



**Cortland County
Legislature
Legislative Session
~ Agenda ~**

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

Thursday, March 26, 2026

6:00 PM

Legislative Chambers

Public Hearings

1. **Proposed Local Law "A" of 2026 - A Local Law To Ensure the Safety of Vulnerable Road Users in Cortland County**
2. **Proposed Local Law "B" of 2026 - A Local Law Creating an Exception to the Residency Requirement for Appointed Public officers for the County of Cortland**
3. **Proposed Local Law "C" of 2026 - A Local Law Amending Local Law 3 of 1987 to Rename the Department of Employment and Training Grant Administration to the Workforce Development Office**
4. **Proposed Local Law "D" of 2026 - A Local Law Amending Local Law 5 of 1971, as Amended by Local Law 3 of 2000, to Rename the Department of Central Services as the Department of Information Technology**
5. **Proposed Local Law "E" of 2026 - A Local Law Amending Local Law No. 9 of 2022, Which Amended Local Law No. 3 of 1975, as Previously Amended, to Change the Name of the Planning Department to the Department of Planning and Economic Development and the Title of the Director to Director of Planning and Economic Development**

Call to Order

Salute to the Flag

Roll Call

Approval of Minutes

1. **Cortland County Legislature - Legislative Session - February 26, 2026**

Privilege of the Floor

Proclamations & Recognitions

1. **Nancy Smith Retirement Proclamation**
2. **Fair Housing Month Proclamation**

Presentation of Petitions, Communications, Presentations and Notices

1. **Believe 31 Presentation**

2. National Grid Presentation - Travis Glazier, Regional Manager External Affairs

Reports of Standing, Special and Ad Hoc Committees

Receive and File

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

ON MOTION OF KEVIN FITCH

AGENDA ITEM NO. 1

Appoint Members 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 Chair of the Cortland County Legislature, is required to appoint the members of the Industrial Development Agency Board of Directors; NOW THEREFORE BE IT

RESOLVED, that the following individuals are appointed to the Industrial Development Agency Board of Directors effective immediately for a term to expire 12/31/27 or until such time that the Cortland County Legislature make new appointments by Resolution:

Patrick Quinn, 14 Balmoral Drive, Homer, New York 13077
Jason Hage, 19 Clinton Avenue, Homer, New York, 13077
Michael McMahon, 5005 Creal Road, Homer, New York 13077
Deborah Hayden, 6271 State Route 281, Preble, New York 13141
Clint Brooks, 6438 East Homer Baltimore Road, Homer, New York 13077
Dr. Kathleen Burke, 16 Lansing Avenue, Cortland, New York 13045
William McGovern, 28 W. Main Street, Marathon, New York 13803

Referred from Public Works Committee

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 2

Proposed Local Law 3 of 2026 - A Local Law Amending Local Law No. 5 of 1971, as Amended by Local Law No. 3 of 2000, to Rename the Department of Central Services as the Department of Information Technology

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED by the Cortland County Legislature as follows:

SECTION 1. LEGISLATIVE INTENT

The Cortland County Legislature previously established the Department of Central Services pursuant to Local Law No. 5 of 1971, which was subsequently amended by Local Law No. 3 of 2000. The Legislature finds that the functions performed by this department have evolved over time and are more accurately reflected under the title Department of Information Technology. The purpose of this Local Law is to update the name of the department to better reflect its mission and responsibilities while maintaining continuity of authority, duties, and operations.

SECTION 2. NAME CHANGE

Local Law No. 5 of 1971 entitled “A Local Law Establishing the Department of Central Services,” as amended by Local Law No. 3 of 2000, is hereby amended so that the Department of Central Services shall hereafter be known as the Cortland County Department of Information Technology. All references in Local Law No. 5 of 1971, as amended, to the Department of Central Services shall be deemed to refer to the Department of Information Technology.

SECTION 3. CONTINUITY OF AUTHORITY

The change in name shall not alter, diminish, or expand the powers, duties, responsibilities, functions, or authority previously granted to the Department under Local Law No. 5 of 1971, as amended by Local Law No. 3 of 2000. All personnel, programs, records, property, equipment, and contractual obligations previously assigned to or administered by the Department of Central Services shall continue under the Department of Information Technology.

SECTION 4. REFERENCES

Any reference in any local law, resolution, rule, regulation, policy, contract, agreement, or other document to the Department of Central Services shall be deemed to refer to the Department of Information Technology. Any reference in any local law, resolution, rule, regulation, policy, contract, agreement, or other document to the Information Technology Department, Department of Information Technology, or similar designation shall likewise be deemed to refer to the Cortland County Department of Information Technology as established by this Local Law.

