



# Budget & Finance Committee

## Committee Meeting

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

### ~ Agenda ~

Tuesday, March 13, 2018

11:00 AM

Room 304

### CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Board Member Thomas P. Hartnett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice Chair Kevin Whitney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Chair, George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Mary Ann Discenza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Christopher Newell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Paul Heider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### MINUTES

1. Budget & Finance Committee - Committee Meeting - Feb 13, 2018 11:00 AM

### RESOLUTIONS

#### County Treasurer

#### ON MOTION OF WAGNER

#### AGENDA ITEM NO. 1

#### **Authorize Agreement for Cortland County Audits for Years Ending 12/31/17, 12/31/18, and 12/31/19, with Option Years through 2021 – County Treasurer**

WHEREAS, an independent financial audit is required by federal regulations to satisfy the “Single Audit Act Amendments of 1996 and Office of Management and Budget (OMB) Revised Circular A-133 known as “Audits of State and Local Governments and Non-profit Organizations”, AND

WHEREAS, such general purpose financial statements with Single Audit Reports are commonly called the “Single Audit” for Cortland County, AND

WHEREAS, the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156 sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and non-profit organizations expending Federal awards, AND

WHEREAS, Circular A-133 - “Audit of States, Local Governments, and Non-profit Organizations” is issued under the authority of sections 503, 1111, and 7501 et seq. of Title 31, United States Code, and Executive Orders 8248 and 11541, AND

WHEREAS, the Office of the New York State Comptroller does not perform Single Audits for the County and the County Auditor is an internal auditor and is not an independent auditor for the purpose of the Single Audit requirements, AND

WHEREAS, New York State Office of Mental Health, Mental Health Retardation Development

Disabilities and Alcohol & Substance Abuse Services mandates an audit of the annual New York State Consolidated Fiscal Report, AND

WHEREAS, the County Treasurer, on behalf of the Acting County Administrator, requested proposals for auditing firms to provide the above services, with options for 2019 and 2020, and qualified bids having been received and opened on February 2, 2018 as follows:

	-----Contractual Period-----			-----Optional Period-----	
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
The Bonadio Group	\$55,000	\$56,550	\$58,200	\$60,900	\$61,500
Pittsford, NY	<i>(Additional services as needed) \$126 - \$280 per hour</i>				
<b>Total Contractual Period</b>	<b>\$169,750</b>				
EFPR Group	\$48,800	\$49,800	\$50,800	\$51,800	\$52,800
Williamsville, NY	<i>(Additional services as needed) \$70 - \$150 per hour</i>				
<b>Total Contractual Period</b>	<b>\$149,400</b>				
Lumsden	\$60,000	\$61,200	\$62,400	\$63,650	\$63,650
McCormick	<i>(Additional services as needed) \$80 - \$219 per hour</i>				
<b>Total Contractual Period</b>	<b>\$183,600</b>				

, AND

WHEREAS, the County Treasurer has reviewed the above bids and researched each bidder's references with other County Treasurers for which similar services have been provided and found all three bidders to be qualified to perform all necessary services required and finding EFPR Group to be the lowest bidder, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature, upon approval of the County Attorney or designee, is authorized and directed to enter into an agreement with the EFPR Group, CPAs, PPLC in the amount of \$149,400, to:

1. Perform the Single Audits for 2017, 2018, and 2019 (with options for 2020 and 2021 at \$51,800 and \$52,800, respectively) to satisfy the Single Audit Act and OMB Circular A-133, and
2. Perform the mandated audit of the New York State Consolidated Fiscal Report for the Mental Health Department, and
3. Perform annual mandated audit to comply with Article 2, section 21 of the NYS Transportation Law that requires Cortland County to prepare a "schedule of state transportation assistance expended" and that said schedule be prepared by an independent Certified Public Accountant.
4. Said expenditure has been included in the 2018 budget divided among those departments receiving the required services to meet annual reporting requirements.

