



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

60 Central Ave.  
Cortland, NY 13045  
[www.cortlandcountyny.gov](http://www.cortlandcountyny.gov)

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**Tuesday, August 18, 2026**

**9:00 AM**

**Room 302**

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**View Meeting Virtually**

**Microsoft Teams meeting**

Join: <https://teams.microsoft.com/meet/281041918045501?p=X3K7Smeq678jNJFmfd>

**Meeting ID: 281 041 918 045 501**

**Passcode: cQ3uj2MQ**

**Call to Order**

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

**Approval of Minutes**

1. **June 16, 2026 - Finance & Administration Committee Minutes**

**Committee Updates**

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

**Resolutions**

**Referred from Finance & Administration Committee**

**ON MOTION OF CATHY BISCHOFF**

**AGENDA ITEM NO. 1**

**Establishing the Cortland County Capital Improvement Program**

WHEREAS, Cortland County owns and maintains facilities, infrastructure, equipment, technology systems, and other capital assets necessary to provide public services; AND

WHEREAS, effective stewardship of public resources requires long-range planning, coordination of capital investments, identification of funding strategies, and consideration of asset replacement and deferred maintenance needs; AND

WHEREAS, the Cortland County Legislature desires to establish a formal Capital Improvement Program process to support strategic planning, financial sustainability, asset management, and informed budgetary decision-making; NOW THEREFORE BE IT

RESOLVED, that the County Administrator shall annually prepare and submit a proposed five-year Capital Improvement Plan to the Cortland County Legislature; AND BE IT FURTHER

RESOLVED, that the proposed Capital Improvement Plan shall be referred to the Public Works Committee and the Finance and Administration Committee for review and recommendation prior to consideration by the full Legislature; AND BE IT FURTHER

RESOLVED, that following committee review, the Cortland County Legislature may review, amend, and adopt the Capital Improvement Plan by resolution; AND BE IT FURTHER

RESOLVED, that all County departments and offices shall participate in the Capital Improvement Program process and provide information, project submissions, updates, and supporting documentation as required by the County Administrator; AND BE IT FURTHER

RESOLVED, that adoption of the Capital Improvement Program shall establish the County's five-year capital planning framework and identify projects for planning, prioritization, and budget development purposes; however, individual capital projects shall require approval through the annual budget, separate legislative resolution, contract approval, or other applicable approval process before implementation; AND BE IT FURTHER

RESOLVED, that adoption of the Capital Improvement Plan shall not impede the County's ability to undertake emergency capital expenditures when otherwise authorized in accordance with applicable law, County policy, and legislative approval requirements.

**ON MOTION OF CATHY BISCHOFF**

**AGENDA ITEM NO. 2**

**Amending the 2026 Cortland County Budget to Recognize Insurance Recovery and Fund Expenses  
Related to Water Damage at the County Office Building**

WHEREAS, a water pipe burst within the Cortland County Office Building, causing flooding and damage to portions of the building and its contents; AND

WHEREAS, Cortland County is pursuing an insurance claim for covered losses and expenses resulting from the incident; AND

WHEREAS, the County anticipates receiving insurance recovery proceeds associated with the claim less the County's deductible; AND

WHEREAS, it is necessary to amend the 2026 County budget to recognize anticipated insurance recovery revenue and establish an equivalent contingency appropriation for expenses related to the incident; NOW THEREFORE BE IT

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

Increase:

| Account Number | Account Name              | Amount       |
|----------------|---------------------------|--------------|
| A132547.42680  | Insurance Recovery        | \$75,000.00  |
| A.359900       | Appropriated Fund Balance | \$25,000.00  |
| A13255.54775   | Contingency               | \$100,000.00 |
|                |                           |              |

; AND BE IT FURTHER

RESOLVED, that the \$25,000 appropriation from General Fund fund balance represents the County's anticipated insurance deductible; AND BE IT FURTHER

RESOLVED, that the contingency appropriation established shall be available for costs related to the response, remediation, repair, restoration, replacement, and recovery activities arising from the water damage at the County Office Building.

