



Finance & Administration Committee

Special Meeting

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

~ Minutes ~

Tuesday, April 15, 2025

12:00 PM

Room 302

Call to Order

The meeting was called to order at 12:26 PM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Joseph Nauseef	Cortland County	Committee Member	Present	
Sandra Price	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
William McGovern	Cortland County	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County	Committee Chair	Present	

Discussion Items

1. Review Applications & Entertain Resolutions for Microenterprise Assistance Program Funding

It was MOVED by Mr. Nauseef, seconded by Mr. McGovern, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the financial, credit and employment history of particular people, with Savannah Hempstead, Ryan Harriott, Rich Cunningham, and Melanie Vilardi permitted to stay in the room. MOTION CARRIED.

An executive session was held from 12:33 p.m. to 1:49 p.m., at which time on motion of Mr. Nauseef, seconded by Mr. McGovern, it was unanimously approved by voice vote to exit executive session.

RESULT:	COMPLETED
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Resolutions

AGENDA ITEM NO. 1 – Microenterprise Assistance Program Grant Award - David's Aqua Nook

RESULT:	APPROVED [UNANIMOUS]
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Next:	4/24/2025 6:00 PM
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MOVER:	Joseph Nauseef, Committee Member
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SECONDER:	Beau Harbin, Committee Member
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AYES:	Harbin, Jones, Nauseef, Price, Waldbauer, McGovern, Bischoff
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ON MOTION OF BISCHOFF

RESOLUTION NO.

Microenterprise Assistance Program Grant Award - David's Aqua Nook

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that David's Aqua Nook, of 98

Cayuga Street, Homer, New York, 13040 be awarded \$5,000 from the Microenterprise program for the purchase of inventory and supplies; 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 \$5,000 to David's Aqua Nook from the Cortland County Microenterprise Assistance Program funding for the purchase of inventory and supplies; 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. 2 – Microenterprise Assistance Program Grant Award - Finch Family Farmstead, LLC

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Linda Jones, Committee Member

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

ON MOTION OF BISCHOFF

RESOLUTION NO.

Microenterprise Assistance Program Grant Award - Finch Family Farmstead, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Finch Family Farmstead, LLC, of 1490 McGraw Marathon Road, Marathon, New York, 13803 be awarded \$15,000 from the Microenterprise program for the purchase of equipment, furniture, fixtures, electronic devices, software and marketing materials; 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 \$15,000 to Finch Family Farmstead, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment, furniture, fixtures, electronic devices, software and marketing materials; 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 - Frog Hollow Home and Property Services, LLC

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Linda Jones, Committee Member

SECONDER: Beau Harbin, Committee Member

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

Microenterprise Assistance Program Grant Award - Frog Hollow Home and Property Services, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Frog Hollow Home and Property Services, LLC, of 1935 Kohne Road, Dryden, New York, 13053 be awarded \$35,000 from the Microenterprise program for the purchase of a dump trailer, equipment, furniture and fixtures, electronics and technology, software, and working capital; 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 to Frog Hollow Home and Property Services, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of a dump trailer, equipment, furniture and fixtures, electronics and technology, software, and working capital; 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 – Microenterprise Assistance Program Grant Award - Horsetail Herb Farm

RESULT: APPROVED [UNANIMOUS]

Next: 4/24/2025 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Linda Jones, Committee Member

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

Microenterprise Assistance Program Grant Award - Horsetail Herb Farm

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Horsetail Herb Farm, of 3501 Hoxie Gorge Freetown Road, Marathon, New York, 13803 be awarded \$35,000 from the Microenterprise program for the purchase of equipment, inventory, and advertising and marketing expenses; 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 to Horsetail Herb Farm from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment, inventory, and advertising and marketing expenses; 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. 5 – Microenterprise Assistance Program Grant Award - Lotus Therapies, LLC

RESULT: **APPROVED [UNANIMOUS]**

Next: 4/24/2025 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Sandra Price, Committee Member

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

ON MOTION OF BISCHOFF

RESOLUTION NO.

Microenterprise Assistance Program Grant Award - Lotus Therapies, LLC

WHEREAS, the Cortland County Legislature’s Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Lotus Therapies, LLC, of 3662 The Park, Cortland, New York, 13045 be awarded \$35,000 from the Microenterprise program for the purchase of equipment; 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 to Lotus Therapies, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment; 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.

Adjournment

The meeting was closed at 1:51 PM