**ON MOTION OF WAGNER**

**AGENDA ITEM NO. 2**

**Reaffirm 2017 Occupancy Tax Fund Allocations for Marathon Maple Festival United Way, and Cortland Main Street Music Series - Treasurer's Office**

WHEREAS the Cortland County Legislature adopted Resolution No. 409-16 which authorized the allocation of County Occupancy tax funds to various organizations and agencies, AND

WHEREAS, The organizers of Marathon Maple Festival the United Way Triathlon, and the Cortland Main Street Music Series experienced difficulty providing the required contractual and supporting documentation to access their respective allocations, AND

WHEREAS, the 2017 fiscal year has ended and the accounts have been closed, AND

WHEREAS not receiving these funds will create a financial hardship for these events, AND

WHEREAS, the Cortland County Legislature supports these events and wishes to provide the funds that were allocated and designated in Resolution No. 409-16, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature directs the Cortland County Treasurer to expense the funds to the Marathon Maple Festival, United Way and the Cortland Main Street Music Series as prescribed in Resolution No. 409-16 and that the Occupancy fund totals be adjusted to reflect the transactions.

**ON MOTION OF WAGNER**

**AGENDA ITEM NO. 3**

**Authorize County Department Purchasing Card Program**

WHEREAS, the current Cortland County purchasing card requires Department heads to utilize personal credit cards in order to complete various County purchases, AND

WHEREAS, having County employees use their personal credit cards for County business places an undue burden on those employees, AND

WHEREAS, County accounting and auditing functions would be better served with department issued purchasing cards with specific parameters and set limitations, AND

WHEREAS, the Cortland County Treasurer has reviewed various purchasing card programs and has determined that the purchasing card program offered by JP Morgan Chase is in the County's best interest, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature hereby authorizes the County Treasurer's Office to implement a County purchasing card program with JP Morgan Chase and that County purchasing policy be amended to recognize the implementation of said purchasing card program.

**County Administrator**

**ON MOTION OF WAGNER**

**AGENDA ITEM NO. 4**

**Authorizing Transfer of Unspent 2017 Occupancy Tax Funds to Dwyer Memorial Park Repair Reserve Account - Buildings and Grounds**

WHEREAS, Resolution No. 436-17 authorized the establishment of a dedicated reserve fund to cover the cost repairs and labor for needed repairs at Dwyer Memorial Park, AND

WHEREAS, there is currently \$9,232.82 in unspent 2017 Occupancy tax funds, AND

WHEREAS those funds will continue to remain unused in the Occupancy Tax Fund, AND

WHEREAS the Dwyer Memorial Park supports tourism efforts in Cortland County hosting a number of events and attractions throughout the year, AND

WHEREAS, there is limited funding available to support ongoing repairs and maintenance of the park and related facilities, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby directs the County Treasurer to transfer the unexpended 2017 Occupancy allocation funds to account A64105.54859 Dwyer Park Memorial Repair Reserve Account.

**Real Property**

**County Coroner**

**ON MOTION OF WAGNER**

**AGENDA ITEM NO. 5**

**Amend 2018 Budget Coroner's Office State and Municipal Facilities Grant for Vehicle Purchases**

WHEREAS, the Dormitory Authority of the State of New York has awarded the Cortland County Coroner's Office a State and Municipal Facilities (SAM) grant in the amount of \$75,000 to purchase two vehicles, AND

WHEREAS, this is a reimbursable grant which requires the County to expend the funds and then seek reimbursement, AND

WHEREAS, the Coroner's 2018 budget did not include funds to purchase said vehicles, AND

WHEREAS, there are funds available in the County General Fund, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Treasurer or designee is hereby directed to establish a budget line in the Coroner's 2018 budget, AND BE IT FURTHER

RESOLVED, that the 2018 budget is amended as follows:

Current	Change	Revised
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, AND BE IT FURTHER

RESOLVED, that once the SAM grant proceeds are received that they be used to reimburse the General Fund, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the Dormitory Authority of the State of New York in an amount not to exceed \$75,000.

