



Cortland County Legislature

Legislative Session

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

~ Minutes ~

Thursday, April 22, 2021

6:00 PM

Board Room

Salute to the Flag

Public Hearings

A Local Law Implementing a Demonstration Program Imposing Owner Liability for Failure of an Operator to Stop for a School Bus Displaying a Red Visual Signal and Stop-Arm

RESULT:	CLOSED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Susan Wilson, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

Call to Order

The meeting was called to order at 6:00 PM by Chairman Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Legislator	Present	
Beau Harbin	Cortland County, NY	Minority Leader	Remote	
Cathy Bischoff	Cortland County, NY	Legislator	Present	
Ronald J. Van Dee	Cortland County, NY	Legislator	Present	
Susan Wilson	Cortland County, NY	Legislator	Present	
Richard Stock	Cortland County, NY	Legislator	Present	
Ann Homer	Cortland County, NY	Legislator	Present	
Kevin Fitch	Cortland County, NY	Legislator	Present	
Linda Jones	Cortland County, NY	Legislator	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Legislator	Present	
Christopher Newell	Cortland County, NY	Legislator	Present	
Joseph Nauseef	Cortland County, NY	Legislator	Present	
Eugene Waldbauer	Cortland County, NY	Legislator	Present	
Sandra Price	Cortland County, NY	Legislator	Excused	

George Wagner	Cortland County, NY	Majority Leader	Present	
Paul Heider	Cortland County, NY	Chairman	Present	
Mitchel Eccleston	Cortland County, NY	Legislator	Present	
Eric Mulvihill	Cortland County, NY	Clerk, of the Legislature	Present	
Karen Howe	Cortland County, NY	County Attorney	Present	
Annette Barber	Cortland County, NY	Personnel Director	Present	
Kathy Taylor	Cortland County, NY	Virgil Resident	Present	
Dale Taylor	Cortland County, NY	Virgil Resident	Present	
Becky Preve	Cortland County, NY		Remote	
Greg Olsen	Cortland County, NY		Remote	
John Marraffa	Cortland County, NY	Kinney Drugs	Remote	
Judy Standish	Cortland County, NY		Remote	
Jaimie Costa	Cortland County, NY	Cortland Standard	Remote	
Rebecca Stone	Cortland County, NY	Superintendent, Marathon Central Schools	Remote	
Amy Bancroft	Cortland County, NY		Remote	
Bob Pittman Mark Helms	Cortland County, NY	Chief of Police of Homer	Present	
Mark Helms	Cortland County, NY	Sheriff	Present	
Amanda Barber	Cortland County, NY	Director, Soil & Water Conservation Dist.	Remote	

Roll Call

Approval of Minutes

Cortland County Legislature - Legislative Session - Mar 25, 2021 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joseph Nauseef, Legislator
SECONDER:	George Wagner, Majority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

Proclamations & Recognitions

Foster Parent Month Proclamation

RESULT:	ANNOUNCED

National Sexual Assault Awareness & Prevention Month

RESULT:	ANNOUNCED

Mental Health Awareness Month

RESULT:	ANNOUNCED

National Community Action Month

RESULT:	ANNOUNCED

Monthly Retiree Proclamation

RESULT:	ANNOUNCED

Proclamation for Older Americans Month

RESULT:	ANNOUNCED

Proclamation National Nurses Week

RESULT:	ANNOUNCED

Privilege of the Floor

Coping with Family Members with Mental Health Issues Presentation - Dale and Kathy Taylor

Presentation of Petitions, Communications, and Notice

Health Department COVID Update

RESULT:	COMPLETED

Receive and File

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – A Resolution in Support of Reintroduction into the New York State Senate and Assembly of Senate Bill S2761 of 2018, Also Known as “Laree’s Law,” to Amend the New York Penal Law by Adding a New Subdivision 21 to § 220.00, Defining an “Opiate Controlled Substance” and Creating a New Section, § 125.24, to Establish an Offense of “Homicide by Sale of a Controlled Substance.” - District Attorney

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Stock, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF PRICE

RESOLUTION NO. 87-21

A Resolution in Support of Reintroduction into the New York State Senate and Assembly of Senate Bill S2761 of 2018, Also Known as “Laree’s Law,” to Amend the New York Penal Law by Adding a New Subdivision 21 to § 220.00, Defining an “Opiate Controlled Substance” and Creating a New Section, § 125.24, to Establish an Offense of “Homicide by Sale of a Controlled Substance.” - District Attorney

WHEREAS, deaths due to opioid overdoses in the United States have been at an epidemic level since 2010, such as to cause a decrease in the average life expectancy by three (3) years from 2010 to 2017; 1 AND

WHEREAS, deaths due to opioid overdoses in the United States have caused the average life expectancy to decrease by one (1) full year in 2020; 2 AND

WHEREAS, opioid deaths, particularly in the County of Cortland, New York, in 2020 have increased approximately two (2) fold from 2019; AND

WHEREAS, many illicit drugs encountered by local law enforcement agencies are found or suspected to be laced with the highly addictive and deadly fentanyl; AND

WHEREAS, the illegal trade in narcotics in large measure facilitates such overdose deaths, AND

WHEREAS, law enforcement, in the investigation of such overdose deaths, is often able to trace the source of illicit drugs that caused such overdose deaths; AND

WHEREAS, there presently exists no statutory mechanism by which to investigate, arrest, prosecute, convict, and punish the sale, exchange, gift, or disposal of opioids, or other drugs that are the cause of such overdose deaths, AND

WHEREAS, the proposed legislation would define specifically an “opiate controlled substance;” as well as create an offense of *Homicide by Sale of a Controlled Substance* by which law enforcement and prosecutors may then investigate, arrest, prosecute, convict, and punish the sale, exchange, gift, or disposal of opioids found to be the cause of an overdose drug death; NOW THEREFORE BE IT

RESOLVED, that this Cortland County Legislature hereby entreats the New York State Legislature to enact Senate Bill S2761 of 2018, also known as “Laree’s Law;” AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature is hereby directed to transmit a copy of this resolution to the New York State Governor, President *Pro Tempore* of the New York State Senate, the Speaker of the New York State Assembly, Senator Oberacker, and Members of Assembly Kelles and Lemondes, urging their sponsorship and enactment of this legislation.

AGENDA ITEM NO. 2 – Endorsing Special State Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real Property (A6953, S6167)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Chairman
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF HEIDER

RESOLUTION NO. 88-21

Endorsing Special State Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real Property (A6953, S6167)

WHEREAS, the Cortland County Legislature approved Resolution No. 45-21, “A Home Rule Request For Special Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real, AND

WHEREAS, it is proposed that the rate of such tax shall be one dollar (\$1.00) when the consideration exceeds five hundred dollars (\$500.00), at the rate of one dollar for each five hundred dollars or fractional part thereof, AND

WHEREAS, in order to enact a Property Transfer Tax in Cortland County the New York State Legislature must adopt special Home Rule legislation to enable the County of Cortland to enact a local law for the imposition of such a tax, AND

WHEREAS, Senator Peter Oberacker has introduced New York State Senate bill 6167 and Assembly Member Anna Kelles has introduced Assembly bill 6953 on behalf of Cortland County, NOW THEREFORE BE IT,

RESOLVED, that the Cortland County Legislature endorses and requests State approval of said legislation, and urges its elected representatives in the Senate and Assembly to support this legislation, AND, BE IT FURTHER

RESOLVED, that the Clerk of this Legislature and the County Attorney prepare the documentation necessary for the New York State Legislature to enact said Legislation, AND, BE IT FURTHER

RESOLVED, that the Chairman of the Legislature, upon review and approval by the County Attorney, be and hereby is authorized to execute the appropriate Home Rule Request for the enactment of said special law.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Amend the Cortland County Tent Policy - Buildings & Grounds

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF HARBIN

RESOLUTION NO. 89-21

Amend the Cortland County Tent Policy - Buildings & Grounds

WHEREAS, the Cortland County Legislature adopted Resolution 347-16 which established the Cortland County Tent Policy, AND

WHEREAS, there is a need to review and amend the Cortland County Tent Policy, as the referenced New York State 2015 International Fire Code is no longer in compliance, AND

WHEREAS, New York State has adopted the 2020 International code system as of April of 2020, AND

WHEREAS, the Legislature's Buildings and Grounds Committee has reviewed the amendment and recommends adopting the amendment, NOW THEREFORE BE IT,

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator upon review and approval of the County Attorney to update this document for compliance with New York State's current 2020 code.

Referred from Highway Committee

AGENDA ITEM NO. 4 – Authorize 2021 Landfill Tipping Fee Credit for Municipalities - Highway Department, Division of Solid Waste

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	George Wagner, Majority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF NEWELL

RESOLUTION NO. 90-21

Authorize 2021 Landfill Tipping Fee Credit for Municipalities - Highway Department, Division of Solid Waste

WHEREAS, the Municipalities of Cortland County will be better served by authorizing a credit to be used at the Cortland County Landfill for the disposal of wastes other than garbage at no charge, AND

WHEREAS, the County Administrator and County Highway Superintendent recommend that there be a no tipping fee 30-ton limit per Municipality, AND

WHEREAS, the Cortland County Landfill no longer accepts tires at their facility, AND

WHEREAS, the Superintendent of the Highway Department is to be authorized to establish a credit for each municipality to dispose of wastes at no charge, NOW THEREFORE BE IT

RESOLVED, that Superintendent of the Highway Department shall provide each municipality in Cortland County a credit of \$2,400.00 for 2021 and allow said municipalities to dispose of their wastes other than garbage at the Cortland County Landfill, AND BE IT FURTHER

RESOLVED, that only authorized municipal representatives utilizing authorized municipal vehicles may bring the waste to the County Landfill in order to make use of the above referenced credit, AND BE IT FURTHER

RESOLVED, that any metal objects (including white goods), construction and demolition waste, and tree wastes shall be separated by category at the landfill site by the municipality making delivery, AND BE IT FURTHER

RESOLVED, that tires shall be excluded as an item that is accepted from the Municipalities wishing to utilize the amnesty credit, AND BE IT FURTHER

RESOLVED, that the Superintendent of the Highway Department shall furnish the Legislature with an accounting of all wastes delivered to the landfill utilizing the amnesty credit.

AGENDA ITEM NO. 5 – Amend the 2021 Budget to Reallocate 2020 Airport Fund Balance to Airport Reserve - Highway Department/Cortland County Airport

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	George Wagner, Majority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF NEWELL

RESOLUTION NO. 91-21

Amend the 2021 Budget to Reallocate 2020 Airport Fund Balance to Airport Reserve - Highway Department/Cortland County Airport

WHEREAS, the Cortland County Legislature adopted Resolution No. 269-17 which directed that the gain or loss from A5610 accounts be placed into a dedicated reserve fund, AND

WHEREAS, the Airport gain in 2020 was \$59,621.22, AND

WHEREAS, a Board resolution is required annually to move the funds into said Airport Reserve, NOW THEREFORE BE IT

RESOLVED that the Airport Reserve (A386300.ARPT) be increased \$59,621.22 for 2020 gains.

AGENDA ITEM NO. 6 – Award Engineering Construction Inspection Services for Replacement of the Loring Crossing Over Tioughnioga River, PIN 3755.43; (BIN 3312300) Bridge Replacement Project - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	George Wagner, Majority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF NEWELL, BISCHOFF

RESOLUTION NO. 92-21

Award Engineering Construction Inspection Services for Replacement of the Loring Crossing Over Tioughnioga River, PIN 3755.43; (BIN 3312300) Bridge Replacement Project - Highway Department

WHEREAS, Cortland County has been awarded \$4,258,772.00 in Locally Administered Federal funding under the BRIDGE-NY Program to design and construct the replacement of the Loring Crossing Bridge, AND

WHEREAS, the Cortland County Legislature has accepted the funding for said project by Resolution # 9-19, AND

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

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

WHEREAS, the Cortland County Legislature approved an agreement with Barton & Loguidice Engineers, DPC for design of said project by Resolution 11-19, AND

WHEREAS, the Highway Committee recommends Barton and Loguidice Engineers, DPC for the Construction Inspection Services for the said project, AND

WHEREAS, the funding for said services is budgeted in the 2021 Capital Projects Budget, AND

WHEREAS, the amount of the Construction Inspection for said services is \$287,000.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Supplemental Agreement # 1 with Barton and Loguidice Engineers, DPC for Construction Inspection Services to the Cortland County Highway Department for an amount not to exceed \$287,000.00, 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 execute a contract agreement with Barton and Loguidice Engineers, DPC, 443 Electronics Parkway, Liverpool, NY 13088 for Professional Services for the Construction Inspection of the Loring Crossing Bridge (BIN 3312300) Replacement.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 7 – Authorize Agreement Between Cortland County and the New York Nurse's Association

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF BISCHOFF

RESOLUTION NO. 93-21

Authorize Agreement Between Cortland County and the New York Nurse's Association

WHEREAS, the Cortland County and New York State Nurse's Association (NYSNA) negotiating committees have not been able to meet to negotiate a new contract due to COVID-19, AND

WHEREAS, the parties have agreed to a one year extension of the current contract effective July 1, 2021 to June 30, 2022, AND

WHEREAS, NYSNA has ratified the contract extension, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the extension of the current contract between the County and NYSNA effectively July 1, 2021 to June 30, 2022.

AGENDA ITEM NO. 8 – Amend 2021 Budget/Authorize Agreement with New York State Office of Mental Health to Accept Systems of Care Mini-Grant Funds - Mental Health Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Kevin Fitch
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF BISCHOFF

RESOLUTION NO. 94-21

Amend 2021 Budget/Authorize Agreement with New York State Office of Mental Health to Accept Systems of Care Mini-Grant Funds - Mental Health Department

WHEREAS, the New York State Office of Mental Health has awarded the Cortland County Mental Health Department a Systems of Care Mini-Grant in an amount not to exceed \$25,000 to invest in software and equipment for a Systems Of Care platform, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to sign an agreement with the Office of Mental health to accept these funds, AND BE IT FURTHER

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

Increase:

Revenue:

A43104.44490.4200

\$25,000.00

Expense:

A43105.52060.4200

\$25,000.00

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 9 – A Resolution of the Cortland County Legislature Supporting the Finger Lakes National Heritage Area

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FITCH

RESOLUTION NO. 95-21

A Resolution of the Cortland County Legislature Supporting the Finger Lakes National Heritage Area

WHEREAS, the Finger Lakes form a unique and diverse region in Upstate New York and encompasses a patchwork of cultures and history, as well as spectacular natural, scenic and recreational resources that reflect a unique contribution to the collective American identity, AND

WHEREAS, the Finger Lakes is distinguished by eleven pristine lakes formed over 19,000 years ago at the end of the “Ice Age” that have over the years been Native American hunting grounds and villages, rich agricultural lands that inspired settlement, villages and small towns, a world renowned wine industry, which have together formed a unique and distinctive landscape, AND

WHEREAS, the Congress of the United States has the authority to designate National Heritage Areas that encompasses a region where natural, cultural, historic and recreational resources combine to form a cohesive, nationally distinctive landscape shaped by geography and cultural traditions, AND

WHEREAS, the Finger Lakes National Heritage Area Feasibility Study was authorized by the John D. Dingell, Jr. Conservation, Management, and Recreation Act of 2019, which directed the Secretary of the Interior to evaluate the natural, historic, cultural, educational, and recreational resources of the Finger Lakes, AND

WHEREAS, the legislation identified the following counties to be considered as part of the study: Cayuga, Chemung, Cortland, Livingston, Monroe, Onondaga, Ontario, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, and Yates, AND

WHEREAS, Cortland County is within the Finger Lakes Tourism region, as designated by New York State law and the National Heritage Area study area and has a plethora of natural, cultural, historic, agricultural and recreational resources pertinent to the study, AND

WHEREAS, the Finger Lakes Tourism Alliance has worked since 2014 with regional and area civic organizations, local jurisdictions and local governments, business community and numerous other stakeholders and non-profit groups in submitting the original request to the National Park Service which resulted in the Feasibility Study in 2021, and continues to work the National Park Service to gather input from the public regarding the creation of a national heritage area in the Finger Lakes, NOW,
THEREFORE BE IT

RESOLVED, that the Cortland County Legislature supports the Finger Lakes National Heritage Area designation and the inclusion of all fourteen counties including Cayuga, Chemung, Cortland, Livingston, Monroe, Onondaga, Ontario, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, and Yates counties in the National Heritage Area, and supports Finger Lakes Tourism Alliance in their current and future leadership role in administering the National Heritage Area.

AGENDA ITEM NO. 10 – Amend and Adopt the Cortland County Consolidated Housing Plan - Cortland County Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FITCH

RESOLUTION NO. 96-21

Amend and Adopt the Cortland County Consolidated Housing Plan - Cortland County Planning Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 180-17 which updated the Cortland County Consolidated Housing Plan w in accordance with 24 CFR Subpart c - Local Governments; Contents of a Consolidated Plan, 91.200, AND

WHEREAS, the Consolidated Plan is an extensive look at all aspects of the community's housing and non-housing needs and is used for future housing-related, economic development, and infrastructure funding requests, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 213-18 which authorized an application for funds from the New York State Office of Community Renewal through its Community Development Block Grant Program for the purpose of conducting a Substandard Housing Survey, AND

WHEREAS, funds were awarded to conduct such a survey, AND

WHEREAS, the Substandard Housing Survey has now been completed and the document must be added to the Cortland County Consolidated Plan, AND

WHEREAS, failure to adopt an updated Plan may limit State and Federal funding for new or existing housing development projects, programs and services as funding sources often require funding requests to be in conformance with up-to-date community plans, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby officially amends and adopts the revised Cortland County Consolidated Housing Plan.

AGENDA ITEM NO. 11 – Authorize the County Administrator to Sign Contracts for Transit Display Advertising on County-Owned Buses - Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

Authorize the County Administrator to Sign Contracts for Transit Display Advertising on County-Owned Buses - Planning Department

WHEREAS, Cortland County-owned buses have space for transit display advertising, AND

WHEREAS, it is in the best interest of Cortland County for the County Administrator in conjunction with the County Mobility Manager to administer the transit display advertising contracts, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized and directed to sign agreements for transit display advertising on County-owned buses.

AGENDA ITEM NO. 12 – Adopt Cortland County Coordinated Public Transit Human Services Transportation Plan 2020 - Cortland County Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

Adopt Cortland County Coordinated Public Transit Human Services Transportation Plan 2020 - Cortland County Planning Department

WHEREAS, the New York State Department of Transportation/Federal Transit Authority requires that an updated Transportation Needs Assessment be completed by Cortland County to address federal mobility management goals that were first established under the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) and continued under the Moving Ahead for Progress in the 21st Century Act (MAP-21) which was passed in 2012, and were reaffirmed through the FAST Act (Fixing America's Surface Transportation Act) signed into law December 2015, AND

WHEREAS, Resolution No. 263-13 authorized the adoption of a Cortland County Coordinated Public Transit Human Services Transportation Plan 2013 which addressed the federal mobility management goals first established under the SAFETA-LU and continued under the MAP-21 which passed in 2012, AND

WHEREAS, Cortland County is currently utilizing the Federal Transportation Administration programs Section 5311 Formula Grant for Rural Areas, Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities, and the Coronavirus Aid, Relief and Economic Security (CARES) Act to improve public transportation services available to residents of Cortland County, AND

WHEREAS, the Cortland County Coordinated Public Transit Human Services Transportation Plan 2020 was prepared to address federal mobility management goals first established under the SAFETA-LU, MAP-21, and the FAST Act, AND

WHEREAS, the adoption of the Cortland County Coordinated Public Transit Human Services Transportation Plan 2020 will update the coordinated plan currently in effect to better address the transportation needs of Cortland County by encouraging coordination efforts between providers of transportation and cooperation between human service agencies which could increase efficiencies in operation and provide more transportation options; marketing current and proposed services to the general

public and educating the public and those who work with specialized populations on the available transportation services; working with other counties in the region to create a transportation network not constrained by county borders; and using available FTA funding to work on coordination efforts and the creation of new services to address unmet transportation needs, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby officially adopts the Cortland County Coordinated Public Transit Human Services Transportation Plan 2020.

AGENDA ITEM NO. 13 – Create the Position of Cortland County Mobility Manager

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FITCH

RESOLUTION NO. 99-21

Create the Position of Cortland County Mobility Manager

WHEREAS, the needs of the County will be better served by creating one full time position of Mobility Manager, AND

WHEREAS, the funding for this position will be provided through grants, AND

WHEREAS, Agriculture, Planning & Environmental Committee, the Health and Human Services Committee and the Finance and Administration Committees recommend the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one position of Mobility Manager (Management, Grade 11, \$41,494-\$50,484/year, competitive class) be created effective April 23, 2021 at 12:01 A.M., with approval to fill, AND BE IT FURTHER

RESOLVED, that maintaining said position in the future is contingent upon continued grant funding.

AGENDA ITEM NO. 14 – Adopt the Cortland County Transportation Advisory Committee Bylaws - Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FITCH

RESOLUTION NO. 100-21

Adopt the Cortland County Transportation Advisory Committee Bylaws - Planning Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 289-19 which authorized the establishment of the Transportation Advisory Committee as a Citizen's Advisory Committee, AND

WHEREAS, the Cortland County Transportation Advisory Committee has developed bylaws to

formalize the committee with said bylaws subject to Legislative review and approval, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Transportation Advisory Committee by-laws are hereby approved by the Cortland County Legislature, AND BE IT FURTHER

RESOLVED, that a copy of the bylaws shall be kept on file with the Clerk of the Legislature.

AGENDA ITEM NO. 15 – Appoint Members to Transportation Advisory Committee - Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FITCH

RESOLUTION NO. 101-21

Appoint Members to Transportation Advisory Committee - Planning Department

WHEREAS, Resolution Number 289-19 authorized the formalization of the Transportation Advisory Committee as a Citizen's Advisory Committee, AND

WHEREAS, the Transportation Advisory Committee as a formal subcommittee of the Agriculture, Planning, and Environment Committee will consist of a membership from a wide variety of community service agencies and government agencies, AND

WHEREAS, the following agencies would best support the transportation system within Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature appoint the following community service and government agency representatives or designee to the Transportation Advisory Committee.

Aaron Baier	Access to Independence
Liz Haskins	Area Agency on Aging
Lindy Glennon	CAPCO
Marie Walsh	Catholic Charities
Robert Corpora	Cortland County Administrator
Kevin Fitch	Cortland County Legislature
Dan Dineen*	Cortland County Planning Department
Amy Buggs	Cayuga/Cortland Workforce Development Board
Kristen Monroe	Cortland County Department of Social Services
Carol Morse*	First Transit, Inc
Michele Gravel	JM Murray Center

Catherine Wilde*	Mobility Manager
Zach Newswanger	SUNY Cortland
Greg Lyons	TC3 Card Office
Jackie Leaf	Seven Valleys Health Coalition
Jennifer Hillman	Cortland County Health Department
Sharon MacDougall	Cortland County Mental Health Department

(* - Ex-Officio)

AGENDA ITEM NO. 16 – Amend 2021 Budget to Accept New York State Operating Assistance (STOA) State Funding Year 2020- 21 “Clean Up” Funding New York State Department of Transportation Federal Section 5311 - Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FITCH

RESOLUTION NO. 102-21

Amend 2021 Budget to Accept New York State Operating Assistance (STOA) State Funding Year 2020- 21 “Clean Up” Funding New York State Department of Transportation Federal Section 5311 - Planning Department

WHEREAS, the Public Transportation Bureau has sent vouchers to the New York State Comptroller that distributes the SFY 2020-2021 State Wide Mass Transportation Operating Assistance (STOA) “Clean Up” payments to the upstate formula bus systems. These payments distribute the remaining 2020-2021 STOA appropriation balances for the upstate formula bus systems, AND

WHEREAS, the County has received SFY 2020-2021 STOA “Clean Up” payment of \$89,288.10 from the New York State Department of Transportation under Federal Section 5311 for transit operating assistance AND

WHEREAS, the Budget and Finance has adjusted the Revenue account A563044.44589 to indicate the acceptance of the funding, AND

WHEREAS, the Budget and Finance has adjusted the Expense account A56305.54081, AND

WHEREAS, to continue this program for the period of January 1, 2021 to December 31, 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Board of Legislature authorizes the release said payment to First Transit and create the following 2021 budget modification.

	<u>CURRENT</u>	<u>CHANGE</u>	<u>REVISED</u>
Expense: Bus Operations Program Expense Increase A56305-54800	\$772,448	+\$89,288.10	\$861,736.10
Revenue: 5311 STOA Passenger and Miles Decrease A563044.43589	\$516,948	+\$89,288.10	\$606,236.10

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 17 – A Local Law Implementing a Demonstration Program Imposing Owner Liability for Failure of an Operator to Stop for a School Bus Displaying a Red Visual Signal and Stop-Arm

RESULT:	REFER TO COMMITTEE-VOTE [13 TO 3]
	Next: 7/8/2021 9:00 AM
MOVER:	Ann Homer, Legislator
SECONDER:	George Wagner, Majority Leader
AYES:	Bentley, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Eccleston
NAYS:	Beau Harbin, Ronald J. Van Dee, Paul Heider
EXCUSED:	Sandra Price

ON MOTION OF PRICE

RESOLUTION NO.

A Local Law Implementing a Demonstration Program Imposing Owner Liability for Failure of an Operator to Stop for a School Bus Displaying a Red Visual Signal and Stop-Arm

BE IT ENACTED BY THE BOARD OF COUNTY LEGISLATORS OF THE COUNTY OF CORTLAND, STATE OF NEW YORK, AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT.

The Cortland County Legislature hereby finds and determines that New York State has authorized counties to implement a demonstration program or monitoring program which will allow Cortland County to install cameras on the exterior of school buses in participating school districts, and impose monetary liability on vehicles that fail to stop behind or in front of a school bus while the school bus stop signs are extended, including traffic traveling in both directions on divided highways.

The Cortland County Legislature also finds and determines that cars that fail to stop when a school bus operator engages the bus stop signs pose a threat to the safety of the children entering and exiting the bus.

The Cortland County Legislature further finds and determines that it is difficult to ticket drivers who disregard school bus stop signs without video evidence of the violation, as there are usually no members of law enforcement witnessing the violation.

The Cortland County Legislature determines that this school bus photo violation monitoring program will not only help to keep children safe when entering and exiting the school bus, but will also act as a deterrent to those who debate passing a school bus while the stop signs are engaged.

Therefore, the purpose of this law is to implement a demonstration program to impose monetary liability on the owner of a vehicle for failure of the operator to stop when a school bus has its stop signs extended in Cortland County through the installation and monitoring of external school bus cameras.

SECTION 2. DEFINITIONS.

For the purposes of this Local Law, the following terms shall have the following meanings:

- A. "County" shall mean the County of Cortland.
- B. "Manual on Uniform Traffic Control Devices" or "MUTCD" shall mean the manual and specifications for a uniform system of traffic control devices maintained by the Commissioner of the Department of Transportation pursuant to Section 1680 of the New York Vehicle Traffic Law.
- C. "Owner" shall have the meaning provided in Section 239 of the New York Vehicle and Traffic Law.
- D. "School Bus Photo Violation Monitoring System" shall mean a device that is capable of operating independently of an enforcement officer which is installed to work in conjunction with a school bus stop-arm and which automatically produces two or more photographs, two or more microphotographs, a videotape or other recorded images of a vehicle at the time it is used or operated in violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law.

SECTION 3. PROGRAM ESTABLISHED.

- A. There is hereby established, pursuant to Section 1174-a of the New York State Vehicle and Traffic Law, a demonstration program imposing monetary liability on Owners of vehicles for failure of the operators thereof to comply with Section 1174 of the New York State Vehicle and Traffic Law when meeting a school bus marked and equipped as provided in subdivisions 20 and 21-c of Section 375 of the New York State Vehicle and Traffic Law in Cortland County.
- B. Under such demonstration program the County is hereby authorized to install and operate School Bus Photo Violation Monitoring Systems which may be stationary or mobile, and which may be installed, pursuant to an agreement with a school district within the County on school buses owned and/or operated by such school district. Provided, however, that:
 - I. No stationary School Bus Photo Violation Monitoring System shall be installed or operated by the County, except on roadways under the jurisdiction of the County; and
 - II. No mobile School Bus Photo Violation Monitoring System shall be installed or operated on any such school buses unless the County and such school district enter into an agreement for such installation and operation.
- C. To carry out the demonstration program, the County, acting by and through the County Administrator, is authorized to enter into agreements with school districts for the installation, maintenance and use of School Bus Photo Violation Monitoring Systems, for the proper handling and custody of photographs, microphotographs, videotapes, other recorded images and data produced by such systems, and for the forwarding of such photographs, microphotographs, videotapes, other recorded images and data to the County, subject to the provisions of this section and Section 1174-a of the New York Vehicle and Traffic Law and approval of the Board of County Legislators.
- D. Nothing in this Local Law shall be construed to prevent the County or school district at any time from withdrawing from or terminating an agreement for the installation, maintenance and use of School Bus Photo Violation Monitoring Systems, provided however, that the County or the school district shall provide no less than thirty days' required notice to the other for such

withdrawal, if any, prior to such withdrawal.

E. Cost of Program and Reports Relating Thereto.

- I. The total cost to the school district of the installation, maintenance and use of School Bus Photo Violation Monitoring Systems pursuant to an agreement authorized by this Local Law shall be borne entirely by the County.
 - II Any participating school district, acting by and through the Superintendent of Schools of such district, or his or her designee shall provide any report required of the district, pursuant to Section 1174-a of the Vehicle and Traffic Law, to the State or any official thereof.
 - III. To the extent that the County shall be required to issue any report to the State or any official thereof as a result of the adoption of this Local Law and/or Section 1174-a of the Vehicle and Traffic Law, the Cortland County Sheriff's Office shall cause the same to be prepared pursuant to this Local or applicable State law.
- (a) Pursuant to Section 1174-a (a)(3)(i) of the Vehicle and Traffic Law, any school district participating in the demonstration program shall be prohibited from accessing any photographs, microphotographs, videotapes, other recorded images and data from School Bus Photo Violation Monitoring Systems but shall provide, pursuant to the agreement with the County, as provided in this Local Law, for the proper handling and custody of such photographs, microphotographs, videotapes, other recorded images and data produced by such systems, and for the forwarding of such photographs, microphotographs, videotapes, other recorded images and data to the County for the purpose of determining whether a motor vehicle was operated in violation of subdivision of Section 1174 of the New York Vehicle and Traffic Law and imposing monetary liability on the Owner of such motor vehicle therefor.
 - (b) The agreements between the County and the school district shall provide that photographs, microphotographs, videotapes other recorded images and data produced by School Bus Photo Violation Monitoring Systems shall be destroyed (i) ninety days after the date of the alleged imposition of liability if a notice of liability is not issued for such alleged imposition of liability pursuant to this Local Law; or (ii) upon final disposition of a notice of liability issued pursuant to this Local Law.
- F. The County shall adopt and enforce measures to protect the privacy of drivers, passengers, pedestrians and cyclists whose identity and identifying information may be captured by a school bus photo monitoring device. Such measures shall include:
- I. Utilization of necessary technologies to ensure, to the extent practicable, that photographs produced by such School Bus Photo Violation Monitoring Systems shall not include images that identify the driver, the passengers, the contents of the vehicle, pedestrians and cyclists, provided, however, that no notice of liability issued pursuant to this section shall be dismissed solely because a photograph or photographs allow for the identification of the contents of a vehicle, provided that the County has made a reasonable effort to comply with the provisions of this paragraph; and
 - II. A prohibition of the use or dissemination of vehicles' license plate information and other information and images captured by School Bus Photo Violation Monitoring Systems except: (a) as required to establish liability under this section or collect payment of penalties; (b) as required by court order; or (c) as otherwise required by law; and
 - III. Oversight procedures to ensure compliance with the privacy protection measures

required herein.

- G. The County, acting by and through the Commissioner of the Department of Public Works (DPW) shall also undertake the installation of signage in conformance with standards established in the MUTCD. Such signage shall be installed at each roadway entrance of the jurisdictional boundaries of the County giving notice that School Bus Photo Violation Monitoring Systems are used to enforce restrictions on vehicles violating Section 1174 of the New York Vehicle and Traffic Law. For the purposes of this paragraph, the term "roadway" shall not include state expressway routes or state interstate routes but shall include controlled-access highway exit ramps that enter the boundaries of the County.

SECTION 4. PENALTIES.

An Owner liable for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law shall be liable for monetary penalties in accordance with the following schedule of fines and penalties:

- A. Two hundred fifty dollars (\$250.00) for a first violation;
- B. Two hundred seventy-five dollars (\$275.00) for a second violation committed within eighteen (18) months of the first violation;
- C. Three hundred dollars (\$300.00) for a third violation or subsequent violation all of which were committed within eighteen (18) months from the first violation; and
- D. An additional penalty of twenty-five dollars (\$25.00) for each violation for the failure to respond to a notice of liability within the prescribed time period.

SECTION 5. NOTICE OF LIABILITY.

- A. A notice of liability shall be sent as provided by New York State Law by first class mail to each person alleged to be liable as an Owner for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law. Personal delivery on the Owner shall not be required. A manual or automatic record of mailing prepared in the ordinary course of business shall be prima facie evidence of the facts contained therein. To the extent that New York State Law does not preclude the County from causing such mailing to be made, the County shall undertake or cause to be undertaken such mailing.
- B. A notice of liability shall contain the name and address of the person alleged to be liable as an Owner for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law, the registration number of the vehicle involved in such violation, the location where such violation took place, the date and time of such violation and the identification number of the camera which recorded the violation or other document locator number.
- C. A notice of liability shall contain information advising the person charged of the manner and the time in which he or she may contest the liability alleged in the notice. Such notice of liability shall also contain a warning to advise the persons charged that failure to contest in the manner and time provided shall be deemed an admission of liability and that a default judgment may be entered thereon.
- D. The notice of liability may contain such other information as the entity causing such notice of liability to be mailed deems appropriate to communicate the law, the adjudicatory process if the addressee of the notice wishes to contest the notice of liability.

SECTION 6. OWNER LIABILITY.

- A. The Owner of a vehicle shall be liable for a penalty imposed pursuant to this Local Law if such vehicle was used or operated with the permission of the Owner, express or implied, in violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law and such violation is evidenced by information obtained from a School Bus Photo Violation Monitoring System; provided however that no Owner of a vehicle shall be liable for a penalty imposed pursuant to this Local Law where the operator of such vehicle has been convicted of the underlying violation of subdivision (a) of Section 1174 of the New York State Vehicle and Traffic Law. For purpose of this Section and this Local Law, there shall be a presumption that such vehicle was used and operated with the consent of the Owner at the time it was used and operated in violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law.
- B. If the Owner receives a notice of liability pursuant to this Local Law for any time period during which the vehicle was reported to the police as having been stolen, it shall be a valid defense to an allegation of liability for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law that the vehicle had been reported to the police as stolen prior to the time the violation occurred and had not been recovered by such time. For purposes of asserting the defense provided by this subdivision, it shall be sufficient that a certified copy of the police report on the stolen vehicle be sent or delivered to a court of competent jurisdiction or parking violations bureau having jurisdiction where any contested notice of liability would otherwise be determined.
- C. An Owner who is a lessor of a vehicle to which a notice of liability was issued pursuant to this Local Law shall not be liable for the violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law, provided that he or she complies with the provisions of Section 1174-a of the New York Vehicle and Traffic Law and otherwise sends to the Court of competent jurisdiction or other adjudicatory bureau or agency of competent jurisdiction, a copy of the rental, lease or other such contract document covering such vehicle on the date of the violation, with the name and address of the lessee clearly legible, within thirty-seven (37) days after receiving notice from the agency or entity which caused such notice of liability to be issued, together with the information contained in the original notice of liability. Failure to send such information within thirty seven (37) day time period shall render the Owner liable for the penalty prescribed by this Local Law. Where the lessor complies with the provisions of this paragraph, the lessee of such vehicle for purposes of this Section, shall be deemed to be the Owner of such vehicle on the date of such violation for the purposes of this Section, shall be subject to liability for the violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law and shall be sent a notice of liability pursuant to Section 4 of this Local Law.
- D. A certificate, sworn to or affirmed by a technician employed by the County, or a facsimile thereof, upon inspection of photographs, microphotographs, videotapes, other recorded images produced by a School Bus Photo Violation Monitoring System, shall be prima facie evidence of the facts contained therein. Any photographs, microphotographs, videotapes, or other recorded images evidencing such a violation shall be available for inspection in any proceeding to adjudicate the liability for such violation.
- E. It shall be a defense to any prosecution for or allegation of a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law that such school bus stop-arms were malfunctioning at the time of the alleged violation.
- F. An imposition of liability under this Local Law shall not be deemed a conviction and shall not be made part of the operating record of the person upon whom such liability is imposed nor shall

it be used for insurance purposes in the provision of motor vehicle insurance coverage.

- G. All fines and penalties collected pursuant to this law shall be deposited with the County Treasurer.
- H. For the purpose of informing and educating Owners for motor vehicles in this County during the first thirty-day (30) period in which a School Bus Photo Violation Monitoring System is in operation pursuant to the provisions of this Local Law, all Owners of motor vehicles who would otherwise be held liable for failure of operators thereof to comply with Section 1174 of the New York Vehicle and Traffic Law when meeting a school bus marked and equipped as provided in subdivisions 20-21-c of Section 375 of such Law, shall be issued a written warning in lieu of a notice of liability.

SECTION 7. ADJUDICATION OF LIABILITY.

Liability pursuant to the demonstration program established hereunder shall be imposed upon Owners by the Court of competent jurisdiction in Oneida County or in another other manner pursuant to the New York State General Municipal or Vehicle and Traffic Law(s).

SECTION 8. ACTION FOR INDEMNIFICATION.

If the Owner held liable for a violation of subdivision (a) of Section 1174 of the New York Vehicle and Traffic Law pursuant to this Local Law was not the operator of the vehicle at the time of the violation, the Owner may maintain an action for indemnification against the operator.

SECTION 9. REPORTING REQUIREMENTS.

- A. The County, acting by and through the Cortland County Sheriff's Office, shall develop and cause to be submitted an annual report on the results of the use of a School Bus Photo Violation Monitoring System to the Governor, the president of the Senate and the speaker of the Assembly on or before June 1 of each year in which the demonstration program is operable. Such report shall include any information required by Section 1174- a (m) of the New York Vehicle and Traffic Law to be included as a result of the enactment of this Local Law.
- B. Pursuant to the requirements of Section 1174-a of the New York State Vehicle and Traffic Law, courts, bureaus, and agencies conducting adjudications as a result of this Local Law shall report at least annually to the County on the quality of the adjudication process and its results including the total number of hearings scheduled, re-scheduled, and held; the total number of persons scheduled for such hearings; the total number of cases where fines were paid on or before the hearing date; and the total number of default judgments entered.
- C. The County, acting by and through the Cortland County Sheriff's Office, shall annually provide a copy of the annual report submitted pursuant to subsections A and B of this Section, to each Local Law enforcement agency having jurisdiction to enforce violations of the vehicle and traffic law or any ordinance, rule or regulation relating to traffic adopted pursuant to such law on roadways within the County.

SECTION 10. APPLICABILITY.

This Local Law shall apply to all actions in school districts that have agreements with the County for any school year commencing on or after September 1st, 2021.

SECTION 11. SEVERABILITY.

If any clause, sentence, paragraph, subdivision, section, or part of this Local Law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be

adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment 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 of this Local Law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 12. EFFECTIVE DATE

This Local Law shall take effect on June 1, 2021.

AGENDA ITEM NO. 18 – Appoint Cortland County Coroner

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Stock, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF PRICE

RESOLUTION NO. 103-21

Appoint Cortland County Coroner

WHEREAS, due to the resignation of Kevin Sharp as County Coroner a vacancy exists, AND

WHEREAS, New York State County Law, Section 400 provides for the appointment of Coroner when a vacancy exists, NOW THEREFORE, BE IT

RESOLVED, that Brian Riccardi be and hereby is appointed County Coroner to serve from April 23, 2021 until December 31st, 2021 and be compensated in accordance with the Management/Management Confidential Compensation Employment Policy.

AGENDA ITEM NO. 19 – Amend the 2021 Budget Related to the Lease of Sheriff's Department Vehicles - Sheriff's Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Stock, Legislator
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF PRICE

RESOLUTION NO. 104-21

Amend the 2021 Budget Related to the Lease of Sheriff's Department Vehicles - Sheriff's Department

WHEREAS, the Cortland County Sheriff's Department leased vehicles in 2020, AND

WHEREAS, due to the impact of the COVID-19 pandemic, the vehicles were not received until December of 2020, and therefore the vehicles were not placed into service until 2021, AND

WHEREAS, the Sheriff's Department incurred expenses for the leased vehicles in 2021, NOW THEREFORE BE IT

RESOLVED, the Cortland County Sheriff's 2021 budget be amended as follows:

Increase 2021:

A31205.54301	Leased Equipment	\$20,000
A31505.54301	Leased Equipment	\$2,500
A31205.54765	Judgment & Claims	\$2,240
A359900	Appropriated Fund Balance	\$24,740

Referred from Government Operations Committee

AGENDA ITEM NO. 20 – Adopt the Administrative Manual: the Policies and Procedures of Cortland County Government

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Wilson, Legislator
SECONDER:	Cathy Bischoff, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 105-21

Adopt the Administrative Manual: the Policies and Procedures of Cortland County Government

WHEREAS, there is a need to establish an Administrative Manual for all Cortland County Policies, AND

WHEREAS, there is a need to establish a clear procedure for amending the Administrative Policy and to ensure that all policies and procedures of the Administrative Manual are reviewed and updated through a coordinated and monitored process, NOW THEREFORE BE IT

RESOLVED, upon recommendation of the Government Operations Committee, the Administrative Manual is hereby adopted.

AGENDA ITEM NO. 21 – Amend Management/Management Confidential Compensation Policy – Personnel Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Wilson, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 106-21

Amend Management/Management Confidential Compensation Policy – Personnel Department

WHEREAS, the Cortland County Legislature adopted a local law on November 14, 2011 entitled “A Local Law to Adopt the County of Cortland Employment Policy Manual for Department Heads,

Management Employees, Management/Confidential Employees and a Grade and Step plan for employees falling under the plan”, AND

WHEREAS, the Legislature's Government Operations Committee has reviewed recommended amendments to the County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and supports the various amendments, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby adopts the amended County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees.

AGENDA ITEM NO. 22 – Authorize Contract with the Cortland Enlarged Central School District for Use Voting Machines for School Board Elections & Budget Vote - Board of Elections

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Wilson, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 107-21

Authorize Contract with the Cortland Enlarged Central School District for Use Voting Machines for School Board Elections & Budget Vote - Board of Elections

WHEREAS, Resolution No. 92-19 authorized a two-year contract with Cortland County School Districts and the Cortland County Board of Elections to conduct said elections, AND

WHEREAS, the Board of Elections and the Cortland Enlarged City School District wish to enter into a new two year contract, AND

WHEREAS, the County has established rates for the use of voting machines, AND

WHEREAS, all revenue received from the from the rental of said voting machines shall be deposited into account # A145042.41289.SCH, Departmental Fees, School, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is authorized to sign agreements with the Cortland Enlarged City School district for use of voting machines for school board elections and budget vote, AND BE IT FURTHER

RESOLVED, that the term of said agreement shall be for two years.

AGENDA ITEM NO. 23 – Authorize Agreement with Dominion Voting Systems Corporation for Lease of Voting Machines - Board of Elections

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Wilson, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 108-21

Authorize Agreement with Dominion Voting Systems Corporation for Lease of Voting Machines - Board of Elections

WHEREAS, the Cortland County voting machines have reached the end of their useful life, AND

WHEREAS, The New York State Board of Elections has approved the use of two types of voting machines, AND

WHEREAS, both types of voting systems have gone through very strict certification before being authorized by use in New York State, AND

WHEREAS, after reviewing the Dominion Voting Systems Corporation proposal to lease 33 voting machines for seven years at a cost of \$60,295.00 per year, AND

WHEREAS, the Cortland County Board of Elections and the Cortland County Administrator recommends the County Legislature authorize the Dominion proposal and related lease agreement, AND

WHEREAS, the Legislature's Government Operations Committee has reviewed the recommendations of the Board of Elections and the County Administrator, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the County Administrator upon review and approval of the County Attorney or designee to enter into a multi-year agreement with Dominion Voting Systems Corporation at a cost of \$60,295.00 per year with cost such agreement to be paid from account #A14505.54065.

AGENDA ITEM NO. 24 – Reclassification of Fiscal Officers to Fiscal Managers in the Highway and Public Health Departments - Personnel Department

RESULT:	ADOPTED [13 TO 3]
MOVER:	Susan Wilson, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Newell, Waldbauer, Wagner, Heider, Eccleston
NAYS:	Linda Jones, Kelly L. Fairchild-Preston, Joseph Nauseef
EXCUSED:	Sandra Price

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 109-21

Reclassification of Fiscal Officers to Fiscal Managers in the Highway and Public Health Departments - Personnel Department

WHEREAS, the needs of the Highway and Health departments will be better served by reclassifying two positions of Fiscal Officer, one in the Highway Department and one in the Public Health Department, AND

WHEREAS, the County Administrator and Personnel Officer have reviewed the duties of these

positions and recommend that the positions be re-classified to the position of Fiscal Manager to reflect the expanded duties, AND

WHEREAS, the Highway, Health and Human Services, Government Operations, and Finance Administration committees have reviewed the recommendations of the County Administrator and Personnel Officer, NOW, THEREFORE, BE, IT

RESOLVED, that two positions of Fiscal Officer (Grade 10, \$44,607-\$54,272 Management Compensation competitive class) be and hereby are abolished effective April 22, 2021 at 12:00 p.m, AND BE IT FURTHER

RESOLVED, that two positions of Fiscal Manager (Grade 9, \$47,952 - \$58,341 Management Compensation competitive class) be created effective April 23, 2021 at 12:01 a.m., AND BE IT FURTHER

RESOLVED, that the current incumbents will fill the newly created positions.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 25 – Reallocate Salary Grade for Undersheriff, Director, Area Agency on Aging, and Personnel Department Payroll Coordinator - Personnel Department

RESULT:	ADOPTED [13 TO 3]
MOVER:	George Wagner, Majority Leader
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Newell, Waldbauer, Wagner, Heider, Eccleston
NAYS:	Linda Jones, Kelly L. Fairchild-Preston, Joseph Nauseef
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO. 110-21

Reallocate Salary Grade for Undersheriff, Director, Area Agency on Aging, and Personnel Department Payroll Coordinator - Personnel Department

WHEREAS, the County Administrator and the Personnel Officer have reviewed the salary grade for Undersheriff, Area Agency on Aging Director, and Payroll Coordinator (Personnel Department), AND

WHEREAS, the County Administrator and the Personnel Officer each recommend that the aforesaid positions be reallocated as follows:

Undersheriff - Grade 3 to Grade 2

Area Agency on Aging Director - Grade 5 to Grade 4

Payroll Coordinator - Grade 4 Management Confidential to Grade 5 Management Confidential,

NOW, THEREFORE, BE IT

RESOLVED, that the aforementioned positions are hereby reallocated in the Management/Management Confidential Compensation Employment Policy as follows:

Undersheriff - Grade 3 \$74,005 - \$90,037 to Grade 2 \$79,554 - \$96,791

Area Agency on Aging Director - Grade 5 \$64,039 - \$77,913 to Grade 4 \$68,842 - \$83,755

Payroll Coordinator - Grade 4 \$20,204 - \$24,581 Management Confidential to Grade 5 \$21,856 - \$26,592 Management Confidential

AND BE IT FURTHER

RESOLVED, that the effective date is April 23, 2021.

AGENDA ITEM NO. 26 – Reject Bids for Property Tax Foreclosure Auction Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO. 111-21

Reject Bids for Property Tax Foreclosure Auction Services

WHEREAS, the Cortland County Treasurer advertised and received bids for Property Tax Foreclosure auction services, AND

WHEREAS the County received bids from the following auctioneers;

Absolute Auctions, 45 South Ave. Pleasant Valley NY 12569

Auctions International, 11167 Big Tree Road, East Aurora, NY 14052

Collar City Auctions Realty & Mgmt., 9423 Western Tpke. Delanson, NY 12053

Mel Manasse & Sons Auctionners, LLC., 12 Henry St., PO Box 738, Whitney Point, NY 13862

AND

WHEREAS, the COVID-19 Pandemic has forced a need to reevaluate the manner in which Cortland County property tax foreclosure auctions are conducted; including but not limited to conducting such auctions remotely via the internet, AND

WHEREAS, the scope of the County's request for proposals for property tax foreclosure auctioneer services did not include provisions for remote auctions and were not requested, AND

WHEREAS, it is in the County's best interest to revise the scope of services for property tax foreclosure auctioneer services and advertise accordingly, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby formally rejects all bid proposals for Property Tax Foreclosure Auctioneer services and directs the County Treasurer to revise the scope of services and advertise for Property Tax Foreclosure Auctioneer services for Cortland County tax foreclosure auctions for tax years 2019, 2020, 2021, and 2022.

AGENDA ITEM NO. 27 – Authorize Semi-Annual Mortgage Tax Collections Disbursement to Various Municipalities for the Period of October 1, 2020-March 31, 2021

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF WAGNER

RESOLUTION NO. 112-21

Authorize Semi-Annual Mortgage Tax Collections Disbursement to Various Municipalities for the Period of October 1, 2020-March 31, 2021

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for October 1, 2020-March 31, 2021, has been prepared and submitted by the Cortland County Clerk and has been approved by the NYS Department of Taxation and Finance, AND

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

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

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

Cortland, City of	\$249,683.55	
Cncinnatus, Town of	7,692.82	
Cortlandville, Town of	155,769.15	
McGraw, Village of		4,434.94
Homer, Village of		482.06
Cuyler, Town of		9,833.70
Freetown, Town of	6,307.66	
Harford, Town of	6,489.22	
Homer, Town of	38,930.70	
Homer Village of		29,237.23
Lapeer, Town of	10,654.86	
Marathon, Town of	7,442.19	
Marathon, Village of	4,081.80	
Preble, Town of	17,669.44	
Scott, Town of	6,709.83	

Solon, Town of	6,076.79
Taylor, Town of	897.88
Truxton, Town of	7,424.78
Virgil, Town of	28,128.05
Willet, Town of	3,659.71
TOTAL	\$601,606.36

Executive Session

Mr. Heider made a motion to enter executive session, Ms. Bischoff seconded the motion. Mr. Nauseef opposed. The Legislature entered executive session at 8:05 PM

Ms. Homer made a motion to return to regular session, Mr. Wagner seconded the motion; the Legislature returned to regular session at 8:26 PM.

Adjourn

Ms. Howe announced her planned retirement from County service. Her final day will be May 21, 2021.



Cortland County Legislature

Legislative Session

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

~ Minutes ~

Thursday, March 25, 2021

6:00 PM

Board Room

Salute to the Flag

Public Hearing

A Public Hearing to Consider Revisions to the Cortland County Agricultural District

RESULT:	CLOSED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

Call to Order

The meeting was called to order at 6:00 PM by Chairman Paul Heider

Attendee Name	Organization	Title	Status	Arrived	Departed
Douglas Bentley	Cortland County, NY	Legislator	Present		
Beau Harbin	Cortland County, NY	Minority Leader	Excused		
Cathy Bischoff	Cortland County, NY	Legislator	Present		
Ronald J. Van Dee	Cortland County, NY	Legislator	Present		
Susan Wilson	Cortland County, NY	Legislator	Present		
Richard Stock	Cortland County, NY	Legislator	Present		
Ann Homer	Cortland County, NY	Legislator	Present		
Kevin Fitch	Cortland County, NY	Legislator	Present		
Linda Jones	Cortland County, NY	Legislator	Present		
Kelly L. Fairchild-Preston	Cortland County, NY	Legislator	Remote		
Christopher Newell	Cortland County, NY	Legislator	Present		
Joseph Nauseef	Cortland County, NY	Legislator	Present		
Eugene Waldbauer	Cortland County, NY	Legislator	Present		
Sandra Price	Cortland County, NY	Legislator	Present		
George Wagner	Cortland County,	Majority	Present		7:00 PM

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	NY	Leader			
Paul Heider	Cortland County, NY	Chairman	Present		
Mitchel Eccleston	Cortland County, NY	Legislator	Present		

Roll Call

Approval of Minutes

Cortland County Legislature - Legislative Session - Feb 25, 2021 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

Proclamations & Recognitions

1. Child Abuse Prevention Month Proclamation

RESULT:	ANNOUNCED

2. Proclamation Recognizing National Women's History Month

RESULT:	ANNOUNCED

3. Proclamation Recognizing Donate Life Month

RESULT:	ANNOUNCED

4. Proclamation Recognizing Fair Housing Month in Cortland County

RESULT:	ANNOUNCED

5. Proclamation Recognizing County Employee Retirements

RESULT:	ANNOUNCED

Privilege of the Floor

Presentation of Petitions, Communications, and Notice

Receive and File

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

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Resolutions from the Chair

AGENDA ITEM NO. 1 – Adopt Cortland County Police Reform & Reinvention Collaborative Plan

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Richard Stock, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO. 47-21

Adopt Cortland County Police Reform & Reinvention Collaborative Plan

WHEREAS, the Police Reform & Reinvention Collaborative was directed by Governor Cuomo's Executive Order of June 12, 2020, AND

WHEREAS, all municipalities in New York State that have police forces are required to participate and submit a written plan by April 1, 2021, AND

WHEREAS, if communities fail to submit a written plan, their funding will be withheld by the New York State Department of Budget, AND

WHEREAS, this process was structured, according to the guidelines provided in the New York State Police Reform and Reinvention Collaborative, requiring community input and participation, along with an assessment of policing policies, AND

WHEREAS, Cortland County understands that maintaining public safety is extremely important and is one of the essential roles of government, AND

WHEREAS, in order to achieve that goal, there must be mutual trust and respect between police and the communities they serve, AND

WHEREAS, Cortland County has followed the guidelines of the Police Reform & Reinvention collaborative in the following ways:

- Reviewed the needs of the community served by the Cortland County Sheriff's Office and evaluated the Department's current policies and practices.
- Established and evaluated policies that allow police to safely perform their duties.
- Involved the entire community in the discussion by way of distribution of a public survey on November 23, 2020, a presentation by the Sheriff's Department on December 1, 2020 and hosted a public hearing on February 11, 2021.
- Comments and recommendations were received from the public.

, AND

WHEREAS, the Cortland County Legislature has had the opportunity to read, review, and offer comments on the information presented in the Plan, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature accepts and adopts the Cortland County Sheriff Police Reform & Reinvention Collaborative Plan, AND BE IT FURTHER

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RESOLVED, that the Cortland County Legislature, upon adoption of this resolution, will send the Cortland County Sheriff Police Reform & Reinvention Collaborative Plan to the New York State Department of Budget by the established deadline for full compliance.

AGENDA ITEM NO. 2 – Appoint Member to the Cortland County Industrial Development Agency Board of Directors

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Chairman
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO. 48-21

Appoint Member to the Cortland County Industrial Development Agency Board of Directors

WHEREAS, pursuant to General Municipal Law 856, the Cortland County Legislature, on recommendation of the Chairman of the Cortland County Legislature, is required to appoint the members of the Industrial Development Agency (IDA) Board of Directors, AND

WHEREAS, a vacancy has occurred on the IDA Board of Directors with the resignation of Stephen Servies, AND

WHEREAS, it is the recommendation of the Chairman of the Legislature to fill this vacancy with Donald Richards of 692 Hatchers Run Cortland NY, 13045, NOW THEREFORE BE IT

RESOLVED, that Donald Richards 692 Hatchers Run Cortland NY, 13045 is hereby appointed to the Industrial Development Agency Board of Directors effective immediately to fill the unexpired term of Stephen Services, whose term shall expire 12/31/2021.

AGENDA ITEM NO. 3 – Appoint Members - Central New York Regional Planning and Development Board

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Paul Heider
SECONDER:	Ann Homer, Mitchel Eccleston
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO. 49-21

Appoint Members - Central New York Regional Planning and Development Board

WHEREAS, the terms of Cortland County Representatives have expired on the Central New York Regional Planning and Development Board, NOW THEREFORE BE IT

RESOLVED, that the following be appointed in conformance with the Regional Planning and Development Board By-Laws:

Dan Dineen	County Planning Department Director	Term expires 12/31/21

Garry VanGorder	At-Large Representative	Term expires 12/31/21
Christopher Newell	County Legislator	Term expires 12/31/21
Linda Hartsock	At-Large Representative	Term expires 12/31/21

Referred from Building & Grounds Committee

AGENDA ITEM NO. 4 – Amend 2021 Budget for Use of County Jail Project Reserve and Authorize Agreement with Maximum Security for Repair of Exterior Security Doors at the Jail Facility- Buildings and Grounds

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF HARBIN

RESOLUTION NO. 50-21

Amend 2021 Budget for Use of County Jail Project Reserve and Authorize Agreement with Maximum Security for Repair of Exterior Security Doors at the Jail Facility- Buildings and Grounds

WHEREAS, there are multiple exterior security doors at the Cortland County jail facility that have reached the end of their useful life, AND

WHEREAS, the Superintendent of Buildings and Grounds solicited a proposal for the replacement of exterior security doors E1, E5 and E6 at the jail, AND

WHEREAS, Maximum Security, 836 North State Street, Syracuse, NY 13208 submitted a quote to replace all three doors at a cost of \$62,284.00, AND

WHEREAS, after a review of the proposal by the Buildings and Grounds Committee, it is recommended to move forward with the proposed replacement of all three doors by Maximum Security at the quoted price, AND

WHEREAS, there are funds in the County Jail Project Reserve, account A386300.JAIL, with a current balance of \$1,363,833.88, NOW THEREFORE BE IT

RESOLVED, the 2021 County budget is amended as follows:

Increase:		Current	Addition	New
Building Improvements	A31505.52320	\$-0-	\$62,284	\$62,284
Appropriated Reserves	A351100	\$-0-	\$62,284	\$62,284

AND BE IT FURTHER

RESOLVED, up to \$62,284 of the contract is to be paid using the County Jail Project Reserve, account A386300.JAIL, leaving a balance of \$1,301,549.88 after payment, AND BE IT FURTHER

RESOLVED, the Legislature hereby authorizes a contract with Maximum Security, 836 North State Street, Syracuse, NY, 13208, for an amount not to exceed \$62,284.00, AND BE IT FURTHER

RESOLVED, that the County Administrator upon review and on approval of the County Attorney

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or designee, is hereby authorized to execute the agreement with Maximum Security, 836 North State Street, Syracuse, NY, 13208, for the repairs outlined in the quote for service.

AGENDA ITEM NO. 5 – Establish Cortland County Information Technology Steering Committee

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF HARBIN

RESOLUTION NO. 51-21

Establish Cortland County Information Technology Steering Committee

WHEREAS, there is a need to define a vision of delivering information technology services in Cortland County to support all departments and employees in the most cost efficient, secure and flexible methods possible, AND

WHEREAS, in order to develop a clear vision for the Information Technology Department the following areas must be addressed; networking, voice, data, cyber security, operating systems, end user support and other demands that Information Technology department responds to on a day to day basis, AND

WHEREAS, the emerging challenges of managing and supporting a remote work force is forcing Information Technology to review how it does business with an emphasis on remote versus on-premises, workstation, laptop technology versus virtual desktop, AND

WHEREAS, the COVID-19 pandemic response has underscored the need to proactively address the increased demand for Information Technology Services by establishing a clear plan that incorporates contingencies that will better position the county for future needs, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby establishes the Cortland County Information Technology Steering Committee as of April 1, 2021 with said committee dissolving on December 31, 2023 or unless discharged by a subsequent resolution, AND BE IT FURTHER

RESOLVED the following individuals shall be appointed to the Information Technology Steering Committee;

Information Technology

Jack Hess (Chair)
Tom McGrath

Legislature

Beau Harbin

Mental Health

Sharon MacDougall
Nancy Smith

Workforce Development

Amy Buggs
Shannon Phillips

Social Services

Kristen Monroe
James Harvey

Finance

Andrea Herzog
Stephen Trobert

County Clerk

Brooke Kemak

County Administration

Rob Corpora

Health

Lisa McGee

Probation

Alicia Wheaton

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Referred from Highway Committee

AGENDA ITEM NO. 6 – Amend 2021 Budget to Allocate Funds for Annual July Fireworks Celebration at Dwyer Memorial Park

RESULT:	ADOPTED [13 TO 3]
MOVER:	Christopher Newell, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bischoff, Van Dee, Wilson, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
NAYS:	Douglas Bentley, Richard Stock, Ann Homer
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 52-21

Amend 2021 Budget to Allocate Funds for Annual July Fireworks Celebration at Dwyer Memorial Park

WHEREAS, Cortland County has held a July 4th Independence celebration at Dwyer Memorial Park for many years, AND

WHEREAS the 2021 budget did not include funding for the annual celebration, AND

WHEREAS, the Cortland County Legislature supports continuing the annual tradition of hosting an Independence celebration at the park, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby amends the 2021 budget as follows;

Increase: Account Number A359900 Appropriated Fund Balance \$24,000

Increase: Account Number A71105.54055 Dwyer Park Professional Services
\$24,000

AGENDA ITEM NO. 7 – Amend 2021 Budget to Reallocate Building & Repairs Funds for Dwyer Park

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 53-21

Amend 2021 Budget to Reallocate Building & Repairs Funds for Dwyer Park

WHEREAS- the Cortland County Legislature adopted resolution 369-19 which authorized the transfer of funds from the Dwyer Park Reserve, AND

WHEREAS, there was \$17,554.53 left in the A10405.54076.DWYPK at the end of 2020, AND

WHEREAS, it is necessary to fund various repair projects at Dwyer Memorial Park by utilizing the unspent portion of the 2020 appropriated funds in the 2021 fiscal year, NOW THEREFORE BE IT

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

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Increase 2021:

A10405.54076.DWYPK

Professional Services

\$17,554.53

AGENDA ITEM NO. 8 – Award 2021 Material and Service Bids and Authorize Agreements with Various Vendors - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 54-21

Award 2021 Material and Service Bids and Authorize Agreements with Various Vendors - Highway Department

WHEREAS, the Cortland County Highway Department advertised, received and opened bids for various materials, supplies and services used by the Highway Department, AND

WHEREAS, the costs for these various supplies, materials and services have been appropriated in the 2021 Budget, AND

WHEREAS, the Cortland County Highway Superintendent has reviewed the various bid responses and recommends that the following vendors and materials be awarded based on lowest price and best value to the County, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Superintendent that the County Highway Department may purchase materials, supplies and services from the lowest responsible bidder meeting specifications as well as location and availability as follows:

ABRASIVES FOR SNOW & ICE CONTROL from T & C Stone and Gravel, PO Box 108, Whitin Point, NY 13862 for \$4.50 per ton.

CRUSHED STONE from the vendors quotes on the attached price sheet where cost, quality of material, location of pit in conjunction with location of work to be done and availability will be taken into consideration.

GEOTEXTILE No Bids Received

DIESEL FUEL from Buell Fuel LLC, 2676 State Route 12B, Deansboro, NY 13328 for a mark up of \$.0179 per gallon for Diesel Fuel, \$.0429 per gallon for winterized blend, and \$.0529 per gallon for Kerosene.

HEAVY ROCK RIP-RAP from the vendors quotes on the attached price sheet where cost, quality of material, location of pit in conjunction with location of work to be done and availability will be taken into consideration.

HIGHWAY AGGREGATES from the vendors quotes on the attached price sheet where cost, quality of material, location of pit in conjunction with location of work to be done and availability will be taken into consideration.

STONE FILLING MATERIALS from the vendors quotes on the attached price sheet where cost, quality

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of material, location of pit in conjunction with location of work to be done and availability will be taken into consideration

TRANSIT MIX CONCRETE/PRECAST CONCRETE BLOCKS from the vendors quotes on the attached price sheet where cost, quality of material, location of plant in conjunction with location of work to be done and availability will be taken into consideration.

UNLEADED FUEL (87 OCTANE) from Buell Fuel LLC, 2676 State Route 12B, Deansboro, NY 13328 for a mark up of \$.0299 per gallon.

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to execute any agreements associated with said bid awards.

AGENDA ITEM NO. 9 – Extend Material & Service Bids and Authorize Agreements with Various Vendors - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 55-21

Extend Material & Service Bids and Authorize Agreements with Various Vendors - Highway Department

WHEREAS, the Highway Committee of the Cortland County Legislature advertised, received and opened bids for various materials, supplies and services used by the Highway Department in 2019 AND 2020 with an option to extend the awarded bids for up to three years, AND

WHEREAS, the Cortland County Legislature adopted Resolution No's. 135-19, 136-20, 137-20 authorizing the purchase of various, supplies, materials, and services for the Cortland County Highway Department & County Airport, AND

WHEREAS, the costs for these various supplies, materials and services have been appropriated in the 2021 Budget, AND

WHEREAS, the County Highway Superintendent recommends extending supplies, materials, and services previously awarded at the existing pricing, NOW, THEREFORE, BE IT

RESOLVED, that in accordance with the recommendations of the Highway Superintendent the County Legislature hereby authorizes extension of the existing 2019 AND 2020 bid pricing to 2021 from the following vendors:

PAINTING TRAFFIC LINES: from Seneca Pavement Marking, Inc., 3526 Watkins Rd., Horseheads, NY 14845.

100 LL AVIATION GASOLINE AND JET-A FUEL from Ascent Aviation Group, Inc., One Mill Street, Parish, NY 13131.

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LIQUID BITUMINOUS MATERIALS from Suit Kote, 1911 Loring Crossing Road, Cortland, NY 13045.

BITUMIONOUS CONCRETE from Suit Kote, 1911 Loring Crossing Road, Cortland, NY 13045.

RECYCLED ASPHALT from Suit Kote, 1911 Loring Crossing Road, Cortland, NY 13045.

AND, BE IT FURTHER,

RESOLVED, that the Cortland County Administrator, upon review and approval as to form by the County Attorney or designee and subject to appropriation of funding by the Legislature, are hereby authorized to execute any agreements associated with said extensions.

AGENDA ITEM NO. 10 – Amend 2021 Capital Budget and Authorize New York State Department of Transportation Supplemental Agreement # 1 East River Crossing Over Tioughnioga River Bridge Replacement (BIN 3312310) - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 56-21

Amend 2021 Capital Budget and Authorize New York State Department of Transportation Supplemental Agreement # 1 East River Crossing Over Tioughnioga River Bridge Replacement (BIN 3312310) - Highway Department

WHEREAS, the Cortland County Legislature adopted Resolution # 339-19 authorizing an agreement with the New York State Department of Transportation (NYSDOT) for the East River Crossing over Tioughnioga River Bridge Replacement Project PIN 375687, BIN 3312310, AND

WHEREAS, the NYSDOT is amending the scheduled funding by increasing the amount for the Design Phase of said project to \$300,000.00, AND

WHEREAS, the 2021 Capital Budget will need to be amended to allow for unspent monies from the 2020 Capital Project Budget and also allow for the increase in funding, NOW, THEREFORE BE IT

RESOLVED, that Cortland County Administrator be and is hereby authorized and directed to execute all necessary Agreements approved as to form by the County Attorney or designee, on behalf of the County of Cortland with the New York State Department of Transportation in connection with the advancement or approval of the Project, AND BE IT FURTHER

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, AND BE IT FURTHER

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

ORIGINAL	AMENDED	CHANGE
2021 BUDGET	2021 BUDGET	NEEDED

Increase Expense:

HH51225.54055.ERRBR	Professional Services	\$287,935		\$31,935
	\$256,000			

Increase Revenue:

HH512244.44597.ERRBR	Federal Revenues	\$204,800	\$230,348	\$25,548
HH512243.43597.ERRBR	State Revenues	\$38,400.00	\$43,190	\$4,790
HH512248.45031.ERRBR	Local Share	\$12,800.00	\$14,397	\$1,597

AGENDA ITEM NO. 11 – Authorize the Acceptance of and Local Share Payment for All Property Acquired by the State of New York for the East River Crossing Bridge Over Tioughnioga River Replacement (BIN 3312310) - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 57-21

Authorize the Acceptance of and Local Share Payment for All Property Acquired by the State of New York for the East River Crossing Bridge Over Tioughnioga River Replacement (BIN 3312310) - Highway Department

WHEREAS, the Cortland County Legislature authorized an agreement with the New York State Department of Transportation for the East River Crossing Bridge (BIN 3312310) Replacement, P.I.N. 375687, by Resolution # 399-19, AND

WHEREAS, the Project for the East River Crossing Bridge Replacement Project is eligible for funding under Title 23 U.S. Code, as amended that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal Funds and 20% non-federal funds, AND

WHEREAS, the said Right of Way Purchase costs may also be eligible for reimbursement of 15% of the project costs through NYSDOT AID (Marchiselli Aid) provided the funds are appropriated by the State of New York, AND

WHEREAS, the New York State Department of Transportation is acquiring certain rights-of-way, easements and titles to premises in conjunction with the East River Crossing Bridge Replacement, AND

WHEREAS, the New York State Department of Transportation has estimated the Right-of-Way acquisition phase at \$10,000.00, AND

WHEREAS, the New York State Department of Transportation requires that the County of Cortland to submit a payment of 20% (local share) of the estimated Right-of-Way to the New York State Department of Transportation, AND

WHEREAS, it is necessary for the Cortland County Legislature to agree to accept the real

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property acquired by the State of New York for the East River Crossing Bridge Replacement, NOW, THEREFORE, BE IT

RESOLVED, that the Cortland County Legislature does authorize the acceptance of the deed of all real property acquired by the State of New York for the East River Crossing Bridge Replacement, 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 any and all document necessary to accept by deed all real property being transferred from the State of New York to the County of Cortland for the East River Crossing Bridge Replacement, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer is hereby authorized and directed to make payment from account HH51225.54055.ERRBR in the amount of \$2,000.00 to the New York State Department of Transportation, 333 East Washington Street, Syracuse, New York 13202.

AGENDA ITEM NO. 12 – Award Bids for Re-Construction of Loring Crossing Road Bridge (BIN 3312300) - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 58-21

Award Bids for Re-Construction of Loring Crossing Road Bridge (BIN 3312300) - Highway Department

WHEREAS, the Loring Crossing Road Bridge Replacement Project (PIN 375543, D036170) has been approved by the New York Department of Transportation and the project is to be funded with 95% Federal funds, AND

WHEREAS, the Loring Crossing Road. Bridge Replacement Culvert Project was approved by Resolution # 9-19, AND

WHEREAS, the amount budgeted for the construction and construction administration/inspection in the 2021 Capital Projects Budget is \$4,027,975.94, AND

WHEREAS, an amount of \$4,087,918.00 for the construction and construction administration/inspection of said project has been approved by the NYSDOT by supplemental agreement # 267-20, AND

WHEREAS, the Highway Superintendent has advertised for and received bids for the Construction of the Loring Crossing Road Bridge Replacement and they are as follows:

BIDDERS

BID

Economy Paving Co., Inc.
1819 Route 13
Cortland, NY 13045

\$2,987,897.90

Suit Kote Corp.
1911 Lorings Crossing
Cortland, NY 13045

\$3,103,477.50

Vector Construction Corp.
6364 Island Road
Cicero, NY 13039

\$3,282,639.69

WHEREAS, the lowest responsible bid received for the Construction of the said project was received from Economy Paving Co., Inc. 1819 Route 13 Cortland, NY 13045, NOW, THEREFORE, BE IT

RESOLVED, that contingent upon NYSDOT's approval of award, the Cortland County Administrator, upon review and approval by the County Attorney, or designee, is hereby authorized to execute an agreement for the Construction of said project with Economy Paving Co., Inc. 1819 Route 13 Cortland, NY 13045 for an amount not to exceed \$2,987,897.90 AND, BE IT FURTHER

RESOLVED, that the project costs be charged to the already established Account #HH51225.52800 LXBR, AND BE IT FURTHER

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

Increase:

HH51225.52800.LXBR	Construction Phase	\$59,942.06
HH512243.44597.LXBR	Federal Revenue	\$56,944.96
HH512248.45031.LXBR	Local Share	\$2,997.10

AGENDA ITEM NO. 13 – Amend 2021 Budget to Reallocate Funds for Design of Runway 6-24 Rehabilitation Project - Highway Department/ County Airport

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 59-21

Amend 2021 Budget to Reallocate Funds for Design of Runway 6-24 Rehabilitation Project - Highway Department/ County Airport

WHEREAS, the Cortland County Legislature approved Resolution 263-19 awarding the Engineering Design Agreement for the Runway 6-24 Rehabilitation Project to McFarland Johnson, Inc., 49 Court St., P.O. Box 1980, Binghamton, NY 13902 for an amount not to exceed \$254,471.00, AND

WHEREAS, there was an unexpended balance remaining in account # HH56105.54055.RW64 in the amount of \$44,471 in the 2020 budget of which \$10,000.00 was budgeted in the 2021 Capital Budget, AND

WHEREAS, the remaining balance of \$34,471 will be needed in the 2021 budget to cover expenses associated with said project, NOW THEREFORE BE IT

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RESOLVED, that the 2021 Budget be amended as follows:

Increase:

HH56105.54055.RW64	Runway 6-24 Rehabilitation	\$34,471
HH56105.44597.RW64	Federal Revenue	\$31,113
HH56105.43597.RW64	State Revenue	\$1,729
HH99015.45031.RW64	Interfund Trans Revenue	\$1,629

AGENDA ITEM NO. 14 – Amend 2021 Budget to Accept Federal Aviation Administration Grant Under the Coronavirus Response Grant Program, Coronavirus Response & Relief Supplemental Appropriation Act for the Cortland County Airport & Authorize Required Grant Agreements - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 60-21

Amend 2021 Budget to Accept Federal Aviation Administration Grant Under the Coronavirus Response Grant Program, Coronavirus Response & Relief Supplemental Appropriation Act for the Cortland County Airport & Authorize Required Grant Agreements - Highway Department

WHEREAS, the Federal Aviation Administration (FAA) has identified \$13,000.00 for use at the Cortland County Airport, Gen. Levi R. Chase Field as part of the Coronavirus Response and Relief Supplemental Appropriations Act, Coronavirus Response & Relief Supplemental Appropriation Act (ACRGP/CRRSAA), AND,

WHEREAS, these monies can be used to offset the shortage in revenues in the airport budget due to the impact of Coronavirus restrictions that have been in place, AND

WHEREAS, eligible expenses from January 20, 2020 forward may be deemed reimbursable, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts the FAA ACRGP/CRRSAA Grant for the amount of \$13,000.00, AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign the FAA ACRGP/CRRSAA Grant Agreement,

AGENDA ITEM NO. 15 – Authorize Purchase of Truck for County Landfill - County Highway Department Division of Solid Waste

Minutes Acceptance: Minutes of Mar 25, 2021 6:00 PM (Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF NEWELL

RESOLUTION NO. 61-21

Authorize Purchase of Truck for County Landfill - County Highway Department Division of Solid Waste

WHEREAS, the Highway Department's Division of Solid Waste has a need for a four wheel drive truck with plowing equipment for operations and maintenance of the County Landfill, AND

WHEREAS, the Highway Superintendent in conjunction with the Landfill Manager have reviewed various models of trucks, AND

WHEREAS, the New York State Office of General Services (NYS OGS) issued Mini Bid #6400, Contract #PC68945, for such equipment, AND

WHEREAS, the monies for said purchase have been budgeted in the 2021 Solid Waste budget, AND.

