



**Cortland County Finance
and Administration
Committee
Committee Meeting
~ Agenda ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Tuesday, February 17, 2026

9:00 AM

Room 302

View Meeting Virtually:

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m456264e2a7bb1b0347d6c54224cc1a82>

Tuesday, February 17, 2026 9:00 AM | 2 hours | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2333 906 3353

Password: YJh3JBqWp98

Join by phone

+1-415-655-0001 US Toll

Access code: 233 390 63353

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Committee Member Reed Cleland				
Committee Member Beau Harbin				
Committee Member Linda Jones				
Committee Member Joseph Nauseef				
Committee Member Eugene Waldbauer				
Committee Vice-Chair William McGovern				
Committee Chair Cathy Bischoff				

Approval of Minutes

- 1. January 13, 2026 Finance & Administration Committee Minutes**
- 2. January 22, 2026 Special Finance & Administration Committee Minutes**

Committee Updates

- 1. Cortland County Convention & Visitor's Bureau**
- 2. Cortland Regional Sports Council**

3. Cortland County IDA/BDC

Resolutions

Referred from Finance & Administration Committee

ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 1

Authorize 2026 Cortland County Tourism Marketing Grants

WHEREAS, the Cortland County Legislature adopted Resolution No. 235-25 which authorized an agreement with the Cortland County Convention & Visitors Bureau for provision of public benefits services for promotion and publicity; AND

WHEREAS, the Convention & Visitors Bureau, per Resolution No. 235-25, shall be responsible for the distribution of occupancy funds as outlined in the Cortland County Occupancy Tax Funding Request Guidelines; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 179-25 designating the Cortland County Convention & Visitors Bureau as the Official Tourism Promotion Agency for Cortland County in accordance with New York State Tourism Promotion Act 5A; AND

WHEREAS, the Cortland County Convention and Visitor Bureau's Tourism Marketing Grant Review Group met to review applications for use of occupancy tax funding for tourism marketing which encourages overnight stays at Cortland County lodging properties, and has recommended that certain amounts of funding be made available to the agencies that sought funding; AND

WHEREAS, that recommendation has been presented to the Legislature's Finance and Administration Committee for review and consideration as follows:

1890 House Museum	\$11,000
Brockway Truck Preservation Society	\$13,000
Center for the Arts of Homer	\$85,000
Central NY Maple Festival	\$3,000
Cortland County Historical Society	\$16,500
Cortland Main Street Music Series	\$2,000
Cortland Repertory Theatre	\$55,000
Cortland Arts Connect	\$8,000
Holiday in Homer	\$3,500
Homer Cortland Community Agency (CNYLHC)	\$30,000
Homeville Museum	\$3,000
Lime Hollow Nature Center	\$30,000

; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the 2026 Tourism Marketing Grants as presented and authorizes the Cortland County Convention & Visitor's Bureau to distribute the funds to the listed agencies shown above upon these agencies securing a signed contract with the Convention & Visitor's Bureau and providing eligible invoices and supporting documentation.

ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 2

Authorize Agreement with Pracademic Partners for Recruiting Services for the Position of Deputy County Administrator

WHEREAS, the current Deputy County Administrator position is vacant and included in the 2026 budget; AND

WHEREAS, the Cortland County Legislature recognizes the importance of an efficient and professional search process to identify qualified candidates for the position of Deputy County Administrator; AND

WHEREAS, Pracademic Partners, located at 6534 Florence Lane, Livonia, NY 14487, has been identified as a qualified recruitment agency specializing in public sector executive searches; AND

WHEREAS, the County Legislature finds it in the best interest of Cortland County to enter into an agreement with Pracademic Partners to conduct a comprehensive recruitment process; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into an agreement with Pracademic Partners of 6534 Florence Lane, Livonia, NY 14487, for professional recruitment services to assist in the hiring of a Deputy County Administrator, in an amount not to exceed \$15,000.00, to be paid from Account No. A14305.54055; AND BE IT FURTHER

RESOLVED, that the 2026 County Budget is hereby amended as follows:

INCREASE

A14305.54055	Professional Services	\$13,000.00
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DECREASE

A14305.51005	Personnel Services	\$13,000.00
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ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 3

Authorize Fourth Quarter 2025 Sales Tax Distribution - Finance Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18, which provides for the distribution of sales tax from the County to local municipalities; AND

WHEREAS, the sales tax sharing agreement provides for the deduction directly from the gross sales tax distribution received from the State of New York a fixed sum of \$1,500,000 for County purposes, with the remaining balance of the revenues to be distributed for use by the County, City of Cortland, and the various municipalities within Cortland County; AND

WHEREAS, the gross deduction for County purposes will be provided for quarterly; AND

WHEREAS, the 2025 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for fourth quarter 2025 to be \$10,512,527.57; AND

WHEREAS, the total amount available for distribution is \$10,137,527.57, after the direct deduction for County purposes; AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to off-set the property tax levy and that amount (\$635,000.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (55%), or \$5,575,640.16 of the total net quarterly distribution; AND

