



Finance & Administration Committee

Special Meeting

60 Central Ave
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Minutes ~

Thursday, July 17, 2025

5:00 PM

Room 302

Call to Order

The meeting was called to order at 5:00 PM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Excused	
Joseph Nauseef	Cortland County	Committee Member	Present	
Sandra Price	Cortland County	Committee Member	Excused	
Eugene Waldbauer	Cortland County	Committee Member	Present	
William McGovern	Cortland County	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Dominick Mantella	Cortland County	Legislator	Present	5:05 PM
Douglas Bentley	Cortland County	Legislator	Present	5:16 PM
Francis McNamara		Resident	Remote	
Brooke Kemak	Cortland County	County Clerk	Remote	5:09 PM

Resolutions

AGENDA ITEM NO. 1 – Create Position of Chief Information Officer - Information Technology

RESULT: **APPROVED [UNANIMOUS]**

Next: 7/17/2025 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Harbin, Nauseef, Waldbauer, McGovern, Bischoff

EXCUSED: Linda Jones, Sandra Price

ON MOTION OF HEIDER

RESOLUTION NO.

Create Position of Chief Information Officer - Information Technology

WHEREAS, the needs of the agency will be better served by creating one full-time position of Chief Information Officer; AND

WHEREAS, the Department of Public Works Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one full-time-time position of Chief Information Officer (Management Compensation Plan, off-scale, \$145, 000, pending jurisdictional classification), be created with approval to fill on July 18, 2025.

AGENDA ITEM NO. 2 – Bond Resolution of the County of Cortland, New York, Adopted on July 17, 2025, Authorizing a Broadband Telecommunications Infrastructure Project, at a Maximum Estimated Cost within Cortland County of \$7,854,387, and Authorizing the Issuance of Up to \$3,000,000 Bonds of Said County to Pay the Cost Thereof

RESULT: APPROVED [UNANIMOUS]

Next: 7/17/2025 6:00 PM

MOVER: William McGovern, Committee Vice-Chair

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Nauseef, Waldbauer, McGovern, Bischoff

EXCUSED: Linda Jones, Sandra Price

ON MOTION OF BISCHOFF

RESOLUTION NO.

Bond Resolution of the County of Cortland, New York, Adopted on July 17, 2025, Authorizing a Broadband Telecommunications Infrastructure Project, at a Maximum Estimated Cost within Cortland County of \$7,854,387, and Authorizing the Issuance of Up to \$3,000,000 Bonds of Said County to Pay the Cost Thereof

WHEREAS, pursuant to General Municipal Law § 99-y a the County of Cortland, New York (the “County”) is authorized and empowered to establish, construct, and maintain broadband and related telecommunications infrastructure, or to contract for the construction and maintenance of such services with a corporation or nonprofit organization, and for the maintenance, care, and replacement of infrastructure in connection therewith, if such governing body finds that such facilities are necessary; AND

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore opportunities for possible broadband expansion and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the “Grant”) was awarded to CNY RPDB through the “ConnectALL Municipal Infrastructure Grant Program” to pay the cost of constructing a broadband project consisting of a regional fiber network serving locations throughout the County to remedy the lack of high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL’s Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan’s Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB in the form of progress payments during the course of construction of the proposed broadband system; AND

WHEREAS, CNY RPDB has requested the County to finance the cost of acquisition, construction and installation of the proposed broadband system and has represented that the County shall be reimbursed for such costs with proceeds of the Grant at the completion of construction of the broadband system; AND

WHEREAS, the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the “Regulations”); AND

WHEREAS, by resolution previously adopted on July 17, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project (as defined below) in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, the County Legislature now intends to authorize undertaking and financing the proposed broadband system.

NOW, THEREFORE BE IT RESOLVED ON JULY 17, 2025 BY THE COUNTY LEGISLATORS OF CORTLAND COUNTY, NEW YORK (by favorable vote of not less than two thirds of said Legislature), AS FOLLOWS:

Section 1. For the class of object or purpose of undertaking the acquisition, construction and installation of a broadband project consisting of a regional fiber network serving certain locations throughout the County, including all related construction, renovations, site improvements, furnishings, fixtures and equipment required for such purposes, environmental studies, architectural, legal and engineering fees, and all other necessary costs incidental to such work (collectively, the "Project"), in and for the County, there are hereby authorized to be issued up to \$3,000,000 bonds and notes, including renewal thereof, of the County pursuant to the provisions of the Local Finance Law. Undertaking the Project is hereby approved. It is hereby determined that the requirements of SEQRA have been met. It is further determined that the Project is necessary for purposes of General Municipal Law § 99-y.