WHEREAS, the Highway Superintendent and the Landfill Manager both recommend the purchase of One (1) 2021 Ford F450 Regular Cab Pickup Truck, DRW, 4 wheel drive, Diesel, with dump body, plow and sander from the NYS OGS Mini Bid #6400 at a price of \$64,789 from Lithia Motors, Inc. 150 N. Bartlett Street Medford, OR 97501, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the purchase of One (1) 2021 Ford F450 Regular Cab Pickup Truck, DRW, 4 wheel drive, Diesel, with dump body, plow and sander from the NYS OGS Mini Bid #6400 at a price of \$64,789 from Lithia Motors, Inc. 150 N. Bartlett Street Medford, OR 97501, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account EL 999542.52030.LDEQ, Vehicles, for said purchase.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 16 – Accept Bids and Authorize Purchase of Miscellaneous Groceries and Frozen Foods - Area Agency on Aging

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 62-21

Accept Bids and Authorize Purchase of Miscellaneous Groceries and Frozen Foods - Area Agency on Aging

WHEREAS, bids were received on February 10, 2021 for the period April 1, 2021 through June 30,

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2021, for the purchase of miscellaneous groceries and frozen foods in accordance with specifications on file in the Office of the Clerk of the Cortland County Legislature, for use by the Area Agency on Aging, the Sheriff's Department, AND

WHEREAS, the Health and Human Services Committee has reviewed the bid responses and recommends that the bids be awarded to the following vendors:

Ginsberg's, PO Box 17, Route 66, Hudson, NY 12534
Smith Packing Co., PO Box 520, Utica, NY 13503-0520
Renzi Food Service, 901 Rail Drive, Watertown, NY 13601
Waffle Waffle LLC dba Happi Foodi, 43 River Street, Nutley, NJ 07110

, NOW THEREFORE BE IT

RESOLVED, that bids of the said vendors, in accordance with the specifications, be and hereby are accepted at the bid prices on a per item basis, AND BE IT FURTHER

RESOLVED, that said departments have the right to award bids based on price and quality, AND BE IT FURTHER

RESOLVED, that the above departments are authorized and directed to purchase said items from the lowest responsible bidders and best value for the period April 1, 2021 through June 30, 2021.

AGENDA ITEM NO. 17 – Accept Bids and Authorize Purchase of Milk and Dairy Products - Area Agency on Aging

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 63-21

Accept Bids and Authorize Purchase of Milk and Dairy Products - Area Agency on Aging

WHEREAS, bids were received on February 10, 2021, for period April 1, 2021 through September 30, 2021 for the purchase of milk and dairy products in accordance with specifications on file in the Office of the Clerk of the Cortland County Legislature, for use by the Area Agency on Aging and the Sheriff's Department, AND

WHEREAS, the Health and Human Services Committee has reviewed the bids and recommends the bids be awarded to the following vendors:

John R. Sears, DBA Bill Bros. Dairy, 219 Port Watson St., Cortland, NY 13045

, NOW THEREFORE BE IT

RESOLVED, that bids of the said vendors, in accordance with the specifications, be and hereby are accepted at the bid prices on an overall basis, AND BE IT FURTHER

RESOLVED, that the above departments are authorized and directed to purchase said items from the lowest responsible bidder and best value for April 1, 2021 through September 30, 2021.

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AGENDA ITEM NO. 18 – Accept Bids and Authorize Purchase of Paper Goods & Maintenance Supplies
- Area Agency on Aging

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild- Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 64-21

Accept Bids and Authorize Purchase of Paper Goods & Maintenance Supplies - Area Agency on Aging

WHEREAS, bids were received on February 10, 2021, for period April 1, 2021 through September 30, 2021 for the purchase of paper goods and maintenance supplies in accordance with specifications on file in the Office of the Clerk of the Cortland County Legislature, for use by the Area Agency on Aging, the and the Sheriff's Department AND

WHEREAS, the Health and Human Services Committee has reviewed the bid responses and recommends the bids be awarded to following bidders, AND

WHEREAS, bids were received from the following:

Hummels Office Plus, 25 Canal St., Mohawk, NY 13407
Renzi Food Service, 901 Rail Dr., Watertown, NY 13601
Oliver Packaging & Equip Co., 3236 Wilson Dr NW, Walker, MI 49534
Sanico, Inc., PO Box 2037, 156 Corporate Drive, Binghamton, NY 13905
Unipak, 2766 E 63rd St., Brooklyn, NY 11234
WB Mason, 1200 State Fair Blvd, Syracuse, NY 13209
Economy Products & Solutions, 1175 E. Main Street, Rochester, NY 14609
Central Poly-Bag Corp., 2400 Bedle Place, Linden, NJ 07036
Hill & Markes Wholesale Distr. 1997 St. Hwy 5-S, PO Box 7, Amsterdam, NY 1201
Interboro Packaging Corp., 114 Bracken Road, Montgomery, NY 12549
McDonald Ave Paper & Plastic Distr. Inc., Bldg.58, 50th Street, Brooklyn, NY 11232
Sam Tell & Son Inc., 300 Smith Street, Farmingdale, NY 11735

, NOW THEREFORE BE IT

RESOLVED, that bids of the said vendors, in accordance with the specifications, be and hereby are accepted at the bid prices on a per item basis, AND BE IT FURTHER

RESOLVED, that said departments have the right to award bids based on price and quality, AND BE IT FURTHER

RESOLVED, that the above departments are authorized and directed to purchase said items from the lowest responsible bidders and best value for April 1, 2021 through September 30, 2021.

AGENDA ITEM NO. 19 – Declaring Cortland County a Purple Heart Community - Veteran's Affairs

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 65-21

Declaring Cortland County a Purple Heart Community - Veteran's Affairs

WHEREAS, the people of Cortland County have great admiration and the utmost gratitude for all the men and women who have selflessly served their country and this community in the Armed Forces, AND

WHEREAS, Veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all, AND

WHEREAS, the contributions and sacrifices of the men and women from Cortland County who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens, AND

WHEREAS, many men and women in uniform have given their lives while serving in the Armed Forces, AND

WHEREAS, many citizens of our community have earned the Purple Heart Medal as a result of being wounded while engaged in combat with an enemy force, construed as a singularly meritorious act of essential service, AND

WHEREAS, November 11, 2021 has been officially designated as the day in Cortland County to remember and recognize Veterans who are recipients of the Purple Heart Medal, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby proclaims the County as a Purple Heart County, honoring the service and sacrifice of our Nation's men and women in uniform who were wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans.

AGENDA ITEM NO. 20 – Amend 2021 Budget to Reallocate Advancing Tobacco Free Communities Grant Expenses & Revenues from Prior Year - Health Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 66-21

Amend 2021 Budget to Reallocate Advancing Tobacco Free Communities Grant Expenses & Revenues from Prior Year - Health Department

WHEREAS, the Cortland County Health Department has funds allocated for the grant fiscal year that is different from the County fiscal year for the Advancing Tobacco Free Communities grant, Contract # C-34796GG, Grant Fiscal Year 7/1/20-6/30/21. Grant funds not expended from this grant need to be re-

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appropriated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A40105.43450.20TBC	2021 ATFC Grant	\$0	\$206,052
Increase Expenditure:			
A40105.51005.20TBC	Personal Services	\$0	\$ 48,679
A40105.54000.20TBC	Phone	\$0	\$ 224
A40105.54005.20TBC	Office Supplies	\$0	\$ 1,749
A40105.54020.20TBC	Postage	\$0	\$ 900
A40105.54035.20TBC	Education & Train	\$0	\$ 4,850
A40105.54045.20TBC	Travel	\$0	\$ 871
A40105.54048.20TBC	Program Supplies	\$0	\$ 11,844
A40105.54060.20TBC	Advertising	\$0	\$ 30,825
A40105.54213.20TBC	IDT Copy/Print	\$0	\$ 150
A40105.54815.20TBC	PH Contracted Agency	\$0	\$ 74,781
A40105.58060.20TBC	Health Insurance	\$0	\$ 31,179

AGENDA ITEM NO. 21 – Amend 2021 Budget to Reallocate Care Compass Tele-Health Grant Expenses & Revenues from Prior Year - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Wagner, Majority Leader
SECONDER: Mitchel Eccleston, Legislator
AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 67-21

Amend 2021 Budget to Reallocate Care Compass Tele-Health Grant Expenses & Revenues from Prior Year - Health Department

WHEREAS, the Cortland County Health Department has funds allocated for grant fiscal years that are different from the County fiscal year for the Care Compass Tele-health Grant Fiscal Year 12/1/19-2/15/21. Grant funds not expended from this grant need to be re-appropriated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A401047.42705.TELE	1921 Tele-health Grant	\$0	\$11,042
Increase Expenditure:			
A40105.52060.TELE	Comp Equip	\$0	\$ 70
A40105.54000.TELE	Telephone	\$0	\$ 6,000
A40105.54048.TELE	Program Supplies	\$0	\$ 4,972

AGENDA ITEM NO. 22 – Amend 2021 Budget to Reallocate IAP Grant Expenses & Revenues from Prior Year - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Wagner, Majority Leader
SECONDER: Mitchel Eccleston, Legislator
AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 68-21

Amend 2021 Budget to Reallocate IAP Grant Expenses & Revenues from Prior Year - Health Department

WHEREAS, the Cortland County Health Department has funds allocated for grant fiscal years not included in the County fiscal year for the IAP Grant, Contract# C32511GG for Grant Fiscal Year 4/1/20-3/31/21. Grant funds not expended from this grant need to be re-appropriated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A40115.43450.20IAP	2021 IAP Grant	\$0	\$16,808.34
Increase Expenditure:			
A40115.51005.20IAP	Personal Services	\$0	\$ 7,642.84
A40115.58030.20IAP	FICA	\$0	\$ 584.68
A40115.58060.20IAP	Health Ins	\$0	\$ 8,580.82

AGENDA ITEM NO. 23 – Amend 2021 Budget to Reallocate HRI COVID-19 Grant Expenses & Revenues from Prior Year - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Wagner, Majority Leader
SECONDER: Mitchel Eccleston, Legislator
AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 69-21

Amend 2021 Budget to Reallocate HRI COVID-19 Grant Expenses & Revenues from Prior Year - Health Department

WHEREAS, the Cortland County Health Department has funds allocated for grant fiscal years that are different from the County fiscal year for the HRI COVID-19 Grant, Contract# 6314-01, Grant Fiscal Year 3/5/20-3/15/21. Grant funds not expended from this grant need to be re-appropriated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A401044.44401.COV19	2021 COVID19 Grant	\$0	\$11,428
Increase Expenditure:			
A40105.51005.COV19	Personal Services	\$0	\$ 4,556
A40105.54048.COV19	Program Supplies	\$0	\$ 6,872

AGENDA ITEM NO. 24 – Amend 2021 Budget to Reallocate Early Intervention Admin Grant- Expenses & Revenues from Prior Year - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Wagner, Majority Leader
SECONDER: Mitchel Eccleston, Legislator
AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 70-21

Amend 2021 Budget to Reallocate Early Intervention Admin Grant- Expenses & Revenues from Prior Year - Health Department

WHEREAS, the Cortland County Health Department has funds allocated for grant fiscal years not included in the County fiscal year for the EI Admin Grant, Contract# C-31627GG for Grant Fiscal Year 10/1/20-9/30/21. Grant funds not expended from this grant need to be re-appropriated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A405944.44451.20CSN	2021 EI Admin Grant	\$0	\$ 19,646.50
Increase Expenditure:			
A40595.51005.20CSN	Personal Services	\$0	\$ 12,217.50
A40595.58020.20CSN	Retirement	\$0	\$ 1,955
A40595.58060.20CSN	Health Insurance	\$0	\$ 5,474

AGENDA ITEM NO. 25 – Amend 2021 Budget to Reallocate Drinking Water Program Expenses & Revenues from Prior Year - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Wagner, Majority Leader
SECONDER: Mitchel Eccleston, Legislator
AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Beau Harbin

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**Amend 2021 Budget to Reallocate Drinking Water Program Expenses & Revenues from Prior Year
- Health Department**

WHEREAS, the Cortland County Health Department has funds allocated for grant fiscal years that are different from the County fiscal year for the Drinking Water Program, Contract# C-34745GG for Grant Fiscal Year 4/1/20-3/31/21. Grant funds not expended from this grant need to be re-appropriated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A401243.43450.20DW	2021 DW Grant	\$0	\$ 24,310.25
Increase Expenditure:			
A40125.51005.20DW	Personal Services	\$0	\$ 15,119.75
A40125.58030.20DW	FICA	\$0	\$ 1,157.50
A40125.58060.20DW	Health Insurance	\$0	\$ 8,033

AGENDA ITEM NO. 26 – Amend 2021 Budget to Reallocate Delivery System Reform Incentive Payment Program Expenses & Revenues from Prior Year - Health Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

**Amend 2021 Budget to Reallocate Delivery System Reform Incentive Payment Program Expenses
& Revenues from Prior Year - Health Department**

WHEREAS, the Cortland County Health Department has funds allocated for fiscal years not included in the County fiscal year for the Care Compass Network to provide services for the Delivery System Reform Incentive Payment Program (DSRIP) for 2017-2020. Funds not expended need to be re-appropriated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A401042.41689.DSRIP	DSRIP Funds - HD	\$0	198,874.36
Increase Expenditure:			
A40105.54048.DSRIP	Program Supplies	\$0	198,874.36

AGENDA ITEM NO. 27 – Amend the 2021 Budget to Re-Allocate Children with Special Health Care Needs Grant Funds - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Wagner, Majority Leader
SECONDER: Mitchel Eccleston, Legislator
AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 73-21

Amend the 2021 Budget to Re-Allocate Children with Special Health Care Needs Grant Funds - Health Department

WHEREAS, the Cortland County Health Department has funds allocated for grant fiscal years that are different from the County fiscal year for the Children with Special Health Care Needs Grant, Contract# C-35711GG for Grant Fiscal Year 10/1/20-9/30/21. Grant funds not expended from this grant need to be re-appropriated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A405944.44451.20CSH	2021 CSHCN Grant	\$0	\$ 17,309.06
Increase Expenditure:			
A40595.51005.20CSH	Personal Services	\$0	\$ 11,184
A40595.58020.20CSH	Retirement	\$0	\$ 1,789.06
A40595.58060.20CSH	Health Insurance	\$0	\$ 4,336

AGENDA ITEM NO. 28 – Amend 2021 Budget to Reallocate Health Research Inc., BioTerrorism Grant from Prior Year - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Wagner, Majority Leader
SECONDER: Mitchel Eccleston, Legislator
AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 74-21

Amend 2021 Budget to Reallocate Health Research Inc., BioTerrorism Grant from Prior Year - Health Department

WHEREAS, the Cortland County Health Department previously received funds for the Health Research Inc., (HRI) BioTerrorism Grant, Contract# 1596-14, Grant Fiscal Year 7/1/20-6/30/21, AND

WHEREAS, not all funds were previously expended and need to be re-allocated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase

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Increase Revenue:			
A401044.44401.20BTE	20-21 BT Grant	\$0	\$20,404.51
Increase Expenditure:			
A40105.51005.20BTE	Personal Services	\$0	\$ 12,784.59
A40105.58060.20BTE	Health Insurance	\$0	\$ 7,619.92

AGENDA ITEM NO. 29 – Amend 2021 Budget to Reallocate Adolescent Tobacco Use Prevention Act Grant Expenses & Revenues from Prior Fiscal Year 2020 - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: George Wagner, Majority Leader
SECONDER: Mitchel Eccleston, Legislator
AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 75-21

Amend 2021 Budget to Reallocate Adolescent Tobacco Use Prevention Act Grant Expenses & Revenues from Prior Fiscal Year 2020 - Health Department

WHEREAS, the Cortland County Health Department has previously received funds for the Adolescent Tobacco Use Prevention Act (ATUPA) Grant, Contract# C-033452, Grant Fiscal Year 4/1/20-3/31/21, AND

WHEREAS, said grant funds were not expended in the previous fiscal year from this grant need to be re-allocated for use in 2021, NOW THEREFORE BE IT

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

		Current	Increase
Increase Revenue:			
A401243.43450.20ATU	2021 ATUPA Grant	\$0	\$ 8,301.92
Increase Expenditure:			
A40125.51005.20ATU	Personal Services	\$0	\$ 3,597.25
A40125.54005.20ATU	Office Supplies	\$0	\$ 150
A40125.54048.20ATU	Program Supplies	\$0	\$ 2,168.32
A40125.54060.20ATU	Legal Notices/Advertising	\$0	\$ 50
A40125.54078.20ATU	Fuel	\$0	\$ 50
A40125.54000.20ATU	Phone	\$0	\$ 51
A40125.54213.20ATU	IDT Copy/Print	\$0	\$ 25
A40125.58020.20ATU	Retirement	\$0	\$ 575
A40125.58030.20ATU	FICA	\$0	\$ 275.35
A40125.58060.20ATU	Health Insurance	\$0	\$ 1,360

AGENDA ITEM NO. 30 – Authorize Memorandum of Understanding - Cayuga-Cortland Workforce Development Area

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF BISCHOFF

RESOLUTION NO. 76-21

Authorize Memorandum of Understanding - Cayuga-Cortland Workforce Development Area

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 seeks to streamline the internal workings of several major pieces of Workforce-related legislation and to mandate a much closer local collaboration through a One-Stop service delivery system for employers and job seekers, AND

WHEREAS, the Memorandum Of Understanding includes the budget for the sharing of infrastructure costs of each Comprehensive, Affiliate, and Specialized Career Center in the Local Workforce Development Area and identify each co-located partner's infrastructure cost share for each Comprehensive, Affiliate, and Specialized Center in the Local Workforce Development Area, AND

WHEREAS, required in the Memorandum of Understanding requirements set forth in 20 CFR 678.500, 20 CFR678.510 and the Training and Guidance Letter 17-16 of the Workforce Innovation and Opportunity Act statute, Memoranda of Understanding must be developed between the Local Workforce Development Board and each of the One-Stop Partners and all other County Departments in the Career Center System, AND

WHEREAS, the Memorandum of Understanding will define the roles and responsibilities of the parties and the budget of the parties of the Agreement with regard to implementation of the One-Stop Career Centers in Cayuga and Cortland County, NOW THEREFORE BE IT

RESOLVED, that the County Administrator upon review of the County Attorney or designee be and hereby is authorized to execute said agreement.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 31 – Adopt Revisions to the Cortland County Consolidated Agricultural District - Planning Department

RESULT:	REFER TO COMMITTEE - NO VOTE

Next: 4/6/2021 10:00 AM

ON MOTION OF FITCH

RESOLUTION NO.

Adopt Revisions to the Cortland County Consolidated Agricultural District - Planning Department

WHEREAS, the Cortland County Legislature adopted Resolution 31-05, which reestablished the Cortland County Agricultural District, AND

WHEREAS, Article 25-AA, Section 303 (a) of the Agriculture and Markets Law, states that the County Legislature shall review any district created eight years after the date of the creation and every eight years thereafter, AND

WHEREAS, the Agriculture and Farmland Protection Board has established a policy whereby any landowners of a parcel of land of less than 7 acres must provide written justification to the Agriculture and

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Farmland Protection Board as to the capacity of such property to be a viable agricultural land in order for a property of less than 7 acres to be considered for inclusion in the Cortland County Consolidated Agricultural District, AND

WHEREAS, the Agriculture and Farmland Protection Board and the Legislature's Agriculture/Planning/Environment Committee have completed all necessary steps and procedures required for re-establishment of the Agricultural District, AND

WHEREAS, the Agriculture and Farmland Protection Board recommends to the County Legislature for adoption, the re-establishment of the Cortland County Consolidated Agricultural District, NOW, THEREFORE BE IT

RESOLVED, that revisions to the list of land parcels for inclusion in the reestablished Agricultural District, which include additions to and deletions from the district, be made to the Cortland County Consolidated Agricultural District as follows:

<u>Town</u>	<u>Parcel ID Number</u>	<u>Owner</u>	<u>Parcel Address</u>	<u>Acres</u>
Cortlandville	77.13-01-01.100	East River Acres, LLC	Route 13	11.42
Freetown	130.00-03-15.000	Niverth, Thomas M	Carter Slcoum Road	22.77
Harford	154.00-01-13.000	Burvee, Robert J	1011 Burvee Road	132.32
Harford	145.00-01-19.000	Helms, Linda A	Hilsinger Road	10.00
Harford	154.00-01-08.200	Tillotson, John W	Babcock Hollow Road	4.11
Homer (Town)	67.00-15-03.000	East River Acres, LLC	McDonald Road	388.60
Homer (Town)	47.00-01-06.111	Head, Gaelen	Maxson Rd	26.41
Homer (Town)	47.05-01-03.000	New Hope Haven, LLC	6001 Route 281	1.86
Homer (Town)	54.00-01-07.000	New Hope Haven, LLC	5299 Harrison Rd	204.10
Homer (Town)	56.00-01-02.200	New Hope Haven, LLC	Route 281	79.40
Lapeer	147.00-06-03.000	Hayes Trust	Valentine Hill Road	28.46
Marathon	148.00-01-07.000	McEvoy, Kenneth C	US Route 11	12.00
Marathon	148.00-01-09.000	McEvoy, Kenneth C	US Route 11	56.60
McGraw	88.15-01-33.000	Ross, Danny G	12 Church St	0.20
Truxton	51.00-02-07.000	Burnette, Blake	Brown Road	7.02
			Total Acres Added to District	985.27

AGENDA ITEM NO. 32 – Endorse the Month of April as “Fair Housing Month” in Cortland County - County Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF FITCH

RESOLUTION NO. 77-21

Endorse the Month of April as “Fair Housing Month” in Cortland County - County Planning Department

WHEREAS, the month of April has been declared National Fair Housing Month to increase efforts to end housing discrimination and raise awareness of fair housing rights. In 2018, the Fair Housing Act celebrated its 50th anniversary, AND

WHEREAS, the Director of Planning serves as the Fair Housing Officer for Cortland County and is requesting that Cortland County declare the month of April as National Fair Housing month, AND

WHEREAS, in accordance with the Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988, AND

WHEREAS, the month of April 2021 has been designated by the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month, NOW THEREFORE BE IT

RESOLVED, that Cortland County hereby declares and proclaims April as Fair Housing Month in Cortland County.

AGENDA ITEM NO. 33 – Authorize Agreement with Seven Valley Health Coalition for Mobility Management Services Under Federal Section 5311 SFY 2019-2020 Mass Transportation Capital Grant Contract Number C004119, PIN # 3798.33.302, Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Cathy Bischoff, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF FITCH

RESOLUTION NO. 78-21

Authorize Agreement with Seven Valley Health Coalition for Mobility Management Services Under Federal Section 5311 SFY 2019-2020 Mass Transportation Capital Grant Contract Number C004119, PIN # 3798.33.302, Planning Department

WHEREAS, the County of Cortland was awarded consolidated grant funds from the New York State Department of Transportation (NYSDOT), pursuant to Federal Section 5311, Title 49 United States Code, for the continuation of Mobility Management for the 2019 and 2020 fiscal years, AND

WHEREAS, NYSDOT has been designated by the Governor of the State of New York to administer Section 5311 Federal formula reimbursement funds for mobility management projects which are designated to increase access for recipients of public assistance and low income persons to employment, as identified through a coordinated planning process, and consistent with the eligible activities described in the FTA Circular 9050.1, AND

WHEREAS, Seven Valleys Health Coalition will serve as the project manager and will be responsible for the mobility management to coordinate the transportation needs of the various human service agencies in Cortland County until June 30, 2021, AND

WHEREAS, Seven Valley Health Coalition will have access to the 2019 Mobility Management funding under Federal Section 5311 Mass Capital Transportation grant for SFY 2019-2020, Contract Number C004119, PIN# 3798.33.302 in an amount not to exceed \$30,559, as indicated on the 2019-2020 5311 Mobility Management Funds request submitted by Seven Valley Health Coalition to the COUNTY for the period March 1, 2021 through June 30, 2021. Any changes to the funding will require COUNTY approval prior to expenditure of funding, AND

WHEREAS, the New York State Department of Transportation is aware of the delay in awarding 2019 Mobility Management funding to Cortland County for the 2019 Mobility Management under Contract #C004119, PIN #3798.33.302 and has agreed to reimburse the funding with the submittal of an Extension of Use Approval form, AND

WHEREAS, there is no cost to Cortland County as the required local match would be the

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responsibility of Seven Valleys Health Coalition and the other various human service agencies involved in this project, including the utilization of the cost of bus advertising, which is administered by Seven Valleys Health Coalition, AND

WHEREAS, Cortland County has executed the agreement with New York State Department of Transportation Federal Section 5311 Mass Transportation Capital Project, Contract Number C004119, which includes PIN#3798.33.302, and established expense and revenue lines, NOW THEREFORE BE IT

RESOLVED, that the County Administrator is hereby authorized, upon approval by the County Attorney or designee, to authorize the agreement with Seven Valleys Health Coalition to provide mobility management services under Federal Section 5311 Mass Transportation Capital Grant, Contract C004119, Project 2019 Mobility Management, PIN#3798.33.302 in an amount not to exceed \$30,559, as indicated on the 2019-2020 5311 Mobility Management Funds request submitted by Seven Valley Health Coalition to the County for the period March 1, 2021 through June 30, 2021., AND BE IT FURTHER

RESOLVED, that the County Administrator is hereby authorized, upon approval by the County Attorney or designee, to sign the Request for No Cost Time Extension of Local/Miscellaneous Contract as it relates to Contract Number C004119, PIN#3798.33.302, Project 2019 Mobility Management.

AGENDA ITEM NO. 34 – Authorize Agreement New York State Department of Transportation Federal Section 5311 Mass Transportation Capital Project Contract Number C004119 PIN Number 3790.01.302 2019-2020 Purchase (3) D 35 Ft. Replace Buses (Lot K) PIN Number 3790.02.302 2019-2020 Purchase (6) G 30 Ft. Replace Buses (Lot G) PIN Number 3798.33.302 2019 Mobility Management PIN 3790.03.102 2020 Mobility Management - Cortland County Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF FITCH

RESOLUTION NO. 79-21

Authorize Agreement New York State Department of Transportation Federal Section 5311 Mass Transportation Capital Project Contract Number C004119 PIN Number 3790.01.302 2019-2020 Purchase (3) D 35 Ft. Replace Buses (Lot K) PIN Number 3790.02.302 2019-2020 Purchase (6) G 30 Ft. Replace Buses (Lot G) PIN Number 3798.33.302 2019 Mobility Management PIN 3790.03.102 2020 Mobility Management - Cortland County Planning Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 120-20, which authorized the County of Cortland to submit a request for consolidated grant funds to the New York State Department of Transportation, pursuant Federal Section 5311, Title 49 United States Code, for project(s) to provide public mass transportation service for fixed route and demand responsive service throughout the County, with limited service to contiguous counties by First Transit, Inc., Cortland County's public transportation provider, and the purchase of capital equipment that would consist of new buses and other equipment that would be used by First Transit, Inc., Cortland County's public transportation provider and the continuation of the Mobility Management for the 2019 and 2020 fiscal years, AND

WHEREAS, the New York State Department of Transportation is requesting a resolution to indicate Cortland County's acceptance of the Mass Transportation Capital Agreement under Contract Number C004119 to include specific PIN Numbers:

PIN Number 3790.01.302 2019-2020 Purchase (3) D 35 ft Replace Buses (Lot K)

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PIN Number 3790.02.302 2019-2020 Purchase (6) G 30 ft Replace Buses (Lot G)
PIN Number 3798.33.302 2019 Mobility Management
PIN Number 3790.03.102 2020 Mobility Management

AND,

WHEREAS, there is no cost to the County, as the ten percent (10%) local share for PIN Numbers 3790.001.3902 and 3790.02.302 are required to be provided by First Transit, Inc., as will be stipulated in their agreement with Cortland County, AND

WHEREAS, there is no cost to the County of Cortland, as the ten percent (10%) local share for PIN Numbers 3798.33.302 and 3790.03.102 are required by the provider of Mobility Management as will be stipulated in the contract, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and is hereby authorized to sign the New York State Department of Transportation Mass Transportation Capital Agreement Contract C004119 to include specific;

PIN Number 3790.01.302 2019-2020 Purchase (3) D 35 ft Replace Buses (Lot K)
PIN Number 3790.02.302 2019-2020 Purchase (6) G 30 ft Replace Buses (Lot G)
PIN Number 3798.33.302 2019 Mobility Management
PIN Number 3790.03.102 2020 Mobility Management

AND, BE IT FURTHER

RESOVED that the total estimated project cost is \$1,175,007.

AGENDA ITEM NO. 35 – Authorize Agreements Various Snowmobile Clubs for Annual Snowmobile Trail Maintenance Grant Funding Years 2021-2022 - County Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF FITCH

RESOLUTION NO. 80-21

Authorize Agreements Various Snowmobile Clubs for Annual Snowmobile Trail Maintenance Grant Funding Years 2021-2022 - County Planning Department

WHEREAS, Article 27 of the New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, AND

WHEREAS, Cortland County under Section 27.17 of the State Parks, Recreation and Historic Preservation Law will apply for Snowmobile Trail Development and Maintenance grant funding for the period of April 1, 2021 to March 31, 2022, AND

WHEREAS, Cortland County enters into agreements with certain Snowmobile Clubs to ensure that the clubs perform trail maintenance and grooming of existing trails throughout Cortland County, AND

WHEREAS, the County serves as the local sponsor for the grant application and as the grant recipient, AND

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WHEREAS, the County will retain an administration fee up to ten percent (10%) of the grant award to offset the actual cost for administration expenses incurred as the local grant sponsor for the period of April 1, 2021 to March 31, 2022, but will transfer funds from the grant to the various snowmobile clubs to reimburse for the maintenance and grooming of the local snowmobile trail system, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator upon review and approval by the County Attorney or designee to sign agreements with the following snowmobile clubs; Truxton Snowmobile Club, Inc., Trail blazers of Onondaga & Cortland County, Trail Hounds, Inc., Seven Valley Snow Goers, Inc., Ridge Rider's Snowmobile Club, Inc., LaFayette Trailriders, and Dryden Caroline Drifters Snowmobile Club for the purposes as previously stated for the period April 1, 2021 to March 31, 2022.

AGENDA ITEM NO. 36 – Authorize Grant Application with New York State Department of Parks, Recreation and Historic Preservation for 2021-2022 Cortland County Snowmobile Trail Development and Maintenance - Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF FITCH

RESOLUTION NO. 81-21

Authorize Grant Application with New York State Department of Parks, Recreation and Historic Preservation for 2021-2022 Cortland County Snowmobile Trail Development and Maintenance - Planning Department

WHEREAS, Article 27 of the New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, AND

WHEREAS, Cortland County is designated as the Local Sponsor under Section 27.17 of the New York State Parks, Recreation and Historic Preservation Law for the purpose of preparing a grant application for Snowmobile Trail Development and Maintenance for the period April 1, 2021 to March 31, 2022, AND

WHEREAS, the County will retain an administration fee up to ten percent (10%) of the grant award to offset the actual cost for administration expenses incurred as the local grant sponsor for the period of April 1, 2021 to March 31, 2022, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized to sign the Local Sponsor Signature Form with documentation to support Department of Environmental Conservation, Department of Transportation, Landowner and other State, or Federal Land Permissions for each Cortland County club to become part of the New York State Snowmobile Trail System, AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval of the County Attorney or designee is hereby authorized to electronically sign the County Summary Sheet and each Cortland County Club Summary Sheet in the Online Automated Trail Grant portal as part of the Phase III approval of permissible expenses for Snowmobile Trail development and maintenance Grant for the period April 1, 2021 to March 31, 2022.

AGENDA ITEM NO. 37 – Approve Negative Declaration of Environmental Impact Under State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails - Planning Department

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF FITCH

RESOLUTION NO. 82-21

Approve Negative Declaration of Environmental Impact Under State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails - Planning Department

WHEREAS, Article 27 of the New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, AND

WHEREAS, having reviewed the criteria contained in 6NYCRR, Section 617.7, Cortland County finds that there will be no significant adverse environmental impact resulting from the development and use of snowmobile trails throughout Cortland County, AND

WHEREAS, it is the County's intent to support the development and maintenance of snowmobile trails as an important economic and recreational resource for Cortland County, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign a Negative Declaration of Environmental Impact statement under the New York State Environmental Quality Review (SEQR), Article 8 of the New York State Environmental Conservation Law, stating that there will be no significant adverse environmental impact resulting from the development and use of snowmobile trails throughout Cortland County

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 38 – Authorize Agreement with New York State Office of Indigent Legal Services and Accept Funds to Support the Cortland County Public Defender's Office - Public Defender

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO. 83-21

Authorize Agreement with New York State Office of Indigent Legal Services and Accept Funds to Support the Cortland County Public Defender's Office - Public Defender

WHEREAS, the New York State Office of Indigent Legal Services (NYSILS) has awarded the Cortland County Public Defender's Office \$301,044.00 as part of a multi-year grant to offset the cost of salary and fringe benefits for the position of Chief Assistant Public Defender, AND

WHEREAS, the grant period runs from January 1, 2021 through December 31, 2023 with \$100,348.00 payable to Cortland County in year one, \$100,348.00 in year two and \$100,348.00 in year three of the 3, AND

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WHEREAS, NYSILS requires the Public Defender to collect and report data annually, in statistical and narrative form, to measure and evaluate indigent defense case outcomes and to ensure effective use of the funds, AND

WHEREAS, Cortland County is required to enter into an agreement with New York State and NYSILS in order to receive this funding, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized and directed to sign an agreement with New York State Office of Indigent Legal Services in support of this program and related reimbursements.

AGENDA ITEM NO. 39 – Authorize Creation of Two Deputy Coroner (Per Diem) Positions

RESULT:	ADOPTED [15 TO 1]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
NAYS:	Kelly L. Fairchild-Preston
EXCUSED:	Beau Harbin

ON MOTION OF PRICE

RESOLUTION NO. 84-21

Authorize Creation of Two Deputy Coroner (Per Diem) Positions

WHEREAS, there is the need to create two (2) per diem position of Deputy Coroner position to assist the elected Coroner in fulfilling their statutory obligations, AND

WHEREAS, the Government Operations and the Judiciary & Public Safety Committees have reviewed the request to create these positions, NOW, THEREFORE, BE IT

RESOLVED, two (2) per diem position of Deputy Coroner, (non-competitive class, PJC, Management Confidential, off scale, \$200.00/Case, not eligible for health, dental and vision insurances) be created effective March 26, with approval to fill, AND BE IT FURTHER

RESOLVED, that these positions shall not be publicly posted.

Referred from Government Operations Committee

AGENDA ITEM NO. 40 – Adopt the Administrative Manual: the Policies and Procedures of Cortland County Government

RESULT:	REFER TO COMMITTEE - NO VOTE
Next: 4/8/2021 10:00 AM	

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Adopt the Administrative Manual: the Policies and Procedures of Cortland County Government

WHEREAS, there is a need to establish an Administrative Manual for all Cortland County Policies, AND

WHEREAS, there is a need to establish a clear procedure for amending the Administrative Policy

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and to ensure that all policies and procedures of the Administrative Manual are reviewed and updated through a coordinated and monitored process, NOW THEREFORE BE IT

RESOLVED, upon recommendation of the Government Operations Committee, the Administrative Manual is hereby adopted.

AGENDA ITEM NO. 41 – Amend Management/Management Confidential Compensation Policy – Personnel Department

RESULT: REFER TO COMMITTEE - NO VOTE

Next: 4/8/2021 10:00 AM

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Amend Management/Management Confidential Compensation Policy – Personnel Department

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

WHEREAS, the Legislature's Government Operations Committee has reviewed recommended amendments to the County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and supports the various amendments, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby adopts the amended County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees.

AGENDA ITEM NO. 42 – Authorize Roll Over of Wellness Committee Funds - Personnel

RESULT: ADOPTED [UNANIMOUS]

MOVER: George Wagner, Majority Leader

SECONDER: Mitchel Eccleston, Legislator

AYES: Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

EXCUSED: Beau Harbin

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 85-21

Authorize Roll Over of Wellness Committee Funds - Personnel

WHEREAS, the Civil Service Employees Association Local 812 collective bargaining agreement Article 10 Section 11 states that Cortland County shall provide \$5,000 in funding each year, with any unused funds rolled over and added to next year's funding up to a maximum of \$10,000, AND

WHEREAS, this funding comes from the County Health Insurance Fund, AND

WHEREAS, the unspent balance of the 2020 allocation was \$3,344.28, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature here-by authorizes a roll over from the 2020

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budget to the 2021 budget as follows:

Increase:

CH90605.54701

Wellness Committee

\$3,344.28 (New Balance \$8,344.28)

Referred from Finance & Administration Committee

AGENDA ITEM NO. 43 – Delegating Authority to the Manager of Audit and Financial Projects to Approve Payment of Real Property Tax Errors and Omissions Less Than \$2500 through December 31, 2021

RESULT:	ADOPTED [15 TO 0]
MOVER:	Mitchel Eccleston, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Heider, Eccleston
EXCUSED:	Beau Harbin
AWAY:	George Wagner

ON MOTION OF WAGNER

RESOLUTION NO. 86-21

Delegating Authority to the Manager of Audit and Financial Projects to Approve Payment of Real Property Tax Errors and Omissions Less Than \$2500 through December 31, 2021

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 Director of the County 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 Director of the County 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

Minutes Acceptance: Minutes of Mar 25, 2021 6:00 PM (Approval of Minutes)

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, 2021.

Announcements

Adjourn

Minutes Acceptance: Minutes of Mar 25, 2021 6:00 PM (Approval of Minutes)

Cortland County Proclamation



2021 Foster Parent Month

WHEREAS, foster parents provide a consistent and compassionate environment for children in need of interim homes in Cortland County, **AND**

WHEREAS, the love and sensitivity of foster parents assists numerous Cortland County children in feeling safe until permanent family life is established, **AND**

WHEREAS, certified foster parents have continued to open their hearts and homes to children whose families are unable to provide the care and supervision they need, **AND**

WHEREAS, the citizens of Cortland County express their appreciation for the faithful service of the thirty-five families in our County, **NOW THEREFORE BE IT**

RESOLVED, that I, Paul Heider, Chairman of the Cortland County Legislature, do hereby proclaim May 2021 as:

Foster Parent Month

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of April, 2021.

Paul Heider, Chair
Cortland County Legislature

Cortland County Proclamation



National Sexual Assault Awareness and Prevention Month

WHEREAS, sexual assault can affect individuals of any gender identity, sexual orientation, race, socio-economic status, religion, and any other demographic. Sexual assault inflicts ongoing trauma upon survivors such as, but not limited to: severe depression, PTSD, substance use disorders, eating disorders, anxiety, homelessness, suicidal ideation, AND

WHEREAS, sexual assault is still gravely underreported. Fear of being re-victimized, societal retaliation, and self-blame are some of the reasons why survivors do not report the sexual assault, AND

WHEREAS, according to the United States Department of Justice Criminal Victimization survey, 734,630 people were sexually assaulted (threatened, attempted or completed) in the United States in 2018, AND

WHEREAS, according to the 2010 National Intimate Partner and Sexual Violence Survey approximately 214,000 lesbian women and 1.5 million bisexual women have been sexually assaulted in their lifetime, AND

WHEREAS, according to the United States 2015 NISVS, 11 million women and 1.5 million men reported their first sexual assault encounter was prior to age 18, AND

WHEREAS, in 2001 Congress passed the 107th congressional bill designating the month of April as “National Sexual Assault Awareness Month,” AND

WHEREAS, every April since 2001, we as a nation are given the opportunity to (1) recognize the negative impact sexual assault has on our society, (2) express our full support to survivors of sexual assault, and (3) eliminate rape culture and sexual assault in our community through education and prevention, AND

WHEREAS, free, confidential help for survivors of sexual assault is available at: Cortland YWCA- Aid to Victims of Violence (office: 607-753-3639; 24/7 crisis hotline: 607-756-6363) and the National Sexual Assault Hotline (1-800-656-4673), NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature officially recognizes April 2021 to be “National Sexual Assault Awareness and Prevention Month”, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature recognizes the importance of eliminating rape culture and sexual assault in Cortland County through education and prevention. Moreover, the Legislature recognizes the negative impact sexual assault has on our community and the importance of public support for survivors of sexual assault, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature urges Cortland County residents to observe “National Sexual Assault Awareness and Prevention Month” with appropriate programs and activities.

Cortland County Proclamation



May is Mental Health Awareness Month

WHEREAS, mental health is essential to every person's overall health and well-being, and everyone experiences times of difficulty and stress in their lives, AND

WHEREAS, all Americans face challenges in life that can impact their mental health, especially during a pandemic, AND

WHEREAS, there are practical tools that all people can use to improve their mental health and increase resiliency, AND

WHEREAS, mental health conditions are real and prevalent in our nation, AND

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives, AND

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has an opportunity to promote mental wellness and support prevention efforts, NOW THEREFORE BE IT

RESOLVED, that I, Paul Heider, Chairman of the Cortland County Legislature, do hereby proclaim May of 2021 as "Mental Health Month", and encourages all County residents to participate in May events in and around Cortland County to promote awareness, provide education about available Mental Health resources, and promote community integration and wellness.

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of April, 2021.

Paul Heider, Chair
Cortland County Legislature

Cortland County Proclamation



National Community Action Month

WHEREAS, Community Action has made essential contributions to individuals and families across this Nation by creating economic opportunities and strengthening communities; AND

WHEREAS, Community Action is a robust state and local force connecting people to life changing services and creating pathways to prosperity in 99% of all American counties; AND

WHEREAS, Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities and stable homes; AND

WHEREAS, Community Action promotes community-wide solutions to challenges throughout our cities, suburbs, and rural areas; AND

WHEREAS, Community Action delivers innovative services and supports that create greater opportunities for families and children to succeed; AND

WHEREAS, Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard; AND

WHEREAS, National Community Action is celebrating 57 years of innovation, impact, and providing proven results for Americans; AND

WHEREAS, Cortland County Community Action Program, Inc. (CAPCO) is celebrating 47 years of innovation, impact, and providing proven results for people in Cortland County, NOW, THEREFORE,

I Paul Heider Chairman of Cortland County Legislature, do hereby proclaim May 2021 as Community Action Month in recognition of the hard work and dedication of all Community Action Agencies.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Cortland County, on the 22nd day of April, 2021.

Paul Heider, Chair
Cortland County Legislature

Cortland County Proclamation



Recognizing Retiring Cortland County Employee for Their Time and Service

WHEREAS, a County employee is ending their distinguished career with Cortland County and moving into retirement, **AND**

WHEREAS, the Cortland County Legislature wishes to express its appreciation to the retiring employee for their years of dedicated service to the residents of Cortland County, **NOW THEREFORE BE IT**

RESOLVED, the Legislature recognizes Kevin Sharp for 17 years of service to Cortland County as a County Coroner, **AND BE IT FURTHER**

RESOLVED, that the Legislature acknowledges that Mr. Sharp's knowledge and expertise will be missed, **AND BE IT FURTHER**

RESOLVED, that on behalf of the entire County Legislature, I, Paul Heider, Chairman of the Legislature, want to express our sincere appreciation to this employee for their loyalty to the County of Cortland and wish him much happiness as he begins this exciting new chapter in his life.

Signed on the 22nd day of April, 2021.

Paul Heider, Chair
Cortland County Legislature

Cortland County Proclamation



National Nurses Week

WHEREAS, The Cortland County Legislature wishes to proclaim May 6-12, 2021, as Nurses Week, in conjunction with the observance of National Nurses Week; and

WHEREAS, May 6th is known as National Nurses Day, and May 12th is the birthday of Florence Nightingale, the founder of modern nursing; and

WHEREAS, The nearly 2.9 million registered nurses in the United States comprise our nation's largest health care profession with New York State accounting for over 256,000 of those registered nurses; and

WHEREAS, The depth and breadth of the registered nursing profession meets the different and emerging health care needs of the American population in a wide range of settings; and

WHEREAS, The American Nurses Association, as the voice for the registered nurses of this country, is working to chart a new course for a healthy nation that relies on increasing delivery of primary and preventive health care; and

WHEREAS, A renewed emphasis on primary and preventive health care will require the better utilization of all of our nation's registered nursing resources; and

WHEREAS, Professional nursing has been demonstrated to be an indispensable component in the safety and quality of care of hospitalized patients; and

WHEREAS, The demand for registered nursing services will be greater than ever because of the aging of the American population, the continuing expansion of life-sustaining technology, and the explosive growth of home health care services; and

WHEREAS, More qualified registered nurses will be needed in the future to meet the increasingly complex needs of health care consumers in this community; and

WHEREAS, The cost-effective, safe and quality health care services provided by registered nurses will be an ever more important component of the United States health care delivery system in the future; and

WHEREAS, often described as an art and a science, nursing is a profession which embraces dedicated people with varied interests, strengths and passions because of the many opportunities the profession offers;

NOW THEREFORE, I Paul Heider Chairman of the Cortland County Legislature do hereby declare the week of May 6-12, 2021 as National Nurses Week in Cortland County.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Cortland County, on the 22nd day of April, 2021.

Paul Heider, Chair
Cortland County Legislature



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

CORTLAND COUNTY HEALTH DEPARTMENT

COUNTY OFFICE BUILDING
60 CENTRAL AVENUE
CORTLAND, NEW YORK 13045-2746
(607) 753-5036
FAX: (607) 753-5209
<http://www.cortland-co.org/432/Health-Department>

Lisa Perfetti
Interim Public Health Director
Nicole Anjeski, MS, MPH
Deputy Public Health Director
Ngozi Mezu-Patel
Medical Advisor

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Legislative Meeting Report April 2021

COVID-19 Update

COVID-19 cases:

- a. 3/14-3/20=54
- b. 3/21-3/27= 46
- c. 4/4-4/10= 51
- d. 4/11-4/17= 41

4 week total of **192** new cases. We have surpassed **4,200** cases.

Hospitalizations:

Overall Total (up to 04/21/2021): **191** hospitalizations

COVID-19 deaths:

- a. 3/14-3/20= 0
- b. 3/21-3/27= 0
- c. 4/4-4/10= 0
- d. 4/11-4/17= 1

4 week total of **1** new deaths

Vaccination Clinics and distributed doses to date:

- **First Dose Clinics:**
 - January 12th (COB)-52 doses
 - January 20th (SUNY)-207 doses
 - January 27th (SUNY)-104 doses
 - February 3rd (SUNY)-105 doses
 - February 10th (SUNY)-413 doses
 - February 24th (SUNY)-151 doses
 - February 27th (SUNY)-407 doses
 - March 3rd (SUNY)- 153 doses
 - March 6th (SUNY)- 476 doses
 - March 13th (SUNY)- 149 doses
 - March 17th (SUNY)- 206 doses
 - March 20th (SUNY)- 409 doses
 - March 24th (SUNY)- 751 doses
 - March 26th (SUNY)-890 doses
 - March 31st (SUNY)-320 doses
 - April 1st (SUNY)-510 doses
 - April 7th (SUNY)-522 doses
 - April 9th (SUNY)-570 doses
 - April 12th (JAIL)-20 doses

Attachment: CCHD Legislative Report April 2021 (8471 : Health Department COVID Update)

▪ **Current 1st Doses: 6,415 vaccinations administered**

• **Second Dose Clinics:**

- February 9th (COB)-50 doses
- February 17th (SUNY)-207 doses
- February 24th (SUNY)- 104 doses
- March 3rd (SUNY)- 103 doses
- March 10th (SUNY)-414 doses
- March 24th (SUNY)- 156 doses
- March 27th (SUNY)-397 doses
- March 31st (SUNY)-150 doses
- April 3rd (SUNY)- 463 doses
- April 10th (SUNY)- 158 doses
- April 14th (SUNY)- 201 doses
- April 17th (SUNY)- 400 doses
- April 21st (SUNY)- 749 doses
- April 23rd (SUNY)- upcoming

▪ **Current 2nd Doses: 3,552 vaccinations administered**

Isolation/Quarantine:

- CCHD continues with isolation and quarantine activities. Over the last month daily isolation calls ranged from approximately 50 to 72 calls per day. All isolation and quarantine activities continue seven days a week. We want to encourage the Cortland County community to continue to wear a mask, follow social distancing guidelines and to get vaccinated when you are eligible.

Vaccine:

- The CCHD has held 19 COVID-19 first dose vaccination clinics, administering the vaccine to **6,415** people. The health department has also held 13 second dose clinics, administering second doses to **3,552** people. We will be holding the next second dose vaccine clinic on April 23rd.
- On April 6th, all New Yorkers age 16 years and older are now eligible for COVID-19 vaccine. **Those aged 16 years of age and 17 years of age are only eligible for the Pfizer vaccine.**
- In the abundance of caution on April 13th, the FDA and CDC announced, that the United States recommended a “pause” in administration of the single-dose Johnson & Johnson COVID-19 vaccine to investigate reports of potentially dangerous blood clots, that same day the New York State Department of Health issued a statement that Local Health Departments were going to pause administration to comply with the FDA and CDC recommendation. The

Advisory Committee on Immunization Practices (ACIP) will have an emergency meeting April 23rd to discuss this vaccine. Information can be found at this link: [ACIP Information](#)

- As of 4/21/2021 (11:00 AM), there have been 38.5% (18, 416) people in Cortland County that have received at least one vaccine dose and 28.2% (13,469) of people have completed the vaccine series. This information is updated daily and can be found at: <https://covid19vaccine.health.ny.gov/covid-19-vaccine-tracker>
- We are now seeing vaccine hesitancy. There are many different factors that can contribute to this. These factors may include confidence in the vaccine, decline in interest and convenience (where and when clinics are held, the type of vaccine available, etc.).
- While we do not have a first dose clinic this week, there are many opportunities for community members who are eligible to receive the vaccine from other vaccine providers. For a list of those who are providing vaccines in our community direct people to our webpage for the list: <https://www.cortland-co.org/1009/COVID-19-Vaccine-Information>
- See vaccine demographic data below (data dates vary):

County Vaccination Dashboard - Admin through 4/8/21 Cortland				
Note: All metrics are for first dose admins (i.e., individuals reached)				
Source: NYSIIS/CIR and vaccine form data as of EOD 4/8/21; Population data from 2019 Census				
Overall vaccination statistics				
The following table shows portion of Total, High-SVI and 65+ eligible populations reached with at least one dose				
	% of Population vaccinated (To-date)	% of Population vaccinated (Last 7 days)	County ranking (To-date, 1 = Highest, 62 =)	Benchmark: NY State % of Popn vaccinated (To-date)
Total Population (15+)	41.8%	+2.7%	35	43.3%
High-SVI Population (15+)	36.5%	+2.4%	31	35.0%
65+ Population	70.6%	+1.5%	25	71.0%
Social Vulnerability Index (SVI) is a metric provided by the CDC which measures different zip codes based on potential negative effects on community				
Green values indicate that the county is performing at or above state average. Red values indicate that the county is below state average				
Column C shows progress over the last 7 days, while column D shows the county's standing relative to other counties in the state				

The table below provides detail on vaccination progress across zip codes in the county-through 4/8/2021

Zipcode	City	Total Population (15+)	SVI	High-SVI (>0.5)?	Population Vaccinated to-date (1+ dose)	% of Total Population Vaccinated	Delta (Zip Vx rate vs. County avg)	65+ Population	% of 65+ Population Vaccinated
13040	Cincinnatus	1,960	0.50	Yes	716	36.5%	-5%	492	60%
13158	Truxton	1,333	0.50	No	459	34.4%	-7%	299	58%
13101	Mc Graw	1,880	0.50	No	781	41.5%	0%	329	76%
13863	Willet	520	0.48	No	112	21.5%	-20%	83	55%
13803	Marathon	3,255	0.47	No	1,192	36.6%	-5%	679	60%
13784	Harford	95	0.47	No	58	61.1%	19%	19	84%
13045	Cortland	24,900	0.45	No	10,136	40.7%	-1%	4,259	78%
13087	Little York	134	0.27	No	95	70.9%	29%	29	100%
13077	Homer	5,757	0.23	No	2,827	49.1%	7%	1,273	75%
13141	Preble	527	0.23	No	254	48.2%	6%	141	77%

Population with at least first dose by race as of April 21, 2021

Cortland County			
	# Vaccinated	Population	% Vaccinated
Black	218	821	26.6%
Asian	217	416	52.2%
White	16,741	38,108	43.9%

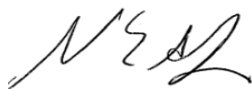
Data based on ages 15+. Source: <https://covid19vaccine.health.ny.gov/vaccine-demographic-data>

NYS Re-opening/Gathering Restrictions Changes Announced as of March 26th:**• By Executive Order:**

- [\(Executive Order 202.96\)](#)
 - Family Entertainment Center/Places of Public Amusement:
Indoor places (effective March 26, 2021) increases to 25% capacity and Outdoor places (effective April 9, 2021) increases to 33% capacity.
- [\(Executive Order 202.98\)](#)
 - Events, Arts and Entertainment Venues under 10,000 person seating (effective April 2, 2021): Indoor limit-increases to 33% capacity up to 100 people, indoor venues can go up to 150 with proof of negative COVID test. Outdoor limit-increases to 33% capacity up to 200 people, can go up to 500 people with proof of negative COVID test.

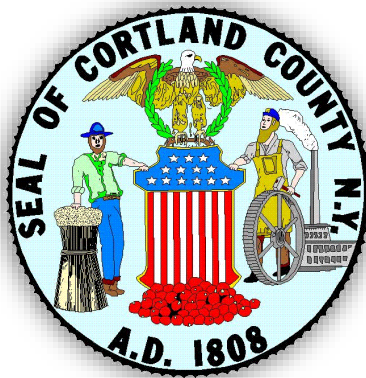
• Guidance update:

- In-person instruction at Pre-K to Grade 12 schools (effective April 9, 2021). The updated guidance can be found at:
https://www.governor.ny.gov/sites/default/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf
- Updated Interim Guidance for End of Academic Year Celebrations (effective April 12, 2021). This updated interim guidance can be found at:
https://coronavirus.health.ny.gov/system/files/documents/2021/04/doh_covid19_updatedgraduationguidance_041221.pdf



Nicole Anjeski
Deputy Public Health Director

CORTLAND COUNTY, NY CONSOLIDATED HOUSING PLAN



UPDATED MARCH 30, 2021

EXECUTIVE SUMMARY

The Cortland County Consolidated Plan is intended to focus on key goals and objectives for the future direction of housing throughout Cortland County. Housing is a multi-faceted issue that affects the community's quality of life and is a standard by which a community is judged. It is a retention and attraction tool for economic development. Housing development and maintenance is a community-wide, shared responsibility. The County seeks to create a healthy, vibrant community that starts with a clear direction for improving and maintaining viable housing options for residents throughout Cortland County. This plan highlights the main resources that currently exist in the County and a strategic plan to address the shortfalls in our current resources.

Part I: An introduction to the history of Cortland County and briefly highlights the industries that exist today and the current direction the County is headed in.

Part II: Highlights Housing Statistics for the County and its 19 municipalities. This section primarily consists of relevant statistical information and a basic profile and makeup of Cortland County.

Part III: Highlights the housing markets throughout the County, and provides a detailed analysis of rural, urban and village housing markets throughout the County. This section also contains the substandard housing assessment for the County housing stock.

Part IV: The Strategic Plan provides goals and objectives for areas that need to be addressed to improve the housing situation for all community members throughout Cortland County.

Appendix I: Provides goals to achieve the housing vision for the future of the County. This appendix will act as a yearly document to address areas of concern/missing information, and the need for new research and studies into detailed aspects of housing related issues.

It is important that this plan is an integral document that highlights all of the present and future goals and objectives of the County, and a more detailed focus on certain goals/issues may be required on a yearly basis. The need for a big picture, long term focus on many different goals will still be necessary and will remain the central tenet of this housing plan. These goals will be accomplished by strengthening the Housing Consortium, which is a collaborative group which meets on an ongoing basis to address local housing needs. This housing plan is a critical piece to the process of envisioning the future needs and well-being of the Cortland Community. This updated housing plan was constructed through input from many local agencies and organizations and provides a snapshot into the wide range of concerns, supported by statistics, which affect our County's present and future housing stock.

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APPENDIX II – 2021 Housing Conditions Survey

Part I

INTRODUCTION

I. Introduction

This Consolidated Housing Plan was prepared by the Cortland County Planning Department and done in collaboration with the local Housing Consortium and various community agencies and organizations. The Plan was a collaborative effort, with input being sought from the entire community to formulate a Plan that best reflects the present and future housing needs of Cortland County. It is an extensive look at all aspects of the community's housing and non-housing needs. The document will be a valuable reference for future housing-related, economic development, and infrastructure funding requests. The Plan is not inflexible; it may be revised and amended by the County as necessary and/or desired. Also included in this Plan are updated data and statistics available since the adoption of the original plan in 2002. The Plan therefore is being revised in 2016 to provide updated information since the adoption of the original plan.

1.1 Description and History of Cortland County

Cortland County is located in the geographic center of New York State, mid-way between the City of Binghamton to the south and Syracuse to the north. As the northern terminus of the Appalachian region, the County's topography consists of small mountains, rolling hills, gentle valleys, and an abundance of small lakes and streams. The primary County waterway is the Tioughnioga River, which flows southward from the County's northern border, eventually flowing into the Susquehanna River. Cortland County is relatively small, with only 502 square miles. The County consists of 19 municipalities, including 15 towns, three villages, and one city. The City of Cortland, the County's largest municipality, is located in the central-western portion of the County. Most development is located in and around the City with those communities to the north, east, and south of the City being primarily rural in nature. Interstate 81 bisects the County, following the route of the Tioughnioga River, and is the major north/south route through the County (see map at the end of this section).

Much of the early settlement of Cortland County was military tracts, lands awarded to Revolutionary War enlisted men. The County was originally part of Onondaga County to the north but was eventually established as a separate entity in 1808. Although at the time there was much controversy over where the County seat would be located, eventually the City of Cortland was chosen, primarily due to its excellent trade location on the Tioughnioga River, the County's main waterway. The City of Cortland and the surrounding township of Cortlandville eventually became home to the County's "smokestack" industry where a number of locally originated industries established themselves. The County's three Villages, namely, Marathon, Homer, and McGraw, while not nearly as large as the City, established a mix of residential structures, retail businesses, and small industrial concerns. All four municipalities eventually established successful "Downtown" areas that were primarily self-sufficient. The three Villages were also supported by surrounding farms that provided an economic livelihood based on milk production and food supplies, tanneries, gristmills, and other farm-related businesses. The surrounding townships, 15 in all, were primarily agricultural. Most of these townships established small hamlet areas that consisted of post offices, local schools, hotels, mills, and general stores.

Eventually the railroad became a major presence in Cortland County, connecting Cortland County communities and moving goods and services in and out of the County. After World War II, with a heavy reliance on automotive transportation, those who desired employment found ample opportunities in the industrial center of the County, namely, the City of Cortland and the surrounding Town of Cortlandville. New housing initiatives, strip malls, and supermarket chains also were established in this area of the County. Concurrently, there began a

slow and steady consolidation and decline in the farming industry, and rail service dramatically decreased. In the 1960's, New York State constructed Interstate 81 through Cortland County. At the time, there was much discussion as to where the interstate would be placed. Its eventual location served to facilitate the industrialized western area of the County further bolstering this portion of the County as its economic hub and rendering outlying areas as primarily bedroom communities.

This western part of Cortland County is referred to in the Cortland County Overall Economic Development Program, the County's 1980 comprehensive plan, as the Cortland-Homer-Cortlandville Area. Approximately 75% of the Cortland County population resides in this area that includes the Villages of Homer and McGraw and the Towns of Cortlandville and Homer. Easy access to Interstate 81 via major transportation arteries such as NYS Routes 11, 13, 41, and 281 facilitates industrial activity in this area. The area clusters around the City of Cortland, reflecting its importance as a regional center for commerce, industry, health care, culture, government, and economic development. The County's only hospital, Cortland Regional Medical Center is located in the City. The State University College at Cortland, with an enrollment of 7,300 students, is within City borders. Most of the County's largest industrial employers are located in this development area.

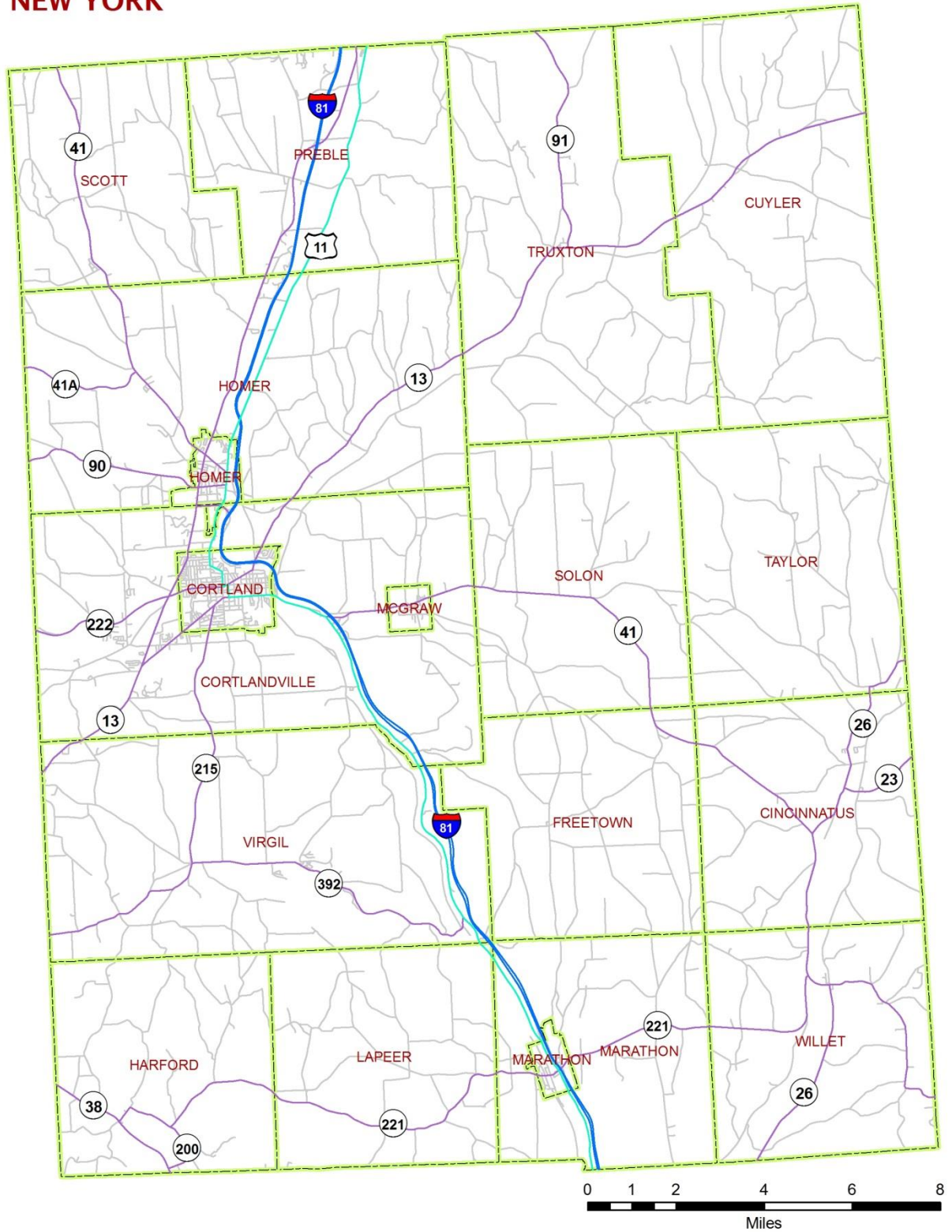
As previously mentioned, the County's, and particularly the City of Cortland's, original "smokestack" industries were disproportionately rich for an area of its size. Smith Corona Marchant (SCM) employed nearly 4,000 persons in its Cortland/Cortlandville and nearby Tompkins County plants and was the world's largest domestic portable typewriter manufacturer. Brockway Motors manufactured the famed "Husky" truck and employed 500 persons. Wickwire Brothers invented and manufactured wire screen, operated a foundry, and employed 1,500 persons in a campus of buildings on the City's south side. Other early major industrial employers included Overhead Door Company, Wilson's Sporting Goods' Tennis Division, Durkee Bakery, Thompson Boat, Champion Sheet Metal, and numerous other entities. These "homegrown" industries operated from the mid-1800's well into the early 1970's. As the industrial center of the County flourished, many of the smaller hamlets declined due to residents' patronage of the City/Cortlandville area.

As Cortland County made progress towards economic recovery during the mid 1980's to early 1990's, the County could not foresee a second economic collapse that was looming on the horizon. In the mid-1980's, a fire on the Rosen Site in the City of Cortland alerted authorities to illegally dumped hazardous waste materials. At the time, the City was in negotiations to buy this site to add to the adjacent Noss Industrial Park. A further investigation by the U.S. Environmental Protection Agency resulted in the approximately 20 acre site being added to the National Priority List as a Superfund Site. This halted further development of the most developable vacant industrial site in the City. In 1992, Smith Corona moved its manufacturing facility to Mexico along with 850-950 manufacturing jobs. Its technical support staff was downsized by an additional 300-350 jobs in 1995. SCM vacated Cortland County for good in the Spring of 2001, ending a presence in the community which spanned over 100 years.

In the Fall of 1997, NCC Industries, a division of Maidenform, announced the closing of its Cortland plant and the loss of 350 jobs. In February of 1998, Rubbermaid, which had developed into a manufacturing mainstay in the community for 15 years, announced the closing of its Cortland plant and the loss of 467 jobs. This was immediately followed by the closing of Hevi Duty Electric. Assa International, which started production in the City in late 1998 with the intention of replacing the lost NCC jobs, folded in 2000 with the loss of 35 jobs and the promise of a significant workforce expansion. Buckbee Mears, once one of the County's largest industrial

employers, struggled to stay competitive in the global market and was down to 200 employees when it closed in 2005. A recent shift in development, however, has brought more businesses to Cortland County, which has resulted in a decrease in unemployment. The Rubbermaid plant was bought by Kik Corp., North America's original hotel guest amenities company, and is currently one of the largest employers in the County. The development of Hope Lake Lodge and the Greek Peak area has brought more jobs and tourism into the County as well. Northeast Transformer Services (NETS) was a spinoff of Dowser Electric and is located in the former Saulsbury Equipment site in Preble. Another area that has seen a number of new businesses since 2002 is the Route 13 corridor in the Town of Cortlandville. The additions of a Super Wal-Mart, Lowe's, Marshall's, and other retail developments have created more job opportunities. Empire Tractor has built a new retail facility on this corridor and construction of a new Tractor Supply Co. in the vicinity was recently completed. Byrne Dairy purchased the 127 acre Finger Lakes East Business Park in 2012 and constructed a \$40 million yogurt manufacturing facility in this corridor that will bring in much needed employment to the County. Byrne Dairy also has plans to expand even further and create an agritourism destination on the property. There have been a number of other businesses that have also started up in Cortlandville as well, such as Essex Steel, Pyrotek, IMS, Precision Eforming (spinoff of Buckbee Mears), and Forkey Construction (needed to expand and moved from Lapeer). Many of these businesses started in the City, but needed larger sites in order to expand. Unemployment in Cortland County is still a major concern when compared to surrounding counties. Although, Cortland County is steadily improving thanks to smart economic development and strong local decision making, it still has a myriad of issues in relation to its old and outdated housing stock.

CORTLAND COUNTY NEW YORK



Part II

HOUSING AND HOMELESS NEEDS ASSESSMENT

II. Housing and Homeless Needs Assessment

2.1 Community Profile

Cortland County is a rural community comprised of 19 municipalities, with a population of **49,336** persons, according to the **2010** Census. It lies in the northern part of the Appalachian Mountain Range known as the Allegheny Plateau, and the southeastern section of the Finger Lakes Region. The County has a sole city, the City of Cortland, where **19,204** persons (nearly 39% of the County's population) reside. The County's second and third largest municipalities, the Towns of Cortlandville and Homer, lie adjacent to the City. Populations in these towns are **8,509** and **6,405**, respectively. All other towns within the County have populations of less than 2,500 persons. The County also has three incorporated villages: McGraw, approximately five miles east of the City, in the Town of Cortlandville; the Village of Homer, located just north of the City, in the Town of Homer; and the Village of Marathon, located at the County's southern boundary, in the Town of Marathon. The following Table provides population information for all 19 County municipalities.

Figure 1.1 - Cortland County Population Statistics			
Source: 2000 & 2010 Census			
http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml			
Municipality	2010 Population	2000 Population	% Change, 2000-2010
Cincinnatus, Town	1,056	1,051	+0.4%
Cortland, City	19,204	18,740	+2.5%
Cortlandville, Town	8,509	7,919	+7.5%
Cuyler, Town	980	1,036	-5.4%
Freetown, Town	757	789	-4.1%
Harford, Town	943	920	+2.5%
Homer, Town	6,405	6,508	-1.6%
Homer, Village	3,291	3,368	-2.2%
Lapeer, Town	767	686	+11.8%
Marathon, Town	1,967	2,180	-9.7%
Marathon, Village	919	1,063	-13.5%
McGraw, Village	1,053	1,000	+5.3%
Preble, Town	1,393	1,582	-11.9%
Scott, Town	1,176	1,193	-1.4%
Solon, Town	1,079	1,108	-2.6%
Taylor, Town	523	500	+4.6%
Truxton, Town	1,133	1,225	-7.5%
Virgil, Town	2,401	2,287	+4.9%
Willet, Town	1,043	1,011	+3.2%
Cortland County	49,336	48,599	+1.5%

The population in the County has remained fairly constant since the 2000 Census, with a population increase of 1.5% from 2000 to 2010. The City of Cortland has experienced a population increase of 2.5% since 2000. Two Villages in the County have experienced a loss in population, ranging from a loss of just over 2% in the Village of Homer, to a loss of nearly 14% of the population in the Village of Marathon from 2000 to 2010. Population growth has taken place in the more rural towns, however, including the Willet, Virgil, Taylor, Harford and Lapeer, all of which experienced double digit population growth.

According to the 2010 Census, the median age in Cortland County is 35.8 years, just slightly younger than New York State's median age of 38. As of 2010, 5.3% of Cortland County's population was under the age of five; 15.5% of the population was between the ages of five and 17; and, 16.8% of the population was over the age of 62. While the age distribution in Cortland County is comparable to that of New York State, several municipalities have a disproportionate concentration of elderly persons, including: the Village of Homer, with 17.9% of the population over the age of 62; the Town of Cincinnatus, with 24.8%; and, the Village of McGraw, with 21.7%.

A total of 18,671 households in Cortland County were identified in the 2010 Census. The average household size was 2.5 persons per household, with an average family size of 2.96. Non-family households represented 38.5% of all households in the County; householders age 65 and over, living alone, represented 11.5% of all households in Cortland County. Nearly a third of all households included children under the age of 18. Female-headed households represented 10.8% of all households. Female-headed households were disproportionately represented in the Village of McGraw, where these households accounted for 15.8%.

Data from the 2010 Census indicates that ethnic minorities represent only 4.9% of the County population. The minority population has increased in Cortland County as a percentage of total population since 2000, when minorities represented 3.1% of the total population. While the greatest concentration of minorities reside within the City of Cortland (7.2% of the City population as of 2010), there appear to be no true racial or ethnic clusters in Cortland County.

2.1.1 Economic Climate

The City of Cortland and the three Cortland County villages each began as military tracts. By the turn of the 20th century, each had established downtown commercial areas that served the needs of their respective citizenry. The City of Cortland was established as the County seat. It was reliant on an industrial base, which continues today, although SUNY Cortland is the County's largest employer. The location of this industrial base precipitated the heavier population growth in the City, as well as in the surrounding suburban areas. Growth within the retail sector of the County has occurred in recent years primarily in strip developments in the suburban areas surrounding the City of Cortland. While the Villages originally had a number of small-scale manufacturers as well as developed downtowns, they are now, by and large, primarily bedroom communities, with small commercial establishments serving the most basic needs of their residents. Development in the rural towns of Cortland County occurred around hamlet areas that provided very basic services to the surrounding agricultural community.

Today, Cortland County continues to have a significant manufacturing base, with 11.4% of the County workforce employed in the manufacturing sector, as compared to 6.9% in New York State, and 10.6% nationwide (U.S. Census Bureau, American Community Survey Five Year Estimates 2008-2012). Given the County's rural

nature, it is not surprising that farm employment is also strongly represented (3.2% of Cortland County's workforce, as compared to 0.6% for New York State, and 1.9% nationwide). Retail trade represents 13.1% of Cortland's job base, as compared to 10.8% Statewide. Government workers, at 21.3% of the work force, are slightly higher than the State average of 16.6%, due in large part to SUNY Cortland.