WHEREAS, respective payments are now ready for disbursement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the Director of Finance or designee to release sales tax payments for the fourth quarter of 2025 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
Cortland, City of	\$1,761,902.29	\$-0-	\$1,761,902.29	\$-0-
Cincinnatus, Town of	\$74,529.51	\$-0-	\$74,529.51	\$-0-
Cortlandville, Town of	\$870,992.12	\$-0-	\$870,992.12	\$-0-
Cuyler, Town of	\$72,782.50	\$(28,750.00)	\$44,032.50	\$-0-
Freetown, Town of	\$59,883.45	\$-0-	\$59,883.45	\$-0-
Harford, Town of	\$85,410.23	\$-0-	\$85,410.23	\$-0-
Homer, Town of	\$292,871.69	\$-0-	\$292,871.69	\$-0-
Homer, Village of	\$204,972.19	\$-0-	\$204,972.19	\$-0-
Lapeer, Town of	\$112,764.35	\$-0-	\$112,764.35	\$-0-
Marathon, Town of	\$86,950.69	\$-0-	\$86,950.69	\$-0-
Marathon, Village of	\$44,193.46	\$-0-	\$44,193.46	\$-0-
McGraw, Village of	\$38,235.53	\$-0-	\$38,235.53	\$-0-
Preble, Town of	\$164,297.84	\$-0-	\$164,297.84	\$-0-
Scott, Town of	\$93,959.04	\$-0-	\$93,959.04	\$-0-
Solon, Town of	\$88,101.92	\$-0-	\$88,101.92	\$-0-
Taylor, Town of	\$44,042.83	\$-0-	\$44,042.83	\$-0-
Truxton, Town of	\$116,703.63	\$-0-	\$116,703.63	\$-0-
Virgil, Town of	\$272,949.89	\$(25,000.00)	\$247,949.89	\$-0-
Willet, Town of	\$76,344.25	\$-0-	\$76,344.25	\$-0-
Total	\$4,561,887.41	\$(53,750.00)	\$4,508,137.41	\$-0-

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee, be and hereby is authorized to enter into any agreements necessary relative to the distribution of sales tax with a municipality; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director or designee is hereby directed to deposit the County's "off the top" sum of \$375,000 in the appropriate reserves and accounts as designated in Resolution No. 283-21.

Award Bid/Authorize Agreement - Animal Transportation and Sheltering Services - County Administration

WHEREAS, the County of Cortland, in limited circumstances, is responsible for providing animal transportation and sheltering services; AND

WHEREAS, the County issued a Request for Proposals (RFP) for animal transportation and sheltering services for the 2026-2027 contract year, with four (4) one-year renewals for a maximum length of five (5) years; AND

WHEREAS, all proposals were solicited in accordance with County policy; AND

WHEREAS, one (1) proposal was received and the contractor meets all the County's requirements; AND

WHEREAS, the funding for this agreement is available in account number A35105.54815; NOW THEREFORE BE IT

RESOLVED, that the contract for animal transportation and sheltering services for the 2026-2027 contract year be and hereby is awarded to Cortland County SPCA, of 879 McLean Road, Cortland, NY 13045 at the bid prices as listed per the RFP response; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Cortland County SPCA, of 879 McLean Road, Cortland, NY 13045, for a one-year term, with an optional four (4) one-year extensions.

Referred from Public Works Committee

Amend 2026 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Public Works

WHEREAS, there are funds remaining for the Consolidated Local Street and Highway Improvement Program (CHIPS) from the 2025 County Road Fund Budget, in an amount of \$3,152,819.51; AND

WHEREAS, these remaining funds are eligible to be rolled-over to the 2026 County Road Fund Budget; AND

WHEREAS, these funds may be used for Construction Projects; NOW THEREFORE BE IT

RESOLVED that the 2026 County Road Fund Budget be amended as follows:

Increase Revenues

D511243.43501	County Road Fund CHIPS Revenue	\$2,050,033.54
D511243.43501.PAVE	County Road Fund PAVE Revenue	\$ 556,327.74
D511243.43501.POP	County Road Fund POP Revenue	\$ 176,460.98
D511243.43501.EWR	County Road Fund EWR Revenue	\$ 369,997.25

Increase Expenses

ON MOTION OF PAUL HEIDER**AGENDA ITEM NO. 6****Authorize Supplemental Agreement No. 2 with Barton & Loguidice, D.P.C. for East River Crossing Over Tioughnioga River Bridge (BIN 3312310) Replacement - Department of Public Works**

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, PIN 375687, through Resolution No. 44-24; AND

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

WHEREAS, the said projects 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 Department of Public Works solicited and received proposals from firms interested in providing design services for said project; AND

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

WHEREAS, the Public Works Committee recommended that Barton and Loguidice Engineers, D.P.C. of 443 Electronics Parkway Liverpool, NY 13088 provide Professional Engineering Services to the Cortland County Public Works; AND