**Discussion Items**

Cold War Veterans Exemption

**CONSENT AGENDA**

**Referred from Judiciary & Public Safety Committee**

**Referred from Ag/Planning/Environmental Committee**

**ON MOTION OF PRICE**

**AGENDA ITEM NO. 1**

**Amend 2018 Budget/Accept Payment - Authorize to Release Payment to Gary and Christine Slade Peaceful Valley Farm Under the NYS Department of Agricultural and Farmland Protection Implementation Grant - Contract C800814 Planning Department**

WHEREAS, on July 24, 2014, Resolution 228-14 supported an application for State Assistance Payments under the New York State Bond Act to Purchase Development Rights on the Gary and Christine Slade Peaceful Valley Farm in the Towns of Homer and Scott, Cortland County, AND

WHEREAS, the Department of Agriculture and Markets of the State of New York has awarded Cortland County an Agricultural and Farmland Protection Implementation Grant for the purpose of acquiring conservation easements in relation to the farm owned by Gary and Christine Slade in the Towns of Homer and Scott, Cortland County, AND

WHEREAS, the Department of Agriculture and Markets has provided written agreements describing the terms and conditions of the grants known in the amount not to exceed \$2,000,000 for acquiring conservation easements regarding the Gary and Christine Slade Peaceful Valley Farm in the Towns of Homer and Scott, Cortland County, AND

WHEREAS, the actual amount for acquiring the conservation easement based on the appraisal of the property by the State regarding the Gary and Christine Slade Peaceful Valley Farm in the Town of Homer and Scott, Cortland County is 1,194,556, AND

WHEREAS Cortland County received an advance payment from New York State Department of Agriculture and Markets for the following services: title report; 50% of cost of project partners' staff time and 50% of cost for Grantee legal fees for the purchase of the conversation easement for a Farmland Implementation Grant for Gary and Christine Slade's Peaceful Valley Farm in the Towns of Homer and Scott, Cortland County in the amount of \$9,000, which resides in reserve account A19905.91000, AND

WHEREAS Cortland County received a second advance payment from New York State Department of Agriculture and Markets for the following services: survey, appraisal; 50% of cost of project partners' staff time, 50% of cost of Grantee legal fees, and cost to prepare baseline documentation report for the purchase of the conversation easement for a Farmland Implementation Grant for Gary and Christine Slade's Peaceful Valley Farm in the Towns of Homer and Scott, Cortland County in the amount of \$36,800, which resides in reserve account A875543.43989.15SPV, AND

WHEREAS, Cortland County distributed a payment to Gary and Christine Slade for partial survey cost of \$17,500 and appraisal fee of \$6,800 for a total disbursement of \$24,300, leaving a fund balance of \$21,500, as these services have been completed as part of the Agricultural and Farmland Protection Implementation Grant, AND

WHEREAS there was an approval by New York State Department of Agriculture and Markets for an amendment to the survey reimbursement funding due to an increase in the cost which increased the cost by \$6,139, which is owed to the Gary and Christine Slade, AND

WHEREAS, the 2018 budget should reflect the decreased value of the conservation easements on this property based on the appraised value of \$1,194,566, NOW THEREFORE BE IT

RESOLVED, that the County Treasurer is hereby authorized to amend the 2018 budget to reflect the decreased value of the conservation easements on this property based on the appraised value of \$1,194,566, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer hereby accepts payment from the New York State department of agriculture & Markets in the amount of \$1,128,766 for the remaining balance of the cost to purchase conservation easements on Gary & Christine Slade's Peaceful Valley Farm minus the \$20,000 stewardship fee which will be paid by the NYS Department of agriculture & Markets after closing documents for the conservation easements have been submitted to the State, NOW THEREFORE BE IT FURTHER

RESOLVED, that the Cortland County Treasurer is hereby authorized and directed to make

payment of the purchase price of the conservation easements based on the appraised value of the conservation easement and the remainder of the survey cost and for a total disbursement of \$ 1,122,266 to Gary and Christine Slade for the purchase of conservation easements on Gary and Christine Slade's Peaceful Valley Farm under the New York State Department of Agriculture and Markets Farmland Protection Implementation Grant program.