Section 2. It is hereby determined that the maximum estimated cost of the class of objects or purposes of the Project within Cortland County is \$7,854,387 and that the plan for the financing thereof is by the issuance of up to \$3,000,000 serial bonds hereby authorized to be issued pursuant to this bond resolution and the levy and collection of taxes on all the taxable real property in the County to pay the principal of said bonds and the interest thereon as the same shall become due and payable, and the subsequent reimbursement of the County from proceeds of the Grant and any other state and/or federal assistance available or to any revenues available for such purpose from any other source.

Section 3. The faith and credit of the County are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such years and such debt service payments may be made in substantially level or declining amounts as may be authorized by law. All the taxable real property within the County shall be subject to the levy of ad valorem taxes sufficient to pay the principal of and interest on said bonds, subject to applicable statutory limitations.

Section 4. Subject to the provisions of the Local Finance Law and the approval of the County Attorney, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the County's Director of Finance, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by the County's Director of Finance, consistent with the provisions of the Local Finance Law.

Section 5. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the County's Director of Finance, the chief fiscal officer of such County. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the County's Director of Finance shall determine consistent with the provisions of the Local Finance Law.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of Cortland County, New York, by the manual or facsimile signature of the County's Director of Finance and a facsimile of its corporate seal shall be imprinted or impressed thereon and may be attested to by the manual or facsimile signature of the County Clerk. It is hereby determined that it is to the financial advantage of the County not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent.

Section 7. The bonds authorized hereunder, and any bond anticipation notes issued in anticipation of the sale of such bonds, shall be includable in gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").

Section 8. The following additional matters are hereby determined and declared:

- () Pursuant to subdivision 109 of Section 11.00 of the Local Finance Law, the period of probable usefulness of the Project is 10 years; and
- () Current funds are required by the Local Finance Law to be provided prior to the issuance of the bonds and any notes issued in anticipation thereof authorized by this resolution; and
- () The County reasonably expects to reimburse itself for expenditures made out of the County's General Fund for the Project from the proceeds of the bonds or notes herein authorized.
- () This resolution is a declaration of official intent to reimburse for purposes of Treasury Regulation Section 1.150-2.
- () The bonds authorized herein are not being issued for an assessable improvement.

Section 9. The validity of such bonds and bond anticipation notes may be contested only if:

- a) Such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- b) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- c) Such obligations are authorized in violation of the provisions of the Constitution.

Section 10. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 11. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of such County, together with a notice of the Clerk of the County Legislature in substantially the form provided in Section 81.00 of the Local Finance Law.

AGENDA ITEM NO. 3 – Resolution of the County of Cortland, New York, Adopted on July 17, 2025, Authorizing the Execution and Delivery of an Intermunicipal Agreement Relating to a Broadband Telecommunications Infrastructure Project

RESULT:	APPROVED [UNANIMOUS]
	Next: 7/17/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Nauseef, Waldbauer, McGovern, Bischoff
EXCUSED:	Linda Jones, Sandra Price

ON MOTION OF BISCHOFF

RESOLUTION NO.

Resolution of the County of Cortland, New York, Adopted on July 17, 2025, Authorizing the Execution and Delivery of an Intermunicipal Agreement Relating to a Broadband Telecommunications Infrastructure Project

WHEREAS, pursuant to General Municipal Law § 99-y a, the County is authorized and empowered to establish, construct, and maintain broadband and related telecommunications infrastructure, or to contract for the construction and maintenance of such services with a corporation or nonprofit organization, and for the maintenance, care, and replacement of infrastructure in connection therewith, if such governing body finds that such facilities are necessary; AND

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore opportunities for possible broadband expansion and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the “Grant”) was awarded to CNY RPDB through the “ConnectALL Municipal Infrastructure Grant Program” to pay the cost of constructing a broadband project consisting of a regional fiber network serving certain locations throughout the County, including all related construction, renovations, site improvements, furnishings, fixtures and equipment required for such purposes, environmental studies, architectural, legal and engineering fees, and all other necessary costs incidental to such work (collectively, the “Project”) to remedy the lack of high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL’s Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan’s Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB upon completion of construction of the Project; AND