SECTION 5. SEVERABILITY

If any clause, sentence, paragraph, subdivision, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

SECTION 6. EFFECTIVE DATE

This Local Law shall take effect upon its filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 3

Award 2026 Material and Services Bids and Authorize Agreements with Various Vendors - Public Works

WHEREAS, the Cortland County Department of Public Works advertised, received, and opened bids for various materials, supplies and services used by the Department of Public Works; AND

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

the 2026 budget; AND

WHEREAS, the Cortland County Commissioner of Public Works has reviewed the various bid responses and recommends that the various materials, supplies and services be awarded based on lowest price, availability and best value to the County; NOW THEREFORE BE IT

RESOLVED, that, in accordance with the recommendations of the Commissioner of Public Works, the Department of Public Works may purchase the various materials, supplies and services from the lowest responsible bidder meeting specifications, as well as location and availability, from the attached Comparison List for the 2026 Material and Service Bid results; AND BE IT FURTHER

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

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 4

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 Judiciary & Public Safety Committee

ON MOTION OF SANDRA PRICE

AGENDA ITEM NO. 5

Local Law 4 of 2026 - A Local Law To Ensure the Safety of Vulnerable Road Users in Cortland County

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED, by the County Legislature of the County of Cortland, New York, as follows:

SECTION 1. TITLE

This Local Law shall be known and referred to as the “Cortland County Safe Passing Law”.

SECTION 2. LEGISLATIVE INTENT AND FINDINGS

This Legislature finds and determines that it is the duty of Cortland County to protect the health, safety and welfare of its residents. This Legislature also finds and determines that many Cortland County residents ride bicycles for exercise, recreation, or as a primary mode of transport.

The Cortland County Legislature recognizes that bicyclists, pedestrians, and other vulnerable road users often need to share roadways with motor vehicles out of necessity. The Legislature also acknowledges that in these situations, vulnerable road users are susceptible to the actions of motor vehicle operators who can pose a threat to their health and safety if passing too closely or from the right side of the road.

Therefore, this Legislature finds it necessary to establish a minimum passing distance for motor vehicles approaching or passing vulnerable road users and to penalize those who disregard their safety.

SECTION 3. DEFINITIONS

As used in this local law the following terms shall have the meanings indicated:

A. “Vulnerable Road User” (“VRU”) shall mean any of the following:

1. A pedestrian
 - a. An individual in a wheelchair, or other device driven by muscular or any other kind of power, that is designed for and used by a person whose mobility is limited by one or more conditions or functional impairments;
 - b. An individual using service animals, plus the animal itself;
 - c. An individual waiting to board, or just having disembarked, mass transit including but not limited to a bus, taxicab, shuttle, train, ferry and streetcar;
 - d. Any other individuals existing upon a roadway and outside of any vehicles;
2. Any rider of a horse, mount or other animal, plus the animal itself;
3. An individual who is on the roadway because the individual is engaged in construction, maintenance, repair or a similar function while on that part of the roadway;
4. An individual who is an emergency services personnel and is acting in the course of their duties, including but not limited to a law enforcement officer, firefighter, emergency medical technician, or first responder;
5. An individual who is not in or on a motor vehicle, streetcar or other motor vehicle running only upon rails, motorized snow vehicle, traction engine, farm tractor, self-propelled instrument of husbandry, or roadbuilding machine;
6. An individual on a bicycle, on an e-bicycle, on a motor-assisted bicycle, or on other non-motorized modes of transportation such as roller skates, rollerblades, roller skis, skateboard, longboard, or unicycle;

SECTION 4. MINIMUM DISTANCE REQUIREMENTS FOR MOTOR VEHICLES PASSING VULNERABLE ROAD USERS

The operator of a motor vehicle that is approaching or overtaking, from behind, a VRU on the same side of the road shall pass to the left of such VRU at a distance of at least three (3) feet until safely clear thereof. The three-foot distance requirement shall not apply on roads with clearly marked bicycle lanes as defined by New York Vehicle and Traffic Law § 102-a.

If an operator of a motor vehicle does not have sufficient space to approach or pass a vulnerable road user at a distance of at least three feet, the driver must slow down and only approach or pass if it may be done safely and reasonably.

SECTION 5. COMPLIANCE WITH NEW YORK VEHICLE AND TRAFFIC LAWS

Nothing in this Local Law shall be deemed to authorize the passing or crossing left of center of a roadway in violation of New York Vehicle and Traffic Law, including but not limited to Vehicle and Traffic Law §§ 1122-a, 1124, 1125, 1126.

The three-foot distance requirement shall not apply on roads with clearly marked usable bicycle lanes as defined by Vehicle and Traffic Law § 102-a.