	Current	Change	Revised
Expense			
A87555.54120.15SPV	\$21,500	\$1,128,766	\$1,150,266
Revenue			
A875543.43989.15SPV	-\$21,500	-\$1,128,766	-\$1,150,266

**ON MOTION OF PRICE**

**AGENDA ITEM NO. 2**

**Amend 2018 Budget Accept New York State Operating Assistance (STOA) SFY 2017-2018 “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 2017-2018 State Wide Mass Transportation Operating Assistance (STOA) “Clean Up” payments to the upstate formula bus systems. These payments distribute the remaining 2017-18 STOA appropriation balances for the upstate formula bus systems, AND

WHEREAS, the County has received SFY 2017-2018 STOA “Clean Up” payment of \$214,776.60 from the New York State Department of Transportation under Federal Section 5311 for transit operating assistance, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature authorizes the release of said payment to First Transit and to create the following 2018 budget modification.

	<u>CURRENT</u>	<u>CHANGE</u>	<u>REVISED</u>
Expense: Federal 5311 STOA Passenger and Miles Increase A56305-54081	\$345,000.	+\$214,776.60	
Revenue: Federal 5311 STOA Passenger and Miles Decrease A563044-44589	-\$345,000.	-\$214,776.60	

**Referred from Health & Human Services**

**ON MOTION OF DISCENZA**

**AGENDA ITEM NO. 3**

**Amend Budget Health Department/Administration (Integrated Cancer Services Program)**

WHEREAS, Resolution No. 258-13 gave the Cortland County Health Department permission to enter into an agreement with the New York State Department of Health to continue the Cancer Services Program, Contract # C-028812 for the contract period of 7/1/13-6/30/18, AND

WHEREAS, New York State Department of Health has amended the contract period to 7/1/13-9/30/18, with an amended amount of \$3,060 for the period 4/1/18-9/30/18, AND

WHEREAS, these funds will be used to continue to be the lead agency for the Cancer Services Program Breast, Cervical & Colorectal Cancer Partnerships, which includes Tompkins County, and pays for clinical services, AND,

WHEREAS, funds in the 2018 County Budget will need to be amended as follows:

Increase Revenue:	<u>Current)</u>	<u>Increase</u>	<u>Balance</u>
A401043.43450.18CSC Cancer Svcs Grant	(\$120,097)	(\$3,060)	(\$123,157)
Increase Expense:			
A40105.54500.18CSC Medical Fees	\$21,533	<u>\$3,060</u>	\$24,593
		<u>-\$0-</u>	

, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the County Legislature, upon review and approval by the County Attorney or Designee and subject to appropriation of funding by the Legislature, are hereby authorized and directed to sign an agreement with the State of New York to accept these funds.

**ON MOTION OF DISCENZA**

**AGENDA ITEM NO. 4**

**Amend 2018 Budget Abolish/Create Medical Director/Psychiatrist (Part-Time, .2) /Medical Director/Psychiatrist (Part Time, 17 HR/ WK) - Mental Health Department**

WHEREAS, the needs of the agency will be better served by abolishing one part-time (.2) position of Medical Director/Psychiatrist and creating one part-time (17/HR/WK) position of Medical Director/Psychiatrist, AND

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

RESOLVED, that one part time (.2) position of Medical Director/Psychiatrist (\$190/HR., Management, competitive class), be and hereby is abolished effective March 22, 2018 at midnight, AND BE IT FURTHER

RESOLVED, that one part time position (17 HRS/WK) of medical Director/Psychiatrist (\$190/HR., Management, competitive class, no benefits), be created effective March 23, 2018, AND BE IT FURTHER

