



Cortland County Legislature

Legislative Session

Legislative Chambers
Cortland, NY 13045
<http://www.cortland-co.org>

~ Agenda ~

Thursday, January 26, 2023

6:00 PM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m5da6478cc805c623a0af37d537c351ce>

Thursday, Jan 26, 2023 6:00 pm | 2 hours | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2339 815 8110

Password: JJq7vZpYh22

Join by phone

+1-415-655-0001 US Toll

Access code: 233 981 58110

Salute to the Flag

Public Hearings

1. Local Law "A" of 2023 - a Local Law to Repeal Local Law 8 of 2022, a Local Law Overriding Tax Levy Limit for Fiscal Year 2023

Call to Order

Roll Call

Attendee Name	Present	Absent	Late	Arrived
Legislator Douglas Bentley	☐	☐	☐	
Minority Leader Beau Harbin	☐	☐	☐	
Legislator Cathy Bischoff	☐	☐	☐	
Legislator Ronald J. Van Dee	☐	☐	☐	
Legislator Susan Wilson	☐	☐	☐	
Legislator Richard Stock	☐	☐	☐	
Legislator Ann Homer	☐	☐	☐	
Chair of the Legislature Kevin Fitch	☐	☐	☐	
Legislator Linda Jones	☐	☐	☐	
Legislator Kelly L. Fairchild-Preston	☐	☐	☐	
Legislator Christopher Newell	☐	☐	☐	
Legislator Joseph Nauseef	☐	☐	☐	
Legislator Eugene Waldbauer	☐	☐	☐	
Legislator Sandra Price	☐	☐	☐	
Majority Leader George Wagner	☐	☐	☐	
Legislator Paul Heider	☐	☐	☐	
Legislator Mitchel Eccleston	☐	☐	☐	

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Dec 22, 2022 6:00 PM

Privilege of the Floor

Proclamations & Recognitions

Presentation of Petitions, Communications, and Notice

1. Town of Willet Letter Regarding Redistricting

Receive and File

1. Receive & File Cortland County Clerk 2022 Annual Report
2. Receive & File IDA PILOT Notices

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

ON MOTION OF FITCH

AGENDA ITEM NO. 1

Local Law "A" of 2023 - a Local Law to Repeal Local Law 8 of 2022, a Local Law Overriding Tax Levy Limit for Fiscal Year 2023

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

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

WHEREAS, the Cortland County legislature adopted the 2023 property tax cap override with Resolution No. 237-22 (Local Law No. 8 of 2022) on October 27, 2022, AND

WHEREAS, New York State law requires the repealing of said override if the County is under the property tax cap to assure that county residents receive a Property Tax Cap refund check, AND

WHEREAS, the proposed Local Law has sat on Legislator's desks for seven days, and a public hearing was held on January 26, 2023, NOW THEREFORE

BE IT ENACTED by the Cortland County Legislature that this Local Law shall repeal said Local Law No. 8 of 2022, which provided for the 2023 property tax cap override.

ON MOTION OF FITCH

AGENDA ITEM NO. 2

Appoint Member - Region 7 Fish and Wildlife Management Board

WHEREAS, the term of the Landowner Representative of the Sportsmen's Club of the Region 7 Fish and Wildlife Management Board has expired, AND

WHEREAS, the County is authorized to appoint a Legislative Representative, Sportsman Representative and a Landowner Representative to said Board, NOW THEREFORE BE IT

RESOLVED, that Fleurette Clough of 4267 Deneve Road, Cincinnatus, NY 13040 be and hereby is reappointed to the Region 7 Fish & Wildlife Management Board as the Landowner Representative for a term ending December 31, 2024, AND BE IT FURTHER

RESOLVED, that the Clerk of the Cortland County Legislature submit a certified copy of this resolution to the NYS Department of Environmental Conservation located in Cortland, New York.

