

AGENDA
MANAGEMENT & FINANCE COMMITTEE
MONDAY, MARCH 23, 2026, 2026 AT 10:00 AM

COMMITTEE MEMBERS: Barnes, Rondinaro, Halpin, Fazzary.

STAFF ADVISOR/MINUTES: Nicole Smith, Clerk

- I. PURCHASING – Haili Devine
 - A. Nothing Submitted
- II. TREASURER – Holley Sokolowski
 - A. Sales Tax Comparisons Report (attached)
- III. REAL PROPERTY TAX AGENCY – Jeri Sarrge
 - A. Nothing Submitted
- IV. PERSONNEL OFFICE - Lorry Johnson
 - A. Resolution – Authorize contract with State University of New York (SUNY) Corning Community College (CCC) Workforce Education for customized training (attached)
 - B. Resolution – Authorize amending Policy and Procedures manual to update Voluntary Fire and Ambulance policy and update acknowledgement page (attached)
 - C. Resolution – Authorize Memorandum of Agreement with the Schuyler County Corrections Officer’s Benevolent Association regarding rate of differential pay for positions of Corrections Communications Supervisor (attached)
- V. COUNTY ATTORNEY – Steven Getman
 - A. Resolution – Recognizing and commemoration May 1, 2026 as “Law Day” in Schuyler County (attached)
 - B. Resolution – Authorizing and approving settlement agreement related to an action relating to the opioid crisis (attached)
- VI. ELECTIONS – Brian Eslinger & Joseph Fazzary
 - A. Nothing Submitted
- VII. LEGISLATURE – Nicole Smith
 - A. Discussion – Update on requested Agenda Timeline and procedure changes
- VIII. INFORMATION TECHNOLOGY – Chris Caccia
 - A. March Activity Report (attached)
 - B. Discussion - AI Committee Update
- IX. COUNTY CLERK/DMV – Theresa Philbin
 - A. Nothing Submitted
- X. RECORDS MANAGEMENT – Christopher Desrochers
 - A. Nothing Submitted
- XI. COUNTY ADMINISTRATOR – Christopher Desrochers
 - A. Nothing Submitted

Schuyler County

Sales Tax History 2026

County Share of Sales Tax (80%)