RESOLVED, that the 2018 budget be amended as follows:

Decrease:	A43105-58020-4200	\$ 4,768
Increase:	A43105-51010-4200	\$ 73,938
Increase:	A43105-58030-4200	\$ 5,657
Increase:	A43105-58040-4200	\$ 543
Increase:	A431042-41620-4200	\$102,336

**ON MOTION OF DISCENZA**

**AGENDA ITEM NO. 5**

**Budget Amendment for Court Ordered Hospital Stay - Mental Health Department**

WHEREAS, an order for an individual had been sent from the Cortland County Jail to a Secure State Psychiatric Hospital by court order on November 7, 2016 for a period of one year, AND

WHEREAS, that order has been extended for an additional 1 year period from November 7, 2017 through November 6, 2018, AND

WHEREAS, the County is responsible for the payment of 50% of the daily rate which is \$967.29 per day making the County share equal to \$483.65 per day, AND

WHEREAS, an additional amount of \$150,415 (311 days at \$483.65/day) is needed to cover the

cost of the extended stay, AND

WHEREAS, \$88,965 is currently in the 2018 budget to pay the County portion of the expense for a second individual NOW THEREFORE BE IT

RESOLVED, that the 2018 County Mental Health budget be amended as follows:

Account Number:	Account Name:	
Current Revised Budget:	Increase/Decrease:	New Revised Budget:
A19905.91000	Appropriated Fund Balance	
	-\$150,415	
A43105-54500-4200	Medical Fees & Services	
\$88,965	+\$150,415	\$239,380

**ON MOTION OF DISCENZA**

**AGENDA ITEM NO. 6**

**Accept Bids/Authorize Purchase - Miscellaneous Groceries and Frozen Foods - Area Agency on Aging/Nutrition**

WHEREAS, bids were received on February 9, 2018 for the period April 1, 2018 through June 30, 2018, 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 Horizon House, AND

WHEREAS, the Health and Human Services Committee recommends that bids be awarded to the lowest responsible bidder, AND

WHEREAS, bids were received from the following:

- Ginsberg's, PO Box 17, Route 66, Hudson, NY 12534
- Maines Paper & Food Service, 101 Broome Corp Pkwy, PO Box 450, Conklin, NY 13748
- Smith Packing Co., PO Box 520, Utica, NY 13503-0520
- Renzi Food Service, 901 Rail Drive, Watertown, NY 13601
- Benjamin Foods, 14 Doud Circle, Hilton, NY 14468

, 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, 2018 through June 30, 2018.

**ON MOTION OF DISCENZA**

**AGENDA ITEM NO. 7**

**Authorize Agreements for Professional Services - Cortland County Health Department**

WHEREAS, the Cortland County Health Department contracts for various professional services to assist in the provision of services:

- Medical Records Consultant (Cortland Regional Medical Center Record Consultant)
- Language Interpreters



· Other providers as necessary  
, AND

WHEREAS, funds have been allocated and proposed in the 2018 budget in account number A40355.54812.JCBS Public Health Contracted Agency, AND

WHEREAS, the term for these contracts shall be January 1, 2018 through January 1, 2019, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Cortland County Legislature and the Public Health Director or designee, upon review and approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, are authorized to execute agreements for the provision of said services.

**Referred from Building & Grounds Committee**

**Referred from Personnel Committee**

**ON MOTION OF FAIRCHILD-PRESTON**

**AGENDA ITEM NO. 8**

**Accept Bid/Authorize Contract with Phoenix Ballots and Election Materials/Board of Elections**

WHEREAS, Cortland County Election Commissioners prepared a Request for Bids for the purpose of seeking vendors to print optical scan ballots and election supplies, AND

WHEREAS, two bids were received and reviewed (Phoenix Graphics, Inc., and Ft. Orange Press), AND

WHEREAS, upon review of bid materials it is in the best interest of the Board of Elections to continue purchasing ballots from its current vendor for a period of five years at the same cost of \$.48/each ballot as requested/required for the election process, NOW THEREFORE BE IT

RESOLVED, that Cortland County hereby authorizes the contract to Phoenix Graphics, 1525 Emerson Street, Rochester, NY 14606, for a five year period, AND BE IT FURTHER

RESOLVED, the Chairman of the County Legislature, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of April 1, 2018 to March 31, 2023, with said firm.

