of \$100,000 has been paid from reserve at 10/31/23.				
Building & Grounds Capital Project Reserve	Resolution 155-23 authorized up to \$100,000 for the repair of the elevator at Dwyer Park. To date, nothing has been paid from the reserve.				
Correctional Facility Reserve / County Jail Project Reserve	Resolution 169-23 authorized up to \$54,800 for a walk in cooler/freezer. To date, nothing has been paid from the reserve.				
Occupancy Tax Reserve	\$15,331.51 County admin in 2023, \$741,171.06 CVB in 2024 and \$589,214.87 in 2025, \$82,352.34 County admin in 2024 and \$65,468.32 in 2025.				

TO THE HONORABLE CORTLAND COUNTY LEGISLATURE:

I hereby report the following detailed amounts as to the Deficit or Surplus to the specified Town or City as shown on the City and Towns of the General Fund Ledger as of November 1, 2023.

Municipality	Debit	Credit	Deficit
CITY OF CORTLAND			
Real Property Chargeback	\$ 1,500.00		
Admin Fee Chargeback	\$ 124,825.16		
Conifer	\$ 2,938.66		
2nd Notice Letters	\$ 2,231.10		
Surplus on Extension of Roll	\$ 1.05		
Total			\$ 131,495.97
TOWN OF CINCINNATUS			
Real Property Chargeback	\$ 850.00		
2nd Notice Letters	\$ 238.52		
Surplus on Extension of Roll	\$ 0.14	\$ 0.18	
Total			\$ 1,088.48
TOWN OF CORTLANDVILLE			
Real Property Chargeback	\$ 1,500.00		
2nd Notice Letters	\$ 1,672.99		
C. Miller - 2023	\$ 393.26		
C. Miller - 2022	\$ 513.44		
C. Miller - 2021	\$ 497.84		
Surplus on Extension of Roll	\$ 0.87	\$ 1.05	
Total			\$ 4,577.35
TOWN OF CUYLER			
Real Property Chargeback	\$ 850.00		
2nd Notice Letters	\$ 207.03		
Surplus on Extension of Roll	\$ 0.15	\$ 0.12	
Total			\$ 1,057.06
TOWN OF FREETOWN			
Real Property Chargeback	\$ 850.00		
2nd Notice Letters	\$ 188.94		
Surplus on Extension of Roll	\$ 0.07	\$ 0.08	
Total			\$ 1,038.93
TOWN OF HARFORD			
Real Property Chargeback	\$ 850.00		
2nd Notice Letters	\$ 198.99		
Surplus on Extension of Roll	\$ 0.20	\$ 0.13	
Total			\$ 1,049.06
TOWN OF HOMER			
Real Property Chargeback	\$ 1,300.00		
2nd Notice Letters	\$ 1,336.65		
Harrison assessment error	\$ 742.66		
Surplus on Extension of Roll	\$ 0.17	\$ 0.77	
Total			\$ 3,378.71
TOWN OF LAPEER			
Real Property Chargeback	\$ 500.00		
2nd Notice Letters	\$ 168.17		
Surplus on Extension of Roll	\$ 0.24		
Total			\$ 668.41

Attachment: Deficit Surplus Final 2023 (11818 : Surplus-Deficit Report)

TOWN OF MARATHON

Real Property Chargeback	\$	500.00		
2nd Notice Letters	\$	439.52		
Surplus on Extension of Roll	\$	0.01	\$	0.15
Total			\$	939.38

TOWN OF PREBLE

Real Property Chargeback	\$	500.00		
2nd Notice Letters	\$	321.60		
Surplus on Extension of Roll	\$	0.06	\$	0.18
Total			\$	821.48

TOWN OF SCOTT

Real Property Chargeback	\$	500.00		
2nd Notice Letters	\$	270.01		
Surplus on Extension of Roll	\$	0.27		
Total			\$	770.28

TOWN OF SOLON

Real Property Chargeback	\$	850.00		
2nd Notice Letters	\$	263.98		
Surplus on Extension of Roll			\$	0.34
Total			\$	1,113.64

TOWN OF TAYLOR

Real Property Chargeback	\$	850.00		
2nd Notice Letters	\$	143.38		
Surplus on Extension of Roll	\$	0.07	\$	0.05
Total			\$	993.40

TOWN OF TRUXTON

Real Property Chargeback	\$	850.00		
Woodwise Land Company			\$	0.26
2nd Notice Letters	\$	245.89		
Surplus on Extension of Roll	\$	0.15		
Total			\$	1,095.78

TOWN OF VIRGIL

Real Property Chargeback	\$	1,000.00		
2nd Notice Letters	\$	635.16		
Surplus on Extension of Roll	\$	0.48	\$	0.35
Total			\$	1,635.29

TOWN OF WILLET

Real Property Chargeback	\$	850.00		
2nd Notice Letters	\$	295.47		
Surplus on Extension of Roll			\$	0.23
Total			\$	1,145.24

GRAND TOTALS

\$	152,872.35	\$	3.89	\$	152,868.46
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 John Banewicz
 Cortland County Deputy Treasurer

2 Nov 23
 Date