Since the early 1980's, unemployment rates in Cortland County have tended to be slightly higher than Statewide unemployment figures due to the closing of several manufacturing facilities over the past decade. The unemployment rate spiked in 2009 in Cortland County to match a dramatic increase in unemployment in New York State and the entire country. In subsequent years the unemployment rate slowly declined. As of 2015, Cortland County's unemployment rate was at 5.9% (10.2% higher than the unemployment rate for New York State), but down from a high of 8.3% in January of 2014.

Figure 1.2 Unemployment Rates (%), 2002-2015 Source: NY Bureau of Labor and Statistics https://www.labor.ny.gov/stats/laus.asp			
	Cortland County	New York State	% Difference
2002	5.9	6.1	-3.2%
2003	5.8	6.4	-9.3%
2004	6.2	5.8	6.4%
2005	5.4	5.0	7.4%
2006	5.3	4.5	15.1%
2007	5.2	4.6	11.5%
2008	6.4	5.4	15.6%
2009	9.1	8.3	8.8%
2010	8.9	8.6	3.4%
2011	8.5	8.3	2.3%
2012	8.6	8.5	1.2%
2013	7.7	7.7	0%
2014	6.5	6.3	3.1%
2015	5.9	5.3	10.2%

Per capita and median incomes in Cortland County have historically been significantly below those of New York State. According to the 2000 Census, Cortland County’s per capita income was \$16,622, 29% below the State’s per capita income of \$23,389. In the 2010 census, Cortland County’s per capita income was \$22,788, and is still 29% below the state’s per capita income of \$32,104. The 2000 Census shows Cortland County’s median household income was \$34,364, 21% less than the state’s \$43,393. Cortland County’s 2010 median household income was \$47,497, 17.6% less than the State’s \$57,683 median household income.

Median household income in Cortland County has kept pace with the rate of inflation. While the cumulative inflation rate from 2000 to 2010 was 27.93% for the northeastern United States (U.S. Bureau of Labor Statistics), median household income in Cortland County increased by 27.6%. The rate of increase in median household income for all of New York State during that same period was 24.7%, below the actual rate of inflation.

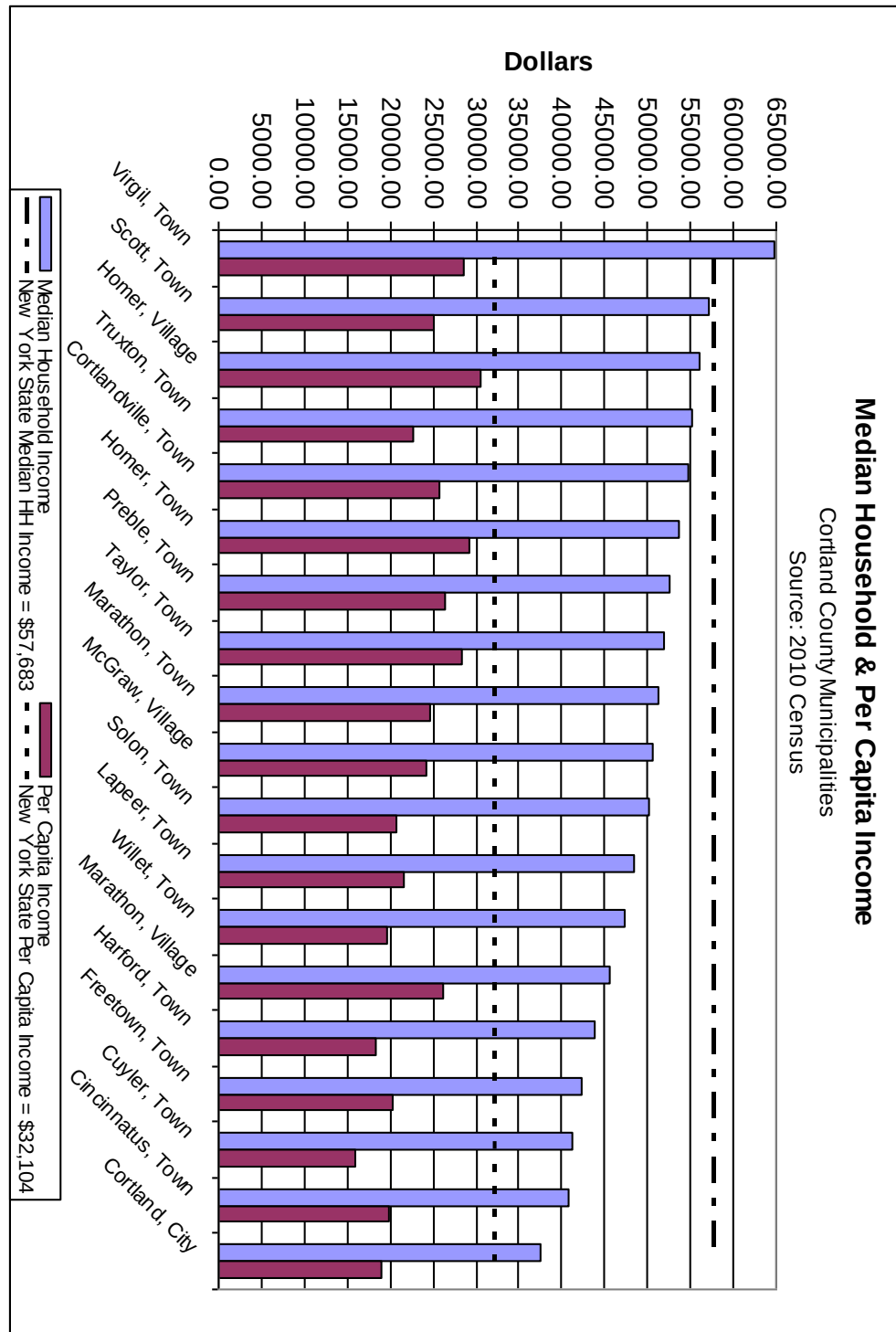
Statistics suggest that the City of Cortland is the poorest community in the County, with a median household income of \$37,429, representing only 65% of New York State’s median household income; per capita income for the City is also only 59% of the State’s per capita income. The Village of Marathon and the Towns of Cincinnatus, Cuyler, Freetown and Harford are also among the poorest municipalities in the County, all with median household incomes of less than 80% of the State’s median income. The wealthiest communities in the County, as based on median household income, still fall below both State median household income and State per capita income levels, with the exception of the Town of Virgil, which is 12% above the State median household income. The suburban areas of Homer and Cortlandville have the highest per capita incomes in the County, and the Towns of Virgil and Scott have the highest median household incomes. The Town of Preble serves as a bedroom community for the Syracuse MSA and is home to the Song Mountain ski center, while the Town of Virgil hosts some higher-end housing surrounding one of Central New York’s larger ski resorts, Greek Peak.

The following table and graph detail the County’s per capita and median household incomes:

Figure 1.3- Per Capita & Median Household Income
Source: 2010 Census
http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

Municipality	Median Household Income		Per Capita Income	
	Dollars	% of NYS	Dollars	% of NYS
Cincinnatus, Town	\$40,875	71%	\$19,898	62%
Cortland, City	\$37,429	65%	\$18,990	59%
Cortlandville, Town	\$54,644	95%	\$25,737	80%
Cuyler, Town	\$41,190	71%	\$15,966	50%
Freetown, Town	\$42,237	73%	\$20,355	63%
Harford, Town	\$43,750	76%	\$18,359	57%
Homer, Town	\$53,589	93%	\$29,277	91%
Homer, Village	\$56,071	97%	\$30,520	95%
Lapeer, Town	\$48,438	84%	\$21,692	68%
Marathon, Town	\$51,313	89%	\$24,590	77%
Marathon, Village	\$45,625	79%	\$26,142	81%
McGraw, Village	\$50,556	88%	\$24,240	76%
Preble, Town	\$52,600	91%	\$26,492	83%
Scott, Town	\$57,212	99%	\$25,019	78%
Solon, Town	\$50,156	87%	\$20,675	64%
Taylor, Town	\$51,875	90%	\$28,308	88%
Truxton, Town	\$55,104	96%	\$22,728	71%
Virgil, Town	\$64,792	112%	\$28,479	89%
Willet, Town	\$47,250	82%	\$19,653	61%
Cortland County	\$47,497	82%	\$22,788	71%
New York State	\$57,683	100%	\$32,104	100%

Figure 1.4



According to the 2008-2012 American Community Survey Five Year Estimates, 8.0% of families in Cortland County fall below the poverty level, as compared to 11.4% of families statewide. Individuals living alone and female-headed households were more likely to fall below the poverty line. Fifteen percent (15.0%) of all individuals living alone in Cortland County had incomes below poverty level, as compared to 14.9% statewide; 27.4% of female-headed households in Cortland County fell below the poverty line per the 2008-2012 American Community Survey, compared to 27.6% statewide.

The greatest concentration of impoverished persons in the County is located in the City of Cortland, where 23.6% of individuals have incomes below poverty level, and 11.8% of families are below the poverty level (both are above State and County levels). The Towns of Cuyler, Freetown, Taylor, and Cincinnatus also surpass State and County levels of persons below poverty level, with a high of 19.9% of individuals in Taylor. The percentages of individuals and families below poverty level for the municipalities in Cortland County, as based on American Community Survey 2008-2012 data, are listed below.

Figure 1.5 - Poverty Status: Cortland County Municipalities		
Source: 2008-2012 American Community Survey http://factfinder.census.gov/		
Municipality	% of Individuals Below Poverty Level	% of Families Below Poverty Level
Cincinnatus, Town	19.0%	18.8%
Cortland, City	23.6%	11.8%
Cortlandville, Town	12.7%	7.5%
Cuyler, Town	16.2 %	13.7%
Freetown, Town	19.3%	17.2%
Harford, Town	15.6%	15.5%
Homer, Town	6.4%	2.9%
Homer, Village	7.6%	3.0%
Lapeer, Town	9.1%	9.2%
Marathon, Town	8.8%	5.8%
Marathon, Village	9.0%	8.2%
McGraw, Village	10.6%	8.2%
Preble, Town	15.5%	6.7%
Scott, Town	8.7%	4.7%
Solon, Town	11.1%	5.2%
Taylor, Town	19.9%	12.5%
Truxton, Town	7.7%	5.1%
Virgil, Town	3.3%	0.0%
Willet, Town	5.7%	2.8%
Cortland County	15.0%	8.0%
New York State	14.9%	11.4%

2.2 Housing Data

According to the 2008-2012 American Community Survey Five Year Estimates, Cortland County has 20,524 housing units, of which 17,809 or 86.8% are occupied. Of those, 11,806 or 66.3%, are owner occupied, and 6,003 or 33.7% are renter occupied. Homeownership rates were lowest in the City of Cortland (not quite 46%), and the three Villages (ranging from approximately 57% to 75%). There was a 0.8% homeowner vacancy rate and a 7.0% rental vacancy rate in Cortland County, nearly half the Statewide vacancy rate of 1.8% and nearly double the rental vacancy rate of 4.6%. Homeowner vacancy rates were greatest in the Town of Taylor and the Town of Lapeer, with rates of 6.7% and 3.2% respectively (see Figure 1.8).

Rental vacancy rates were greatest in the Towns of Virgil, Cincinnatus, Cortlandville, and Willet, all of which had rental vacancy rates of 11.0% or greater. Census data for Cortland County municipalities regarding housing units, homeownership, and vacancy rates are summarized in the tables on the following two pages.

Figure 1.6 - Cortland County Housing Units

Source: 2008-2012 American Community Survey

http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

Municipality	Total Housing Units	% Occupied Housing Units	% Vacant Housing Units
Cincinnatus Town	385	80.3	19.7
Cortland City	7,647	86.7	13.3
Cortlandville Town*	3,490	91.7	8.3
McGraw Village	477	82.2	17.8
Cuyler Town	442	78.2	21.8
Freetown Town	340	82.2	17.8
Harford Town	401	94.4	5.6
Homer Town*	2,687	94.4	5.6
Homer Village	1,403	92.5	7.5
Lapeer Town	261	93.5	6.5
Marathon Town*	920	89.7	10.3
Marathon Village	446	87.9	12.1
Preble Town	682	83.0	17.0
Scott Town	546	78.9	21.1
Solon Town	446	87.9	12.1
Taylor Town	213	79.3	20.7
Truxton Town	534	83.0	17.0
Virgil Town	1,113	74.0	26.0
Willet Town	569	63.4	36.6
Cortland County	20,524	86.8%	13.2%

*Town data includes Village data.

Figure 1.7 - Rental Housing in Cortland County

Source: 2008-2012 American Community Survey

http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

	Rental Occupied Housing Units	Rental Vacancy Rate	Renters Paying >30% Of Income for Housing
Cincinnatus Town	60	16.7%	58.3%
Cortland City	3,631	6.6%	49.7%
Cortlandville*	764	11.4%	48.0%
McGraw Village	135	8.2%	37.5%
Cuyler Town	69	0.0%	50.1%
Freetown Town	48	0.0%	25.0%
Harford Town	108	0.0%	39.4%
Homer Town*	615	6.4%	33.1%
Homer Village	330	3.6%	26.4%
Lapeer Town	7	0.0%	0.0%
Marathon Town*	201	8.6%	26.8%
Marathon Village	173	9.9%	25.3%
Preble Town	98	0.0%	43.7%
Scott Town	74	0.0%	50.0%
Solon Town	67	0.0%	40.3%
Taylor Town	30	0.0%	55.0%
Truxton Town	80	0.0%	44.2%
Virgil Town	109	11.3%	16.1%
Willet Town	42	17.6%	42.5%
Cortland County	6,003	7.0%	46.0%

**Town data includes Village data.*

Rental housing cost, as a function of household income in Cortland County, appears to be comparable to Statewide data. 46% of renters in the County pay more than 30% of their household income towards gross rent, as compared to 52.8% Statewide. More than 50% of renters in the City of Cortland and the Towns of Cincinnatus, Cuyler, Scott, and Taylor pay in excess of 30% of their household income towards gross rent. Despite this, a high cost of housing as it relates to income in the County is indicated by the County being designated as a Difficult Development Area by the U.S. Department of Housing and Urban Development in 2013. This means the ratio of fair market rent to area and median income is within the top 20% of all metropolitan counties in the United States.

With respect to housing cost, homeowners fared better in Cortland County as compared to renters. Of all homeowners with a mortgage in Cortland County, 27.1% are paying more than 30% of their household income toward housing costs, compared to 40.7% statewide. The Village of Marathon, and the Towns of Marathon and Harford, had the highest percentages of homeowners paying more than 30% of their income for housing, with only Harford in excess of the state figure of 40.7%.

Figure 1.8 - Owner-Occupied Housing in Cortland County

Source: American Community Survey 2008-2012

http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

	Owner Occupied Housing Units	Home Ownership Rates	Homeowner Vacancy Rate	Homeowners Paying > 30% of Income for Housing (w/ Mortgage)
Cincinnatus town	249	80.6%	0.0%	32.3%
Cortland City	3,001	45.3%	1.3%	25.6%
Cortlandville*	2,435	76.1%	0.3%	31.5%
McGraw Village	257	65.6%	2.7%	24.2%
Cuyler Town	197	74.1%	0.0%	27.3%
Freetown Town	224	82.4%	0.0%	9.1%
Harford Town	232	68.2%	0.0%	45.6%
Homer Town*	1,921	75.7%	0.0%	20.5%
Homer Village	968	74.6%	0.0%	19.3%
Lapeer Town	237	97.1%	3.2%	30.3%
Marathon Town*	624	75.6%	1.0%	37.0%
Marathon Village	219	55.9%	2.7%	37.2%
Preble Town	468	82.7%	2.3%	29.5%
Scott Town	357	82.8%	0.0%	35.3%
Solon Town	325	82.9%	0.0%	32.2%
Taylor Town	139	82.2%	6.7%	25.3%
Truxton Town	363	81.9%	0.0%	30.9%
Virgil Town	715	86.8%	1.4%	22.7%
Willet Town	319	88.4%	0.0%	18.5%
Cortland County	11,806	66.3%	0.8%	27.1%

*Town data includes Village data

Overall, nearly 30% of all households in the County are faced with unaffordable housing cost.

The housing stock in Cortland County is slightly older than the Statewide average. The median “year structure built” for housing units is 1947, based on 1990 Census data, as compared to a median age of 1952 statewide. [1990 data is the most recent data available for median age of housing, and is still considered applicable and relevant, given the relatively static nature of population and housing trends in Cortland County over the last two decades.] Generally, the housing stock is older in the City of Cortland, the Villages of Homer, McGraw, and Marathon, and the Towns of Marathon, Cincinnatus, and Scott, all with a median “year structure built” of 1939. Please note that 1939 is the default year used for this statistic and actual median year built may be earlier. The median “year structure built” of housing in Cortland County’s municipalities, based on the 1990 Census data, is presented below.

Figure 1.9 - Median Year Structure Built	
Cortland County	
Source: 1990 Census	
Municipality	Median Year Structure Built
Cincinnatus, Town	1939
Cortland, City	1939
Cortlandville, Town	1963
Cuyler, Town	1964
Freetown, Town	1967
Harford, Town	1962
Homer, Town	1942
Homer, Village	1939
Lapeer, Town	1955
Marathon, Town	1939
Marathon, Village	1939
McGraw, Village	1939
Preble, Town	1962
Scott, Town	1968
Solon, Town	1967
Taylor, Town	1948
Truxton, Town	1965
Virgil, Town	1971
Willet, Town	1965
Cortland County	1947

According to 2008-2012 American Community Survey data, the median value for owner-occupied housing in Cortland County, at \$101,900, is less than half of New York State’s median value of \$295,300. More than 86% of owner occupied housing in Cortland County is valued at \$199,999 or less, as compared to 38% Statewide.

When comparing the change in median housing values for owner occupied housing units from 2000 to 2012, Cortland County experienced a 36.4% growth in dollar value of owner occupied housing, far less than New York State's 98.6% growth rate.

**Figure 1.10 - Median Value, Owner Occupied Housing Units
2000-2012**

Source: 2000 Census & American Community Survey 2008-2012

http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

Municipality	Median Value, 2000	Median Value, 2012	% Change, 2000-2012
Cincinnatus, Town	\$62,600	\$85,500	37%
Cortland, City	\$71,000	\$91,300	29%
Cortlandville, T.	\$84,900	\$127,400	50%
Cuyler, Town	\$67,600	\$78,200	16%
Freetown, Town	\$57,400	\$82,600	44%
Harford, Town	\$65,400	\$83,200	27%
Homer, Town	\$81,600	\$121,000	48%
Homer, Village	\$77,900	\$116,800	50%
Lapeer, Town	\$66,500	\$103,200	55%
Marathon, Town	\$63,800	\$104,600	64%
Marathon, Village	\$63,600	\$93,900	48%
McGraw, Village	\$64,100	\$84,500	32%
Preble, Town	\$86,000	\$103,900	21%
Scott, Town	\$73,900	\$99,200	34%
Solon, Town	\$53,700	\$89,900	67%
Taylor, Town	\$56,500	\$94,600	67%
Truxton, Town	\$72,400	\$98,000	35%
Virgil, Town	\$74,600	\$119,600	60%
Willet, Town	\$58,700	\$83,100	42%
Cortland County	\$74,700	\$101,900	36.4%
New York State	\$148,700	\$295,300	98.6%

**Town data includes Village data.*

Housing values in the Towns of Cuyler and Preble fared worse than the State in terms of relative housing values. In the Town of Cuyler, from 2000-2012, the median value for owner occupied housing increased by only 16%, less than one-fifth of the rate of growth experienced Statewide. In the Town of Preble, median housing value only increased by 21% in the period 2000 to 2012. The growth rates for median housing value in the Towns of Solon and Taylor, on the other hand, have increased by almost double that of the County (67%).

According to the Cortland County Board of Realtors, sales prices for residential property in Cortland County have been relatively static for the years 1992 to 2001. In 1992, the average sale price for residential property in Cortland County was \$75,950; the average sale price in 2001 dropped slightly, to \$74,514. Data collected from 1,303 home sales from 2009-2014 suggests the average sale price in Cortland County increased to \$120,636, which constitutes a 62% increase since 2001.

While property values in Cortland County have eroded over time, home sales have increased steadily. In 2001 there were a total of 423 annual home sales in Cortland County. As of 2014, an average of 260 homes per year have been sold in Cortland County since 2009, which is the latest available data. This constitutes approximately a 38.5% decrease in home sales compared to data from 2001.

With regard to rental housing, median gross rent in Cortland County was \$684 per month, according to the 2008-2012 American Community Survey, roughly 64% of the median gross rent for New York State. Rental cost increased by 45% from 2000-2012, while median household income for the County increased by 38% since 2000. Median gross rent was highest in the Town of Taylor at \$833 per month, presumably due to a lower number of rental properties, and the Town of Preble, which serves as a bedroom community for the Syracuse MSA, at \$813 per month. Median gross rents were lowest in the Town of Marathon (including the Village), and the Town of Cincinnatus.

Figure 1.11 - Median Gross Rent**Cortland County Municipalities**

Source: 2008-2012 American Community Survey

Cincinnatus, Town	\$517
Cortland, City	\$657
Cortlandville, T.	\$788
Cuyler, Town	\$679
Freetown, Town	\$790
Harford, Town	\$777
Homer, Town	\$760
Homer, Village	\$650
Lapeer, Town	*no data available
Marathon, Town	\$494
Marathon, Village	\$482
McGraw, Village	\$680
Preble, Town	\$813
Scott, Town	\$747
Solon, Town	\$753
Taylor, Town	\$833
Truxton, Town	\$654
Virgil, Town	\$728
Willet, Town	\$713
Cortland County	\$684

*Town data includes Village data.

2.3A HOUSING CONDITIONS SURVEY - February 2021

2.3.1A Methodology

An updated Housing Conditions Survey for Cortland County was performed by Thoma Development Consultants and was submitted to the County in February 2021. The intent of the survey was to determine the overall condition of the housing stock in Cortland County. The goal was to conduct an exterior conditions survey of approximately all one, two, and three family homes in the County in order to ascertain their physical condition using the NYS Office of Community Renewal's definition of substandard, included below in section 2.3.2A.

The survey team visually inspected one in four structures, using the GIS mapping of County parcels as a guide. The survey team looked at nine separate building components for each structure, and classified each component as either sound, or having a minor, major, or critical defect. The definition of substandard used is included in section 2.3.2A. It was also noted if the structure was handicapped accessible, i.e. had a handicapped ramp. All information was entered into a digital database onsite. Buildings were then classified as standard, moderately substandard, severely substandard, or dilapidated. The survey teams also classified homes as large, medium, small, mobile homes, or tiny homes.

2.3.2A Definition of Substandard:

A. STRUCTURAL COMPONENTS - Upon structure inspection various components should be categorized as primary or secondary as follows:

Primary Components - Foundation, exterior wall structures, roof structures, floor structures, columns, joists, and partitions.

Mechanical Components - Windows and doors, plumbing, heating and electrical, wells and septic systems

Secondary Components - Siding material, roofing material, porches and exterior stairs and railings, chimneys, flooring material, ceilings, lighting, ventilation, interior stairs and railings.

B. Degree of Deficiency - After deficient structural components are classified as either primary, mechanical or secondary, they shall be assessed for the degree of deficiency as follows:

Critical - Building component is badly deteriorated, sinking, leaning, non-operative or non-functional, out of plumb, or unsafe to an extent requiring complete replacement (50% or more of

system required replacement). For example, (1) a complete electrical rewiring, (2) a completely new roof, (3) a plumbing system which requires extensive repair, or none exists, (4) major repair of exterior structural elements (e.g., walls, sills, floor joists, rafters, large porches, etc.) (5) major repair or unstable or deteriorated foundation walls, or (6) a non-existent or dysfunctional septic system, a spring-fed well with water of poor quality or quantity.

Major - Building component is badly deteriorated and in need of major repair or replacement.

Minor - Component is worn, loose, or cracked and in need of repair.

Sound - Component needs no more than normal maintenance.

C. Structural Conditions

Standard – Housing units that are in standard condition, have no major structural defects, have adequate plumbing facilities, and their appearance does not create a blighting influence. This condition requires no more than observable, normal maintenance; dwelling units which have no deficiencies, or only slight observable deficiencies.

Substandard - Housing units that have one or more major structural defects but can still be repaired for a reasonable amount. The degree of substandard is either moderate or severe according to the number of major defects.

- Moderately Substandard – Housing units that have less than three major defects And can be restored to a standard condition for a reasonable cost.
- Severely Substandard – Housing units that have three or more major defects or at least one critical defect and can be restored to a standard condition for a reasonable cost.
- Dilapidated – Units that are determined to be severely substandard to a degree requiring clearance or buildings which have three or more critical deficiencies that cannot be repaired to a standard condition for less than a reasonable amount. In these instances a local determination must be made concerning the economic feasibility and the public benefit of such projects.

2.3.3A FINDINGS AND CONCLUSIONS OF 2021 Housing Survey

The survey team visually inspected 3,732 properties in Cortland County. The survey showed that 1,548 properties were standard (41.5%) and 2,184 were substandard (58.5%). Further breaking down the data, 1,126 or 30.2% of the surveyed properties were moderately substandard and 1,023 or 27.4% were severely substandard. The survey identified 35 properties that were classified as dilapidated. The full 2021 Housing Conditions Survey can be found as Appendix II of this document.

2.3B SUBSTANDARD HOUSING ASSESSMENT 2002

2.3.1B Methodology

In order to provide an estimate of substandard housing in Cortland County, a windshield survey of a sampling of houses throughout the County was conducted. Based on a visual inspection of housing exteriors, surveyors determined if the homes met the definition of substandard, as defined by New York State Division of Housing and Community Renewal the administrative entity for the HUD Small Cities Community Development Block grant Program. This definition is included in the following page. Percentages of substandard housing in each municipality were extrapolated from the findings of these windshield surveys and grouped based on the similarities in the various market segments defined in Part III.

2.3.2B Definition of Substandard:

A. STRUCTURAL COMPONENTS - Upon structure inspection various components should be categorized as primary or secondary as follows:

Primary Components - Foundation, exterior wall structure, roof structures, floor structures, columns, joists, and partitions.

Mechanical Components - Windows and doors, plumbing, heating and electrical.

Secondary Components - Siding material, roofing material, porches and exterior stairs and railings, chimneys, flooring material, ceilings, lighting, ventilation, interior stairs and railings.

B. Degree of Deficiency - After deficient structural components are classified as either primary or secondary, they shall be assessed for the degree of deficiency as follows:

Critical - Building component is badly deteriorated, sinking, leaning, non-operative or non functional, out of plumb, or unsafe to an extent requiring complete replacement (50% or more of system required replacement).

Major - Building component is badly deteriorated and in need of major repair (20-50% of system/component is loose, cracked, damaged, worn or rotted to an extent requiring replacement).

Minor - Item is worn, loose, or cracked (10-20% of component system requires replacement).

Sound - Item needs no more than normal maintenance (less than 10% of component or system requires replacement).

C. Structural Conditions

Standard - Requiring no more than observable, normal maintenance; dwelling units which have no deficiencies, or only slight observable deficiencies.

Substandard- Inspection reveals (A) two or more primary components and/or mechanical components with critical or major deficiencies; or (B) single primary component or mechanical component with critical or major deficiency and two or more secondary components with major or critical deficiencies.

Dilapidated - Structurally substandard to a degree requiring clearance; buildings that have critical deficiencies in two of the primary structural components, or a critical deficiency in a primary component combined with major deficiencies in three or more of the other structural components.

Findings and Conclusions of 2002 Substandard Housing Assessment

Based upon the methodology indicated above, it is estimated that as many as 65 to 75% of housing units within the City of Cortland may be substandard according to the definition of the New York State Division of Housing and Community Renewal. In the suburban areas of the County, it is estimated that 25 to 35% of housing units meet the definition of substandard. In the Villages, where the housing stock tends to be older, 53 to 63% of housing units are estimated to meet the definition of substandard, while in the rural areas it is estimated that 39 to 49% of housing units are substandard.

**The Substandard Housing Assessment was last conducted in 2002, and although some things may have been improved, the results of the original assessment are very much the same, but a new assessment would need to be done to verify this.*

2.4 Homeless Needs: Nature and Extent of Homelessness

Cortland County's Department of Social Services (DSS) is the entity that primarily deals with homeless issues in the County. "Homelessness" is defined by DSS as any individual that is undomiciled even though said person(s) may be temporarily living with a friend or in a publicly supported program. Homelessness may occur because of transience, domestic violence, jail releases, natural disasters such as floods or fires, youth homelessness, drug/alcohol or other rehabilitation releases, evictions, and medical reasons. According to DSS, the most common homeless populations in Cortland County, in no particular order, are pregnant and parenting teens, single at-risk teens, single homeless persons, abused and battered spouses and their children, victims of natural disasters, hospital discharges, and others claiming to be homeless. In many instances, the Cortland social service network refers the person or persons to DSS to determine categorical and financial eligibility. DSS will then establish a case management file or refer the person to another appropriate agency. DSS has kept statistics on the number of homeless persons that it has temporarily housed in hotels and motels (there are no homeless shelters in Cortland County) since 1984. As of a 2013 Catholic Charities survey, there were 43 homeless individuals in the County: 40 indicated that they were sheltered, and only 3 were unsheltered.

Other local not-for-profit agencies that deal with the homeless include the Salvation Army, the YWCA's Aid to Victims of Violence Program, the American Red Cross, and Catholic Charities.

The Salvation Army deals primarily with transient males. In order for the Salvation Army to provide assistance, they require that the City of Cortland Police Department complete a background check on the person seeking assistance. If the person needs temporary shelter, the Salvation Army provides a stipend for a room at the Gable Inn, a single room occupancy hotel in the City, or at the Econolodge, also located in the City. The Salvation Army occasionally provides a Greyhound bus ticket for a homeless person needing to get to a specific destination. The number of persons served on a yearly basis is approximately 25 and has been fairly stable for a number of years.

The YWCA's Aid to Victims of Violence (AVV) provides temporary shelter to battered spouses and their children. More often than not, the battered spouse is female. AVV maintains a safe house at an undisclosed location in the City of Cortland. They assist approximately 300 persons per year, with approximately 70 of them needing shelter assistance. This is broken down into 40 adults per year and 30 children.

The Cortland Chapter of the American Red Cross is no longer in existence. The Red Cross is still very active in Cortland County, served in part by staff from the Central New York Chapter that shares responsibilities across five counties. As with all of the counties they serve, Cortland County also has dedicated volunteers providing emergency services, service to the Armed Forces, blood drives, health and safety classes, and more. From July 2014 – June 2015, The American Red Cross provided emergency relief services on 12 fire incidents in Cortland County, and assisted 48 people, providing immediate shelter, food, clothing and other needs, and working with each family on a case-by-case basis after the event to get them back to pre-disaster state.

Catholic Charities works with those persons who have a mental health diagnosis including drug and alcohol abuse. The diagnosis must be recognized by the State Office of Mental Health or the Office of Alcohol and Substance Abuse Services (OASAS). These clients have typically been discharged out of a rehabilitation facility and technically meet the definition of "homeless". Catholic Charities is certified for 80 beds under mental health and drug and alcohol combined. The agency also deals with mental health issues on an emergency assistance basis, and is also certified for 86 slots through OMH and OASAS for rental housing vouchers. ??

2.5 Other Special Supportive Housing Needs

2.5.1 Person with Developmental Disabilities and/or Developmentally Disabled Clients

There are a number of agencies in Cortland County, all headquartered in the City of Cortland, that service the living and housing requirements of persons with special needs. Central New York Developmental Services is the State Regulatory agency for County entities that deal with Office for People with Developmental Disabilities (OPWDD) clients. They own and manage,

and in two instances rent, several residential sites located in Cortland County. They also supervise clients who are located and living in family care. Because Developmental Services is a State agency and better funded, they tend to provide oversight for those persons with the most severe disabilities whose care tends to be more expensive. Most of their clients, therefore, require supervised care, although there are some persons who are more independent.

The Arc of Madison Cortland operates eight supervised group homes in Cortland. Four are within the City of Cortland, and four are within the Town of Cortlandville. Our sites are owned and maintained by the agency and are staffed around the clock by direct support professionals. The majority of our homes are wheelchair accessible and provide housing and daily support for those with Autism, Down's Syndrome, Traumatic Brain Injury and other developmental and physical disabilities. Their homes are located at 19 Locust Avenue (serving 5 individuals), 3087 State Route 215 (serving 5 individuals), 24 Stevenson Street (serving 8 individuals), 10 Bellevue Drive (serving 4 individuals), 40B Evergreen Street (serving 4 individuals), 3 MacGregor Street (serving 5 individuals), 4086 Westmore Lane (serving 8 individuals), and 4015 Collegeview Drive (serving 6 individuals).

Franziska Racker Centers provides a myriad of services to people eligible for OPWDD services. They own and maintain four (4) homes in Cortland County where 24 hour supervised housing is provided as well as one (1) respite home. This includes a home on Miller Drive in the Village of Homer for five (5) persons, one on Levydale Drive in the Town of Cortlandville where four (4) persons reside, and one on Circle Drive in the City of Cortland for four (4) persons and one on Clinton Avenue in Cortland where five (5) persons reside.

2.5.2 Other Senior Housing

There are three nursing homes in Cortland County that provide institutionalized care. While the majority of those in nursing homes are for older individuals, these facilities are licensed for anyone needing such care. They include the Cortland Regional Nursing and Rehabilitation Center, located in the City of Cortland, Crown Center for Nursing and Rehabilitation, located on Kellogg Road in the City, and the Cortland Park Rehabilitation and Nursing Center, located on Route 13 in the City of Cortland.

There are also three licensed adult homes located in Cortland County. They include the Brewster House in the Village of Homer, the Greenbriar Adult Home, also located in the Village of Homer, and the Rosewood Adult Home located in the hamlet of Cincinnatus in the Town of Cincinnatus. Walden Place opened in 2002 and is a *Licensed Enriched Housing Facility*. According to the County's Area Office on Aging, the majority of seniors prefer to live in their own homes.

2.5.3 Head Trauma Facilities

The Liberty Resources Center for Brain Injury and Rehabilitation is a community based program that provides supports and services to assist individuals who have sustained a traumatic brain injury with successful inclusion within their community. The center offers supports in the following areas: Service Coordination/Case Management, Independent Living Skills, Structured Day Program, Community Integration Counseling, and Home and Community Support Services. Our programs are specifically designed to meet the needs of individuals requiring cognitive, physical, emotional, and behavioral rehabilitation in regards to the challenges they may face associated with their brain injury.

2.5.4 Foster Care/Youth Facilities

The Cortland County Department of Social Services manages foster care in the County. The average number of children in foster care averages 68 children per month and has been at this level since 2015. Generally these children range in age from birth to age 18, however, there are circumstances where the person may be as old as 21. The main reasons for placement in the foster care system include child behavioral problems (such as children classified as PINS: Persons in Need of Supervision or juvenile delinquents); alcohol or drug abuse on the part of the parents; domestic/family violence; cognitive and/or emotionally low functioning parents; and derivative neglect (an accumulation of such circumstances including unsafe housing, frequent truancy, lack of food, transience, etc).

Although a disproportionate number of children in the foster care system come from the City of Cortland, the majority of foster care placement occurs in more rural settings outside of the City. The majority of children in foster care are placed due to neglect. We have had virtually 0 PINS/JD placements in 2 years.

Cortland County does not have any facilities that deal solely with homeless teens or teens in need of transitional housing. Although data on the numbers of teens needing such assistance is purely anecdotal, DSS, the Community Action Program of Cortland County (CAPCO), Aid to Victims of Violence, and area school guidance counselors agree that there are a number of teenagers who are living “couch to couch” in Cortland County and there is no program or place that offers assistance to this population.

2.6 Lead-Based Paint Hazard in Housing

The Center for Disease Control considers childhood lead poisoning to be a common environmental disease of young children. Most childhood lead poisoning cases in the United States are caused by ingestion by normal hand-to-mouth activity. Commonly, the source of poisoning is lead dust and chips that come from deteriorated lead-based paints. Children under the age of 6 years are considered to be at the highest risk. According to the 2010 Census, there are 2,711 children under the age of 5 and 2,789 children ages 5 to 9 in Cortland County.

While paint containing greater than 600 parts per million (ppm) of lead was banned from residential use in 1978, many housing units built prior to 1978 continue to have lead-based paint. The likelihood, extent and concentration of lead, as well as the potential for the paint to be in a deteriorated condition, increases with the age of the building. According to the New York State Consolidated Plan, 2001-2005, it is estimated that 90% of the housing units built before 1940, 80% of the housing units built between 1940 and 1959, and 62% of housing units built between 1960 and 1979 contain some lead-based paint which presents the potential for lead hazards.

There is also believed to be a correlation between income levels and potential exposure to lead hazards, because lower income families are more likely to live in older, more dilapidated housing where peeling and chipping lead-based paint is more likely to be found. The New York State Consolidated Plan, 2001-2005 assesses the extent of the hazards posed by lead-based paint by considering both the age of the housing stock and the income of the households to estimate the portion of the housing stock that is both old and more likely to be poorly maintained. According to that document, and as based upon an analysis of 1990 census data, 59% of all housing units in New York State built before 1940 are inhabited by households with incomes at or below 50% of the local area median income (thus classified by the U.S. Department of Housing and Urban Development as “low income”). For housing stock built between 1940 and 1979, 49% of the units are occupied by families meeting the “low income” definition.

According to the American Community Survey 2008-2012 Five Year estimates, 8,970 housing units in Cortland County were built prior to 1940, with 2,761 housing units built between 1940 and 1959, and 4,410 housing units built between 1960 and 1979. Based on New York State’s estimate of the percentage of housing units with lead-based paint for each of these categories, and the percentage of units estimated to be occupied by “low income” families, it is projected that 7,910 housing units in Cortland County have a potential lead-based paint hazard. This represents over 38% of the 20,524 housing units in Cortland County identified in the 2008-2012 American Community Survey estimates. These calculations are summarized in the table below.

Figure 1.12 - Estimated Low Income Households Containing Lead-based Paint Hazard in Cortland County New York					
Data Source:	2008-2012 American Community Survey	2001-2005 NYS Cons. Plan	Calculated	2001-2005 NYS Cons. Plan	Calculated
Age of Unit	Housing Units, Cortland County	% Units w/LBP	# Units w/LBP, Cortland County	% Units Occupied by Low Income	#Low Inc. Units w/LBP, Cortland
Pre-1940	8,970	90%	8,073	59%	4,763
1940 - 1959	2,761	80%	2,209	49%	1,082
1960 - 1979	4,410	62%	2,734	49%	1,340
Total	16,141	79.5%	13,016	55%	7,185

Another way to assess the impact of environmental lead hazards on children is to screen the children for elevated levels of lead in their blood. In 2001 the Cortland County Health Department reported that 744 children, representing approximately 21% of the population of children under the age of six living in Cortland County, were screened for lead levels in the blood stream. A total of eight children, representing approximately 1% of the children tested, had elevated blood levels (as defined by the Center for Disease Control), with lead levels greater than or equal to 10 micrograms per deciliter. Of these, three children (0.4% of the children tested) had lead levels greater than or equal to 20 micrograms per deciliter, the level requiring an environmental assessment to evaluate and control lead hazards in the child's environment.

When comparing this data to statewide figures on elevated lead levels in children, Cortland County appears to have a lower incidence of elevated lead levels in children under the age of six, suggesting that the lead-based paint hazard may be less in Cortland County than elsewhere in New York State. In 1998, the most recent year available for New York State data, 29% of the state's 1.7 million children under the age of six were tested. Of the children tested, 2.7% had elevated blood levels (greater than or equal to 10 micrograms per deciliter), nearly three times the incidence of elevated lead levels indicated in Cortland County. It should be noted, however, that the incidence of lead levels requiring environmental assessments in Cortland County was similar to the state-wide figure (0.3% in Cortland County, as compared to 0.4% statewide).

As a consequence of blood tests identifying children under the age of six with elevated lead levels, Cortland County Health Department has inspected 55 housing units since 1994 for

possible lead hazard. Of those housing units, 50 were found to contain lead hazard. Risk reduction measures were undertaken in 33 of those housing units to reduce the lead-based paint hazards.

The table below summarizes the activities of Cortland County Health Department with regard to the issue of lead hazard, for the years 1994 through 2001.

Figure 1.13 - Cortland County Environmental Health									
LEAD PROGRAM SUMMARY									
	1994	1995	1996	1997	1998	1999	2000	2001	TOTALS
Cases with Lead Levels <20	1	2	1	0	1	0	0	1	6
Case with Lead Levels >20	4	14	4	3	8	5	3	3	44
Total Cases Referred	4	16	5	3	9	5	3	4	49
Initial Inspection	5	13	4	8	14	5	2	4	55
# Housing Units w/ Lead Hazard	4	17	3	6	11	4	2	3	50
Completed Risk Reductions	0	5	0	7	12	3	4	2	33

Since 1991, approximately 90 housing units have been investigated as a result of a child with a BLL over 20 ug/dl (15 starting in 2010). As of 2014, 89 of the 90 units have completed some type of corrective action or were found to have no lead hazard. The remaining unit is currently "Posted Against Occupancy".

2.7 RADON HAZARD IN HOUSING

Radon is a harmful colorless, odorless gas that can cause lung cancer and/or death in high concentrations. As of 2012, Cortland County had 1,574 homes tested for Radon, and of those tested, 1,210 homes had Radon levels ≥ 4 picoCuries per Liter, which is the EPA Action Level for Radon. Radon is a very serious concern for the County, and it is very important that education be made available to the public regarding the dangers of Radon gas inside homes. According to the New York State Department of Health, Cortland County has one of the highest percentages of homes (72%) where tested Radon levels were greater than 4 pCi/l in the State of New York. There are currently no municipalities that require Radon resistant construction for new development within the County. Through grant funding requirements, Radon test kits are currently available for Cortland County residents on a first come first serve basis at the Cortland County Health Department.

Figure 1.14 - Radon Levels in Cortland County by MunicipalitySource: <https://www.health.ny.gov/environmental/radiological/radon/towns.htm>

City/Town/Village	Approx. # of Residential Buildings	% of Buildings Tested	# of Samples	Result: Average	Result: Minimum	Result: Maximum
Cincinnatus (T)	394	5.58	22	9.7	0.6	52.7
Cortland (C)	4,145	26.75	1,109	12.2	0.1	107.6
Cortlandville (T)	2,310	16.32	377	17.2	0.1	105.2
Cuyler (T)	349	3.15	11	4.1	0.2	9.1
Freetown (T)	282	4.96	14	2.9	0.1	17.1
Harford (T)	302	5.63	17	4.1	0.1	26.8
Homer (T)	1,041	14.31	149	14.7	0.1	83.7
Homer (V)	1,082	13.58	147	14.6	0.1	96.1
Lapeer (T)	246	3.66	9	5.3	0.2	19.5
Marathon (T)	399	3.26	13	2.4	0.1	7.6
Marathon (V)	291	2.75	8	3.9	0.6	12.3
McGraw (V)	306	13.39	41	10.4	1.4	32.6
Preble (T)	551	9.43	52	13.2	0.3	54.4
Scott (T)	421	4.75	20	9.3	0.2	38.7
Solon (T)	395	3.03	12	6.3	0.8	21.4
Taylor (T)	228	0.87	2	7.0	3.8	10.2
Truxton (T)	421	13.3	56	7.1	0.3	29.3
Virgil (T)	977	7.67	75	8.6	0.1	46.1
Willet (T)	462	5.62	26	19.1	1.4	25.6
County Wide	14,602	14.79	2160	9.06	0.1	107.6

Part III

HOUSING MARKET ANALYSIS

III. Housing Market Analysis

3.1 HOUSING MARKET

Cortland County's demographics and housing data, as detailed in Section II, clearly show that the County has a diversified housing market. In general, the market can be divided into four distinct segments, although exceptions may be found in each market and/or individual municipality. The four market segments are (1) the "urban center", specifically the City of Cortland; (2) villages, including the Village of Homer, Village of McGraw, Village of Marathon, and the unincorporated hamlet of Cincinnatus; (3) suburban areas, including all or parts of the Town of Cortlandville, Town of Homer, and Town of Virgil, particularly those portions of the Towns nearest the City of Cortland; and (4) rural areas, including the remaining towns and smaller hamlets further removed from the City of Cortland. Parts of the Towns of Cortlandville, Homer and Virgil are also considered rural since these towns tend to transition from suburban near the City to rural at their further edges. The County has a low number of minorities, according to 2010-2014 American Community Survey 5 year estimates, minorities constitute approximately 3.9% of the population. While the City has the largest number of minorities, there are no significant concentrations of minorities in Cortland County.

The four market segments are detailed fully below:

3.1.1. Urban Center – The City of Cortland constitutes the only urban center in Cortland County and accounts for 39% of the County's population. The City is fully built out and has the highest population density in the County, more than twice that of the next most dense municipality, the Village of Homer, and 50 times higher than the County density. As detailed in Section II, the City has a high number of lower income residents. According to 2008-2012 American Community Survey Five Year Estimates data, the City had a poverty rate of 23.6%, nearly five percentage points higher than any other municipality in the County. Eighty percent (80%) of Cortland County's public housing is located in the City, and this housing has a two to six month waiting list. As the seat of Cortland County, and its sole city, it is the governmental and business center of the County. Also, nearly all of the County's social services, Cortland Regional Medical Center (the County's only hospital), SUNY Cortland, and a large percentage of the County's major employers, are located in the City.

As a result of its size and prominence in the County, the City has a diverse offering of housing options including public housing, subsidized rental housing, market rate rental housing, as well as owner-occupied single family homes in various price ranges and physical conditions.

Much of the City's housing stock is older, with a median age pre-1939. In fact, 61% of homes in the City were constructed prior to 1939 and approximately 77% of homes date from the 1950's or earlier. While there are a number of "newer" neighborhoods, the typical City house is a late 19th/early 20th century two-story wood frame structure. The combination of an older housing stock and many lower income residents has resulted in a housing stock that is in poor condition. It is estimated that as many as 65 to 75% of housing units in the City are substandard. This substandard housing is not concentrated in one area of the City, but in pockets and neighborhoods throughout the City. Rental housing is more apt to be substandard than owner-occupied housing. While the City has been aggressive in pursuing State and federal funds to maintain its housing stock, urban decay remains a serious problem. While there are several newer, "upscale" housing developments in the City, the overall age and physical decay of the housing stock has been cited by local economic development officials as a deterrent in recruiting new businesses to the area.

The City of Cortland also has a very low rate of homeownership. According to 2008-2012 American Community Survey Five Year Estimates data, only 45.3% of City residents own their own homes. This is a drop of nearly two percentage points since 2000, is 10% lower than the next lowest homeownership rates in the County, and lags behind that of the County, New York State, and the entire country. The presence of SUNY Cortland and the many rental units associated with the student population is an important factor in the high rental rates in the community. Nevertheless, even with the student rental population taken into account, the City's homeownership rate is low. The City has operated first-time homebuyer assistance programs for many years, and these have likely prevented the homeownership rate from dropping even further. More recent efforts to promote homeownership outside of the City, however, have impacted the City's efforts. The construction of a 72 unit subsidized rental project in the City in the mid 1990's, as well as a number of smaller new rental projects, have also likely led to an increase in the rental rate. The City has also been pro-active in implementing the Rental Permit Law to deter nuisance rental properties in the City. The Rental Permit Law has been quite a contentious issue between landlords and the City because the behavior of tenants can subsequently cause the landlord to lose his rental rights. The law was put into effect in 2014 and allows the City to take away the landlord's right to rent after a certain number of nuisance violations. The law requires that property owners submit their buildings to inspections once every three years or risk losing their ability to rent. The law is aimed at preventing nuisance rental properties from ruining the character of neighborhoods and affecting the health and well-being of the general public. The three-unrelated law is also in effect for rental properties in the City of Cortland. This law is part of the City's zoning code and states that no more than three people can live in a dwelling unless they are living as the functional equivalent of a traditional family.

The rental market in the City appears to be saturated. Vacancy rates have risen to 6.6%. Housing providers note a greater abundance of available rental units, and rents and assessed values of income properties are stagnant or declining. Over the past ten years, rents have

dropped when compared to the rate of inflation over the same period. Conversely, according to local realtors and housing providers, the private, for-sale real estate market is very tight in the City and the County as a whole. It is important to note that this is a regional issue, rather than one endemic to the City or County.

Off-campus student housing generated from the presence of SUNY Cortland is also a significant force in the housing market. The College provides on-campus housing for less than half of its students and relies on the private sector to supply the balance. It is estimated that between 3,000 and 4,500 students live in private housing near campus. This housing is concentrated in older neighborhoods surrounding the campus. Landlords and student demands have resulted in a push towards better quality housing units. Some of the student housing is still poorly maintained, and the preponderance of students in these neighborhoods tends to negatively impact quality of life. Many older, often historic, homes have been divided into student apartments, and much of their character has been lost in the process. Most of the City's National Register listed Historic District is located within a close distance to the College and this trend has the potential to negatively impact the District. The presence of so much student housing also creates competition with lower income renters, exacerbating the difficulties local renters face in locating quality affordable housing. The City of Cortland has been addressing the student housing issue in the development of their new zoning ordinance, which is still in the process of being written, and no new changes have been adopted as of yet.

3.1.2. Villages— Cortland County has three incorporated villages, Homer, Marathon and McGraw, all of which have commonalities in their housing markets. The unincorporated hamlet of Cincinnatus is also grouped with the three Villages as part of this market segment. Cincinnatus is the largest of the hamlets in the County, and includes a number of businesses, a school, and public infrastructure such as sidewalks and water. While many of the County's hamlets portray some of the housing characteristics of the incorporated Villages, Cincinnatus is the only hamlet large enough and similar enough to be included with the three Villages as a cohesive housing segment.

Housing within this market segment generally consists of older, two story single-family homes with a moderately high density. They are served by municipal infrastructure that may include water, sewer, and sidewalks, and have a central "downtown" core. This market segment is most like the Urban Center in that the style, condition, age, and density of the homes are similar. As with the City, the Villages have clusters and neighborhoods of substandard and deteriorated housing. A major difference between the City and the Villages is that the homeownership rates in the Villages are near or exceed the national average, while the City's is far below. Nevertheless, this segment has seen many single-family homes converted to rental units, which detracts from community character and creates other problems, including illegal parking issues, and a higher percentage of substandard housing. Most of the land area within the Villages is fully developed.

The major housing issue facing the Villages is the decay of its older housing stock and the need to stimulate housing rehabilitation and maintenance. It is estimated that 53 to 63% of the housing units in the Villages is considered substandard. The Village of Homer has a lower substandard rate than other communities in this segment. The lack of funding for strong, proactive, building code enforcement, lower family incomes, and the inability of landlords to increase rents, thus thwarting income property rehabilitation are contributing factors to the level of substandard housing in the Villages.

3.1.3. Suburban Area – Portions of the towns geographically closest to the City of Cortland have housing market characteristics best described as suburban. The suburban areas of the County are located in portions of the Towns of Cortlandville, Homer, and, to a lesser extent, the Town of Virgil. The suburban portions of these towns are generally located within five miles of the City of Cortland, with the outer areas transitioning to rural. Since the City is wholly surrounded by the Town of Cortlandville, most of the areas considered suburban are located in Cortlandville. The housing stock in these suburban areas is newer than most other areas of the County, with most homes built post 1950. The vast majority of the housing stock consists of moderate to higher priced single-family homes in good condition, with several “upper-end” housing developments. Older homes associated with the earlier agricultural roots of this area are scattered throughout. The better quality housing in the suburban areas is reflected in the income levels of its residents, which are generally higher than elsewhere in the County. Because of its higher incomes and newer housing, the suburban areas of the County have the lowest incidences of substandard housing in the County, estimated at between 25 and 35%. These areas may or may not have municipal water and sewer infrastructure, and generally do not have amenities such as sidewalks. The suburban areas also contain most of the commercial “sprawl” development, which in Cortland is concentrated along the Route 281/ Route 13 corridor in Cortlandville.

Suburban development in the County is rather limited, and there is significant available land to permit future new development. Since major industries are located in or near the urban and suburban areas of the County, and since the City of Cortland and nearby Villages are built out, most new residential development is likely to continue to expand outward from the City. Combined with the tight housing market detailed previously, increased development pressure on the suburban areas of the County is anticipated, and therefore this market segment is likely to increase as rural areas become suburbanized.

3.1.4. Rural Areas – The vast majority of the land area of the County can be classified “rural” and typified by low population densities and large tracts of open land. Four towns have population densities less than 30 people per square mile, and eight towns have population densities between 30 and 60 people per square mile. Approximately 50% of the County’s housing units are in a rural area. These rural areas have large tracts of agricultural and woodlands, with randomly dispersed individual homes, small clusters of homes and small

hamlets. The County's rural, agricultural nature is one of the defining characteristics of the community, and is one which residents seem to want to preserve.

Most Towns have at least one or more small hamlet areas. The number of homes in these hamlets may be as few as a dozen or as many as 60-70. The hamlet of Virgil, with over 125 homes, is the largest hamlet in this segment of the County's housing market, (not including Cincinnatus, which is grouped with the Villages above). A number of the hamlet areas are served with public water, but most of the rural areas have no municipal infrastructure. The housing stock in the rural areas of the County varies widely. While the median age of homes in rural areas is typically newer than in the City or villages, there are many older homes dating from the 19th and early 20th century. These older homes are often one and a half to two story wood framed homes, many of which are current or former farmhouses. Many are in poor condition. The balance of the housing stock consists of small to moderately sized homes, (many of which are modular), and single or double-wide mobile homes, all in varying conditions. Larger, higher priced homes are also scattered throughout these areas and in small clusters. While the numbers vary from town to town, it is estimated that between 40% and 50% of the homes in rural areas are substandard. The hamlet areas of these rural communities tend to consist of older homes and are more likely to have concentrations of substandard housing.

Homeownership rates are high, with average rates over 80%. The rural areas of the County have seen greater population growths than the rest of the County in recent years. This growth of the rural areas over the past ten years is likely due to the availability of relatively inexpensive land for new housing and a concurrent increase in manufactured homes (including double-wides), which constitute a growing percentage of the housing stock. These homes provide inexpensive housing alternatives for lower income residents, but also add population to communities without providing much additional tax base. In response to the influx of manufactured homes, many rural communities have instituted manufactured home moratoriums or ordinances to control manufactured home growth. While this helps to control the proliferation of older manufactured homes, that may be unsafe or that harm community character, it also places a barrier to one avenue of affordable housing for lower income individuals and families.

There is one aberration in the County's housing market worth noting. While the Town of Virgil is primarily rural, with a few small pockets of suburban development near the City of Cortland, the Town has a significant housing development related to the Greek Peak Ski Resort, located a few miles east of the Virgil hamlet. The Greek Peak development includes 107 one to three bedroom townhouses, 64% of which are year round homes. The balance are seasonal homes, or are rented on a weekly or monthly basis. There are also 66 building lots for single-family homes. These building lots include twenty small lots for "detached townhouses", twenty-two 3/4 acre lots, and twenty-four 5 acre lots. The larger lots are intended for higher end homes larger than 1,700 square feet. The homes must be of log construction. The recent completion of a man-

made lake and park, and the addition of Hope Lake Lodge is encouraging additional growth in this area.

A major gap in the County's housing market is the lack of available, quality, moderate to higher-end housing choices for both purchase and rent. The County has been fortunate to attract two high-end companies in recent years. The current housing stock however, particularly in the City, does not offer housing choices of the type, quality, and price that the higher educated, higher paid employees of these types of firms desire. This includes quality single-family houses for rent, good condition homes in good neighborhoods ranging in purchase price from \$150,000 to \$300,000, and quality apartment/townhouse rentals in complexes with amenities. As aforementioned, the lack of appropriate housing in the City and County increases the difficulty of attracting such businesses to the community. While it is likely that the aforementioned Greek Peak development, as well as other "higher-end" developments in suburban areas of the County, will fill part of the demand for moderate to higher priced homes, a large gap remains.

3.2 Public and Assisted Housing

3.2.1 Public Housing

The Cortland Housing Authority (CHA) is a public housing agency that owns and operates most of the federally subsidized housing units in Cortland County. Most of these housing units are located in the City of Cortland. This is due to the fact that that 39% of the County's population lives in the City and that most of the County's services are located in the City and are easily accessible by foot.

The Housing and Homeless Needs Assessment in Part II describes the Cortland Housing Authority (CHA) as the owner and operator of most of the federally subsidized housing units in Cortland County. As aforementioned, most of these housing units, 300 out of 380, are located in the City of Cortland. CHA owns and manages two senior citizen high-rise buildings in the City of Cortland. One high rise is located at 42 Church Street and consists of 80 one-bedroom and efficiency units and 39 efficiency units. The other building is located at 51 Port Watson Street and consists of 120 one-bedroom units for low income elderly. CHA also owns a 50 unit complex of family units that is located on Pendleton Street in the City.

In addition to a number of scattered site units located in the City of Cortland, CHA also owns and operates a number of complexes outside of the City. In the Village of Homer, there are 16 one-bedroom CHA units for the elderly located at 17 River Street and four (4) family units located at 19 River Street. In the Town of Cincinnatus, six (6) units of family housing are located at 5688 Main Street and four (4) one-bedroom units for the elderly are located at 2742 Lower Cincinnatus Road. In the Village of McGraw, CHA owns and maintains 12 one-bedroom units for the elderly on South Street in addition to two family duplexes on North Street. In the Village of Marathon, there is a 16 unit complex of one-bedroom units for the elderly located at 23 Galatia

Street. Lastly, in the Town of Truxton, there is a 12 unit complex of one-bedroom units for the elderly that is located side-by-side to four (4) units of family housing.

Most of CHA's housing complexes have waiting lists that average between three to six months or longer. There is more interest in living in Cortland, Homer, and McGraw due to the nearness of services that are available on foot, the availability of job opportunities, and the fact that a larger percentage of the County's population reside in this area. There has been, however, full tenancy in the outlying areas as of late. This tends to be more cyclical in nature whereas the Cortland, Homer, and McGraw areas generally have waiting lists. All of CHA's properties are in good condition.

The Cortland Housing Authority is also the entity in the County that is responsible for the Housing Choice Voucher Program for rental assistance. The authority currently has 306 vouchers and there is a waiting list of over eight to twelve months to receive voucher assistance. The waiting list of approximately 200 applicants for vouchers has remained steady over the last several years. Nearly 86%, of the vouchers are issued in the City of Cortland. With a significant increase in the poverty rate over the last decade, the demographics indicate that voucher assistance and the overall need for subsidized housing assistance will continue to grow well into the future.

It is worth noting that the CHA has a fairly "open" policy regarding the placement of disabled, mental health, alcohol diagnosed, and other special needs populations. A recent survey of their housing units indicates that a significant percentage of housing units are occupied by tenants who are disabled/handicapped and are below the age of 62. Of the total number of participants in the Housing Choice Voucher Program, approximately 63% are disabled/handicapped individuals. Of that 63%, approximately 75% are under the age of 62. In the senior high rise apartments, 69% of tenants are classified as disabled/handicapped and 58% of this 69% were less than 62 years of age. This appears to be a growing trend that is echoed by local agencies such as Catholic Charities and other agencies that deal with mental health clients. Although CHA has accepted handicapped non-seniors into its senior housing complexes, there is growing concern about the continuation of this trend and whether this placement is advantageous for either the elderly or the special needs client.

3.2.2 The following table is an inventory of CHA public housing units in Cortland County:

Figure 1.15

Address	Units	Type	Condition	Waiting List
42 Church Street, Cortland, NY	40 Efficiencies, 79 one-BR units	Elderly	Good	No Waiting List for Efficiencies 2 to 4 month for one-BR
51 Port Watson Street, Cortland, NY	120 one-BR units	Elderly	Good	2 to 4 month
Pendleton Street, Cortland, NY	50 units (17 three-BR units, 22 four-BR units, 11 five-BR units)	Family	Good	2 to 4 month
5688 Main Street, Cincinnatus, NY	6 units (4 two-BR units, 2 three-BR units)	Family	Good	2 to 6 month
2742 Lower Cincinnatus Road, Cincinnatus, NY	4 one-BR units	Elderly	Good	6 month
109, 111, 113, 113 1/2 Pendleton Street, Cortland, NY	4 units (3 two-BR units, 1 three-BR unit)	Family	Good	6 to 9 month
5 South Street, McGraw, NY	12 one-BR units	Elderly	Good	6 month
30 North Street, McGraw, NY	2 two-BR units	Family	Good	6 to 9 month
37 Galatia Street, Marathon, NY	16 one-BR units	Elderly	Good	No Waiting List
17 River Street, Homer, New York	16 one-BR units	Elderly	Good	6 month
19 River Street, Homer, NY	4 units	Family	Good	6 month
3705 Route 13, Truxton, NY	12 one-BR units	Elderly	Good	No Waiting List
3707 Route 13, Truxton, NY	4 units	Family	Good	4 to 6 month
20 1/2 - 22 South Ave., Cortland, NY	2 3-BR units	Family	Good	4 to 6 month
10 - 12 Pomeroy Street, Cortland, NY	2 3-BR units	Family	Good	4 to 6 month
25 - 27 River Street, Homer, NY	2 3-BR units	Family	Good	6 to 9 month
26 - 28 North Street, McGraw, NY	2 3-BR units	Family	Good	6 to 9 month
139 Port Watson Street, Cortland NY	2 3-BR units	Family	Good	6 to 9 months

3.3 Other Subsidized Housing

The Cortland Housing Assistance Council (CHAC) is a non-profit Rural Preservation Company located in the City of Cortland. They own and manage 57 units of low income housing in the City and manage the YWCA's safe house for the Aid to Victims of Violence Program. Besides five sites of one and two units located at scattered sites in the City, CHAC owns and maintains a 33 unit building located in the former Pomeroy School on Pomeroy Street. There are no vacancies at any of the sites and waiting lists averaged six months. There were approximately 75 to 100 people on the waiting list.

The private entities that own and operate low income housing include Pioneer Development, which owns a 72 unit complex located on Port Watson Street in the City. It additionally owns and manages Creamery Hills, a 24 unit complex primarily for the elderly located in the Town of Harford. Contin SEC Corporation owns Friendship House which is a 101 unit complex for the elderly located on Leon Avenue in the City of Cortland. Lastly, Conifer Development owns and operates approximately 58 units of family housing adjacent to the CHA complex on Pendleton Street. Many of these subsidized units are full and have waiting lists.

3.3.1 Following is an inventory of assisted/subsidized housing in the County:

Figure 1.16

Address	Units	Type	Condition	Waiting List
Friendship House/Contin SEC. Corp. 13 Leon Avenue, Cortland, NY	100 units	Elderly	Good	12 people
Port Watson Commons 124 Port Watson Street, Cortland, NY	72 units	Family	Very Good	15 people
Creamery Hills Creamery Road, Harford, NY	24 units	Family	Very Good	1 to 2 years (10 people)
Pomeroy School Apartments 47 Pomeroy Street, Cortland, NY	33 Units	Family	Good	not available
South Avenue 4 South Avenue, Cortland, NY	2 Units	Family	Good	not available

South Avenue 6 South Avenue, Cortland, NY	1 Unit	Family	Good	not available
Pomeroy Street 7 Pomeroy Street, Cortland, NY	2 Units	Family	Good	not available
Washington Street 4 Washington Street, Cortland, NY	2 Units	Family	Good	not available

3.4 Homeless Facilities

As previously detailed in Part II, *Homeless Needs*, there are a number of local government and not-for-profit agencies that deal with homeless issues. Homeless assistance is oftentimes spearheaded by the Department of Social Services. The goal of DSS and the not-for-profit agencies is to determine program eligibility so that the best placement or assistance can be provided. This hopefully lessens the likelihood of duplication of services.

As previously mentioned, the Salvation Army deals primarily with transient males who may need temporary, one or two night stays in the City of Cortland or may need financial assistance with paying for a bus ticket to an out-of-town destination. Many of the not-for-profit agencies do not see a demand for a homeless shelter in the community. Many times it is not advisable to commingle different needs populations in a homeless shelter. (For example, abused children and their battered mothers with transient males). According to recent figures provided by the Salvation Army, approximately 25 males (and sometimes females) are assisted annually with temporary housing. This number appears to be consistent from year to year. Placement in the Gable Inn is extremely cost effective, but the quality of this housing, however, is questionable. The Econolodge also provides a special rate to the Salvation Army. This option is usually used when there is the need to provide assistance to a female.

The YWCA's Aid to Victims of Violence (AVV) provides temporary shelter to approximately 30 battered spouses and approximately 40 of their children on a yearly basis. AVV maintains a safe house at an undisclosed location in the City of Cortland. If the demand exceeds the supply at one particular time, victims of domestic abuse are temporarily housed in local motels. If there is a particular urgency, clients may be moved to a nearby county for safety purposes or to the Syracuse homeless shelter. In Cortland County, there is a lack of transitional housing for this population. Oftentimes, the battering spouse maintains all financial records and assets in his name. If a spouse leaves her husband, the time needed to become financially independent may take up to three years. According to AVV Program administrators, AVV could utilize a number of lower priced quality income units where the AVV would work with the landlord and the AVV client on financial independence and other issues. At the present time, housing a family in local hotels when there is no room available in the safe house is not a cost effective solution. The safe house was also established for short term living (three months or less).

Catholic Charities currently has a wide array of Residential services and supports, funded by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) and New York State Office of Mental Health (OMH). As explained below, programs range from intensive services within a community residence to supports in a least restrictive setting, within the community. Although funding originates from one of the two state offices, mentioned above, there will be mention of Medicaid Redesign Team (MRT) and Long-term Stay. Both of these focus on individuals that are considered to be high users of Medicaid Services or have been previously in need of long term intensive services, often in a state hospital.

There are a total of 30 beds funded by OASAS which range from a Community Residence setting to scattered site apartments, rented from local landlords, throughout the City of Cortland. These services focus on individuals who have struggled with Substance Abuse. Located at 29 Charles Street is a 14 bed licensed chemical dependency community residence. The Recovery Apartment Program, which provides services in apartment settings, includes an additional six (6) beds. The other 10 beds are also in apartment settings, with 5 through Permanent Supportive Housing Program and the 5 through the Medicaid Redesign Team.

There are a total of 69 beds funded by OMH which, similar to OASAS funded programs, range from a Community Residence, to services to individuals in their apartments. These programs are for individuals with a mental health diagnosis, which poses issues for them in their day to day life and are in need of services. The Community Residence has the capacity to serve 10 individuals at one time and is located at 28 Madison Street in the City of Cortland. The Supportive Apartment Program is able to serve six (6) individuals at a time. These services are similar to that of the Community Residence, but are provided in an individual's apartment. The Supported Housing program, is not a certified program like the previous two, but is funded by OMH. Supported Housing has the capacity to serve 50 individuals on an on-going basis, as well as two individuals under the Medicaid Redesign Team and one considered long-term stay. All services noted with the exception of the Community Residence, are in rental units available on the open market.

In addition to the OASAS and OMH funded programs, Catholic Charities of Cortland has the rental capacity to offer housing to an additional 18 individuals. Eleven (11) of these units are one bedroom apartments, and the other seven (7) are through a Single Room Occupancy (SRO) model, where individuals have their own bedroom but have common areas. The additional seven (7) are for males only, with a mental health diagnosis, whom have experienced difficulty maintaining housing in the past.

The location of the SRO model is the former Briarwood Nursing Home, located on Riverview Avenue in Cortland. In 2014 Catholic Charities submitted an application to construct a 39 unit building. The focus of this building is to provide affordable, integrated mixed use housing, in the City of Cortland. Units in this building will be accessible as well, and are located along the public transportation route, access to services, employment and other essentials.

Catholic Charities supports a housing first approach, believing stable housing for individuals is essential to their overall well-being. Thus, Catholic Charities finds the need to look for new, affordable rental units in the City on a fairly regular basis. Locating affordable and quality housing, particularly in the City of Cortland can be difficult. Catholic Charities also experiences the need for transitional housing opportunities to be available, for individuals with an emergency shelter situation. Often these individuals, receive help for their shelter emergency through the Department of Social Services, and are transported to a shelter in Syracuse or are housed in local hotels and motels.

3.5 Other Special Supportive Housing Needs

3.5.1 Housing for Person with Developmental Disabilities

Currently, the Central New York Developmental Services owns and manages, and in two instances rents, several residential sites located in Cortland County including three in the Town of Cortlandville, one in the Town of Homer, one in Truxton, one in the Village of McGraw, and two in the City of Cortland which serve the collective needs of 63 persons. They also supervise 14 clients located in family care. They provide overall supervision and outreach to NYSARC and the Franziska Rackers Center.

The Arc of Madison Cortland operates eight supervised group homes in Cortland. Four are within the City of Cortland, and four are within the Town of Cortlandville. Our sites are owned and maintained by the agency and are staffed around the clock by direct support professionals. The majority of our homes are wheelchair accessible and provide housing and daily support for those with Autism, Down's Syndrome, Traumatic Brain Injury and other developmental and physical disabilities. Their homes are located at 19 Locust Avenue (serving 5 individuals), 3087 State Route 215 (serving 5 individuals), 24 Stevenson Street (serving 8 individuals), 10 Bellevue Drive (serving 4 individuals), 40B Evergreen Street (serving 4 individuals), 3 MacGregor Street (serving 5 individuals), 4086 Westmore Lane (serving 8 individuals), and 4015 Collegeview Drive (serving 6 individuals).

As previously mentioned, Franziska Racker Centers also provides services, including Service Coordination, Respite, Skill Building, financial assistance, family education, and behavior support services, to approximately 200 Cortland County residents, both children and adults, who live on their own, with housemates, or with their families and to an additional 40 who live in OPWDD certified residential settings.

The service system for people eligible for OPWDD supports and services is changing. More community-based services are being provided to support people with disabilities to live in the home of their choice and participate in their community through typical community employment, volunteer opportunities, and recreation. This shift in the service system increases the need for community-based, affordable, integrated housing for people with intellectual and developmental disabilities.

3.5.2 Senior Housing

Cortland Regional Nursing and Rehabilitation Center, located in the City of Cortland, includes a nursing home facility that is licensed for 120 persons; Crown Center for Nursing and Rehabilitation, located on Kellogg Road in the City, is a 200 bed nursing home facility; and the Cortland Park Rehabilitation and Nursing Center, a 200 bed facility located on Route 13 in the City of Cortland. There are also the three aforementioned licensed adult homes located in Cortland County including the Brewster House in the Village of Homer, the Greenbriar Adult Home, also located in the Village of Homer, and the Rosewood

Adult Home located in the hamlet of Cincinnatus in the Town of Cincinnatus. Walden Place is also an 80 bed Licensed Enriched Housing facility located in Cortlandville.

According to the County's Area Office on Aging, supervised or institutionalized care for seniors can be termed "stable" at this point with need and demand on a par. There is a problem, however, in that the majority of elderly prefer to live in their own homes. There are a number of criteria that are utilized in determining if the elderly should be living independently. These include such factors as the ability to care for oneself, transportation, the ability to obtain and take medications, and the safety of their dwelling unit, to name just a few of the criteria. Right now there is a shortage of qualified health aides, especially at the County level, who make visitations to the elderly to determine the suitability of the living situation. Given the overall low income population in the County and the aging housing stock, it has been determined that a significant amount of housing occupied by seniors pose significant threats to the health and safety of the elderly homeowner.

3.5.3 Head Trauma Housing

The Liberty Resources Center for Brain Injury and Rehabilitation is a community based program that provides supports and services to assist individuals who have sustained a traumatic brain injury with successful inclusion within their community. The center offers supports in the following areas: Service Coordination/Case Management, Independent Living Skills, Structured Day Program, Community Integration Counseling, and Home and Community Support Services. Our programs are specifically designed to meet the needs of individuals requiring cognitive, physical, emotional, and behavioral rehabilitation in regards to the challenges they may face associated with their brain injury.

A majority of the program's services are provided through the Home and Community Based Medicaid Traumatic Brain Injury (HCBS/TBI) waiver and are regulated by the New York State Department of Health. However, the program also works with various insurance companies, such as Workman's Compensation, and New York State Insurance Fund as well.

3.5.4 Foster Care/Youth Facilities

The Cortland County Department of Social Services manages foster care in the County, as previously mentioned. More children needing foster care come from the City of Cortland, however, children are more often placed in rural County settings. More needs to be done to encourage persons who live in the City of Cortland to become foster parents.

Although data on the numbers of teens needing housing assistance is not well-documented in the County, agencies such as DSS, the Community Action Program of Cortland County (CAPCO), Aid to Victims of Violence, and area school guidance counselors seem to all agree that some type of

transitional housing is needed for runaway teens, teens who have aged out of the foster care system, teens who have disruptive family situations, pregnant and parenting teens, etc. A housing program that would not only provide a secure place to live but also encourage life skills such as the attainment of a diploma or TASC, job training, parenting, and independent living skills is needed.

3.6 BARRIERS TO AFFORDABLE HOUSING

There are a number of barriers to affordable housing that exist in Cortland County. Also, many impediments exists to securing affordable housing in the County such as limited access to public transportation and lack of employment opportunities, and lack of proximity to major employment centers to urban and rural areas, which can in turn lead to source of income discrimination by local landlords. Other barriers are detailed by the following:

3.6.1 Age and Condition of the Housing Stock

Whether or not economically affordable, a residence should not be considered “affordable housing” if it does not meet basic health and safety standards. As detailed previously in this section, Cortland County has an older housing stock, a large percentage of which is considered substandard.

This problem is particularly acute in the rental market where often the only rents that are affordable to lower income residents are for units that are in poor condition. In Cortland County, public and other subsidized housing, which is generally in good to excellent condition, have a high demand, while the vacancy rates for rental properties in the County as a whole is 7.0%. There are few unsubsidized quality rentals available that are in good condition and have rents affordable to lower income individuals and families.

Habitat for Humanity has built 7 homes since 2002 in Cortland County. Habitat for Humanity of Tompkins and Cortland Counties partners with families who would typically not be able to purchase a house on their own, to build simple, decent, affordable houses. They serve families who have reliable income sufficient to cover taxes, insurance and a modest mortgage payment, but earn less than 60% of the area median income. The family works alongside their volunteers to build the home, contributing "sweat equity", and purchases the home for an affordable amount. They work backwards to calculate the amount of the buyer's first mortgage based on their household income and other debts, and the estimated monthly escrow for taxes and insurance on the house. A family's total house payment will not exceed 30% of their gross monthly income when they purchase the house. Habitat's partner families borrow mortgages at zero or very low interest.