3/19/2026

H. Sokolowski

Actual Payments from NYS for Sales Tax Revenues

	Actual Payments from NYS for Sales Tax Revenues					2026 County Share		Prior Year Variance
	2022	2023	2024	2025	2026	2026		
JANUARY	697,101.80	778,564.83	760,655.85	866,177.63	907,783.59	726,226.87		
	163,331.08	191,573.07	180,862.94	193,599.05	186,397.22	149,117.78		
TOTAL JANUARY	860,432.88	970,137.90	941,518.79	1,059,776.68	1,094,180.81	875,344.65		103.25%
FEBRUARY	589,622.80	705,299.72	709,783.53	730,228.20	629,418.77	503,535.02		
	114,389.88	162,860.36	135,422.93	251,847.77	151,658.25	121,326.60		
TOTAL FEBRUARY	704,012.68	868,160.08	845,206.46	982,075.97	781,077.02	624,861.62		79.53%
MARCH	1,077,817.15	1,146,342.56	982,356.62	993,790.20	0.00	0.00		
	197,234.49	205,408.85	234,485.06	203,094.71	0.00	0.00		
TOTAL MARCH	1,275,051.64	1,351,751.41	1,216,841.68	1,196,884.91	0.00	0.00		0.00%
TOTAL 1ST QTR	2,839,497.20	3,190,049.39	3,003,566.93	3,238,737.56	1,875,257.83	1,500,206.27		57.90%
APRIL	873,257.11	868,601.68	890,988.88	877,939.90	0.00	0.00		
	238,536.75	198,033.92	183,281.89	194,427.92	0.00	0.00		
TOTAL APRIL	1,111,793.86	1,066,635.60	1,074,270.77	1,072,367.82	0.00	0.00		0.00%
MAY	944,058.70	864,137.28	895,655.33	1,003,440.83	0.00	0.00		
	194,564.24	159,137.44	244,878.80	188,993.73	0.00	0.00		
TOTAL MAY	1,138,622.94	1,023,274.72	1,140,534.13	1,192,434.56	0.00	0.00		0.00%
JUNE	314,795.80	573,161.66	838,956.57	571,991.99	0.00	0.00		
	607,301.59	699,011.94	742,546.78	791,935.35	0.00	0.00		
	327,715.56	426,471.84	433,742.94	440,795.34	0.00	0.00		
TOTAL JUNE	1,249,812.95	1,698,645.44	2,015,246.29	1,804,722.68	0.00	0.00		0.00%
TOTAL 2ND QTR	3,500,229.75	3,788,555.76	4,230,051.19	4,069,525.06	0.00	0.00		0.00%
TOTAL YEAR TO DATE	6,339,726.95	6,978,605.15	7,233,618.12	7,308,262.62	1,875,257.83	1,500,206.27		25.66%
JULY	1,173,270.69	1,219,946.30	1,319,388.02	1,392,334.66	0.00	0.00		
	265,372.37	302,360.58	277,459.57	280,528.66	0.00	0.00		
TOTAL JULY	1,438,643.06	1,522,306.88	1,596,847.59	1,672,863.32	0.00	0.00		0.00%
AUGUST	675,000.80	1,246,891.90	1,284,541.09	1,452,877.41	0.00	0.00		
	237,306.27	242,749.91	253,258.47	278,483.41	0.00	0.00		
TOTAL AUGUST	912,307.07	1,489,641.81	1,537,799.56	1,731,360.82	0.00	0.00		0.00%
SEPTEMBER	1,772,017.92	1,572,219.94	1,701,698.87	1,729,298.55	0.00	0.00		
	475,867.94	450,215.65	459,652.50	514,103.08	0.00	0.00		
TOTAL SEPTEMBER	2,247,885.86	2,022,435.59	2,161,351.37	2,243,401.63	0.00	0.00		0.00%
TOTAL 3RD QTR	4,598,835.99	5,034,384.28	5,295,998.52	5,647,625.77	0.00	0.00		0.00%
TOTAL YEAR TO DATE	10,938,562.94	12,012,989.43	12,529,616.64	12,955,888.39	1,875,257.83	1,500,206.27		14.47%
OCTOBER	966,366.55	1,010,953.10	993,378.24	1,042,638.45	0.00	0.00		
	193,390.62	186,665.96	203,397.68	195,661.44	0.00	0.00		
TOTAL OCTOBER	1,159,757.17	1,197,619.06	1,196,775.92	1,238,299.89	0.00	0.00		0.00%
NOVEMBER	892,928.35	1,021,426.67	984,509.48	1,055,750.89	0.00	0.00		
	223,569.44	218,156.33	207,702.66	203,407.30	0.00	0.00		
TOTAL NOVEMBER	1,116,497.79	1,239,583.00	1,192,212.14	1,259,158.19	0.00	0.00		0.00%
DECEMBER	867,680.22	846,273.05	842,210.06	769,199.24	0.00	0.00		
	388,941.58	482,318.29	497,530.49	501,220.74	0.00	0.00		
	459,199.68	384,816.80	384,448.93	385,090.13	0.00	0.00		
TOTAL DECEMBER	1,715,821.48	1,713,408.14	1,724,189.48	1,655,510.11	0.00	0.00		0.00%
TOTAL 4TH QTR	3,992,076.44	4,150,610.20	4,113,177.54	4,152,968.19	0.00	0.00		0.00%
GRAND TOTAL	14,930,639.38	16,163,599.63	16,642,794.18	17,108,856.58	1,875,257.83	1,500,206.27		10.96%
BUDGET ESTIMATE	12,900,000.00	14,100,000.00	16,400,000.00	16,775,000.00	17,200,000.00			
% OF GRAND TOTAL	115.74%	114.64%	101.48%	101.99%	10.90%			County Sales Tax Comparison

