



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

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

Thursday, March 26, 2026

2:30 PM

Room 302

View Meeting Virtually:

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m7016387f5a1e3d64a81742d74b27b2b7>

Thursday, March 26, 2026 2:30 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2334 830 8348

Password: HFcUWYHX732

Join by phone

+1-415-655-0001 US Toll

Access code: 233 483 08348

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. **Finance & Administration Committee Minutes — February 17, 2026**

Committee Updates

Resolutions

Referred from Finance & Administration Committee

ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 1

**Confirm Methodology for Distribution of Town and Village Share Under Sales Tax Sharing
Agreement Authorized by Resolution No. 190-25**

WHEREAS, the Cortland County Legislature adopted Resolution No. 190-25 on August 28, 2025 authorizing a Sales Tax Sharing Agreement between the County of Cortland and the City of Cortland for the distribution of sales tax revenues collected within Cortland County; AND

WHEREAS, said agreement establishes the percentage of sales tax revenues to be distributed for County purposes, City purposes, and Town and Village purposes for the term of the agreement commencing January 1, 2026 and continuing through December 31, 2035; AND

WHEREAS, pursuant to the agreement, the City of Cortland receives a fixed percentage of 18% of the total sales tax revenues collected in Cortland County as specified in the agreement; AND

WHEREAS, the remaining municipal share allocated for Town and Village purposes is distributed among the towns and villages of Cortland County according to a formula established by the County; AND

WHEREAS, the Cortland County Legislature desires to confirm the methodology used to calculate the distribution of the Town and Village share of sales tax revenues during the term of the agreement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby confirms that for the first two (2) years of the agreement, covering the period January 1, 2026 through December 31, 2027, the distribution of the Town and Village share shall be calculated based solely upon the proportionate share of total assessed property value within Cortland County; AND BE IT FURTHER

RESOLVED, that for the remainder of the agreement term, beginning January 1, 2028 and continuing through December 31, 2035, the distribution of the Town and Village share shall be calculated using a formula consisting of fifty percent (50%) based on the proportionate share of total assessed property value and fifty percent (50%) based on the proportionate share of population for each municipality; AND BE IT FURTHER

RESOLVED, that this resolution is intended to clarify and confirm the methodology used for the distribution of the Town and Village share under the Sales Tax Sharing Agreement authorized by Resolution No. 190-25 and shall be effective immediately.

ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 2

Designate Public Funds Deposit Institution

WHEREAS, County Law Section 212 and General Municipal Law Section 10 requires that the Cortland County Legislature designate one or more banks or trust companies for the deposit of public funds received by the County Director of Finance; AND

WHEREAS, such designation must specify the maximum amount which may be kept on deposit at any time in each bank designated by the Cortland County Legislature; AND

WHEREAS, NY MuniTrust, a local government investment pool, provides investment funds for Counties in fixed income investments permissible under NYS General Municipal Law; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adds as a designated bank for the deposit of public funds received by the County Director of Finance and that the County Director of Finance is authorized to utilize this institution for said purpose not to exceed maximum amount listed below:

BANK NAME

MAXIMUM AMOUNT

NY MuniTrust

\$ 10,000,000

; AND BE IT FURTHER

RESOLVED, that collateral agreements, municipal funds protection and bank acknowledgements of the understanding of New York State Municipal and Finance Law be established with said bank.

ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 3

Authorizing the County Administrator to Enter into an Agreement with Cleargov, Inc. for Budget Transparency and Financial Reporting Software

WHEREAS, Cortland County seeks to enhance transparency, accessibility, and public understanding of the County's budget and financial information; AND

WHEREAS, ClearGov, Inc., 2 Mill & Main, Suite 630, Maynard, Massachusetts, provides municipal budget transparency and financial reporting software designed specifically for local governments; AND

WHEREAS, the ClearGov Civic Edition platform includes modules for Capital Budgeting, Digital Budget Book creation, and Disclosure Studio for financial reporting; AND

WHEREAS, the proposed agreement includes implementation, onboarding, and subscription services necessary to deploy the ClearGov platform for Cortland County; AND

WHEREAS, the ClearGov Service Order provides for a pro-rated subscription period beginning June 1, 2026, followed by annual subscription services beginning January 1, 2027; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to enter into an agreement with ClearGov, Inc. for the provision of budget transparency and financial reporting software and related services; AND BE IT FURTHER

RESOLVED, that the financial terms of the agreement shall include:

- A pro-rated subscription fee for the period June 1, 2026 through December 31, 2026 in the amount of \$19,150.83; and
- A one-time implementation and onboarding fee of \$10,000, billed January 1, 2027; and
- An annual subscription fee of \$41,810 beginning January 1, 2027, and continuing annually thereafter; and
- Annual subscription increases of 3% during the initial service period through December 31, 2031, as provided in the agreement

; AND BE IT FURTHER

RESOLVED, that the costs associated with this agreement shall be charged to Account No. A12305.54015, County Administration, Maintenance Agreements, subject to annual appropriation by the Cortland County Legislature; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, are authorized to execute agreements to implement this program.

ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 4

Award Bid/Authorize Agreement for Cortland County Auctioneer Services

WHEREAS, the County advertised for and issued a Request for Proposals (RFP) for Auctioneer Services (RFP 25-FIN-002) on January 27, 2026; AND

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

WHEREAS, sealed proposals were received by and opened in the Office of the Clerk of the Legislature on February 25, 2026; AND

WHEREAS, the County received the following bids from the following for Auctioneer Services for Cortland County for a three (3) year term:

Company	Address	Fee Schedule
Absolute Auctions & Realty, Inc.	45 South Avenue, PO Box 1739 Pleasant Valley, NY 12569	7% Buyer's Premium Optional 1.5% Ad Recapture Fee for each property sold
Auctions International	11167 Big Tree Road East Aurora, NY 14052	Option A: 6% Buyer's Premium Option B: 10% Buyer's Premium w/ Revenue Share Option (4% revenue share back to County from Premium)
Bang Realty	600 3rd Avenue, 2nd Floor New York, NY 10016	6% Buyer's Premium
Collar City Auctions	9423 Western Turnpike Delanson, NY 12053	5% Buyer's Premium

; AND

WHEREAS, based upon the results of the bid, the bid is to be awarded to the lowest responsible bidder;
AND

WHEREAS, it is the recommendation of the Finance and Administration Committee of the Cortland County Legislature to award the bid to Auctions International, of 11167 Big Tree Road, East Aurora, NY 14052; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby awards the bid for the Cortland County Auctioneer Services to Auctions International, of 11167 Big Tree Road, East Aurora, NY 14052; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, be and hereby is authorized to enter into a three (3) year agreement with Auctions International, of 11167 Big Tree Road, East Aurora, NY 14052, for the Cortland County Auctioneer Services.

Referred from Public Works Committee

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 5

Amend 2026 Budget to Transfer Social Services Information Technology Responsibilities to the

Department of Information Technology - Information Technology

WHEREAS, the needs of the Department of Social Services will be better served by having the Department of Information Technology assume Information Technology duties needed for the Department of Social Services; AND

WHEREAS, it is the recommendation of the Department of Social Services to no longer have the position of Information Systems Administrator in the Department as of April 1, 2026 and to move the position to the Department of Information Technology; AND

WHEREAS, the Department of Social Services has entered into a Memorandum of Understanding commencing on April 1, 2026 to pay the costs of the Department of Information Technology taking on this work and position; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Information Systems Administrator (Grade 25, CSEA, \$35,0243 – 44.3319/hr, competitive class, full time with benefits) be moved to the Department of Information Technology effective April 1, 2026; AND BE IT FURTHER

RESOLVED, the 2026 Cortland County budget be amended as follows:

Increase:

A16805.51005	Salary	\$ 71,299
A16805.58020	Retirement	\$ 10,695
A16805.58030	FICA	\$ 5,454
A16805.58040	Workers' Compensation	\$ 1,350
A16805.58060	Health Insurance	\$ 16,288
A16805.58062	Dental Insurance	\$ 68
A16805.58065	Vision Insurance	\$ 15
A168042.41289	Departmental fees (revenue)	\$ 105,169

A60105.54815	Contracted Agencies	\$ 105,169
--------------	---------------------	------------

Decrease:

A60105.51005	Salary	\$ 71,299
A60105.58020	Retirement	\$ 10,695
A60105.58030	FICA	\$ 5,454
A60105.58040	Workers Compensation	\$ 1,350
A60105.58060	Health Insurance	\$ 16,288
A60105.58062	Dental Insurance	\$ 68
A60105.58065	Vision Insurance	\$ 15

Referred from Government Operations Committee

Referred from Judiciary & Public Safety Committee

Referred from Agriculture/Planning/Environment Committee

Referred from Health & Human Services Committee

Abolish Two (2) Case Aids and One (1) Child Support Investigator/Create Two (2) Social Welfare Examiners and One (1) Senior Case Aid - Department Of Social Services

WHEREAS, the needs of the agency will be better served by abolishing and creating several positions in the Social Services Department; AND

WHEREAS, the Health and Human Services Committee recommends the abolishment of the following full-time positions:

Two - Case Aide (CSEA, Grade 8, \$19.4812-24.6583/hr, competitive class)