The age and condition of the housing stock also impacts affordable homeownership opportunities for lower income families and individuals. Homes within the price range of lower-income families are most commonly in substandard condition. Often, banks and other lending institutions are unwilling to provide financing for homes in need of repair, and insurance companies are unwilling to provide coverage. For those lower income households that do own their own home, limited financial resources are often directed towards mortgage, tax, and utility payments, prohibiting them from repairing and improving their homes. Older homes in poor condition also often have higher utility costs, further burdening lower income households.

3.6.2 Lack of State and Federal Resources

For much of the lower income population in the County, affordable housing cannot be a reality without financial assistance from the State or Federal Governments. This assistance can be in the form of grants to assist in home purchases or rehabilitation, funds for public housing, the Housing Choice Voucher Program to assist in providing affordable rents, and other forms of financial assistance for affordable housing. Many Cortland County communities have been successful in securing State and federal funding for housing rehabilitation and homeownership initiatives, but the amount of funding available from these sources has not kept pace with inflation. For example, the maximum single purpose grant through the Small Cities Community Development Block Grant Program has been \$400,000 for most of the last 30 years. While this amount could at one time rehabilitate 30-35 homes, inflation has cut this number nearly in half. Therefore, the impact of these funding sources on the communities is diminishing. Concurrently, competition for these funds has increased. At least one needy County municipality has been unable to secure federal housing rehabilitation funds after numerous attempts. In addition, some municipalities have not pursued the funding sources that are available, diminishing their residents' ability to secure safe and affordable housing.

Similar problems exist in the rental market. As detailed previously, subsidized and other publicly assisted rental projects have long waiting lists, while the overall rental vacancy rate is high. There is also a large waiting list for Housing Choice Voucher Program. The lack of additional housing vouchers for rental housing prevents many residents from obtaining safe, decent, affordable housing.

While additional State and Federal funding for affordable housing would significantly increase the availability of affordable housing in the community, it is unlikely that additional resources will be forthcoming, given the current economic and political climates.

3.6.3 Zoning, Ordinances, and Other Public Policies

Each municipality within the County is responsible for its own code enforcement, municipal zoning, and land use ordinances. The level of control and sophistication of these controls varies widely throughout the County. Currently, 13 of the 19 municipalities in the County have Zoning Regulations and, for the most part, existing land use and zoning controls in the County do not limit or hinder the availability or development of affordable housing. In fact, the lack of strong code enforcement and/or other controls involving the upkeep and maintenance of residential properties, particularly rental properties, may negatively impact the quality of the housing available to and occupied by lower income residents.

As aforementioned, many communities have instituted manufactured home ordinances that control the placement of mobile homes, particularly used and older manufactured homes. While manufactured homes are not desirable additions to a community's housing stock and are not a good long-term

affordable housing solution, they nevertheless are a popular and affordable alternative for many lower income families. The County has at least six manufactured home parks. Thus, a conflict exists between protecting community character and the preferred housing choice, albeit a poor one, of many lower income residents.

3.6.4 Lack of Available Infrastructure

Geographically, only a small percentage of the County is served by municipal water and/or sewer. Other rural areas must rely on private wells and septic systems that can be expensive to build and maintain. This is a more serious problem in areas where a more dense level of housing is expected to develop, specifically in the suburban areas of the County. The Town of Cortlandville has installed over 7.5 miles of new sewer lines to serve neighborhoods, and other areas in need, since 2002. The installation of water and sewer service in newer, developing areas significantly raises the cost of such development, which subsequently limits the affordability of housing in these areas.

3.6.5 Local Market Conditions

The current condition of the housing market is not one that supports the creation and development of affordable housing in the community. There are very few livable homes for sale on the market in relation to the demand for housing, creating competition for homes and driving up prices. Also, the current state of the economy is making it increasingly more difficult for younger homebuyers to establish the credit score and down payment needed to obtain a mortgage. Many lower priced homes that are for sale are in very poor condition and require a lot of work just to make them livable. Also, the rising cost of flood insurance has deterred many potential buyers, especially in the City. These factors are making it far more difficult for lower income purchasers to buy a home.

The rental market places different burdens on lower income households. Renters in and around the City of Cortland must compete for housing with students from SUNY Cortland, who often pay higher than average rents for units. This competition for housing leaves lower-income renters with difficulty in securing decent, affordable housing. Furthermore, the County, and the City of Cortland in particular, has seen the value of rental properties drop over the past ten years when compared to inflation. In tandem with other factors, this has led to a lack of investment in income properties and a decline in their condition. Therefore, many renters are faced with rents that are unaffordable for apartments that are in poor condition

Part IV

STRATEGIC PLAN

IV. Strategic Plan

4.1 Introduction

This Strategic Plan delineates the County's priorities for assisting its low income population in addressing its housing and community development needs. The information in this section is based on the analysis of the housing needs of the County and presents the communities' strategy to address those needs. The general community development issues involved include: (A) Housing and Affordable Housing; (B) Homelessness; (C) Other Special Needs; and, (D) Non-Housing Community Development Plans; (E) Environmental Considerations and Energy Efficiency, and (F) Housing Consortium Goals.

Since each County municipality will be individually responsible for implementing activities within its borders, and since Cortland County is a non-entitlement Community under the Small Cities Community Development Block Grant Program, it is not appropriate to determine investment priorities on a geographic basis. Prioritization of needs was determined through: 1) the relative seriousness of the need and its effect on low to moderate income persons and families; 2) prevalence of that need in the Community, or specific municipality, neighborhood, or region of the Community; and, 3) public input.

The greatest obstacle to meeting the under-served needs of Cortland County residents, and in addressing the issues identified in this plan, is the lack of financial resources, particularly from the State and federal governments. Cortland County is fortunate to have strong organizational capacity available through entities such as the Cortland Housing Authority, Cortland Housing Assistance Council, Community Action Program of Cortland County, Habitat for Humanity, YWCA, private consultants, and others. Past successes clearly demonstrate the community's ability implement projects and programs that address the specific needs of the community. Addressing the under-served needs of the County, however, will require significant long-term financial investments that far exceed the financial wherewithal of local and County government. As detailed in Part III, the impact of State and federal funding has diminished over time due to inflation, while competition for funding has increased. The current political climate makes any significant increases in State or federal funding unlikely. Therefore, the Cortland community will need to be aggressive and creative in securing State and federal funds and leveraging private funds to mitigate the serious housing and community development problems detailed below.

4.2 Affordable Housing

The prioritized affordable housing needs of Cortland County are summarized in the following table. Objectives and activities to address these affordable housing needs follow the table.

Priority Housing Needs Table

Priority Housing Needs (households)			Priority Need Level High, Medium, Low, No Such Need			Estimated Units	Estimated Dollars to Address
			0-30%	31-50%	51-80%		
Renter	Small Related	Cost Burden >30%	High	High	Medium	1,500	\$12.4 million
		Cost Burden >50%	High	High	Medium		
		Substandard	High	High	High		
		Overcrowded	Low	Low	Low		
	Large Related	Cost Burden >30%	High	High	High	1,200	\$6.6 million
		Cost Burden >50%	High	High	High		
		Substandard	High	High	High		
		Overcrowded	Low	Low	Low		
	Elderly	Cost Burden >30%	High	High	Medium	800	\$4.8 million
		Cost Burden >50%	High	High	Medium		
		Substandard	High	High	High		
		Overcrowded	Low	Low	Low		
	All Other	Cost Burden >30%	High	Medium	Medium	700	\$3.2 million
		Cost Burden >50%	Medium	Medium	Medium		
		Substandard	High	High	High		
		Overcrowded	Medium	Low	Low		
Owner			Cost Burden >30%	Low	Medium	5,700	\$65 million
			Cost Burden >50%	Low	Medium		
			Substandard	High	High		
			Overcrowded	Low	Low		

4.3 OBJECTIVE # 1: Improve the condition of the existing housing stock in the community, especially housing which is owned, occupied, or available to low to moderate income residents.

Need: As previously indicated, Cortland County has a high rate of substandard housing. Although detailed housing condition studies have not been conducted Countywide, in the City of Cortland it is estimated that up to 75% of all housing units occupied by low to moderate income individuals and families are substandard. Within the Villages and hamlets, more than 60% of the housing stock occupied by low to moderate income persons and families may be considered substandard. In the suburban and rural areas, it is estimated that as much as a third to nearly half of housing units occupied

by low or moderate income persons and families is substandard. There is a direct correlation between the condition of housing units and the income level of residents. For many low and moderate income homeowners, the costs of mortgages, taxes, insurances, day-to-day living expenses, etc. often means there is little money available for general maintenance, let alone major repairs. As a result, the housing stock suffers.

In the rental market, it is not unusual for lower income households to occupy rental units. This is due to the individual household's inability to save for the down payment and closing costs needed for homeownership. Oftentimes, lower income households with no access to rental subsidies must seek dwelling units with lower rental costs. These units tend to be in the highest level of disrepair. This circumstance is exacerbated further within the City of Cortland and its suburbs, where low-to-moderate income tenants must also compete with students from SUNY Cortland for quality, affordable housing, with student housing generally supporting higher rents than family housing. The following activities will provide a vehicle for improving the condition of housing stock in the community.

4.3.1 Activity 1: Renovate existing rental properties through rehabilitation programs.

In order to address the physical deterioration of rental housing in Cortland County, municipal and County governments and housing agencies within the community should continue to seek federal, state and local funds to assist income property owners renting to low-to-moderate income tenants with housing rehabilitation efforts. While vacancy rates in rental housing are high in Cortland County overall, particularly within the City, and median gross rents are relatively low, waiting lists are long for quality, subsidized housing. By providing financial assistance and incentives to rehabilitate existing, substandard rental properties, the community can effectively increase the amount of available, quality rental housing, while assuring that rents remain affordable. Renovation and development of the upper stories of downtown commercial buildings as quality rental housing should be encouraged in the City and Villages. Potential funding sources for these activities include the Small Cities Community Development Block Grant program. Continuation of interest subsidies, deferred payment loans, and other incentives and financing mechanisms offered in support of these activities should be tied to the owner providing on-going maintenance and up-keep *after* the completion of renovation and restoration work.

4.3.2 Activity 2: Renovate owner-occupied housing through rehabilitation programs.

In order to address the physical deterioration of owner-occupied housing in Cortland County, municipal and County governments and housing agencies within the community should continue to seek federal, state and local funds to assist low to moderate income home-owners with housing rehabilitation efforts.

Deferred payment loan programs enable low and moderate income home-owners to make essential repairs that they might not otherwise be able to afford, in order to meet housing standards. A rehabilitation program can also be incorporated into first-time home buyer programs. Potential funding

sources for owner-occupied housing rehabilitation activities include the Small Cities Community Development Block Grant program and the HOME program.

4.3.3 Activity 3: Enforce codes more aggressively to maintain rental and owner-occupied housing units as “standard”.

Financial incentives for housing rehabilitation programs should be coupled with strict code enforcement efforts to ensure properties, particular rental properties (including student housing), are maintained as standard.

4.3.4 Activity 4: Coordinate inspection of student housing and enforcement of housing code to ensure that student housing meets housing code standards, at a minimum.

University and City Code Enforcement should form partnership in the inspection of student housing and the enforcement of housing code to ensure that “student housing” is safe and adequate, and fully complies with housing code.

4.3.5 Activity 5: Review local codes, and revise as needed to enable “proactive” code enforcement. Existing local codes should be reviewed and updated to enable proactive code enforcement, particularly in the areas of property maintenance, safety, and removal of blight.

Proposed Accomplishments: The activities detailed above are expected to improve the quality of the existing housing stock in Cortland County, in order to increase the quantity and quality of housing units available to low and moderate income households. These efforts to eliminate substandard housing conditions will result in an overall reduction and/or elimination of blighting conditions in the community’s housing stock, and will stimulate a reinvestment in blighted neighborhoods within the County.

4.4 OBJECTIVE # 2: Increase the level of homeownership

Need: With homeownership rates in the City of Cortland falling below 45%, the need to promote homeownership is greatest within the City itself. A significant supply of low cost, often lower quality rental housing in the community has resulted in an influx of low income renters. These renters often occupy converted single-family dwelling units, resulting in a loss of community character and neighborhood stability. The majority of rental units are owned by absentee landowners. Further exacerbating the problem within the City are relatively high rental vacancy rates which tend to discourage investment in the maintenance of older rental properties.

Even as rental vacancy rates remain high within the City of Cortland, demand for single-family home ownership opportunities exceeds supply on a nearly County-wide basis. The conversion of older,

single-family homes to lower-end, multi-family dwellings or student housing in the City and the Villages has been a contributing factor in the declining availability of single family home ownership opportunities, while contributing to declining neighborhood stability and character, as well as disinvestment in the housing stock.

4.4.1 Activity 1: Encourage and promote homeownership through programs that provide assistance to low- and moderate-income first-time home buyers.

Municipal and County governments, and local housing agencies in the Cortland area should identify and seek funding sources to provide assistance and counseling to first-time home-buyers. Programs for low and moderate income first-time home buyers should include financial assistance towards down payments and closing cost, as well as rehabilitation assistance. Potential funding sources for such programs include the Small Cities Community Development Block Grant program and the HOME program. Programs allowing for mortgage payment assistance to low to moderate income families should also be considered, either separately or in conjunction with down-payment assistance programs, to enable a larger number of low and moderate income families to realize the dream of home-ownership. A potential source of funding for such programs is the Section 8 Housing Choice Voucher program.

4.4.2 Activity 2: Limit the conversion of single-family homes to rental properties.

With high rental vacancy rates within the City and Villages, and the erosion of neighborhood character and housing quality arising from the conversion of single family residential properties to multi-family rental units and student housing, municipal governments should limit the conversion of older single family homes to multi-family rental properties through zoning, plan reviews and stronger code enforcement.

Proposed Accomplishments: The conversion of existing rental units, both single and multi-family, to owner occupied units will serve to stabilize neighborhoods, and when coupled with rehabilitation incentives, will stimulate and encourage reinvestment in the housing stock and preservation of neighborhood character.

Providing programs that enable low and moderate income families to become homeowners serves to expand their housing choices while providing the potential for realization of an otherwise nearly unattainable dream of owning their own home. Homeownership serves to stabilize neighborhoods, and promote reinvestment and community pride, particularly when coupled with rehabilitation assistance.

Limiting the conversion of single-family homes to multi-family rental units through zoning, plan reviews, and strong code enforcement efforts will serve to control the proliferation of less desirable rental housing while increasing the potential market for single-family homes.

4.5 OBJECTIVE #3: Increase access to affordable, quality rental properties

Need: While rental vacancy rates remain high in the City and villages, waiting lists for quality subsidized housing and Section 8 Housing Choice Vouchers remain long. The high vacancy rates suggest that *new* subsidized housing may not be appropriate, however, the long waiting lists for subsidy programs suggest that the supply of *affordable* quality rental properties is an issue in Cortland County.

4.5.1 Activity # 1: Income property rehabilitation incentive programs should be conditioned on rent subsidy programs and/or affordable rents.

Rental property rehabilitation programs (as discussed in Objective #1) if successful, will increase the amount of available *quality* rental properties. Linking rent subsidy/assistance programs and/or affordable rents as a prerequisite for participation in the rehabilitation programs will ensure that these rental units, once brought into compliance with housing quality standards, will remain affordable to low to moderate income persons and families.

4.5.2 Activity #2: Identify and pursue funding opportunities for additional rental assistance programs, as they become available.

Cortland County community housing agencies should seek to provide additional subsidies, including additional Housing Choice Vouchers, to low and moderate income families and individuals, for existing rental housing which meets housing quality standards, as funding become available. As detailed more fully under the “Homeless and Supportive Housing Needs” section below, there is a significant need to provide affordable housing that is accessible to disabled individuals. Funding should be sought to provide rental subsidies specifically for this population.

Proposed Accomplishments: A stronger supply of affordable rental housing that meets housing quality standards will ensure that even those in the community with limited financial resources will have access to decent, accessible, and affordable housing options.

4.6 OBJECTIVE #4: Increase the availability of rental and ownership opportunities for middle and upper-middle income families

Need: As mentioned previously, demand for single-family home ownership opportunities exceeds supply on a nearly County-wide basis. Availability of higher-end single family homes is even more

limited. Because of the limited availability of higher-end homes, fewer upwardly-mobile professionals “buy-up”, thus limiting the number of “starter homes” available to potential low and moderate income home buyers.

Higher income rental housing for professionals is also very limited. City and County economic development efforts to attract high-technology firms is challenged by the current housing situation in the County. Potential new employers have noted community housing options and condition as a deterrent to locating operations in this community. Professionals relocating to this area often seek housing in neighboring communities, due to the lack of housing choice.

Activity: Stimulate the creation and availability of high quality homes for middle and upper middle income families.

Market rate housing is generally the domain of private, for profit developers. However, there are steps that municipalities can take to stimulate development. The City, towns and villages within the County should review existing zoning regulations to assure that they allow for and encourage this type of development. The municipalities should work with developers to expand water and sewer services to potential new development areas and should identify areas within the community where new developments could occur. Streamlining of required permitting would also serve to encourage development, with one agency serving as a single point of access to “shepherd” development applications through the regulatory maze.

Proposed Accomplishments: Based on the lack of availability of homes on the market, increasing supply of “higher-end” homes of this type for sale will increase the availability of “starter homes” for low to moderate income families. Increasing the availability of both rental and single family homes in this class will assist in economic development efforts to entice high technology, professional employers to the area.

4.7 OBJECTIVE #5: Cultivate improved tenant-landlord relations by educating both tenants and landlords on their respective rights and responsibilities, and creating a forum for dispute resolution.

Need: Lack of maintenance and upkeep in rental properties is often perpetuated by a lack of education and information on the part of both landlords and tenants regarding their respective responsibilities, as well as their rights. Too often, failure to address a maintenance issue can be the result of disagreements and misunderstandings regarding who is responsible for addressing the issue. Tenants need to be educated as to the landlord’s responsibilities to maintain rental properties within a standard defined by code, and empowered to ensure that their landlords fulfill those responsibilities, maintain their properties within those standards, and respect their tenants’ rights including their Fair Housing Rights.

Tenants must also be aware of their responsibilities as renters. Landlords need to be educated with regard to their responsibilities to provide safe, decent housing, while being given a means to enforce the fulfillment of their tenant's responsibilities and obligations, short of eviction proceedings, which should be considered only as a last resort.

Activity: Create a Landlord–Tenant Organization.

A Landlord-Tenant Association should be developed to promote improved relations by educating both tenants and landlords regarding their rights and responsibilities and developing a forum for tenant-landlord mediation and dispute resolution. Other possible functions of this group would include joint marketing and referrals for rental housing, and peer oversight and endorsement (i.e. a “good housekeeping seal” for “quality” landlords), and others as may be defined by the needs of both tenant and landlord members.

Proposed Accomplishment: Education and empowerment of both tenant and landlords will serve to raise standards and expectations with regard to maintenance and repair of the rental housing stock. Improved understanding, communication, and cooperation between tenants and landlords will enable timely and effective problem resolution.

4.7 Objective #6: Develop a stronger working relationship and coordination of efforts between SUNY Cortland and the community to mitigate the impact of student housing on City neighborhoods and to assure appropriate, safe, and attractive off-campus housing options for undergraduate and graduate students.

Need: The presence of SUNY Cortland in the center of the City of Cortland has many impacts, both positive and negative, on the community. As is inevitable with almost any full-time higher education institution, many SUNY Cortland students choose to live in private “off-campus” housing. While the exact number of students living in City neighborhoods is not tracked by the College, available data provides some insight into the numbers. The College has approximately 6,281 full-time undergraduate students and 710 graduate students, in addition to over 119 part-time students. Enrollment has been on an upward trend reaching a 20-year high in 2001, and full-time undergraduate enrollment has increased by 12.4% since 2002. Only 3,200 students, 50% of all undergraduate students, were living in campus housing in the fall of 2014. The maximum on-campus capacity is just over 3,200 students. Therefore, approximately between 3,200 and 3,910 students live in neighborhoods surrounding the College. This accounts for 17% to 20% of the total City population, and is thus an enormous factor in the City's housing market. The SUNY Cortland “2015-2016 Off-Campus Housing List” identifies approximately fewer than 1,300 “slots” for off-campus housing. These slots include apartments where multiple students can live, but the list does not include every potential rental property in the City.

While inspections of rental housing in the City occur every three years, much student rental housing is in poor condition. Even properties that are in compliance with basic housing codes are often poorly maintained and uncared for. The City Code Enforcement Office reports numerous complaints and problems associated with student housing, including parking on front lawns, inappropriate furniture on porches and lawns, overcrowding, etc. While many landlords are responsible and attempt to maintain their properties, many others are not. As detailed below, the profit margins on student rentals are often higher than standard rentals. As a result, these landlords should be expected to invest the funds needed to maintain their properties in an attractive and aesthetically pleasing manner.

The City, since 2014, has been actively enforcing a rental housing law which allows the City to take away the landlord's right to rent after a certain number of nuisance violations. The law requires that property owners submit their buildings to inspections once every three years or risk losing their ability to rent. The law is aimed at preventing nuisance rental properties from ruining the character of neighborhoods and affecting the health and well-being of the general public. This law was aimed at preventing off-campus student housing from ruining the quality of life in neighborhoods surrounding the College and neighborhoods in the City in general.

Since student housing typically generates a greater income than can be derived on the open market, there is market pressure on landlords to cater to students. This forces local residents to compete with students for rental housing. This competition limits residents', particularly lower-income residents, ability to secure affordable rental housing in the City.

Quality of life in neighborhoods surrounding the College is also diminished, due to the decline in quality of the housing stock, the transitional nature of residents, and other problems typically associated with this population. Potential homebuyers typically shy away from these neighborhoods due to these problems, fueling their decline.

In past years, little attention has been paid to off-campus student housing by the College, to the extent that the College is unable to determine the number of students living in off-campus housing or the number of City apartments occupied by students. City efforts have focused mainly on law and code-enforcement activities that are primarily reactive rather than proactive. Cooperation between the two entities on this issue has been sporadic at best.

4.7.1 Activity 1: Establish a standing committee, consisting of City, College, and neighborhood representatives, focused on identifying and addressing off-campus housing issues.

The percentage of the City's housing stock occupied by off-campus college students is large enough to be the focus of continuous attention by both the City of Cortland and SUNY Cortland. A standing committee should be established specifically to focus on the myriad of issues arising from off-campus student housing and to develop initiatives to improve the quality of life and quality of housing in

student-dominated neighborhoods. This committee should consist of City Government/staff representatives, College administration representatives, neighborhood residents, students, and property owners. This committee would recommend/ coordinate activities including, but not limited to, those outlined below.

4.7.2 Activity 2: With input and cooperation from the City and other interested entities, establish a College run “training” program and promote the circulation of SUNY Cortland’s “Off-Campus Living” document to educate students living off campus regarding their rights and responsibilities.

Moving into an off-campus apartment is often a student’s first experience in living in an unsupervised setting. There is virtually no training or support provided to these individuals as they assume the responsibilities of becoming an independent householder. An informational/training packet titled “Off-Campus Living” was developed in 2006 by SUNY Cortland and teaches students about the local laws, regulations, and responsibilities that are pertinent to living in a City neighborhood. (such as noise control, garbage pickup, maintenance, etc.) This guide makes students aware of their responsibility to be a “good neighbor”, and what that entails. This guide also provides students with the knowledge of their rights as tenants, what they can expect and demand of landlords, and what landlords can legally expect and demand of them. Other expanded information and training can take the form of informational brochures and handouts, on-line information, public service announcements/information, special workshops or perhaps, a one-credit class that students wishing to move off campus are encouraged to take.

4.7.3 Activity 3: Revise zoning regulations to specifically address issues related to off-campus student housing.

The City of Cortland is currently undergoing revisions in its local zoning/code enforcement regulations. These changes should take into account that a relatively high percentage of the City’s rental market consists of off-campus student housing. It should be understood that this type of housing differs from traditional rental property, and the same regulations may not be appropriate for both. Therefore, innovative approaches should be considered in dealing with off-campus student housing. This may include specifically defining what constitutes “student housing”, creating overlay districts limiting the areas where student housing is allowed, inspecting student housing more often than other rental housing, creating an inspection process administered by the College itself, altering maximum occupancies by un-related individuals, etc. Research should be conducted into approaches that other College communities similar to Cortland have undertaken.

4.7.4 Activity 4: Establish an “endorsement” or “preferred housing” program for off campus housing

In tandem with the other activities detailed above, the aforementioned committee, in partnership with SUNY Cortland and the City of Cortland, should consider establishing a mechanism to assist students in locating acceptable housing and to provide incentives to property owners to provide the highest quality housing possible. Such a program could establish clear and high standards for rental housing, and require rentals to meet such standards in order to be included in College lists of apartments or to advertise on campus or in campus publications. The current College listings of off-campus apartments account for less than half of off-campus student housing and apparently has few requirements for inclusion. Efforts should be made to expand this list, while at the same time have clear thresholds for inclusion. Marketing efforts should be made to encourage students to utilize such a list as their “first stop” in locating housing. Providing a searchable, computerized database should be considered. As more students rely on these listings to secure housing, the benefits to landlords of being included in them increases. The specifics any such program should be developed by the aforementioned committee.

Proposed Accomplishments: These activities, and others identified by the above committee, will create a working partnership between the City of Cortland and SUNY Cortland to mitigate the negative impacts of off-campus student housing. It is, unfortunately, a widely accepted reality in most college communities that “student housing” not provided by the educational institution will be in poor or run-down condition and that quality of life problems associated with student-dominated neighborhoods is simply a fact-of-life. Cortland can no longer accept this as a paradigm and the activities proposed herein will work to change it, improving the quality of housing available to students as well as the quality of life for all residents.

4.8 Homeless and other Supportive Housing

The prioritized homeless needs of Cortland County are summarized in the following table. Objectives and activities to address these affordable housing needs follow the table.

Priority Homeless Needs Table

Figure 1.17

Priority Needs (Homeless)	Priority Need Level High, Medium, Low, No Such Need			Estimated Dollars to Address
Assessment/ Outreach	Families	Individuals	Persons w/special needs	N/A
	LOW	LOW	MEDIUM	
Emergency Shelter	Families	Individuals	Persons w/special needs	N/A
	LOW	LOW	LOW	
Transitional Housing	Families	Individuals	Persons w/special needs	To Be Determined
	LOW	LOW	MEDIUM	
Permanent Supportive Housing	Families	Individuals	Persons w/special needs	N/A
	LOW	LOW	LOW	
Permanent Housing	Families	Individuals	Persons w/special needs	N/A
	LOW	LOW	LOW	
Elderly	LOW			N/A
Frail Elderly	LOW			N/A
Severe Mental Illness	LOW			N/A
Developmentally Disabled	LOW			N/A
Physically Disabled	MEDIUM			N/A
Person w/ Alcohol/ Drug Addiction	MEDIUM			N/A
Persons w/ HIV/ AIDS	LOW			N/A
Other (specify)	HIGH (comprehensive needs assessment for homeless/transitional housing needs)			To Be Determined

4.9 Objective #1: Develop More Quality Transitional/Special Needs Housing Units in the Community

Need: In Cortland County, particularly in the City of Cortland, there are a number of special needs populations that could take advantage of transitional housing units. There are also some special needs populations that are being placed in subsidized elderly housing which may not be the proper placement. For many seniors, the ability to remain living in one's home is preferable and more affordable than assisted living care. For many of these special needs persons, the City of Cortland tends to be the living area of choice because most of Cortland County's governmental and not-for-profit agencies that deal with these special needs populations are headquartered in the City, most of the County's housing units are located in the City, and interrelated services and/or job opportunities that are associated with special needs populations are located in the City of Cortland. Public transportation is more readily available in the City.

4.9.1 Activity 1: Complete an In-depth Needs Assessment of the Special Needs Populations in the Community

Catholic Charities needs more transitional housing, particularly for female clients recovering from alcohol dependency. As detailed below, there is also a need for transitional housing for abused and battered spouses, homeless teens, and for persons with disabilities leaving institutions or other treatment centers. Further, there are other special needs populations in the community that need to plan for their future housing needs, such as an aging population looking to downsize and live in a single story home. Identifying and quantifying this need may best be accomplished by the completion of a needs assessment that would be specific to special needs populations.

Catholic Charities may have the financial resources and existing staff to develop such a housing facility without having to wait for the completion of a community needs assessment. This is not necessarily true for other Cortland agencies.

The YWCA's Aid to Victims of Violence Program and CAPCO have both identified the need to assist special needs populations with transitional housing. The AVV recognizes the need to develop transitional housing outside of the realm of the temporary housing provided through their safe house for abused and battered spouses and their children. Transitional housing, and concurrent social services, would allow an abused spouse to reestablish a financial base in the household, assist the children with their emotional and other needs, and build self-esteem in the head of household. It is anticipated that the entire process could take as long as three years. There would have to be heightened security for the family so that the battering spouse would not re-inflict harm on the family or harm others in the nearby vicinity. A successful program would also need to include working with a landlord who would be flexible, particularly with respect to rent payments, as the AVV spouse struggles with the issues related to financial independence. This includes acquiring the needed educational skills,

procuring employment, and recognizing the need to be responsible and pay debt on time. Although there is a need in the community for a certain number of these transitional housing units, the needs assessment would quantify the need and project the long-term prospect for success.

CAPCO, DSS, and local high school guidance counselors, in particular, have identified the need in the community to provide transitional housing for youth. Many teens, while not literally sleeping on the streets, are roaming from house to house in an attempt to find shelter. The reasons are many: from school problems, to family disruption, to unintended pregnancy, etc. Most of the teens are undereducated, have a high dropout rate, and lack the skills for independent living. Identifying the numbers of such teens, coordinating needed services, and quantifying the long-term need in the community would best be addressed through a needs assessment. This assessment would form the basis for justifying future funding requests.

It is also apparent that certain other special needs populations are increasing in number. This includes homeless women, OMRDD clients, head trauma patients, physically disabled, and seniors. Each population has their own living issues and supportive living needs. The proper placement of these special needs populations, particularly in the rental housing market, is important for their health and safety. The ability of the community to provide the rental units which are of high quality, affordable cost, and which offer needed accommodations is indeed questionable. A needs assessment would assist special needs providers in being more proactive in developing housing at a time when statistics and demographics indicate an escalating need.

4.9.2 Activity 2: Develop Transitional /Special Needs Housing Through Interagency Cooperation

For some local human service agencies, the ability to develop transitional housing or special needs housing is a financial and administrative challenge. Cortland County already has a strong network of human resource providers and government agencies that work cooperatively to address many local community needs issues.

4.9.3 Activity 3: Provide Safer Dwelling Units for Special Needs Populations

As a society, we are living longer and, oftentimes, better. The ability to live independently in safe housing saves society millions of dollars in nursing home and institutionalized care. In order for this safe living to be a reality, certain housing accommodations must be available. There are a number of special needs populations in the County that require special accommodations made to their dwelling units to make them more accessible and/or make them safer. This may include such accommodations as: low pile carpeting for persons that walk with a cane; relocating electrical panels for the elderly so they are no longer going up and down unsafe cellar stairs: or providing other accommodations for higher

functioning persons with developmental disabilities who have the ability to live on their own with limited supervision, such as providing appliances that have safety features for persons with developmental disabilities. Those in wheelchairs need the proper ramping, widened doorways, height appropriate cabinetry, bathrooms, etc. to accommodate their needs.

Programs that provide rehabilitation assistance for special needs housing must be developed. Since there is a high vacancy rate in the rental housing market, it appears that this is the most feasible and cost effective avenue to pursue. Therefore, programs that provide financial incentives to landlords must be developed. This program should be coupled with an educational program that would educate income property owners on the needs of certain populations. Proactive enforcement of the Americans with Disabilities Act (ADA), as well as recently-enacted new building codes that have stronger accessibility requirements is also necessary. Building Code Officers and other housing providers should be trained in ADA and new Building Code requirements, and should be knowledgeable of available programs so that they can provide referrals and technical assistance to clients or property owners who may need additional assistance. Administrators of rental rehabilitation programs should encourage property owners to include accessibility features into rehabilitation projects. For special needs populations who own and occupy their own homes, particularly the elderly living on fixed incomes, owner-occupied housing rehabilitation programs should be developed.

Proposed Accomplishments: The completion of a County-wide needs assessment, geared solely to the above mentioned special needs populations, would better quantify and identify the County's housing needs. There are already demographics and local statistics available that indicate the need to provide some special needs housing at the present time. This includes housing for females recovering from alcohol dependency. It is not clear, however, what the long-term community need is for some populations, who will administer certain programs, and from where the funding will emanate. The completion of a needs assessment will guide the process. Once the number and type of housing units needed is identified, success will be measured by the number of new housing units that are developed or rehabilitated. Since vacancy rates are presently high, this may be an opportune time to entice previously disinterested landlords into making their units more accessible to special needs populations. Feedback will be sought from local human service providers who deal with special needs populations seeking housing in the community to determine if there are more quality units available. For special needs owner-occupants, accomplishments will be measured by the number of units that are rehabilitated.

4.9.4 Activity 4: Make all newly constructed public housing visitable

Visitability and universal design both incorporate features that make homes adaptable to persons who require handicapped access without negatively impacting curb appeal or value. Many of these features make a home more convenient and also mitigate common household safety hazards. Adopting legislation that would make it mandatory for all newly constructed housing using public funds in the City of Cortland and surrounding municipalities to be visitable would greatly enhance accessibility

for the disabled population in Cortland County. Visitability, a measure of a place's ease of access for people with disabilities, is of great concern for the disabled population in our community as many disabled people cannot visit family or friends in many public housing facilities due to lack of accessibility. This is isolating to these individuals and visitable home design relates to the principle that a person with a physical limitation will have the ability to visit anyone whose home is built using this standard. Presently, the majority of housing in Cortland County has at least one step to enter the dwelling and often the doorways and main floor facilities are not designed for use or navigation by a person with a physical limitation. This legislation would provide a framework for requiring all new publicly funded housing to be constructed with easily accessible entrances and barrier free construction.

4.10 Objective #2: Encourage More Families to Become Foster Parents, Particularly in the City of Cortland

Need: Many children who are placed in foster care originally come from families located in the City of Cortland. Many of the foster care placements are made outside of the City, however. This results in not only the child changing their living situations but also having to change schools. Encouraging more placement in the City would result in less disruption in the child's life and hopefully would result in less of a tendency for teens who are foster children to run away or be truant. This action would hopefully help to reduce the number of teens needing transitional housing.

4.10.1 Activity 1: Provide More Outreach in the City of Cortland

Funding should be sought to provide more outreach to City of Cortland families to become foster parents. This could be accomplished through traditional print and radio advertising, and through local churches.

Proposed Accomplishments: Success would be measured by an increase in the number of new foster families and consequent placements in the City of Cortland and a reduction in the number of teens needing transitional housing.

4.11 OBJECTIVE #3: Reduce barriers to County residents with physical disabilities

Need: Persons with disabilities encounter multiple barriers to living in the community, including housing, transportation, access, and limited income. Persons with disabilities are disproportionately poor, increasing the difficulty individuals and families have in locating appropriate and affordable housing. This is most acute for larger families since most public and subsidized housing have only one to two bedrooms. It is difficult to find three to four bedroom affordable rental units in the County, and it is nearly impossible to find ones that are accessible to those with physical disabilities. Often, people must move into an institution or become homeless because they cannot make necessary modifications to existing dwelling units upon becoming disabled. This most often affects elderly homeowners who,

because of injury or sickness, are faced with permanent or temporary physical disabilities. These people often end up in nursing homes when modifications to their existing homes would allow them to return to their homes and remain independent. Medicaid, Medicare, and most private insurance plans do not provide home modifications for persons with disabilities.

Many persons with disabilities must rely on public transportation to access jobs, services, and shopping. Without an adequate public transportation system, persons with disabilities are often forced to live near service providers and other facilities despite personal preferences. For Cortland County, this means the City of Cortland and, as detailed previously, the housing available in the City is older and less accessible. It is often more costly and more difficult to modify these homes than newer homes. The present public bus system in Cortland County has limited service and hours, making it difficult for disabled individuals and families to live in outlying areas. The public transportation system needs to be revised to better serve those with physical disabilities.

4.11.1 Activity 1: Stimulate development of more accessible or adaptable dwelling units, particularly for larger families

Existing rental rehabilitation programs in the County should encourage the inclusion of accessible components as part of rehabilitation programs. Where possible, rehabilitation work undertaken as part of normal rehabilitation should be designed to be accessible. Housing providers should work with, and encourage, property owners to create accessible units beyond those required by law, particularly for larger units or when the unit being rehabilitated is vacant. A training workshop for Code Enforcement Officials, landlords, and other housing providers should be developed so that all are knowledgeable on the need and requirements for accessible housing and in providing reasonable accommodations for the physically disabled. The CHA should consider requesting Housing Choice Vouchers targeted for the disabled and the elderly.

4.11.2 Activity 2: Develop a registry of accessible apartments and track vacancies in such apartments.

With such a limited number of accessible housing units available, an inventory should be completed and a searchable database developed to track all accessible housing units in the County. Housing and social services providers should work with property owners so that they are notified when such units are available. This will help those with physical disabilities to locate suitable housing and to ensure that accessible housing is actually occupied by those that need it.

4.11.3 Activity 3: Create a source of emergency funding to assist in making modifications to allow those with physical disabilities to remain in their homes.

When a family member is injured or disabled, it is often difficult or impossible to complete necessary accessibility modifications. Funding should be sought to establish a loan/grant funding program to assist people in completing necessary alterations. Such a funding source should have provisions for providing low interest loans to families with moderate incomes that may not be eligible for other assistance programs. Access to Independence of Cortland County may be able to assist individuals that encounter this problem.

Proposed Accomplishments: By stimulating the development of accessible housing units and by providing those with physical disabilities assistance in locating appropriate housing, a greater percentage of County residents with physical disabilities will have access to affordable housing options that meet their needs. Accomplishments can be measured by the number of accessible housing units created.

4.12 NON-HOUSING COMMUNITY DEVELOPMENT PLANS

In addition to addressing housing needs, non-housing community development plans were prepared for each County municipality. These plans identify prioritized community development needs in the areas of public facilities, public service, infrastructure, and economic development. These needs were identified based on interviews with local officials and stakeholders and represent their views and opinions. Please note that since no response was received from the Town of Marathon, no plan for the Town is included. The non-housing community development plans for individual County municipalities are included in Appendix 1 of the document.

LEAD-BASED PAINT AND RADON HAZARDS

4.13 OBJECTIVE #1: Evaluate Older Housing Stock For Potential Lead Hazards, And Mitigate Identified Lead Hazards.

Need: Lead poisoning is a common environmental disease in children in the United States, often caused by the ingestion of lead dust and chips from deteriorated lead-based paint from older homes. Cortland County is committed to reducing the lead-based paint hazard found in housing within the community.

4.13.1 Activity 1: Cortland County Environmental Health Department's Evaluation & Risk Reduction Program.

Screening children for elevated levels of lead in the bloodstream is one method of identifying environmental exposure to lead. Since 1993, New York State has required screening for elevated lead levels for all one- and two-year-olds. The results of screenings performed in Cortland County are reviewed by the County's Environmental Health Department. If lead levels in the bloodstream exceed 20 ug/dl, the Health Department will conduct a lead investigation, including a risk assessment of the

home (if lead levels fall between 14 and 19 ug/dl, retesting is required; if two consecutive tests fall between 14 and 19 ug/dl, a lead investigation is required).

If, as a result of these investigations, lead hazards are identified in the home, risk reduction/interim control measures must be undertaken by the owner. These measures might include wet scraping and painting, wrapping or encapsulation, and even soil removal. In extreme cases, full abatement procedures may be required. Failure to complete the required work can result in enforcement action taken against the owner.

4.13.2 Activity 2: Evaluation & Interim Control Programs through Housing Rehabilitation Projects

Numerous housing rehabilitation programs have been undertaken in Cortland County utilizing Small Cities Community Development Block Grant and HOME Investment Partnership Program Funds. Projects funded through these sources are required to do a risk assessment (utilizing EPA Certified Risk Assessors), and testing as indicated for lead-based paint hazard in participating housing units. If a lead hazard is identified through evaluation and testing, interim control measures are undertaken as part of the rehabilitation project in order to eliminate or otherwise control the potential lead hazard. If the cost of repair, rehabilitation and hazard mitigation measures for any one unit exceeds \$25,000, full abatement procedures must be undertaken by a Certified Abatement Contractor.

4.13.3 Activity 3: Public Housing & Housing Choice Voucher Program.

Cortland Housing Authority (CHA) recognizes the potential risk from lead-based paint hazard to children under the age of six. The Pendleton Street Public Housing Complex, the only public housing for families in Cortland County built prior to 1979, was tested for lead hazards in the late 1980's, and no lead-based paint was identified at that time. All other family public housing in Cortland County was built after the ban on lead-based paint. The Housing Authority has therefore determined that no lead-based paint hazard exists in public housing in Cortland County.

In the Housing Choice Voucher Program, housing units must be inspected and certified to meet housing quality standards prior to occupancy by the holder of a voucher. If children under the age of six will be living in the housing unit, the unit must also undergo a lead hazard risk assessment, and testing as indicated. If a lead hazard is identified, the owner must mitigate or otherwise eliminate the hazard prior to receiving CHA approval for occupancy.

Proposed Accomplishments: Through the above listed-activities, which effectively reduce the lead-based paint hazard found in low income housing options within the community, the incidence of lead

poisoning cases in children under the age of six has been significantly reduced in Cortland County and will continue to be reduced even further.

4.14 OBJECTIVE # 2: Increase the number of Certified Abatement Contractors in Cortland County.

Need: Risk Reduction/Interim Control Measures must be performed by a contractor who has successfully completed an eight-hour training course covering lead-based paint hazards, hazard control, and safe work practices. This training course is available through Cornell University, Syracuse University, University of Buffalo, and local private consultants. Numerous local contractors have received the required training and the creation of a registry of these contractors would be beneficial to the community.

In cases where full abatement is required, an Environmental Protection Agency (EPA) Certified Lead Abatement Supervisor/Contractor must perform the work. This certification requires successful completion of a 32-hour course covering topics including health effects, medical monitoring, personal protective equipment, hazard control strategies, sample collection and reporting methodology. There is currently only one EPA Certified Abatement Contractor in Cortland County.

4.14.1 Activity 1: Provision of training for Lead Abatement Certification to contractors.

It appears that the cost of the EPA certification course, when coupled with lost work time associated with the coursework, has been a deterrent to contractor certifications necessary for Lead Abatement Projects. It is recommended that the County identify potential resources for the provision of training for Lead Abatement Certification to contractors at no cost, or at a reduced rate.

Proposed Accomplishments: Provision of training at no cost or a reduced cost is expected to facilitate an increase in the number of certified contractors available locally. This will enable the completion of lead abatement projects, when required, in a more timely, and cost effective manner.

4.15 OBJECTIVE # 3: Increase awareness of potential lead-based paint hazards and appropriate control measures through public education programs.

Need: Risk reduction with regard to lead-based paint begins with awareness. Parents of young children need to be able to identify potential hazards in order to prevent exposure. Homeowners, rental income property owners, and untrained contractors may inadvertently create or exacerbate a hazard from existing lead-based paint when undertaking renovations, repairs and improvements to housing units built prior to 1979.

4.15.1 Activity: Conduct a Public Education Campaign on Lead-Based Paint Hazards.

It is recommended that the County identify resources to undertake public education campaigns to raise the awareness of the general public with regard to potential lead-based paint hazards, particularly as it relates to exposure by children under the age of six. It should also target homeowners, landlords, and contractors with regard to hazards associated with lead-based paint dust created when undertaking certain property repairs, as well as potential hazard control and containment measures that may be undertaken by the owner or required of a contractor.

Proposed Accomplishments: A public education campaign regarding the hazards associated with lead-based paints will enable the parents of young children, renters, homeowners, landlords and contractors to identify, and therefore mitigate, control or otherwise contain the potential lead hazards, thus reducing the potential risk of exposure to lead, and the resulting number of cases of lead poisoning.

4.16 OBJECTIVE # 4: Increase awareness of radon hazards and appropriate control measures through public education programs and municipal building regulations.

Need: Risk reduction with regard to radon begins with awareness. Parents of young children need to be able to identify potential hazards in order to prevent exposure. Homeowners, rental income property owners need to be aware of the dangers that radon gas presents to homeowners and tenants alike. It is extremely important that municipalities in Cortland County address this issue through regulations and public education.

4.16.1 Activity: Conduct a Public Education Campaign on Radon Hazards.

It is recommended that the County identify resources to undertake or expand public education campaigns to raise the awareness of the general public with regard to radon hazards, particularly as it relates to exposure in new building construction. The County Health Department currently has a very informative ongoing public education campaign. Expansion of this campaign should also target homeowners, landlords, and contractors with regard to hazards associated with radon gas exposure.

Proposed Accomplishments: An expanded public education campaign regarding the hazards associated with radon will enable the renters, homeowners, landlords and contractors to identify, and therefore mitigate, control or otherwise contain the radon hazards, thus reducing the potential risk of exposure to radon, and the resulting number of cases of radon poisoning. It would also be beneficial to have these mitigation measures tracked and put into a registry to identify if any progress is being made.

ENERGY EFFICIENCY AND ENVIRONMENTAL CONSIDERATIONS IN NEW HOUSING AND CONSTRUCTION

4.17 OBJECTIVE #1: Increase awareness of energy efficient construction and LEED (Leadership in Energy and Environmental Design) certification in regards to the construction of new buildings in Cortland County.

Need: The need to keep pace with energy efficient construction for the future of Cortland County is something that needs to be addressed. In order to adapt to a changing climate Cortland County must consider using the smartest and most efficient LEED certified methods when considering new construction in the County.

4.17.1 Activity: Conduct educational programs in regards to LEED certification for local construction companies. Promote LEED building techniques for all new construction projects in the County by training local and County planning boards on LEED techniques and certification.

Proposed Accomplishments: Enhance the amount of LEED certified buildings in Cortland County to promote sustainability and a healthier all around community.

4.18 OBJECTIVE #2: Increase awareness of Green Infrastructure, and for retrofitting of older construction to provide flood control and aesthetic benefits.

Need: It is necessary that Cortland County becomes pro-active in using green infrastructure to curb the effects of extreme precipitation events due to climate change. These Green Infrastructure techniques could reduce the impacts of potential flooding events and would reduce strain on the municipal storm sewer system. They would also add more greenspace to the community, and aid in the absorption of greenhouse gases, primarily Carbon Dioxide (CO₂). It is of utmost importance that Cortland County keeps pace with neighboring cities, such as Syracuse and Ithaca, in respect to Green Infrastructure and the use environmental techniques to adapt to a changing climate. If nothing else, adopting a more “green” approach to our housing infrastructure would create a healthier and more sustainable future for upcoming generations. The demolition of dilapidated houses could also aid in the creation of more greenspace within the City and Villages.

4.18.1 Activity: Educate local leaders and decision makers on the importance of incorporating Green Infrastructure techniques and practices. This educational approach would inform decision makers that Green Infrastructure would not only provide flood reduction, but would have a positive impact on greenspace, air quality, and overall quality of life. It is of utmost importance that local leaders understand the impact and benefits of using these practices, not only from an environmental perspective, but also from an economic one as well.

Proposed Accomplishments: Enhance the amount of Green Infrastructure for new developments and also retrofit older construction to aid in stormwater, management, flood reduction, air quality and an overall healthier community.

4.19 OBJECTIVE #3: Educate local officials on floodplain management techniques in relation to building codes, lowering insurance costs, and flood hazard mitigation.

Need: It is necessary that Cortland County becomes pro-active in reducing flood damage and mitigation techniques to ensure our housing stock is up to date on current methods. It is also important that steps are taken to ensure that local officials are well versed in the current trends of the National Flood Insurance Program and are taking the necessary steps to ensure that homeowners in the County are well informed of how to implement the Community Rating System program that may help local homeowners reduce flood insurance costs and ensure that all safety measures are taken to protect current housing stock located in the floodplain. It is important that all steps are taken to reduce damages from flooding and to reduce homeowner costs for flood insurance to attract more homebuyers to houses in these areas. It is also important to discourage new development from taking place in the flood zone, to deter developers from making the same mistakes in flood prone areas, and to educate local decision makers on this process.

4.19.1 Activity: Educate local leaders and decision makers on the importance of being educated on the latest techniques and practices regarding floodplain management. This educational approach would inform decision makers about lowering costs for Flood Insurance as well as building codes for floodplain management. It is of utmost importance that local leaders understand the impact and benefits of applying enhanced floodplain management knowledge, not only from an environmental perspective, but also from an economic one as well.

Proposed Accomplishments: Provide training to local decision makers and officials about floodplain management and the National Flood Insurance Program. This education will be of benefit to the local community in regards to lowering the costs associated with flooding and preventing future flood damages from occurring. Take steps to aid local municipalities in participating in the Community Rating System program to lower flood insurance costs for current and future homeowners.

PUBLIC HEALTH HAZARDS AND CONSIDERATIONS

4.20 OBJECTIVE #1: Increase awareness of tobacco and smoking hazards/dangers and appropriate control measures through public education programs and municipal building regulations.

Need: Risk reduction with regard to tobacco and second hand smoke begins with awareness. Parents of young children need to be able to identify potential hazards in order to prevent exposure. Homeowners, rental income property owners need to be aware of the dangers that tobacco and

smoking presents to homeowners and tenants alike. It is extremely important that municipalities in Cortland County address this issue through regulations and public education.

4.20.1 Activity: Conduct a Public Education Campaign on Smoking and Tobacco Hazards/Dangers. The Tobacco Free Cortland (TFC) is a partnership of community organizations and individuals dedicated to reducing the health and economic burden of tobacco use in Cortland County by fostering the shift toward a tobacco-free community norm. It would also be critical to work with the smoke free housing NY initiative to reach their goal of making all housing in NY smoke free. Smoke-free housing means multi-unit dwellings in which smoking is not permitted in any residence, hallways or common areas. For additional protection, balconies, terraces and entryways should be smoke-free to prevent smoke from drifting into open windows and doors. A fully smoke-free property controls litter and allows all tenants to take full advantage of their home's amenities. In addition to SHS exposure, toxic residue from tobacco use clings to walls, carpets, drapery and furniture posing a hazard to all tenants that follow a smoker in an apartment. Recently this has been named "thirdhand smoke" and its hazards confirmed. Children are especially at risk. It is recommended that the County identify resources to undertake public education campaigns to raise the awareness of the general public with regard to smoking and tobacco hazards, particularly as it relates health hazards in relation to exposure to second hand smoke and the fire hazard smoking inside a building can create for other tenants.

Proposed Accomplishments: A public education campaign and regulations for public housing regarding the hazards and dangers associated with smoking and tobacco smoke will help to reduce exposure to people of all ages that may lead to serious illnesses from exposure to tobacco smoke. It will also reduce the potential risk of setting a fire from smoking indoors.

4.21 OBJECTIVE #2: Increase awareness of bed bugs and their role in increasing the homeless population throughout the County through public education programs

Need: Risk reduction with regard to bed bugs begins with awareness. All community members need to be able to identify potential hazards in order to prevent exposure. Homeowners and rental income property owners need to be aware of the dangers that bed bugs present to homeowners and tenants alike. In certain circumstances the occurrence of bed bugs may force a person out of their living situation and onto the street because remediation of the problem is not possible. It is extremely important that municipalities in Cortland County address this issue through regulations and public education.

4.21.1 Activity: Conduct a Public Education Campaign on Bed Bug Hazards.

It is recommended that the County and individual municipalities identify resources to undertake public education campaigns and possible legislation to raise the awareness of the general public with regard to bed bugs, particularly as it relates to exposure, prevention, and methods of extermination of these insects. It should also target homeowners, landlords, transitional housing operators, and hotel owners

with regard to hazards associated with exposure to bed bugs. This will aim to prevent cases of bed bugs from becoming so extreme that it forces a resident out of their home and onto the street.

Proposed Accomplishments: A public education campaign regarding the hazards associated with bed bugs will enable the renters, homeowners, landlords and transitional housing operators to identify, and therefore mitigate, control or otherwise contain the bed bug hazard, thus reducing the potential risk of exposure to bed bugs, and the resulting number of cases of bed bugs.

**APPENDIX I:
FUTURE RESEARCH/INFORMATIONAL NEEDS &
HOUSING CONSORTIUM GOALS**

Future Research and Informational Needs

- A. Expand data on property tax base over the years; perform a study to research communities that are comparable to Cortland in terms of community structure and exchange information to gather new ideas to as to how they may solve existing problems.
- B. Research zoning statistics by municipality and their subsequent impact on affordable housing
- C. Research statistics or survey the public about impediments to fair housing in Cortland County. Reach out to the City of Syracuse about how they gather fair housing data.
- D. Perform a new substandard housing assessment to evaluate if anything has improved since 2002; find ways to secure funding to perform a new evaluation. Evaluate alternative methods to extrapolate from smaller data sets and identify target areas for study.
- E. Perform a comprehensive study on accessible housing in the community and evaluate how much more is needed
- F. Perform a study regarding student housing vs. residential housing and its impact on the community
- G. Find statistics and data about the number of people housed in jails, hospitals, and other institutions.
- H. Perform a comprehensive study/survey on impediments to securing affordable housing and how the current job market and lack of viable public transportation can lead to income discrimination by local landlords.
- I. Perform studies relating to health/environmental conditions of housing units and how this correlates to substandard housing units

Future Goals/Vision for Housing

Cortland County must set clear, identifiable goals to actively promote community growth both in the present and looking ahead to the future. This path will in turn provide a clear representation of what direction Cortland County wants to move in; Do we like it the way it is or are there things we would like to change, stigmas that we would like to break? In turn, the housing stock will be a direct reflection of this vision.

- 1. Provide quality, affordable, and accessible housing for all citizens. Work to establish accessibility beyond current standards and practices to ensure accessible, integrated, and mixed-income housing options are available to all members of the community.**

Encourage County and municipalities to adopt regulations requiring accessibility measures.

2. Improve availability and quality of housing choices in all sectors, including market rate, subsidized, senior, accessible, affordable, student, and transitional housing.
3. Maintain and make improvements to the current tax base of residential housing. Improvements to housing would raise property values, thereby increasing the tax base. Below are percentages of the Number of Residential Parcels by Property Class and by Total Acreage in each municipality:

Town	# of Residential Parcels by Property Class	Residential Parcels by Acreage
Cincinnatus	56%	31%
City of Cortland	78%	40%
Cortlandville	64% (includes McGraw)	23%
Cuyler	47%	20%
Freetown	47%	26%
Harford	48%	23%
Town of Homer	70% (includes Village)	24%
Town of Marathon	60% (includes Village)	39%
McGraw	n/a	44%
Preble	59%	15%
Scott	56%	32%
Solon	56%	29%
Taylor	45%	23%
Truxton	51%	24%
Village of Homer	n/a	43%
Village of Marathon	n/a	30%
Virgil	55%	26%
Willet	56%	29%

4. Provide education, training, and mitigation to protect homeowners and tenants from negative environmental concerns in the current housing stock, such as dangers from radon and lead poisoning. Require new homes to have radon mitigation systems as Cortland County has the highest radon levels in NY State. Proactively address health nuisances, such as smoking and bed bugs, by education and mitigation programs.

5. Be proactive in incorporating and educating about the latest in environmental techniques, such as green technology, and design that will provide sustainability, improve community health, and mitigate the dangers from environmental hazards.
6. Find solutions to combat the ongoing struggle against methamphetamine labs in housing. Property owners should be held accountable for active meth labs found on their property. City of Cortland has passed a law to penalize landlords and homeowners if an active meth lab is found on their property and ensure the home is cleaned to a level that is safe for occupancy. Encourage other municipalities in the County to pass similar regulations. List of former meth labs can be found here: <http://www.homefacts.com/methlabs/New-York.html>
7. Find solutions to improve the relationship between student housing and the general residential community in the City of Cortland
8. Improve overall housing stock to attract middle income buyers and young professionals to Cortland County. Promote homeownership and work with economic development to define what type of housing would attract potential businesses.
9. Plan to develop new housing near transportation and business centers. Make connectivity a central component of housing design and planning.
10. Proactively work to eliminate blight and “zombie” properties. Encourage demolition of these properties to create greenspace or incentives to facilitate new construction and re-construction. Continue locally driven programs to address this issue.
11. Establish a “vision” for Cortland County and establish a clear sense of community identity, who we want to be and who we want to attract. Work to build collaboration between municipalities to establish one vision and idea moving forward that will improve Cortland County for future generations.

Steps to take to address above goals:

In addition to the goals above the Cortland County Housing Consortium also has goals listed below:

Cortland County Housing Consortium

Mission Statement

The Cortland County Housing Consortium is dedicated to improving the quality of life and community health in Cortland County through the preservation and development of safe, adequate and appropriate housing choices for all residents.

Vision Statement

The Cortland County Housing Consortium envisions a community in which all of its residents and visitors have access to quality housing of their choice to the highest degree possible and are aware of their housing rights and responsibilities.

Values Statement

The Cortland County Housing Consortium values:

- Collaboration among a broad base of community and housing stakeholders;
- Accessible, affordable, and integrated housing options for all residents;
- Information-sharing, education, resource development, and efficient delivery of housing programs and services;
- Housing development that supports the betterment of Cortland County and all who live, work, visit, and invest in our community.

5.22 Housing Consortium Goals

In addition to the goals and objectives listed above there are additional areas of focus that the Housing Consortium would like to address. Although some of these goals may be repetitive from the goals stated above they are vital in maintaining an active discussion about the present and future housing needs of Cortland County.

5.22.1 Priority Goal I: Strengthen the Housing Consortium, a collaborative group which meets on an ongoing basis to address local housing needs.

- Coordinate, communicate, and advocate on housing issues, including: zoning, code enforcement, intergovernmental cooperation, student housing, development of needed housing options, homelessness, transitional housing, identification of funding sources, landlord/tenant issues, and development of a housing court, urban and rural housing issues.
- Promote involvement in the consortium.
- Collect local and regional data on existing housing issues and emerging trends: identify stakeholders, develop team, focal point or lead agency, needs assessment.

- Update Cortland County housing plan
- Encourage agency communication, partnerships, and resource sharing through quarterly Housing Consortium meetings.

5.22.2 Priority Goal II: Improve availability and quality of housing choices in all sectors, including market rate, subsidized, senior, accessible, affordable, student, and transitional housing

- Continue to Develop:
 - Attractive housing for young professionals
 - Senior housing options
 - Units with four or more bedrooms for larger families
 - Downtown housing
 - Energy-efficient housing incentives
 - Accessible/visitable units
- Enforce rental inspection laws and penalties for code violations.
- Educate local/state officials on need for more Section 8 vouchers
- Find alternative/additional funding for the creation of low income apartments and houses, senior living, revitalization of homes and apartments in all areas of county, quality student housing.
- Identify populations needing housing, e.g., persons discharged from alcohol/substance abuse programs, pregnant and parenting teens, victims of violence, etc.
- City planning and development of a vision for the preservation and future of neighborhoods, so that current and prospective homeowners can make decisions and feel secure about where they live.
- Educate large employers (colleges, CRMC, others) on the advantages of quality/affordable local housing choices; businesses become stakeholders in promoting/providing quality housing options for employees.
- Programs to encourage home ownership in the city, such as SUNY Cortland's "Live in Cortland" initiative.
- Encourage referrals between local agencies through 2-1-1 Cortland and NY Connects.

5.22.3 Priority Goal III: Continue to Develop Strategies to Improve Homeless Situation

Continue to address the needs of homeless through the Continuum of Care; partnering with Broome County.

- Conduct and evaluate HUD Homeless Point in Time study; protocols for count have changed, so statistics are different from previous years.
- Move toward developing Transitional Housing
- Move toward "Housing First" model

5.22.4 Priority Goal IV: Provide Home and Housing-Related Education

- Continue to educate the public on: mortgages, home maintenance, affordability/first time home-buyer programs, codes, accessible/ universal design, reverse mortgages
- Education for banks on lending to first-time buyers.
- Recruit policy-makers to housing conversations.
- Develop collaborative workshops with agencies aimed at homebuyers/ tenants.
- Promote utilization of CCE and CAPCO energy-efficiency and weatherization programs.
- Provide students with information about their responsibilities and rights as tenants and community members.

5.22.5 Priority Goal V: Provide and Promote Safe and Quality Housing

- Educate public on radon, code compliance, lead, housing rehabilitation, and maintaining older homes; CCHD Healthy Neighborhoods Program is an example.
- HUD Healthy Homes priorities include radon, lead, wells, asbestos, safe/adequate electric systems, septic systems, energy efficiency, trash disposal, smoke/CO detectors.
- Strengthen Good Neighbor policies.
- Encourage use of green materials, renewables in housing rehab and construction.
- Increase safety in target neighborhoods through outreach, education, and collaboration between police and human service agencies.
- Reach out to landlords in "problem" neighborhoods and educate about the benefits of safe, affordable housing.
- Educate students and landlords about safety issues and regulations regarding overcrowded housing, three-unrelated law.

APPENDIX II: 2021 HOUSING CONDITIONS SURVEY

Cortland County Coordinated Public Transit-Human Services Transportation Plan 2020



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Prepared by Seven Valleys Health Coalition

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EXECUTIVE SUMMARY FOR CORTLAND COUNTY COORDINATED TRANSPORTATION PLAN

TARGET POPULATIONS

INDIVIDUALS WITH DISABILITIES

13% of Cortland County residents have a disability. Disability rates rise sharply with age and those who are differently-abled want to see the fixed-route service offer more destinations and to have evening hours of operation. This would help with commuting options for work, social events, and obtaining groceries and prescriptions.

ADD
ROUTE
STOPS

EVENING
ROUTE
HOURS

130%

OLDER ADULTS

15% of Cortland County residents are aged 65 or older. Out of the percentage who answered, 20-23% stated that transportation to medical appointments and increased transportation options for those unable to drive are a main concern.

+ MORE
MEDICAL
STOPS

HEART MORE
SUPPORT
OPTIONS

150%

LIMITED INCOME

15% of Cortland County residents live in poverty (higher than New York State and the United States). For many, the cost of owning a personal vehicle exceed annual earnings.

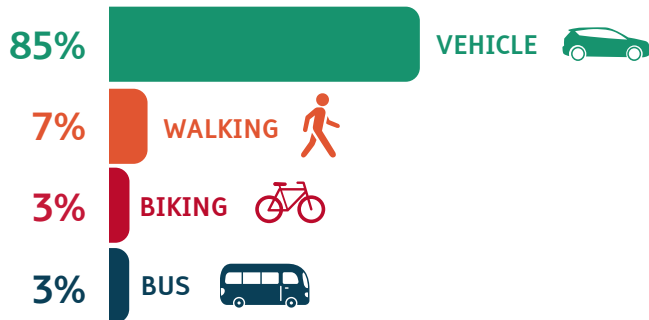
\$ LIMITED
OPTIONS

X NO
PERSONAL
VEHICLE

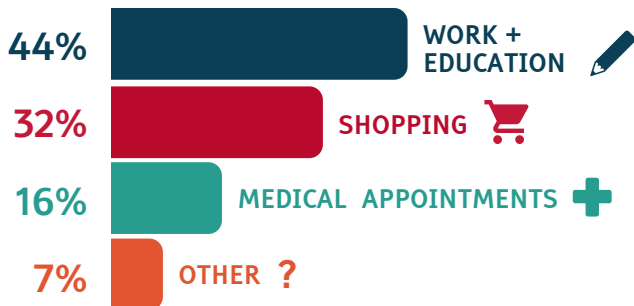
150%

COMMUNITY SURVEY FEEDBACK

PRIMARY MODE OF TRANSPORTATION FOR CORTLAND COMMUNITY MEMBERS:



WHY COMMUNITY MEMBERS RIDE THE COUNTY BUS SYSTEM:



44% of Cortland community members who ride the bus state that it is for work or educational purposes.



69% of County residents surveyed desire better alternative modes of transportation and more of a biking/walking culture in Cortland County.



73% of Cortland community members have never rode the county bus system.

EMPLOYER SURVEY FEEDBACK

13.12.a

53%

of employers stated that Cortland Transit is accessible to their worksite.



21%

of employers stated that they have lost 1-5 employees per year due to transportation issues.

WHAT TRANSPORTATION SUPPORT ARE COMPANIES OF CORTLAND COUNTY WILLING TO FUND OR ACCOMODATE?

PERCENTAGE OF EMPLOYERS SURVEYED WHO ARE ALREADY PROVIDING

PERCENTAGE OF EMPLOYERS SURVEYED WHO WOULD CONSIDER PROVIDING

17%



36%

GUARANTEED RIDE HOME FOR EMERGENCIES

47%



42%

BIKE STORAGE AREA

10%



35%

INCENTIVES FOR CARPOOLS

MOBILITY MANAGEMENT PROGRAM

A Mobility Management Program addresses the transportation needs of the general population as well as special populations such as the elderly, low income, and persons with disabilities. The Mobility Management Program should be administered by a Mobility Management Coordinator to act as an advocate for the consumers of transportation services, and to facilitate implementation and coordination the various programs and projects recommended herein.



VOLUNTEER DRIVER PROGRAM

1

A robust volunteer driver program would recruit and deploy volunteer drivers to address several gaps in services that are existent in our current transit system. This program would increase inter-county travel opportunities, as well as be a resource that is accessible for several organizations and departments within Cortland County. This strategy would service individuals who lack access to medical services, household needs, and would act as a support to a future First Mile/Last Mile initiative for rural and disabled populations.



FIRST MILE/LAST MILE PROGRAM

2

A First Mile/Last Mile program expands upon existing transit services to make it easier to access transit hubs and bus stops from one's household. This program would introduce additional on-demand transit routes to and from bus stations, explore alternative forms of transportation to access bus routes, such as through a bikeshare program, and utilize a robust volunteer driver program to transport individuals to the nearest transit line.



TRANSPORTATION INFRASTRUCTURE IMPROVEMENTS

3

Cortland County should seek additional funding to improve sidewalks and to expand upon the number of transit hubs currently available. Improved sidewalk infrastructure addresses accessibility and safety concerns among individuals with disabilities, especially among those who travel far distances to utilize public transportation. Expansions to transit hubs, signage, and bus access points enables more remote and rural residents to have greater access to existing transit services.



INCREASE INTER-COUNTY TRAVEL OPPORTUNITIES

4

Increasing inter-county travel opportunities includes exploring opportunities for Cortland County's public transit system to work cooperatively with the public transit systems in adjacent counties to expand maximum travel distance and increase ridership. Inter-county travel opportunities can also be improved by participating in regional transit planning discussions. An improved transportation system across counties provides additional economic opportunities to low-income and mobility limited families.



BIKE SHARE PROGRAM

5

A bike share program loans or provides low or no-cost bicycles for residents within Cortland County. Bicycles and bike racks would be placed strategically around Cortland County's highest need areas, and provide short distance transportation to workplace opportunities, supermarkets, and local healthcare facilities. A bike-share program would additionally serve as a First Mile/ Last Mile initiative to nearby transit stops.



IMPROVE BROADBAND AND INTERNET ACCESS

6

Cortland County should seek to improve broadband and internet access by applying for broadband improvement grants through the FCC, USDA, and Appalachian Regional Commission. Broadband speeds in Cortland County lag behind national and NYS average internet speeds. Grant funding to improve broadband infrastructure will increase county-wide internet speeds, and subsequently improve access to telemedicine, tele-learning, and remote workplace opportunities. The need for access to online resources has proven to be crucial to the community due to social distancing guidelines related to the spread of COVID-19.

I. Introduction

Cortland County's Transportation Advisory Committee (TAC) has prepared the following plan to provide a summary of previous and current public transit-human service coordination efforts and to provide an outline for future efforts to improve transportation services for the residents of Cortland County. The Cortland County Coordinated Public Transit-Human Services Transportation Plan (CPTP) is prepared to address federal mobility management goals that were first established under the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) and continued under the Moving Ahead for Progress in the 21st Century Act (MAP-21) which was passed in 2012, and were reaffirmed through the Fixing America's Surface Transportation Act (FAST Act, P.L. 114-94) signed into law December 4, 2015. The FAST Act is intended to support and continue previously established program structures and funding shares between highways and transit.

The Federal Transit Administration programs currently being utilized in Cortland County include:

- 1) Section 5311 – Formula Grants for Rural Areas
- 2) Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities
- 3) Coronavirus Aid, Relief, and Economic Security (CARES) Act

II. Plan Goals

The goals of the 2020 CPTP seek to address the transportation needs of all county residents, especially among individuals with disabilities, older adults, and persons with limited incomes. Cortland County plans to address the needs of the community and the disadvantaged populations by:

- 1) Encouraging coordination efforts between transportation providers, employers, health and human service agencies, educational institutions, and municipalities.
- 2) Ensuring quality public transportation services for the community, with a specific focus on persons who are elderly, those with disabilities, and the economically disadvantaged.
- 3) Educating the public and health and human service providers about available transportation services.
- 4) Working with other counties in the region to create a transportation network not constrained by county borders.
- 5) Using available federal and state funding to further coordinate efforts and to create new services to address unmet transportation needs.
- 6) Collaborate with local entities to develop a more sustainable funding structure for the public transportation system.
- 7) Explore and encourage the use of expanded, sustainable practices in transportation like promoting greater use of public transit, ridesharing, Uber, Lyft, bicycles, and alternative modes like car sharing and bike sharing, etc.

III. Background Information

This 2020 CPTP will update the “Cortland County Transportation Needs Assessment,” which was adopted by Cortland County as the coordinated plan in 2009 and last revised in 2013. Coordinated transportation planning plays a critical role in the future of the county, region, and state. This 2020 CPTP adheres to federal and state guidelines by incorporating the following components:

1. An assessment of transportation needs for individuals with disabilities, older adults, and persons with limited incomes;
2. An inventory of available services that identifies areas of redundant services and gaps in services;
3. Proposed and supported best-practice strategies to address the identified gaps in services;
4. Identification of coordinated actions to eliminate or reduce duplication of services and strategies for more efficient utilization of resources;
5. Prioritization of implementation strategies.

A. Federal Transit Programs

Section 5311 Rural Area Formula Program Grants

Under 49 U.S.C. Chapter 53, Section 5311, as reauthorized under the FAST Act, the Formula Grants for Rural Areas program provides capital, planning, and operating assistance to states and federally recognized Indian tribes to support public transportation in rural areas with populations less than 50,000. Under the FAST ACT, Mobility Management initiatives will be eligible activities funded under Section 5311. This is an important source of funding for the continuation of Mobility Management.

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

Section 5310 funding is administered in New York State by the New York State Department of Transportation (NYSDOT). Capital assistance, which is used to purchase transit buses for the county, is provided on an 80 percent federal basis with the remaining 20 percent provided by a local match. Section 5310 will continue to be an important source for funding public transit capital improvements.

Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

CARES Act funding is administered for both urban and rural communities at a 100% federal government share. The provision of CARES Act funding is purposed for municipalities to maintain existing transit services, as well as paying for administrative leave for transit personnel, due to reduced operations and streams of revenue because of the COVID-19 Pandemic. Expenses covered by the CARES Act include the removal of potential health hazards, purchase of personal protective equipment and sanitation products, and other unanticipated costs related to shutting down or reducing operational services.¹

B. Funding Allocations

Cortland County could receive a total of \$1,245,479 in CARES Act funding. This amount was allocated for standard operation assistance, Appalachian Development Funding, and Mobility Management Funding, as shown in Table 1.

Table 1: Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding

Project Description	Amount Awarded
Standard Operation Assistance	\$1,083,253
Appalachian Development Funding	\$13,757
Mobility Management Funding	\$148,469
Total Federal Funding	\$1,245,479

C. Mobility Management

In response to needs that were identified in the Nelson Nygaard report in 2009, Cortland County created the position of Mobility Management Coordinator (MMC) in 2010. Through a subcontract with the County Planning Department, Cortland County contracts with Seven Valleys Health Coalition to provide Mobility Management services. A permanent MMC was first hired in November 2010.

The duties of the MMC, as outlined in the 2019-2020 5311 contracts with the County, are as follows:

- 1) Ensure that the 2013 Cortland County Public Transit Human Services Transportation Plan is updated.
- 2) Develop a countywide rideshare system.
- 3) Continue the efforts to coordinate agency transportation with public transit, including sustaining the First Transit/JM Murray center contract.
- 4) Explore the feasibility of maintaining a one-call center to coordinate and schedule transportation for multiple entities, including potentially working with the statewide Medicaid broker.
- 5) Work with transit to improve their image and increase public utilization of transit systems.
- 6) Improve efficiency and avoid duplication of services.
- 7) Continue to explore options to coordinate services with State University of New York (SUNY) Cortland and Tompkins Cortland Community College (TC3) and pursue additional funding streams for transit as well as alternative transportation modes.
- 8) Continue to explore ways to make walking, bicycling, and public transit more accessible, safer, and efficient.
- 9) Ensure rider complaints regarding public transportation are communicated to the transportation provider, and work with transportation provider to develop solutions and monitor progress/implementation of any solution.
- 10) Work with the Cortland County Planning Department and the TAC to develop a plan for an expansion of services and apply for funding to implement service expansion via operating assistance funding.
- 11) Work with other local agencies to provide public transportation for special events in the county.
- 12) Work with neighboring counties to develop more efficient connections between transportation providers.

To this end, the Mobility Management program has coordinated several initiatives that aim to increase collaboration between entities.

Ongoing Initiatives

- Three bus stops were added to the SUNY Cortland campus in the fall of 2019. These stops are at Corey Union, 281 Bus Stop and Park Center, and discussions about SUNY-specific routes are ongoing.
- A county-wide rideshare platform was created on the state's NY511 Rideshare system, which is being advertised through local employers.
- A 2019 agreement between Tompkins County Consolidated Area Transit (TCAT) and First Transit (Cortland Transit) allowed for First Transit to pick up passengers in Tompkins County to take them to shopping destinations in Cortland County.
- In September 2019, the Agriculture, Planning and Environment (APE) Committee took the first steps in formalizing the TAC as a citizen's advisory committee to the Legislature. The APE committee voted unanimously to formalize TAC; however, the COVID-19 pandemic interrupted the APE meetings in early 2020, pausing the next step of the process, which would be review and approval of the TAC bylaws.
- Cortland County is actively working on soliciting and installing a real-time GPS bus tracking system on all Cortland Transit vessels.