**Referred from Solid Waste Committee**

**ON MOTION OF BOYDEN**

**AGENDA ITEM NO. 9**

**Create Temporary Recycling Coordinator-Solid Waste/Highway Department**

WHEREAS, the needs of the County will be better served by creating (1) one full-time temporary (6) six month position of Recycling Coordinator in the Recycling Division, NOW THEREFORE BE IT

RESOLVED, that (1) one full-time temporary position (6) six month of Recycling Coordinator in the Recycling Division (Management Compensation Plan Grade 8, \$48,574 - \$59,100/yr.- competitive class) be created effective March 23, 2018 at 12:01 a.m. which will be paid out of EL81615, AND BE IT FURTHER

RESOLVED, the 2018 budget is amended as follows:

Decrease:

EL81605.51005	Personnel Services	\$25,410.00
EL81605.51020	Overtime Pay	\$2,319.00
EL81605.51035	Other Compensation	<u>\$3,500.00</u>

Total: \$31,229.00

Increase:

EL81615.51005	Personnel Services	\$24,287.00
EL81615.58020	Retirement	\$3,886.00
EL81615.58040	Worker's Compensation	\$1,198.00
EL81615.58030	FICA	<u>\$1,858.00</u>

Total: \$31,229.00

**Referred from Highway Committee**

**ON MOTION OF NEWELL**

**AGENDA ITEM NO. 10**

**Approve Airport Hangar MH-2 Lease - Highway Department**

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

WHEREAS, in accordance with Local Law No. 5 of 2012, the County has negotiated with McNeil & Company, 22 Church Street, Cortland, NY 13045 for the lease of a portion of Hangar Building MH-2 at Cortland County Airport, AND

WHEREAS, the Airport Advisory Board unanimously approved a motion recommending that the Cortland County Legislature approve the lease of a portion of Hangar MH-2 with McNeil & Company, 22 Church Street, Cortland, NY 13045, containing the following terms and conditions:

Rental Rate Schedule:

- Year 1 (January 1, 2018 to December 31, 2018): \$1,100.00 per month,
- Optional Year 2 (January 1, 2019 to December 31, 2019): \$1,200.00 per month.

Terms and Conditions:

- All other terms and conditions of the previous Lease for Hangar MH-2 with McNeil & Co. shall apply.

, AND

WHEREAS, the Highway Committee of the Cortland County Legislature recommends approval of a lease of a portion of Hangar MH-2 at Cortland County Airport to McNeil & Company, 22 Church Street, Cortland; NY 13045, in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above, NOW THEREFORE BE IT

RESOLVED, that the Legislature hereby approves the lease of a portion of Hangar MH- 2 at Cortland County Airport to McNeil & Company, 22 Church Street, Cortland; NY 13045, in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature, upon review and approval by the County

Attorney as to form, is hereby authorized to execute the necessary Hangar Lease Agreement with McNeil & Company, 22 Church Street, Cortland, NY 13045, for lease of a portion of Hangar MH-2 Building at Cortland County Airport in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above.