WHEREAS, CNY RPDB has requested the County to finance the cost of acquisition, construction and installation of the proposed broadband system and has represented that the County shall be reimbursed for such costs with proceeds of the Grant; AND

WHEREAS, the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the “Regulations”); AND

WHEREAS, by resolution previously adopted on July 17, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, by resolution previously adopted on July 17, 2025, the County Legislature approved a Bond Resolution that authorized undertaking the Project and further authorized the issuance of bonds and notes to finance the cost of the Project; AND

WHEREAS, the County Legislature now intends to authorize an intermunicipal agreement relating to the Project; and

NOW, THEREFORE BE IT RESOLVED ON JULY 17, 2025 BY THE COUNTY LEGISLATORS OF CORTLAND COUNTY, NEW YORK (by favorable vote of a majority of said Legislature), AS FOLLOWS:

Section 1. The County Legislature hereby determines to:

(a) execute the Intermunicipal Agreement, in substantially the form presented to this meeting with such amendments or modifications as the County Attorney approves, provided no such amendment or modification materially alters the risk to the County, and undertake the Project pursuant to the terms of the IMA; and

(b) execute and deliver all other certificates and documents required in connection with Intermunicipal Agreement and the Project, including any other documents as may be required to accomplish the Project (collectively, the “IMA Documents”).

Section 2. Subject to the approval of the County Attorney, the Chairman of the County Legislature is hereby authorized, on behalf of the County, to execute (by manual or facsimile signature) and deliver the IMA Documents, on such terms and conditions as shall be consistent with this resolution and approved by the Chairman of the County Legislature, the execution thereof by the Chairman of the County Legislature constituting conclusive evidence of such approval.

Section 3. Subject to the approval of the County Attorney, the Chairman of the County Legislature is hereby authorized and directed for and in the name and on behalf of the County to do all acts and things required or provided by the provisions of the IMA, and to execute and deliver all IMA Documents, and to do all such further acts and things as may be necessary or in the opinion of the Chairman of the County Legislature acting on behalf of the County, desirable and proper to effect the purposes of this resolution and to cause compliance by the County with all of the terms, covenants, and provisions of the IMA Documents binding upon the County.

Section 4. It is hereby found and determined that all formal actions of the County concerning and relating to the adoption of this resolution were adopted in an open meeting of the County; and that all deliberations of the County and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements.

Section 5. Due to the complex nature of this transaction, the County hereby authorizes the Chairman of the County Legislature to approve, execute and deliver such further agreements, documents and certificates as the County may be advised by the County Attorney to be necessary or desirable to effectuate the foregoing, such approval to be conclusively evidenced by the execution of any such agreements, documents or certificates by the Chairman of the County Legislature acting on behalf of the County.

Section 6. This resolution shall take effect immediately.

AGENDA ITEM NO. 4 – Authorizing Advancement of An Amount Not To Exceed \$250,000 To CNYNET, Inc. For The Purpose of Commencing the Broadband Telecommunications Infrastructure Project

RESULT:	APPROVED [UNANIMOUS]
	Next: 7/17/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Nauseef, Waldbauer, McGovern, Bischoff
EXCUSED:	Linda Jones, Sandra Price

ON MOTION OF BISCHOFF

RESOLUTION NO.

Authorizing Advancement of An Amount Not To Exceed \$250,000 To CNYNET, Inc. For The Purpose of Commencing the Broadband Telecommunications Infrastructure Project

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore opportunities for possible broadband expansion, and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the “Grant”) was awarded to CNY RPDB through the “ConnectALL Municipal Infrastructure Grant Program” to pay the cost of constructing a broadband project consisting of a regional fiber network serving locations throughout the County to expand high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL’s Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan’s Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB in the form of progress payments during the course of construction of the proposed broadband system; AND

WHEREAS, CNY RPDB has requested that Cayuga and Cortland Counties finance the cost of acquisition, construction, and installation of the proposed broadband system and has represented that the County shall be fully reimbursed for such costs with proceeds of the Grant; AND

WHEREAS, the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the “Regulations”); AND

WHEREAS, by Resolution No. ____-25, previously adopted on July 17, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, pursuant to General Municipal Law § 99-y a, the County Legislature by Resolution No. ____-25 adopted on July 17, 2025, authorized a broadband telecommunications infrastructure project and authorized the issuance of up to \$3,000,000 in bond anticipation notes of said County to pay the costs thereof; AND