One - Child Support Investigator (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

; AND

WHEREAS, the Health and Human Services Committee recommends the creation of the following full-time positions:

Two - Social Welfare Examiner (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

One - Senior Case Aide (CSEA, Grade 10, \$20.7185-26.2244/hr, competitive class)

; NOW THEREFORE BE IT

RESOLVED, that the following positions are abolished effective April 13, 2026:

Two - Case Aide (CSEA, Grade 8, \$19.4812-24.6583/hr, competitive class)

One - Child Support Investigator (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

; AND BE IT FURTHER

RESOLVED, that the following positions are created with approval to fill effective April 13, 2026:

Two - Social Welfare Examiner (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

One - Senior Case Aide (CSEA, Grade 10, \$20.7185-26.2244/hr, competitive class).

Authorize Additional Hours for Medical Director/Psychiatrist Positions for Section 730 Examination Coverage - Mental Health Department

WHEREAS, Resolution No. 40-25 created one Medical Director/Psychiatrist position at four (4) hours per week and one Medical Director/Psychiatrist position at ten (10) hours per week; AND

WHEREAS, Resolution No. 170-25 authorized an increase in hours to allow up to fourteen (14) hours per week, provided that the aggregate number of hours worked between the two positions did not exceed fourteen (14) hours in any given week; AND

WHEREAS, the Mental Health Department has identified a need for additional psychiatric coverage specifically related to the completion of Section 730 examinations as required by the New York State Criminal Procedure Law; AND

WHEREAS, the additional hours associated with the completion of Section 730 examinations will be compensated utilizing funds already budgeted within the Department's Professional Services line and will not require additional appropriations; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the two Medical Director/Psychiatrist positions to each work up to seventeen (17) hours per week effective March 30, 2026, with any additional hours worked beyond the previously authorized schedule to be utilized for the completion of Section 730 examinations and paid from funds budgeted in the Mental Health Department's Professional Services line.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 8

Authorize the Creation of One (1) Forensic Counselor Position and the Reallocation of the Forensic Counselor Position - Mental Health Department

WHEREAS, the Mental Health Department currently has one (1) position of Forensic Counselor; AND

WHEREAS, the needs of the agency will be better served by creating one (1) additional full-time position of Forensic Counselor, which will be 100% grant funded; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends the creation of this position; AND

WHEREAS, the Personnel/Civil Service Department has reviewed the salary grade for the position of Forensic Counselor, and has recommended that the aforesaid position be reallocated from CSEA Grade 22 (\$31.2705-39.5804) to CSEA Grade 26 (\$36.4015-46.0750); NOW THEREFORE BE IT

RESOLVED, that the position of Forensic Counselor is hereby reallocated from Grade 22 to Grade 26 in the CSEA #6550 labor contract effective March 30, 2026; AND BE IT FURTHER

RESOLVED, that one (1) full-time position of Forensic Counselor (Grade 26, 36.4015-46.0750/hr, CSEA, competitive class), be created with approval to fill on March 30, 2026; AND BE IT FURTHER

RESOLVED, the 2026 budget be amended as follows:

INCREASE:

A43105.43490	OMH State Aid	\$333,208.00
A43105.51005	Personal Services	\$ 81,031.48
A43105.58020	Retirement	\$ 12,154.72
A43105.58030	FICA	\$ 6,198.91
A43105.58060	Health Insurance	\$ 19,545.58
A43105.58062	Dental Insurance	\$ 90.24
A43105.58065	Vision Insurance	\$ 19.60

RESOLVED, that the position shall exist only for the duration of the grant funding and shall be abolished upon termination of such funding.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 9

Accept Funds Performance Incentive Initiative 2025 — Health Department

WHEREAS, the New York State Department of Health has awarded the Cortland County Health Department \$19,034 for the 2025 Article Six Year 13 Performance Incentive; AND

WHEREAS, these funds will be used to support costs to strengthen outreach and targeted marketing efforts for climate and extreme weather education in Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby accepts this funding; AND BE IT FURTHER

RESOLVED, that the 2026 County Budget be amended as follows:

Increase Expenditure:		
A40105.54048.4000	Program Supplies	\$15,000
A40105.54060.4000	Advertising	\$4,034

Increase Revenue:

A40105.43401.4000	Public Health State Aid	\$19,034
-------------------	-------------------------	----------

Monthly Reports

1. **Grant Administrator Monthly Report**
2. **Finance Monthly Report**

Discussion Items

1. **Benchmarking Analysis - Departmental Comparisons**
2. **Draft 2026 Audit Department Schedule**
3. **Update on Occupancy Tax Discussion**
4. **Update on Financial Status**
5. **Property Tax Discussion**

Adjournment