[The operator of a motor vehicle that is approaching or passing a vulnerable road user shall not violate New York Vehicle and Traffic Law §§ 1122-a, 1124, 1125, 1126, or any other section pertaining to overtaking and passing.]

SECTION 6. ENFORCEMENT

This Local Law may be enforced by the law enforcement entities in any municipality within Cortland County, as well as but not limited to the Cortland County Sheriff, State Police, City of Cortland Police, Village of Homer Police, and SUNY Cortland Police.

SECTION 7. PENALTIES

- A. Any person committing the above-referenced offense shall be guilty of a violation and subject to a fine not to exceed \$225 for a first offense, \$325 for a second offense and \$425 for any third or subsequent offense(s).
- B. This section does not preclude a person from being charged with, convicted of, or punished for any other violation of law.

SECTION 8. APPLICABILITY

This law shall apply to all actions occurring on or after the effective date.

SECTION 9. SEVERABILITY

If any clause, sentence, paragraph, section, subdivision, or other part of this local law or its application shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder of the local law which shall remain in full force and effect except as limited by such order or judgment.

SECTION 10. EFFECTIVE DATE

This Local Law shall take effect upon its filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

ON MOTION OF SANDRA PRICE

AGENDA ITEM NO. 6

Establishing Hours of Operation for Cortland County Sheriff's Office – Civil Division

WHEREAS, County Law, §206 permits a County Legislature to fix the hours of the offices for the county clerk, county treasurer, clerk of the legislature and civil office of the sheriff; AND

WHEREAS, County Law, §206 states if a County Legislature does not fix the hours those offices shall be kept open for the transaction of business every day from at least nine o'clock in the forenoon to five o'clock in the afternoon, except Saturdays, Sundays, and holidays; AND

WHEREAS, the Cortland County Sheriff has determined that most business is conducted between the hours of eight o'clock in the forenoon to four o'clock in the afternoon, except Saturdays, Sundays, and holidays; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature establishes hours of the Cortland County Sheriff's Department Civil Division to be eight o'clock in the forenoon to four o'clock in the afternoon, except Saturdays, Sundays, and holidays.

Referred from Agriculture/Planning/Environment Committee

ON MOTION OF WILLIAM MCGOVERN

AGENDA ITEM NO. 7

Affirming Recommendations for Appointment to the Central New York Regional Transportation Authority (CENTRO) Board

WHEREAS, pursuant to Public Authorities Law §1328, the Central New York Regional Transportation Authority was created by the State of New York; AND

WHEREAS, pursuant to said law, the Cortland County Legislature is required to submit to the Governor of the State of New York the names of individuals recommended for appointment to the Central New York Regional Transportation Authority Board, with such appointments subject to the advice and consent of the New York State Senate; AND

WHEREAS, the Cortland County Legislature previously adopted Resolution No. 86-25 recommending individuals for appointment to the Central New York Regional Transportation Authority; AND

WHEREAS, the Legislature desires to affirm those recommendations; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby affirms its recommendation that the following individuals be appointed to serve on the Central New York Regional Transportation Authority Board:

Jennifer Hillman
Greg Richards

; AND BE IT FURTHER

RESOLVED, that the Clerk of the Cortland County Legislature is hereby directed to transmit a certified copy of this resolution to the Governor of the State of New York and to the Secretary of the Central New York Regional Transportation Authority.

ON MOTION OF WILLIAM MCGOVERN

AGENDA ITEM NO. 8

Local Law 5 of 2026 - A Local Law Amending Local Law No. 9 of 2022, Which Amended Local Law No. 3 of 1975, as Previously Amended, to Change the Name of the Planning Department to the Department of Planning and Economic Development and the Title of the Director to Director of Planning and Economic Development

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED by the Cortland County Legislature as follows:

SECTION 1. LEGISLATIVE INTENT

The Cortland County Legislature previously amended Local Law No. 3 of 1975 through the adoption of Local Law No. 9 of 2022 to modernize and clarify the structure of the County Planning Department. The Legislature further recognizes that the responsibilities of the department have evolved to include significant economic development functions in addition to traditional planning responsibilities.

The Cortland County Legislature also adopted Resolution No. 35-23, which reallocated the position of Director of Planning to Grade 3 within the County's Management Compensation Schedule and revised the duties of the position to include responsibilities related to economic development.

The purpose of this Local Law is to formally recognize and reflect the expanded scope of responsibilities by renaming the Planning Department as the Department of Planning and Economic Development and updating the title of the Department Head accordingly.

SECTION 2. AMENDMENT OF LOCAL LAW NO. 9 OF 2022

Local Law No. 9 of 2022, which amended Local Law No. 3 of 1975 as previously amended, is hereby further amended so that all references to the Planning Department shall hereafter refer to the Department of Planning and Economic Development.