- The MMC is the point person for transportation-related inquiries and acts as a bus buddy to familiarize people with the system as needed. The MMC maintains a call log of all concerns, issues, and needs. Most often the calls are from people needing information with reference to which bus to take to get to certain locations. However, all complaints or issues with the bus system are relayed to Cortland Transit.

A bike share program is an alternative form of transportation that is widely recognized as being a healthy and economically friendly option. Lime Bikes were hosted in Cortland, Cortlandville and the Village of Homer in 2019. The Lime Bikes were discontinued in the winter because of the COVID-19 pandemic. Research into a suitable alternative form of transportation has since continued.

Carshare programs are also popular in many rural communities. SUNY Cortland hosted a Zipcar on campus until the reduced utilization and safety concerns of the COVID-19 pandemic led to their discontinuation.

The design of the county busses is also periodically reviewed. A new bus design appeared on five new buses in Spring of 2020, with a darker green wrap on the cab and a small swish-type design on the body of the buses. The MMC also oversees the bus advertising program, which brings revenue that acts as the local match for the 5311 grant.

Volunteer driver programs are also widely utilized in rural communities. Cortland County Community Action Program (CAPCO) established a volunteer driver program in April 2019, and serves Medicaid, Nascentia, and ICIRCLE clients. There is an aim to expand this program to serve more individuals outside the Medicaid population and to further expand a volunteer driver program locally.

Route Changes

Expanding bus services to evenings and weekends was a prominent unmet need first identified in the Nelson Nygaard study in 2009 and remains a point of advocacy by members of the public and ridership populations. This was indicated in surveys that were distributed as part of the 2020 County Transportation Plan.

Routes are periodically reviewed to ensure that they are meeting the needs of the public. The most recent route changes occurred in September 2019, at which time Routes 1-4 were changed to 45-minute cycles and the areas serviced was expanded. Areas now being served include Luker Road and a portion of Route 281 that Cortland Transit officials hope will increase ridership due to the existence of many car dealerships, a hotel, and the entrance to SUNY Cortland along that stretch.

The response to the 45-minute cycles has been mostly positive because it has helped the buses stay on schedule.

D. Considerations for COVID-19 Pandemic

The creation of this CPTP comes against the backdrop of the COVID-19 global health pandemic. To our knowledge, Cortland is the first county in New York having to factor the unprecedented public health emergency into its planning. This section reflects our understanding about COVID-19's impact on Cortland County as of December 2020. Our research incorporates government guidelines, where applicable. Without the luxury of hindsight, it is not feasible to identify shortcomings in the measures Cortland County takes in adapting to the "new normal." It is not known how long the pandemic will last. As of December 14, 2020, the United States began distributing a COVID-19 vaccine in all 50 states.

While the national unemployment rate soared from 3.8% in February to 14.7% in April (the highest rate since the Great Depression), Congress passed a \$2.1 trillion relief package called the Coronavirus Aid, Relief, and Economic Security (CARES) Act.^{2 3 4 5} Two subcomponents of the CARES Act were the United States Department of the Treasury and Internal Revenue Service distributing a one-time economic impact payment ("stimulus check") to most Americans;⁶ and the Federal Transit Administration distributing funds to help public transportation systems respond to the impacts of COVID-19 on community public transportation.

As of December 13, 2020, Cortland County has experienced 1,513 cumulative positive cases and 6 deaths relating to COVID-19.^{7 8 9} Cortland County experienced fewer deaths than Chenango and Tioga – two contiguous counties with similar total populations (see Table 2). Figure 1 shows the cumulative positive cases for COVID-19 within Cortland County through December 13, 2020. Positive cases increased at an accelerated rate between early July and early August before plateauing until approximately mid-September, when positive cases again increased at an accelerated rate.

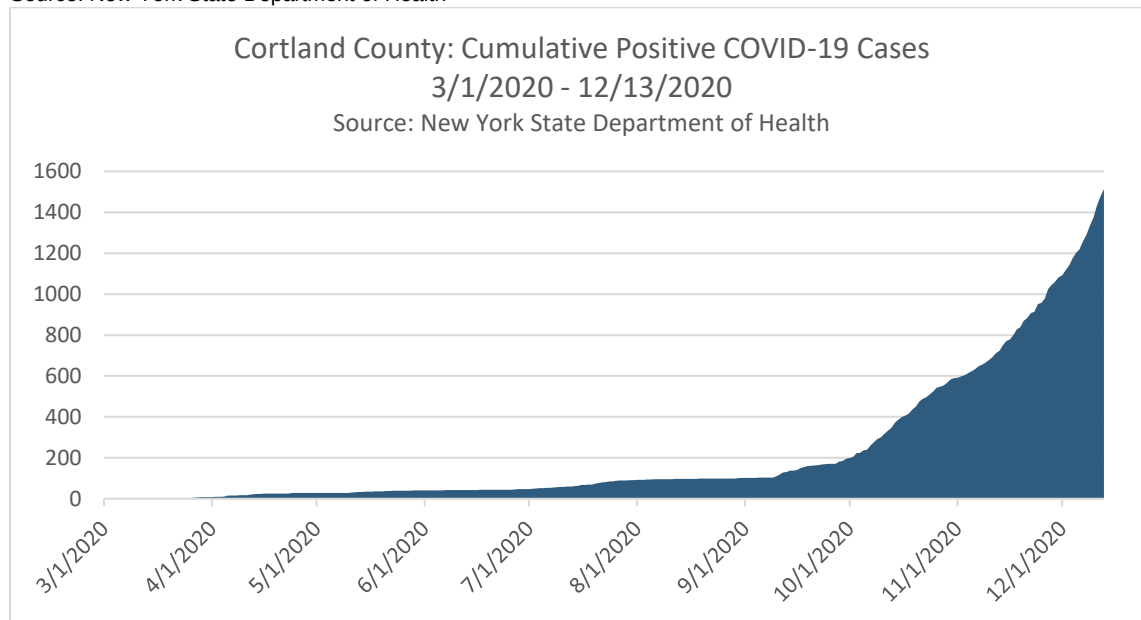
Table 2: Cumulative COVID-19 Totals: Cortland, Chenango, Tioga Counties (December 13, 2020)

Source: New York State Department of Health

Group	Population	Cumulative Cases	Cumulative Deaths
Cortland County	48,123	1,513	6
Chenango County	48,348	880	14
Tioga County	49,045	1,379	64

Figure 1: Cumulative Coronavirus Cases: Cortland County

Source: New York State Department of Health



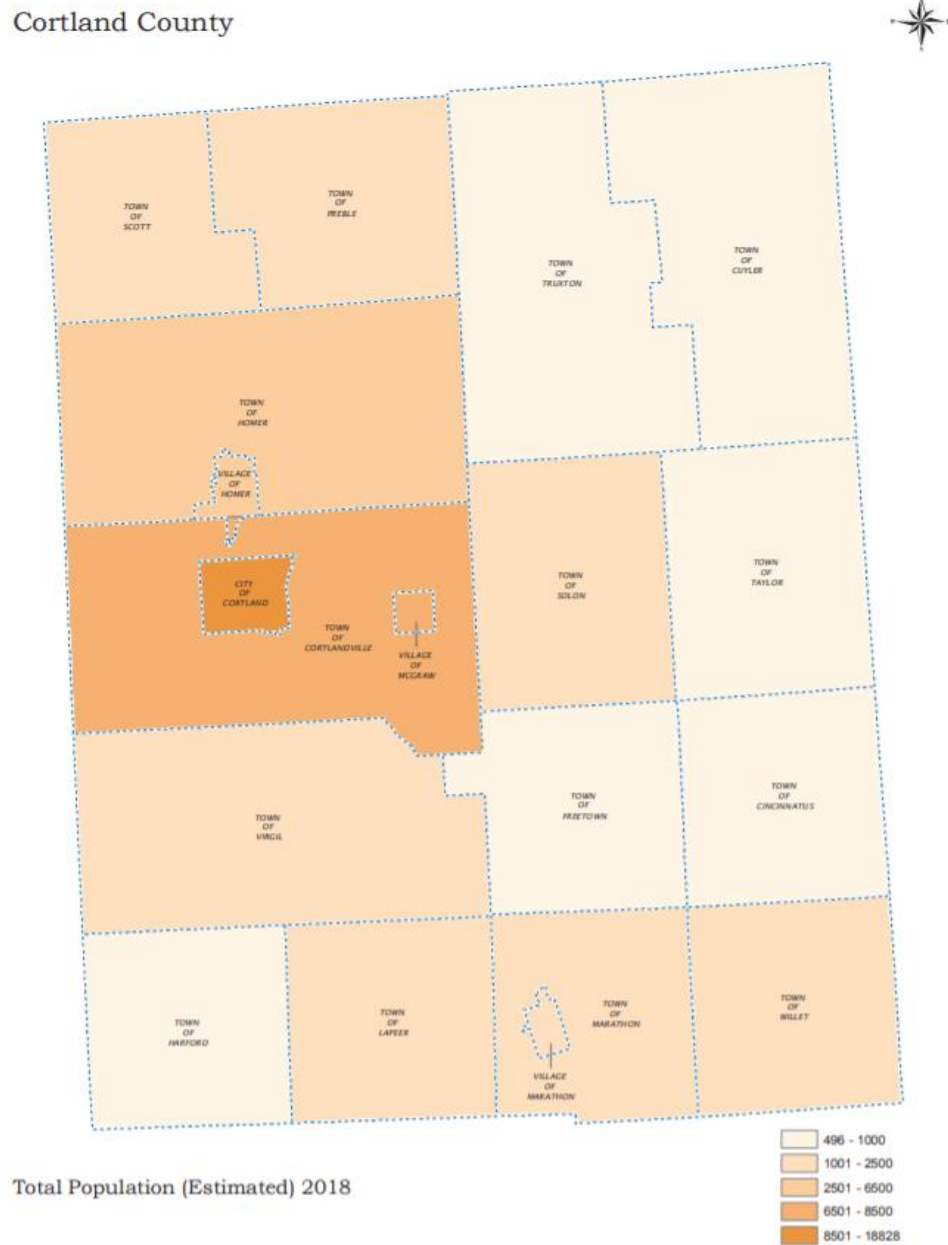
E. Profile of Cortland County

Population

Cortland County is a micropolitan area located in the central region of New York State with seven contiguous counties: Broome, Cayuga, Chenango, Madison, Onondaga, Tioga, and Tompkins.^{10 11} Predominantly rural, Cortland County is approximately 501.5 square miles in size (498.8 square miles of land and 2.8 square miles of water).^{12 13} According to the U.S. Census Bureau's 2014-2018 American Community Survey 5-Year Estimates, Cortland County has a total population of 48,123.¹⁴ As shown in Figure 2, Cortland County has 16 county subdivisions, which includes one city (Cortland), three villages (Homer, McGraw, Marathon), and 15 towns (Cincinnatus, Cortlandville, Cuyler, Freetown, Harford, Homer, Lapeer, Marathon, Preble, Scott, Solon, Taylor, Truxton, Virgil, Willet).¹⁵

Figure 2: Map of Cortland County Total Population, by County Subdivision

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates. [Table ID: S0101].



Given the square mileage of land and total population, Cortland County's population density equals 96.48 persons/sq. mile, which is considerably lower than New York State's 421.19 persons/sq. mile.¹⁶ As shown in Figure 3, most residents are geographically concentrated west-of-center around Cortlandville and the City of Cortland.¹⁷

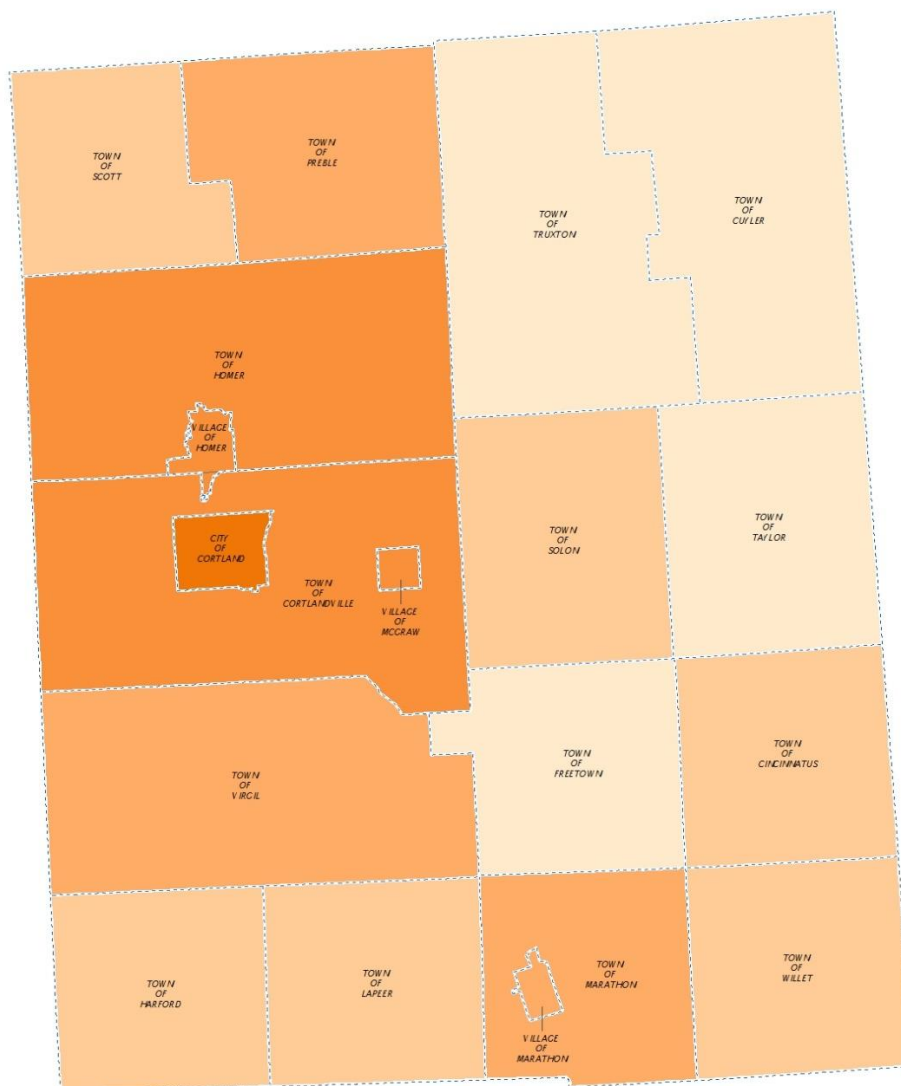
Race/Ethnicity

Based on data from the U.S. Census Bureau's 2014-2018 American Community Survey 5-Year Estimates, Cortland County residents are predominantly White/Caucasian. Figure 4 displays the racial/ethnic composition in descending order: White/Caucasian (94.80%), Two or more races (2.2%), Black or African American (1.5%), Asian (0.8%), Other (0.5%), American Indian and Alaska Native (0.2%), and Native Hawaiian and Other Pacific Islander (0.02%). An estimated 2.7% of residents have Hispanic/Latino heritage.¹⁸

Figure 3: Map of Cortland County Total Population, by County Subdivision

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates. [Table ID: S0101].

Cortland County



Population Density 2018
People per Square Mile

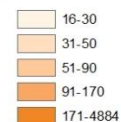
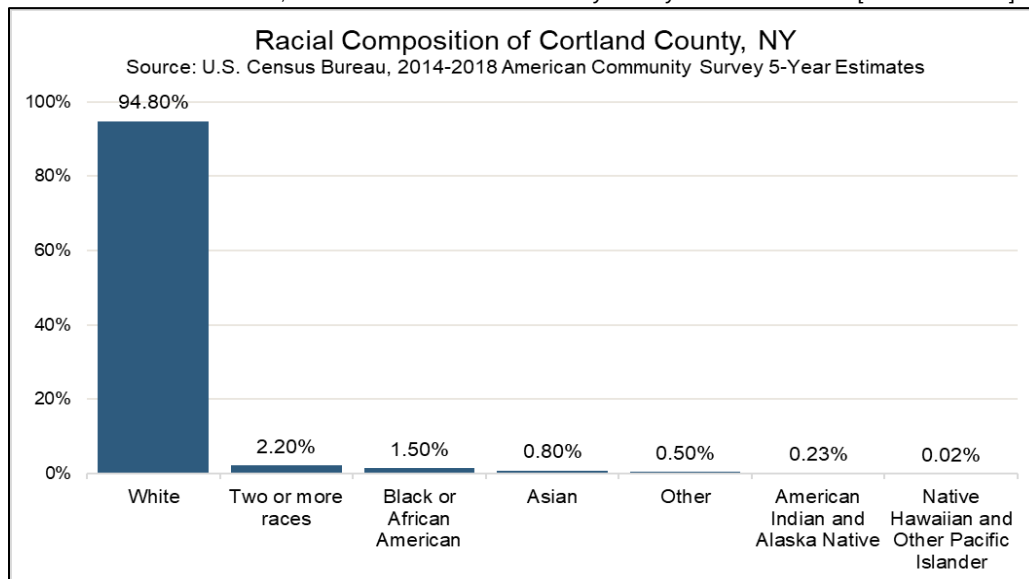


Figure 4: Cortland County, Racial Composition

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates. [Table ID: DP05].



Cortland County's racial composition is less diverse than New York State and the United States. Specifically, the percentage of White/Caucasian residents in Cortland County (94.8%) greatly exceeds percentages for New York State (63.80%) and the United States (72.70%).¹⁹ The percentage of Black/African American residents in Cortland County (1.50%) is considerably lower than percentages for New York State (15.60%) and the United States (12.70%).

Age

The median age in Cortland County (36.4) is lower than New York State (38.7) and the United States (37.9).²⁰ Figure 5 displays the age distributions of Cortland County and New York State. The shapes of the two distributions are different. However, both distributions have similar percentages for the "45-54 years" age-band and onward. Cortland County has a larger percentage of residents in the "15-19 years" and "20-24 years" age-bands than New York State (+2.9% and +5.1%, respectively). New York State has a larger percentage of residents in the "25-34 years" and "35-44 years" age-bands than Cortland County (+3.2% and +2.3%, respectively).

Commuter Residency and Traffic Flow

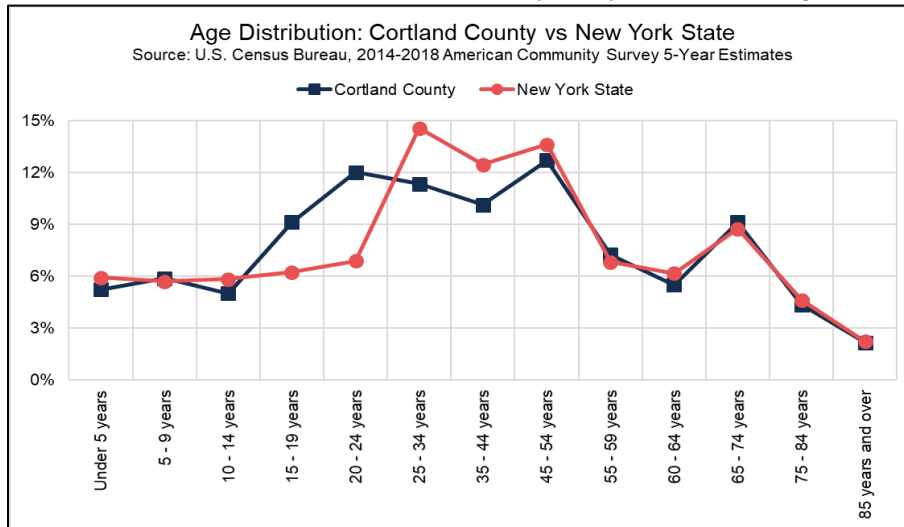
As a preface to this section, it is important to acknowledge the complexities of calculating labor commuter information. We rely upon population surveys administered by government agencies as the primary sources for reputable statistics.²¹

Table 3 includes data from the U.S Census Bureau's 2011-2015 5-Year American Community Survey (ACS) Commuting Flows. Approximately 16,662 laborers aged 16 years and older live and work within Cortland County. It is critical to point out more laborers aged 16 years and older leave Cortland County for work (6,832) than enter (5,513).^{22 23} This net-loss of 1,319 individuals, referred to as *negative net flow* or *net out-commuting*, signals "there are more workers living in the county than there are jobs."²⁴

Among the 22,175 laborers aged 16 years and older who work within Cortland County, 75.14% are county residents, 21.69% are residents of a contiguous county, and 3.17% reside elsewhere. Meanwhile, of the 23,494 laborers aged 16 years and older who live in Cortland County, 70.92% work within the county, 27.13% work in a contiguous county, and 1.95% work elsewhere.²⁵

Figure 5: Age Distribution: Cortland County vs New York State

Source: U.S. Census Bureau, 2018 American Community Survey 5-Year Estimates. [Table ID: DP05].

**Table 3: Distribution of Laborers Aged 16 and Older: Cortland County, NY**

Source: 2011-2015 5-Year ACS Commuting Flows. Data within Table 1: Residence County to Workplace County Commuting Flows for the United States and Puerto Rico Sorted by Residence Geography: 5-Year ACS, 2011-2015 & Table 2: Residence County to Workplace County Commuting Flows for the United States and Puerto Rico Sorted by Workplace Geography: 5-Year ACS, 2011-2015

Group	Number	Percentage
Laborers Working in Cortland County	22,175	100.00%
Reside in Cortland County	16,662	75.14%
Reside in Contiguous County	4,809	21.69%
Reside Elsewhere	704	3.17%
Laborers Residing in Cortland County	23,494	100.00%
Work in Cortland County	16,662	70.92%
Work in Contiguous County	6,373	27.13%
Work Elsewhere	459	1.95%

The New York State Department of Transportation provided documented traffic flow data for Cortland County, which is shown in Figures 6 and 7.

Among all documented roadways, traffic is highest along NY-Rt. 81 north of Exit 11 (shown in red). The City of Cortland and its immediate surroundings contain most of the county's high-volume roads (shown in orange).²⁶ Noteworthy roadways with high volume include NY-281/West Rd, NY-13/Tompkins St, Port Watson Ave, and Groton Ave.

Figure 6: Traffic Flow for Cortland County: City of Cortland

Source: New York State Department of Transportation

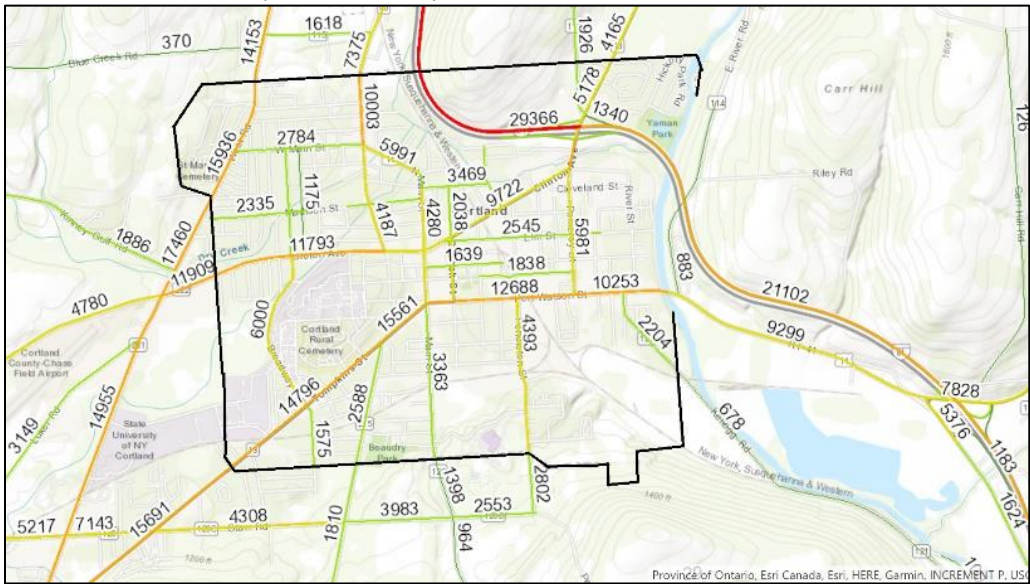
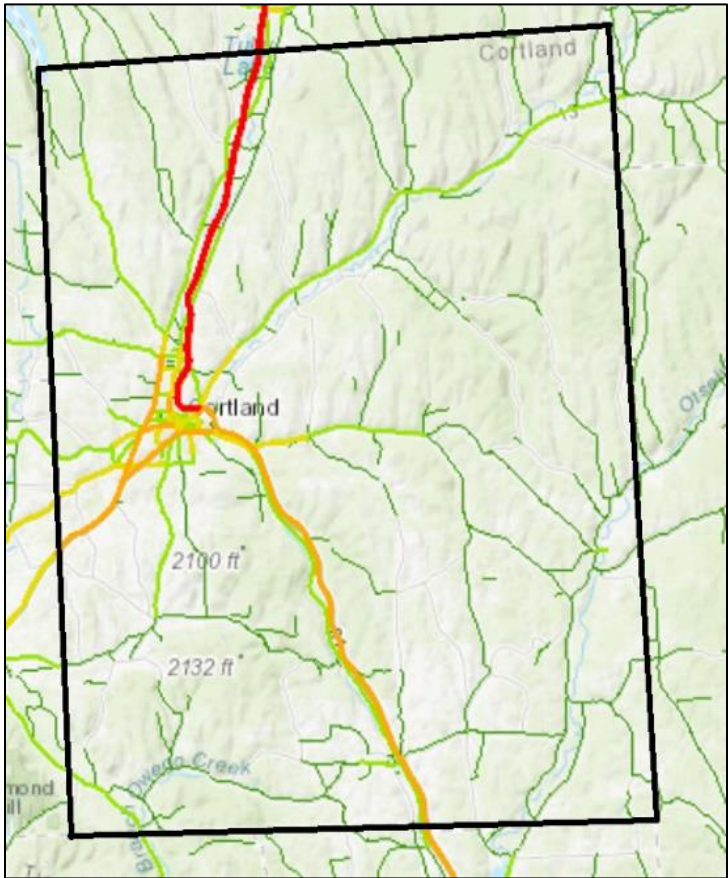


Figure 7: Traffic Flow for Cortland County

Source: New York State Department of Transportation



IV. Inventory of Available Transportation Services and Resources

A. Introduction

Transportation services in Cortland County are offered by a variety of nonprofit, public, and private agencies. Some agencies provide transportation services directly, some contract service, and some make arrangements with other providers. Additionally, some services are subject to eligibility requirements from various entities, and others are open to the public. Cortland Transit is the largest transportation provider in the area and is open to the public. The SUNY Cortland campus operates the longest hours of service in the region, but this service is only available for students. Private contract service providers have a key role in client transportation in Cortland County. These operators offer a combination of subscription and demand-response services typically sponsored by a human service agency or unit of local government.

B. Inventory of Resources and Services

Cortland County Public Transit

The public transit service for Cortland County is Cortland Transit. It covers 114.0 sq. miles of the county's 501.5 total sq. miles.²⁷ Cortland Transit is operated by First Transit Inc. and provides public transportation for Cortland County. Cortland Transit offers fixed-route services throughout the City of Cortland. Services are also offered to Marathon, Cincinnatus, Willet, TC3, and Cornell University.²⁸

Cortland Transit operates 17 buses for both fixed-route and demand-response transportation. Cortland Transit uses the fleet according to demand, either for fixed routes or for demand-response. Fixed-route buses depart from the Cortland County office building and operate on a flag-down system, where riders can stand anywhere along the route and signal the bus for pickup.

Cortland Transit's fixed-route transportation runs on seven different routes. Routes 1-4 run on 45-minute intervals beginning with the first run at 6am and last run at 5:15pm and includes demand-response trips. Route 5 runs at 6am, 7:30am, 2:30pm, and 4pm. Route 6 runs at 8am, 12pm, 2:50pm, and 4:45pm. Finally, Route 7 runs at 6:20am (combined with Route 6) and 4pm.²⁹ The designated bus routes are depicted in Figures 8 and 9.

Intercity Bus Services

Greyhound Bus Service

Greyhound intercity bus service connects Cortland with Syracuse to the north and Binghamton to the south. Connections to other western New York cities can be made in Syracuse and Binghamton. Greyhound stops at the County Office Building (60 Central Avenue), which is also the transfer point for Cortland Transit and a stop for the Trailways service.

Trailways Bus Service

Trailways intercity bus service connects several cities in western New York through limited service at this time due to the COVID-19 pandemic. Trailways stops in Cortland at the County Office Building (also the transfer point for Cortland Transit and a stop for Greyhound service). Trailways does not have designated service for this trip but rather operates a pool trip, meaning passengers could either get a Trailways or Greyhound bus. Trailways operates between Cortland and Syracuse. Connections to cities to the west and east can be made in Syracuse.

Taxi Services

A + Taxi

A + Taxi operates 24 hours a day, seven days a week. The service focuses on the City of Ithaca but also serves Cortland.

A&D Transport Services

A&D Transport Services operates 24 hours a day, seven days a week. The company is based in Oneonta but travels to Cortland regularly. A&D Transport Services offers wheelchair accessible vehicles.

Figure 8: Cortland Transit Routes 1-5
Source: Cortland County Planning Department

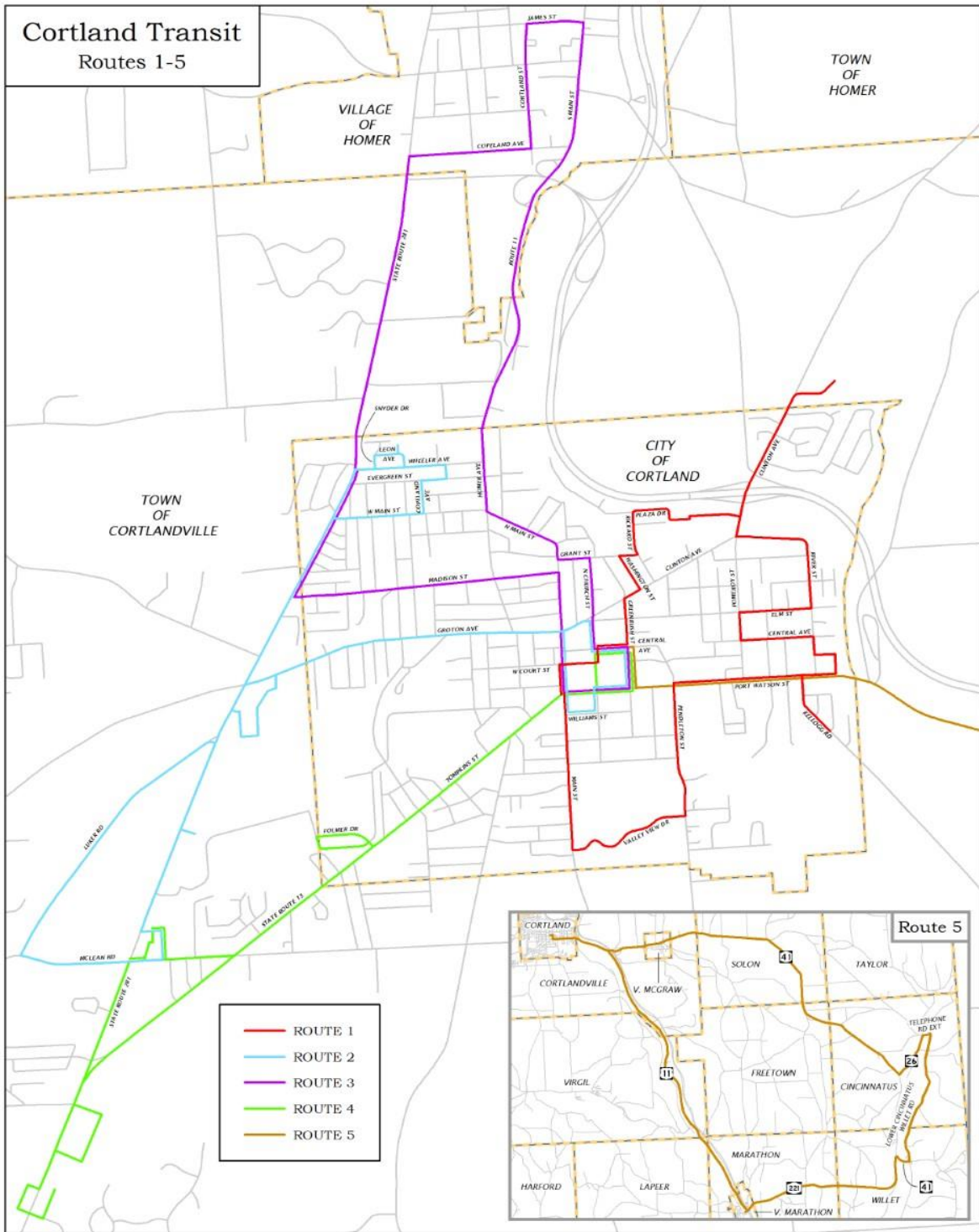
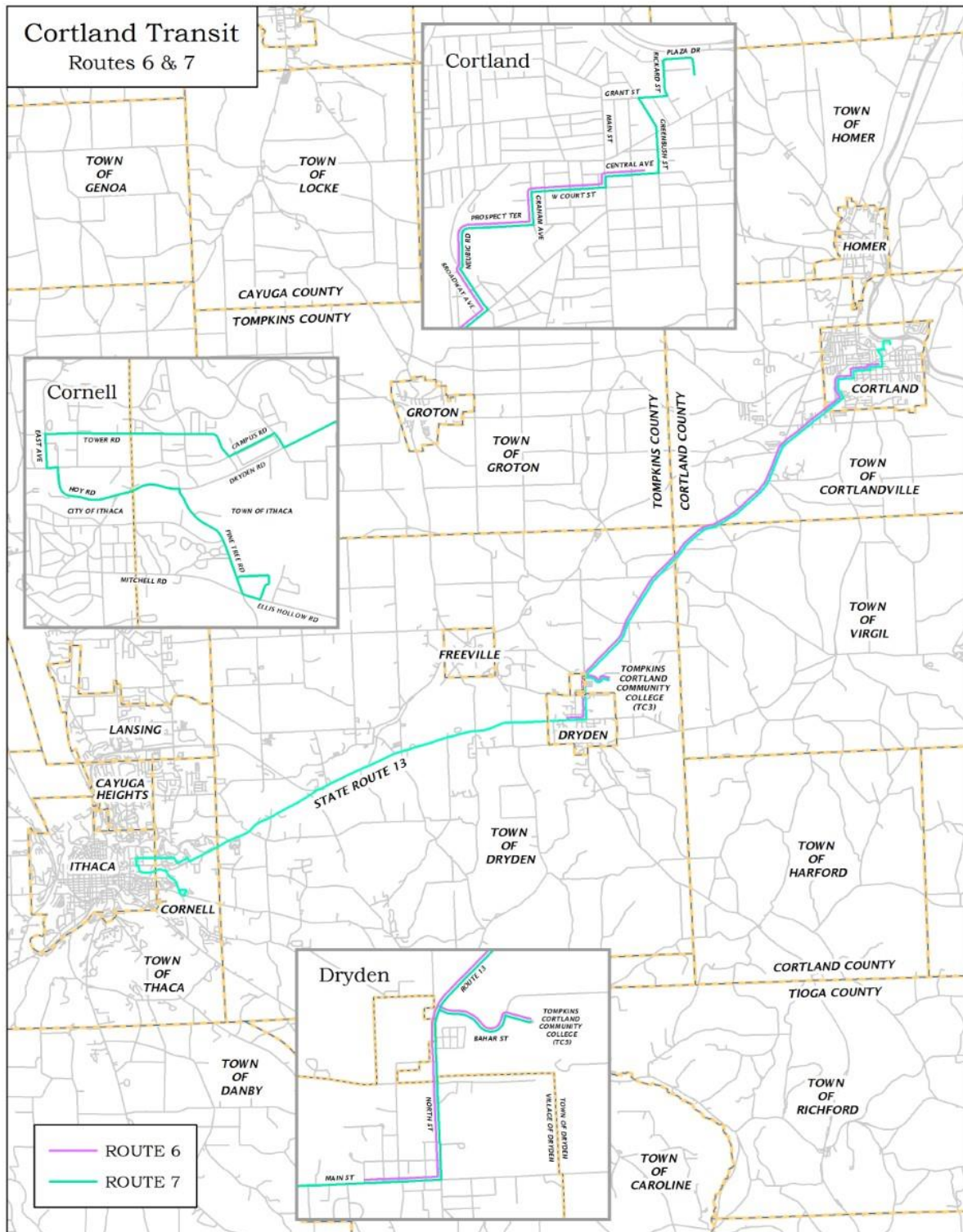


Figure 9: Cortland Transit Routes 6 and 7

Source: Cortland County Planning Department



American Taxi

American Taxi operates 24 hours a day, seven days a week. The service focuses on the City of Cortland but will travel wherever there is a need.

ASAP Taxi

ASAP Taxi operates 24 hours a day, seven days a week. The company is based in Ithaca but has cars stationed in Cortland. By the end of 2020, the company expects to provide wheelchair accessible trips.

Collegetown Cab Inc.

Collegetown Cab Inc. operates 24 hours a day, seven days a week. The service is based in Ithaca and Cortland and transports anywhere in the region. Wheelchair accessible vehicles are available but must be booked a day in advance.

Cortland Taxi-Silver Star Taxi

Cortland Taxi-Silver Star Taxi operates 24 hours a day, seven days a week. The company is based in Cortland but will travel wherever there is a need.

Dave's Taxi

Dave's Taxi contracts through Cortland Taxi and operates from 5:30 am to 6:00 pm Dave's Taxi primarily operates in the City of Cortland but will travel wherever there is a need.

Gene's Taxi

Gene's Taxi contracts through Cortland Taxi and operates from 5:30 am to 6:00 pm

Horizon Transport

Horizon Transport operates 24 hours a day, seven days a week. The company is based in Syracuse but has cars stationed in Cortland. The company expects to have wheelchair accessible vehicles by the end of 2020. Horizon Transport provides non-emergency medical transportation for passengers who are ambulatory and offers door-to-door and curb-to-curb services.

MTS Express

MTS Express operates Monday to Wednesday from 8 am - 1 am and Thursday to Saturday from 10 am - 2:30 am. The company is based in Cortland and will provide transportation for trips up to 2 hours away.

University Taxi

University Taxi operates 24 hours a day, seven days a week. University Taxi is based in Ithaca and Elmira and will also provide transportation to Cortland.

Uber/Lyft

Uber/Lyft operate within Cortland County. Rides are arranged through a software application that passengers download on their phones.

Agency Service Providers**Cortland County Department of Social Services**

The Cortland County Department of Social Services (DSS) administers key social service programs in Cortland County, including the Temporary Assistance to Needy Families (TANF), food stamps, Medicaid, child and adult protective services, foster care, and preventive services.

Department employees use a fleet of 16 vehicles owned by Cortland County for travel associated with visiting clients, accessing service providers, and other department business. In addition, DSS purchases Cortland Transit bus tokens/passes or gas cards for individuals on a case-by-case basis. DSS also coordinates with Greyhound and Trailways intercity bus services for client-specific needs.

The annual transportation budget for DSS is \$78,000 for their leased fleet of 16 vehicles. Leasing costs total \$59,000, fuel costs are approximately \$12,000, and maintenance costs are approximately \$7,000. DSS also purchases bus passes each month from Cortland Transit. In 2019, the agency paid \$8,550 for 190 passes. DSS notes that enhanced bus service, including operating the bus service in the evening hours and on weekends, would benefit their clients for employment and other trip purposes, particularly those living in the rural areas.

Catholic Charities of Cortland

Catholic Charities of Cortland is a private, nonprofit organization that provides social services to nearly 2,200 Cortland County residents with specialized programs designed for teens, families, and individuals with mental health concerns, substance use disorders, and complex health care needs. Teen programs include services for at-risk adolescents. Emergency assistance services, such as food pantry, prescription drug assistance, utility payment supports, homelessness prevention, and support services for those who have experienced incarceration are available. In addition, various residential and housing programs provide 138 units of supported housing. Catholic Charities owns ten vehicles, eight of which are used for program and consumer transportation. Their fleet consists of four vans and four sedans.

Two of the agency vans are dedicated to residential sites in the community. None of the agency vehicles are wheelchair-accessible and outside resources are arranged for those requiring this accommodation. Many consumers are aging and/or frail and these clients are accommodated by using a lower-floor vehicle or requesting Medicaid transportation services. Although Catholic Charities does provide some client transportation services, this is minimal and program specific. Most program staff at Catholic Charities are authorized to operate agency vehicles.

Of its nearly 2,200 consumers, Catholic Charities estimates that at least 1,500 use public transportation and 250 use agency-provided transportation. The transportation supports provided by agency programs include helping clients attend important meetings, appointments, and services with providers and other supports. Catholic Charities also purchases cab fares, as well as bus tokens and passes for clients that can use Cortland Transit. Catholic Charities does not receive federal funding to support transportation services. In 2019, the agency estimated that it spent approximately \$18,500 on gas for vehicles. This cost includes trips for programs, meetings, and conferences for staff. The agency also reports \$22,000 was spent on wages for staff members who spend some of their time providing transportation.

Elizabeth Brewster House

The Elizabeth Brewster House is an adult care facility located at 41 South Main Street in Homer, NY. The Elizabeth Brewster House owns and operates a 14-passenger handicap-accessible bus used to take residents to doctors' appointments, recreational activities, and shopping. Residents are referred to Cortland Transit if the Elizabeth Brewster House bus is not available. The Elizabeth Brewster House has identified a need for affordable transportation on evenings and weekends, specifically for when patients are discharged from the hospital after hours.

Cortland County Health Department (CCHD) - Children with Special Needs

CCHD, together with the Cortland County Board of Health, addresses community health needs in Cortland County through a wide variety of programs, services, and facilities. CCHD serves over 5,000 individuals through its different programs and services. CCHD does not directly operate or provide transportation services for most of its programming. An exception to this rule is the Children with Special Needs program, which provides special services to help diagnose, treat, and support children with special health care concerns. This includes addressing developmental, physical, behavioral, or emotional needs. The program also supports people enrolling in the Child Health Plus and Family Health Plus programs. The Children with Special Needs program contracts with a bus company to transport children participating in the Pre-K programs and special education preschool programs available at the Racker Center. CCHD spends between \$80,000 to \$110,000 per year on this transportation contract. The contract period, for which Cortland Transit is the current service provider, is active for two years.

Cornell Cooperative Extension of Cortland County

Cornell Cooperative Extension (CCE) of Cortland County provides a variety of informal, family-oriented education programs and resources. This includes classes and information on financial management, commercial and consumer agriculture, food and nutrition, farm to gardens, child and family development, health, safety, youth development programs, housing, and sustainable natural resources and energy efficiency. The extension matches university resources with community needs to improve the lives of individuals, families, and businesses throughout Cortland County.

In 2019, CCE of Cortland County was awarded the New York State Agriculture and Markets Farm-to-School Grant. Farm-to-School (F2S) is a sustainable food system that focuses on increasing schools' access to local food, increasing nutrition and agriculture education to improve children's health, strengthen local family farms, and foster vibrant communities with strong economies. CCE educators have been very successful in implementing various aspects of the F2S program throughout the past year.

CCE can transport 4H youth to 4H functions using volunteers or the agency's vehicles of two vans and a car. The agency also contracts with Cortland City School district to provide daily transportation in the summer for day campers to Camp Owahta in McGraw.

JM Murray Center

The JM Murray Center provides vocational training and community services for persons with disabilities at its main facility located on NY-13 in the Town of Cortlandville. Individuals living within a 90-minute service area—including Cortland, Tompkins, Madison, and Chenango Counties—are served.

JM Murray contracts with Cortland Transit to provide subscription transportation services for clients unable to use public transportation. Cortland Transit operates on weekdays from 6:00 am to 6:00 pm Cortland Transit provides approximately 1,500 trips for the JM Murray Center annually, but that number varies. The JM Murray Center notes that there is a need for transportation services in the evenings and on weekends to get their clients to employment. Cortland Transit is paid a contracted amount of \$515,300 for providing the service. The company uses their own vehicles to provide the service. JM Murray maintains a combined 25 vans and cars for transportation purposes and currently has a contract with First Transit.

Community Action Program of Cortland County

The Community Action Program of Cortland County (CAPCO) is the Community Action Agency serving Cortland County since 1974. Resources and programs include Head Start/Early Head Start, serving children aged newborn to five years old and their families; Women Infants and Children (WIC), Healthy Families, for families with newborns and young children; and an Energy Services/Weatherization Assistance Program to upgrade housing with insulation, energy saving appliances, heating, etc. CAPCO also has a Family Development component dealing with adult literacy including supports for earning a High School Equivalency diploma, tutoring, and test preparation. A Family Support Center in Marathon provides access to emergency assistance, personal development, and supports to people in Marathon. Community Action Angels provides several supports for families including emergency assistance, clothing, and housing needs. Consumer Directed Services includes a Consumer Directed Personal Assistance Program designed to support disabled Medicaid recipients with personal care aides for in-home care and support. The Volunteer Driver Program provides transportation to Medicaid recipients for non-emergency medical appointments. Volunteer drivers are reimbursed for miles driven based on current federal rate.

Racker Center

The Racker Center is a nonprofit organization dedicated to serving people with disabilities and their families through a wide range of individualized programs, services, and opportunities. Programs are available for individuals at every stage of life from early childhood, to school age, and finally to adulthood. Racker is in Tompkins, Cortland, and Tioga Counties.

In Cortland County, there are approximately 120 individuals receiving services from Racker. Of these 120 individuals, about 40 people have frequent and ongoing needs for transportation services and another 40 have an occasional need for transportation. The Cortland County facility has one vehicle driven by agency staff that can be used to transport clients. The agency estimates it provides about 75 one-way trips per year taking people to medical appointments, grocery stores, and other shopping trips. They also provide bus tokens and passes to eligible clients and reimburse staff for use of personal vehicles. The costs for transportation are estimated at \$40,000.

SUNY Cortland

SUNY Cortland is a 4-year, comprehensive, residential college that employs approximately 1,300 people and provides educational opportunities for 7,000 students. The campus uses 8 buses/vans to provide transportation to students seven days a week and shopping trips on Wednesdays, Saturdays, and Sundays. Vehicles are used from morning through the evening. The buses stay mainly on the SUNY Campus, but do drive to West Campus throughout the day. On Wednesday nights, Saturday nights, and Sunday nights the buses drive as far as Walmart in Cortlandville. Students pay a fee each semester for transportation and the entire fee is used to fund campus bus transportation. SUNY Cortland estimates its annual cost of providing transportation is \$1 million.

Seven Valleys Health Coalition

Seven Valleys Health Coalition (SVHC) is Cortland County's Rural Health Network. Their programs are specifically targeted to addressing social determinants of health, including access to transportation. One of SVHC's transportation programs, Supports for Health, is funded through a contract with HealtheConnections via their grant from the Mother Cabrini Foundation to offer low-income residents with qualifying conditions assistance with transportation. Supports for Health can provide transportation for health-related needs, assistance with accessing or renewing critical benefits, chronic disease self-management and prevention programs, as well as healthy foods for a new dietary requirement, among other health maintenance needs.

Individuals are referred to the program (among the agencies that make referrals are Family Health Network and Guthrie Cortland Medical Center). SVHC staff set up rides for qualifying individuals through Cortland Transit or local taxi companies or other participating partners such as CAPCO or Access to Independence. Grant funds cover the transportation and there is no cost to participants. From about December 2019 to November 2020, 36 individuals were given rides (a total of 196 individual rides). Trips were provided for individuals to get groceries and prescriptions, attend support groups, receive social security benefits, and access the Department of Social Services for a variety of needs. Individuals who did not qualify for the program were given alternative transportation options either through Medicaid or through the MMC.

TLC Medical Transportation Services, Inc.

TLC provides both emergency and non-emergency ambulance transportation for residents in the City of Cortland and towns of Cortlandville, Homer, Preble, Scott, Solon, Truxton, and Virgil. TLC has a staff of more than 100 professional paramedics and EMTs who provide emergency medical care to patients.

TLC accommodates patients who require a range of pre-hospital medical assistance up to and including critical life-saving care. TLC also transports pediatric and bariatric patients. It is certified by the New York State Department of Health and meets or exceeds all required standards established by the Department of Health. TLC also installs and repairs wheelchair lifts in its Syracuse office located at 638 Burnet Ave. TLC maintains six ambulances.

Local School Districts

City of Cortland School District

The City of Cortland provides transportation for students living in the City of Cortland and unincorporated Cortland County. For City of Cortland residents, transportation is provided for elementary school children who live more than 0.9 mile from their nearest elementary school, for junior high school students living more than 1.5 miles from school, and for high school students living more than 2.0 miles from the school. For the 2020-2021 school year, there are 13 high school bus routes and 13 elementary school bus routes.

Cortland City School District also provides specialized transportation for children with special education needs, including to educational facilities outside of Cortland County and to local regional centers, such as Boards of Cooperative Educational Services (BOCES). These services may include daily trips to the Syracuse area, as well as drop-offs and pick-ups for students participating in residential programs.

Student transportation is provided with a staff of 20 drivers (17 full-time and 3 part-time) and a fleet of 27 vehicles, plus approximately another 10 vehicles used for staff, buildings and grounds, and other school district, non-student-oriented use. Of the 27 student transportation vehicles, 22 are school buses with seating for 44 adults, 3 are lift-equipped vehicles, and 5 are vans. All vehicles used for student transportation, including specialized transportation, must meet Department of Transportation (DOT) certification standards.

Onondaga-Cortland-Madison BOCES

Onondaga-Cortland-Madison BOCES provides alternative education programs including career and technical education, special education, alternative education, and workforce preparation for residents of the three counties. In Cortland, there is an alternative school for high school students located at 250 Port Watson Street.

Homer School District

The Homer School District provides school transportation for all students. The school district employs 32 full time and 4 part time drivers to operate student transportation vehicles. There are a total of 36 student transportation vehicles that seat 44 adults. Among these vehicles, 3 are equipped with a lift system, and 8 are vans. In addition to student use vehicles, Homer School District also maintains 1 equipment bus, 4 vans, and 4 trucks.

Students are transported if they are located at least 0.5 mile away and are in high school or elementary school, or are in a designated safe zone. Specialized transportation routes are established at BOCES, George Junior Republic School, Cortland Christian Academy, and St. Mary's School.

McGraw School District

The McGraw Central School District provides student transportation using seven bus routes.

Marathon School District

The Marathon School District provides school transportation for most of its students. All students in grades kindergarten through 6 receive transportation services. Only children in grades 7 through 12 who live more than 1.5 miles from the school or on a road without sidewalks or a speed limit receive school transportation service. There are 15 regular routes operated in the district. Marathon Schools also transport children with special needs to Tully, Homer, and Cortland. They operate three routes for children with special needs and coordinates transportation services with Homer, Tully, and Cortland for those students.

Cincinnatus School District

The Cincinnatus School District provides school transportation for all its students using approximately 18 buses.

BOCES (Cortland Alternative School)

This is a regional alternative school for high school students. The students are transported by school buses from each participating district (Cortland, Homer, Cincinnatus, Marathon, McGraw, DeRuyter, Tully, and Fabius-Pompey).

Incidental Service Providers

Access to Independence

Access to Independence (ATI) is a private, nonprofit organization that provides a variety of services and programs to people with disabilities, their families, and caregivers. These services cover all ages and include peer mentoring, NY Connects, nursing facility transition services, housing subsidies, home and vehicle modifications, assistive technology, employment and work readiness, youth transition, advocacy services, and independent living skills training.

Less than 2 percent of ATI's annual operating budget goes to providing transportation, in the form of a van with a lift that transports individuals as needed. ATI estimates the organization spends about \$15,000 a year on transportation, with about 50 passenger trips taken yearly, and has one vehicle with a wheelchair lift

Aid to Victims of Violence (A program of the Cortland County YWCA)

The program provides safe housing, advocacy, and assistance services for victims of crime. The program has one SUV which is used for daily trips for clients as needed. The estimated annual budget for transportation is \$13,338.

Cortland County Probation Department

The Probation Department is part of the County's law enforcement function that provides a range of services associated with Family Court, including investigations, information, and referral assistance relative to juvenile delinquency, persons- in-need of supervision, custody/visitation, child neglect/abuse, and family offense programs. Community-based supervision of persons sentenced to terms of probation is also provided by the department, as is the collection and disbursement of court-ordered restitution to crime victims.

The Probation Department has four vehicles used by staff on County business. The Department does not provide transportation for clients, except when a client has no other means of transportation and the need is serious (e.g., client needs to get to a rehabilitation center or critical appointment).

Cortland Eye Center

The Cortland Eye Center provides routine eye care as well as medical/surgical care and other optical services. Their Surgical Center in Syracuse provides transportation through 1 Apple Transit out of Syracuse for surgery patients who are picked up in the parking lot of the Cortland Eye Center, located at 1160 Tompkins St. The center estimates about 200 passenger trips a year are provided.

Cortland Works Career Center

Cortland County employment and training programs are provided, in part, through the Cortland Works Career Center located at 99 Main St in downtown Cortland. The Center offers youth programs that provide career guidance, pre-employment training, work experiences, and support for occupational training for eligible participants 14-24 years of age, as well as programs for unemployed/underemployed adults and dislocated workers. The Career Center is currently offering services for job seekers by appointment, including resume writing assistance, career counseling and job search assistance, and information regarding training for in-demand occupations. The computer resource room is available for online job searches and applications. In the average year, Career Center serves approximately 3,000 individuals.

Cortland Works Career Center staff indicates that many clients have transportation issues, including those unable to get to the Center and those who cannot accept a job placement because they cannot get to the job site. The Center does not typically provide transportation services for clients, although there are certain eligibility factors that may make it possible for the Center to provide support for public transportation services or mileage reimbursement for training. Staff travelling for work-related purposes are reimbursed mileage when driving their personal vehicles or provided with a rental vehicle. On average, the Center spends approximately \$2,000 annually on transportation.

Family & Children's Counseling Services

Family & Children's Counseling Services is a private, nonprofit professional counseling agency that offers comprehensive treatment to individuals, couples, and families experiencing emotional, personal, and alcohol or drug-related problems. The agency operates on a fee-for-service basis and offers sliding-scale fees based on income to ensure that no one is ever denied services because of an inability to pay. Clients are usually covered by government or private insurance. About 1,400 individuals use Family Counseling Services per year.

Family Counseling Services does not directly operate transportation services, but it does reimburse staff for use of personal vehicles for agency activities. About 20 percent (80 or so individuals) of the clientele have transportation issues associated with affordability and court-imposed driving restrictions. Whenever possible, the Agency provides bus tokens or taxi fare to help clients access treatment.

Veterans Service Agency

The Cortland County Veterans Service Agency (VSA) assists veterans and their family members with filing claims for all county, state, and federal veterans' benefits, including registering veterans for health services, obtaining high school diplomas, and applying for New York State medals if eligible. There are some 8,000 individuals associated with the VSA. The VSA does not provide transportation services but will direct clients to the Disabled American Veterans organization.

Disabled American Veterans Organization

The Disabled American Veterans (DAV) organization is a private, nonprofit agency that provides a variety of services to veterans, including transportation. The DAV has two vans based at the Cortland DAV Club on Owego Street in Cortland. With 48 hours advance notice, one DAV van driven by a volunteer driver will transport disabled veterans to the Syracuse VA Hospital free of charge. The Syracuse VA Hospital pays all the operational expenses associated with this transportation. The second van, also driven by a volunteer, will take veterans to their medical appointments at the Tompkins/Cortland County VA clinic in Freeville.

City of Cortland Youth Bureau

The City of Cortland Youth Bureau provides the community the opportunity to participate in a wide variety of recreational and educational programs. The Youth Bureau offers over 120 programs and 6 different parks to provide the highest quality programs and facilities that meet the needs of the community it serves. The bureau embraces healthy and active lifestyles while connecting more people to parks, programs, and youth services. Cortland City Youth Bureau uses a city-owned van to take youth participants on field trips. The City of Cortland Youth Bureau is located at 35 Port Watson St in Cortland and is open Monday through Friday from 8:30am-4:30pm.

Cortland County Area Agency on Aging

The Cortland County Area Agency on Aging (AAA) provides a wide range of programs and services for older adults living in Cortland County. These include direct services and other programs where the AAA acts a resource to help individuals and families deal with a range of issues concerning older adults. Between 3,000 and 4,000 individuals are associated with one or more of the AAA's ongoing programs.

The AAA helps clients with transportation in several ways. First, it offers free bus tokens to clients who are 60 years of age or older. Each client is eligible for up to 18 tokens per month. Approximately 3,120 bus tokens were distributed in 2019, which were used on Cortland Transit fixed routes. AAA estimates that about 74 (unduplicated) individuals make use of this program.

The AAA also sponsors demand-response services to transport members of the vision support group to/from their monthly meeting. Finally, AAA will reimburse agency staff that help clients get to and from agency programming and services. In total, an estimated \$3,800 per year is spent on transportation.

Walden Place

Walden Place is an assisted living facility located at 839 Bennie Rd in Cortland. They own and operate a 13-passenger handicap-accessible van used to take residents to doctors' appointments and to recreational activities and shopping centers. Residents are referred to Cortland Transit if the Walden Place bus is not available. Walden Place has identified a need for affordable transportation on evenings and weekends, specifically for when patients are discharged from the hospital after hours.

Guthrie Cortland Regional Medical Center

Guthrie Cortland Regional Medical Center provides transportation only for its Adult Day Care program. The Medical Center transports program participants from their homes to the Adult Day Care facility. They own two vehicles to support the program, each with 12 seats and two spaces for wheelchairs. Transportation services are provided Monday through Saturday from 8:00 to 10:00 am and from 2:00 to 4:00 pm. The annual operating budget for providing transportation services for the Adult Day Care program is \$138,000. The program transports approximately 30 individuals daily.

Cortland Care Center/Cortland Park Rehabilitation and Nursing Center

Cortland Park Rehabilitation & Nursing Center is a rehabilitation and nursing care facility with beds for 120 residents and located at 193 Clinton Ave in Cortland. The Center provides transportation to medical appointments and recreational activities for residents when weather permits. The Center shares a van with a wheelchair lift and has access to a shared driver. Trips are made weekdays during daytime hours. The Center coordinates necessary trips with family member participation for their residents.

Crown Center for Nursing and Rehabilitation

The Crown Center for Nursing and Rehabilitation is a 200-bed facility located on Kellogg Rd in Cortland. The Center is a place for patients to recuperate from joint replacement surgery, a cardiac episode, or other types of hospital stays. The Crown Center arranges for transportation services for their patients primarily through TLC Medical Transportation Services, Inc. and occasionally through Cortland Transit. The Crown Center pays for most of the transportation provided for their patients.

Other Service Providers

Limousine service – Located on Luker Rd in Cortland

Hope Lake Lodge at Greek Peak – A shuttle provides transportation between Hope Lake Lodge and the Greek Peak attractions; however, this was interrupted due to COVID.

Madison/Cortland ARC – Transportation for ARC programs (vans owned by ARC can transport clients but not the public)

Red Jug Pub – Provides limited transportation to/from downtown bars

Creamery Hills Apartments – Provides transportation for residents

Cortland County Mental Health Department – Two county-leased cars are used to transport children to and from respite sessions for family support services Monday-Friday.

V. Transit Needs Analysis

A. Introduction

Coordinating transportation services requires a careful analysis of the mobility needs of various segments of the population and the potential ridership of transit services. There are several factors that affect demand, not all of which can be forecasted. Among factors that cannot be forecasted are the effects that COVID-19 will have on transit demand in the months and years ahead. However, as demand estimation is an important task in developing any transportation plan, several methods of estimation have been developed in the transit field. This section presents an analysis of the demand for transit services in Cortland County based on standard estimation techniques using the demographic data and trends discussed previously. The transit demand identified in this section is used for the identification of potential coordination opportunities and the evaluation of the various service improvements. This chapter uses numerous models and formulas to help quantify different segments of transit need and demand, such as:

- Mobility Gap Methodology
- General Public Demand
- Greatest Transit Needs

Each of these approaches helps to show the patterns that are likely to arise regarding transit needs within the area. Estimating demand for services is not an exact science and therefore must be carefully judged for reasonableness. Surveys, focus groups, and interviews conducted with agency executives supplement the quantitative data with a qualitative approach. This qualitative approach highlights specific examples of deficiencies in transit operations, infrastructure, and capacity from an informed point of view, as well as provides insights regarding the feasibility of the strategies listed in Section VI.

B. Demographic Data

This section presents a brief overview of the important demographic characteristics of the Cortland County area. There are several national criteria which are used in determining where, and even how frequently, transit services should be provided. For transit to be both effective and efficient, it must serve those areas with the highest propensity for ridership. These areas often include older adult populations (who because of age may be unable to drive themselves), those with disabilities, households with limited or no access to a personal automobile, and low-income residents. This data was then used to assess transit need and demand addressed further in this chapter.

Baseline demographic data were compiled from the 2014-2018 ACS 5-year estimates. Households Below Poverty Line is measured against slightly adjusted Total Number of Households that were presented in the 2014-2018 ACS five-year estimates. The mobility-limited population was estimated using mobility limited population-proportion estimates from the 2013 Cortland County CPTP. Table 4 presents Cortland County's most recent information available for zero-vehicle households, older adult populations, mobility limited populations, and the low-income population. As mentioned before, these types of data were important to the various methods of demand estimation.

C. Access to Health Care within Cortland County

As stated within the 2019-2024 Cortland County Community Health Assessment and Improvement Plan, "transportation significantly impacts one's access to health resources."³⁰ This idea is consistent with statements from the National Organization of State Offices of Rural Health (2017) and the Office of Disease Prevention and Health Promotion (2020) about inconvenient or inconsistent transportation interfering with consistent access to health care.^{31 32}

Table 4: Cortland County Demographic Data

Census Tract	Census Block Group	Land Area (Sq. Miles)	Total Population (2014-2018 ACS)	Total Number of Households (2014- 2018 ACS)		Zero-Vehicle Occupied Households (2014-2018 ACS)		Total Number of Older Adults 65 & Older (2014-2018 ACS)		Mobility Limited Population (2014-2018 ACS)		Households Below Poverty Line	
				#	%	#	%	#	%	#	%	#	%*
9701	1	42.1637	746	385	1.3%	4	1.3%	130	17%	36	4.8%	26	8.7%
9701	2	32.6766	698	304	6.5%	18	6.5%	123	18%	17	2.5%	24	8.6%
9701	3	29.7253	1134	448	2.3%	9	2.3%	155	14%	41	3.6%	32	8.3%
9701	4	43.5065	836	403	4.3%	13	4.3%	162	19%	33	4.0%	41	13.5%
9702	1	15.8046	621	270	12.0%	29	12.0%	91	15%	19	3.1%	17	7.0%
9702	2	11.7522	834	432	3.4%	12	3.4%	160	19%	18	2.2%	21	5.9%
9702	3	22.4112	1059	517	3.2%	13	3.2%	179	17%	19	1.8%	30	7.4%
9702	4	24.7819	1231	410	3.4%	14	3.4%	212	17%	14	1.1%	46	11.2%
9702	5	24.5285	1959	741	4.4%	28	4.4%	308	16%	33	1.7%	76	11.8%
9703	1	0.3014	1090	471	2.8%	12	2.8%	203	19%	23	2.1%	12	2.8%
9703	2	0.4852	760	286	0.0%	10	0.0%	182	24%	2	0.3%	17	5.9%
9703	3	0.3024	704	328	0.0%	0	0.0%	138	20%	4	0.6%	0	0.0%
9703	4	0.2521	517	274	0.0%	0	0.0%	121	23%	17	3.3%	79	31.1%
9704	1	11.7953	1113	559	11.3%	52	11.3%	239	21%	30	2.7%	77	16.7%
9704	2	9.8186	1105	469	10.2%	41	10.2%	162	15%	22	2.0%	26	6.5%
9704	3	8.5716	476	220	0.0%	6	0.0%	73	15%	8	1.7%	6	2.7%
9705	1	0.5041	1652	652	7.0%	42	7.0%	413	25%	41	2.5%	78	13.0%
9705	2	0.1589	680	371	14.1%	43	14.1%	162	24%	18	2.7%	39	12.7%
9705	3	0.0731	550	411	18.3%	56	18.3%	28	5%	18	3.2%	134	43.8%
9705	4	0.4117	887	418	7.1%	22	7.1%	79	9%	59	6.6%	118	38.1%
9706	1	0.1637	1024	482	22.4%	103	22.4%	224	22%	56	5.5%	145	31.6%
9706	2	0.1111	614	607	0.0%	139	0.0%	48	8%	31	5.0%	103	30.1%
9706	3	0.1728	666	409	20.2%	68	20.2%	154	23%	7	1.0%	56	16.7%
9706	4	0.0667	582	259	0.0%	33	0.0%	40	7%	16	2.8%	38	18.4%
9707	1	0.0966	777	292	0.0%	42	0.0%	39	5%	13	1.7%	114	62.3%
9707	2	0.1773	726	319	0.0%	0	0.0%	163	22%	7	0.9%	43	13.5%
9707	3	0.2577	1249	498	0.0%	0	0.0%	233	19%	10	0.8%	0	0.0%
9707	4	0.0974	932	457	0.0%	25	0.0%	137	15%	21	2.2%	100	25.6%
9707	5	0.1748	1222	492	12.3%	58	12.3%	185	15%	42	3.4%	101	21.4%
9708	1	0.2584	2518	90	12.1%	8	12.1%	23	1%	30	1.2%	16	24.2%
9709	1	0.5	1742	533	13.6%	72	13.6%	268	15%	162	9.3%	122	23.1%
9709	2	0.3128	887	565	0.0%	74	0.0%	203	23%	36	4.1%	23	5.1%
9709	3	0.1923	1328	558	0.0%	65	0.0%	17	1%	69	5.2%	202	41.5%
9709	4	0.1842	792	462	0.0%	7	0.0%	110	14%	58	7.3%	34	10.5%
9710	1	0.0266	702	302	0.0%	7	0.0%	109	16%	6	0.9%	7	2.4%
9710	2	3.7496	895	355	0.0%	0	0.0%	255	28%	99	11.1%	48	15.2%
9710	3	6.7054	945	459	6.5%	30	6.5%	234	25%	16	1.7%	0	0.0%
9710	4	1.7184	1754	761	18.2%	123	18.2%	242	14%	58	3.3%	242	35.8%
9710	5	0.5099	1244	432	0.0%	54	0.0%	149	12%	0	0.0%	66	15.3%
9711	1	42.774	1440	639	3.6%	20	3.6%	199	14%	50	3.5%	68	12.1%
9711	2	26.0531	1090	574	2.4%	10	2.4%	137	13%	27	2.5%	58	14.2%
9711	3	7.9199	1168	547	0.0%	8	0.0%	221	19%	53	4.5%	26	5.7%
9711	4	25.4842	878	519	4.6%	17	4.6%	160	18%	9	1.0%	57	15.4%
9712	1	25.3408	959	366	11.0%	36	11.0%	108	11%	27	2.8%	61	18.7%
9712	2	30.672	1343	578	6.0%	27	6.0%	240	18%	32	2.4%	53	11.8%
9712	3	24.1723	867	411	3.1%	10	3.1%	143	16%	18	2.1%	14	4.3%
9712	4	16.5615	1127	431	3.6%	15	3.6%	186	17%	20	1.8%	19	4.6%
Study Area Total			48123	20766		1475		7547		1447		2715	

* Percentage of Households Below the Poverty Line are based on "POVERTY STATUS IN THE PAST 12 MONTHS BY HOUSEHOLD TYPE BY AGE OF HOUSEHOLDER" count, which contains an adjusted number of households.

Source: 2018 American Community Survey 5-year Estimates, U.S. Census Bureau. (2018)

Transportation is recognized as an area to improve health behaviors within Cortland County. The 2019-2024 Cortland County Community Health Assessment and Improvement Plan identifies improving community environments that support active transportation and recreational physical activity for people of all ages and abilities as one of its program goals.³³ In addition, Cortland County's Community Services Board 2019-2020 County Plan identifies transportation as one of its priority outcomes.³⁴ This CPTP seeks to identify gaps within groups and between groups that are at risk of being overlooked as Social Determinants of Health (SDOH) improvements are implemented. Understanding the broadly ranging needs/services of select populations is necessary to achieve this goal.³⁵

Several metrics measuring health care infrastructure show Cortland County underperforms in comparison to state averages. In 2016, the percentage of Cortland County's adult population with a usual source of health care (79.8%) was lower than New York State (82.6%).^{36 37} The percentage of Cortland County's adult population who visited a dentist or dental clinic in the past 12 months (57.8%) was also lower than New York State (68.4%).³⁸ Declining for a third consecutive year in 2017, Cortland County's rate of primary care providers (42.0 per 100,000 residents) was nearly half the state average (82.0 per 100,000 residents).^{39 40} The rate for 2017 marks the lowest rate of primary care providers in the dataset.⁴¹ In 2019, Cortland County's ratio of population to primary care providers other than physicians (956:1) was higher than New York State (847:1).⁴² A higher ratio means one doctor is responsible for managing more patients.

Various health care providers and specialists operate within Cortland County. Guthrie Cortland Regional Medical Center, Family Health Network of CNY, and Cayuga Medical Group are the three major firms with facilities in the county. Most health care facilities are located within Homer, Cortlandville, and the City of Cortland. Guthrie Cortland Regional Medical Center, the county's only hospital, is in the City of Cortland.⁴³ Guthrie is currently constructing a new Guthrie Cortland Cancer Treatment Center within the City of Cortland.⁴⁴

D. Access to Public Transit Services

Table 5 compares fleet size information for Cortland County to the 2015 average within the Rural National Transit Database (RNTD; 2017). The comparison indicates that Cortland County's public transit fleet maintains 18 vehicles, or 33.8%, less than the average rural public transit organizer. Cortland County, which is 44.3% rural according to the 2010 U.S. Census Bureau, has a population that is 5.0% larger than other counties that are comparatively +/- 5% rural. Therefore, Cortland County's population size likely has little effect on the decreased fleet size in Cortland County's public transit system when compared to other rural counties.

Table 5: Rural National Transit Database Average Fleet Size vs Cortland County Public Transit

Sources: First Transit - Cortland County, NY & [Table 21: Fleet Size by Mode, 2015] within North Dakota State University, Upper Great Plains Transportation Institute Small Urban and Rural Transit Center. (2017). Rural Transit Fact Book [2017 edition]

Group	Fleet for Fixed Routes	Fleet for Demand Response	Total Fleet Size
Cortland Transit	No Designated Fixed-Route Fleet	No Designated Demand-Response Fleet	17
Rural National Transit Database, Average	11.0	16.2	27.2

Table 6 ranks Cortland County's annual fixed-route and demand-response mileage against 2015 percentiles from the RNTD (2017). Cortland County's primary public transit system traveled 72 times further on a fixed route when compared to its demand-response system. The heavy reliance on fixed route is further reflected in the RNTD comparison, as it falls in the 75th-90th percentile range, while the demand-response mileage is below the 10th percentile.

Table 6: Rural National Transit Database Percentile Rankings of Vehicle Mileage for Fixed-Route and Demand-Response: Cortland County Public Transit

Sources: First Transit - Cortland County, NY & [Table 18: Rural Transit Operating Statistics, Median and Percentile Rankings per Agency, 2015] within North Dakota State University, Upper Great Plains Transportation Institute Small Urban and Rural Transit Center. (2017). Rural Transit Fact Book [2017 edition]

Year	Mileage: Fixed-Route	RNTD Percentile	Mileage: Demand Response	RNTD Percentile
2018	368,355	Between 75 th – 90 th	8,103	Below 10 th
2019	380,671	Between 75 th – 90 th	5,277	Below 10 th

Cortland Transit's demand-response system is dependent on being assigned to and fulfilling MAS transportation requests and is often utilized for transportation to various medical facilities, doctor appointments, or health-related service locations. During periods of time where ridership of MAS clients was high, Cortland Transit cited being unable to expand on-demand services due to a lack of certified drivers, partially because of recent NYS CDL-license requirements for drivers, and a lack of available vessels. The effects of the COVID-19 outbreak exacerbated this issue and First Transit laid off ten drivers. Also, during this time, First Transit has experienced delays in acquiring vessel registration.

Following the COVID-19 outbreak, all Cortland Transit fares have been waived. It is not known how long Cortland Transit will be fare free. Prior to the COVID-19 outbreak, a one-way trip for Routes 1-4 was \$1.50, \$2.00 for a trip on routes 5 and 6, and \$5.00 for a trip on Route 7. Reduced fares are provided to the elderly and for individuals with disabilities. Those fares are \$0.75, \$1.00, and \$2.50, respectively. Monthly passes are \$45 except for route 7, for which a monthly pass is \$85.00.

Demand-response service ridership has fluctuated considerably and was often the direct result of changes in MAS transportation assignment policy. Because of the COVID-19 outbreak there was a decrease in ridership between March 2020 and May 2020, compared to the same period in 2019. As of June 2020, ridership was improving and may improve further should additional operational capacity be added. However, it is unknown what effects COVID-19 has on this trend, which cannot be speculated on for future demand-response expectations. On March 31, 2020, Cortland Transit was only receiving 5-9 demand-response calls per day, increasing to 15-20 calls per day as of July 2020.

Complaint calls made to Cortland Transit regarding servicing issues indicated potential gaps in service and areas for improvement. A report from 2019 indicated that elderly individuals and populations outside the MAS-eligible populations needed services when they could not rely on family members for transportation. Additionally, riders expressed an interest in expanded bus services in the evenings and weekends, and in more rural parts of Cortland County.