**ON MOTION OF CATHY BISCHOFF**

**AGENDA ITEM NO. 3**

**Authorize Second Quarter 2026 Sales Tax Distribution - Finance Department**

WHEREAS, the Cortland County Legislature adopted Resolution No. 190-25, which provides for the distribution of sales tax from the County to local municipalities; AND

WHEREAS, the 2026 second quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for second quarter 2026 to be \$10,787,040.72; AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to offset the property tax levy and that amount (\$577,500.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (57.5%), or \$6,202,548.41 of the total quarterly distribution; AND

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

RESOLVED, that the Cortland County Legislature authorizes the Director of Finance or designee to release sales tax payments for the second quarter of 2026 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

| Municipality | Distribution Amount<br>Pre-Tax Credit | Applied Tax<br>Credits | Net Distribution<br>After Tax Credit | Balance Owed<br>Against Tax Credits |
|--------------|---------------------------------------|------------------------|--------------------------------------|-------------------------------------|
|              |                                       |                        |                                      |                                     |

|                           |              |              |              |              |
|---------------------------|--------------|--------------|--------------|--------------|
| Cortland, City of         | 1,941,667.33 | -0-          | 1,941,667.33 | -0-          |
| Cincinnati,<br>Town of    | 78,342.32    | -0-          | 78,342.32    | -0-          |
| Cortlandville,<br>Town of | 756,966.46   | -0-          | 756,966.46   | -0-          |
| Cuyler, Town of           | 61,649.98    | (14,375.00)  | 47,274.98    | (28,750.00)  |
| Freetown, Town<br>of      | 54,152.42    | -0-          | 54,152.42    | -0-          |
| Harford, Town<br>of       | 96,329.19    | -0-          | 96,329.19    | -0-          |
| Homer, Town of            | 266,323.88   | -0-          | 266,323.88   | -0-          |
| Homer, Village<br>of      | 196,233.05   | -0-          | 196,233.05   | -0-          |
| Lapeer, Town of           | 107,007.39   | (107,007.39) | -0-          | (125,772.59) |
| Marathon, Town<br>of      | 79,443.84    | -0-          | 79,443.84    | -0-          |
| Marathon,<br>Village of   | 43,086.68    | -0-          | 43,086.68    | -0-          |
| McGraw,<br>Village of     | 34,343.28    | -0-          | 34,343.28    | -0-          |
| Preble, Town of           | 125,901.47   | -0-          | 125,901.47   | -0-          |
| Scott, Town of            | 76,502.55    | -0-          | 76,502.55    | -0-          |
| Solon, Town of            | 64,278.37    | -0-          | 64,278.37    | -0-          |
| Taylor, Town of           | 45,225.54    | -0-          | 45,225.54    | -0-          |
| Truxton, Town<br>of       | 89,472.88    | -0-          | 89,472.88    | -0-          |
| Virgil, Town of           | 405,598.20   | (25,000.00)  | 380,598.20   | (50,000.00)  |
| Willet, Town of           | 61,967.48    | -0-          | 61,967.48    | -0-          |
|                           |              |              |              |              |
| Total                     | 4,584,492.31 | (146,382.39) | 4,438,109.92 | (204,522.59) |

**ON MOTION OF CATHY BISCHOFF**

**AGENDA ITEM NO. 4**

**Authorize Renewal of Contract - Property Tax Collection Software - ATC Taxes - Finance Department**

WHEREAS, Cortland County currently utilizes real property tax software to track current and delinquent real property tax payments and provide necessary reports for auditing parcel payment status on parcels which have relevies, fees or interest, and support in a timely manner; AND

WHEREAS, the real property tax collection software is the primary tool for the loading, balancing,

reporting, and auditing of property tax collection for Cortland County; AND

WHEREAS, following extensive review of the limited alternative real property tax software utilized within NYS counties and the municipalities within Cortland County, Resolution No. 371-16 authorized a contract with Allen Tunnel Corporation (ATC), Binghamton, NY, to replace and convert the real property information as well as provide support services; AND