RE: AUTHORIZE CONTRACT WITH STATE UNIVERSITY OF NEW YORK (SUNY) CORNING COMMUNITY COLLEGE (CCC) WORKFORCE EDUCATION FOR CUSTOMIZED TRAINING – HUMAN RESOURCES DEPARTMENT

WHEREAS, the Human Resources Department has been awarded a State University of New York (SUNY) Workforce Development Grant to participate in the SUNY Corning Community College (CCC) Workforce Education “Generational Supervision” and “From Crisis to Calm” trainings, and

WHEREAS, the total cost of the training program is \$9,000.00 and the SUNY Workforce Development Grant covers the amount of \$6,750.00, leaving a local share cost to the County of only \$2,250.00.

NOW, THEREFORE, BE IT RESOLVED, that the Chair of the Legislature be hereby authorized to accept and execute the contract with SUNY CCC Workforce Education for the Human Resources Department to receive \$6,750.00 in job training grant funds, with a term beginning at approval through the completion of services, the remaining funding in the amount of \$2,250.00 is available in account no. 001.1430.0459 - Training, document approved as to form by the Schuyler County Attorney.

RE: AUTHORIZE AMENDING POLICIES AND PROCEDURES MANUAL TO UPDATE VOLUNTARY FIRE AND AMBULANCE POLICY AND UPDATE ACKNOWLEDGEMENT PAGE – HUMAN RESOURCES DEPARTMENT

WHEREAS, Schuyler County currently has a Voluntary Fire and Ambulance Duty policy in place that addresses granting a leave of absence with pay for such period as an employee may be called from his/her job to render service on an emergency basis, and

WHEREAS, the County wishes to provide clear and consistent guidance regarding call-outs that commence prior to a scheduled shift through its policy guidelines, and

WHEREAS, new employees currently receive printed copies of the County's Policy and Procedure Manual that includes an acknowledgement of receipt page at the end, and

WHEREAS, in lieu of provided printed manuals the acknowledgement page will be revised and direct employees to the County website to access the Policy and Procedure Manual.

NOW, THEREFORE, BE IT RESOLVED, that the Schuyler County Legislature hereby authorizes amending the Policies and Procedures Manual as set for the below, to be made available to all employees, effective immediately.

7.3 Voluntary Fire and Ambulance Duty (Resolution Nos. 109-91, 24-69, and 111-18)

Any officer or employee of the County of Schuyler, who is a member of a volunteer emergency response agency located within Schuyler County will be granted a leave of absence with pay for such period as he/she may be called from his/her job to render such service on an emergency basis. *If an initial call-out occurs prior to the start of an employee's scheduled work shift, only the portion of time that coincides with the employee's regular work hours shall be eligible for paid administrative leave.* It is understood that employees will respond to only emergency situations when other agency resources/personnel are not sufficiently available and with approval from the Department Head, *or designee*. *If an emergency response begins prior to the employee's scheduled work shift, the employee must obtain approval from the Department Head or designee to be excused from reporting to work for the duration of the emergency.* Absences must not jeopardize the business operations of the County, nor impact health and safety of employees or public. This policy applies to full-time employees only. Part-time employees will be allowed to leave for fire-calls/emergency-calls, if permission is granted by the Department Head *or designee*, however, will not be compensated accordingly. To be eligible for the waiver of leave time usage and/or salary deduction, an employee must submit written verification from an officer of his/her organization documenting details of emergency-related absence on forms provide by the County (All County drive). Such form shall be submitted to the Department Head, who will provide to the Human Resources Department, by 10:00am on the payroll processing day for the pay period during which the emergency occurred.