SECTION 3. TITLE OF DEPARTMENT HEAD

All references to the Director of Planning shall hereafter refer to the Director of Planning and Economic Development, who shall serve as the administrative head of the department. The Director of Planning and Economic Development shall assume and perform all duties, powers, and responsibilities of the Director of Planning as previously prescribed by law, in addition to any other duties assigned by local law, resolution, or directive of the Cortland County Legislature.

SECTION 4. CONTINUITY OF AUTHORITY

The renaming of the department and modification of the title of the Department Head shall not affect the existing powers, duties, responsibilities, functions, contracts, or obligations previously assigned to the Planning Department or its Director. All such powers and responsibilities shall continue in full force under the Department of Planning and Economic Development and the Director of Planning and Economic Development.

SECTION 5. REFERENCES

Any reference in any local law, resolution, policy, contract, agreement, record, or other official document of the County referring to the Planning Department or Director of Planning shall be deemed to refer to the Department of Planning and Economic Development and the Director of Planning and Economic Development.

SECTION 6. SEVERABILITY

If any clause, sentence, paragraph, subdivision, section, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such 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 thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 7. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State of the State of New York in accordance with the provisions of the Municipal Home Rule Law.

Referred from Health & Human Services Committee

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 9

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 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).

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 10

Authorize Contract With Eleos Health Inc. - Mental Health Department

WHEREAS, the Mental Health Department, due to increasing client caseloads and documentation requirements, finds it necessary to implement an ambient listening program to expedite and facilitate billing while decreasing the burden on the clinical and medical staff; AND

WHEREAS, the Mental Health Clinic administration and Compliance Officer have reviewed several ambient listening providers and have determined that Eleos Health, Inc. has the preferred ambient listening program both for cost effectiveness and HIPAA compliance; AND

WHEREAS, the Mental Health Clinic has negotiated a special half-price contract amount for a three-year period with a one-time set up and training fee of \$10,000 and \$25,000 per year for three years based on the initial implementation date; AND

WHEREAS, the ambient listening program will be funded through the SAMHSA grant for a total cost not to exceed \$85,000 for 3 years; AND

WHEREAS, these expenses are budgeted in A43105-54815-ISCEI; NOW THEREFORE BE IT

RESOLVED, that the County Administrator and/or Chair of the Legislature, 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 RONALD VANDEE

AGENDA ITEM NO. 11

Authorize Agreement for Contractual Psychiatrist for CPL 730 and Assisted Outpatient Treatment Evaluations - Mental Health Department

WHEREAS, the Mental Health Department needs a psychiatrist and/or psychologist to provide required

NYS CPL 730 evaluations and Assisted Outpatient Treatment (AOT) evaluations; AND

WHEREAS, Dr. Brian Koch, a licensed Psychiatrist, is a contractor selected to provide this service to the Mental Health Department; AND

WHEREAS, Dr. Brian Koch will provide CPL 730 and AOT evaluations at the rate of \$200 per evaluation; AND

WHEREAS, funds are available within the 2026 Cortland County Budget under the Contracted Medical Services account (A.43105.54615); NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to enter into a three (3) year agreement with Dr. Brian Koch, MD., for the Mental Health Department CPL 730 and AOT evaluation services at the rate of \$200 per evaluation.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 12

**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. 13

**Abolish One (1) Full-Time Mental Health Rehabilitation Specialist/Create Two (2) Part-Time
Mental Health Rehabilitation Specialists - Mental Health Department**

WHEREAS, the needs of the Mental Health Department will be better served by abolishing one (1) full-time position of Mental Health Rehabilitation Specialist, and creating two (2) part-time positions of Mental Health Rehabilitation Specialist; AND

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

RESOLVED, that one (1) position of Mental Health Rehabilitation Specialist (Grade 16, CSEA, \$25.2266-31.9304/hr, competitive class, full time with benefits) be abolished effective March 27, 2026; AND BE IT FURTHER

RESOLVED, that two (2) positions of Mental Health Rehabilitation Specialist (Grade 16, CSEA, \$25.2266-31.9304/hr, competitive class, part time with no benefits) be created with permission to fill effective March 27, 2026.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 14

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. 15

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

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 16

Abolish Principal Medical Services Clerk - Health Department

WHEREAS, the Health Department currently has one vacant position of Principal Medical Services Clerk; AND

WHEREAS, the needs of the agency will be better served by abolishing this position; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends the abolishment of this position; NOW THEREFORE BE IT

RESOLVED, that one full-time position of Principal Medical Services Clerk (Grade 13, \$22.8048-28.8651/hr, CSEA, competitive class), be abolished effective March 26, 2026.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 17