WHEREAS, the contract has expired and the County wishes to continue using ATC for tax collection software; AND

WHEREAS, this program is critical for the collection of county, municipal, and school taxes as well as preparation for the real property foreclosure process; AND

WHEREAS, the cost of said contract for the year 2026 is budgeted in the 2026 budget in account A13105.54015; AND

WHEREAS, said cost of contract shall be as follows:

2026 - \$39,700

2027 - \$39,700

2028 - \$42,000

; NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature authorizes the County Administrator to sign said contract, upon the review and approval of the County Attorney or designee, for real property tax software with Allen Tunnel Corporation, 161 Rosedale Dr., Binghamton, NY 13905 for the years 2026, 2027 and 2028.

#### **Referred from Public Works Committee**

#### **ON MOTION OF PAUL HEIDER**

#### **AGENDA ITEM NO. 5**

##### **Authorize Agreement with FirstLight Internet - Department of Information Technology**

WHEREAS, Cortland County is currently in year two (2) of a three (3) year contract for \$1,800.00/month with FirstLight for two Internet connections; AND

WHEREAS, these connections are not on independent paths and therefore do not provide true redundant backup connections; AND

WHEREAS, the Department of Information Technology recommends entering a new three (3) year contract with FirstLight which will include the costs for moving one of these connections to an independent path; AND

WHEREAS, the cost for the new service will be \$2,100.00/month; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation by the Cortland County Legislature, be and hereby is authorized to sign an agreement with FirstLight for said services, with payments from Account No. A16105.54000 Telephone Shared Service.

#### **Referred from Government Operations Committee**

#### **ON MOTION OF JOSEPH NAUSEEF**

#### **AGENDA ITEM NO. 6**

##### **Increase Mortgage Tax Expense - Office of the County Clerk**

WHEREAS, Article 11 (§§250-267) of the New York State Tax Law designates the County Clerk,

as Recording Officer for the County of Cortland, to collect and administer mortgage recording taxes; AND

WHEREAS, the County Clerk is authorized to retain the actual and necessary expenses incurred in the collection and administration of mortgage recording taxes pursuant to Section 262 of the New York State Tax Law; AND

WHEREAS, the County Clerk's authorized mortgage tax expenses for 2026 was established at \$117,591.98 annually, payable in twelve equal monthly installments, pursuant to Resolution No. 165-25; AND

WHEREAS, the County Clerk has determined that the actual and necessary expenses for collecting and administering mortgage recording taxes will total \$126,709.68 annually, effective January 1, 2027; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 164-25 is rescinded effective January 1, 2027; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature authorizes the County Clerk's annual Mortgage Tax Expense in the amount of \$126,709.68, effective January 1, 2027; AND BE IT FURTHER

RESOLVED, the County Clerk shall retain from mortgage tax collections, twelve equal monthly installments totaling \$126,709.68 annually; AND BE IT FURTHER

RESOLVED, that the County Clerk shall transmit a certified copy of this resolution to the New York State Department of Taxation and Finance for approval.

**ON MOTION OF JOSEPH NAUSEEF**

**AGENDA ITEM NO. 7**

**Authorize Agreement with Carahsoft Technology Corporation - Department of Motor Vehicles**

WHEREAS, the Cortland County Department of Motor Vehicles (DMV) has a longstanding challenge in answering incoming telephone calls, resulting in public frustration and increased demands on existing personnel; AND

WHEREAS, advances in Voice Artificial Intelligence (Voice AI) technology provide opportunities to improve customer service while supporting existing personnel resources; AND

WHEREAS, Carahsoft Technology Corp., is an authorized reseller and implementation partner for Polimorphic Inc., who provides Voice AI services and has successfully implemented similar solutions for other similar government agencies; AND

WHEREAS, a significant number of incoming telephone calls involve routine questions that do not require access to confidential or customer-specific information; AND

WHEREAS, the volume of routine telephone inquiries cannot be efficiently addressed with existing personnel resources without affecting other services; AND

WHEREAS, the needs of the public are better met when routine operational questions and requirements are answered in a timely and consistent manner; AND