ON MOTION OF FITCH

AGENDA ITEM NO. 3

Appoint Member - Cornell Cooperative Extension of Cortland County Board of Directors

WHEREAS, the Cortland County Legislature is provided two seats on the Cornell Cooperative Extension of Cortland County Board of Directors, AND

WHEREAS, Susan Wilson has expressed a desire to fill the vacant seat, NOW THEREFORE BE IT

RESOLVED, that Susan Wilson of 6 Stephens Street, Cortland, New York 13045, be and hereby is appointed to the Cornell Cooperative Extension of Cortland County Board of Directors for a term ending December 31, 2023.

ON MOTION OF FITCH

AGENDA ITEM NO. 4

Appoint Members - Cortland County Planning Board

WHEREAS, due to the resignation of members, there are vacancies on the Cortland County Planning Board, AND

WHEREAS, applications were received and reviewed for the vacant positions on the Cortland County Planning Board, AND

WHEREAS, Article III of the Cortland County Planning Board by-laws state vacancies shall be filled by appointment by the Legislature in accordance with Section 1 of Article III of said by-laws, AND

RESOLVED, that the following be and hereby are appointed to the Cortland County Planning Board for the terms as provided below:

Name	Address	Municipality	Term Expiration
Kim Cameron	7565 Oldwoods Road, Tully, NY	Town of Preble	6/30/2026
Donna Johnson	1123 Louise Drive, Cortland, NY	Town of Cortlandville	6/30/2026
Donnell Boyden	6460 NYS Route 41, Lot # G, Homer, NY	Town of Scott	6/30/2023

Referred from Building & Grounds Committee

Award Contracts - 22 West Court Street Renovations

WHEREAS, the Cortland County Buildings and Grounds Committee is desirous of renovating 22 West Court Street for use as the County's Department of Emergency Response & Communications facility, AND

WHEREAS, Cortland County has solicited proposals from various qualified vendors for a General Contractor, Electrical Contractor, Plumbing Contract and HVAC Contractor for the project, AND

WHEREAS the following bid results were submitted to the Clerk of the County Legislature on December 15, 2022 as required by the request for proposals posted on the County website and at various contractor plan rooms in New York State:

Electric	Base Bid	generator	gate control	Fire alarm	Combined bid
Matco Electric	\$144,600.00	\$4,820.00	\$4,500.00	\$13,900.00	\$167,820.00
Beard Electric	\$151,292.66	\$11,673.89	\$2,720.47	\$12,546.31	\$178,233.33
Patricia Electric	\$156,000.00	\$26,000.00	\$1,850.00	\$13,300.00	\$197,150.00
Ridley Electric	\$160,500.00	\$20,000.00	\$5,000.00	\$22,600.00	\$208,100.00
Myraid Electric	\$178,000.00	\$14,300.00	\$8,300.00	\$12,400.00	\$213,000.00
Diekow Electric	\$197,700.00	\$18,000.00	\$8,000.00	\$21,500.00	\$245,200.00
Knapp Electric	\$214,000.00	\$28,500.00	\$6,300.00	\$22,000.00	\$270,800.00
Plumbing					
		generator			
		NG			
Slavic & Company	\$73,000.00	\$9,000.00			\$82,000.00
Picciano & Son	\$80,300.00	\$1,250.00			\$81,550.00
NJ Graham	\$81,900.00	\$4,800.00			\$86,700.00
John Danforth	\$135,200.00	\$2,575.00			\$137,775.00
HVAC					
Slavic & Company	\$496,000.00				\$496,000.00
King & King	\$525,375.00				\$525,375.00
Picciano & Son	\$654,397.00				\$654,397.00
John Danforth	\$794,880.00				\$794,880.00
General Contractor					
		Generator	Site Work		
McGinnis Nelson	\$400,000.00	\$5,000.00	\$166,500.00		\$571,500.00
Daniel Lynch	\$652,000.00	\$4,500.00	\$202,000.00		\$858,500.00
Bouley Associates	\$727,000.00	\$10,000.00	\$250,000.00		\$987,000.00

, AND

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that the bid be awarded to the lowest responsible bidder, AND

WHEREAS, it would be in the best interest of Cortland County to contract with McGinnis Nelson Construction, 4833 Appletree Ridge Road, Manlius, NY 13104 for General Contractor Services at 22