**ON MOTION OF NEWELL**

**AGENDA ITEM NO. 11**

**Award Jet-A Fuel Farm Construction Agreement/Transfer Funds - Highway Department**

WHEREAS, the County of Cortland has been awarded a NYSDOT Aviation Capital Grant to construct a new Jet-A-Fuel System at the Cortland County Airport, GEN. Levi R. Chase field, AND

WHEREAS, the design of and construction of the Jet-A-Fuel System Project (NYS PIN 3903.08) was approved by the Cortland County Legislature by Resolution 452-16, AND

WHEREAS, an amount of \$495,000.00 for the construction and construction administration/inspection of said project has been approved by the NYSDOT, and the said funds were budgeted but not expended in the 2017 County Capital Project Budget, AND

WHEREAS, the Highway Superintendent has advertised for and received bids for the Construction of the Jet-A-Fuel System (NYS PIN 3903.08) and they are as follows:

BIDDERS

BID

, AND

WHEREAS, the lowest responsible bid received for the Construction of the said project was received from \_\_\_\_\_, NOW THEREFORE BE IT

RESOLVED, that contingent upon NYSDOT's approval of award, the Chairman of the Legislature of Cortland County, upon review and approval by the County Attorney, or designee, is hereby authorized to execute an agreement for the Construction of said project with \_\_\_\_\_ for an amount not to exceed \$ \_\_\_\_\_, AND BE IT FURTHER

RESOLVED, that the project costs be charged to the already established Account # HH56105.52253.17JET, AND BE IT FURTHER

RESOLVED, that the funds remaining in the 2017 Capital Project Budget be transferred to the 2018 Capital Projects Budget as follows:

			BALANCE)	
HH56105.52253.17J	JET A FUEL PROJECT	\$0	\$495,000	\$495,000
	ET			
HH56105.54055.17J	PROF SERVICES	\$0	\$27,500	\$27,500
	ET			
HH561043.43597.17	STATE REVENUE	\$0	(\$470,250)	(\$470,250)
	JET			
HH561048.45031.17	INTER-FUND	\$0	(\$52,250)	(\$52,250)
	JET			
A99505.99565.17J	JET TRANSFER TO	\$0	\$52,250	\$52,250
	CAPITAL			
A19905.54775	GENL	\$500,000	(\$52,250)	\$447,750
	CONTINGENCY			
			\$0	

**ON MOTION OF NEWELL**

**AGENDA ITEM NO. 12**

**Extend Bids/Award Agreements - 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 2016 with an option to extend existing bids for up to three years, AND

WHEREAS, the costs for said various supplies, materials and services have been appropriated in the 2018 Budget, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the County will extend the existing 2016 bid pricing to 2018 for the purchase of materials, supplies and services from the current respective low bidders meeting specifications as follows:

**BITUMINOUS CONCRETE** from Suit-Kote Corporation, 1911 Lorings Crossing Road, Cortland, NY 13045-5160

**BITUMINOUS LIQUID** from Suit-Kote Corporation, 1911 Lorings Crossing Road, Cortland, NY 13045-5160

**IN PLACE RECYCLE PAVEMENT-COLD** from Suit-Kote Corporation, 1911 Lorings Crossing Road, Cortland, NY 13045-5160

**PAINTING TRAFFIC LINES** from Seneca Pavement Markings, 3526 Watkins Rd., Horseheads, NY 14845.

**PAVEMENT CRACK SEALING** from Suit-Kote Corporation, 1911 Lorings Crossing Road, Cortland, NY 13045-5160

**TRUCKING OF HIGHWAY AGGREGATE** from Van Slyke Trucking, Inc. PO Box 15218, Syracuse, NY 15218

, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature, 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.

**Award 2018 Material and Service Bids - Highway Department**

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

WHEREAS, the costs for said various supplies, materials and services have been appropriated in the 2018 Budget, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, 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** from T & C Mobile Home & Construction Services, LLC, 159 Landers Corners Rd., Willet, NY 13862.

**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.

**DIESEL FUEL** from Mirabito Energy Products, The Metro center, 49 Court Street, Binghamton, NY 13902 for a mark up of \$.0331 per gallon for Diesel Fuel, \$.0695 per gallon for Winterized Blend and \$.0777 for Kerosene.

**GRAVEL** 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.

**GUIDERAIL POST INSTALLATION** from Silverline Construction, Inc., 4299 Newtown Rd., Burdett, NY 14818 for \$135.00 per hour and \$440.00 for mobilization.