9 ACKNOWLEDGMENT

I hereby acknowledge and confirm the following:

1. I have received the hyperlink to the County Policy Manual, which is accessible on the Human Resources page of the County website at: <https://www.schuylercountyny.gov/DocumentCenter/View/582/Policy-and-Procedure-Manual-2023?bidId=>
2. I understand that a paper copy of the manual can be obtained from the Human Resources Department.
3. I have personally accessed and opened the hyperlink provided above.
4. I have thoroughly reviewed and read the entire contents of the County Policy Manual available via the hyperlink.
5. I fully understand all the policies, procedures, rules, and expectations outlined in the County Policy Manual, including but not limited to those related to employment, conduct, benefits, and compliance with applicable laws.
6. I understand and acknowledge that Schuyler County policies and other related documents do not form a contract of employment and are not a guarantee by Schuyler County of the conditions and benefits that are described within them. Nevertheless, the provisions of such Schuyler County policies are incorporated into this acknowledgment, and I agree that I shall abide by the County Policy Manual. I

agree to abide by all the terms and conditions set forth in the County Policy Manual and understand that my continued employment with the County is contingent upon my compliance with these policies.

7. I am aware that if, at any time, I have questions regarding Schuyler County policies I should direct them to my supervisor or the Human Resources Department, and I have had the opportunity to seek clarification if needed.

8. I also am aware that Schuyler County, at any time, may, on reasonable notice, change, add to, or delete from the provisions of the County policies.

By signing below, I affirm that the above statements are true and accurate, and I understand that this acknowledgment will be kept and relied upon by the County as a County record and may be used as evidence in any legal proceedings related to my employment or compliance with County policies.

Employee's Printed Name

Position

Employee's Signature

Date

RE: AUTHORIZE MEMORANDUM OF AGREEMENT WITH THE SCHUYLER COUNTY CORRECTION OFFICER'S BENEVOLENT ASSOCIATION REGARDING RATE OF DIFFERENTIAL PAY FOR POSITION OF CORRECTION COMMUNICATIONS SUPERVISOR—HUMAN RESOURCES DEPARTMENT

WHEREAS, the County and the Association are parties to a collective bargaining agreement for the period of January 1, 2022 – December 31, 2026, and

WHEREAS, the current agreement includes the position of Correction Communications Supervisor with a differential pay rate comparable to the Correction Sergeant at \$2.60 per hour, and

WHEREAS, per the Schuyler County Sheriff, the position of Correction Communications Supervisor has job duties that more align with the position of Correction Lieutenant as part of the oversight of the 911 center, a division of its own within the Sheriff's Department, and

WHEREAS, the Sheriff recommends increasing the differential pay of the Correction Communications Supervisor to align with the Correction Lieutenant at \$3.35 per hour, and

WHEREAS, the County and Association now wish to document the terms of their agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Chair of the Schuyler County Legislature be hereby authorized to enter into a Memorandum of Agreement with the Schuyler County Correction Officer's Benevolent Association as set forth above, effective immediately, approved as to form by the Schuyler County Attorney, and

BE IT FURTHER RESOLVED, that rates of pay outlined in Article A, in the collective bargaining agreement, shall be amended to include the bolded and italicized language as follows:

APPENDIX "A"

The Correction Sergeant/~~Correction Communications Supervisor~~ differential shall be paid above his/her respective Step as follows: \$2.60/hr.

The Correction Lieutenant/***Correction Communications Supervisor*** differential shall be paid above his/her respective Step as follows: \$3.35/hr.

The Communications Training Officer differential shall be paid above his/her respective Step as follows: \$1.85/hr.

The differential shall be paid times forty (40) hours each week and to be paid above his/her Step and included in the calculation of the payment of overtime.

All other terms and conditions of the parties' existing collective bargaining agreement for the term January 1, 2022 to December 31, 2026 remain in full force and effect except as specifically modified herein.