West Court Street for the total proposed amount of \$571,500, AND

WHEREAS, it would be in the best interest of Cortland County to contract with Matco Electric, 3913 Gates Road, Vestal, NY 13850 for the Electrical Contractor Services at 22 West Court Street for the total proposed amount of \$167,820, AND

WHEREAS, it would be in the best interest of Cortland County to contract with Slavic and Company, Inc., 85 Main Street, Johnson City, NY 13790 for the HVAC Contractor Services at 22 West Court Street for the total proposed amount of \$496,000, AND

WHEREAS, it would be in the best interest of Cortland County to contract with Slavic and Company, Inc., 85 Main Street, Johnson City, NY 13790 for the Plumbing Contractor Services at 22 West Court Street for the total proposed amount of \$73,000, AND

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with McGinnis Nelson Construction of 4833 Appletree Ridge Road, Manlius, NY 13104, for General Contractor services at 22 West Court Street for the total proposed amount of \$571,500, AND BE IT FURTHER

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee and subject to funding by the Cortland County Legislature, to enter into an agreement with Matco Electric of 3913 Gates Road, Vestal, NY 13850, for the Electrical Contractor Services at 22 West Court Street for the total proposed amount of \$167,820, AND BE IT FURTHER

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee and subject to funding by the Cortland County Legislature, to enter into an agreement with Slavic and Company, Inc. of 85 Main Street, Johnson City, NY 13790, for the HVAC Contractor Services at 22 West Court Street for the total proposed amount of \$496,000, AND BE IT FURTHER

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee and subject to funding by the Cortland County Legislature, to enter into an agreement with Slavic and Company, Inc. of 85 Main Street, Johnson City, NY 13790, for the Plumbing Contractor Services at 22 West Court Street for the total proposed amount of \$73,000.

ON MOTION OF HEIDER

AGENDA ITEM NO. 6

Authorize Contract - Construction Management - Renovations at 22 West Court Street

WHEREAS, Cortland County has completed bidding of the renovations to 911 facilities on the property at 22 West Court Street, AND

WHEREAS, King and King Architects solicited pricing for construction management from several firms, with the majority of firms declining due to scheduling and staffing issues, AND

WHEREAS, King and King Architects is recommending Construction Associates, LLC of 2731 Brundage Rd, Baldwinsville, New York 13027, AND

WHEREAS, Cortland County's purchasing policy Section 5, Item 1 allows for bidding exemptions for professional services that require specialized expertise, AND

WHEREAS, Construction Associates, LLC is proposing a not to exceed fee of \$70,000 for construction management for phase 4 of the renovations at 22 West Court Street, NOW THEREFORE BE IT

RESOLVED, the 2023 Department of Emergency Response & Communications budget is amended as follows:

Decrease:

A30205.51005	Personnel	\$70,000
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Increase:

A30205.54055	Professional Services	\$70,000
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, AND BE IF FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney, or their designee, is hereby authorized to execute a contract with Construction Associates, LLC of 2731 Brundage Rd, Baldwinsville, New York 13027, for construction management of the renovations at 22 West Court Street.

ON MOTION OF HEIDER

AGENDA ITEM NO. 7

Award Bid/Authorize Contract for Sprinkler System Testing, Certification and Repair - Buildings & Grounds

WHEREAS, Cortland County solicited proposals for the inspection, certification and repair of its sprinkler systems for a five year term, AND

WHEREAS, Cortland County received proposals from the following:

Davis Ulmer Fire Protection of Liverpool, New York:

Annual Inspection and Certification:

2023-\$4,960

2024-\$3,720

2025-\$3,720

2026-\$5,120

2027-\$3,840

Hour Rate for service and repair:

2023-\$130 per hour

2024-\$135 per hour

2025-\$140 per hour

2026-\$145 per hour

2027-\$150 per hour

Petcosky Fire Protection of Vestal, New York:

Annual Inspection and Certification:

2023-\$2,115

2024-\$2,115

2025-\$2,115

2026-\$2,115

2027-\$2,115

Hourly Service Rates:

Hourly per man (7am-4pm) \$130.00

Overtime labor per man \$160.00
Sunday/Holiday labor per man \$190.00
Service call fee (1-4 hour response) \$95.00

, AND

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that the bid be awarded to the lowest responsible bidder, AND

WHEREAS, it would be in the best interest of Cortland County to enter into an agreement with Petcosky Fire Protection of Vestal, NY, for the inspection, certification and repair of its sprinkler systems, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or Designee, to enter into an agreement with Petcosky Fire Protection of Vestal, NY for the inspection, certification and repair of its sprinkler systems, AND BE IT FURTHER

RESOLVED that the cost shall be as shown above annually and will be paid out of account A16205.54015.

ON MOTION OF HEIDER

AGENDA ITEM NO. 8

Amend 2023 Budget/Authorize Funding for Restoration and Improvements to World War I Memorial in Courthouse Park

WHEREAS, the World War I Memorial in Courthouse Park is in need of restoration and improvements, AND

WHEREAS, work has begun to restore the monument and more funds are needed to finish the project, AND

WHEREAS, the Buildings and Grounds Committee recommends that the County provide the funding necessary to complete the project, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the use of up to \$22,000 to fund the restoration and improvements of the World War I monument in Courthouse Park, AND BE IT FURTHER

RESOLVED, the Legislature hereby amends the 2023 budget as follows:

Increase:

Account A16205.54076	Building Repairs & Maint.	\$22,000
Account A359900	Appropriated Fund Balance	\$22,000

Referred from Highway Committee

Referred from Health & Human Services Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 9

Appoint Director of Area Agency on Aging

WHEREAS, due to the retirement of Elizabeth Haskins, the current Director of the Area Agency on Aging for Cortland County, there is a need to appoint a new Director of the Area Agency on Aging, AND

WHEREAS, an interview committee was established and conducted interviews and offered a recommendation for this appointment, AND

WHEREAS, the County Legislature has received the recommendation for appointment of _____ as Director of the Cortland County Area Agency on Aging, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby appoints _____ as Director of the Area Agency on Agency at an annual salary of \$_____ (Grade 7, Step _____, Management Compensation Plan, non-competitive class) effective February 6, 2023 at 12:01 a.m.

ON MOTION OF PRICE

AGENDA ITEM NO. 10

Extend Temporary Public Health Fellow Positions Public Health Fellow (4 Positions) and Public Health Fellow Coordinator – Health Department

WHEREAS, Resolution No. 90-22 gave the Cortland County Health Department permission to enter into a grant with Health Research, Inc. for the NYS Public Health Corps (NYSPHC) Fellowship Program in the amount of \$849,912 for the period of 9/1/21 - 7/31/23, AND

WHEREAS, Health Research, Inc. has extended the grant end date to 6/30/24 and awarded the Cortland County Health Department an additional \$250,000, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the extension of the four (4) temporary Public Health Fellow positions (CSEA, Grade 16, \$22.9307-29.0244/HR, competitive, with benefits) and one temporary Public Health Fellow Coordinator (CSEA, Grade 22, \$28.4246-35.9782/HR, competitive, with benefits) to end 6/30/24, AND BE IT FURTHER

RESOLVED, the 2023 County budget will need to be amended as follows:

Account No.	Description	Increase
A40455.51005	Personnel	\$125,414
A40455.52005	Office Equip	\$12,000
A40455.54000	Phone	\$624
A40455.54005	Office Supplies	\$5,000
A40455.54015	Software/Maint Agree	\$6,500
A40455.54035	Educ/Train	\$25,000
A40455.54045	Travel	\$5,000
A40455.54045	Program Supplies	\$28,949
A40455.58020	Retirement	\$17,558
A40455.58030	FICA	\$9,594
A40455.58040	Workers Comp	\$10,225
A40455.58060	Health Ins	\$4,083
A40455.58062	Dental Ins	\$53
TOTAL Expense		\$250,000
A40455.43450 PHCF Revenue		\$250,000