WHEREAS, the proposed service is available twenty-four (24) hours a day in over seventy-five (75) languages, providing a cost-effective enhancement to public service; AND

WHEREAS, the Voice AI service will provide responses only to general informational inquiries and will not

make decisions, process transactions, access confidential records or replace the review and approval functions performed by qualified County employees in accordance with applicable federal standards and New York State Law; AND

WHEREAS, funding for this agreement will come from Account A14115.54055; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to execute an agreement with Carahsoft Technology Corp., an authorized reseller for the proposed platform with Polimorphic Inc., for the period of September 1, 2026 – December 31, 2026 not to exceed Four Thousand Three Hundred Dollars (\$4,300).

### **Referred from Judiciary & Public Safety Committee**

**ON MOTION OF SANDRA PRICE**

**AGENDA ITEM NO. 8**

### **Accept and Authorize FY2025 State Homeland Security Grant - Department of Emergency Response and Communications**

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a grant in the amount of \$32,149 resulting in no new county costs, in support of NYS State Homeland Security Grant Program; AND

WHEREAS, the fiscal period for this grant is September 1, 2025 to August 31, 2028; NOW THEREFORE BE IT

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

RESOLVED, that the 2026 budget is amended as follows:

|                                    | Current | Change   | Revised  |
|------------------------------------|---------|----------|----------|
| A34105.44389.SHSP DHSES Grant      | 0       | \$32,149 | \$32,149 |
| A34105.54048.SHSP PROGRAM SUPPLIES | 0       | \$32,149 | \$32,149 |

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$32,149; AND BE IT FURTHER

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

**ON MOTION OF SANDRA PRICE**

**AGENDA ITEM NO. 9**

### **Authorize Software Support and Maintenance Contract - Motorola Flex - Department of Emergency**

## **Response & Communications**

WHEREAS, the Cortland County Department of Emergency Response & Communications is operating Motorola's Flex Computer Aided Dispatch (CAD) software (formerly Spillman), Records Management System (RMS), mobile, and related public safety technologies; AND

WHEREAS, the Department of Emergency Response & Communications has previously entered into software and maintenance support contracts with Motorola (formerly Spillman); AND

WHEREAS, Motorola Solutions, Inc. has submitted a proposal for software maintenance and support dated July 29, 2026, for the provision of its Flex Subscription Plus solution, which includes CAD, Records Management, Mobile applications, interface maintenance, cloud-based enhancements, and associated support services for County public safety operations; AND

WHEREAS, the proposed agreement provides for a seven (7) year subscription term at a total cost not to exceed One Million, One Hundred Fifty-Two Thousand Dollars (\$1,152,000.00), with annual payments as follows: Year 1 (2027) - \$162,000; Years 2 through 7 (2028-2033) - \$165,000 annually; AND

WHEREAS, this seven (7) year maintenance contract provides system reliability, continuity of operations, and predictable budgetary costs; AND

WHEREAS, the Department of Emergency Response & Communications has determined that implementation of the Flex Subscription Plus solution will enhance operational efficiency, improve information sharing, and support the County's public safety and emergency communications mission; AND

WHEREAS, this software maintenance and support proposal for the Motorola Flex Subscription Plus public safety software suite is in the best interests of Cortland County, and it is a budgeted expense under the Department of Emergency Response and Communications using account A30205.54015; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or designee, to execute an agreement and any related documents with Motorola Solutions, Inc. for the Flex Subscription Plus public safety software suite substantially in accordance with the proposal entitled Cortland County, NY Flex Subscription Proposal 7 year REV 2, dated July 29, 2026.