Appoint Members to the Cortland County Youth Board

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, Youth Representatives on the Board serve one-year terms and all other members serve three-year terms; NOW THEREFORE BE IT

RESOLVED, that the following persons be and hereby are reappointed as members of the Cortland County Youth Board, to serve without compensation for the following terms:

Name	Address	Capacity	Term Ending
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Mindy Gardner	97 Evergreen Street, Cortland, NY 13045	YWCA	12/31/2028
Theresa Radley	1 Frederick Ave., Apt. A, Cortland, NY 13045	CAPCO	12/31/2028
Kimberly VanDee	102 Owego Street, Cortland, NY 13045	Catholic Charities	12/31/2028
Jordan Butler-Perkins	60 Central Ave. Cortland, NY 13045	Cortland County DSS	12/31/2028
Doug Bentley	128 Groton Ave, Cortland, NY 13045	Cortland County Legislator/ Health & Human Services Committee Member	12/31/2028

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 18

Local Law 6 of 2026 - A Local Law Amending Local Law 3 of 1987 to Rename the Department of Employment and Training Grant Administration to the Workforce Development Office

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED by the Cortland County Legislature as follows:

SECTION 1. LEGISLATIVE INTENT

The Cortland County Legislature previously established the Department of Employment and Training Grant Administration pursuant to Local Law No. 3 of 1987. The Legislature finds that the functions performed by this department have evolved over time and are more accurately reflected under the title Workforce Development Office. The purpose of this Local Law is to update the name of the department to better reflect its mission and responsibilities while maintaining continuity of authority, duties, and operations.

SECTION 2. NAME CHANGE

Local Law No. 3 of 1987 entitled “A Local Law Establishing the Department of Employment and Training Grant Administration” is hereby amended so that the Department of Employment and Training Grant Administration shall hereafter be known as the Cortland County Workforce Development Office. All references in Local Law No. 3 of 1987 to the Department of Employment and Training Grant Administration shall be deemed to refer to the Workforce Development Office.

SECTION 3. CONTINUITY OF AUTHORITY

The change in name shall not alter, diminish, or expand the powers, duties, responsibilities, functions, or authority previously granted to the Department under Local Law No. 3 of 1987. All personnel, programs, grants, records, property, and contractual obligations previously assigned to or administered by the Department of Employment and Training Grant Administration shall continue under the Workforce Development Office.

SECTION 4. REFERENCES

Any reference in any local law, resolution, rule, regulation, policy, contract, or other document to the Department of Employment and Training Grant Administration shall be deemed to refer to the Workforce Development Office.

SECTION 5. SEVERABILITY

If any clause, sentence, paragraph, subdivision, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

SECTION 6. EFFECTIVE DATE

This Local Law shall take effect upon its filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 19

Accept New York State Office of the Attorney General JUUL Settlement Funds and Authorize Allocation of Funds - Health Department

WHEREAS, the New York State Office of the Attorney General has made available a portion of the JUUL Settlement funds to Cortland County in the amount of \$103,789.16, representing years one through three of the anticipated total award of \$276,771.10; AND

WHEREAS, the purpose of the JUUL Settlement funds is to address and reduce vaping-related illnesses and addiction, particularly among youth and young adults; AND

WHEREAS, Cortland County intends to utilize a portion of these funds in the amount of \$18,789.16 for internal use for supplies related to prevention, education, and response efforts consistent with the authorized purposes of the settlement funds; AND

WHEREAS, Cortland County will issue a Request for Proposals (RFP) for the remaining portion of the funds in order to identify qualified organizations or programs to implement initiatives consistent with the approved uses of the JUUL Settlement funds; AND

WHEREAS, Cortland County will utilize the funds in accordance with the guidelines established by the New York State Office of the Attorney General for approved uses of JUUL Settlement funds, including preventing youth and young adults from initiating vaping, supporting anti-vaping programs, helping individuals quit vaping, enforcing vaping laws and regulations, conducting research and surveillance, and supporting the safe and proper disposal of vaping products as hazardous waste; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts the total JUUL Settlement award in the anticipated amount of \$276,771.10 from the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the Legislature hereby authorizes the use of \$18,789.16 of said funds for internal county use for supplies consistent with the authorized purposes of the settlement funds; AND BE IT FURTHER

RESOLVED, that the County shall issue a Request for Proposals (RFP) for the remaining balance of the funds to support programs and initiatives that meet the authorized uses established by the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby authorized to make any necessary account adjustments to properly record and account for future payments associated with this JUUL Settlement award and to allow for the expenditure of such funds in accordance with any necessary County budget approval,

approval of the County Administrator, and in compliance with the County Procurement Policy and the guidelines established by the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the 2026 budget be amended as follows:

Increase:

A40455.42690	Other Compensation for Loss	\$103,789.16
A40455.54005	Supplies	\$ 18,789.16
A40455.54815	Contracted Agencies	\$ 85,000.00

Referred from Government Operations Committee

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 20

Establishing a Standardized Policy Development Framework for County Operations

WHEREAS, the Cortland County Legislature is the policy-making body of the County and is responsible for establishing overall legislative direction; AND

WHEREAS, the County Administrator is responsible for the day-to-day administration of County operations and utilizes policies and procedures as administrative tools to implement legislative direction and ensure consistent, effective, and transparent County operations; AND

WHEREAS, Cortland County currently lacks a uniform, countywide framework for the development, review, and implementation of operational policies and procedures, resulting in inconsistent practices across departments; AND

WHEREAS, Departments have historically relied on legacy practices or informal guidance without a standardized process for review, coordination, documentation, or revision; AND

WHEREAS, establishing a standardized policy development framework will promote consistency, accountability, transparency, and continuity across county government while preserving legislative authority; AND

WHEREAS, it is the intent of the Legislature to organize the process by which policies and procedures are developed and administered, without limiting its authority to adopt, amend, or rescind policy by resolution; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the following policy development framework for countywide operational policies and procedures:

Section 1. Establishment of Framework

The Cortland County Legislature hereby establishes a standardized framework for the development, review, and administration of policies and procedures.

Section 2. Legislative Authority

The Legislature retains full authority to:

- Adopt policy direction by resolution;
- Direct the County Administrator to develop policies and procedures; and

- Review, amend, or rescind any administrative or operational policy or procedure developed pursuant to this framework.

Nothing in this resolution shall be construed to limit or diminish the authority of the Legislature.

Section 3. Role of the County Administrator

The County Administrator is hereby authorized and directed to:

- Develop and draft policies and procedures consistent with legislative intent;
- Consult with Department Heads, or other resources, as appropriate;
- Submit proposed policies and procedures to the relevant statutory committee for review and approval;
- Implement approved policies and procedures following committee review and approval; and
- Maintain a centralized repository of all adopted policies and procedures and revisions thereto.

Section 4. Role of Legislative Committees

Statutory committees shall provide subject-matter oversight and review of policies and procedures within their respective jurisdictions.

Each policy or procedure shall identify a responsible department for implementation. The statutory committee with jurisdiction over that department shall review the policy or procedure. Any question regarding committee jurisdiction shall be resolved by the Chair of the Legislature.

Committee review shall include consideration of:

- Alignment with legislative intent;
- Clarity, effectiveness, and potential impacts; and
- Readiness for implementation.

Section 5. Role of Department Heads

Department Heads may establish department-level procedures tailored to their operational needs, provided such procedures do not conflict with adopted countywide policies.

Department-level procedures:

- Shall be submitted to the County Administrator for review to ensure consistency, unless otherwise exempt;
- Must comply with applicable countywide policies;
- Must be maintained in writing; and
- Must be periodically reviewed and updated.

Section 6. Policy Structure and Content Principles

Policies and procedures developed under this framework shall follow a generally uniform structure sufficient to promote consistency, clarity, and effective implementation.

As appropriate to their subject matter, such policies and procedures shall address:

- Purpose and intent;
- Scope of applicability;
- Relevant legal or regulatory authority;
- Roles and responsibilities for implementation; and
- Any procedures or guidance necessary to support consistent administration.

The specific format, level of detail, and supporting documentation for policies and procedures shall be determined by the County Administrator, in consultation with affected Departments, and may evolve over time to reflect operational needs and best practices. All approved policies must be indexed and titled according to said format determined by the County Administrator.

All approved policies must reference the date approved and legislative committee that approved said Policy.

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 21

Authorize Grant Application for Records Management - County Clerk

WHEREAS, in 2017 Cortland County participated in a grant with Tompkins County that provided Laserfiche Software to Cortland County for Records Management; AND

WHEREAS, the use of Laserfiche within Cortland County has continued to expand, allowing for increased efficiencies, preservation and access of records; AND

WHEREAS, the Records Management Officer (County Clerk) has identified an ongoing need to scan records, to support departments who are moving towards a paperless process, to decrease the storage demand at the Records Center, and to preserve permanent records; AND

WHEREAS, the Records Management Officer (County Clerk) recommends applying for a grant through New York State Archives Local Government Records Management Improvement Fund to provide scanning services to Cortland County up to \$75,000; AND

WHEREAS, this annual funding opportunity does not require a financial match from Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby supports the Records Management Officer (County Clerk) to apply for the grant through New York State Archives; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to sign the required Institutional Authorization form; AND BE IT FURTHER

RESOLVED, if Cortland County is awarded, the Cortland County Legislature authorizes the County Administrator, upon review by the County Attorney or designee, to sign applicable contracts; AND BE IT FURTHER

RESOLVED, that the Director of Finance hereby is authorized to accept the funds if awarded and create an account for said funds upon notice of the grant award.