, AND BE IT FURTHER

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

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

ON MOTION OF PRICE

AGENDA ITEM NO. 11

Appoint Members - Older Americans Act Advisory Council

WHEREAS, the By-Laws of the Older Americans Act Advisory Council of the Cortland County Area Agency on Aging state membership shall be 15-25 voting members with at least fifty percent of the membership to be at least sixty years of age that represent target group seniors according to the Older Americans Act of 1965, as amended, and shall also include representatives of health care provider organizations, including veterans and supportive services provider organizations, be broadly representative of all aspects of the county, and include local elected official and the general public, AND

WHEREAS, Article 4, Section 4, states the term shall be for three years, or appointed to complete a term of a person who has resigned, the new person's length of term is defined as the period of the original member's term, with a maximum of two consecutive terms, NOW THEREFORE BE IT

RESOLVED that the following appointments be appointed/reaffirmed:

Name	Capacity	Term Number	Term Expiration
William Hopkins	Community Member	2 nd Term	12/31/24
Maria Dillingham-Purcell	Community Member	2 nd Term	12/31/24
Barb Nichols	Community Member	2 nd Term	12/31/24
Jan Dempsey	Community Member	1 st Term	12/31/23
Dixie Latimer	Community Member	1 st Term	12/31/24
Eden Harrington-Hall	Community Member	1 st Term	12/31/24
Sheila Cohen	Community Member	2 nd Term	12/31/24
Melissa Potter	Mobility Manager	1 st Term	12/31/24
Joanne Brown	Cortland Chenango Rural Services	2 nd Term	12/31/24
Sharon Zeches	Community Member	1 st Term	12/31/24
Mary Ellen Bloodgood	Community Member	1 st Term	12/31/23
Beverly Ryan	Community Member	1 st Term	12/31/23
Shawna Grinnell	Cortland Housing Assistance Council	1 st Term	12/31/24
Mary Coye-Robillard	Tompkins Trust Co.	1 st Term	12/31/24
Sue Covington	Community Member	1 st Term	12/31/25
Chris Newell	Cortland County Legislator	n/a	Ex-Officio

ON MOTION OF PRICE

AGENDA ITEM NO. 12

Establish Cortland County Opioid Settlement Fund Subcommittee

WHEREAS, opioid manufacturers had prior knowledge of the risks of opioid abuse and have misled doctors and patients about the addictive nature of opioids, have misrepresented the dangers of opioids and have marketed opioids in a manner that promoted addiction, AND

WHEREAS, opioid manufacturers, distributors, and promoters have been responsible for an opioid epidemic that has harmed the citizens of Cortland County and financially damaged the County and its taxpayers, AND

WHEREAS, the Cortland County Legislature has been involved in litigation to recover damages from those parties that have contributed and continue to contribute to County costs due to opioids, AND

WHEREAS, Cortland County has recovered and continues to recover damages from those parties, AND

WHEREAS, there are specific uses as defined by Court Order and the Cortland County Legislature for the funds recovered, AND

WHEREAS, it is the recommendation of the Health and Human Services Committee of the Cortland County Legislature to establish an Opioid Settlement Fund Subcommittee to provide recommendations for best use of the funding, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby establishes the Cortland County Opioid Settlement Fund Subcommittee for said purpose, AND BE IT FURTHER

RESOLVED, that recommendations for use of the funding shall be brought forward to the Health and Human Services and Finance and Administration Committees for review, AND BE IT FURTHER

RESOLVED, the following individuals shall be appointed to the Opioid Settlement Fund Subcommittee with terms commencing immediately and ending December 31, 2023:

Legislator Paul Heider - Subcommittee Chair
Legislator Sandra Price
Legislator George Wagner

ON MOTION OF PRICE

AGENDA ITEM NO. 13

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

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$68,686 to Cortland County, AND

WHEREAS, the Cortland County Youth Bureau has designated the funds to the various Cortland County municipalities and agencies for the year 2023, a copy of which is kept on file in the County Youth Bureau Office, AND

WHEREAS, \$51,686 will be allocated to Cortland County municipalities and \$17,000 will be allocated to the Cortland County Youth Bureau administration, \$17,000 which has already been budgeted, AND

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

<u>Revenue:</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A73125.43820.YB	Youth Bureau	\$17,000	\$51,686	\$68,686
<u>Expenditure:</u>		<u>Current</u>	<u>Inc/Dec</u>	<u>Balance</u>
A73125.54815	Contracted Agencies	\$0	<u>\$51,686</u>	\$51,686
			\$51,686	

, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature, upon review by the County Attorney or designee, be and hereby is authorized to execute the Resource Allocation Planning Agreement with the

NY State Office of Children and Family Services and contracts with approved agencies, AND BE IT FURTHER

RESOLVED, that the Treasurer's 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 NY State 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.