RE: RECOGNIZING AND COMMEMORATION MAY 1, 2026 AS “LAW DAY” IN SCHUYLER COUNTY – COUNTY ATTORNEY DEPARTMENT

WHEREAS, in 1958 President Dwight D. Eisenhower proclaimed “Law Day” to honor the role of law in the creation of the United States of America; and

WHEREAS, Law Day is an occasion of public acknowledgement of our Nation’s heritage of justice, liberty, and equality under the law; and

WHEREAS, the American Bar Association has designated the 2026 Law Day theme to be “the Rule of Law and the American Dream”; and

WHEREAS, the Rule of Law ensures the rights of the people to live their lives as freely as possible and to pursue their dreams; the rule serves as a vital bulwark of liberty by ensuring that governance is based on established, neutral legal principles rather than the arbitrary power of officials, guaranteeing equal treatment under the law, protecting individual rights against state abuse, and maintaining representative government through due process; and

NOW THEREFORE, BE IT RESOLVED that the Schuyler County Legislature recognizes and commemorates May 1, 2026, as Law Day in Schuyler County, New York, and encourages all Schuyler County residents to observe this day together and to reflect on how the Rule of Law protects liberty and ensures all residents have the ability to fulfill their dreams.

RE: AUTHORIZING AND APPROVING SETTLEMENT AGREEMENT RELATED TO AN ACTION RELATING TO THE OPIOID CRISIS - COUNTY ATTORNEY DEPARTMENT

WHEREAS, by Resolution No. 246 of 2017 the County of Schuyler authorized the Schuyler County Attorney to work with Napoli Shkolnik PLLC, as special counsel, related to bringing an action against the manufacturers and distributors of prescription opiates for damages to the County, at no cost to the County, and

WHEREAS, by Resolution No. 72 of 2018, the County enacted Local Law Intro. B/Local Law No. 7 of the Year 2018 entitled “A Local Law Declaring the Opioid Epidemic and Its Effect on the County a Public Nuisance and Establishing a Cost Recovery Procedure,” and

WHEREAS, pursuant to the above, the County Attorney filed a nearly 250-page Summons and Complaint on May 11, 2018 against manufacturers and distributors of prescription opiates for damages to the County, and such matter remains pending (the “Action”), and

WHEREAS, the Action is against multiple defendants, including manufacturers of opioids, distributors of opioids and chain pharmacies, and

WHEREAS, the County of Schuyler and other participating New York subdivisions share a common desire to abate and alleviate the impacts of the alleged misfeasance, nonfeasance, and malfeasance of the Opioid Supply Chain Participants throughout the State of New York, and

WHEREAS, A new opioid settlement has been reached with six regional distributors/dispenser defendants (Remnant Defendants Settlement): Associated Pharmacies, Inc. (and American Associated Pharmacies); J M Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (including its subsidiaries, SuperValu and Advantage Logistics) (Six Remnant Defendants), and

WHEREAS, if effectuated, the proposed settlement will result in the Six Remnant Defendants paying a combined \$97,625,000.00 in cash for purposes of abating the opioid epidemic and a one-time settlement payment to each eligible entity, including Schuyler County, and

WHEREAS, the funds can be used for core strategies and approved uses, which may include high-priority opioid abatement activities such as naloxone distribution, medication-assisted treatment, prevention programs, and targeted services for pregnant/postpartum women, incarcerated individuals, and syringe services or evidence-informed strategies covering treatment, harm reduction, criminal justice re-entry, family supports and workforce development for addiction professionals, and

WHEREAS, the County Attorney has approved as to form the settlement agreement (“Agreement”), and

WHEREAS, it is in the best interest of the County to resolve this matter with respect to the above entities without further litigation and enter into the proposed Agreement as it shall settle all allegations against these entities, avoid protracted litigation and provide county revenue as noted above, and

WHEREAS, this settlement is without prejudice to litigation against other remaining defendants in the Action, which litigation remains pending.