**Local Law 7 of 2026 - A Local Law Creating an Exception to the Residency Requirement for
Appointed Public Officers for the County of Cortland**

WHEREAS, there are many public officer positions within Cortland County which require a combination of specialized education and experience; AND

WHEREAS, it is becoming increasingly difficult to find qualified candidates who also reside in Cortland County; AND

WHEREAS, the Cortland County Legislature has previously passed local laws changing the residency requirement for the positions of County Administrator, Public Defender, Chief Assistant Public Defender, Assistant Public Defender, Assistant District Attorney, Deputy Sheriff Titles, Correction Officer Titles, Chief Assistant County Attorney, Assistant County Attorney, Planning Director, and Assigned Counsel Administrator; AND

WHEREAS, it is the desire of the Legislature to have the ability to consider all qualified applicants regardless of residency; AND

WHEREAS, the Government Operations Committee of the Cortland County Legislature has recommended changes to the residency requirement for all appointed public officers; AND

WHEREAS, a public hearing was held on March 26, 2026 before the Cortland County Legislature; AND

WHEREAS, said Local Law has been in its final form upon the desks of the Cortland County Legislature at least seven (7) calendar days exclusive of Sunday, prior to this date; NOW THEREFORE

Be it enacted by the Cortland County Legislature of the County of Cortland as follows:

SECTION 1.

Preface: It is a strong desire of the Cortland County community to install Cortland County residents in the positions of appointed public officers for the County of Cortland (hereafter, "appointed public officers"). It is a strong belief of Cortland County that Cortland County residents are knowledgeable about and concerned with the affairs of Cortland County. As has been recognized by the Courts, we believe that a resident of our County has a stake in the life of this community that is not necessarily shared by a non-resident. A resident is more likely to be familiar with local problems, conditions and needs, and is better qualified to perform the duties of the relevant office in question. *DeHond v. Nyquist*; (65 Misc. 2d 526, 529-530, 318 NYS2d (1971)). At the same time, however, the complexity and breadth of Cortland County Government present a challenge with respect to staffing and recruitment. We recognize that the pool of candidates from which we draw in our County is responsible and caring; however, it is sometimes difficult to staff an office from the pool in Cortland County. This law is being passed based upon the existence of the residency requirement in New York State Public Officer's Law §3.

SECTION 2.

Purpose: It is the purpose of this Local Law to confirm the commitment of Cortland County to hire residents who have the necessary qualifications and skills to meet the requirements of appointed public officer positions. This Law will permit Cortland County to alleviate the problem of staffing and recruitment by permitting Cortland County to solicit candidates for the appointed public officers from the Counties contiguous to Cortland County in the event of an inability to recruit a sufficient number of qualified candidates from within Cortland County for the positions.

SECTION 3.

Authority: Under the Municipal Home Rule Law, Section 10, the County of Cortland has the authority to authorize a non-resident to hold the position of an appointed public officer.

SECTION 4.

Authority of Cortland County to Hire Applicants for Appointed Public Officer Positions: Upon a finding by the Legislature that all recruitment efforts have been adequately pursued, the Legislature shall be authorized to consider and hire applicants who are residents from any county contiguous to Cortland County for appointed public officer positions.

This law does not apply to elective offices or positions with state-mandated residency requirements that cannot be superseded.

SECTION 5.

Severability: If any section of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof that can be given effect without the invalid provision, but shall be confined in its operation to the section thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 6.

Effect: This local law shall take effect upon filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 23

Establishing the Organizational Hierarchy and Definitions for Cortland County Departments and Administrative Units

WHEREAS, the Cortland County Legislature is authorized under New York State County Law to establish and regulate the organization and administration of county government; AND

WHEREAS, the Legislature seeks to provide clear, consistent definitions for the internal organizational structure of county departments to promote effective administration, accountability, and operational clarity; AND

WHEREAS, establishing standardized definitions for departments and subordinate organizational units will assist in governance, budgeting, personnel administration, and transparency, while preserving legislative oversight and compliance with applicable law; AND

WHEREAS, the Legislature desires to formally identify county departments while permitting appropriate administrative flexibility within those departments; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the following internal organizational structure for departments and subordinate organizational units.