Referred from Agriculture/Planning/Environment Committee

ON MOTION OF HARBIN

AGENDA ITEM NO. 14

NOT APPROVED BY FINANCE & ADMINISTRATION COMMITTEE

Reallocate Salary Grade - Director of Planning

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for Director of Planning in the Planning Department, AND

WHEREAS, there has been a change to the job duties for this position as reflected in the job description, AND

WHEREAS, it is recommended that the aforesaid position be reallocated from Grade 5 (\$79,412-105,698) to Grade 3 (\$91,771-122,148) in the Management Compensation Plan, NOW THEREFORE BE IT

RESOLVED, that the position of Director of Planning is hereby reallocated from Grade 5 to Grade 3 effective January 26, 2023.

Referred from Judiciary & Public Safety Committee

Referred from Government Operations Committee

ON MOTION OF STOCK

AGENDA ITEM NO. 15

Amend Resolution No. 258-15 Legislative Mileage Reimbursement Policy

WHEREAS, § 203 (2) b of New York State County Law states that "The board of supervisors may authorize the payment of a reasonable mileage allowance the miles actually and necessarily traveled on official business of the county by any supervisor by the use of his own automobile, including travel on official business of the county in going from and returning to his residence," AND

WHEREAS, Resolution No. 258-15 adopted a Legislative Mileage Reimbursement Policy, AND

WHEREAS, there is a need to amend the policy to fairly enable reimbursement without restricting the ability of Legislators who must drive further due to their residence location, AND

WHEREAS, the Cortland County Government Operations Committee has reviewed and recommends the adoption of the policy below, NOW THEREFORE BE IT

RESOLVED that Resolution No. 258-15 - Adopt Legislative Mileage Reimbursement Policy is hereby amended as noted below, AND BE IT FURTHER

RESOLVED that the Legislators shall be reimbursed for mileage expenses incurred at the

County's established reimbursement rate as determined annually by the Internal Revenue Services, AND BE IT FURTHER

RESOLVED that any travel/mileage reimbursement incurred by Legislators that falls outside the scope of the policy below shall be governed by the existing duly adopted Travel Policy that covers all County employees, AND BE IT FURTHER

RESOLVED, that the following policy indicating eligible expense and procedures is hereby adopted as follows:

Legislative Mileage Reimbursement Policy

I. Definitions:

Legislative Assignments/Committees/Boards - Specific assignment of individual Legislators designating them as a representative of the Legislature (includes, but not limited to, Advisory Boards, Regional Boards, Planning Boards, etc.)

Travel/Training Mileage Reimbursement - The current Authorization to Travel Policy originally adopted on May 20, 2004 and amended June 25, 2015, August 16, 2016 and March 28, 2019.

II. Policy:

Mileage reimbursement to County Legislators shall be allowed as follows:

1. The annual amount to be reimbursed for mileage traveled and properly documented shall be based on the most recent Internal Revenue Service (IRS) standards.
2. The policy does not conflict with the Authorization to Travel policy with regard to Legislator's attendance at conferences and training.

III. Procedure:

Legislators are required to complete a Mileage Record that provides the following information:

1. Claimant name and complete address.
2. A record of attendance shall include the date; complete address of starting location, location of meeting, and return location; round trip miles; name of specific meeting attended; total miles submitted; and signature of claimant.
3. Upon completion the form shall be submitted to the Legislature office for processing.