WHEREAS, Resolution No. ____-25, adopted on July 17, 2025, authorized the execution and delivery of an Intermunicipal Agreement relating to the Broadband Telecommunications Infrastructure Project (herein after “Project”); AND

WHEREAS, implementation of the Project requires that the parties, Cortland County, Cayuga

County, and CNY RPDB, enter into various agreements including, pertaining and not limited to, intermunicipal agreements, the creation of a local development corporation (LDC), CNYNET, Inc., and infrastructure construction; AND

WHEREAS, CNY RPDB and Empire State Development (ESD) will revise the Grant Development Agreement to incorporate the LDC, CNYNET, Inc., into the Project; AND

WHEREAS, Cortland County will have an ownership interest in the Project until either CNY RPDB or CNYNET repay Cortland County an amount equal to the sums expended by Cortland County bonding for the Project plus interest and expenses; AND

WHEREAS, CNY RPDB, requires the advance of \$250,000.00, which will be reimbursed by the Grant, to commence the Project and permit the filing of certain permits with the various utility companies along the proposed Project route; NOW THEREFORE BE IT

RESOLVED, the Chair of the Cortland County Legislature, and the Director of Finance, subject to the approval of the County Attorney, are authorized to advance the funds to CNYNET, Inc. in an amount not to exceed \$250,000.00 from the County's unappropriated fund balance to commence the Project and permit the filing of certain permits with the various utility companies along the proposed Project route; AND BE IT FURTHER

RESOLVED, that the monies will be spent on capital assets and project costs pursuant to the Grant Development agreement only, and not on operating expense costs; AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby is authorized and directed to make the journal and accounting entries required to implement the intent of this Resolution.

Adjournment

The meeting was closed at 5:19 PM

ON MOTION OF PAUL HEIDER, LEGISLATOR

AGENDA ITEM NO. 1

Create Position of Chief Information Officer - Information Technology

WHEREAS, the needs of the agency will be better served by creating one full-time position of Chief Information Officer; AND

WHEREAS, the Department of Public Works Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one full-time-time position of Chief Information Officer (Management Compensation Plan, off-scale, \$145, 000, pending jurisdictional classification), be created with approval to fill on July 18, 2025.

Jurisdiction: Cortland County
 Jurisdictional Class: Pending Jurisdictional Classification
 Adopted:

CHIEF INFORMATION OFFICER (CIO)

DISTINGUISHING FEATURES OF THE CLASS:

The Chief Information Officer (CIO) is responsible for the Information Technology Services for the County. The CIO is responsible for providing County Leadership with counsel and guidance regarding varied technological systems and solutions in support of the County mission. The CIO implements initiatives as directed through the application of hardware, software and human resources as dictated by objectives. The CIO communicates recommendations, status updates and proposals through regular formal and informal vehicles. The CIO exercises departmental leadership with the highest professional/technical expertise. Reporting to the Chair of the Legislature, the incumbent performs related assignments as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides county wide Information technology systems architecture design and strategic vision to achieve County goals;
 Plans and prioritizes technology initiatives and coordinate the evaluation, deployment, and management of current and future technologies;
 Collaborates with the appropriate departments to develop and maintain a technology plan that supports organizational needs;
 Ensures proper staffing of the Information Technology Department;
 Provides information technology operations and security policy and procedure development, implementation, administration and compliance;
 Manages and prioritizes day to day Information Technology departmental operations;
 Communicates County' technology vision via regular written and in-person communications with the County Administrator, Elected officials, department heads, and end users;
 Adopts and maintains technical standards for the purchase, implementation and operation of technology solutions including hardware, software, data security, networks, phones and other technologies as required;
 Assesses and communicates risks associated with technology-related investments and purchases;
 Conducts research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations;
 Ensure continuous delivery of technical services through oversight and monitoring and review of systems, programs, and equipment performance;
 Provides work assignments to department staff;
 Manages projects including staff scheduling, vendor scheduling and inter-departmental communications;
 Forecasts and plans budget, and ensures successful ongoing Information Technology service delivery throughout the County;
 Complete duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Chief Information Officer (CIO) 1 | 2