**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.

**LIQUID CALCIUM CHLORIDE** from Suit-Kote Corp., 1911 Lorrings Crossing Rd., Cortland, NY 13045 for \$1.15 per gallon FOB, \$1.160 applied, \$1.140 County Garage.

**OIL AND LUBRICANTS** from Williams Libricants, 805 Hatch Road, Elmira, NY 14901 for \$5.79 per gallon bulk, \$6.15 per gallon in 55 gallon drum for SAE 15W40 and \$3.89 per gallon bulk, \$4.26 per gallon in 55 gallon drum for Hydraulic Oil Viscosity Grade 32.

**PROCESSING OF HIGHWAY AGGREGATE** from RMS Gravel, PO Box 455, Dryden, NY 13053 for an amount of 3.00 per Ton.

**RETREAD/RECAPPED TIRES** Tallmadge Tire, 50 Groton Ave., Cortland, NY 13045 for \$162.00 for Bandomatic PR and \$175.00 for Continental HDR1, \$28.25 for Refurbished Rims and \$15.00 and up for section repairs.

**STONE FILLING MATERIALS** 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

**TIRES & TIRE RELATED SERVICES** from Tallmadge tire, 119 Groton Ave., Cortland, NY 13045 for \$510.00 for the General Grabber OA 425/65Rx22.55 Tire, \$326.00 for the General RD 11RX24.5 Tire, \$390.00 for the General HDR2 11RX24.5 Tire, 508.44 for the SUMITOMO 425/65RX22.5 Tire and 349.80 for the SUMITOMO 11RX25.5 Tire.

**TRANSIT MIX CONCRETE/PRECAST CONCRETE BLOCKS** from Cranesville Block Co, Inc., 1250 Riverfront Center, Amsterdam, NY 12010 utilizing pricing from the attached Material Bid Comparisons.

**TREE AND STUMP REMOVAL** No Bids Received.

**UNLEADED FUEL** from Mirabito Energy Products, The Metro Center, 49 Court Street, Binghamton, NY 13902 for a mark up of \$.0433 per gallon.

**100LL AVIATION GASOLINE** from EPIC Aviation, LLC, 222 W. Las Colinas Blvd. Suite 1425N, Irving, TX 75039 for a price of \$3.607143 per Gallon.

**JET A FUEL** from from EPIC Aviation, LLC, 222 W. Las Colinas Blvd. Suite 1425N, Irving, TX 75039 for a price of \$2.756617 per Gallon.

,AND BE IT FURTHER

RESOLVED, that the Highway Department Materials Bid Listing for 2018 is available for review on the Cortland County website at [www.cortland-co.org](http://www.cortland-co.org) and printed copies of said competitive materials bid results are available for review in the Cortland County Legislative Clerks Office,

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from the various Road Machinery Fund and County Road Fund accounts associated with the purchases of above materials.

**ON MOTION OF NEWELL**

**AGENDA ITEM NO. 14**

**Authorize Issuance of a Theatrical Production and Custodial License Cortland Repertory Theatre - Highway Department/Dwyer Park**

WHEREAS, NYS Law requires the issuance of a license to stage theatrical productions in the main Pavilion at Dwyer Memorial Park, AND

WHEREAS, The Cortland Repertory Theatre has all necessary equipment, insurance and bonding in order to meet the requirements to operate theatrical productions and manage the pavilion, NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, upon review and approval by the County Attorney, is hereby authorized to enter into a License Agreement with Cortland Repertory Theatre, P.O. Box 783, Cortland, New York 13045 for the term specified as May 1, 2018 to October 16, 2018 for the privilege of staging theatrical productions and maintaining the pavilion at Dwyer Memorial Park, AND BE IT FURTHER

RESOLVED, that the Cortland Repertory Theatre pay the sum of \$500.00 for said License, to be deposited in revenue account # A711042.42001.

**Adjourn**