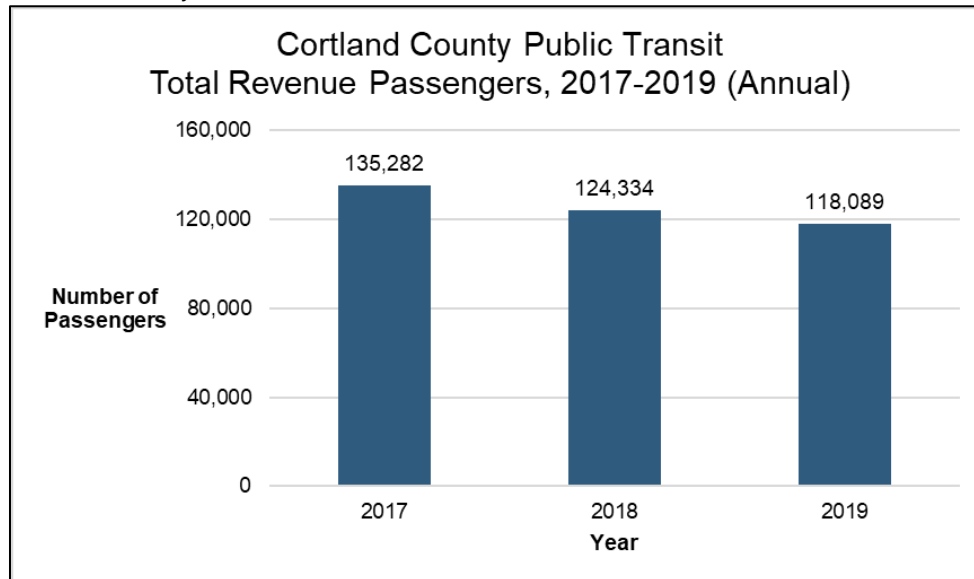
COVID-19 Impact on Cortland County Public Transit

The Federal Transit Administration allocated \$2.2 billion to support public transportation in rural areas of the United States.⁴⁵ First Transit received over \$1 million to prevent, prepare for, and respond to the impacts of COVID-19 on its transportation services.

Data provided by First Transit reveal several underlying trends about ridership. First, total revenue passengers (revenue passengers are riders who have paid a transport operator for his/her trip, and excludes non-paying passengers such as transit operators) were on a downward trend prior to COVID-19. Figure 10 displays total revenue passengers for Cortland County's public transit system between 2017 and 2019, showing a decrease of 12.71%.

Figure 10: Total Revenue Passengers, Cortland County Public Transit: 2017-2019 (Annual)

Source: First Transit - Cortland County, NY



Total revenue passengers decreased during the first seven months of each year between 2017 and 2019. In 2020, a sharp drop in ridership began in March, which aligns with New York Governor Andrew Cuomo's response to COVID-19. Executive orders and the NY Forward Plan with their associated shut-down orders and social-distancing recommendations directly impacted local business operations and closed schools. Cornell University shifted to remote (online) instruction while the JM Murray Center ceased site-based services and stopped its transit line during March.^{46 47 48} Table 7 shows the total number of revenue passengers for January through July during the years 2017-2020, and Table 8 shows total dial-a-ride passengers for that same period of time.

Trends within the data for total demand-response (Dial-A-Ride) passengers contrast patterns of other Cortland County public transit services. Unlike total revenue passengers, seven-month totals for Dial-A-Ride passengers fluctuate year-over-year (increasing and decreasing every other year). Also contrasting total revenue passengers, January and February 2020 (pre-COVID-19) totals for Dial-A-Ride were increasing year-over-year. While total revenue passengers plummeted in March, ridership for Dial-A-Ride began to decline in April. While other services experienced lower ridership totals across June and July, Dial-A-Ride totals sharply rebounded. Despite the emergence of COVID-19, June 2020 outperformed the previous three years. As of the publication of this document, we do not know the full reasoning behind Dial-A-Ride's swift rebound and outperformance and cannot know whether this momentum will sustain itself over the long term.

Table 7: Total Revenue Passengers, Cortland County Public Transit: 2017-2020 (Jan – July Only)

Source: First Transit - Cortland County, NY

Month	2017	2018	2019	2020
January	11,732	10,880	9,203	9,377
February	12,320	10,439	8,942	8,545
March	13,247	10,660	10,490	6,228*
April	13,149	10,723	11,263	2,207*
May	12,320	10,392	10,861	2,929*
June	11,903	10,614	9,610	3,860*
July	10,535	10,200	9,704	4,332*
7 Month Total	85,206	73,908	70,073	37,478

*months directly impacted by COVID-19-related shutdowns, executive orders, and changes to service.

Table 8: Total Dial-A-Ride Passengers, Cortland County Public Transit: 2017-2020 (Jan – July Only)

Source: First Transit - Cortland County, NY

Month	2017	2018	2019	2020
January	269	241	108	155
February	280	227	176	179
March	317	224	242	237*
April	17	352	198	133*
May	280	329	187	144*
June	265	287	194	297*
July	312	257	159	239*
7 Month Total	1,740	1,917	1,264	1,384*

*months directly impacted by COVID-19-related shutdowns, executive orders, and changes to service.

The distribution of revenue passengers across Cortland County's public transit services noticeably changed in 2020. Figure 11 shows the percentage of passengers using each public transit service line. Because we are examining percent distributions, it is possible to compare annual figures from 2017, 2018, and 2019 with partial-year data from 2020.

Across all years, fixed routes and the JM Murray Center line account for 84-89% of revenue passengers. The largest shift in the distribution between 2017 and 2019 was the JM Murray Center line increasing its share from 26% of all passengers to 34%.

As discussed previously, COVID-19 significantly disrupted select service lines. Through July, fixed routes account for 67% of all revenue passengers in 2020. Despite having zero riders since March, the JM Murray Center line still accounts for 22% of passengers. Meanwhile, Dial-A-Ride doubled its share year-over-year to 4%. TC3 shrunk year-over-year from 3% to 1%. Route 5 and the Cornell line each shrunk by 1%. The 2020 distribution is one of the only concrete measurements we have in gauging shifts in transportation for Cortland County due to COVID-19. Given the uncertainty of the pandemic, we will not speculate about future passenger distributions.

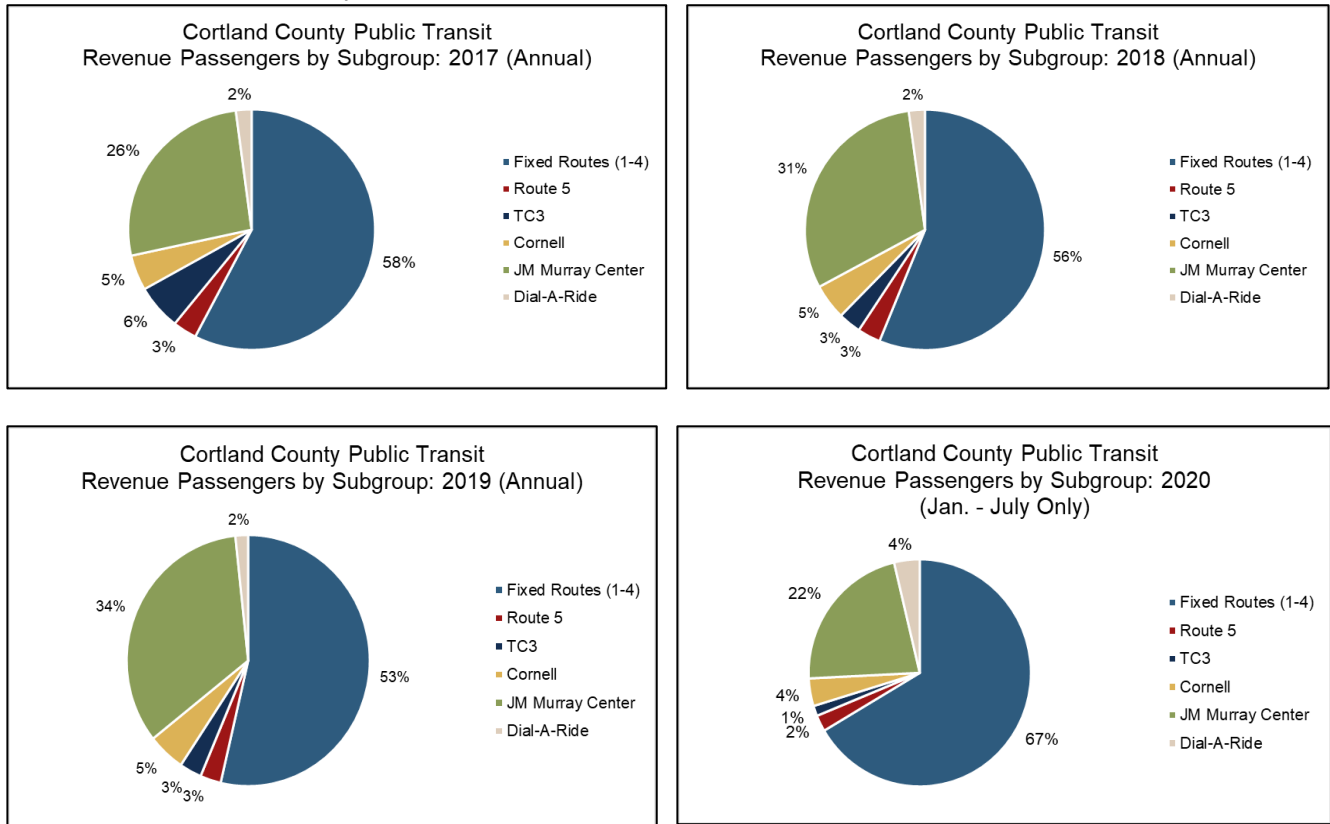
Impact on Alternate Modes of Transportation: Telecommuting and Telehealth

Table 9 displays the percentage of residents who commute to work using alternate modes of transportation.⁴⁹ The 2019-2024 Cortland County Community Health Assessment and Improvement Plan discusses the benefits of decreasing vehicle usage and driving alone. Reducing vehicle usage would reduce greenhouse gas emissions, which is beneficial to one's overall health. Specifically, past studies measuring traffic related air pollution (TRAP) found that among the several emissions that are produced by vehicle traffic, nitrogen dioxide poses a specific threat to lung function, increases risks for cardiovascular disease, and increases premature mortality rates.^{50 51} The effects of TRAP are more apparent in urbanized communities. However, the lack of access to primary care facilities, proximity to major highways such as State Route 281 and Interstate 81, and additional considerations of cardiovascular and respiratory health in relation to the COVID-19 pandemic increase the risks associated with TRAP in Cortland County. Additional sources connect transportation-based greenhouse gas emissions with negative health outcomes including but not limited to asthma and shorter life expectancy.^{52 53 54 55 56}

Based on data from the New York State Department of Health, Cortland County has a lower percentage of commuters using alternative modes of transportation (22.5%) than New York State (22.9%). Additionally, sizeable discrepancy also exists between the county's rate and the New York State Prevention Agenda's 2017 objective (45.6%).⁵⁷

Figure 11: Revenue Passengers by Public Transit Service: 2017-2020

Source: First Transit - Cortland County, NY

**Table 9: Commuting Using Alternative Modes of Transportation**

Source: New York State Department of Health (2020). New York State Prevention Agenda Dashboard - County Level: Cortland County.

Promote a Healthy and Safe Environment	Data Years	Cortland County	New York State (Excluding NYC)	New York State Prevention Agenda Objective
Percentage of people who commute to work using alternate modes of transportation (e.g., public transportation, carpool, bike/walk) or who telecommute	2013-2017	22.5%	22.9%	47.9%

Alternate modes of transportation, like telecommuting and telehealth, became increasingly relevant due to COVID-19. At the creation of this document, a work-from-home culture appears to be part of the “new normal” for many Americans.^{58 59 60 61 62 63} Telehealth is defined as “the use of electronic information and telecommunications technologies to support clinical health care, health assessment, diagnosis, intervention, consultation, supervision, patient and professional health-related education, and health administration at a distance (i.e.; without direct physical contact).”^{64 65 66 67} According to the Centers for Disease Control and Prevention, telehealth helps communities access healthcare while implementing social-distancing measures.⁶⁸ As a result of the COVID-19 pandemic, telehealth also includes Medicare beneficiaries receiving prescription refills, managing chronic conditions, and obtaining mental health counseling.⁶⁹

Increased reliance on telecommuting and telehealth reveals a glaring problem within Cortland County: the lack of high-speed Internet for all residents, especially those in rural areas. Several studies have noted significant disparities between the quality and accessibility of the Internet between rural and urban communities, specifically noting a lack of quality Internet usage in rural areas.^{70 71} In the City of Cortland, the average download speed is

47.39 Mbps. This is 62.0% slower than the average in New York and 72.9% slower than the national average.⁷² Variations in Internet speeds are often the direct effect of broadband coverage availability in each area. Broadband is the mechanism required to transfer data at high capacity or bandwidth.⁷³ For further information about Internet availability within municipalities, refer to broadbandnow.com.

Several studies have shown negative associations of limited Internet capabilities on education and health in rural counties. Lack of Internet access for rural students has been associated with decreased academic performance, a decreased performance on standardized testing platforms, and a decreased likelihood of pursuing science, technology, engineering, and mathematics (STEM) fields.^{74 75} The COVID-19 outbreak has forced many K-12 classrooms to go virtual, increasing the urgency for Internet access for students. While the effects of large-scale online learning remain to be studied, there are indications that without proper broadband access and Internet capabilities, there is likely to be an anticipated increase in educational losses, economic loss, dropout rates, and in achievement gaps among students of color and students from low-income families.^{76 77}

Internet accessibility can also improve access to healthcare, especially within rural areas and amidst the COVID-19 outbreak, by allowing patients to participate in telehealth. Telehealth uses technology as a substitute for physically going to a medical facility. This includes both the use of medical technology within the home or creation of an online appointment with a physician.⁷⁸ In Cortland County, there are fewer physicians available as a percentage of the population, which contributes to longer distances that need to be travelled to access healthcare and generates higher costs for healthcare in rural areas. Telehealth is safer, more convenient, and a lower-cost alternative to in-person healthcare while the risks of contracting COVID-19 continue to be present.^{79 80 81 82 83} While certain aspects of telehealth are restricted, typically regarding in-patient testing and procedures, there is evidence to suggest that telehealth is just as effective as a healthcare solution when compared to face-to-face interactions.⁸⁴ Furthermore, high-quality broadband infrastructure can position rural communities to expand telehealth services to address a broader range of medical issues.⁸⁵

Jeffrey Penoyer, Chief Operating Officer at Cayuga Medical Associates, based in Ithaca, New York, stated that telehealth video visits had peaked at about 40% in April 2020, but hover around 10% to 20% as of early December 2020. He further reported that telemedicine is used most frequently for primary care, but that other specialized fields, such as neurology, have had the opportunity to adopt telemedicine practices. The most likely gaps in services would be found among individuals who are technologically illiterate or lack access to the Internet.

E. Individuals with Disabilities

As a preface to this section, we acknowledge the word *disability* is a complex and ever-evolving term.^{86 87 88} We rely upon population surveys administered by government agencies as the primary sources for reputable statistics.^{89 90}

Based on data from the 2014-2018 American Community Survey 5-Year Estimates, Cortland County's percentage of civilian noninstitutionalized residents with a disability was 13.11%.^{91 92} The estimated percentage is higher in Cortland County than New York State (11.47%) and the United States (12.60%).⁹³ However, rural America has a higher percentage (15.1%).^{94 95} The U.S. Census Bureau reports the most common disability within Cortland County is ambulatory difficulty (having serious difficulty walking or climbing stairs).⁹⁶

Breaking down prevalence rates for adults aged 18 and over places Cortland County (14.95%) between New York State (13.51%) and the United States (15.13%). When examining prevalence rates by age group, Cortland County has a lower percentage of residents with a disability in the "under 5 years," "18-34," and "75 and over" age-bands than New York State or the United States.⁹⁷ As shown in Table 10, disability rates rise precipitously with age. The estimated percentage of residents with a disability aged 65-74 (27.7%) is greater than the cumulative percentage of residents 64 and under (27.6%).⁹⁸

Table 10: Individuals with Disabilities by Age Subgroup, Cortland County

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

Age Group	Total (Estimated)	Percent with a Disability (Estimated)
Under 5 years	2,527	0.6%
5 to 17 years	6,906	7.6%
18 to 34 years	13,929	4.5%
35 to 64 years	17,036	14.9%
65 to 74 years	4,311	27.7%
75 years and over	2,943	45.8%

Anecdotal transportation concerns from advocacy groups for individuals with disabilities in Cortland County echoed concerns that are similarly noted in nationwide surveys and literature, such as the Strategy Guide to Enable and Promote the Use of Fixed-Route Transit by People with Disabilities (2014).⁹⁹ For example, the desire to use the county's fixed-route public transit service more frequently conflicts with its limited hours of operation. Concerns were also raised about the overall accessibility and service-area coverage of fixed-route public transit service.

Multiple discussions with disability self-advocacy groups in October and November 2020 have highlighted several transportation accessibility concerns. Specifically, poor sidewalk infrastructure throughout Cortland County and downtown Cortland has been identified as a barrier to individuals who use a wheelchair or mobilized scooter. Poor sidewalk infrastructure doubles as a safety concern due to it forcing individuals with disabilities to travel on the sides of busy roadways. Repairing damaged sidewalks has also been cited as a high-importance topic in the General Population Survey and the Individuals with Disabilities and Low-Income Population Focus Groups (see Appendix A, Table A-1 and Appendix B). Additionally, a need for more accessible crosswalks for individuals who are sight-impaired has been identified. There is need for additional crossing signs that flash and that emit noise commands.

There also exists a need for additional disability-related training for Cortland Transit drivers and the need to introduce vessel modifications. Specifically, individuals who use wheelchairs on Cortland Transit vessels indicated that at times they have not been properly secured and must hold on to a nearby object throughout the duration of their trip. Furthermore, it had been mentioned that inadequate space due to social-distancing guidelines does not allow for personal assistants to be seated near their clients at times throughout a trip and can be a source of anxiety for individuals who rely on personal assistants.¹⁰⁰

F. Older Adults within Cortland County

For the purpose of the CPTP, the term older adults refers to residents 65 years of age or older. Older adults represent a growing percentage of America's total population. By 2029, the baby boomer cohort will be between the ages of 66-83 and may experience problems with driving.¹⁰¹ The number of individuals aged 65 and older is projected to surpass 72 million by 2030.¹⁰² Likewise, the number of adults aged 70 and older are projected to reach 53 million by 2030.¹⁰³

Paralleling the national trend, the population of older adults within Cortland County appears to be increasing over time. In 2000, only 12.46% of Cortland County's population was aged 65 and over. By 2010, older adults accounted for 13.09% of the population.¹⁰⁴ According to data from the 2014-2018 American Community Survey 5-Year Estimates, older adults were 15.68% of Cortland County's population during 2018. Table 11 shows the geographic breakdown of this percentage.¹⁰⁵ The percentage of older adults within Cortland County during 2018 was marginally higher than the percentage for New York State (15.64%).¹⁰⁶ During 2018, the racial/ethnic composition of Cortland County's older adult population was 97.5% White/Caucasian.¹⁰⁷

Older adults face reduced mobility when navigating around the community. The reduced mobility and travel limitations are the result of physical, mental, social, legal, and economic hurdles, including poor visibility or reduced income to fund transportation costs.¹⁰⁸ In Cortland County, 27.7% of individuals aged 65 to 74 are estimated to have a disability, while an estimated 45.8% of those 75 and older have a disability (Table 10). While having a disability does not necessarily prevent someone from driving, medical-related disabilities are the main reason for adults to stop driving.^{109 110}

The 2019 Cortland County AAA Needs Assessment Survey reflects the elderly community's concern regarding reduced mobility. A total of 23.93% of respondents stated that transportation options for those who cannot drive is important and a concern. The percentage of those concerned who also cannot drive a personal vehicle, is higher than the 14.39% that indicated that driving their own car is important and a concern. (Table 12) As displayed on Figure 12, the geographic concentration of individuals aged 65 and over appears highest in Cuyler (19.4%), Homer (18.6%), and Truxton (18.2%).

Table 11: Cortland County Population of Individuals Aged 65+ by County Subdivision

Source: Cortland County Area Agency on Aging

County Subdivision	Percent Estimate of Subdivision with Population Aged 65+	County Subdivision	Percent Estimate of Subdivision with Population Aged 65+
Cincinnatus	18.2	Marathon	17.6
City of Cortland	13.4	Preble	17.3
Cortlandville	17.8	Scott	16.9
Cuyler	19.4	Solon	13.7
Freetown	12.4	Taylor	16.1
Harford	16.5	Truxton	18.2
Homer	18.6	Virgil	17.7

Table 12: Needs Assessment Survey Questions within AAA 2019 Needs Assessment

Source: Cortland County Area Agency on Aging

Question	Important and is a concern
Transportation options for those unable to drive	23.93%
Transportation to medical appointments	20.47%
Transportation to out of county medical appointments	19.83%
Transportation to the grocery store and other errands	17.67%
Driving my own car	14.39%

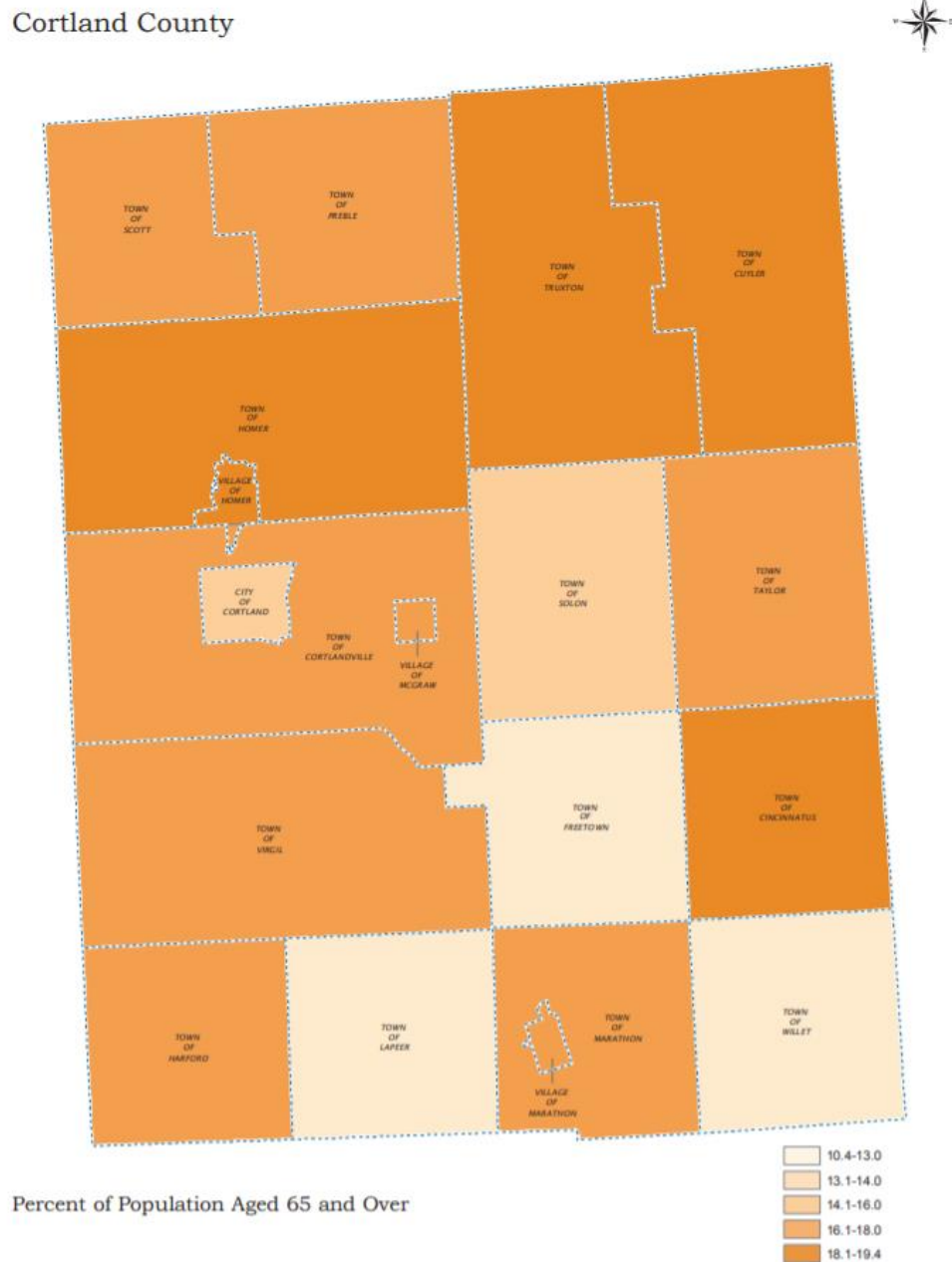
Data from the Institute for Traffic Safety Management and Research's New York State Traffic Safety Statistical Repository reveal microtrends within Cortland County's older adult population. Between 2016-2019, the 65-69 age-band had the highest percentage of automobile crashes among older adults within Cortland County.¹¹¹ During the same years, male drivers accounted for 61% of automobile crashes among older adults.¹¹²

The needs of the elderly population within Cortland County are primarily addressed through programs and initiatives created by the Cortland County AAA. The AAA maintains a Meals on Wheels program that serviced 368 individuals in 2019 and provides home assessments and updates on elderly individuals. The AAA also provides funding for Expanded In-Home Services for the Elderly Program (EISEP), which provides case management, in-home services, non-institutional respite, and ancillary services to dependent elderly persons. EISEP operations in Cortland County are supported by CAPCO, who serves as the fiscal intermediary and clerical support organization.¹¹³ The AAA aims to reduce the expected costs of elderly populations through the implementation of food stamp assistance, Farmers' Market coupons, Home Energy Assistance Program (HEAP), and provision of technical support for home-improvement grants.

The AAA uses a worker exchange list to recruit and provide services to the elderly population. The AAA does not do a background check on these individuals, and the responsibility to do so falls on the individual being serviced. The workers do tasks ranging from laundry, transport patients to appointments, or yardwork. A worker is also available to assist individuals who use oxygen tanks to change out the tank when required.

Figure 12: Population aged 65 and over (percent estimate) - Cortland County by County Subdivision

Source: Cortland County Planning Department



There are several circumstantial gaps in services for elderly individuals. Individuals who claim a single income of over \$875 per month, or \$1,284 per month if married, do not qualify for Medicaid benefits and must pay for services, taxis, and other forms of transportation out of pocket. ¹¹⁴ Pamela Winn, the AAA Aging Services Coordinator, indicated that those just marginally above this income threshold struggle the most with these payments. Additionally, there are certain transportation services that are limited due to a given health-related circumstance. For example, a patient with dementia cannot be transported in their own vehicle by an AAA assistant, with the accompaniment of their spouse, because of liability reasons. Therefore, individuals who may be deemed unfit to drive, but still legally retain a driver's license, may choose to drive themselves to appointments.

COVID-19 has impacted the services that AAA has provided, the quality of life for the elderly population, and the means through which to provide certain resources. Meals that are delivered through the Meals on Wheels program are now delivered without the component of face-to-face contact whenever possible, and workers are supplied with masks and hand sanitizer. Health assessments of elderly individuals are now conducted over the phone, which prevents AAA specialists from conducting assessments of their client's living conditions. The AAA has also stopped doing home visits and many of the seniors have cancelled their personal home aides to prevent the risk of exposure to COVID-19. Finally, seniors who have a spouse or partner that is in the hospital or nursing home are unable to visit due to current NYS guidelines that seek to prevent the spread of COVID-19 in areas where patients are especially vulnerable.

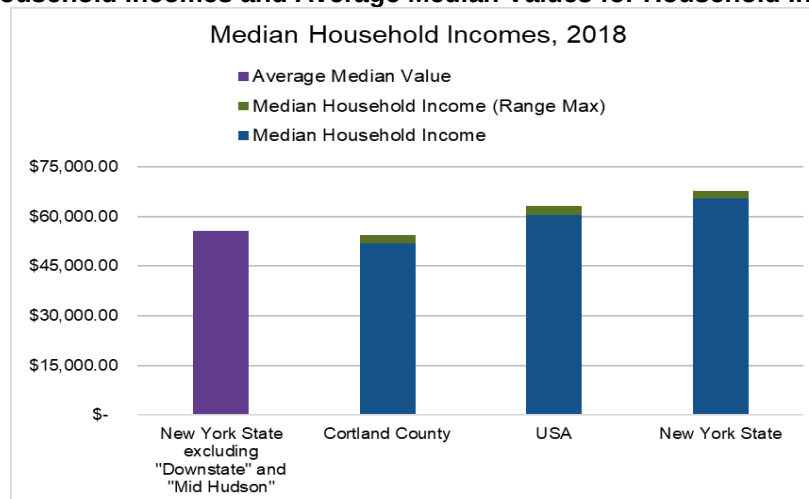
The COVID-19 outbreak has caused concern for the effects of loneliness on one's wellbeing.¹¹⁵ There is special consideration for the effect of loneliness on older populations that might be separated from friends, family, or their spouse. The risk of loneliness for older adults appears to be present during the initial stages of separation and is typically an acute concern.¹¹⁶ Some effects of loneliness include an increased risk of anxiety, depression, cognitive disfunction, heart disease, and increased mortality.^{117 118} Given the policy restrictions to prevent the spread of COVID-19 within nursing homes and service agencies, there is existing evidence that suggests that similarly negative effects could also be present within the Cortland County population.

G. Persons with Limited Income

As a preface to this section, we acknowledge financial figures and methodologies vary from source to source. For this reason, number ranges may be used instead of exact figures.

As shown in Figure 13, the median household income for Cortland County during 2018 ranged between \$51,700-\$54,500.^{119 120 121 122} Among reported figures, Cortland County had a lower median household income than New York State (\$65,300-\$67,600) and the United States (\$60,200-\$63,200).^{123 124 125 126} It is important to recognize statewide financial figures such as median household income are distorted by the New York City metropolitan area, due to a higher cost of living.^{127 128} An official median household income for New York State excluding the higher cost of living "Downstate" and "Mid-Hudson" regions was unavailable.

Figure 13: Median Household Incomes and Average Median Values for Household Income, 2018



Poverty

In 2018, 15.5% of Cortland County's population lived in poverty (Figure 15).^{129 130 131} Cortland County's rate of poverty was greater in 2018 than New York State (14.6%), national levels (14.1%), and the 2014-2018 average for nonmetro regions in the American northeast (13.1%).^{132 133}

Vehicle Ownership

Owning a vehicle directly impacts barriers to accessing health care, obtaining groceries/prescriptions, and attending employment. It is important to acknowledge a handful of counties including and surrounding New York City distort figures for car ownership, given the area's robust mass transit system. For this reason, it is more realistic to compare Cortland County to national or regional rates. According to the Bureau of Labor Statistics, the average rural household has 2.4 vehicles. Approximately 7.0% of rural households lack owning a vehicle altogether.¹³⁴

Based on the 2014-2018 American Community Survey Estimates, approximately 8.3% of Cortland County's occupied housing units do not have a vehicle.^{135 136} Cortland County's rate of occupied housing units without a vehicle (8.3%) is lower than other counties in Central New York except Madison (5.6%).¹³⁷ As shown in Figure 15, county subdivisions with the highest percentage of zero-vehicle ownership include Lapeer (18.8%), City of Cortland (13.3%), and Cortlandville (9.6%).¹³⁸

Anecdotal information from stakeholders helped identify the need to further examine households with one vehicle. As expressed by stakeholders, it is not uncommon for one household member to commute back and forth to work using the household automobile, leaving remaining members to resort to walking. During colder months, walking is not always practical. As shown on Figure 16, the highest percentage of zero- and single-vehicle ownership households are in Cincinnatus, Cuyler, and the City of Cortland.¹³⁹ As a point of reference, the national average for occupied housing with one or fewer vehicles is 41.7%.¹⁴⁰

Cost of Owning a Personal Vehicle

This section examines the feasibility of vehicle ownership among persons with limited income in Cortland County. The total costs of owning a vehicle vary from person to person, which includes vehicle transaction price, depreciation, financing, fuel, insurance, fees, taxes, repairs, and maintenance.^{141 142 143} Therefore, we used aggregate data at the national and county levels for reference figures and calculations.

Reports continue to emerge about average Americans, not just those with limited incomes, being increasingly unable to afford personal vehicles.^{144 145 146 147 148} Across the United States, the average transaction price (amount customers spend to purchase a vehicle) sharply rose between 2009 and 2019. The rate prices rose exceeded the rate of inflation for the period.^{149 150 151 152 153 154} As shown in Table 13, average transaction prices for new vehicles ranged between \$26,200-\$28,600 in 2009. The average ranged between \$34,600-\$39,000 by 2019.^{155 156 157 158 159 160 161} Similarly, average transaction prices for used vehicle prices grew from ~\$8,400 in 2009 to ~\$20,600 during 2019.^{162 163}

Table 13: Average Transaction Prices for New and Used Vehicles, 2009-2019.

Sources: Compilation of data from the Bureau of Transportation Statistics, Edmunds, New York Times, Kelley Blue Book, LendingTree, J.D. Power, and Reuters.

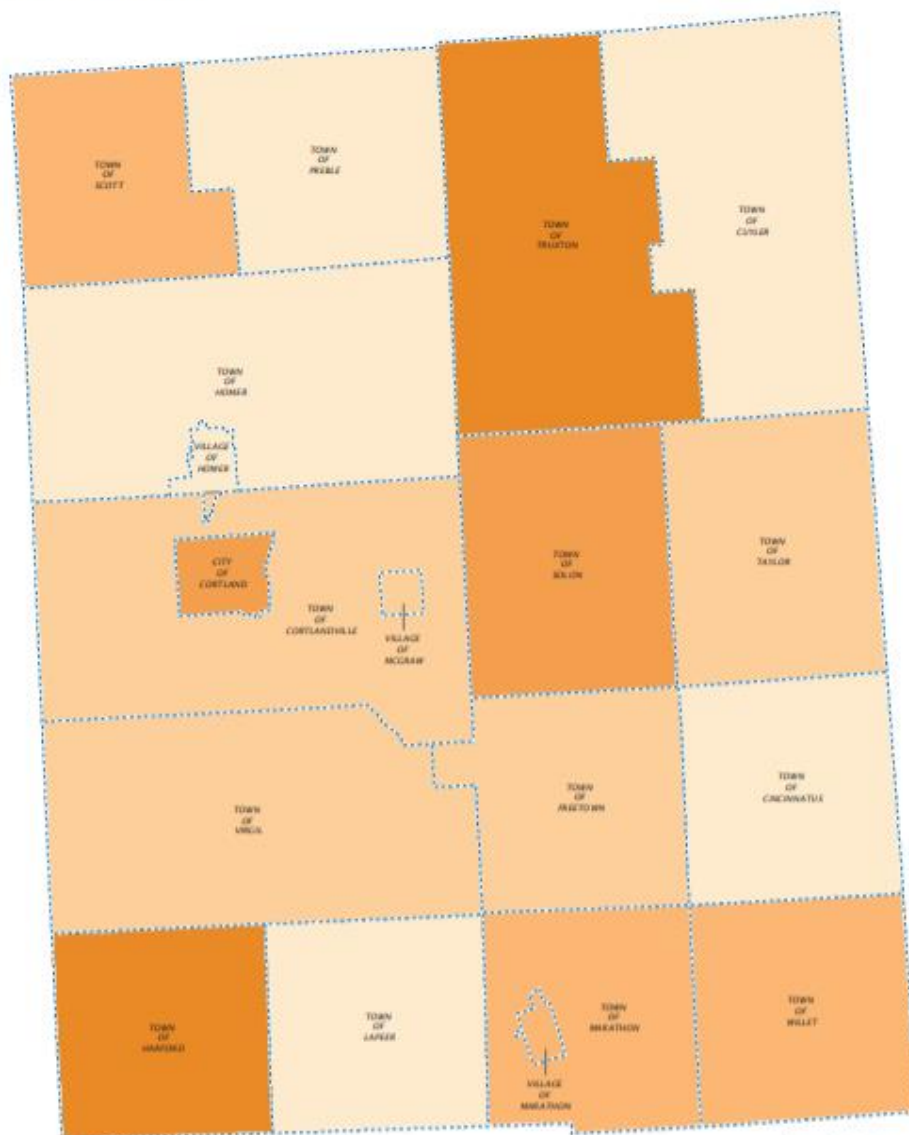
Average Transaction Price	New Vehicle	Used Vehicle
2009	\$26,200-\$28,600	~\$8,400
2019	\$34,600-\$39,000	~\$20,600

As shown in Table 14, the prevalence of auto loans rose sharply in recent years. The percentage of "current model year + eight previous model year" vehicles on the road with financing increased from 6.46% in 2001 to 82.11% in 2019.¹⁶⁴ Haughwout et al. (2019) supports a similar trend: ~20.0% of Americans had an auto loan in 1999 compared to ~33.3% in 2018.¹⁶⁵

Figure 14: Percentage of Families and Individuals Below the Poverty Line

Source: Cortland County Planning Department

Cortland County



Percentage of Families and People Whose Income
in the Past 12 Months is Below the Poverty Level

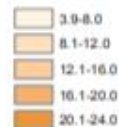


Figure 15: Percent Occupied Housing Units with No Vehicles Available

Source: Cortland County Planning Department

Cortland County

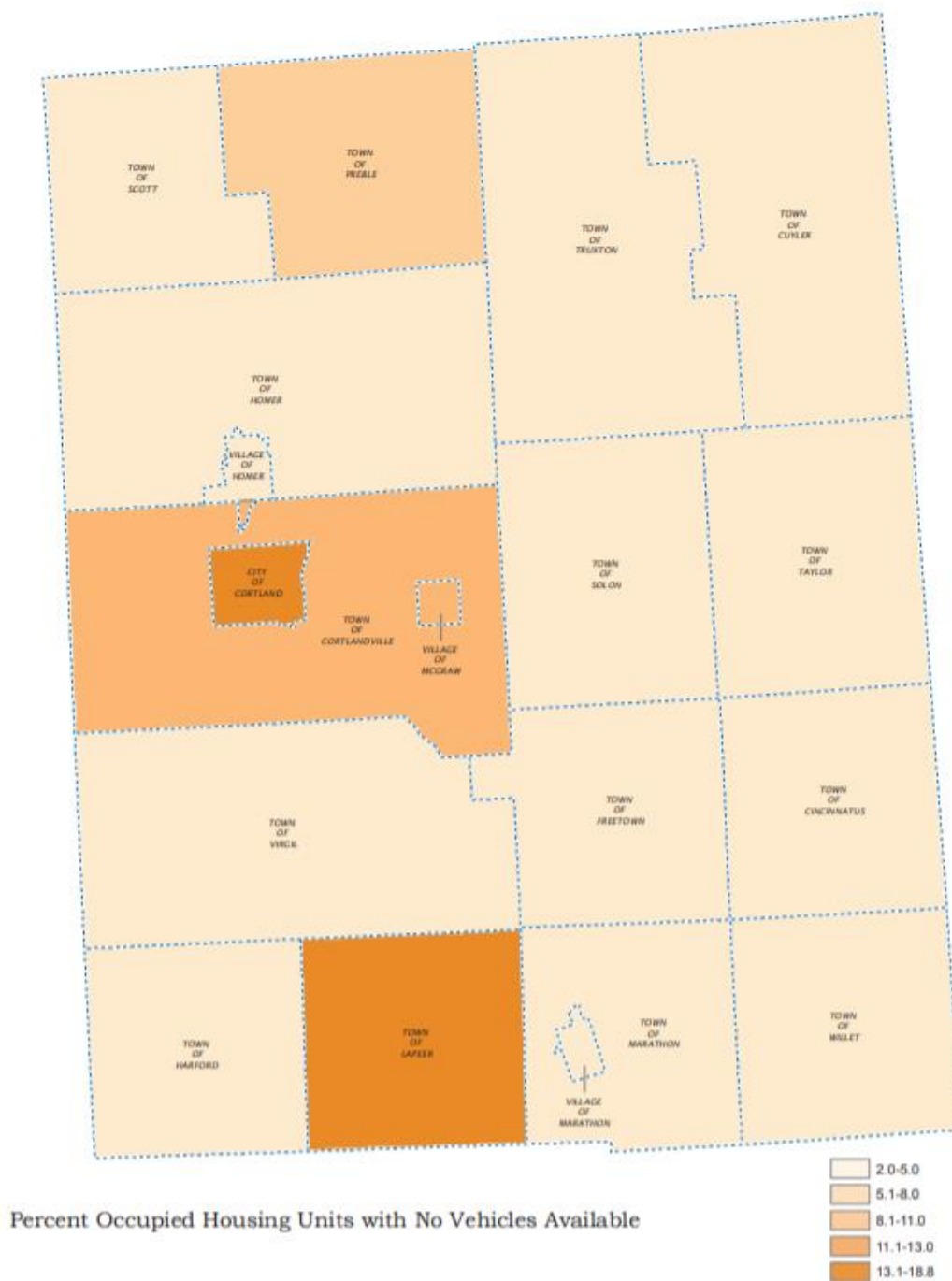
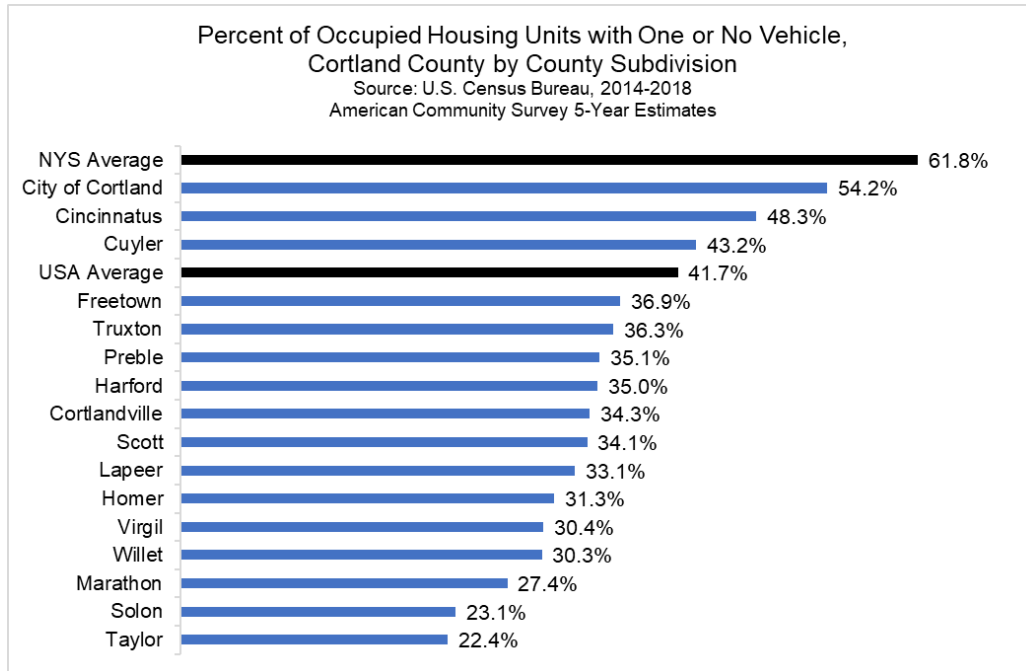


Figure 16: Cortland County Households With One or No Vehicle, 2014-2018

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

**Table 14: Percentage of Vehicles on Road with Financing, 2001 and 2019**

Experian reported annual numbers for the percentage of “current model year” plus “previous 8 model years” with remaining financing on the road. Data within Zabritski, M. (2020). State of the automotive finance market [Q1 2020 Report].

Year	2001	2019
Percent of Vehicles on Road with Financing *Current Model Year + 8 Previous Model Years	6.46%	82.11%

The increase in the amount financed for auto loans during the past decade is displayed in Table 15. Between the first quarter of 2009 and the fourth quarter of 2019, the average amount financed for a new vehicle increased from \$25,088 to \$31,692 (+26%). The average amount financed for a used vehicle increased from \$15,980 to \$18,877 (+18%).¹⁶⁶

Table 15: Average Amount of Money Financed to Purchase New Personal Vehicle

Source: Graph created using data from FRED, Federal Reserve Bank of St. Louis. (2020). Average amount financed for used car loans at finance companies (DTCTLVEUANQ) and Average amount financed for new car loans at finance companies (DTCTLVENANM).

Average Amount Financed	New Vehicle	Used Vehicle
Q1 2009	\$25,088	\$15,980
Q4 2019	\$31,692	\$18,877
Percent Change	+26%	+18%

We were able to access county-level vehicle financing data for the first quarter of 2020 from Experian.¹⁶⁷ For the sake of generating baseline numbers, we assume Cortland County residents purchase a vehicle within Cortland or its seven contiguous counties. As shown in Table 16, the average amount financed for a new vehicle ranged between \$29,115-\$32,402.¹⁶⁸ The average amount financed for a used vehicle ranged between \$19,098-\$20,254.¹⁶⁹ Average amounts financed for new vehicles in the first quarter of 2020 are lower than fourth quarter 2019 national rates reported by the Federal Reserve Bank of St. Louis (\$31,692).¹⁷⁰

Table 16: January – March (Q1) 2020 New and Used Vehicle Loan Data: Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Tioga, Tompkins Counties

Source: Experian - Franchise and Independent Dealers. New and Used Vehicles. Loan Only

Q1 2020 Vehicle Financing Data	Cortland County	Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Tioga, Tompkins Counties [Range]
Average Amount Financed: New Vehicles	\$29,669	\$29,115 - \$32,402
Average Loan Length: New Vehicles	66 months	65-68 months
Average Amount Financed: Used Vehicles	\$19,156	\$19,098 - \$20,254
Average Loan Length: Used Vehicles	65 months	64-65 months

We estimated average annual costs for vehicle ownership in Cortland County through the first 5 years based on statistics and formulas from multiple sources. The calculated costs for a new vehicle with financing average between \$10,600-\$11,400 annually. Costs for a used vehicle with financing averaged between \$8,800-\$9,300 annually.^{171 172 173 174 175 176 177 178} Our numbers bookend averages from the American Automobile Association's *Your Driving Costs* (2019), U.S. Bureau of Labor Statistics' *Consumer Expenditure Survey - purchasing, operating, and maintaining private vehicles* (2017), and U.S. Bureau of Labor Statistics' *Household Expenditures in Urban and Rural Areas* (2020).^{179 180 181} We calculated ownership costs excluding the vehicle itself (i.e.; the vehicle was gifted or paid off) to be ~\$4,700 annually. Our estimate is marginally lower than U.S Bureau of Transportation Statistics' (2018) *Transportation Expenditures for Personal Vehicles, 2017*.¹⁸²

The four lowest income brackets from the U.S. Census American Community Survey 5-Year Estimates for Cortland County are shown in Table 17.

Table 17: Select Income Brackets for Cortland County, NY

Source: U.S. Census Bureau, 2018 American Community Survey 5-Year Estimates (2018). Selected Economic Characteristics. All counties within New York state - [Table ID: DP03].

Income and Benefits (in 2018 Inflation-Adjusted Dollars)	Estimate	Percent Estimate
Total households	17,685	100.00%
Less than \$10,000	812	4.60%
\$10,000 to \$14,999	1,148	6.50%
\$15,000 to \$24,999	1,702	9.60%
\$25,000 to \$34,999	1,703	9.60%

When considering after-tax income against the estimated costs of vehicle ownership shown in Tables 18 and 19, it is apparent vehicle ownership is simply not feasible for every income bracket.^{183 184} For example, a household earning \$10,000 or less annually would likely prioritize essential expenses such as food and rent instead of a vehicle. Following the same logic, a household earning ~\$26,000 annually would need to spend most of its after-tax income to purchase and/or maintain a vehicle.¹⁸⁵ Unless a vehicle was acquired for considerably less than our estimated average, even the highest household income within Table 18 (\$34,999) would need to stretch their budget considerably to afford a vehicle.

Table 18: Total Vehicle Ownership Cost Breakdown

Costs	New	Used
NYS insurance (2020)	\$1,582	\$1,582
Average Annual New Car Payments (Cortland County incl. NYS tax and fees)	\$5,904 - \$6,552/yr	\$4,118 - \$4,560/yr
AAA's gas total (2019) for NYS average 11,132.50 miles/yr	\$2,828	\$2,828
Total	\$10,701.35 - \$11,349.35	\$8,831.25 - \$9,273.25

Table 19: Vehicle Ownership Cost Breakdown (AAA Estimates)

Source: American Automobile Association

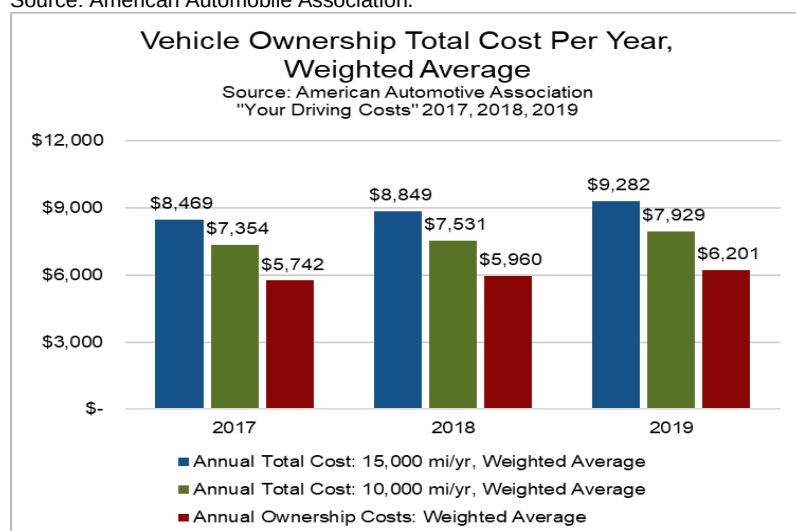
Ownership Costs Per Year, 2019 Weighted Avg., All Vehicles	\$6201
Cost Per Mile, 2019 Weighted Avg. Fuel, All Vehicles (\$0.2540/mile) @ 11,132.50 miles/yr.	\$2,828
Total	\$9,029

Finance costs on new car purchases have jumped 24% in 2019, according to new AAA research, pushing the average annual cost of vehicle ownership to \$9,282, or \$773.50 a month. That is the highest cost associated with new vehicle ownership since AAA began tracking expenses in 1950 and a reminder that the true costs of owning a vehicle extend far beyond maintenance and fuel.¹⁸⁶

During 2019, AAA found the average annual cost of vehicle ownership equaled \$9,282.¹⁸⁷ As shown in Figure 17, the total cost for owning a vehicle is rising year-over-year.

Figure 17: American Automotive Association - Annual Costs of Ownership, Select Statistics from “Your Driving Costs” 2017, 2018, 2019.

Source: American Automobile Association.



Among the lowest 30% of household incomes in Cortland County, owning a personal vehicle may not be a realistic option. Aside from a house, a personal vehicle is one of the largest financial assets that there is for an individual, and the cost of owning a vehicle as a percentage of total income increases as the amount of household income decreases. (Table 20)^{188 189} The total cost of vehicle ownership increases as individuals drive longer distances, which is often the case in rural areas.¹⁹⁰ Having less purchasing power for a vehicle that is well-maintained and reliable at the point of purchase means that unanticipated repair costs will occur at a higher frequency, thus burdening low-income families even more. This is troublesome considering that in rural America, 30% of jobs in 2016 required the use of a vehicle.^{191 192} Thus, access to a vehicle is often necessary to participate in the economy.

Table 20: U.S. Bureau of Labor Statistics - Average Household Transportation Expenditures in Urban and Rural Areas (current dollars)

Source: U.S. Bureau of Labor Statistics

	Average after tax income (dollars)	Transportation spending per household (dollars)	Transportation spending as percent of after-tax income	Households with no vehicles (percent)
Rural (2018)	\$49,701	\$9,871	19.9%	7.0%
Rural (2017)	\$49,823	\$10,293	20.7%	5.0%
Rural (2016)	\$57,871	\$10,047	17.4%	8.0%
Rural (2015)	\$45,689	\$10,294	22.5%	9.0%

H. Mobility Gap Methodology

The mobility gap methodology is used to identify the amount of service required to provide an equal amount of service to households that have access to vehicles and those that do not. The National Household Travel Survey (NHTS) provides data that allows for calculations to be made relating to trip rates. Separate trip rates are generated for various regions throughout the United States to help account for any locational inequities. Trip rates are also separated by general density and other factors such as age. This methodology was updated using the available 2019 NHTS data.

The data was stratified by indicating “New York State” and “Rural” as characteristics of the analysis. The trip rate for zero-vehicle households in rural areas of New York State was determined to be 4.0 daily trips. For rural households with at least one vehicle, the trip rate was 4.7 daily trips. The mobility gap is calculated by subtracting the daily trip rate of zero vehicle households from the daily trip rate of households with at least one vehicle. Thus, the mobility gap is represented as .7 household trips per day. This mobility gap is nearly half that of the national average of 1.3 for rural households. To calculate the transit need for each census block group, the number of zero vehicle households is multiplied by the mobility gap number. Table 22 shows this information broken out by census block group. In total, 1,032 daily trips need to be provided via transit to make up for the gap in mobility.

I. General Public Demand

Based on the Transit Cooperative Research Program (TCRP) B-36 project, a technique for estimating demand for public, or nonprogram, passenger transportation in rural areas can be calculated based on demographic characteristics using the following formula: Non-Program Demand (trips per year) = (2.20 x Population age 60+) + (5.21 x Mobility-Limited Population age 18 to 64) + (1.52 x Residents of Households having No Vehicle). The results may have a heightened margin of error due to the estimation of the mobility-limited population and residents of households having no vehicles. Mobility-limited populations were estimated by multiplying the population of individuals with disabilities in Cortland County by the national percentage of individuals who have mobility issues because of their disability. Residents of households having no vehicles were estimated by multiplying the average household size of Cortland County by the number of zero-vehicle households in Cortland County indicated in the 2014-2018 ACS Survey. The model estimates a public demand of 33,842 annual trips.

J. Greatest Needs Index

“Greatest transit need” is defined as those areas in Cortland County with the highest density of zero-vehicle households, elderly population, mobility limited, and low-income populations. These populations are generally considered to be the individuals that have the greatest need for public transit services.

Methodology

The US Census and the ACS data were used to calculate the greatest transit need index. The categories used for the calculation were zero vehicle households, elderly population, mobility-limited populations, and low-income populations. Using these categories, a “transit need index” was developed to determine the areas with the greatest transit need. The density of the population for each census block group within each category was

calculated, and six scoring segments were chosen to represent a reasonable range. The data was collected via the U.S. Census Bureau 2014-2018 5-year estimates data, while the mobility-limited population was estimated using mobility-limited population-proportion estimates from the 2013 Cortland County CPTP.

The census block groups in the segment with the lowest densities were given a score of 1. The census block groups in the segment with the next lowest densities were given a score of 2. This process continued for the remainder of the block groups. The block groups in the segment with the highest densities were given a score of 6. This scoring was completed for each of the categories (zero-vehicle households, elderly population, mobility limited population, and low-income population). After each census block group was scored for the four categories, the four scores were added to achieve an overall score.

Table 21 presents the rank for each block group in Cortland County. The scores range from 4 (lowest need) to 24 (highest need).

K. Community Perspectives

Surveys, focus groups, and personal interviews provided qualitative feedback about residents' perceptions and behaviors relating to transportation, with the following respondents:

General Public Surveys: 186

Agency Surveys: 23

Employer Surveys: 65

Ridership Surveys: 59 (58 submitted in March pre-COVID19 + 1 submitted in August post-COVID19)

Focus Groups and Calls: 12 (6 groups, 6 calls)

Key Informant Interviews: 10

Focus Groups

A total of six focus groups and follow-up phone calls were conducted with members from the target populations (summaries included in Appendix B). Individuals across all groups believe the City of Cortland is more connected by way of public transit compared to rural areas of the county. They desired to be independent and admitted a reluctance to ask others for a ride. It is worth mentioning that individuals within the older adult demographic were willing to retake their driver's license examination after a certain age, noting driving ability and/or confidence declines with age.

Improved sidewalks, more thorough snow-clearing during winter months, and improved road conditions were identified as areas of improvement for their mobility needs. Many said better communication between the transit system and the public would go a long way in terms of increasing satisfaction with the bus service. The COVID-19 pandemic has deepened feelings of isolation, which highlights the need for strong social bonds and technological capabilities to stay in touch with family/friends who are out of town.

Interestingly, many participants from all groups were willing to use alternative modes of transportation, aside from their personal vehicle, if doing so was pleasant, convenient, cost-effective, and got them to their destination in a timely fashion. However, parents with young children felt that modes of transportation besides their personal automobile were not feasible.

Stakeholder Interviews

A total of 12 interviews with key stakeholders were conducted throughout various dates in August (summaries included in Appendix B). Stakeholders commonly expressed a need to expand the public transit system into evening hours, and to include weekend services. Several stakeholders also expressed the need for the bus company to provide more frequent trips to rural parts of the county and cited the COVID-19 pandemic as a financial barrier that for the foreseeable future would stand in the way of their municipality or company being able to subsidize the bus system.

Table 21: Greatest Transit Need Model, Cortland County

Census Tract	Census Block Group	Land Area (Sq. Miles)	Total Population (2014-2018 ACS)	Total Number of Households (2014-2018 ACS)	Zero-Vehicle Occupied Households (2014-2018 ACS)			Total Number of Older Adults 65 & Older (2014-2018 ACS)			Mobility Limited Populations (2014-2018 ACS)			Households Below Poverty Line (2014-2018 ACS)			Overall Score	Final (1-6)
					#	Density (Hhlds Per Sq. Mile)	Rank	#	Density (Persons Per Sq. Mile)	Rank	#	Density (Persons Per Sq. Mile)	Rank	#	Density (Persons Per Sq. Mile)	Rank		
9701	1	42.1637	746	385	4	0.1	1	130	3.1	1	36	0.8	1	26	0.6	1	4	1
9701	2	32.6766	698	304	18	0.6	2	123	3.8	1	17	0.5	1	24	0.7	1	5	1
9701	3	29.7253	1134	448	9	0.3	1	155	5.2	1	41	1.4	3	32	1.1	2	7	1
9701	4	43.5065	836	403	13	0.3	1	162	3.7	1	33	0.8	1	41	0.9	1	4	1
9702	1	15.8046	621	270	29	1.8	3	91	5.8	1	19	1.2	2	17	1.1	2	8	2
9702	2	11.7522	834	432	12	1.0	3	160	13.6	3	18	1.6	3	21	1.8	2	11	3
9702	3	22.4112	1059	517	13	0.6	2	179	8.0	2	19	0.9	1	30	1.3	2	7	1
9702	4	24.7819	1231	410	14	0.6	2	212	8.6	2	14	0.5	1	46	1.9	3	8	2
9702	5	24.5285	1959	741	28	1.1	3	308	12.6	2	33	1.4	3	76	3.1	3	11	3
9703	1	0.3014	1090	471	12	39.8	4	203	673.5	5	23	75.9	4	12	39.8	4	17	4
9703	2	0.4852	760	286	10	20.6	4	182	375.1	4	2	4.7	3	17	35.0	4	15	4
9703	3	0.3024	704	328	0	0.0	1	138	466.3	5	4	14.0	4	0	0.0	1	11	3
9703	4	0.2521	517	274	0	0.0	1	121	480.0	5	17	67.7	4	79	313.4	5	15	4
9704	1	11.7953	1113	559	52	4.4	4	239	20.3	3	30	2.5	3	77	6.5	3	13	3
9704	2	9.8186	1105	469	41	4.2	4	162	16.5	3	22	2.3	3	26	2.6	3	13	4
9704	3	8.5716	476	220	6	0.7	2	73	8.5	2	8	0.9	2	6	0.7	1	7	1
9705	1	0.5041	1652	652	42	83.3	5	413	819.3	5	41	81.9	5	78	154.7	4	19	5
9705	2	0.1589	680	371	43	270.6	5	162	1019.5	6	18	115.5	5	39	245.4	5	21	5
9705	3	0.0731	550	411	56	766.1	6	28	383.0	4	18	240.8	6	134	1833.1	6	22	6
9705	4	0.4117	887	418	22	53.4	4	79	191.9	4	59	142.2	5	118	286.6	5	18	5
9706	1	0.1637	1024	482	103	629.2	6	224	1388.4	6	56	344.0	6	145	885.8	6	24	6
9706	2	0.1111	614	607	139	1251.1	6	48	432.0	6	31	276.3	6	103	977.1	6	22	6
9706	3	0.1728	666	409	68	393.5	6	154	891.2	6	7	38.5	4	56	324.1	5	21	5
9706	4	0.0667	582	259	33	494.8	6	40	599.7	5	16	244.3	6	38	569.7	5	22	6
9707	1	0.0966	777	292	42	434.8	6	39	403.7	4	13	136.7	5	114	1180.1	6	21	5
9707	2	0.1773	726	319	0	0.0	1	163	919.3	6	7	36.8	4	43	242.5	5	16	4
9707	3	0.2577	1249	498	0	0.0	1	233	904.2	6	10	38.8	4	0	0.0	1	12	3
9707	4	0.0974	932	457	25	256.7	5	137	1406.6	6	21	210.5	5	100	1026.7	6	22	6
9707	5	0.1748	1222	492	58	331.8	5	185	1058.4	6	42	237.7	5	101	577.8	6	22	6
9708	1	0.2584	2518	90	8	31.0	4	23	89.0	4	30	116.9	5	16	61.9	4	17	4
9709	1	0.5	1742	533	72	144.0	5	268	536.0	5	162	324.0	5	122	244.0	5	21	5
9709	2	0.3128	887	565	74	236.6	5	203	649.0	5	36	116.3	5	23	73.5	4	19	5
9709	3	0.1923	1328	558	65	338.0	6	17	88.4	3	69	359.1	6	202	1050.4	6	21	6
9709	4	0.1842	792	462	7	38.0	4	110	597.2	5	58	313.9	6	34	184.6	5	20	5
9710	1	7.0266	702	302	7	1.0	3	109	15.5	3	6	0.9	2	7	1.0	2	10	2
9710	2	3.7496	895	355	0	0.0	1	255	68.0	3	99	26.5	4	48	12.8	4	12	3
9710	3	6.7034	945	459	30	4.5	4	234	34.9	3	16	2.4	3	0	0.0	1	11	3
9710	4	1.7184	1754	761	123	71.6	5	242	140.8	4	58	33.7	4	242	140.8	4	17	4
9710	5	0.5099	1244	432	54	105.9	5	149	292.2	4	0	0.0	1	66	129.4	4	14	4
9711	1	42.774	1440	639	20	0.5	2	199	4.7	1	50	1.2	2	68	1.6	2	7	1
9711	2	26.0531	1090	574	10	0.4	2	137	5.3	2	27	1.0	2	58	2.2	3	8	2
9711	3	7.9199	1168	547	8	1.0	3	221	27.9	3	53	6.6	3	26	3.3	3	12	3
9711	4	25.4842	878	519	17	0.7	2	160	6.3	2	9	0.3	1	57	2.2	3	8	2
9712	1	25.3408	959	366	36	1.4	3	108	4.3	1	27	1.1	2	61	2.4	3	9	2
9712	2	30.672	1343	578	27	0.9	3	240	7.8	2	32	1.1	2	53	1.7	2	9	2
9712	3	24.1723	867	411	10	0.4	2	143	5.9	2	18	0.8	1	14	0.6	1	6	1
9712	4	16.5615	1127	431	15	0.9	3	186	11.2	2	20	1.2	2	19	1.1	2	9	2

Surveys

Multiple voluntary-response surveys were administered to Cortland County public transit riders, agency providers with transportation options, employers, and the public from January through August 2020. Seven Valleys Health Coalition contacted 28 agency providers and 192 employers for their respective surveys. The General Population Survey was initially distributed in hardcopy at the City of Cortland's Chillibration event (02/29/2020) and the Cortland Counts Forum event (03/04/2020). Using suggestions from National Academies of Sciences, Engineering, and Medicine's (2015) *Use of Web-Based Rider Feedback to Improve Public Transit Services*, additional responses were solicited electronically using county agency listservs, email blasts, the Way2Go Cortland Facebook page, as well as the Way2Go Cortland website.¹⁹³

Survey response rates were lower than the previous CPTP due to the lack of funding for incentives (i.e., no gift cards to award randomly to respondents) and the ongoing COVID-19 pandemic. Survey responses were primarily submitted electronically.

Cortland Transit Ridership Survey

Among responses from 59 individuals who use Cortland County's First Transit system, 82.75% indicated that they travel to the bus pickup area from their home, 56.90% indicated that they get access to the bus stop by walking, followed by 12.07% who get access through transferring busses. The three most common purposes for using the bus system are to get to work (64.29%), to go shopping (57.14%), and to travel to medical or dental appointments (42.86%). A total of 70.91% indicated they make a round trip to access these services, and the majority (73.21%) use this service daily. Some 57.14% of riders indicated that they have been late to work or school due to the bus transit system. See Appendix A, Table A-1.

Additional comments that have been left by Cortland Transit riders indicated that reoccurring lateness of busses on established bus routes are common and problematic. Riders also indicated that extending bus hours, specifically by starting the bus routes earlier or extending it to later hours, would provide better access to the workplace. Finally, respondents indicated that bus drivers should receive additional training in customer service skills.

Agency Provider Survey

Among responses from 23 county agency providers with transportation options, 65.22% said they provide transportation services. Those who offer transportation do so for a variety of reasons including but not limited to contracting as a service provider for another company, providing agency services for clients, emergency medical purposes, non-emergency medical purposes, and transporting students. Nearly half of surveyed agency providers (47.82%) report clients' lack of transportation interfering in the participation of services on a daily or weekly basis. See Appendix A, Table A-2.

Only a handful of agency providers responded to a question asking about budget allocations for transportation. Of those that responded, transportation did not exceed 5% of the agency provider's budget. Similarly, only a handful of agency providers responded to a question asking whether they had any plans in the foreseeable future to provide or expand transportation services. One agency provider said yes while three said they would like to be contacted for more information to [make such a plan] possible. Few responses were collected about barriers to providing transportation services to clients. The two most reported barriers were costs and liability.

Employer Survey

A total of 65 firms in Cortland County responded to a dedicated employer survey. It is important to acknowledge 61.54% of responses came from firms with 0-25 employees (small businesses). Based on survey responses, potential blind-spots in assessing the transportation needs of employees may exist. See Appendix A, Table A-3.

While 53.13% of employers said their work site was accessible from Cortland Transit, 32.81% were unsure. Approximately 43.08% of employers felt transportation issues never caused their staff to miss work, arrive late, or leave work early. However, 10.77% stated such issues happened 1-5 times per week. Another 16.92% were unsure/did not know. For a separate question, 64.62% of employers felt lateness/tardiness due to difficulty finding transportation to work did not apply to any of their staff's shifts. Meanwhile, 13.85% said they did not know.

Employers appear more certain about providing transportation supports. The most popular type of support, a bike storage area for employees provided by the company, already exists among 47.62% of respondents. Another 42.86% said they would consider providing such an accommodation. The second-most popular support, assistance with planning trips, is already provided by 21.31% of employers. An additional 24.59% said they would consider providing such an accommodation. The least-popular type of support, subsidizing the local transit system so it can expand the local hours, is already provided by 3.33% of respondents. Only 6.67% of employers said they would consider providing such an accommodation.

General Population Survey

A total of 186 individuals responded to the General Population Survey. It is important to acknowledge the age distribution among survey respondents differs from the estimated age distribution reported by the U.S. Census Bureau.¹⁹⁴ A larger percentage of survey respondents identified as being between the ages of 25-55. Meanwhile, a lower percentage of respondents identified as being aged 65 and above. A significantly lower percentage of respondents identified as being aged 18 and under.

Survey responses highlight several noteworthy trends. Approximately 71.20% of respondents agreed having a public transit system contributed to quality of life for area residents. However, few respondents identified public transit as their primary or secondary mode of local transportation. See Appendix A, Table A-4.

Using a personal vehicle ("My Own Car/Truck") was overwhelmingly the most popular primary mode of local transportation. Only 28.11% of General Population Survey respondents ever used the Cortland County public transit system. Those who stated that they ride the public bus on a daily or weekly basis almost exclusively do so for work or social purposes.¹⁹⁵

VI. Recommended Programs, Services, and Strategies

As stated on page 1 of this document, the goals of the 2020 CPTP seek to address the transportation needs of all county residents, especially among individuals with disabilities, older adults, and persons with limited incomes. Cortland County plans to address the needs of the community and the disadvantaged populations by:

- 8) Encouraging coordination efforts between transportation providers, employers, health and human service agencies, educational institutions, and municipalities.
- 9) Ensuring quality public transportation services for the community, with a specific focus on persons who are elderly, those with disabilities, and the economically disadvantaged.
- 10) Educating the public and health and human service providers about available transportation services.
- 11) Working with other counties in the region to create a transportation network not constrained by county borders.
- 12) Using available federal and state funding to further coordinate efforts and to create new services to address unmet transportation needs.
- 13) Collaborate with local entities to develop a more sustainable funding structure for the public transportation system.
- 14) Explore and encourage the use of expanded, sustainable practices in transportation like promoting greater use of public transit, ridesharing, Uber, Lyft, bicycles, and alternative modes like car sharing and bike sharing, etc.

The following objectives and their associated strategies should be used as a roadmap for meeting the needs of the Cortland County community and to address the identified gaps in transportation services.

A. Objective 1: Maintain a Mobility Management Program

Strategy 1.1: A Mobility Management Program (MMP) seeks to address the transportation needs of the general population as well as special populations such as the elderly, low income, and persons with disabilities. The MMP includes staffing with a minimum of a 1.0 FTE Mobility Management Coordinator (MMC).

Duties of the MMC should include:

- Facilitate the implementation of the Coordinated Public Transit-Human Services Transportation Plan 2020.
- Personal outreach to the public using events, workshops, talks, and displays to promote transportation options.
- Marketing of Way2Go Cortland using the website, print, radio, social media, video, and any other resources that become available.
- Manage, advocate, and track transportation-related complaints and questions that come to the MMC.
- Assist the public transit agency in the design and printing of new schedules and maps keeping in mind universal design to accommodate those riders with disabilities.

- Continue the bus advertising program and partnerships with local businesses.
- Increase awareness and use of the 2-1-1 service to include marketing the call center to those with Limited English Proficiency (LEP).

B. Objective 2: Improve Community Environment and Public Transportation Infrastructure

Improvements to the environment and infrastructure will help to address the needs of individuals with differing abilities and increase the use of public transportation.

Strategy 2.1: Improve existing sidewalk infrastructure within Cortland County to be more accessible, especially in immediate areas surrounding transit stop locations.

Strategy 2.2: Expand the number of bus shelters currently in place in Cortland County to encourage additional use of public transit operations.

Strategy 2.3: Continue to support the placement of additional wayfinding signage.

Strategy 2.4: Identify geographical gaps in services of Cortland County's public transit system through the utilization of a technology-based tracking system or alternative method.

Strategy 2.5: Establish a coordinated and sustainable system of transportation to/from areas adjacent to Cortland County (e.g., Broome, Cayuga, Chenango, Madison, Onondaga, and Tompkins counties).

Strategy 2.6: Identify and quantify the demand for evening and weekend transit services among the target populations as well as businesses, employers, and tourism.

Strategy 2.7: Establish reoccurring educational refreshment courses on safely transporting individuals with mobility-related disabilities for publicly funded transit operations in collaboration with community advocacy partners.

Strategy 2.8: Cortland County should seek RFIs and RFPs from transportation providers at least every 10 years.

C. Objective 3: Improve Access to Safe Alternatives to Driving for Target Populations to Address Issues Prior To and In Consideration of the COVID-19 Pandemic

Strategy 3.1: Improve access to technology that allows for improved access to telehealth, as well as to offset the effects of restricted in-person access to nursing homes and personal aids via alternative communication mediums.

Strategy 3.2: Seek funding opportunities from the FCC to expand bandwidth and Internet provider access in designated locations to allow for improved telehealth access and at-home educational opportunities.

Strategy 3.3: Seek funding to provide travel vouchers for medical appointments to elderly individuals above the Medicaid income threshold.

D. Objective 4: Enable and Promote Human-Powered, Public Transportation, and Alternative Forms of Connectivity to Employment, Healthcare, Socialization

Strategy 4.1: Continue to contract with Tompkins Cortland 2-1-1 to act as an information and referral source to consumers seeking transportation options and services. The 2-1-1 call center is often the first contact for individuals, who are then directed to Way2Go Cortland (MMC) for more in-depth assistance.

Strategy 4.2: Establish a centralized Volunteer Driver Program (VDP) and pursue NYSDOT-5310 funding to support anticipated volunteer operations.

Strategy 4.3: Establish a First Mile/Last Mile (FMLM) program through which to promote greater access to county transit hubs and services. A VDP is often used as the provider of this service.

Strategy 4.4: Establish a bicycle-friendly community through a comprehensive package of reforms aimed at making streets safer and more people able to access and enjoy the benefits of bicycling.

- 4.4.1 Develop a lease-to-own bike ownership program. (Price set as a percentage of monthly transportation costs for low-income patrons).
- 4.4.2: Develop a bike-share program that is accompanied by signage, designated riding routes, and prioritized snow removal areas during periods of inclement weather.
- 4.4.3: Work with the business community to create additional at-work bike storage.

Strategy 4.5: Prioritize transportation expansion initiatives into areas with highest indicated zero-vehicle household locations, areas with high rates of poverty, and areas with highest scores on the needs analysis index.

VII. Implementation Guidance on the Recommended Programs, Services, and Strategies

Implementation of the strategies mentioned in Section VI must be done with full consideration for the risks related to the COVID-19 pandemic. Maintaining the safety of the community continues to be the highest priority, and thus strategies allowing for adequate social distancing and remote discussion should be prioritized until the COVID-19 pandemic is no longer deemed a risk by the CDC, and other federal, state, and local decision makers. Strategies requiring long-term communication with various stakeholders should prioritize virtual options when there is the capacity to do so until the risks of COVID-19 have been effectively eliminated. Additionally, strategies that unavoidably necessitate in-person contact with volunteers, consumers, stakeholders, and additional service providers should also have clearly established and enforced safety guidelines to prevent the spread of COVID-19, as well as have the protective personal equipment (PPE) resources necessary to do so.

This section expands on the recommendations of various strategies listed in Section VI, including suggested organizations and coordinated actions that would contribute to a smoother and more successful implementation. The recommended strategies and the implementation guidance below require Cortland County to attempt to seek out and draw upon all possible funding sources to make implementation of these strategies feasible, including but not limited to federal, state, and private funds.