Thorough Information Technology leadership, strategic planning and execution knowledge;
 Thorough knowledge of technology solutions to business problems;
 Extensive knowledge of current technology including, but not limited to hardware platforms, operating environments, enterprise software applications, on premise and off premise systems and data management, security and protection;
 Ability to set and manage a list of ever changing priorities and expectations;
 Ability to articulate to both technical and non-technical audiences;
 Exceptionally self-motivated and directed;
 Proficient at project management, strategic planning and implementation, budget development and control, staff management/supervision, and developing/maintaining quality services and partnerships in a complex public or private sector environment;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Master's degree or higher in Computer Science, Informational Resources, Computer Technology, Data Processing Systems Analysis, or related computer field and four (4) years of related experience, three (3) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (b) Possession of a Bachelor's degree in Computer Science, Informational Resources, Computer Technology, Business Administration, or related field AND six (6) years of experience, three (3) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (c) Possession of an Associate's degree in Computer Science or a related field and eight (8) years of related experience, five (5) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (d) Possession of a high school diploma or general equivalency diploma and ten (10) years of experience in Information Technology, seven (7) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c), and (d) above.

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be

found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants must pay the required evaluation fee.

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**AGENDA ITEM NO. 2**

Bond Resolution of the County of Cortland, New York, Adopted on July 17, 2025, Authorizing a Broadband Telecommunications Infrastructure Project, at a Maximum Estimated Cost within Cortland County of \$7,854,387, and Authorizing the Issuance of Up to \$3,000,000 Bonds of Said County to Pay the Cost Thereof

WHEREAS, pursuant to General Municipal Law § 99-y a the County of Cortland, New York (the “County”) is authorized and empowered to establish, construct, and maintain broadband and related telecommunications infrastructure, or to contract for the construction and maintenance of such services with a corporation or nonprofit organization, and for the maintenance, care, and replacement of infrastructure in connection therewith, if such governing body finds that such facilities are necessary; AND

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore opportunities for possible broadband expansion and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the “Grant”) was awarded to CNY RPDB through the “ConnectALL Municipal Infrastructure Grant Program” to pay the cost of constructing a broadband project consisting of a regional fiber network serving locations throughout the County to remedy the lack of high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL’s Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan’s Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB in the form of progress payments during the course of construction of the proposed broadband system; AND

WHEREAS, CNY RPDB has requested the County to finance the cost of acquisition, construction and installation of the proposed broadband system and has represented that the County shall be reimbursed for such costs with proceeds of the Grant at the completion of construction of the broadband system; AND

WHEREAS, the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the “Regulations”); AND

WHEREAS, by resolution previously adopted on July 17, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project (as defined below) in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, the County Legislature now intends to authorize undertaking and financing the proposed broadband system.

NOW, THEREFORE BE IT RESOLVED ON JULY 17, 2025 BY THE COUNTY LEGISLATORS OF CORTLAND COUNTY, NEW YORK (by favorable vote of not less than two thirds of said Legislature), AS FOLLOWS:

Section 1. For the class of object or purpose of undertaking the acquisition, construction and installation of a broadband project consisting of a regional fiber network serving certain locations throughout the County, including all related construction, renovations, site improvements, furnishings, fixtures and equipment required for such purposes, environmental studies, architectural, legal and engineering fees, and all other necessary costs incidental to such work (collectively, the "Project"), in and for the County, there are hereby authorized to be issued up to \$3,000,000 bonds and notes, including renewal thereof, of the County pursuant to the provisions of the Local Finance Law. Undertaking the Project is hereby approved. It is hereby determined that the requirements of SEQRA have been met. It is further determined that the Project is necessary for purposes of General Municipal Law § 99-y.

Section 2. It is hereby determined that the maximum estimated cost of the class of objects or purposes of the Project within Cortland County is \$7,854,387 and that the plan for the financing thereof is by the issuance of up to \$3,000,000 serial bonds hereby authorized to be issued pursuant to this bond resolution and the levy and collection of taxes on all the taxable real property in the County to pay the principal of said bonds and the interest thereon as the same shall become due and payable, and the subsequent reimbursement of the County from proceeds of the Grant and any other state and/or federal assistance available or to any revenues available for such purpose from any other source.

Section 3. The faith and credit of the County are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such years and such debt service payments may be made in substantially level or declining amounts as may be authorized by law. All the taxable real property within the County shall be subject to the levy of ad valorem taxes sufficient to pay the principal of and interest on said bonds, subject to applicable statutory limitations.