Referred from Finance & Administration Committee

ON MOTION OF WAGNER

AGENDA ITEM NO. 16

Amend 2023 Budget for Office Supplies & Postage - Real Property Tax Services

WHEREAS, the Real Property Tax Services Department is requesting an increase in funding for mandatory second notice mailing for senior citizen exemption, AND

WHEREAS, this new requirement was signed into law after the 2023 budget was passed, AND

WHEREAS, the Finance and Administration Committee recommends this budget amendment, NOW THEREFORE BE IT

RESOLVED, that the 2023 County Budget be amended to show an increase in funding to the accounts below from the Cortland County General Fund as follows:

Increase:

A13555.54005	Office Supplies	\$2,000
A13555.54020	Postage	\$8,150
A359900	Appropriated Fund Balance	\$10,150

ON MOTION OF WAGNER

AGENDA ITEM NO. 17

Delegate Authority to the Manager of Audit and Financial Projects to Approve Payment of Real Property Tax Errors and Omissions Less Than \$2,500 through December 31, 2023

WHEREAS, Section 554 of the New York State Real Property Tax Law provides a mechanism for the correction of errors on Real Property Tax Rolls by the County Legislature based upon the recommendation of the Cortland County Director of Real Property Tax Services Agency pursuant to an application by an entitled person in cases involving clerical errors, unlawful entries or certain errors in essential fact, AND

WHEREAS, Section 554 of the New York State Real Property Tax Law authorizes the County Legislature to delegate to the Manager of Audit and Financial Projects the authority to approve such corrections in cases where the correction sought does not exceed twenty-five hundred dollars (\$2,500), AND

WHEREAS, Section 556 of the New York State Real Property Tax Law provides a mechanism for the refunding of certain real property taxes by the County Legislature based upon the recommendation of the Cortland County Director of Real Property Tax Services Agency pursuant to an application by a taxpayer in cases involving clerical errors, unlawful entries upon the assessment rolls and certain errors in essential fact, AND

WHEREAS, said Section 556 of the Real Property Tax Law was amended to authorize the County Legislature to delegate to the Manager of Audit and Financial Projects the authority to approve such refunds in cases where the refund sought does not exceed twenty-five hundred dollars (\$2,500), AND

WHEREAS, both sections also provide that the Manager of Audit and Financial Projects will report to the County Legislature, on a monthly basis, those refund applications which have been approved during the previous month and further provides that all applications which have been denied by the Director, in whole or in part, shall be forwarded to the County Legislature for disposition, NOW THEREFORE BE IT

RESOLVED, that pursuant to Sections 554 and 556 of the Real Property Tax Law, the County Legislature does hereby delegate to the Manager of Audit and Financial Projects the authority to approve corrections to the Real Property Tax Rolls and approve certain refunds of real property taxes as outlined in said Sections 554 and 556 of the Real Property Tax Law, in cases where the refund sought does not exceed the amount of twenty-five hundred dollars (\$2,500), AND BE IT FURTHER

RESOLVED, that pursuant to section 554 and 556 of the New York State Real Property Tax Law that the Manager of Audit and Financial Projects shall provide a report on or before the 15th day of each month indicating the name of each recipient, location of the property and the amount of the correction and the amount of the refund or credit, AND BE IT FURTHER

RESOLVED, that this delegation of authority shall remain in effect through December 31, 2023.

Terminate Agreement with GovPayNet (AllPaid) and Authorize Agreement with Municipal Services Bureau (MSB) for Credit Card Services - County-Wide

WHEREAS, a contract with GovPayNet (AllPaid) to provide credit card services for the County has proven to be more expensive for County customers, AND

WHEREAS, GovPayNet does not offer point of sale technology using advanced and secure devices, AND

WHEREAS, the contract with GovPayNet requires a 30 day termination notice, AND

WHEREAS, MSB has agreed to provide credit card services for multiple departments at a lower percentage rate than the current provider, which will benefit all County residents who transact business with Cortland County using a credit card, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature authorize the termination of the contract with GovPayNet, AND BE IT FURTHER

RESOLVED that the Cortland County Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to sign a Merchant Agreement with MSB to provide credit card services.

Announcements

Adjournment