**Referred from Agriculture/Planning/Environment Committee**

**Referred from Health & Human Services Committee**

**ON MOTION OF RONALD VANDEE**

**AGENDA ITEM NO. 10**

**Acceptance of New York State Office of Mental Health (OMH) State Aid For Children's Single Point of Access (C-SPOA) and Creating a Children's Single Point of Access (CSPOA) Coordinator**

WHEREAS, the County of Cortland recognizes the importance of maintaining and strengthening community-based behavioral health services for children, youth, and their families; AND

WHEREAS, the New York State Office of Mental Health (NYS OMH) has made available State Aid funding to support Children's Single Point of Access (C-SPOA) initiatives, including the establishment of a dedicated position to coordinate and administer the C-SPOA process; AND

WHEREAS, the Cortland County Mental Health Department has been identified as the appropriate recipient and administrator of these funds to support the planning, development, enhancement, and ongoing operation of the

County's Children's Single Point of Access (C-SPOA); AND

WHEREAS, the New York State Office of Mental Health has awarded funding in the amount of \$160,648 to the Cortland County Mental Health Department for these purposes; AND

WHEREAS, the acceptance of this funding will allow the County to establish a Children's Single Point of Access (C-SPOA) Coordinator position to provide centralized coordination of referrals, improve access to behavioral health services for children and families, strengthen inter-agency collaboration, and ensure compliance with New York State Office of Mental Health expectations; AND

WHEREAS, no local matching funds are required for this State Aid, the position will be fully supported through OMH funding; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the acceptance of \$160,648 in funding from the New York State Office of Mental Health by the Cortland County Mental Health Department for the purpose of supporting the Children's Single Point of Access (C-SPOA) program; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the creation of one (1) Children's Single Point of Access (C-SPOA) Coordinator position within the Cortland County Mental Health Department, CSEA Contracted position, grade 21 (\$30.1348-\$38.1429 hourly rate); AND BE IT FURTHER

RESOLVED, that the Mental Health Department is authorized to administer and expend said funds in accordance with NYS OMH requirements and all applicable federal, state, and county laws, rules, and regulations; AND BE IT FURTHER

RESOLVED, that there is no additional County financial impact associated with the creation of this position, as it will be fully funded through New York State Office of Mental Health State Aid; AND BE IT FURTHER

RESOLVED, that the 2026 budget be amended as follows:

INCREASE:

EXPENDITURES:

|              |                       |              |
|--------------|-----------------------|--------------|
| A43105.51005 | Personal Services     | \$119,001.39 |
| A43105.54000 | Telephone             | \$1,000.00   |
| A43105.54001 | Copying/Printing      | \$250.00     |
| A43105.54005 | Office Supplies       | \$500.00     |
| A43105.54035 | Education & Training  | \$1,000.00   |
| A43105.54045 | Travel                | \$1,000.00   |
| A43105.58020 | Retirement            | \$9,359.57   |
| A43105.58030 | FICA                  | \$4,211.80   |
| A43105.58040 | Workers' Compensation | \$1,420.00   |
| A43105.58060 | Health Insurance      | \$22,790.04  |
| A43105.58062 | Dental Insurance      | \$95.64      |
| A43105.58065 | Vision Insurance      | \$19.56      |

REVENUE:

|              |                  |              |
|--------------|------------------|--------------|
| A43105.43490 | MH OMH State Aid | \$160,648.00 |
|--------------|------------------|--------------|

RESOLVED, that this Resolution shall take effect immediately.

**ON MOTION OF RONALD VANDEE**

**AGENDA ITEM NO. 11**

**Abolish Staff Development Coordinator (35 hrs/week)/Create Staff Development Coordinator (40 hrs/week)  
and Abolish Part Time Case Aide (Up to 9 hrs/week) - Department of Social Services**

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) position of Staff Development Coordinator (35 hrs/week), abolishing one (1) position of Case Aide (up to 9 hrs/week), and creating one (1) position of Staff Development Coordinator (40 hrs/week); AND

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

RESOLVED, that one (1) position of Staff Development Coordinator (Grade 20, CSEA, \$29.0528-36.7735/hr, competitive class, 35 hrs/week) and one position of Case Aide (Grade 8, CSEA, \$19.4812-24.6583/hr, competitive class, up to 9 hrs/week) be abolished effective August 27, 2026 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Staff Development Coordinator (Grade 20, CSEA, \$29.0528-36.7735/hr, competitive class, 40 hrs/week) be created with permission to fill effective August 27, 2026 at 12:01 a.m.