The County will also provide all County Department heads and relevant employees with suitable policy guidelines regarding implementation of the strategies herein to the maximum extent feasible and provide a copy of this plan to the County Department heads.

Following the implementation plan for the strategies listed herein is not required if the County determines that one or more of the following situations exist in relation to a particular strategy:

- A) The cost or impacts of implementing the strategy are excessively disproportionate to the need for the strategy and the benefits derived from the implementation; and/or
- B) The strategy implementation would have an adverse impact on or be contrary to public safety; and/or
- C) Funds cannot be made available to adequately implement the strategy.

A. Objective 1: Maintain a Mobility Management Program

The MMP should be guided by a Transportation Advisory Committee (TAC), which should be a formal sub-committee of the Cortland County Legislature as that will bring legislators to the table and will enhance TAC's legitimacy. A MMP requires staffing with a minimum of a 1.0 FTE Mobility Management Coordinator (MMC). The MMC is a strategic position that warrants continued funding to assist with implementing and coordinating many of the various programs and projects discussed herein. A MMC is also vital to be the face of mobility management and to act as an advocate for the consumers of transportation services in the county. The MMC is also a liaison between the public and municipal leaders to ensure transportation remains at the forefront of the public consciousness as an invaluable community resource. Currently 5311 funds are the source of funding for MMPs in rural communities, including Cortland County.

Objective 1 Implementation Tasks

- Formalize the TAC as a subcommittee of the Legislature (County Planning; A/P/E Committee)
- Require a RFP for the MMP contract at least every 4 years in coordination with the 5311 grant application (County Planning; County Administrator)
- Continue applying for 5311 Capital, Mobility Management funds (County Planning)

B. Objective 2: Improve Community Environment and Public Transportation Infrastructure

Improvements to sidewalks, bus shelters, curb cuts, and signage increases access to, as well as boarding and exiting public transit buses easier. Expansions to public transit services (routes, days of the week, and hours of operation) should be based upon need. Evening and weekend service has long been a need of the public, identified through surveys, focus groups, and stakeholder discussions. However, funding to cover the cost of expanded services continues to be a barrier. Identifying the demographics interested in expanded services, as well as nature of the anticipated trip (work, school, recreation, medical, social), will help guide the exploration of appropriate funding sources.

Inter-county transit requires broad operational coordination between Cortland County, and its contiguous counties of Broome, Cayuga, Chenango, Madison, Onondaga, and Tompkins, in addition to the transit system that operates in each of those counties. Coordination of inter-county transit will provide opportunities for long distance travel utilizing multiple transit systems, increasing service opportunities for individuals who seek to travel longer distances. Ideally, this would also contribute to an increase in overall ridership.

This strategic approach addresses gaps in services to those seeking out-of-county medical services, low-income individuals seeking out-of-county job opportunities, and individuals seeking broader recreational opportunities. SUNY Cortland and TC3 have both expressed an interest in expanding inter-county transit services. Cortland County would need to take the lead on this strategy.

Objective 2 Implementation Tasks

- Encourage drafting and adoption of Complete Streets policies in all Cortland County municipalities, including a Cortland County policy (Mobility Management; County Planning)
- Pursue funding to improve sidewalk infrastructure to be accessible, especially in areas surrounding frequent transit stop locations. (County Planning; Mobility Management; municipalities).
- Facilitate planned inter-county communication to improve operational cooperation via outreach to transit operators in adjacent counties (Mobility Management; Cortland Transit; County Planning)
- Continue work with SUNY Cortland and TC3 on inter-county transit by facilitating communication with appropriate transit partners (Mobility Management; Cortland Transit)
- Pursue increased revenue through grant applications or other more creative funding streams to expand route service to evenings and weekends (County Planning; Mobility Management; Cortland Transit)
- Require the public transit provider to provide ADA trainings for its drivers and dispatchers. (County Planning; Mobility Management; Access to Independence).
- Require a RFP from the County's public transit provider at least once every 10 years in coordination with the dates of the 5311 grant application (County Planning, County Administrator)

C. Objective 3: Improve Access to Safe Alternatives to Driving for Target Populations to Address Issues Prior To and In Consideration of the COVID-19 Pandemic

Broadband, Internet, and access to technology will help to improve access to safe alternatives to driving, through telehealth, telecommuting, and tele-education access. The acquisition of technology for telehealth access for elderly individuals can address concerns related to COVID-19 exposure, transportation needs of individuals with low mobility, and could potentially decrease the number of unfit drivers on the road in Cortland County. Some organizations have previously designated rooms to facilitate access to telemedicine for individuals who otherwise would not have access to it. Such a strategy could be replicated to provide necessary and secure access to telehealth technology.

The FCC, USDA, and Appalachian Regional Commission provide funding for rural locations that desire an increase in broadband access for their community. Specifically, community health centers and local health departments are eligible and would be encouraged to seek funding via the HHS HRSA. The expansion of broadband access would address Internet-related gaps in services to rural and low-income families in Cortland County. Such gaps in services have shown to further deepen social isolation and stand in the way of access to care at a critical time when telehealth is being used more often.

Objective 3 Implementation Tasks

- Consult with Southern Tier 8 Regional Planning and Development Board on best methods to address local broad-brand constraints (County Planning)
- Facilitate discussions with healthcare providers in Cortland County and other stakeholders on how to support improved broadband services in the County (Mobility Management).

D. Objective 4: Enable and Promote Human-Powered, Public Transportation, and Alternative Forms of Connectivity to Employment, Healthcare, Socialization.

Volunteer Driver Program

A comprehensive volunteer driver program (VDP) would require a centralized approach that includes the cooperation and buy-in from a broad base of community organizations, municipalities, and public entities, as well as various service organizations that do not offer transportation services but have a need and/or require access to such a service.

The success of a VDP would depend on a reliable source of funding to cover the cost of charitable rides (those not covered by Medicaid). Establishing contracted agreements with a variety of organizations/payors, such as the Cortland County DSS, Access to Independence, Area Agency on Aging, substance abuse treatment providers, CCOCC, YWCA, YMCA, AVV and probation, along with potential sources of driver recruiters like churches, and Cortland AAA will provide for a more sustainable VDP. The provision of services to seniors and persons with disabilities via accessible vehicles would create a strong case for Cortland County or its community partners to seek funding from NYSDOT Section 5310 to offset these anticipated costs. This strategy would address the gaps in services related to elderly and low-income individuals above the Medicaid cutoff line who require transportation for medical services.

A single, coordinated VDP will be more sustainable than multiple limited volunteer driver programs throughout the County. Currently CAPCO offers a limited VDP and they have indicated an interest in expanding their program.

A First Mile/Last Mile (FMLM) program, provides additional accessibility to public transit services in areas where transit is limited or requires an individual to travel short distances to a transit point. First Mile/Last Mile is an expansion of services to rural and vulnerable populations by using on demand services to transport individuals to primary transit points.

FMLM programs vary considerably, and sometimes include a variety of initiatives to act as a conduit between a person's home, and a given transit point. VDP and FMLM are supportive of one another. A VDP can be used as the source of transport for a FMLM, as the VDP could be used to drive patrons to and from a nearby transit point instead of the volunteer driver program providing a full-length trip. The VDP can identify drivers who prefer shorter trips such as the FMLM. In addition, the establishment of a bicycle friendly community would also support first mile/last mile programs since all the public transit buses have bicycle racks. For some commuters with longer travel distance a combination of bicycle and public transit is a low-cost alternative to vehicle ownership.

Bicycle-friendly Community

A bicycle friendly community initiates policies and practices to help people feel more comfortable traveling by bicycle with other traffic. The level of bicycle-friendliness is influenced by many factors, including town planning and cycling infrastructure decisions. The benefits of a bicycle friendly community include a reduction in

greenhouse gas emissions, air pollutants (walking and biking emit no greenhouse gases), noise pollution and congestion, as well as improvements in public health and economic outcomes as communities become more sustainable and connected through foot traffic. Bicycle friendly communities also see a reduction in traffic congestion along with a reduced need for new parking lots and roadways.

The implementation of bike sharing and/or bike lease programs could be supported by NYSDOT funding, as sections 5310, 5311, and 5307 all provide funding for additional bicycle racks, shelters, and bicycle route development.

A lease-to-own bike program would be best offered at a monthly cost to patrons that is calculated as a given percentage of the estimated monthly public transit costs in Cortland County for low-income families.

There are some instances where non-profits or private businesses in Central New York have offered bicycles to low-income and vulnerable communities and could serve as a source of conceptual assistance if a similar program were to be enacted in Cortland County.

Alternatively, Cortland County could submit an RFP for community bikeshare providers. However, this may create a limited area in which rideshare bikes could be operated. Many bike share companies, like Lime Bike, prefer to launch e-scooters because they are more profitable than traditional bicycles, however, e-scooters carry safety and legality concerns.

The Cortland County Health Department, Cortland County Planning Department, the City of Cortland, and health-related community organizations would be ideal participants in the planning and implementation of this strategy.

Objective 4 Implementation Tasks

- Maintain the contract with the Human Services Coalition of Tompkins County to operate the Cortland 2-1-1 Information and Referral call center and on-line platform. (Cortland County; Mobility Management).
- Continue planning efforts with existing community partners already meeting to create a VDP to meet the needs outlined above (Mobility Management; CAPCO; Volunteer Transportation Center).
- Pursue additional funding to execute the First Mile/Last mile plan crafted by the VDP partners (Mobility Management; County Planning).
- Research bicycle friendly communities to identify needed infrastructure, legislation and initiatives that could be modeled in Cortland County (Mobility Management).
- Encourage drafting and adoption of Complete Streets policies in all Cortland County municipalities, including a Cortland County policy (Mobility Management; County Planning)
- Identify community leads to bring lease-to-own and bikeshare programs to Cortland County (Transportation Advisory Committee; Mobility Management; municipalities)

Appendix A—Surveys

Cortland Transit Ridership Survey

Table A-1: Cortland Transit Ridership Survey Responses

Source: SurveyMonkey: SVHC Ridership Survey

Where are you coming from to access the bus? (n=58)	Percentage of all responses
Home	82.76%
Work	17.24%
Shopping	8.62%
Medical	5.17%
Other	3.45%

How did you get to the bus stop to board the bus? (n=58)	Percentage of all responses
Transferred from another bus	12.07%
Walked	56.90%
Biked	0%
Drove alone and parked	10.34%
Dropped off	8.62%

Where are you going to? (n=53)	Percentage of all responses
Home	18.87%
Work	54.72%
Recreational Activities	0%
School/College	3.77%
Shopping	37.74%
Medical and/or Dental	11.32%

Are you making a round-trip using Cortland Transit? (n=55)	Percentage of all responses
Yes	70.91%
No	29.09%

If Cortland Transit were not available, how would you make this trip? (n=56)	Percentage of all responses
Drive Alone	8.93%
Uber/Lyft/Taxi	42.86%
Someone would drive me	28.57%
Walk or Bike	25.00%
Carpool/Vanpool	5.36%
Would not make this trip	12.50%
Other	10.71%

What do you generally use Cortland Transit for? (n=56)	Percentage of all responses
To get to or from work	64.29%
To go shopping	57.14%
To get to medical appointments	42.86%
To get to or from school	1.79%
To visit friends or family	10.71%
Other	7.14%

How often do you ride the bus? (N=56)	Percentage of all responses
Daily	73.21%
Weekly	25.00%

Have you ever been late to work, school, or a doctor's appointment, etc. because the bus was late? (n=56)	Percentage of all responses
Yes	57.14%
No	42.86%

Agency Provider Survey

Table A-2: Agency Provider Survey Responses

Source: SurveyMonkey: SVHC Agency Provider Survey

<i>How frequently does a lack of transportation prevent client participation in agency programs and services? (n=23)</i>	Percentage of all responses
Daily	17.39%
Weekly	30.43%
Monthly	17.39%
Remaining	34.79%

<i>Do you currently provide transportation services? (n=23)</i>	Percentage of all responses
Yes	65.22
No	34.78

Employer Survey

Table A-3: Employer Response Survey Responses

SurveyMonkey: SVHC Employer Survey

Question	Did Not Know (Percent of All Responses)
Is Cortland Transit accessible for your work site?	32.81%
How many times do employees miss work, arrive late, or leave work early because of transportation issues?	16.92%
Indicate which workdays/shifts employees are most often late or tardy for because they have difficulty finding transportation to work. (select all that apply)	13.85%
What percentage of your current employees commute to work using Cortland Transit?	10.77%

How many employees work at your location? (n=67)	Percentage of all responses
0-25	61.19%
26-50	14.93%
51-99	4.48%
100-199	11.94%
200-399	4.48%
400+	2.99%

Is Cortland Transit accessible for your workplace? (n=66)	Percentage of all responses
Yes	54.55%
No	7.58%
I do not know	31.82%
Other	6.06%

Approximately what percentage of your current employees commute to work using Cortland Transit? (n=67)	Percentage of all responses
0-25%	88.06%
26-50%	1.49%
I do not know	10.45%

How many times do employees miss work, arrive late, or leave work early because of transportation issues? (n=67)	Percentage of all responses
1-5 times/ week	10.45%
More than 5 times / week	1.49%
1-5 times / month	1.49%
1-5 times / quarter	2.99%
1-5 times / year	22.39%
Never	43.28%
I do not know	17.91%

Workdays/Shifts employees are most often late because of transportation related difficulties (n=67)	Percentage of all responses
First Shift	20.90%
Second Shift	4.48%
Third Shift	2.99%
Weekends	5.97%
Does not apply to any shifts	64.18%
I do not know	14.93%

How often have employees lost/left their job because they lacked dependable transportation? (n=67)	Percentage of all responses
1-5	20.90%
6-10	4.48%
More than 20 employees/year	1.49%
Never	55.22%
I do not know	17.91%

General Population Survey

Table A-4: General Population Survey Responses

Source: SurveyMonkey: SVHC General Population Survey

Modes of Transportation	Primary Mode of Local Transportation (n=191)	Secondary Mode of Local Transportation (n=186)
My Own Car/Truck	82.80%	21.43%
Walking	8.60%	41.21%
Biking	2.69%	7.14%
Bus	2.69%	6.59%
Taxi/Uber/Lyft	0.54%	7.69%
Carpool	1.08%	10.99%
Other	1.61%	4.95%

How old are you? (n=191)	Percentage of all responses
18 years or under	1.57%
19-24 years	5.76%
25-40 years	37.17%
41-55 years	27.75%
56-64 years	16.23%
65+ years	11.52%

In your opinion, does having a public transit system contribute to quality of life for area residents? (n=189)	Percentage of all responses
Yes	71.43%
Somewhat	20.63%
No	2.65%
No opinion	5.29%

What would make you more likely to use alternative forms of transportation to get around such as biking, walking, scooters, etc.? (n=189)	Percentage of all responses
I already use alternative modes of transportation to get around	19.05%
More of a biking/walking culture in the county	20.11%
My physical condition prevents me from biking/walking more	10.58%
Incentives (ex. Giveaways)	10.05%
Sense of Security	0%
Better infrastructure related to alternative modes of transportation	50.26%
Other	22.22%

Appendix B—Focus Groups and Interviews

General Public Focus Group

Date: 08/13/2020

Format: Zoom meeting hosted by SVHC

Group size 5

1. General purposes for personal transportation include work, groceries, school, social, medical appt. Are there any other points of interest you need to travel to?
 - a. Hard to get to outdoor recreational activities and or shopping/leisure without access to a car-Lime Hollow, Dwyer Park, Lime Hollow, Finger Lakes Trail, Destiny Mall in Syracuse
 - b. Would like easier access to other bus systems like in Syracuse, Ithaca
2. What challenges/limitations exist for traveling to work, getting groceries, school, social, medical appt.?
 - a. No challenges with own car
 - b. Notice people walking on roads in potentially dangerous situations
 - c. Poor condition on sidewalks, icy (not cleared in winter) or uneven can be hazardous/ Sidewalks need to be better maintained
 - d. Challenging to bike because of other cyclists not following rules and drivers not knowing what to expect as a result
3. How did COVID change where you need to travel to and the challenges/limitations you experience?
 - a. People stopped going places-UBER driver was busy moving food orders around/Around June people started moving around more
 - b. Inability to travel out of town because of COVID-lots of questions upon re-entry
 - c. Concerns about visiting family in other parts of state if cases were higher/COVID made me question safety of places I may want to travel to
 - d. Traveling much less, less going to see family in other places, cut down on car usage and number of trips taken-Has NOT changed walking habits to office downtown
 - e. Pandemic opened new opportunities to learn how to do things virtually/ learned different ways to navigate the new world
4. Do you use Cortland County's public transit at least once per month (raise your hand)? If you use public transit, can you identify 2 problems that exist with current services? If you do not use public transit, can you identify why?
 - a. No-not convenient for where I live, and routes do not go by my house at times that are helpful
 - b. Not convenient for working schedule
 - c. Dial a Ride not convenient
 - d. Do not need to use it since I have my own car
 - e. Not familiar with the operations of the bus/would use it if I had to and understood operations
 - f. Timing of runs inconvenient, walking was faster/more direct
 - g. County Office Building now shut to visitors because of COVID, very inconvenient for travelers of the buses who stop there / need a bus hub where people can go and get information about the bus schedules/routes and times
 - h. Fare-free routes are convenient people should know more about them

5. Cortland County has an overwhelming reliance on using a personal vehicle alone as the primary means of transportation. What would motivate you to use an alternative mode for primary transportation (i.e., walk, bike, public transit, ride-share, carpool)?
- If my car broke down, I would consider alternative modes like biking
 - Would walk more because of environmental reasons
 - Would like to see more bicycle-friendly infrastructure (bike lanes) and education making it safer, then I would bike more /more people biking would make drivers more familiar with having them on the road
 - Will not bike in winter, carpooling is an option-need a local network of fellow riders/carpooling saves time and effort and gas money
 - I would prefer not to use my own car but need to know more about public transportation
 - Nature of public transit has changed/used to be high quality private service, but socioeconomic character of community changed, businesses shut, school became more centralized/ character of public transit changed, if it were viable would use it
 - I have chosen where to live based on the accessibility of what I need to get to, so I do not have to get another car both for economic, health and environmental reasons
 - Economic (money savings) and environmental sustainability are big reasons why to choose modes other than personal vehicle

Accessibility Advocates Focus Group

Date: 08/14/2020

Format: Zoom meeting hosted by Access to Independence, questions delivered by SVHC

Group size: 5

- General purposes for personal transportation include work, groceries, school, social, medical appt. Are there any other points of interest you need to travel to?
 - No knowledge of local transit
 - Need to access recreation/hiking opportunities, nature trails in Ithaca-inaccessible without car
- What challenges/limitations exist for traveling to work, getting groceries, school, social, medical appt.?
 - Cortland Transit hours are limited/ending at 6 pm limits some shopping/work options
 - The routes do not go as far as needed, especially for those with mobility limitations not able to walk extra distance on foot
 - Questioned general accessibility of transit, will driver make announcements or help as needed
 - Understanding the bus schedules can be a barrier- colored bus routes could help make it easier
 - Lack of shelters in areas that need it/cold months make it hard to wait outside
 - Number of grocery bag limit hard when making a grocery trip once a week
 - Must clearly tell passengers what the limits are, what counts (bags on back of wheelchair do they count, etc.)
- How did COVID change where you need to travel to and the challenges/limitations you experience?
 - People hesitant about travel, sense of unease and fear about COVID and need to wear a mask, media messages confusing and frightening
 - Lack of knowledge of precautions being taken on bus without access to social media/need for more written messages around town
 - Not had anyone outside family members in car since March-saved miles on car
 - Limit trips to grocery store, now make sure each trip I get what I need to last the week
 - Stopped travel around the state supporting self-advocates-miss that/ lack of human interaction and increased isolation is a big drag for folks with disabilities and for everyone

Spinoff question: Abandonment? The tragedy of deaths in nursing homes because staff was reluctant to report to work amid COVID-19, has there been that experience among the population of individuals with disabilities?

- Deaths in state run and other group homes but difficult to track numbers
- Anecdotal knowledge of people moving back in with families
- Heightens desire for independent living
- Truth is the nature of congregate settings -COVID spreads faster, individuals with disabilities are 2x as likely to develop COVID

- Residents in Guthrie not seen family since March, recent plans to reopen to visitors shut down when staff got COVID
 - Sad and confusing time for elderly
 - One ATI staff member at very high risk for COVID was put into medical quarantine until 2021-this individual would usually drive her own vehicle or take public transit but she cannot go out. There is a feeling of being 'left behind' as everyone else starts to slowly go out shopping and to appointments again.
4. Cortland County has an overwhelming reliance on using a personal vehicle alone as the primary means of transportation. What would motivate you to use an alternative mode for primary transportation (i.e., walk, bike, public transit, ride-share, carpool)?
- If it were not for the pandemic, I would prefer carpooling. Greater advertisement of carpool options or public transit would motivate people to use it more.
 - Lack of internet may need word of mouth or newsletter to advertise
 - A fun contest with incentives like SVHC's past bike/walk week challenge motivates
 - If sidewalks were safer to navigate would be more motivation to walk / Sidewalks are often uneven, or they suddenly end into gravel or a rut-dangerous for walking impossible for wheelchairs
 - Would love to get rid of car but need a bus that goes where I need it to go and a consistent schedule
 - More bike-friendly streets would be incentive to bicycle more
5. What should we keep in mind for next steps given accessibility limits?
- Cost factor- a sliding scale for bus passes
 - Travel training
 - Small transit authority serving outer villages-bus/van making trips to outlying villages taking people into city for appointments- could reduce reliance on car to get into city for day even if it is just a few times a week

Individuals with Disabilities Focus Group

Date: 08/21/2020

Format: Telephone interviews

1. General purposes for personal transportation include work, groceries, school, social, medical appt. Are there any other points of interest you need to travel to?
- Out of county travel/ advocacy work in Albany
 - Weekend activities/Pumpkinfest/ sporting events/ spiritual opportunities
 - Agree with mall/gym/hiking opportunities
2. What challenges/limitations exist for traveling to work, getting groceries, school, social, medical appt.?
- Turning radius with large wheelchair on buses is challenging
 - Hard to travel on sidewalks from home at 42 Church to sister at Regina Drive
 - Time limitations. Planning a trip from Cortland to Albany for example, if using a train, will take up most of the day. More seamless connections for intercounty travel would help.
 - Poor experiences on local cabs or cramped environment on bus. Do not feel like they are there to provide quality service/ feel like they are doing a job and do not care about us.
 - Would like to know where the bus is on the route/ a tracking app
 - Hard to walk a distance when joints are aching or when carrying a bunch of things
 - Timing of the bus-cannot take the bus to get to work and go home because of its hours, would have to leave work early and I need to work an 8-hour day
 - Communication-bus company needs to communicate if a bus is broken down and send replacement bus if it happens- was stranded in McGraw one day and no replacement came along when a bus broke down in Willet
3. How did COVID change where you need to travel to and the challenges/limitations you experience?
- Must get tested routinely at doctor more/ MAS is very difficult must call 3 days before

- Bus driver does not let me sit near my caregiver, do not always feel safe on the bus because of where driver has me sit in the back
 - Limited travel/ fewer and longer shopping trips
 - In quarantine from March to January- vulnerable group/not allowed to drive in car with anyone I have not quarantined with (lives alone)
 - Not been to grocery store/pharmacy since first week in March
 - Not able to ride bus- went to doctor once in July first time anyone touched me was for doctor to draw blood
 - Car broke down, got it towed, will have to walk five miles to get it
 - Cannot drive more than ten miles because of disability/ would have no transport to get to provider in Syracuse and they will not see me anyway because too high risk
 - Because of disability low vision requires yearly eye exam, they waived it this year gave me contacts for a year, but license expires in March- hoping for paperwork to keep license otherwise lose license and cannot drive anywhere
 - Getting to a point where increasingly relying on public transit, one day I will not be able to drive so I need public transit that serves my needs
 - Pandemic is affecting me, my disability and ability to be in the world
 - Quarantined people in McGraw have coolers outside their home for food deliveries
 - I get a wellness check Wednesdays, through Catholic Charities or informally through lawn caretakers who check on me
 - Have multiple food allergies so difficult to get food, lost 10 lbs. over course of pandemic
 - Will visit in-laws from porch, 12 feet away
 - Hard to communicate with family via Zoom if they are not familiar with technology
 - Cannot use public restrooms, travel with a coffee can
4. Do you use Cortland County's public transit at least once per month (raise your hand)?
- a. If you use public transit, can you identify 2 problems that exist with current services?
 - Drivers need better training with ADA compliance and need to treat individuals with disabilities respectfully
 - Drivers need training in locking down wheelchairs and transit needs to be safe/ lockdown mechanisms need to be high quality
 - b. If you do not use public transit, can you identify why?
 - **Skipped**
 - c. No, live in town so do not need to use the bus. Can get a ride or walk where I need to go, and bus does not operate within hours that suit my needs.
5. Cortland County has an overwhelming reliance on using a personal vehicle alone as the primary means of transportation. What would motivate you to use an alternative mode for primary transportation (i.e., walk, bike, public transit, ride-share, carpool)?
- Weekend service even if it was 10-4
 - If it felt convenient and if it was enjoyable-a pleasant experience. For example, will take a train even though it takes longer than taking a bus from Cortland to Albany, but I will do it because of the comfort and the atmosphere on the train versus on the bus.
 - If there is nowhere to park that would disincentivize driving and make it easier to take alternative modes
 - If it was easier to get around Cortland (Main Street one way and makes it awkward to bike to work at other end of Main Street)
 - If buses ran later, I could take them for my needs
 - If the transfers to out-of-town travel were easier, less complicated, ways to track them
 - Would feel better if bus windows opened so more ventilation
 - Because of balance issues cannot bicycle, would use tricycle if those were staged as part of a bike share program
 - Scooters were a nice option in Europe to get around quickly

Spinoff question about accessibility throughout Cortland:

- Lucky to live close to bus stop and drivers friendly and buses accessible

- Can get what I need from Main Street Cortland when get off in Cortland
- When bike share was in Cortland, they would not operate out of bounds of host communities, inconvenient for people who needed them
- Steps to the gymnasium of the Cortland County Office Building pose a problem for visitors to ring bell to be let in for appointment
- Main Street being one way is challenging to get somewhere on other end of it going the wrong direction of one-way travel
- Having more options for people to choose from would be good.
- One main thing that would make a big difference is just a slight expansion of service/does not have to be 7 days a week but if transit would maybe just do a few hours on the weekends or a few days of the week where they run later it would be a permanent step in the right direction.

Spinoff Question about telecommute/telehealth, shortcomings, or challenges:

- Telephone phone telehealth is critical. for the OMH and OASIS may be cut off in a few weeks which will make it more challenging to be seen. It will mean zoom only and the provider needs to be in a certified site.
- Lucky to live in city of Cortland decent internet, challenging to connect to coworkers without internet
- Visits to people in rural areas challenging, if run into trouble no signal or way to call, stuck in a ditch in Cincinnati
- Safety risks and problem for workforce
- In McGraw, dead zone both internet and cellphone service-cell service only enough to allow texts, need phone calls on landline, get a hotspot through work but takes 40 minutes to load a webpage
- Internet up and down all day makes working from home challenging
- Newspaper highlight of my day because of isolation
- Write letters and get phone calls as ways to communicate
- Afraid of furlough because of difficulty remote working/workplace has accommodated my hours to allow me to go on Saturdays when no-one else is there to work
- A doctor visit can only accomplish so much on phone, had to go into office in July, blood draw was first human touch since March
- Primary care doctor frustrated by neurologist appointment cancellations/primary trying to cover everything
- Local high school and library talked about expanding internet for community to access (for students) no word yet on whether community can also tap in or where this stands
- If 911 system allows texts would be great help in terms of safety issue for some
- Provider had been charging \$5 for internet I did not have-they waived the \$5 monthly fee

Spinoff Question: If you could fix one thing what it would be?

- Sidewalks are top priority/ all need an endcap, not safe to navigate, low depth perception, can drop off abruptly or end completely

Older Adults Focus Group/ Individual Interviews

Date: 8/24/2020

1. General purposes for personal transportation include work, groceries, school, social, medical appt. Are there any other points of interest you need to travel to? (Other focus groups discussed outdoor recreation opportunities, the gym, the mall, leaving Cortland County, or going to church and other houses of worship)
 - Doctor's appointments out of the county, blindness prevents me from driving and winter months are especially challenging for getting around
2. What challenges/limitations exist for traveling to work, getting groceries, school, social, medical appt.?
 - No restrictions other than COVID, drive car to Dryden Lake to socialize and visit with people
 - No challenges because have own vehicle
 - Not used to taking bus, cannot read print on schedules/ materials not user friendly
 - Weather conditions a concern and will become more so
 - Find myself feeling less secure as I age- could make an honest mistake and hurt myself or someone else
 - Will eventually take bus as I age more

- Legally blind/ ride scooter but slowly, cannot carry many groceries on it or take it in bad weather
 - Challenging to navigate bus transfers
 - Need someone to help me shop because I must take breaks and cannot pushcart and scooter
3. How did COVID change where you need to travel to and the challenges/limitations you experience?
- COVID-19 restricted socializing/eliminated trips to FI
 - It has impacted visiting friends and family in other parts of the state or in North Carolina
 - Burial of father was put off for months, could not get full military funeral because of travel through VA
 - Tele-med has worked out well for primary care and specialist visits
 - Make fewer trips to the store and shop locally versus farther afield
 - Since March only been to two stores, will not visit family or friends who do not social distance, limit visitors to small circle of trusted friends/family
 - Family has Instacart which I use/family will help get places if I could not
 - Had a doctor's visit through telehealth/doctor was very thorough
 - Cortland County has very low cases, no issues for me
 - Telehealth needs to improve in Cortland County
 - I was a shut in before has not changed my life
 - Volunteerism/socialization opportunities have lessened
 - Must get up energy to walk
 - Must force myself out of apartment to socialize/ communal picnic tables where I live and central location helps
4. Do you use Cortland County's public transit at least once per month (raise your hand)? If you use public transit, can you identify 2 problems that exist with current services?
- If you do not use public transit, can you identify why?
 - No, Cortland Transit does not come to where I live besides Dial-A-Ride
 - The people who have a positive view of public transit do not use it-more people need to ride it
 - The system does not get the support it needs – suggestion: Set up phony routes and see what people think, get feedback and design routes accordingly
 - Not on the normal transit schedule but would use it when it would come out to me to take me to low vision support groups monthly
 - Do not know the system very well, do not avail myself of it because of chronic pain I am not out and about as much
 - Problems: New driver may not know where my unit is at Greek Peak, a run that served Greek Peak was not well utilized, I was only rider and it probably cost the system to do that
 - Drivers are respectful and do a good job
 - No, do not need to with own car
5. Cortland County has an overwhelming reliance on using a personal vehicle alone as the primary means of transportation. What would motivate you to use an alternative mode for primary transportation (i.e., walk, bike, public transit, ride-share, carpool)?
- Used to carpool more pre-COVID-19, now with masks will sometimes drive others
 - Nothing at this point, live in an area walking is not feasible and not on bus line
 - Partnerships, buddies/ someone to share a ride with/ a sense of community/ tap into faith groups to disseminate initiatives
 - Have a person-to-person interaction on the bus, have fun, sense of caring
 - I do not want to burden my son who takes me places, he has health concerns I try to coordinate my appointments around his schedule from work
 - If I were on the bus line, I would use it but do not want to be a burden or inconvenience anyone/ I like my independence
 - A bus station that you could call to get the tickets and an understanding of where the buses go would be helpful
 - Have not been to a doctor since February, getting to a point if I do not have to go I won't/ mindset if it kills me it kills me
 - If the appointment would trouble others, I will not make it

- Walk a few times a week for exercise, would walk to village to get groceries if I needed to

Spinoff question: What is one thing older adults need assistance within Cortland County, transportation related?

- Make sure there are transportation options for seniors to get where they need to go, at times they need to go
- Senior groups help each other/ sad to lose meeting space in COB-looking for a new outdoor space going forward
- More transportation options, weekend service/ transportation to exercise
- Buses could be flexible, providing grocery trips for seniors in Harford for example perhaps a couple of times a week
- I like my independence, do not want to feel like a burden; if you are going to expand service to the area that is great but do not do it just for me
- Communication: Loneliness is damaging to older people; bus driver can be caring and make the bus a fun place to be / human-to-human connection

Spinoff question: Willingness to renew driver's license after a certain age?

- In agreement, had cataract surgery now there is a change in how light hits the optic nerve; get more glare
- Difficulty reading signs far away, can make you a more cautious driver and a dangerous driver
- Taking a driver's license exam after a certain age could be a rule like any other and perhaps paired with a driver partner service; give people a sense of controlling their own health
- Do not self-restrict driving, to me transportation has a social element. Cars can become a safe way to visit others in COVID-People can sit in their cars despite the weather and visit each other safely

Low-Income Population Focus Group

Date: 08/28/2020

Format: Zoom meeting hosted by SVHC

1. General purposes for personal transportation include work, groceries, school, social, medical appt. Are there any other points of interest you need to travel to? Other focus groups have mentioned out of county/recreation/faith- based travel.
 - a. What challenges/limitations exist for traveling to work, getting groceries, school, social, medical appt.? leaving cc, leaving NYS, going to faith
 - Limitations with going to work/transportation to doctors
 - Multiple kids make it hard to go to store/cannot take bus or carry groceries with kids in tow
 - Bus times do not run late enough to accommodate after hour shopping trips
 - b. How did COVID change where you need to travel to and the challenges/limitations you experience?
 - Recreation opportunities shut down
 - Taking kids to school will be an adjustment, used to bus now will not
 - Shopping after work got harder, want to go early when few people
 - Volunteer work scaled back
 - Hard to take advantage of social programs, must mail forms back, time consuming
 - Phone counseling for kids was a change
2. Do you use Cortland County's public transit at least once per month (raise your hand)?
 - a. If you use public transit, can you identify 2 problems that exist with current services?
 - They need to make dispatch available, frustrating to get a busy signal or have it ring and ring when need to be picked up from a deviation like a medical appointment
 - Would be nice if it worked on weekends
 - Crowding to get on the bus can be hard
 - b. If you do not use public transit, can you identify why?
 - Daunting with kids and groceries

Spinoff question: How many of you do not own a personal vehicle and why?

- Five participants do not. Many for financial reasons or lack of license

Spinoff question: Has transportation or lack of transportation has made people late going anywhere?

- Yes - Sometimes when routes were combined it was late
- Sometimes late getting to appointments on bus
- When sharing a vehicle in the household can be late waiting for it
- Taxis take about a half hour to show up

3. Cortland County has an overwhelming reliance on using a personal vehicle alone as the primary means of transportation. What would motivate you to use an alternative mode for primary transportation (i.e., walk, bike, public transit, ride-share, carpool)?

- Ease of use/ convenience
- Do not want it to take an hour before something comes by
- Walking a distance with kids is not feasible
- Sidewalks need to be even and taken care of

Spinoff question: Has weather interfered with the places you go or cancelled appointments?

- YES
- Hard when it is snowing can feel like I will slip
- Do not mind walking/ dress for it
- Cannot get in out of the weather, especially since COVID closed things down and people do not want you to come in to wait/ will be an issue in fall and winter

Spinoff question: What is main thing transportation related you would fix if you could based on your own personal experiences?

* Communication with bus company/dispatch

*Potholes/quality of road

*Car repairs are costly

* Sidewalks need to be maintained year-round and cared for in the winter

Cornell Ridership Group Focus Group

Format: Zoom meeting hosted by SVHC

1. General purposes for personal transportation include work, groceries, school, social, medical appt. Are there any other points of interest you need to travel to?
 - Main purpose to and from work-mid-day service would be helpful to allow people to commute for a half day without driving
2. What challenges/limitations exist for traveling to work, getting groceries, school, social, medical appt.?
 - Hairy getting to work on time sometimes especially if driver makes deviation or picks up TC3 students and bus runs behind
 - Dangerous standing on a full bus going on Route 13 where speed limit is 55-mph (could happen a few times a week in busy academic season and it was only an issue with the smaller bus)
3. How did COVID change where you need to travel to and the challenges/limitations you experience?
 - Working from home since March 16-have not needed any transportation to campus. No timeframe for return to campus and unsure how payment arrangement with Cornell will work if we return just a few days a week
 - Have driven to work because occasionally had to go in for half a day but would not wait all day for return trip, would rather drive in and out

Spinoff question about location:

- One lives 3 minutes from where bus picks them up at Applebee's Park and Ride, other one four miles out of town. Both like safety of bus driver driving in bad weather, social nature of the bus, savings on wear and tear of personal vehicle and convenience (bus lets them right out by their building where they work, if they drove parking would be far away requiring a long walk or a bus ride)

4. Do you use Cortland County's public transit at least once per month (raise your hand)?
- If you use public transit, can you identify 2 problems that exist with current services?
 - If you do not use public transit, can you identify why?

Only first part of question pertained to them:

- When main driver (Kevin) was out, substitutes filling in did not know route, there was lack of communication or they were not good drivers.
- Anecdotally, both riders reported erratic bus driver behavior or having to wait 45 minutes uncertain if bus would show up at the end of a workday because of a substitute driver
- They appreciated Kevin's message (Facebook or text) that would tell them if he were running late and they would tell the rest of the group they ride with what to expect
- Close knit group could also watch out for each other, tell the driver not to leave if one was running late
- If a bus breaks down, there needs to be communication about lateness

5. Cortland County has an overwhelming reliance on using a personal vehicle alone as the primary means of transportation. What would motivate you to use an alternative mode for primary transportation (i.e., walk, bike, public transit, ride-share, carpool)?
- Convenience-Because of where both respondents live it was not convenient or safe for either of them to walk to a bus or use alternative modes of transportation more

Spinoff question: Why not carpool?

- Tried carpool in the past-Cornell only offers incentive for a car with 4 people or more. That is a lot of personalities to mesh well with and coordinate well with/could result in hassles like running late because of someone else's schedule or someone getting sick having to find a replacement driver. "Would rather take my chances with a broken-down bus"
- Love the convenience of having the bus.
- It is a great service would hate to see it go away
- Even if post COVID, rides resumed at same rate and they had to take fewer trips in per week, they would pay same rate to support the service (Was hypothetical question)
- Still a savings, able to lease a car because of not commuting
- Would still ride even if Cornell gave up subsidy
- Can drive to Dryden use TCAT for free because Cornell pass allows that
- Given COVID, they mentioned a sense of safety with known fellow passengers, would trust people they know on their route to travel again post COVID, but would feel less safe with TC3 students or public unknown riders sharing bus or a luck of the draw carpool whom they could not carefully pick fellow passengers
- They feel like they get leftover buses-it feels unfair because they pay into the system, subsidize transit through a withdrawal from their wages regardless of whether they are on vacation or home sick-yet they often got a bus that was breaking down, cold in the winter, overheating going up a hill, or just unreliable. They felt like for the money they are paying they deserved something better.

Stakeholder Interviews

Questions Asked:

- What do you see as your community/client's biggest transportation needs?
- How well served are they by public transportation (Cortland Transit)?
- To expand public transit, it needs to be funded. Do you see your town/city/Village/company willing to contribute monetarily to supporting public transit?

Tammy Timmerman, Cortland County Restaurant and Tavern Association President

- There should be evening/weekend hours. There is currently no transportation from hotels to the downtown restaurants. The bus service is Monday-Friday and basically done at 5 pm, just when nightlife is starting. She would especially like to see service for big weekends/parents, alumni weekends.
- Tammy says there would be no willingness to fund the transit system from the Association, especially considering the pandemic shutting down establishments for four months and only being allowed to reopen at 50 percent capacity. She thinks fares paid by hotel guests could help support the system. She thinks

that with expanded hours, the ridership would be diversified and that would help address the perception that public transit is only for lower income individuals.

Aaron Baier, Executive Director of Access to Independence

- Biggest transportation needs would be more frequent public transportation.
- ATI facility on Main Street is served by public transit and the city population is primary population served by its services. There are blind spots and underserved areas in rural areas.
- ATI personally cannot fund but can-do outreach and lobbying to get statewide association behind efforts to improve transit.

Aaron Baier said that having a myriad of options to choose from would help individuals with disabilities in the community.

He would also like to see the transit and local cabs provide a more customer-oriented approach so the experience of using alternative modes of transportation is more enjoyable. He thinks it boils down to a lack of quality oversight of those businesses. These are priorities that the county and municipalities need to figure out a strategy to address if they want our community to be a more complete, accessible place where everybody feels like they can do the things they want and need to do.

Aaron says it is also hard for people in rural areas to learn about and access the services that ATI provides. ATI does work with the Rural Services in Cincinnati but other than that there is no ongoing physical presence in the rural areas. He thinks even areas just off the route the buses serve, could feel very inaccessible to individuals with disabilities if they cannot walk a mile to get to the bus. He would like to see improved public transit to more rural routes or an expansion of routes. ATI can advocate for improved funding for transit. If there was a good plan for the county, municipalities and businesses that could afford it, ATI could get its state association behind the effort and they can rally resources and pull in other networks. "We are able to pull that grassroots advocacy in and through the statewide association get some lobbying involved."

Zachariah Newswanger, SUNY Cortland Associate Vice President of Facilities Management

- SUNY Cortland needs a way to transport students from off-campus housing and from campus residences to other locations on campus
- The college also wants greater level of transportation for students both on and off campus to get to and from local establishments within the county on nights and weekends
- Since the addition in 2019, of three stops on campus where Cortland Transit buses pull through, Zach Newswanger says SUNY Cortland is better served by public transit and those who need it can avail themselves of it. However, he still wants Cortland Transit to develop a route that would serve SUNY faculty, staff, and students, eliminating parking congestion and getting off campus students onto campus as well as furthering shopping and commuting opportunities for all.
- Zach Newswanger feels the absence of a digital fare pass purchase option is a deterrent to the SUNY faculty and students who would otherwise utilize the public transit system.
- SUNY Cortland would likely support an investment in the public transit system at a time when the college is better off financially, said Newswanger, citing the financial pressures the pandemic has put upon the college. He thinks any investment would be a temporary one, with the hopes that any new routes would at one point become self-sustaining through their fare structure. Given SUNY Cortland's emphasis on alleviating parking congestion on campus and more sustainable initiatives, Newswanger thinks that packaging a presentation in that context, could have success.

SUNY Cortland employs about 1300 people and serves about 7,000 students each year. Through a semesterly fee for transportation that students pay for, SUNY has its own fleet of 8 buses and provides transportation Monday through Sunday for all of campus including West Campus. There is also a shopping bus that runs a loop from campus out to Walmart in Cortlandville on Wednesdays, Saturdays, and Sundays. There is also a Friday and Saturday late night shuttle that runs a one-way trip from downtown back up to campus. Newswanger envisions an expansion of public transit to better serve the college as a good supplement to the existing transportation on campus, providing more options for people to get to and from campus.

As of this writing, conversations are ongoing between SUNY Cortland, Seven Valleys Health Coalition and First Transit, to try to develop more of a SUNY Cortland-centered route that would run a loop serving areas where off-

campus housing is located, onto campus and out to shopping opportunities. The development of a virtual platform where people could purchase bus passes online, is also in the early stages of being investigated.

Hal McCabe, Homer Mayor

Question 1: What do you see as your community/client's biggest transportation needs?

Regular, frequent, dependable service with more early morning and late-night coverage. More routes, more buses, more stops.

Question 2: How well served are they by public transportation (Cortland Transit)?

Cortland Transit does as good a job as they can given the financial realities of how we have gutted public transportation funding in NY.

Question 3: To expand public transit, it needs to be funded. Do you see your town/city/Village/company willing to contribute monetarily to supporting public transit?

Somewhat. Depends on the amount, really. We would need to know exactly what we were getting for the money we were putting in to make the case to our residents that it was a good use of their money.

Brian Tobin, City of Cortland Mayor

- Sidewalks – fix sidewalks that are cracked, broken and trip hazards
- Cortland Transit does the job they were hired to do. They make changes, like to routes, when asked. All the buses come into and leave from the City, so the City is well served by public transit.
- Brian Tobin does not see the City subsidizing public transit in the foreseeable future as it is operating at a deficit in 2020 and he said next year will not be any better.

Brian Tobin thinks a community that relies on more active transportation, and a myriad of options, such as a public - private partnerships with Uber and Lyft to fill in gaps, would be ideal. He does not think more funding for public transit is the answer since he thinks it would be more cost effective to instead promote ridesharing, partnering with Uber and Lyft and then in turn requiring those drivers to register with the city for accountability purposes. He suggests diverting some state mobility funds from public transit to subsidize these alternative options.

Mayor Tobin thinks visitors or people going out to eat would be more likely to call a cab for a ride home than rely on public transit, so they do not have to worry about the schedule of the bus system and can just be picked up when they are done. He mentioned the Clinton Avenue redevelopment project in Cortland and the plans for the Peace Trail to run through the city and village of Homer as being steps in the right direction towards a more walkable, bikeable community but he said the city is already very easily navigated by bike or foot for those who are physically able to get around that way. He said hopefully people are choosing where they live based on where they go and what they do. He thinks the more people that have the opportunity for biking and walking, the better off the community is.

He thinks that to enhance the need for public transit there must be more obstacles, noting that the population in Cortland is not so dense and people can easily get to where they want to go within the bounds of the city. He does not think there is a one-fix solution, but rather a myriad of options or piecemeal approach should be the answer.

Danielle Brown, Square Deal Machining HR Manager

- Transportation used as an excuse not to show up for work and people unwilling to use other forms
- Bus comes through as needed, no current employees using it
- Would have to discuss and review any call to fund the transit system

Danielle Brown said that in general she finds employees may say their car broke down or their ride did not show up but that seems an excuse to miss work and these employees are not willing to use other forms of transportation like the bus. She said some employees carpool and she always offers the bus schedule to employees if they indicate during an interview that they lack transportation.

She speculates that maybe employees are uncertain of the cost savings involved with taking the bus or not close enough to a bus stop for it to be convenient to use but she said she had not done research on the topic so could not say for sure.

She said the bus will come through the Square Deal parking lot if it is requested, as the company is about 2 miles out of town, and that is appreciated.

Jordan Lilley, Cortland Enlarged City School District Transportation Supervisor

- Biggest need more qualified bus drivers
- Students do not utilize public transit at all as the district's transportation serves their needs
- One option, because of COVID, is for the school district to contract with local public transit providers to provide supplemental services to transport students, said Lilley. As of this writing it was not expected to exercise that option, but it is still on the table.

The Cortland Enlarged City School District serves about 2,500 students and prior to COVID-19 the district transported about 1,500 students. The district has a fleet of 24 buses of different sizes, 66-passenger, 43 passenger and 34-passenger. The district also has 7 minivans and 2 Suburbans used to transport special needs students and students attending out-of-district placements in more distant areas.

Given the pandemic, the district has seen a significant reduction in the number of students that would be utilizing the district's transportation, said Lilley.

As of this writing, about 400 students were expected to require busing when school reopens in the fall amid the pandemic. This was both because many families chose the remote learning option or to transport their own children. This number should be able to be accommodated by the district's new rules to social distance on buses, which reduced the capacity of the 66-passenger buses to about 22.

John Wisniewski, OCM BOCES Director of Facilities

- BOCES does not transport kids, instead districts bring students to BOCES
- John has limited knowledge of Cortland public transit or how it serves campuses. He could make no determination of whether BOCES would financially support a public transit system.

Bob Haight, Chamber of Commerce

- Businesses cannot hire otherwise qualified employees who lack transportation. Bob Haight knew of a couple of businesses for whom applicants were eliminated immediately once the question came up about their ability to access reliable transportation. And if the bus routes do not run at the right hours, public transportation is not an option for those individuals.
- Haight thinks the business community is partly served by public transit. Without evening/weekend runs or regular runs throughout the rural parts of the county, it makes for gaps in transportation.
- Haight thinks some businesses would and others would not contribute to the public transit system. Businesses that are already willing to help cover transportation expenses for employees in some way (for example, a stipend until the employee gets a regular paycheck) would likely be willing to substitute that stipend for some other type of subsidy into the transit system, said Haight.

Luann King, Cincinnati Town Supervisor

- The community could use a weekend bus. Medical appointments can be made during the week because there is a facility right in town, but she thinks her constituents would be served by a bus that could do shopping trips on weekends.
- She thinks her community is well served by the bus coming through twice a day Monday-Friday. King said she knew of a core group of riders a few years ago, whom the bus service would work with. They would make sure the bus stops were according to their needs and she thinks it is fantastic they would accommodate the riders that way.
- King said at this point the town would be unable to contribute monetarily to the bus system. She said the town will be so fiscally stressed for the next two years she is "scared to look at our small-town budget."

CAPCO Family Development Director Brandy Strauf

- Brandy Strauf said she sees many clients who lack the financial ability to take on the costs of owning a vehicle, such as purchasing a car, paying for insurance and registration, etc. That leaves people relying on public transit and the help of family and friends to give them rides to places they need to go.
- Expansion of hours/routes would help better serve clients
- CAPCO could not subsidize the bus system but does offer some emergency assistance on a case-by-case basis to people in need of transportation
- Public transportation is not always reliable. Brandy has seen clients experience inconsistencies with public transit, resulting in missed appointments or the bus not serving areas they need to go to. Strauf said more flexibility in routes or routes running later into the evenings or on weekends would help.
- Strauf stressed that she does think Cortland Transit is meeting many needs that people have. She added she thinks an expansion would just help more people get their needs met.
- CAPCO sometimes provides assistance on an emergency case-by-case basis to people who may need help buying a bus pass or token for the month. This is done sparingly, however, and the organization ensures such donations are reserved for cases that are true emergencies

Greg Lyons, Tompkins Cortland Community College Director of Enrollment, Operations and Auxiliary Services

- Reliable public transportation schedules and service
- Pretty well served at this point-hard to tell with COVID
- Not a possibility to fund at this point

Greg Lyons says the biggest need facing TC3, is for the college to have a public transit system that gets students to campus on time. He said last year the bus service was more reliable than it has historically been and given the COVID-19 pandemic it is difficult to tell how service has been because he does not think he is sold any bus passes to date for 2020.

Lyons said TC3 has reduced campus density and decreased the number of times in-person classes meet. For example, a class that typically meets twice a week now meets only once a week. Additionally, residence halls are also operating at about half capacity-approximately 250 students in residence halls compared to the usual 500. Lyons said if the college were to resume "normal" operations post-COVID, he thinks a Saturday morning run would be beneficial, as there are some Saturday morning classes on campus. However, currently he does not see any possibility for TC3 to help fund or subsidize any expansion of services.

TC3 subsidizes the semesterly transit passes that students buy. Students pay \$120 for the bus pass and the institution pays an additional \$30 per student. Lyons said he does not expect that to expand or increase given the current state of state funding.

Kevin Fitch, Cortland County Legislature LD-8 (Preble, Scott, part of Homer)

- Fitch says his base is lacking a scheduled route
- Not well served by public transportation
- Fitch suggests sending a questionnaire to municipalities regarding the interest in supporting public transit.

Kevin Fitch thinks that there are limited transportation options for seniors in the towns he represents. Fitch said this makes it hard for the older generation to age in place, they often are forced to find housing closer to the city of Cortland where they can easily get places. He also knows of senior constituents who have gone on to live in Skaneateles, citing the availability of the public transportation through Centro as a determining factor.

He thinks that to be better served there must be a demonstrated need for the transportation services, yet if it is not readily available then people will not seek it out, so it is a catch 22. He also would not rule out the possibility of some municipality support for public transit. He likened it to the shared boat launch in the town of Scott for Skaneateles Lake. He says people pay to use that service and he thinks that public transit would function similarly: that if it was apparent that public transit was serving the area and used, then the communities would

support it. Fitch says the only times he sees transit out in the areas he represents, are the Dial-A-Ride buses, which passengers must arrange 48-hours in advance.

Sandy Price, Cortland County Legislator (Representing Harford & Virgil)

- There is no bus service in Virgil or Harford
- No municipalities are in a position financially to support public transit amid difficult COVID times

Sandy Price said her constituents are out of luck if they do not have their own vehicle. Without the means to afford taxis, they must rely on friends, relatives, or neighbors to get them where they need to be, or they are forced to relocate to the City of Cortland to be closer to services. This is difficult for people whose hearts may be in their towns they have lived all their lives.

Sandy would like to see weekend service, even if it starts out as limited hours to gain popularity over time before expanding hours. She says she has heard about the demand for weekend service for a long time.

Michele Gravel JM Murray, Senior Director of Employment and Rehab Services

Gravel oversees three types of services: Individuals who work in the JM Murray building on Route 13, helping people get jobs in the community, and the pre-employment division for people with disabilities. JM Murray has a contract with First Transit/Cortland Transit to provide clients with transportation Monday-Friday. From March 18-Aug. 3 this contracted service did not run due to the COVID-19 pandemic.

A major transportation need that staff identified is reliable public transportation services. The service provided under contract to JM Murray is not an issue. It is the Cortland Transit fixed route public transportation services that are not reliable.

On this service, Gravel said staff reports that clients are late to scheduled appointments due to buses running late, which results in appointments needing to be rescheduled. Alternatively, clients may have to take an early route and experience a long wait time to be on time for an appointment

She said lack of communication between dispatch and the driver has reportedly also been a problem. Staff would also like to see increased service to rural areas because the limited routes mean that individuals need to plan to spend a day in Cortland if they are taking the early run in, because there are limited routes serving those areas.

The division that deals with placing individuals in jobs in the community, would like weekend and evening service, said Gravel. The hours of public transit mean that certain jobs are just not possible for people who rely on public transportation to get around. For example, she said, housekeeping staff at a hotel that needs to be at work by 6 am, is eliminated as an option when the first bus does not leave until 6 am

Transportation therefore limits their opportunities for employment. Cabs are too expensive for low wage earners, and the public buses do not run at the hours that could serve these jobs, she said.

Gravel noted the timing of the routes which went from 30-minutes to 45-minutes in 2019, saying that Cortland Transit is willing to make changes to benefit the riders. She thinks that the schedules should make it clearer when each run reaches its destinations, because the 45-minute cycle can make it hard to figure that out.

Tiffanie Parker, Director of Program Development, Cortland County Department of Social Services

Tiffanie identified some key barriers that DSS clients face, including:

- Hours of transportation and limited out of city stops. This is for appointments, working, pick up/drop off for childcare, and shopping.
- Clients are having difficulty setting up medical transportation and there have been instances where people have not made it to their appointments because of this. Medicaid transportation must be made

through MAS. You must call them 3 days in advance, and then there is a whole online process. The process appeared to confuse a disabled individual when he was trying to set it up for himself and it was a barrier for him. I have also heard some of the MAS transports cannot take people in wheelchairs, or do not arrive on time/ are unreliable from some of our Long-Term Care clients. As for clients we are the representative payee for, they often complain about having to pay for a taxi to take them back and forth when they have appointments out of county and cannot use MAS transport for whatever reason.

- The difficulty attending appointments or canceling appts may be an issue in rural areas, for example, a bus stop in Marathon does not help if you are 2 miles from the stop.
- Also, for MAS transports, the individual gets a call the day ahead to verify the appointment, and if the person does not get/answer that call, the ride gets canceled, which is what happened with a disabled adult we work with. A colleague is also having problems getting transports for people at Cedarwood in Homer.

Tiffanie said that through her work she sees many clients who have difficulties getting their basic needs met because of lack of access to reliable transportation. Additionally, the clients she serves often have a disability which can make it even harder for them to navigate these difficulties without help. Because of lower income, clients often cannot afford to own their own vehicle, leaving them to rely on the help of friends or public transportation and Medicaid clients face additional challenges navigating the difficulties of arranging rides through MAS (long wait times on the phone, bureaucratic regulations that end up in missed rides and cancelled appointments and as a result provider can drop the patient.)

Tiffanie said many clients live in rural areas that are not served by public transit and in certain cases caseworkers just must take their clients to the appointments themselves, using the fleet of county vehicles to do so. The department also helps people buy bus passes. DSS is often the representative payee for individuals who need help managing finances. This means the department can be the financial backing institution through which individuals buy things like bus passes.

Tiffanie thinks that people who can access the public transit system are well served and the system works well for them with friendly and accommodating drivers. However, when people live out of the coverage area or have appointments at times that extend beyond the hours of public transportation, then there are limited options.

She suggested looking to public transit systems in other areas for examples of how to fund robust systems, mentioning Steamboat Springs Colorado in particular.

Appendix C—Existing Taxi and Transportation Services

Taxi Services (non-MAS Affiliated)

Taxi Name	Phone #	Hours
A + Taxi	607-533-(TAXI) 8294	24/7
Cortland/Silver Star	607-756-5460	24/7
MTS Express	607-261-0497	Midnight, Thursday-Saturday 10 am-3 am
University Taxi	607-272-3333 or 607-277-7777	24/7

Taxi Services within and adjacent to Cortland County (MAS Affiliated)

NAME	PHONE 1	PHONE 2
1 ASAP Transfer	(315) 925-2038	
A Professional Transport	(315) 481-5509	
A&D Transport Service	(607) 386-4778	(607) 432-8294
All Around Transport of CNY	(315) 455-5146	(315) 876-5490
Alpha Medical Transportation	(315) 870-8200	(315) 870-8200
American Taxi	(607) 753-3030	(607) 423-6554
Amma Transportation LLC	(315) 329-1396	
Apollo 13	(315) 708-9283	(315) 708-9283
ASAP 2 Cab Company	(607) 272-7222	(607) 738-9613
Care Cars of Central NY	(315) 870-5117	
Care Fare	(315) 751-3273	(315) 935-7446
Clear Choice Transport	(315) 458-4059	
Collegetown Cab Inc	(607) 588-8888	
Cortland Transit/First Transit	(607) 758-3383	(607) 758-3383
Divine Companion Care	(315) 991-8664	(315) 991-8664
Easy Motion Cab Co	(607) 316-0318	
Elder ride Transport	(315) 794-4975	(315) 794-4975
Endicott Union Inc	(607) 444-3098	(347) 421-3154
Erie Medical Transportation	(315) 800-3404	(585) 743-0098
Garo Transportation	(315) 416-4764	
Hade Medical Transportation	(716) 292-7800	
Horizon Transport	(315) 679-6779	(315) 706-4243
Ithaca Dispatch/Cayuga Taxi	(607) 277-7777	(607) 272-3333
Lembo's/Absolute Delivery	(315) 415-8595	
Lifeline Medical Transport	(315) 730-7839	(315) 730-5906
M&A Mobility LLC	(315) 440-3957	(315) 247-1717
Medvan	(716) 685-1550	(716) 685-2550
Metro Taxi/Wheelchair	(315) 437-2000	(315) 437-7000
Mikes Taxi	(607) 343-1398	(607) 621-8030
Moms Transport Service Taxi	(315) 450-6363	(315) 876-2414
Nuba Taxi	(680) 207-0370	(315) 412-7559
Optimal Transportation	(315) 409-7343	(315) 876-1230
Regional Health Transportation DBA Southern Tier	(607) 772-8500	(607) 772-8500
Rolling V Bus Corp	(845) 428-3966	(845) 428-3966
Safe Care Transportation LLC	(315) 491-4693	(917) 645-7990
Speedy Medical Transport	(315) 463-7504	(315) 463-7504
Tisko Taxi	(315) 807-1757	(315) 807-1757
Top Flight Medical Transportation	(315) 640-1201	(315) 640-1201
Waris Transportation LLC	(716) 544-4062	(716) 603-8390

Ambulatory (MAS affiliated)

NAME	PHONE 1	PHONE 2
A&D Transport Service	(607) 386-4778	(607) 432-8294
Care Fare	(315) 751-3273	(315) 935-7446
Donson Transportation Service	(607) 786-4444	
Endicott Union Inc	(607) 444-3098	(347) 421-3154
Metro Taxi/Wheelchair	(315) 437-2000	(315) 437-7000
Regional Health Transportation DBA Southern Tier	(607) 772-8500	(607) 772-8500
Rolling V Bus Corp	(845) 428-3966	(845) 428-3966
Safe Care Transportation LLC	(315) 491-4693	(917) 645-7990
Speedy Medical Transport	(315) 463-7504	(315) 463-7504
Suburban Transport/Syracuse	(315) 437-0058	(315) 431-8020

Wheelchair (MAS affiliated)

NAME	PHONE 1	PHONE 2
A&D Transport Service	(607) 386-4778	(607) 432-8294
Care Fare	(315) 751-3273	(315) 935-7446
Collegetown Cab Inc	(607) 588-8888	247365
Cortland Transit/First Transit	(607) 758-3383	(607) 758-3383
Donson Transportation Service	(607) 786-4444	
Endicott Union Inc	(607) 444-3098	(347) 421-3154
Greater Valley EMS/W/C	(570) 888-0958	(570) 888-0958
M&A Mobility LLC	(315) 440-3957	(315) 247-1717
Metro Taxi/Wheelchair	(315) 437-2000	(315) 437-7000
Regional Health Transportation DBA Southern Tier	(607) 772-8500	(607) 772-8500
Rolling V Bus Corp	(845) 428-3966	(845) 428-3966
Safe Care Transportation LLC	(315) 491-4693	(917) 645-7990
Speedy Medical Transport	(315) 463-7504	(315) 463-7504
Suburban Transport/Syracuse	(315) 437-0058	(315) 431-8020

Stretcher (MAS affiliated)

NAME	PHONE 1	PHONE 2
Metro Taxi/Wheelchair	(315) 437-2000	(315) 437-7000
Regional Health Transportation DBA Southern Tier	(607) 772-8500	(607) 772-8500
Safe Care Transportation LLC	(315) 491-4693	(917) 645-7990
Speedy Medical Transport	(315) 463-7504	(315) 463-7504
Suburban Transport/Syracuse	(315) 437-0058	(315) 431-8020

Ambulance (MAS affiliated)

NAME	PHONE 1	PHONE 2
Greater Valley EMS/AMB	(570) 888-0958	(570) 888-6099
TLC Emergency Med Services	(607) 756-7564	(607) 756-2777

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Jurisdiction: Cortland County
 Jurisdictional Class: Competitive
 Adopted: 4-23-21

MOBILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the development, coordination and promotion of transportation services in Cortland County. The incumbent is responsible for collaborating in efforts to establish centralized transportation information, assist customers with planning cost effective and time effective trips through various transportation providers, participating in collaboration of community organizations that provide human services transportation in Cortland County, improving the consideration of transportation in land use and other policy decisions. Identify and procure resources to continue coordination efforts and establishing a Mobility Management Center. This work is performed under the general supervision of a department head or higher level administrator with leeway allowed for the exercise of independent judgement in carrying out the details. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Work with existing informal and formal transportation providers to establish a joint call and mobility management trip planner center;
 Develop customer information that explains the range of services and empowers transit users to choose the most appropriate, cost and time effective option to meet customer's needs;
 Coordinates with the existing effort to bring 211.org to Cortland County;
 Partner with other agencies to apply for grants or directly apply for and administers state and federal grants;
 Strengthen the network of human services providers that provide both information about existing transportation about existing transportation options in Cortland County;
 Maintaining and supporting each provider to provide increased mobility in the region;
 Develop a coordination program for human services transportation which includes assisting with facilitation and promotion of the coordinated efforts;
 Chair and facilitate the Transportation Advisory Committee (TAC) meetings, at least quarterly, to up-date the vision of transportation coordination, progress and identify success, challenges and opportunities;
 Works to improve the incorporation of transportation needs in to land use policy decisions across the County;
 Assists existing transportation providers with the development and implementation of transportation marketing and education strategies as requested;
 Assists with assessing priorities and developing recommendations to address unmet or anticipated transportation needs, including recommendations for new routes, route deviations, service hours, and cross-system scheduling, including those residents that need to travel to areas outside Cortland County. Coordinate with and provide information to adjacent counties' transportation providers.

Coordinate these efforts with the yearly unmet Transit Needs Hearings processes; and

Assist formal and informal transportation providers, community groups, and others with the creation of or implementation of alternative transportation services such as mileage reimbursements; volunteer drivers/vehicle sharing, vouchers for gas or car repairs, in order to meet diverse human service transportation needs at the lowest cost.

Develop database and spreadsheet computer applications for management activities;

Prepare and submit quarterly applications and reports, keep record of payments to vendors and state and federal aid received, and prepare annual report to the NYS Department of Transportation and federal agencies as required;

Prepare requests for proposals for new transportation services;

Prepare capital equipment specifications for bid;

Act as liaison with NYS Department of Transportation and federal agencies to develop coordinated transportation plans, safety plans and state transportation policies;

Work collaboratively with County Departments, human service agencies, and local governments' transportation issues.

Administer advertisements on Cortland County's buses;

Maintain up to date information on the County's Mobility Management website.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals and practices for transportation planning and city/regional planning;

Thorough knowledge of public transportation planning and management practices;

Good knowledge of Cortland County geography;

Good Knowledge of public transportation services in Cortland County;

Ability to read, understand and interpret complex written instructions including reports, scheduling contracts etc.

Ability to understand and interpret complex oral instructions;

Ability to write reports in a clear and concise manner;

Ability to use spreadsheet, graphics and traffic simulation software for analysis and planning;

Ability to establish and maintain good rapport with agency staff, the general public, transit officials, state and federal officials.

MINIMUM QUALIFICATIONS:

- A.** Graduation from a regionally accredited or NYS registered college or university with a Master's Degree or higher in City or Regional Planning, Transportation Planning, Transportation Engineering, Public Administration, Geography or related field AND three (3) years of full-time paid (or its equivalent part-time or volunteer) experience in professional transportation planning; OR
- B.** Graduation from a regionally accredited or NYS registered four year college or university with a Bachelor's Degree or higher in City or Regional Planning, Transportation Planning, Transportation Engineering, Public Administration, Geography or related field AND five (5) years of full-time paid (or its equivalent part-time or volunteer) experience in professional transportation planning; OR
- C.** Any equivalent combination of training and experience as described in A and B

TRANSPORTATION ADVISORY COMMITTEE BYLAWS

ARTICLE 1

NAME

The name of this organization shall be the Cortland County Transportation Advisory Committee, hereinafter referred to as TAC.

ARTICLE 2

PURPOSE

The Transportation Advisory Committee is established to advise the Cortland County Agriculture/Planning/Environmental Committee on matters related to transportation. The Committee will assess the transportation needs of the County and suggest methods to address these issues. The Committee will work under the direction of the Cortland County Planning Department on such projects as long range planning, specific project planning, major and minor infrastructure improvement projects, transportation safety, alternative transportation, regional transportation, and public awareness of such issues.

ARTICLE 3

MEMBERSHIP

Section 1

Number and Appointment

The membership of the TAC, including ex-officio members, shall consist of a minimum of ten (10) persons and a maximum of fifteen (15) persons appointed by the Cortland County Legislature:

1. Members shall represent the community interest in all issues of transportation and may include representatives from human service agencies, the business community, educational institutions, city and county government, and transportation providers.
2. The TAC shall as feasible, include at least one, but not exceeding three, members who are also representatives of the Cortland County Legislature.
3. Ex-officio members shall include the Director of Planning, Mobility Management Coordinator, and a representative of the County contracted public transportation (bus) provider.

4. Ex-officio members shall have all privileges of appointed members including the right to vote on matters before the TAC and the ability to be an officer of the TAC.

Section 2

Term of Office

The term of each member of the TAC shall be three years:

1. All terms shall begin to run from the first day of appointment and shall continue for three years from the date of appointment. The TAC member shall holdover their appointment and continue to discharge the duties of their office until their successor shall be chosen;
2. Should a person be appointed to complete a term of a person who has resigned from the TAC, the new person's length of term is defined as the period of the original TAC member's term;
3. Vacancies for unexpired terms shall be filled by the County Legislature with recommendations being provided by the TAC (via the TAC Nominating Committee) as meeting the criteria for membership.
4. Specific to the TAC representatives from the County Legislature these term(s) shall be for four (4) years, in accordance with the County Legislature election term.

Section 3

Absenteeism

In the event that a member of the TAC is inexplicably absent from any three meetings in a calendar year, the Director of Planning and/or the Chair of the TAC has the discretion to contact that individual regarding their membership status:

1. Any five unexpected absences in a calendar year may constitute removal from the TAC. Such member shall be given notice from the Chair of the TAC indicating that their membership is in jeopardy;
2. If said member fails to attend the sixth meeting without giving prior notice to the Chair for such absence, the member shall be removed and replaced by the County Legislature.

ARTICLE 4

OFFICERS OF THE TAC

Section 1

Number and Designation

The Officers of the TAC shall be members of said TAC and shall consist of a Chair, Vice-Chair and Clerk.

Section 2

Election

All Officers shall be elected at the annual Organizational Meeting of the TAC during the first meeting of the calendar year and they shall take office immediately upon election.

Section 3

Duties of the Chair

The Chair of the TAC shall preside at TAC meetings, and perform such other duties as may be prescribed by law or action of the TAC.

1. They shall decide questions of order at TAC meetings;
2. They shall establish the agendas, locations and times for meetings of the TAC and the Executive Committee of the TAC;
3. They shall serve as the official spokesperson for the TAC;
4. They shall have the same right as other members, to offer resolutions, to make motions or second motions, to discuss questions and to vote thereon;
5. They shall appoint all Subcommittees and Ad-Hoc Committees of the TAC, unless otherwise directed by the TAC and they shall be an Ex-Officio member of all Committees, except the Nominating Committee;
6. They shall sign all documents, correspondence and all other papers of any nature, which require the signature of the TAC Chair.

Section 4

Duties of the Vice-Chair

The Vice-Chair shall perform the duties of the Chair in their absence or inability to act and shall perform such other duties as the TAC may from time to time designate.

Section 5

Duties of the Clerk

The Clerk shall provide proper and required notification of all meetings of the TAC.

1. They shall record and appropriately distribute minutes of all meetings to the TAC prior to the next meeting of the TAC;
2. They shall maintain records of attendance and terms of office and coordinate the official correspondence of the TAC;

ARTICLE 5

MEETINGS AND QUORUM

Section 1

Organizational Meeting

An Organizational Meeting shall be held at the first TAC meeting of each year. Officers shall be elected by a majority vote of the whole number (i.e., the total number of members that the TAC would have if there were no vacancies and none of the persons were disqualified from acting) of the TAC membership:

Section 2

Regular Meetings

Regular meetings shall be held as determined and specified at the Organizational Meeting of the TAC, but must occur at least quarterly.

Section 3

Special Meetings

Special meetings may be called by the Chair or Acting Chair:

1. Such meetings must be called with a minimum of seventy-two-hours' notice in writing, electronic format, or by telephone to each of the members.
2. The purpose of the meeting and the matters to be considered must be specified at the time of notification and only those matters so specified may be acted upon at a special meeting.

Section 4

Open Meetings

All TAC meetings shall be open to the general public and representatives of the news media, except when the TAC shall meet in closed Executive Sessions, as set forth in Section 5 of this Article:

1. Notice of the Organizational Meeting, regular meetings and special meetings, when possible, shall be given to the local news media.
2. Any member desiring to speak or present any subject matter to the TAC shall address the Chair and shall not proceed until recognized by the Chair and awarded the floor for such purpose.
3. Persons not members of the TAC may, with consent of the Chairperson, be permitted to speak in regard to matters pending before the TAC.

Section 5

Executive Session

Any time during any meeting of the TAC, upon motion identifying the general area, or areas, of the subject, or subjects, to be considered and majority vote of the TAC current membership, the Chair shall declare an Executive Session, at which time the members of the TAC and such other persons as the TAC may designate, shall meet in closed session for any of the following purposes:

1. To discuss individual cases in which an individual's right to confidentiality may be jeopardized and/or their right to privacy endangered;
2. To take any other action where state and/or federal statutes or regulations require and/or authorize a closed session.

Section 6

Order of Business: Regular Meetings

An Agenda of business to be conducted at the regular meetings shall be distributed to the TAC at least three (3) days prior to each TAC meeting and distributed by the TAC Clerk.

Section 7

Order of Business: Organizational Meeting

The order of business at the Organizational Meeting shall be as follows:

1. Call to Order;
2. Election of Officers;
3. The establishment of the day and time of regular meetings;
4. The appointment of Standing Committees, insofar as practicable.

Section 8

Quorum and Rules of Order

A majority of the whole number (i.e., the total number of TAC members if there were no vacancies and none of the members or officers are disqualified from acting due to a conflict of interest) of members of the TAC shall constitute a quorum of the TAC for the transaction of business at any regular or special meeting of the TAC:

1. All resolutions shall require a vote of those present. Each member, including ex-officio members, shall have one (1) vote, unless they is disqualified from voting due to a conflict of interest as defined in Article 7.

Section 9

Subcommittees, Standing Committees, and Ad-Hoc Committees

Standing Committees

The following Standing Committees shall function at the behest of the TAC:

1. The Executive Committee shall consist of:
 - a. The Chair, Vice Chair and Clerk of the TAC;
 - b. The Chair and Vice Chair of each of the TAC Subcommittees and;
 - c. The Director of Planning, as an ex-officio member.

The Executive Committee shall act in emergencies and at the pleasure of the TAC to advise the Chair of the TAC and the Director of Planning until an emergency meeting of the TAC can be convened.

2. *The Nominating Committee shall:

- a. Consist of at least one (1) TAC member from each Subcommittee;
- b. Make recommendations to the TAC for nominees for TAC and Subcommittee vacancies;
- c. Make recommendations for nominees for Officers of the TAC.
- d. To avoid a conflict of interest, no member of the Nominating Committee shall allow their name to be placed in consideration as a candidate for Officer of the TAC.

*In the absence of a Nominating Committee, these functions may be fulfilled by the TAC Executive Committee.

Subcommittees and Ad-Hoc Committees

The TAC may establish various Subcommittees and/or Ad-Hoc Committees to address specific issues related to transportation such as long range planning, specific project planning, major and minor infrastructure improvement projects, transportation safety, alternative transportation, regional transportation, and public awareness of such issues.

All Subcommittees, Standing Committees and Ad-Hoc Committees shall follow the same protocols as established for the TAC per these by-laws.

ARTICLE 6

ELECTION OF OFFICERS FOR THE TAC

Section 1

Nominating Committee

At the last meeting of the year the Nominating Committee shall submit to the members of the TAC, a slate of nominees for the Officers for the following year at the TAC Organizational meeting.