NOW, THEREFORE BE IT RESOLVED, that the execution and delivery on behalf of and in the name of the County of Schuyler by the Schuyler County Attorney, or his designee, of the proposed Agreements is hereby authorized, and the Schuyler County Attorney or his designee, is hereby authorized and directed to execute the proposed Agreement and execute such other documents as may be necessary and appropriate to effectuate the settlement as set forth above.

SCHUYLER COUNTY
INFORMATION TECHNOLOGY DEPARTMENT

Chris Caccia
Information Technology Director

323 Owego Street, Unit 8
Montour Falls, NY 14865

Phone (607) 535-8162



March 2026 – Monthly Activity Report

Information Technology Department Stats (last 30 days):

- New Helpdesk Tickets: 237

The Information Technology Department continues to play a critical role in supporting County operations by providing seamless technology services to all departments. Over the past month, the team has demonstrated exceptional dedication to customer services, addressing hundreds of helpdesk tickets and ensuring that staff receive timely, effective support. By focusing on responsiveness, proactive problem-solving, and clear communication, the IT Department consistently meets and often exceeds staff expectations. This commitment to service excellence ensures that employees can rely on technology to perform their duties efficiently, with minimal disruption, while enhancing overall productivity across the County. The Department's efforts also include several key projects that strengthen infrastructure, security, and operational capabilities. Highlights from the past month include:

Current Schuyler County IT Department Project updates:

- **Avigilon Security Camera Storage upgrade** – We are currently installing an additional Network Video Recorder (NVR) server to expand storage capacity for security camera footage across all buildings. This upgrade will add 120 terabytes (TB) of storage, increasing video retention from 28 days to approximately 100 days. The extended retention period will improve incident review capabilities, support compliance needs, and ensure footage remains available for a longer period in cases of delayed reporting. This enhancement also provides scalability for future camera system growth and higher-resolution recording.
- **CrowdStrike Identity Module** – We are currently working with the CrowdStrike Falcon Complete team to implement the “Identity” security module. This effort represents Phase Two of the shared services project in partnership with the New York State Division of Homeland Security and Emergency Services. The Identity module will strengthen Schuyler County's cybersecurity posture by enhancing visibility into user activity and providing additional monitoring, logging, and real-time threat alerting. This added layer of protection helps detect and respond to potential identity-based threats more effectively.
- **Schuyler County AI Committee** – Schuyler County is in the process of establishing an AI Committee to identify practical use cases and develop clear guidelines for responsible AI adoption across the County. The committee will include representation from key departments to support innovation while maintaining a strong focus on security, compliance, and ethical use. This initiative has also prompted broader discussions around data classification standards to ensure sensitive information is properly managed and protected as AI capabilities expand.

- **Network Segmentation Project** – Schuyler County is undertaking a network segmentation project to better isolate departmental systems and improve overall cybersecurity. This initiative will separate network resources based on function and access requirements, reducing the risk of unauthorized access and limiting the potential impact of security incidents. The project is aligned with guidance from the National Institute of Standards and Technology (NIST), which recommends network segmentation as a key control for protecting sensitive systems and data. By following these standards, Schuyler County will strengthen its security posture while improving network performance and manageability.
- **Switch Replacement Project (HSC)** – Schuyler County has recently completed the switch replacement project in the Human Services Complex (HSC). All network switching infrastructure in the building has been fully updated. This upgrade improves network performance, reliability, and security, ensuring that the HSC has a modern and resilient infrastructure to support current and future technology needs.
- **Virtual Host Server Replacement** - The IT Department is currently in the process of upgrading a virtual host server that supports multiple applications utilized across County departments. This replacement will significantly enhance system performance, improve reliability, and provide greater capacity to accommodate future growth. By modernizing this critical infrastructure, we are ensuring that key departmental applications remain highly available, responsive, and capable of supporting efficient operations County-wide.