**ON MOTION OF RONALD VANDEE**

**AGENDA ITEM NO. 12**

**Accept Funds Resource Allocation Plan New York State Office of Children and Family Services - Health Department/Youth Bureau**

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$128,089 to Cortland County, through the Youth Bureau; AND

WHEREAS, the funding allocations are as follows. Youth Development Funding of \$66,067, Youth Team Sports funding of \$20,923, Youth Sports and Education Opportunity Funding of \$26,099, and Runaway and Homeless Youth funding of \$15,000; AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies for the year October 1, 2026 through September 30, 2027 and for which a copy is in the County Youth Bureau Office; AND

WHEREAS, \$109,627 will be allocated to Cortland County municipalities and \$18,462 will be allocated to the Cortland County Youth Bureau administration; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute the Resource Allocation Planning Agreement with the New York State Office of Children and Family Services and contract with approved agencies; AND BE IT FURTHER

RESOLVED, that the Director of Finance is authorized to pay from the appropriate expense account and that in the event that the County does not receive the appropriate funds from the New York State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract; AND BE IT FURTHER

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

| Revenue:        |              | Current   | Inc/Dec   | Balance   |
|-----------------|--------------|-----------|-----------|-----------|
| A73125.43820.YB | Youth Bureau | \$103,688 | \$128,089 | \$231,777 |
|                 |              |           |           |           |

| Expenditure: |                      | Current  | Inc/Dec   | Balance   |
|--------------|----------------------|----------|-----------|-----------|
| A73125.51005 | Personal Services    | \$6,452  | \$8,663   | \$15,115  |
| A73125.54020 | Postage              | \$200    | \$200     | \$400     |
| A73125.54035 | Education & Training | \$1,325  | \$-0-     | \$1,325   |
| A73125.54040 | Dues                 | \$120    | \$120     | \$240     |
| A73125.54045 | Travel               | \$3,154  | \$3,154   | \$6,308   |
| A73125.54048 | Program Supp         | \$4,430  | \$4,430   | \$8,860   |
| A73125.58060 | Health Ins           | \$1,014  | \$1,895   | \$2,909   |
| A73125.54815 | Contracted Svcs      | \$87,101 | \$109,627 | \$196,728 |

**ON MOTION OF RONALD VANDEE**

**AGENDA ITEM NO. 13**

**Amend 2026 Budget for Additional Rent Expenses - Workforce Development Office**

WHEREAS, the Cortland County Legislature adopted Resolution No. 136-26, authorizing an extension of the lease with 91–101 Main Street, LLC for premises known as 99 Main Street, Cortland, New York, through December 31, 2026; AND

WHEREAS, additional appropriations totaling \$17,589.60 are required in the Workforce Development budget to pay rent for August, September, and October 2026; AND

WHEREAS, funding is available from the County’s allocation under the Local Assistance and Tribal Consistency Fund, which must be obligated prior to the end of the current fiscal year and will otherwise expire; NOW THEREFORE BE IT

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

Increase:

| Account Number | Account Name                           | Amount      |
|----------------|----------------------------------------|-------------|
| A99010.99012   | I/F Transfers out – Special Grant Fund | \$17,589.60 |

|                   |                                 |             |
|-------------------|---------------------------------|-------------|
| A132544.44089.ARP | Federal Aid                     | \$17,589.60 |
| CD62925.54067     | Rent                            | \$17,589.60 |
| CD99010.45031     | I/F Transfers in – General Fund | \$17,589.60 |

; AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby authorized and directed to make the necessary accounting entries and interfund transfer to effectuate this budget amendment.

#### **Action Items**

1. **Capital Improvement Program Policy**

#### **Monthly Reports**

1. **Grant Administrator Monthly Report**
2. **Finance Department Monthly Reports**
3. **Office of the County Auditor Quarterly Report**
4. **Claims Audit Report for January 1, 2026 - June 30, 2026**

#### **Discussion Items**

1. **Update on FY 2027 Budget Process**
2. **Update on 2026 Budget Actuals**

#### **Adjournment**