Section 4. Subject to the provisions of the Local Finance Law and the approval of the County Attorney, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the County's Director of Finance, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by the County's Director of Finance, consistent with the provisions of the Local Finance Law.

Section 5. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the County's Director of Finance, the chief fiscal officer of such County. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the County's Director of Finance shall determine consistent with the provisions of the Local Finance Law.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of Cortland County, New York, by the manual or facsimile signature of the County's Director of Finance and a facsimile of its corporate seal shall be imprinted or impressed thereon and may be attested to by the manual or facsimile signature of the County Clerk. It is hereby determined that it is to the financial

advantage of the County not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent.

Section 7. The bonds authorized hereunder, and any bond anticipation notes issued in anticipation of the sale of such bonds, shall be includable in gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").

Section 8. The following additional matters are hereby determined and declared:

- () Pursuant to subdivision 109 of Section 11.00 of the Local Finance Law, the period of probable usefulness of the Project is 10 years; and
- () Current funds are required by the Local Finance Law to be provided prior to the issuance of the bonds and any notes issued in anticipation thereof authorized by this resolution; and
- () The County reasonably expects to reimburse itself for expenditures made out of the County's General Fund for the Project from the proceeds of the bonds or notes herein authorized.
- () This resolution is a declaration of official intent to reimburse for purposes of Treasury Regulation Section 1.150-2.
- () The bonds authorized herein are not being issued for an assessable improvement.

Section 9. The validity of such bonds and bond anticipation notes may be contested only if:

- a) Such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- b) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- c) Such obligations are authorized in violation of the provisions of the Constitution.

Section 10. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 11. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of such County, together with a notice of the Clerk of the County Legislature in substantially the form provided in Section 81.00 of the Local Finance Law.

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**AGENDA ITEM NO. 3**

**Resolution of the County of Cortland, New York, Adopted on July 17, 2025, Authorizing the
Execution and Delivery of an Intermunicipal Agreement Relating to a Broadband
Telecommunications Infrastructure Project**

WHEREAS, pursuant to General Municipal Law § 99-y a, the County is authorized and empowered to establish, construct, and maintain broadband and related telecommunications infrastructure, or to contract for the construction and maintenance of such services with a corporation or nonprofit organization, and for the maintenance, care, and replacement of infrastructure in connection therewith, if such governing body finds that such facilities are necessary; AND

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore opportunities for possible broadband expansion and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the “Grant”) was awarded to CNY RPDB through the “ConnectALL Municipal Infrastructure Grant Program” to pay the cost of constructing a broadband project consisting of a regional fiber network serving certain locations throughout the County, including all related construction, renovations, site improvements, furnishings, fixtures and equipment required for such purposes, environmental studies, architectural, legal and engineering fees, and all other necessary costs incidental to such work (collectively, the “Project”) to remedy the lack of high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL’s Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan’s Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB upon completion of construction of the Project; AND

WHEREAS, CNY RPDB has requested the County to finance the cost of acquisition, construction and installation of the proposed broadband system and has represented that the County shall be reimbursed for such costs with proceeds of the Grant; AND

WHEREAS, the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the “Regulations”); AND

WHEREAS, by resolution previously adopted on July 17, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, by resolution previously adopted on July 17, 2025, the County Legislature approved a Bond Resolution that authorized undertaking the Project and further authorized the issuance of bonds and notes to finance the cost of the Project; AND

WHEREAS, the County Legislature now intends to authorize an intermunicipal agreement

relating to the Project; and

NOW, THEREFORE BE IT RESOLVED ON JULY 17, 2025 BY THE COUNTY LEGISLATORS OF CORTLAND COUNTY, NEW YORK (by favorable vote of a majority of said Legislature), AS FOLLOWS:

Section 1. The County Legislature hereby determines to:

(a) execute the Intermunicipal Agreement, in substantially the form presented to this meeting with such amendments or modifications as the County Attorney approves, provided no such amendment or modification materially alters the risk to the County, and undertake the Project pursuant to the terms of the IMA; and

(b) execute and deliver all other certificates and documents required in connection with Intermunicipal Agreement and the Project, including any other documents as may be required to accomplish the Project (collectively, the “IMA Documents”).