Section 2

Election at the Annual Meeting

At the Organizational Meeting of each year, Officers shall be elected by a majority vote of the whole number membership of the TAC for the coming year:

1. The newly elected Officers shall take office immediately upon election.

Section 3

Terms of Office

All Officers shall serve for one (1) year or until their successors are elected.

Section 4

Vacancies in Office

A vacancy in the office of Chair occurring for a reason other than the termination of a term of office, shall be filled by the Vice-Chair for the balance of the unexpired term.

A vacancy in the office of Vice-Chair, occurring for a reason other than the termination of a term of office, shall be filled at the discretion of the TAC.

ARTICLE 7

ETHICS

If any matter arises before the TAC directly involving a public or private organization of which any member of the TAC is an officer, Board member, employee, or on the medical or consultant staff thereof:

1. That member shall disclose such possible conflict to the TAC. That member may then participate in the TAC deliberations on the matter only insofar as to provide any information requested of him/her by the other members of the TAC and that member shall not participate further in the TAC deliberations or voting on the matter after having provided the required information.
2. Should a TAC member's immediate family have the potential to receive direct financial benefits from a matter before the TAC, that member must disclose this possible conflict to the TAC and limit their participation to that of only providing information requested of him/her by the other members of the TAC.

Other potential conflicts of interest for the TAC shall be addressed per New York State General Municipal Law, Chapter 24 of the Consolidated Laws Article 18 – Conflicts of Interest of Municipal Officers and Employees.

ARTICLE 8

POWER AND DUTIES

- A. Identify agencies that fund or receive transportation services, current providers of transportation, and the services they provide.
- B. Encourage coordination efforts between providers of transportation and cooperation between human service agencies that could increase efficiencies in operation and provide more transportation options.
- C. Collaborate with other counties in the region to create a transportation network not constrained by county borders.
- D. Market current and proposed services to the general public and educate the public and those who work with specialized populations on available transportation services. Serve as a resource for the promotion of community and public understanding of transportation needs and services.
- E. Identify unmet transportation needs and processes to continue efforts at coordination among the transportation stakeholders and seek to assure that under the goals and plans required pursuant to this subdivision, all population groups are adequately covered.
- F. Develop the program of local services for the area which it serves, establish long-range goals of the local government in its programs for transportation and develop intermediate-range plans and forecasts, listing priorities and estimated costs.
- G. Use available funding sources and seek further funding sources to enhance coordination efforts and create new services to address unmet transportation needs.
- H. Prepare and update the Cortland County Coordinated Public Transit Human Services Transportation Plan to:
 - 1. Provide a summary of initiatives and actions above and below as related to TAC duties and powers;
 - 2. Catalogue previous and current public transit human service coordination efforts;
 - 3. Outline future efforts to improve transportation services for the residents of Cortland County;
 - 4. Address federal mobility management goals first established under the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) and continued under the Moving Ahead for Progress in the 21st Century Act (MAP-21).

- I. Establish procedures for execution of local services plans and recommend such to the County Legislature, including regulations to guide the provision of services by all organizations and individuals within its program.
- J. Recommend to the County Legislature of Cortland County, to enter into contracts for the provision of services and the construction of facilities, and have the power, when necessary, to recommend the approval of construction projects.
- K. Make policy for, and exercise general supervisory authority over, or administer local services and facilities provided or supervised by it whether directly or through agreements, including responsibility for the proper performance of the services provided by other facilities of the County of Cortland and by voluntary and private facilities which have been incorporated into its comprehensive program. The TAC recognizes its role is not to replace or duplicate existing structures or processes that assure the respective County, Voluntary, and Private facilities and agencies comply with Federal and/or New York State regulations and practice guidelines for existing services. However, the TAC will work to exercise its authority in the development of new initiatives and/or the expansion or continuation of existing services, to meet the needs of persons within the County.
- L. Conduct and/or make recommendations to the County Legislature to contract for such research as may be useful for the discharge of its administrative duties and for the promotion of scientific knowledge of the groups it serves. Should such research involve persons as subjects, the research must meet all the requirements set forth in NY Public Health Law, Article 24-A; Section 2442; March 1998
- M. Each separate TAC Subcommittee shall advise the TAC and the County Legislature regarding the exercise of all policy-making functions vested in such board or director, as such functions pertain to the field of services represented by such Subcommittee.

ARTICLE 9

AMENDMENTS

The TAC may suggest amendments to these By-Laws may be amended at any regular or special meeting of the TAC, providing five (5) days' notice in writing of the proposed amendment is given to each member of the TAC. A two-thirds (2/3) vote of approval of the current membership is needed for adoption.

Revised March 2021



February 2021

Stop Arm Safety Camera Program



verramobility.com



AGENDA

CrossingGuard School Bus Stop Arm Safety Camera Program

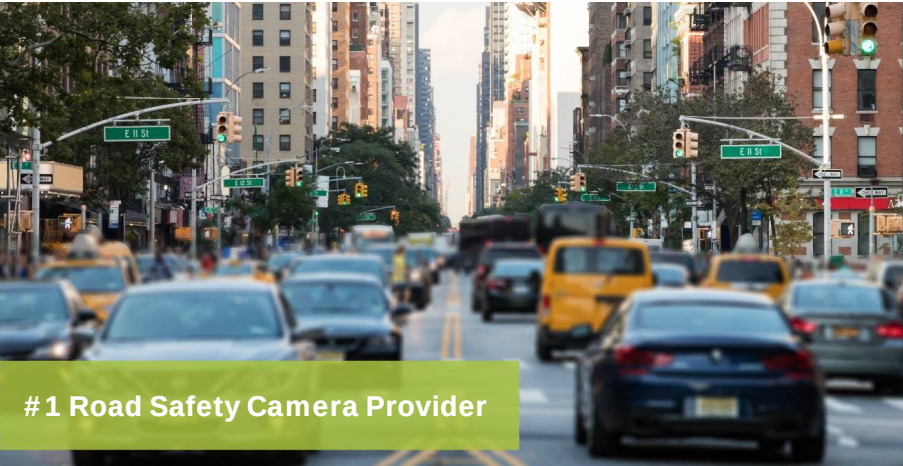


- > 1. **Verra Mobility**
- 2. NY State - Illegal School Bus Passing Legislation
- 3. CrossingGuard Safety Program Overview
- 4. Let's Put a Stop to Illegal Passing
- 5. Q&A



VERRA MOBILITY

The Most Experienced Smart & Safe Camera Provider



Government Solutions

Commercial Fleet

- > Speed safety enforcement
- > Red-light safety enforcement
- > School bus stop arm safety
- > Bus lane & intersection mobility
- > Video & analytics
- > License plate recognition

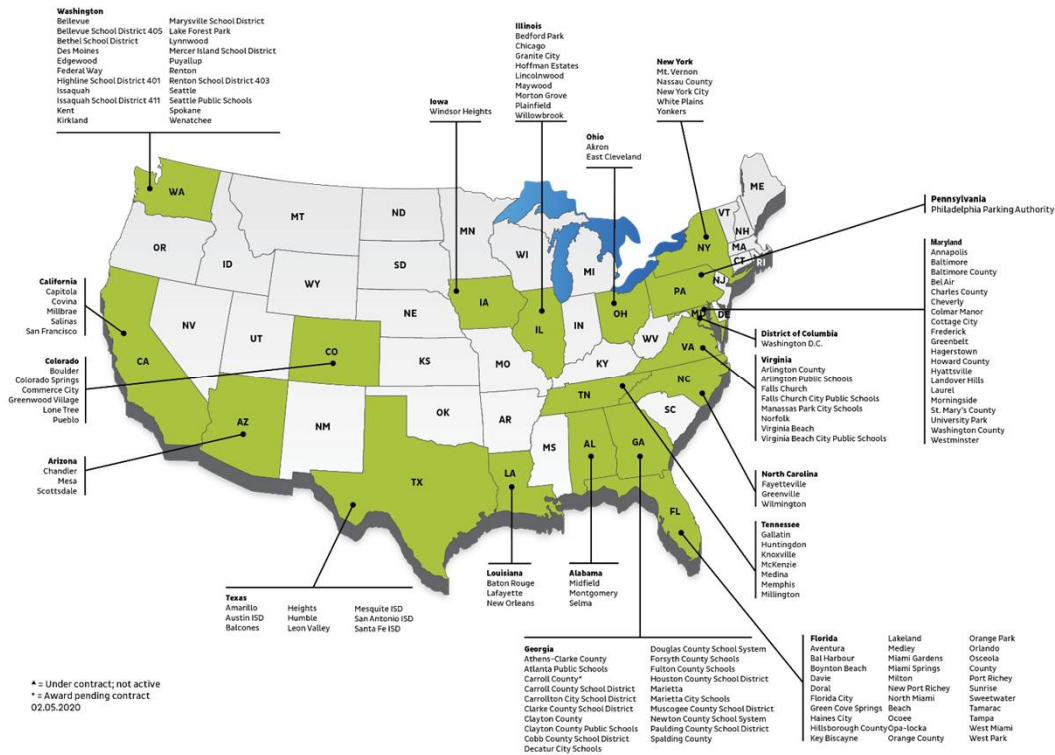
- > Toll management
- > Violation processing
- > Title & registration
- > Fleet management
- > Shared mobility
- > Foreign collections



Confidential & Proprietary

VERRA MOBILITY

The Most Experienced Smart & Safe Camera Provider



Local & National Vendor of Choice

Verra Mobility is the largest and leading provider of red-light, speed and school bus stop arm safety cameras in the country.

Most importantly, we support more road safety cameras in the state of New York than any other vendor.

School bus stop arm safety camera programs in both large and small communities throughout the country.



Confidential & Proprietary

4

VERRA MOBILITY

The Most Experienced Smart & Safe Camera Provider



Local & National Vendor of Choice

Mt. Vernon



White Plains



Yonkers



Verra Mobility is the largest and leading provider of red-light, speed and school bus stop arm safety cameras in the country.

Most importantly, regionally we support 2,100 road safety cameras in the state of New York, more than any other vendor.

School bus stop arm safety camera programs in both large and small communities throughout the country.

New York City



Nassau County



VERRA MOBILITY
The Most Experienced Smart & Safe Camera Provider



GEORGIA

Atlanta Public Schools

Clarke County School District

Forsyth County Schools

Muscogee County School District

Carroll County School District

Clayton County Public Schools

Fulton County Schools

Newton County School System

Carrollton City School District

Cobb County School District

Houston County School District

Paulding County School District

City Schools of Decatur

Douglas County School District

Marietta City Schools

MARYLAND

St. Mary's County

Washington County

NEW YORK

Broome County

Nassau County*

Niagara County*

Onondaga County*

Oneida County*

Orange County*

VIRGINIA

Arlington Public Schools

Manassas Park City Schools

Falls Church City Public Schools

Virginia Beach City Public Schools

TEXAS

Austin ISD

Mesquite ISD

San Antonio ISD

Santa Fe ISD

WASHINGTON

Bellevue School District 405

Marysville School District

Bethel School District

Mercer Island School District

Highline School District 401

Seattle Public Schools

Issaquah School District 401

Renton School District 403

* Award/Contract in Process

Local & National Vendor of Choice

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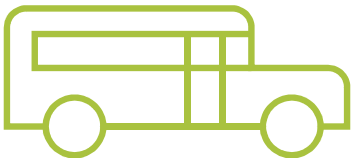


SMART & SAFE CITY SOLUTIONS

CrossingGuard School Bus Stop Arm Safety Camera Program

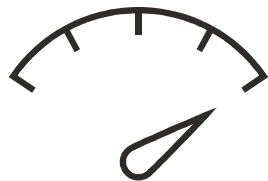
Stop-Arm Safety Cameras

Capture and process images and video of vehicles illegally passing school buses



Speed Safety Cameras

Capture and process images and video of vehicles exceeding speed limits



ALPR Cameras

Fixed, vehicle-mounted, and trailer vehicle recognition solutions with real-time alerting



Red-Light Safety Cameras

Capture and process images and video of vehicles running red lights



SAFER SCHOOLS, SMARTER SOLUTIONS

CrossingGuard School Bus Stop Arm Safety Camera Program

Verra Mobility Solutions

- > **ENHANCE** school and community safety while increasing families' peace of mind
- > **PROTECT** officers from dangerous traffic stops with automated, contact-free enforcement
- > **BUILD** safer communities and accelerate investigations with the latest video and analytics tools
- > **FUND** a network of smart and safe city technologies and initiatives



AGENDA

CrossingGuard School Bus Stop Arm Safety Camera Program



- 1. Verra Mobility
- 2. **NY State - Illegal School Bus Passing Legislation**
- 3. CrossingGuard Safety Program Overview
- 4. Let's Put a Stop to Illegal Passing
- 5. Q&A



NEW YORK LEGISLATION | NY VTL § 1174(A)

Safety Program Specifics Required by State Law



Safety Program Authorization

- § Authorizes a county, city, town or village to enter into an agreement with a school district to install school bus stop arm cameras.
- § If a county enters into an agreement with a school district, no cities, towns or villages within said county may then enter into an agreement with the school district.
- § No county may enter into an agreement with any city school district wholly contained within a city.



Safety Program Specifics

- § School bus stop arm safety cameras must only be placed outside facing away from the interior of the bus and may only capture vehicles illegally passing stopped school buses.
- § Notices must include the date and time of the incident, the registration number of the vehicle, the identification number of the camera and instructions for how to contest the fine.
- § Signage shall be posted at each roadway entrance of the jurisdictional boundaries of such county, city, town or village.
- § A county, city, town or village shall send an annual report to the governor and Legislature detailing the performance of a school bus stop arm safety camera program.

Civil Penalty

- § \$250 for a first violation
- § \$275 for a second violation within an 18-month period
- § \$300 for each violation subsequent violation within the same 18-month period
- § An additional \$25 may be assessed for each violation for failure to respond to a notice of violation within the prescribed time period
- § Adjudication shall be through the local traffic violations bureau or the court having jurisdiction over traffic violations, or through an administrative tribunal if authorized by local law.

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AGENDA

CrossingGuard School Bus Stop Arm Safety Camera Program



- 1. Verra Mobility
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CROSSINGGUARD™
School Bus Stop Arm Enforcement

PUT A STOP TO ILLEGAL PASSING

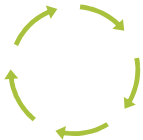
KEEPING KIDS SAFE



**Violator-Funded
No Upfront Costs**



**Stop Arm
Enforcement**



**End-to-End
Program Services**



**Experienced
Support Teams**



**Positive Customer
References**



SMARTER SOLUTIONS, SAFER KIDS

CrossingGuard School Bus Stop Arm Safety Camera Program



CROSSINGGUARD is a turnkey stop arm safety camera solution that incorporates all of the services required to successfully reduce illegal school bus passing.

Verra Mobility provides communities with an **end-to-end solution** that makes implementing a very complicated safety camera program, relatively **easy for our clients**.

- > Enhance student safety
- > Change driver behavior
- > Reduce illegal passing
- > Enforce traffic laws



> UPFRONT SAFETY PROGRAM COSTS



> OF DRIVERS WHO WERE ISSUED & PAID A VIOLATION DID NOT RECEIVE A SECOND*



*Verra Mobility Data: 24 Operational CrossingGuard programs in GA, MD, TX, VA during the 2018/19 school year (Confidential, Proprietary)

HOW IT WORKS

CrossingGuard School Bus Stop Arm Safety Camera Program



- Step 1:** Video cameras are installed at key locations on the exterior of the school bus.
- Step 2:** When a school bus extends its stop arm, the system automatically uses radar detection to capture a vehicle passing the stopped bus within the enforced zone.
- Step 3:** When a vehicle passes the school bus, the cameras record video showing the violating vehicle.
- Step 4:** The event images extracted from the video include not only the vehicle as it passes the school bus, but also the vehicle's license plate and the extended stop arm of the bus. The video of the vehicle is provided as further evidence of the event.
- Step 5:** Event data and images are then wirelessly uploaded to Verra Mobility's back-office via a secure VPN for event processing per business rules.
- Step 6:** Law enforcement personnel review the evidence and determine whether a violation has occurred.
- Step 7:** If law enforcement determine the event is a violation, a notice is issued and mailed to the vehicle owner.



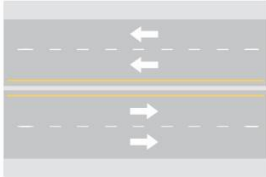
LEADING STOP ARM SAFETY CAMERA TECHNOLOGY

CrossingGuard School Bus Stop Arm Safety Camera Program



AUTOMATED EVENT CAPTURE

No live reviewing required. Accurately enforces and captures only stop arm violations.



MULTIPLE LANE ENFORCEMENT

Enforces up to six lanes of traffic. Two plate cameras and one over-view camera included.



NO DRIVER INTERACTION REQUIRED

Enables bus driver to focus on driving and child safety.

SILENT ALARM BUTTON

Alerts authorities with the simple push of a button.

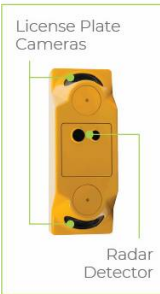


AUTOMATED WIRELESS UPLOAD

Fast data and evidence transfer at speeds up to 4G.

GPS LOCATION IDENTIFICATION

Pinpoints event location on a color map. Map printed on citation as further evidence.



ADVANCED DETECTION

Stop arm event capture from radar technologies.

INFRARED TECHNOLOGY

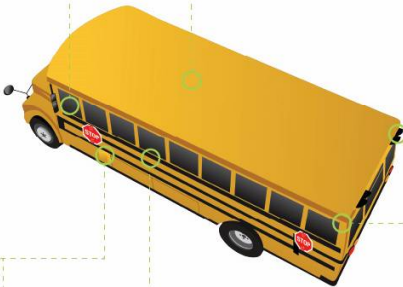
Optimal performance in early mornings and dark evenings.

IMAGE BOOST TECHNOLOGY

Fast shuttering, automatic gain control, white balance adjustment for crisp clear images.

HEATED CAMERA LENSES

Optimal performance in cold snowy conditions.



OPTIONAL DOOR-SIDE/RIGHT-SIDE CAMERA

Captures video of vehicles overtaking the bus on the left and/or right side of the bus.



EVIDENCE PACKAGES

Violation data, video, images and a GPS map all included.



MULTI-CITATION TECHNOLOGY

Proprietary software used to capture multiple violations at one stop



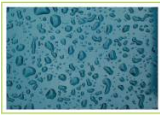
MULTI-JURISDICTIONAL TECHNOLOGY

Automated advanced mapping enables event prosecution in the correct jurisdiction.



DIGITAL VIDEO RECORDER

Proprietary suspension system built for vibration-resistance.



WEATHER-RESISTANT & TAMPERPROOF

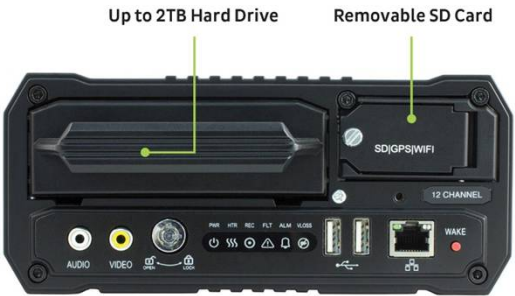
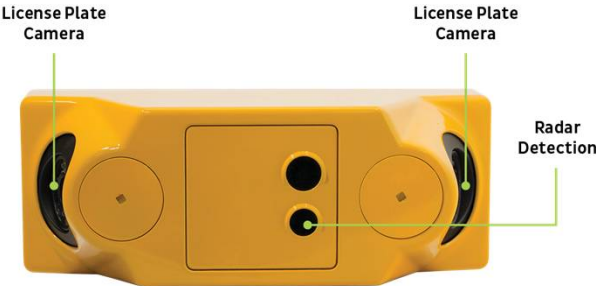
IP67 rated enclosures with Gorilla® Glass technology.



Confidential & Proprietary

HARDWARE OVERVIEW

CrossingGuard School Bus Stop Arm Safety Camera Program

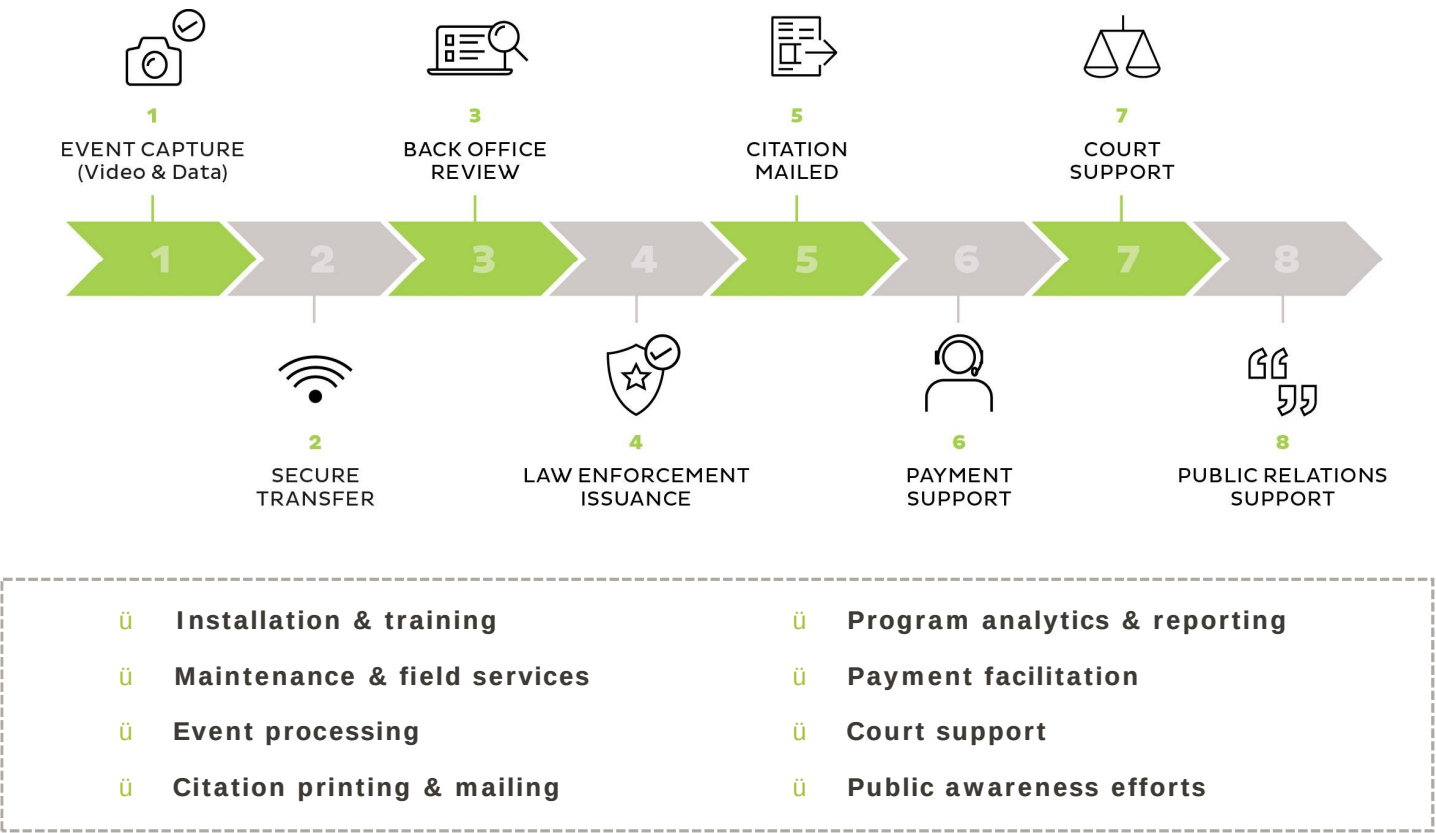


SILENT ALARM



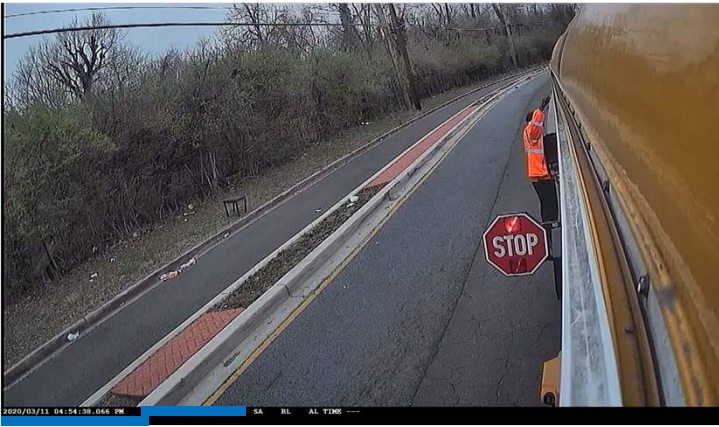
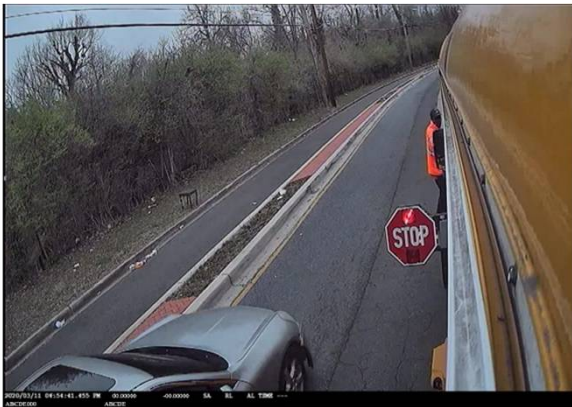
END-TO-END STOP ARM SAFETY PROGRAM SOLUTION

CrossingGuard School Bus Stop Arm Safety Camera Program



VIOLATION IMAGE SET, GPS MAP & VIDEO

CrossingGuard School Bus Stop Arm Safety Camera Program



- A shot
- B Shot
- Plate shot
- GPS map
- Violation video

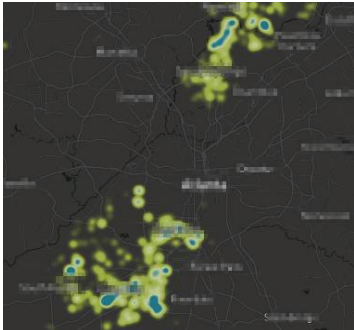
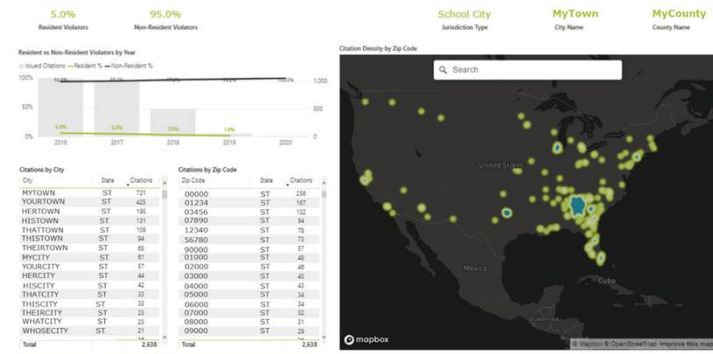
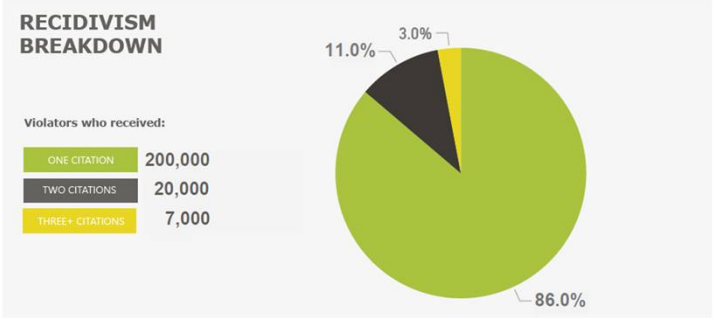
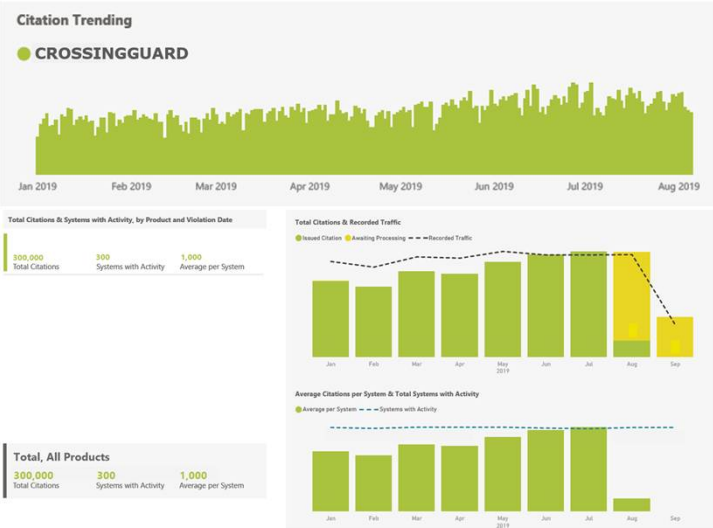


CrossingGuard School Bus Stop Arm Safety Camera Program

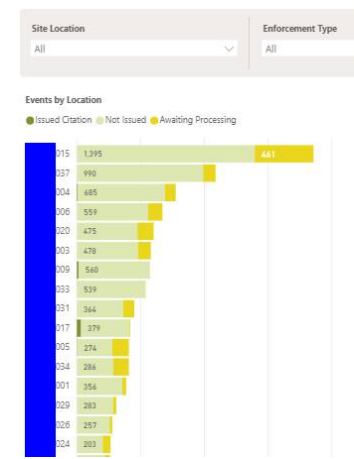


COMPREHENSIVE REPORTING

CrossingGuard School Bus Stop Arm Safety Camera Program

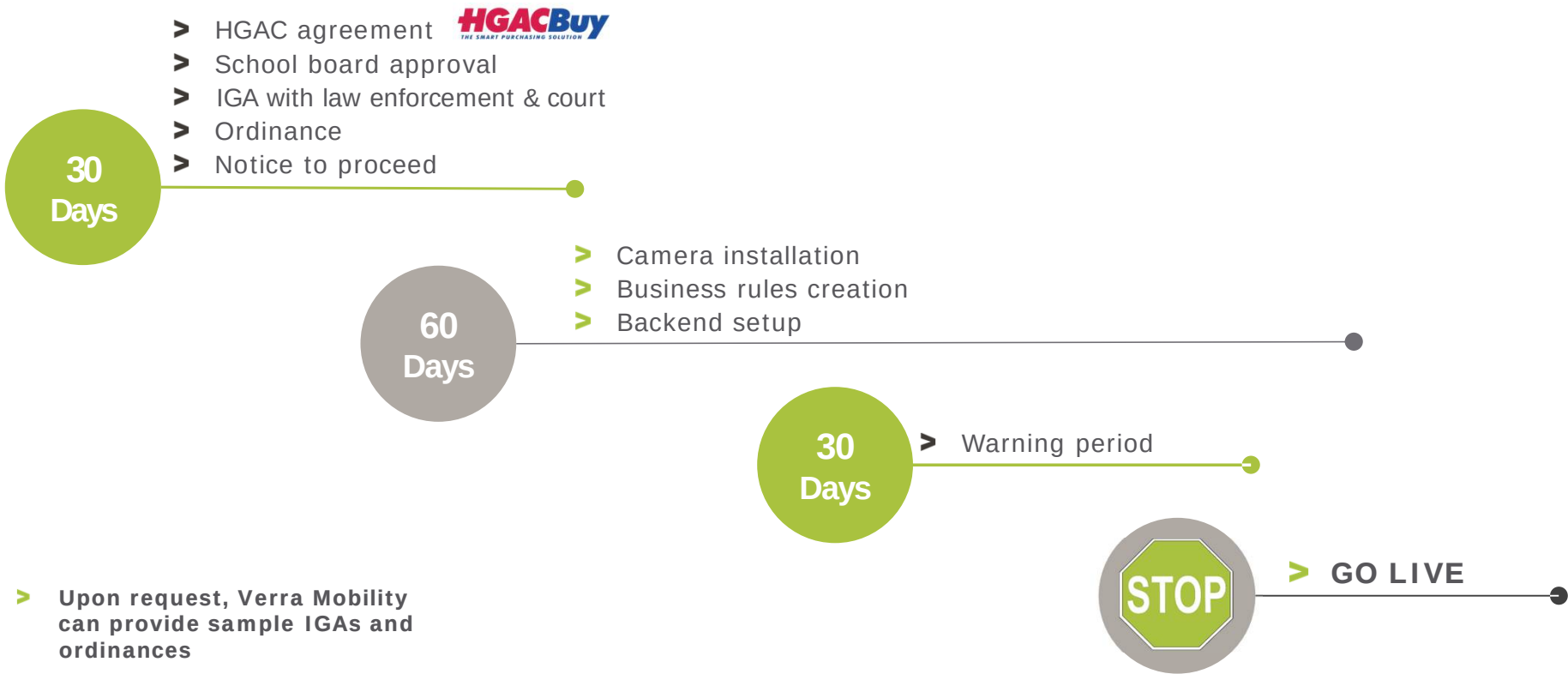


VIOLATION LOCATIONS



IMPLEMENTATION PROCESS

CrossingGuard School Bus Stop Arm Safety Camera Program



COMMUNITY ROLES & RESPONSIBILITIES

CrossingGuard School Bus Stop Arm Safety Camera Program



County & School District

- Manage vendor relationship
- Grant access to bus yard for installation and maintenance



Law Enforcement

- Review event evidence and either accept or reject



Hearing Officers

- Conduct hearings, appeals



AGENDA

CrossingGuard School Bus Stop Arm Safety Camera Program



- >
1.

Verra Mobility
2.

NY State - Illegal School Bus Passing Legislation
2.

CrossingGuard Safety Program Overview
3.

Let's Put a Stop to Illegal Passing
4.

Q&A



LET’S PUT A STOP TO ILLEGAL SCHOOL BUS PASSING

CrossingGuard School Bus Stop Arm Safety Camera Program



THE ISSUE

Data collected from school bus drivers in 39 states throughout the United States.



ILLEGAL PASSING

In 2019, an estimated **17 million drivers** illegally passed school buses across the country.¹

THE SOLUTION

Data collected from 34 operational school bus stop arm safety programs.



CHANGING DRIVER BEHAVIOR

99% of drivers who received and paid a ticket for illegally passing a school bus **DID NOT receive a second.**²



SOURCES:
1) NASDPTS 2019, [HTTP://WWW.NASDPTS.ORG](http://www.nasdpts.org)
2) VERRA MOBILITY DATA: 34 OPERATIONAL CROSSINGGUARD PROGRAMS IN GA, WA, MD, TX, VA DURING THE 2019/20 SCHOOL YEAR (08/19-03/20)

LET’S PUT A STOP TO ILLEGAL SCHOOL BUS PASSING

CrossingGuard School Bus Stop Arm Safety Camera Program



VERRA MOBILITY

- A global leader in smart transportation
- A leading provider of road safety cameras in the U.S.

END-TO-END SERVICES

- Installation & training
- Maintenance & field services
- Event processing
- Citation printing & mailing
- Safety program analytics
- Payment support
- Court support
- Public awareness efforts

FEATURED TECHNOLOGY

- Radar detection
- IR illumination
- Heated camera lenses
- Silent alarm button
- 2TB purpose-built DVR



Confidential & Proprietary

HGAC COOPERATIVE PURCHASING

CrossingGuard School Bus Stop Arm Safety Camera Program



HGAC selected Verra Mobility in the cooperative purchasing RFP for school bus stop arm enforcement and additional road safety camera solutions.



Agency or Municipality:

- Must be a member of HGAC
- Satisfies cooperative purchasing requirements in many jurisdictions
- Executes an agreement with Verra Mobility
- Executes a purchase order with HGAC



AGENDA

CrossingGuard School Bus Stop Arm Safety Camera Program



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QUESTION & ANSWER

CrossingGuard School Bus Stop Arm Safety Camera Program



NYS School Bus Photo Violation Monitoring Systems

Effective Date:

Chapter 145 Laws of 2019 is effective September 6, 2019. Law expires December 1, 2024

Vehicle and Traffic Law Amended

§ 1174-a Vehicle and Traffic Law amended, and a new section added to enable local governments and school districts to work together to enact a demonstration program for the installation of school bus monitoring cameras to identify motorists passing stopped school buses when bus red lights flashing and stop arm lowered.

How Many States Have a School Bus Stop Arm Safety Program?

Five states have a program, NY is the sixth state.

Are there Studies Proving the Efficacy of the Program?

There are a few studies from independent 3rd parties that discuss some of the results and benefits of a school bus stop arm program. On average, some companies report a 40 percent reduction in the number of violations issued from the first month of school to the last month of school. Studies have also shown after a motorist receives a violation, it is rare for that motorist to become a repeat offender. Here are the safety studies:

<https://www.schoolbusfleet.com/news/726333/new-guide-promotes-school-bus-stop-arm-camera-advocacy>

<https://static.tti.tamu.edu/tti.tamu.edu/documents/TTI-2008-7.pdf>

<https://www.nhtsa.gov/school-bus-safety/reducing-illegal-passing-school-buses>

<http://www.sesptc.com/2017Presentations/P3.pdf>

How are Local Governments Involved?

Any county, city, town or village, located within a school district, may adopt a local law or ordinance establishing a school bus photo demonstration program. Local governments thereafter may enter into an agreement with the applicable school district for the installation, maintenance and use of school bus photo violation monitoring systems on school buses for the proper handling and custody of photographs, microphotographs, videotapes, other recorded images and data produced by such systems and for the forwarding of such photographs, microphotographs, videotapes,

other recorded images to the applicable county, city, town or village which establishes demonstration program. Any Agreement shall be approved by majority vote of the applicable local government, and by resolution of the participating school district. The costs of the program are not eligible as an aid able expense of the district for state school aid.

Where a district has entered into an agreement with a county, no cities, towns or villages within the same county may enter into, or be a party to, any agreement with the district. No county shall enter into an agreement with a district wholly contained within a city, unless that city school district overlaps a bordering town, then the district may contract with the county program. Districts are authorized to withdraw or terminate participation with this demonstration program at any time. Districts are prohibited from accessing any images from the photo monitoring program. Photographs shall be destroyed within 90 days after the date of liability if no notice of liability is issued to owner of vehicle or upon final disposition of notice of liability.

What are the Requirements for Signage notifying the public of the School Bus Camera Program?

Counties, towns, cities or villages shall install signage in conformance with standards established pursuant to the Manual on Uniform Traffic Control Devices (MUTCD) at each roadway entrance of the jurisdictional boundary of the county giving notice that school bus photo violation monitoring systems are used. Roadways do not include state express routes or state interstate routes but shall include controlled access highway exit ramps that the enter the jurisdiction of the county.

Is there a cost to the school district or local governments?

Districts cannot be charged for participating with a local government in a school bus photo violation program. The total cost to the district of the installation, maintenance and use of the school bus photo violation monitoring systems shall be borne entirely by the applicable local government sponsoring the demonstration program. There are implementation costs for signage notifying drivers entering the county borders that the county has in place a school bus photo violation program. Violation fees generated from the program should be used to operate the program so that there are no up-front tax payer costs to the county.

Where are the Cameras located?

The School Bus Photo Monitoring Demonstration Program implemented by the county, city, town or village with the district may include stationary devices at fixed locations or mobile units affixed to school buses owned or operated under contract with districts. Any school bus photo monitoring device mounted on a bus shall be directed outwardly from bus to capture images of vehicles. There is no interaction required or necessary for the driver of the bus, as the cameras operate autonomous from the driver's responsibilities. Multiple cameras within the installed system detect the license plate and up to four lanes of traffic in the vicinity of the stopped school bus capturing images

of vehicles passing from behind or from ahead of the stopped school bus. Law enforcement rev

A county, city, town or village located within a school district is authorized and empowered to adopt and amend a local law or ordinance establishing a demonstration program imposing monetary liability on the owner of the vehicle for failure of an operator to stop said vehicle when meeting a school bus marked and equipped.

A Memorandum of Understanding must be executed between the local government and the school district before installation and operation of any program.

What are the fees for passing stopped marked school buses?

Owner liability for failure of operator to stop for school bus displaying a red visual signal and stop-arm. The owner of the vehicle shall be liable for a penalty if such vehicle was used or operated with the permission of the owner, express or implied. Owner shall not be liable for the following penalty if he/she was convicted of the underlying violation of §1174-a. It shall also be a defense to any prosecution that such school bus arm was malfunctioning at the time of the alleged violation. There are no motorist moving violations (points on driver's license), or notification to insurance companies of a violation.

Civil fine per state law is as follows:

First violation:	\$250
Second Violation:	\$275 (both of which committed within 18 months)
Third Violation:	\$300 (all of which committed within 18 months)

Additional Local Surcharge \$25 (up to for failure to respond to notice of liability in timely manner).

*Violations are also exempt from state mandated traffic ticket surcharges

What about Privacy Issues for Motorists or Pedestrians?

Any county, city, town or village establishing the demonstration program shall adopt and enforce measures to protect the privacy of drivers, passengers, pedestrians and cyclists whose identity and identifying information may be captured by bus photo monitoring system. Counties shall implement oversight procedures to ensure compliance with privacy protection measures. Per state law, all evidence not relevant to the violation is destroyed within 90 days from date of the incident. Additionally, upon final adjudication of the violation or failure to prosecute, all images used to prosecute the violation are destroyed. Evidence is maintained by the company during an appeal process.

How Do Local Governments and School Districts Report on Effectiveness of Demonstration Program?

On or before September 1 of each year, the district shall determine and certify to each county, city, town or village with which it has entered into an agreement ***the total cost*** to the district for the school year ending the preceding June 13 of installing, maintaining and using such systems.

On or before December 1 of each year, each county, city, town or village shall pay to the district such costs so certified to it on or before the preceding September 1.

Within 20 days of when such payment is due or is due, the district shall submit to the state director of the budget, and the chairs of the state legislature fiscal committees a report for each such county, city, town, village showing the amount of costs certified and the amount of payments so received or due.

Failure to make timely payments to the district shall suspend demonstration program until payments are made.

Any county, city, town or village which enacts this demonstration program shall submit an annual report to the Governor, Temporary President of the Senate and the Speaker of the Assembly of the results of the use of bus photo monitoring program by June 1, 2020 and each additional year thereafter. Such report shall include information pertaining to:

- The number of buses and description of routes where stationary and mobile bus photo systems used
- Total number, type and severity of accidents if maintained by DMV
- Total number of violations recorded at each location and total of violations recorded on daily, weekly and monthly basis.
- Total number of convictions for violations of §1174-a if maintained by DMV
- Total number of notices of liability issued for violations recorded by such systems
- Number of fines and total amount of fines paid after first notice of liability issued
- Number of violations adjudicated
- Total amount of revenue collected for adjudication received by city, town or village (not county)
- Expenses incurred by such city, town or village for program (not county)
- Description of the adjudication process
- Description of public education activities to warn motorists of this new program

Any county, city, town or village shall submit required state reports to local law enforcement agencies having jurisdiction to enforce violations of the vehicle and traffic law.

Does Law Enforcement Officer Need to Validate That a Violation Did Occur?

Yes, a law enforcement agency must validate the findings before a violation is issued. Camera Technology on the bus provides law enforcement with necessary video footage and a complete evidence package simplifying the process needed to validate violation, minimizing the time that officers need to take to validate the violation. All evidence is stored by the company and shared with law enforcement or courts for reviewing and adjudicating the violation. Providers should guarantee that the system used can produce all the evidence that is required to prosecute a violation.

How are Violations Processed?

Adjudications of violations imposed on owners shall be by a traffic violations bureau where the violation occurred, or if there be none, by the court having jurisdiction over traffic infractions where the violation occurred. Counties are urged to work with companies with direct interface to parking violations bureau and where no parking violations bureau exists, with local justice courts.

Does a Motorist Have Access to the Violation Evidence?

Yes. A motorist will receive notification of the violation and can review on a web portal the evidence used to prosecute that a violation occurred and can pay, challenge or dispute the violation.

What Happens to the Revenue Received from Violations?

Where a county has established a demonstration program any fine or penalty collected by a court, judge, magistrate or other officer for an imposition of liability which occurred within such county shall be paid to the state comptroller within the first ten days of the month following collection. The comptroller shall pay 90% of any such fine or penalty to the county, and 10% of any such fine or penalty to the city, town or village in which the violation giving rise to the liability occurred.

How Are the Cameras Purchased/Leased?

The purchase or lease of equipment for demonstration program is subject to §103 of the general municipal law.

Who Contracts with the Vendor for Implementing the Program?

The county will enter into a master licensing agreement with the digital imaging company and then a Memorandum of Understanding is executed between the county and the participating districts. The MOU will detail the rights and responsibilities of each party in conformance with state law. The districts will designate which bus routes will have the cameras in place. Company will customize the program to the rules of the county, districts, towns and villages. Company will train all end users of the technology and be responsible for all maintenance and upkeep of systems.

What About Vehicles Being Operated on Road from Car Rental Companies?

Drivers using these vehicles will receive the violation directly from the digital imaging company as they have access to the car rental agreements.

The Administrative Manual: The Policies and Procedures of Cortland County Government

**Adopt the Administrative Manual: The Policies and Procedures
of Cortland County Government**

Policy/Procedure Number: 01-21

Modified Date(s):

Resolution No.:

Effective Date: 1/1/2021

Next Scheduled Review: 1/1/2026

Objective:

To create a process for establishing new administrative policy and procedures; modifying existing administrative policy and procedures; and periodically reviewing and updating policies and procedures in the Administrative Manual.

Reference (All applicable federal, state, and local laws): County Administration, Resolution No. __ in 2021

Legislative Policy Statement:

It is the policy of the Cortland County Legislature to have a manual of Cortland County Legislative policies and administrative procedures that govern the functioning of the County organization, and to have a process for keeping the manual up to date.

Responsible Department(s):

County Administration

General Information:

The Department of County Administration is responsible for coordinating and tracking additions or revisions to the Administrative Manual according to the procedures outlined in this policy.

County staff or a member of the legislature can initiate requests for additions, deletions, or updates to the Administrative Manual.

To ensure consistency and accuracy, all updates and additions must be prepared using the Administrative Manual Template. The Administrative Manual Template mentioned throughout this policy, is accessible online via the County website or by contacting County Administration.

The Department of County Administration will send out an annual notice to all County employees detailing all amendments made to the Administrative Manual during the calendar year.

I. Definitions: Policy- A Legislative statement of intention to guide political, management, financial, or administrative decisions and achieve rational outcome(s).

Procedure- A prescribed set of steps, actions, or activities generally needed to obtain consistent results. Revisions need to be presented to the appropriate Legislative Committees for their information.

Responsible Department- The department or division within the County organizational structure that is responsible for preparing the appropriate language for new or updated policies or procedures, and for routinely reviewing policies or procedures according to the criteria presented in Section II of this policy. The responsible department is identified in the top quadrant of the first page of the policy template.

II. Policy:

- A.** Legislative approval (a majority vote) is required for new policies or for changes to existing policy.
- B.** Legislative approval (a formal vote) is not required for new or revised procedures; however, as a courtesy, revisions need to be presented to the appropriate Legislative Committee(s) for their information and reaction.
- C.** The responsible department will ensure that relevant policies and procedures are introduced, reviewed or updated according to the following criteria:
 - 1. A change in federal, state, local law, or regulation has affected existing policy/procedure;
 - 2. A change due to labor contract negotiations has affected existing policy and/or procedure;
 - 3. The policy and/or procedure has not been reviewed within the past five years. (Refer to the “next scheduled review date” section of the policy.)
 - 4. The policy and/ or procedure in question no longer reflects actual practice;
 - 5. The need for a new policy and/or procedure has been identified.

III. Procedure:

- A. Proposing New County Policy or Revising an Existing Policy Section of a**

County Policy:

1. The responsible department is often the first to become aware of the need for a new or revised policy because of changes in federal, state or local laws. Administration's responsibility to update the Administrative Manual and to prompt responsible departments to review and, if necessary, update existing policies at a minimum of every five (5) years. A member of the Legislature may also initiate a proposal for a new policy or initiate review of an existing policy.
2. The responsible department will draft new or revised policy language and submit it to County Administration for review. For revisions to existing policies, *track changes* shall be used to identify all updates.
3. County Administration will review the document, make edits as necessary, and send the document to all Department Heads as appropriate, with a deadline to submit revisions.
4. County Administration will prepare a final draft based on feedback received and share it with the responsible department and oversight committee.
5. County Administration, in coordination with the responsible department, will bring the final draft for formal vote and approval before the relevant program Committee(s), the Government Operations Committee, and the full Legislature.
6. County Administration will notify all departments and make final changes to the Administrative Manual.

The Administrative Manual: The Policies and Procedures of Cortland County Government
Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees

Policy/Procedure Number:

Modified Date (s): 12/7/2005;
 1/20/2012; 11/20/2012; 12/20/2012;
 12/19/2013; 10/30/2014; 5/28/2015;
 1/1/2016; 11/4/2016; 1/1/2017;
 1/1/2018; 1/1/2019; 1/25/2019;
 1/3/2020; 1/2/2021

Resolution No.:

Effective Date: 1/2/2021

Next Scheduled Review:

Objective:

The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Cortland County.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement:

The County Legislature is committed to providing a high quality of services to the citizens of Cortland County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board's philosophy and policy is manifested in the efficient and effective operation of the County departments.

The County Legislature values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, and Management/Confidential personnel in the employment of Cortland County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Cortland County.

Responsible Department: Personnel Department

General Information:

I. Definitions: The term “Administrative employee” is used in this policy manual to refers to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using four major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such.

Department Heads - Employees who are recommended by the County Administrator for appointment by the County Legislature. Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete an annual performance evaluation on department heads based on legislative policies.

Management Employees - Employees who are appointed by the Department Head to positions authorized by the County Legislature. Management employees have significant managerial responsibility in the areas of supervision and policy formation.

Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

Elected Officials - Employees who are elected by popular vote. Due to their unique status, Elected officials are exempt from leave and attendance requirements and are therefore ineligible for any fringe benefits related thereto. They are also exempt from the probation period.

Positions within each category are included in Attachment A.

II. Policy:

A. Appointments

1. Full-Time Appointments

Department Heads, Management employees, and Management/ Confidential employees are for fixed or continuing terms.

- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State and County Law, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the "Term of the Board", which is four years.
- b. Continuous Term Appointment - The remainder of appointments are continuous are, in most instances afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the County Legislature and/or the County Administrator or Department Head. This group includes administrative employees who are appointed "at the pleasure of" the County Legislature or the Department Head, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Personnel Department.

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2. Part-time Appointments and Benefits

In certain cases, the County Legislature may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker's Compensation and Health, Dental and Vision Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the County Legislature.

3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with Cortland County Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.

4. Promotions

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Cortland County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of

current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are promoted or working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

B. Compensation

1. Annual Salary

Cortland County maintains a competitive salary structure and benefit package for administrative employees.

- a. A six step increment system (equal to a 4% increase between two year steps) shall be implemented fitting each employee into the proper grade and step in accordance with the MSD Study and length of service in an employee's title on January 1, 2005. All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the County Legislature. This graded salary schedule shall receive an annual adjustment equal to the increase given to CSEA unit 6550.
- b. Employees not at the job rate of the grade shall move to the next step upon the completion of 2, 4, 6, 8, or 10 years in the title upon their anniversary in that position. No employee may exceed the job rate of the grade.
- c. Employees shall begin employment at the Step 1 for the grade the County Administrator and Personnel Director determines that the need for the services or the employee's experience require that compensation be fixed at a Step 2 or a Step 3. Any prospective

Deleted: salary review during budget deliberations by Personnel Committee of the Legislature and by the Per. Director and County Administrator and shall be adjusted annually, as deemed appropriate. Following this review County Legislature will review the recommendations of Personnel Committee along with recommendations of the Administrator and the Personnel Director. At the conclusion of this review, a total compensation plan, including any cost of living adjustment, shall be submitted to the County Legislature for approval.

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hire with a proposed step increase higher than Step 3 shall be submitted to the Government Operations Committee for review and a decision.

2. Longevity

Employees, with the exception of the District Attorney, who have been continuously employed with the County shall receive an non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

Deleted: on a full-time basis or part-time employees scheduled to work equal to or greater than one-half (1/2) standard work week for the position,

	<u>Full Time</u>	<u>Part-Time</u> <u>(halftime or less)</u>
Completion of 15th Year	\$ 1,500	\$ 750
Completion of 20th Year	\$ 2,000	\$1,000
Completion of 25th Year	\$ 2,500	\$1,250
Completion of 30th Year	\$ 3,000	\$1,500
Completion of 35th Year	\$ 3,500	\$1,750

For the purposes of this program, continuous service shall be defined as no break in employment that exceeds one (1) year unless said break in service is the result of personal illness, accident, military service or layoff.

Employees who are less than full time but are more than half time shall receive a prorated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.

If an employee has been on full pay status for less than eleven (11) working days of the calendar month, longevity will not be credited for that calendar month.

Longevity payments shall be made by the County in one lump sum payment in a separate paycheck to the employee in the payroll period after the employee's anniversary date.

Only regularly scheduled employees who are on the County payroll at the time of longevity payment will be entitled to the longevity benefit. Employees who retire prior to the longevity payment will receive a prorated amount at the time of retirement based on their date of retirement.

3. Health, Dental, and Vision Insurance

a. Health Insurance:

Cortland County provides group health, hospitalization, major medical insurance, and prescription drug coverage through a self insured Participating Provider Network (PPN) for all full time and part-time employees covered by this policy and their

eligible dependents. Effective January 1, 2007, both the full and part-time employee share of this coverage shall be twenty percent (20%). The County's Health Benefits Program is fully described in the Plan Booklet.

Prescription Drug Coverage:

The County Health Insurance Plan includes a three tier formulary plan for prescription drugs. Employees may obtain prescription medications through the following providers and will pay the following co-pays:

Maintenance Medications

- i Employees may obtain available brand name prescription maintenance medications through the voluntary international mail order program from CortlandMeds at \$0 co pay. Please check available medications list at the Personnel Office or CortlandMeds.com.
- ii Employees who fill prescriptions for maintenance medications through the domestic mail order program will pay one co-pay per 90-day supply:
 - \$10 for generic
 - \$20 for brand name formulary
 - \$35 for non-formulary
- iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.
 - \$10 for generic
 - \$20 for brand name
 - \$35 for non-formulary

UPON THE FOURTH REFILL AT RETAIL, EMPLOYEES SHALL PAY A PENALTY CO PAY AT 50% OF THE **DRUG COST**.

Maintenance medications that are not able to be filled through the mail order program are excluded from the fourth refill penalty and may be processed as non-maintenance medications as described below.

Non-maintenance medications

- \$10 for generic
- \$20 for brand name formulary
- \$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees hired prior to the 16th of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16th of the month shall become effective on the first day of the second month following employment (e.g. date of hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held at once per year.

Deleted: six (6) month intervals

b. Dental Insurance:

The County provides a self insured dental plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

c. Vision Insurance:

The County provides a self insured vision plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

The Employer provides the I.R.S. Section 125 spending account plan for employee contributions toward Health, Dental, Vision and other authorized and applicable health care related costs, and authorized and eligible day care expenses. The plan is administered by a Third Party Administrator and conforms with I.R.S. regulations.

4. Health Insurance coverage upon retirement

Employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement, provided they have met the following requirements:

- a. completion of a minimum of ten years of service (Employees hired on or after January 1, 2005 shall require ten (10) years continuous service) with Cortland County during which the employee was eligible to receive Health Insurance; and
- b. are employed by Cortland County at the time of retirement; and
- c. are enrolled in the health plan at the time of retirement; and

- d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System.
- e. Be at least 55 years old;

The Retiree's share of Health Insurance costs shall be as follows:

Employees who retire and were hired prior to January 1, 2006:

<u>Employee Share</u>	<u>County Share</u>
10%	90%

Employees hired on or after January 1, 2006:

	<u>Employee Share</u>	<u>County Share</u>
10 years service but less than 15 years	50%	50%
15 years service but less than 20 years	35%	65%
20 years service or more	20%	80%

For All Retirees: Upon qualification for Medicare Part B, all retirees must enroll and provide the Medicare Part B required information to the Personnel Department.

The spouse of a deceased retired employee may continue to participate in the County's Health Plan upon payment of 100% of the monthly premium equivalent.

5. Retirement

The County participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section 75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. A Retirement System booklet is provided at orientation. This booklet provides all basic information on the Retirement System benefits. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, Cortland County offers the following Retirement Enhancements:

* May not apply to 14b members

- a. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement
- b. Section 41(k) - military service credit buy back.
- c. Section 60(b) - Minimum Death Benefit of up to three times the employee's annual rate of pay depending on length of service of employee at time of death and retirement tier.

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Cortland County to provide this benefit. Complete information is available from the Social Security Office.

7. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury. Employees must file the required report form immediately following the job related accident.

Deleted: 7. Life Insurance and Long-term Disability Insurance

The County participates in, through payroll deducti
Life Insurance and Disability Insurance through the Ne
State Association of Counties. Both programs are volu
with the full premium paid by the employee.

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8. Employee Assistance Program

The County will provide an Employee Assistance Program through a qualified provider of the County's choice. Employees will be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

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9. Defense and Indemnification

The County of Cortland shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law # 3 of 2004. Employees requesting assistance under this section are advised to make a written request to their Department Head or County Administrator within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

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10. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. Currently, Cortland County participates in the NYS Deferred Compensation Program. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Personnel Department.

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11. Tuition Reimbursement

Employees covered by this policy are eligible for tuition, books and fees reimbursement for job related/advancement courses at the undergraduate and graduate level, subject to the approval of the Department Head and the oversight Committee. Reimbursement will be made at the four-year SUNY undergraduate or graduate rate, as

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applicable for approved courses upon receipt of satisfactory completion of the course. Employees who withdraw from a course after the deadline date for withdrawal without penalty may be required to reimburse the County for the cost of the course. The County will not duplicate reimbursement from any other source. Course requests are available in the Personnel Office.

The County shall reimburse the renewal cost of licenses and certifications required to perform their jobs.

An employee who resigns from County employment, excluding for reasons of disability, death or an event beyond the control of the employee, and has received tuition reimbursement shall be required to refund the County according to the following schedule:

<u># of Months Since Course Completion</u>	<u>% Refund Due the County</u>
0 - 12	100
13 - 24	50
25 - 36	25

In the event an employee fails to make such refund by the resignation date, the employee shall forfeit payment of accrued vacation and compensatory time, not to exceed monies owed. Any remaining balance shall be deducted from the employee's final paycheck.

Professional development requests will be reviewed as part of the annual County budget process subject to procedures developed by the County Administrator.

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. Civil Service Exam Fees

Cortland County Managers and Administrators taking civil service examinations for Cortland County positions shall pay only the fee assessed the County by the New York State Municipal Service Division.

14. Safety Equipment

The County will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties.

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Deleted: 13. Employees' Savings Plans

A number of different options are available for ord savings through payroll deductions. Employees may en U.S. Savings Bonds through authorized payroll deducti contacting the Treasurer's Office. Should an employee use the direct deposit payroll option, the County's bank transfer funds to the employee's savings or checking ac The Credit Union will also provide savings accounts th authorized payroll deduction.

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Deleted: Travel authorization shall be submitted on t approved form in writing to the County Administrator than seven (7) days prior to the first date of travel.

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Requests for reimbursement will be processed by voucher submitted to the Manager of Audit and Financial Projects.

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III. Attendance and Leave Benefits

A. Office Hours

County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Cortland County Legislature and in accordance with existing State and County regulations.

(Generally, 8:30 a.m. - 4:30 p.m. 9:00 a.m. to 5:00 p.m. or 8:00a.m. to 4:00 p.m.).

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B. Base Work Day/Work Week

1. Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week for full time employees shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Part time employees vary dependent on the position.

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Most Department Heads and Management employees are not eligible for overtime compensation; however, they may accumulate one (1) week of compensatory time on a rolling bank basis to be used during their employment. Part time employees compensation time may not exceed 40 hours unless approved by the County Administrator. Compensatory time will be earned hour for hour. Compensatory time is to be earned only for time worked in the actual performance of the job. Examples of time worked include (but not limited to) required attendance at evening Legislative Sessions, community meetings on evenings and weekends, completion of special projects requiring a deadline (ie: grant writing) and responding after hours and /or on weekends for work issues that cannot wait until normal work days/ hours. Compensatory time is not intended to be earned for occasional work at home, reading reports, or material that will otherwise prepare you and make you successful at your job.

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Management employees shall receive prior approval to earn and use compensatory time from the Department Head. Earned and used compensatory time will be reported to Personnel like all other leave accruals.

*Compensation may be provided in special circumstances at the discretion of the County Administrator and report to oversight committee.

Department Heads are not required to obtain prior approval to earn compensatory time; however, in addition to reported, earned, and used compensatory time will be reported to Personnel like all other leave accruals. An e-mail will be sent to the County Administrator recording the date, reason, and amount earned.

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Unused compensatory time will not be paid at time of separation from service for Grades 1-11 Department Heads and Management Employees.

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C. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Legislature or County Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.

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D. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

An annual holiday calendar will be issued by the Personnel Department designating when holidays will be observed.

In addition, employees on payroll prior to July 1st of any year will receive one (1) floating holiday.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, he/she shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head, Personnel Director or County Administrator.

E. Annual Leave

1. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th of a month to receive annual leave credit for that month. On the first of January of each year of employment and every year of full-time continuous service thereafter, annual leave will be credited as follows:

Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		

1 month	0.8333	10
2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

For the first January 1 of employment, the employee shall be credited with two years of service credit for vacation. Each January 1 thereafter, the employee shall be credited with an additional year of service.

Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

2. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.

3. Management/Confidential employees may carry 50 days of accumulated annual leave.

4. Upon the termination of an employee, either by resignation or retirement, the employee works ten (10) working days (days do not need to be consecutive but must include the last day of employment) following the day written notification is given, unless the employee has a death in his/her immediate family (as defined in II. Attendance and Leave Benefits- Bereavement) is required to report for jury duty (as defined in III. Attendance and Leave Benefits- Jury Duty) or is required to be absent from work for any other unforeseen reason that, at the discretion of the County Administrator and Personnel Officer, constitutes a valid reason for absence (for this clause only, if a paid holiday falls within the ten (10) day notice period, it shall be considered a day worked if all other required days are worked by the employee). Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.

Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator and Chairperson of the oversight committee, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Department

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Heads shall notify the County Administrator and Chairperson of the oversight committee when expecting to not report for work for the day.

6. Annual Leave shall be used in minimum increments of fifteen (15) minutes.

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F. Use of Accrued Vacation to pay Health Insurance Premium

1. Effective January 1, 2015, employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 4 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration. *Effective 1/1/2022 up to 5 days.

Individuals will declare in writing the intent to make this conversion during the health care open enrollment period of the prior year. The dollar amount will be applied toward the employee's health care premium contribution for the next calendar year and spread out equally to each pay period.

2. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

G. Sick Leave

Absence from duty by an employee of Cortland County by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family, shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

1. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month. Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.

2. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor at the earliest possible time but no later than 9:30 a.m.

3. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.

4. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may

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require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.

5. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.

6. Employees may accumulate unused sick leave up to a maximum of 200 days.

7. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.

8. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 on a two-for-one basis not to exceed \$1,750 to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.

H. Emergency Pool

In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current County employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Personnel Officer shall be final and binding.

I. Family Sick Leave

1. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

2. Effective July 1, 2008, each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

J. Personal Leave

1. Personal leave with pay shall be granted for religious observance or personal business.

2. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal

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leave. Employees hired after January 1 or terminating service before December 31st shall receive a prorated share of personal leave credit.

3. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.

4. Personal leave may be granted only with the approval of the department head. Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.

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During the first year of hire, personal time shall be prorated as follows:

<u>Date of Hire</u>	<u>Time Earned (40 hr/week)</u>	<u>Time Earned (35hr/week)</u>
<u>1/10-2/14</u>	<u>32 hours</u>	<u>28 hours</u>
<u>2/15- 3/31</u>	<u>28 hours</u>	<u>24.5 hours</u>
<u>4/1-5/14</u>	<u>24 hours</u>	<u>21 hours</u>
<u>5/15-6/30</u>	<u>20 hours</u>	<u>17.5 hours</u>
<u>7/1-8/14</u>	<u>16 hours</u>	<u>14 hours</u>
<u>8/15-9/30</u>	<u>12 hours</u>	<u>10.5 hours</u>
<u>10/1-11/14</u>	<u>8 hours</u>	<u>7 hours</u>
<u>11/15-12/31</u>	<u>4 hours</u>	<u>3.5 hours</u>

Upon permanent separation from County service, the time allowed for use prior to separation shall be pro-rated as follows:

<u>Date of Resignation</u>	<u>Total Time Allowed to be Used (40hrs/week)</u>	<u>Total Time Allowed to be Used (35hrs/week)</u>
<u>1/10-2/14</u>	<u>4 hours</u>	<u>3.5 hours</u>
<u>2/15-3/31</u>	<u>8 hours</u>	<u>7 hours</u>
<u>4/1-5/14</u>	<u>12 hours</u>	<u>10.5</u>
<u>5/15-6/30</u>	<u>16 hours</u>	<u>14 hours</u>
<u>7/1-8/14</u>	<u>20 hours</u>	<u>17.5 hours</u>
<u>8/15-9/30</u>	<u>24 hours</u>	<u>21 hours</u>
<u>10/1-11/14</u>	<u>28 hours</u>	<u>24.5 hours</u>
<u>11/15-12/31</u>	<u>32 hours</u>	<u>28 hours</u>

Family Medical Leave

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The County will abide by provisions and regulations of the Federal Family and Medical Leave Act (FMLA).

L. Leaves of Absence

1. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.

2. A leave of absence shall not be granted to accept other employment.

3. No leave shall be authorized which may exceed the remaining period of a term appointment.

4. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

5. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

M. Bereavement Leave

1. In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household (the Department Head may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for funeral later interment and/or celebration.

The use of up to four (4) days referred to in "1" are to be used within thirty (30) days of the employee's receipt of notification of a qualifying death. The requested bereavement days must be used consecutively and cannot be spread over a 30-day period. Employees may still retain one (1) day for interment. Where special circumstances exist which prohibits use within the 30-day period, a request may be made to the County Personnel Officer for other accommodations. The Personnel Officer shall have sole authority to grant an exception.

a. In the event of the death of any relative not outlined in Section 1 of this Article, the employee shall be excused from work at his/her

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¶ Because of the birth of a son or daughter of the employee in order to care for such son or daughter; ¶

¶ Because of the placement of a son or daughter with the employee for adoption or foster care; ¶

¶ In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition; ¶

¶ Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee; ¶

¶ An eligible employee shall be required to use accrued vacation or personal leave for instances provided under subparagraphs 1 or 2 above. An eligible employee shall be required to use accrued paid vacation leave, personal leave or family sick leave for leave provided under paragraph 4 above for any part of the twelve week period of such leave; ¶

¶ The County shall maintain coverage for health insurance for an employee on leave pursuant to this section for the duration of the twelve week period, and under the conditions coverage have been provided if the employee had continued in employment continuously for the duration of such leave. The County may recover the premium that the County paid maintaining coverage for the employee under such group-term life insurance plan during any period of unpaid leave if the employee fails to return from leave after the twelve week period except if the employee fails to return because of the continuation, renewal or onset of a serious health condition that entitles the employee to leave under subparagraph 1 or 2 above or, other circumstances beyond the control of the employee. ¶

¶ Nothing contained in this provision shall otherwise limit the obligations of the employer or the employee under the provisions of the family leave act.

request on the day of the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.

- b. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

N. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the County Treasurer within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

O. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, which ever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or County Administrator as soon as possible upon receipt of orders.

Miscellaneous

P. Reasonable Suspicion Alcohol and Controlled Substance Policy

Cortland County intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.

Q. Personal Appearance of Employees

It is important that all County employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.

R. Employee Evaluations

With the exception of Elected Officials, all employees under this policy shall receive an annual performance appraisal 60 days prior to their anniversary date in accordance with adopted Legislative Policy.

S. Equal Employment Opportunity

It is the policy of Cortland County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

Applies to all persons without regard to race, color, creed, national origin, age (18-70), sex, disability, religion, marital status, political affiliation, or criminal record.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

T. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the County Legislature adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and County Law. A copy of the County's Code of Ethics is provided upon hire.

U. External News Media

Employees covered by this policy are to interact with external new media (ie: broadcast, electronic print) as prescribed below to provide an effective and efficient framework to facilitate the timely, accurate, comprehensive, authoritative and relevant to all aspects of Cortland County.

Refer all media inquiries to your respective department head. Please do not say you are not allowed to talk to the media. Instead, state that all media inquiries are to be directed to department heads. In some instances department heads may want to involve and/or refer to the County Attorney.

A department head may designate a deputy or an employee covered by this policy to speak in their absence. A written designation letter shall be filed with Personnel, County Attorney and the Clerk of the Legislature. Said designation may be revoked at any time.

V. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Director of Personnel. The Director of Personnel shall meet with the County Administrator and Chairman of the Legislature to determine the proper course of action to take on any question.

ON MOTION OF KELLY FAIRCHILD-PRESTON

RESOLUTION NO. 351-20

**Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for
2021 – Personnel Department**

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

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plan”, AND

WHEREAS, the 2021 adopted County budget includes a 2% cost of living adjustment for Management/Management Confidential employees, AND

WHEREAS, the 2021 adopted County budget includes a 2% cost of living adjustment for employees who are off scale, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs a 2% cost of living adjustment for those employees who in the “County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and a Grade and Step plan for employees falling under the plan” effective January 1, 2021 in accordance with the following schedule.

2021 GRADE AND STEP FOR MANAGEMENT CONFIDENTIAL BASED ON A 2.0% INCREASE						
Grade	1 hire rate	2 2 year	3 4 year	4 6 year	5 8 year	6 10 year
1	\$85,522	\$88,944	\$92,500	\$96,200	\$100,047	\$104,050
2	\$79,554	\$82,739	\$86,047	\$89,488	\$93,067	\$96,791
3	\$74,005	\$76,965	\$80,044	\$83,246	\$86,575	\$90,037
4	\$68,842	\$71,595	\$74,460	\$77,437	\$80,536	\$83,755
5	\$64,039	\$66,601	\$69,264	\$72,034	\$74,916	\$77,913
6	\$59,571	\$61,953	\$64,432	\$67,008	\$69,689	\$72,477
7	\$55,414	\$57,632	\$59,936	\$62,335	\$64,827	\$67,421
8	\$51,547	\$53,611	\$55,757	\$57,986	\$60,304	\$62,717
9	\$47,952	\$49,870	\$51,865	\$53,939	\$56,096	\$58,341
10	\$44,607	\$46,391	\$48,248	\$50,175	\$52,185	\$54,272
11	\$41,494	\$43,154	\$44,881	\$46,675	\$48,543	\$50,484
Management Confidential						
5	\$21.8569	\$22.7313	\$23.6406	\$24.5861	\$25.5695	\$26.5925
4	\$20.2040	\$21.0120	\$21.8525	\$22.7267	\$23.6357	\$24.5813
3	\$19.4268	\$20.2040	\$21.0120	\$21.8525	\$22.7267	\$23.6357
2	\$18.6797	\$19.4268	\$20.2040	\$21.0120	\$21.8525	\$22.7267
1	\$17.9612	\$18.6797	\$19.4268	\$20.2040	\$21.0120	\$21.8525

Grade 1 Public Defender County Attorney Commissioner of Social Services Director of Information Technology Public Health Director, Director, Comm. Mental Health Services Superintendent of	Grade 2 Sheriff	Grade 3 Undersheriff Personnel Officer Chief Assist. District Attorney Chief Social Services Attorney Chief Assist. Public	Grade 4 Probation Director (Group B) Deputy Highway Supt. Deputy Public Health Director, Director of Planning County Clerk Asst. District Attorney County Auditor Asst. Public Defender Asst. County Attorney Assistant

Highways Director of Finance		Defender Chief County Attorney	Director of Finance Social Services Attorney Director of Emergency Response & Communications Manager of Audit and Financial Projects Deputy Director of Information Technology Plan Administrator
<u>Grade 5</u> Director, Area Agency on Aging Director, Real Property 1 Grant Administrator Director of Environmental Health Highway Engineering and Maintenance Supervisor Director of Community Health Services Deputy Commissioner of Social Services	<u>Grade 6</u> Director of Administrative Services Clinical Dir. of MH Deputy Personnel Officer Supervisor, Solid Waste Management	<u>Grade 7</u> Bldg. & Grounds Superintendent Medical Director Medical Advisor Clerk of the Legislator Deputy Dir. Of Real Property I Assistant Dir. Area Agency on Aging Director of Program Development	<u>Grade 8</u> Public Health Program Manager Assistant Director of Administrative Services Recycling Coordinator Assistant Director of Emergency Response & Communications
<u>Grade 9</u> Emp. & Training Director Family Support Services Director <u>Assistant Dir. Of Emergency Response & Communications</u> CAC Coordinator	<u>Grade 10</u> Fiscal Officer Dir. of Veterans' Services Agency Dir. of Weights and Measures Nutrition Program Manager	<u>Grade 11</u> Deputy County Clerk Motor Vehicle Director Safety Officer Coroner County Treasurer Fiscal Officer Trainee Deputy Clerk of the Legislature	

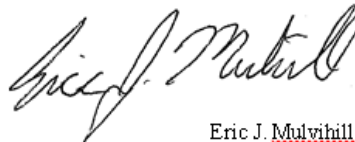
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<u>Grade 1</u> Election Clerk Secretary to the Plan Administrator	<u>Grade 2</u> Secretary II Secretary to Co. Administrator Investigator Secretary to County Administration Secretary to the Commissioner of Social Services Secretary to County Attorney	<u>Grade 3</u> Sr. Election Clerk Secretary to Sheriff Secretary to D. A. Personnel Assistant	<u>Grade 4</u> Paralegal Personnel Tech. Trainee Payroll Coordinator Office Manager Data Officer	<u>Grade 5</u> Personnel Technician Legal Associate

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 19th day of November, 2020 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 19th day of November, 2020.



Eric J. Mulvihill
Clerk of the Cortland County Legislature