SECTION 1. DEFINITIONS OF ORGANIZATIONAL HIERARCHY

For purposes of county administration, organizational planning, and internal management, the following definitions are hereby adopted:

A. Department

The top-level organizational entity established by state law, local law, or resolution, responsible for a major governmental function. Each Department or Office shall be managed by a Department Head, who may carry a title such as Director or Commissioner.

Department Heads are responsible for the organization and administration of their department and may structure their department in accordance with this resolution, unless otherwise specified in the department's establishing instrument. Department Heads are responsible for the performance of their department's budget and the management of personnel, consistent with applicable law and policy.

B. Division

A primary subdivision within an administrative unit that manages major functional areas and includes multiple program or operational lines. Each division shall be managed by a Division Head and may carry a title such as Deputy Commissioner or Deputy Director.

Formal divisions may be established by a Department Head with approval of the applicable statutory committee of the Legislature, unless otherwise established by local Law or resolution.

SECTION 2. ORGANIZATIONAL GUIDANCE

No formal sub-unit is required below a department if the mission of the department can be managed effectively without further subdivision. Departments should be structured at the smallest organizational level necessary to achieve their mission. For example, it is generally not necessary to create a division consisting of a single employee. Organization below the division level is at the discretion of the Department Head with administrative review by the County Administrator.

SECTION 3. ROLE OF THE COUNTY ADMINISTRATOR

The County Administrator is hereby directed to implement this resolution, including coordinating and overseeing its application across county departments, ensuring consistency with the adopted organizational framework, and supporting compliance with the Legislature's intent, applicable law, and policy.

SECTION 4. ORGANIZATIONAL CHARTS

Department Heads shall be responsible for providing the County Administrator with an organizational chart for their department, which shall be updated annually. The County Administrator shall make such organizational charts available to the public.

SECTION 5. DEPARTMENTAL LISTING

The departments of Cortland County shall be those listed in Appendix A, attached hereto and made a part of this resolution. Appendix A shall also include divisions created by local law or resolutions and the title of the Department Head for each department. Appendix A may be amended from time to time by resolution of the Legislature.

; AND BE IT FURTHER

RESOLVED; that nothing in this resolution shall be construed to alter statutory duties, create new departments, authorize the creation or reclassification of positions, or modify appointing authority except as otherwise provided by law, collective bargaining agreements, or separate legislative action.

Referred from Finance & Administration Committee

ON MOTION OF CATHY BISCHOFF

AGENDA ITEM NO. 24

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. 25

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:

<u>BANK NAME</u>	<u>MAXIMUM AMOUNT</u>
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. 26

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. 27

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 best value 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.

Resolutions Under Suspension of the Rules of Order

ON MOTION OF KEVIN FITCH

AGENDA ITEM NO. 28

Amend the Cortland County Legislature Rules of Order

WHEREAS, Local Law No. 2 for year 1972, Section 202, Paragraph 5 established that the Cortland County Legislature is empowered to enact rules governing the conduct of the members at its sessions and the manner of transacting business thereat; AND

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings; AND

WHEREAS, the Government Operations Committee has reviewed and approved the recommended changes to the Rules of Order as attached; NOW THEREFORE BE IT

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby amended as attached; AND BE IT FURTHER

RESOLVED, that the rules shall be published on the Cortland County website; AND BE IT FURTHER

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect March 27, 2026.

ON MOTION OF KEVIN FITCH

AGENDA ITEM NO. 29

Authorization to Apply for Empire State Development (ESD) County Infrastructure Grant – Arbor Brook Flats Development Infrastructure Improvements – Planning Department

WHEREAS, Empire State Development (ESD) is offering a County Infrastructure Grant Program which provides funding to support infrastructure improvements that promote housing, economic development, place making and tourism; AND

WHEREAS, Cortland County recognizes the importance of investing in critical infrastructure to support housing development and economic growth; AND

WHEREAS, Empire State Development requires that the County apply for said grant funding directly or on behalf of municipalities within the County; AND

WHEREAS, the Arbor Brook Flats Development Infrastructure Improvements project includes critical infrastructure needs associated with a 36-unit housing development located in the Village of Homer, including road, electrical, and water infrastructure; AND

WHEREAS, the Village of Homer will serve as the sub-recipient for the project and has agreed to provide any required local match associated with the grant; AND

WHEREAS, Cortland County seeks to apply for funding through the Empire State Development County Infrastructure Grant Program on behalf of the Village of Homer to assist in financing the Arbor Brook Flats Development Infrastructure Improvements project; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature is hereby authorized and directed to file an application for the County Infrastructure Grant Program from Empire State Development on behalf of the Village of Homer for the Arbor Brook Flats Development Infrastructure Improvements project.

Executive Session

Announcements

Adjournment