Section 2. Subject to the approval of the County Attorney, the Chairman of the County Legislature is hereby authorized, on behalf of the County, to execute (by manual or facsimile signature) and deliver the IMA Documents, on such terms and conditions as shall be consistent with this resolution and approved by the Chairman of the County Legislature, the execution thereof by the Chairman of the County Legislature constituting conclusive evidence of such approval.

Section 3. Subject to the approval of the County Attorney, the Chairman of the County Legislature is hereby authorized and directed for and in the name and on behalf of the County to do all acts and things required or provided by the provisions of the IMA, and to execute and deliver all IMA Documents, and to do all such further acts and things as may be necessary or in the opinion of the Chairman of the County Legislature acting on behalf of the County, desirable and proper to effect the purposes of this resolution and to cause compliance by the County with all of the terms, covenants, and provisions of the IMA Documents binding upon the County.

Section 4. It is hereby found and determined that all formal actions of the County concerning and relating to the adoption of this resolution were adopted in an open meeting of the County; and that all deliberations of the County and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements.

Section 5. Due to the complex nature of this transaction, the County hereby authorizes the Chairman of the County Legislature to approve, execute and deliver such further agreements, documents and certificates as the County may be advised by the County Attorney to be necessary or desirable to effectuate the foregoing, such approval to be conclusively evidenced by the execution of any such agreements, documents or certificates by the Chairman of the County Legislature acting on behalf of the County.

Section 6. This resolution shall take effect immediately.

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**AGENDA ITEM NO. 4****Authorizing Advancement of An Amount Not To Exceed \$250,000 To CNYNET, Inc. For The Purpose of Commencing the Broadband Telecommunications Infrastructure Project**

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore opportunities for possible broadband expansion, and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the “Grant”) was awarded to CNY RPDB through the “ConnectALL Municipal Infrastructure Grant Program” to pay the cost of constructing a broadband project consisting of a regional fiber network serving locations throughout the County to expand high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL’s Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan’s Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB in the form of progress payments during the course of construction of the proposed broadband system; AND

WHEREAS, CNY RPDB has requested that Cayuga and Cortland Counties finance the cost of acquisition, construction, and installation of the proposed broadband system and has represented that the County shall be fully reimbursed for such costs with proceeds of the Grant; AND

WHEREAS, the County is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the “Regulations”); AND

WHEREAS, by Resolution No. ____-25, previously adopted on July 17, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, pursuant to General Municipal Law § 99-y a, the County Legislature by Resolution No. ____-25 adopted on July 17, 2025, authorized a broadband telecommunications infrastructure project and authorized the issuance of up to \$3,000,000 in bond anticipation notes of said County to pay the costs thereof; AND

WHEREAS, Resolution No. ____-25, adopted on July 17, 2025, authorized the execution and delivery of an Intermunicipal Agreement relating to the Broadband Telecommunications Infrastructure Project (herein after “Project”); AND

WHEREAS, implementation of the Project requires that the parties, Cortland County, Cayuga County, and CNY RPDB, enter into various agreements including, pertaining and not limited to, intermunicipal agreements, the creation of a local development corporation (LDC), CNYNET, Inc., and infrastructure construction; AND

WHEREAS, CNY RPDB and Empire State Development (ESD) will revise the Grant Development Agreement to incorporate the LDC, CNYNET, Inc., into the Project; AND

WHEREAS, Cortland County will have an ownership interest in the Project until either CNY RPDB or CNYNET repay Cortland County an amount equal to the sums expended by Cortland County bonding for the Project plus interest and expenses; AND

WHEREAS, CNY RPDB, requires the advance of \$250,000.00, which will be reimbursed by the Grant, to commence the Project and permit the filing of certain permits with the various utility companies along the proposed Project route; NOW THEREFORE BE IT

RESOLVED, the Chair of the Cortland County Legislature, and the Director of Finance, subject to the approval of the County Attorney, are authorized to advance the funds to CNYNET, Inc. in an amount not to exceed \$250,000.00 from the County's unappropriated fund balance to commence the Project and permit the filing of certain permits with the various utility companies along the proposed Project route; AND BE IT FURTHER

RESOLVED, that the monies will be spent on capital assets and project costs pursuant to the Grant Development agreement only, and not on operating expense costs; AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby is authorized and directed to make the journal and accounting entries required to implement the intent of this Resolution.