WHEREAS, the Cortland County Legislature approved said agreement with Barton and Loguidice, D.P.C through Resolution No. 244-20; AND

WHEREAS, the Cortland County Legislature approved an agreement with the New York State Department of Transportation (NYSDOT) for the Acquisition of Right of Way (ROW) property through Resolution No. 57-21; AND

WHEREAS, during the course of the Design Phase of said project, it was determined that the Bridge carrying East River Crossing was eligible for the National Register of Historic Places, which requires the preparation of a finding document, an alternative analysis and a memorandum of agreement to meet section 106 a 4 (f) requirements; AND

WHEREAS, during the preliminary design phase it was also determined that the right of way phase of the project would be completed by the consultant instead of the NYSDOT because of possible schedule concerns; AND

WHEREAS, the additional scope of work for the design phase of the said project needs to be changed to include the ROW incidentals and acquisition; AND

WHEREAS, contingent upon funding by the NYSDOT, the Cortland County Public Works Committee wishes to further said project, by authorizing Supplemental Agreement # 2 with Barton and

Loguidice, D.P.C. which adds \$252,000.00 to the Construction Agreement; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney, or designee, is hereby authorized to execute Supplemental Agreement No. 2 with Barton and Loguidice, D.P.C, for the continued Construction, Construction Inspection, and Construction Services of the East River Crossing Bridge Replacement; AND BE IT FURTHER

RESOLVED, that the 2026 Capital Project Budget be amended as follows:

Increase:

HH5122554055.ERRBR	Professional Services	\$252,000.00
HH512244.44597.ERRBR	Federal Revenue	\$201,600.00
HH99015.45031.ERRBR	Interfund Transfer In	\$ 50,400.00
A99095.59950.ERRBR	Interfund Transfer Out	\$ 50,400.00
A359900	Appropriated Fund Balance	\$ 50,400.00

Referred from Government Operations Committee

Referred from Judiciary & Public Safety Committee

ON MOTION OF SANDRA PRICE

AGENDA ITEM NO. 7

Authorize Agreement with Axon Justice Premier Plus - Public Defender

WHEREAS, the County was awarded and has already received block grant funds from the Division of Criminal Justice Services for the State's Aid to Defense for Discovery Reform Program in the amount of \$129,309.00 and supplemental block grant funds in the amount of \$127,983.00, for a total of \$257,292.00; AND

WHEREAS, the Grant Award Notice specifically states: "This funding must be used to support public defense services and expenses related to discovery reform implementation, including, but not limited to, digital evidence transmission technology, administrative support, computers, hardware and operating software, data connectivity, development of training materials, staff training..."; AND

WHEREAS, AXON is a company that provides digital evidence management and storage; AND

WHEREAS, the Cortland County District Attorney's office, the New York State Police, the Cortland City Police Department, and the SUNY Cortland University Police Department currently use Axon for video/digital evidence gathering; AND

WHEREAS, AXON has agreed to provide such services to the Cortland County Public Defender's Office at a cost of \$72,229.60 for five years, January 1, 2026 – December 31, 2030; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee, be and hereby is authorized to sign the AXON Justice Premier+ contract, as discussed above, for the period from January 1, 2026 through December 31, 2030 for a cost of at the rate of \$72,229.60 for the period of January 1, 2026 through December 31, 2030; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the Director of Finance to

amend the 2026 Cortland County Budget as follows:

Increase:

A117055.43389	Other Public Safety State Aid	\$72,229.60
A117055.54015	Maintenance Agreements	\$72,229.60

ON MOTION OF SANDRA PRICE

AGENDA ITEM NO. 8

Accept and Authorize Emergency Services Information (ESI) Grant Award - Department of Emergency Response & Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications an Emergency Services Information Network 911 Grant (ESI) grant for FY2026 in the amount of \$689,655 resulting in no new county costs, in support of strengthening 911 operations; AND

WHEREAS, the grant performance period for the ESI grant is January 1, 2026 to December 31, 2030; NOW THEREFORE BE IT

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

RESOLVED, that the 2026 budget is amended as follows:

Current Change Revised

INCREASE REVENUE BUDGET:

A302043.43306.ESI	DHSES Grant	\$0	\$0	\$689,655
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INCREASE EXPENDITURE BUDGET:

A30205.52015.ESI	Dept Specific Equipment	\$0	\$0	\$689,655
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; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$689,655; AND BE IT FURTHER

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

Referred from Agriculture/Planning/Environment Committee

Referred from Health & Human Services Committee

Monthly Reports

- 1. Grant Administrator Monthly Report**
- 2. Claims Audit Report for July 1, 2025 - December 31, 2025**

Discussion Items

1. **Occupancy Tax Stakeholder Meeting Recap**
2. **2022-2025 Occupancy Tax Statistics**
3. **Grant Calendar 2026 - Presentation from Grant Administrator, Morgan Spaulding**
4. **Benchmarking Analysis - Departmental Comparisons**

Adjournment