

**Office of the County Administrator**  
Historic Courthouse  
195 Arsenal Street, 2<sup>nd</sup> Floor  
Watertown, New York 13601-2567  
Phone: (315) 785-3075 Fax: (315) 785-5070

**Ryan Piche**  
*County Administrator*

**Dylan Soper**  
*Deputy County Administrator*



February 20, 2026

**TO:** Members of Finance & Rules Committee

**FROM:** Ryan Piche, County Administrator

A handwritten signature in black ink, appearing to be 'RP', enclosed in a hand-drawn oval.

**SUBJECT:** Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on ***Tuesday, February 24, 2026 immediately following the conclusion of the Health & Human Services Committee meeting*** in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Presentation:**

Committee Goals – Ryan Piche, County Administrator

AI Policy Presentation – Dylan Soper, Deputy County Administrator  
Sean Vincent, Director of Information Technology

**Resolutions:**

1. Amending the 2025 County Budget for Sales Tax Distribution
2. Authorizing an Agreement with the New York State Board of Elections for the 2025 General Election Grant and Amending the 2026 County Budget in Relation Thereto
3. Authorizing an Agreement with the New York State Board of Elections for an Absentee Ballot Postage Grant and Amending the 2026 County Budget in Relation Thereto
4. Reappropriating Unspent Grant Funds for Board of Elections, Authorizing an Amended Agreement with the New York State Board of Elections for a Ballot by Mail Grant and Amending the 2026 County Budget in Relation Thereto
5. Authorizing an Agreement with the New York State Board of Elections for Vote By Mail Postage Grant and Amending the 2026 County Budget in Relation Thereto

6. Amending the 2026 County Budget and Capital Plan for Board of Elections Relative to Help America Vote Act Funds
7. Authorizing an Agreement for the New York State Board of Elections Technology Innovation and Election Resource Grant and Amending the 2026 County Budget in Relation Thereto
8. Transferring County Safety Officer Position to the County Administrator's Office
9. Approving Jefferson County Administrative Policies and Procedures Relative to Artificial Intelligence (AI)
10. Amending the 2025 County Budget in Relation to Health Benefits
11. Authorizing the Extension of an Agreement with NCA Comp for the Administration of Workers' Compensation Claims
12. Authorizing Jefferson Community College Additional Project Funding to be Reimbursed Through Awarded Grants in Relation to Facilities Master Plan Project for Campus Revitalization and Deferred Maintenance and Amending the 2025 County Budget and Capital Plan in Relation Thereto
13. Authorizing an Amended Agreement with Granicus for Registration and Permitting in the Short-Term Rental and Occupancy Tax Management System and Amending the 2026 County Budget in Relation Thereto

**General Services Committee Sponsored Resolutions:**

1. Amending an Agreement with New York State Department of Transportation in Relation to Airport Runway 10-28 Rehabilitation
2. Amending the 2026 County Budget and Capital Plan to Recognize 2025 Revenue from the Passenger Facility Charges for the Watertown International Airport
3. Authorizing an Agreement and Amending the 2026 Budget in Relation to the New York State Emergency Services IP Network Readiness Grant Program
4. Reappropriating Unspent Grant Funds for the Fire and Emergency Management Department and Amending the 2026 County Budget in Relation Thereto
5. Amending the 2026 County Budget in Relation to 911 Phone System Support
6. Authorizing an Agreement with Stantec Consulting Services Inc. in Relation to the Oxbow-Rossie Road (CR 25) Over Vrooman Creek Project and Amending the 2026 County Budget and Capital Plan in Relation Thereto

**Health & Human Services Committee Sponsored Resolutions:**

1. Amending the 2025 County Budget Relative to Community Services Preschool and Early Intervention Program Expenditures and Associated Revenues
2. Extending an Agreement with Fort Drum Regional Health Planning Organization, Reappropriating Opioid Settlement Regional Abatement Funds and Amending the 2026 County Budget in Relation Thereto
3. Accepting Stipend from the Fort Drum Regional Health Planning Organization and Amending the 2026 County Budget
4. Accepting New York State Shelter Arrears Eviction Forestallment (SAEF) Program Allocation Funding from the NYS Office of Temporary and Disability Assistance and Amending the 2026 County Budget in Relation Thereto

**Informational Items:**

1. Revenue and Expenditure Spreadsheet
2. Monthly Department Reports:  
County Clerk  
Health Benefits

If any Committee Member has inquiries regarding agenda items, please do not hesitate to contact me.

RP:jdj

c:	Administration	Board of Elections	Purchasing/Ctrl Print.
	Budget	Employ & Training	Real Property Tax Serv.
	Clerk of the Board	Human Resources	County Treasurer
	County Attorney	Information Services	
	County Auditor	Insurance	
	County Clerk/Records Mgmt	JCC	

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2025 County Budget for Sales Tax Distribution

By Legislator: \_\_\_\_\_

Whereas, The County experienced sales tax receipts beyond budgeted expectations in 2025, and

Whereas, The 2025 County Budget must be amended to recognize additional sales tax to be distributed to towns, villages and the City of Watertown.

Now, Therefore, Be It Resolved, That the 2025 County Budget is amended as follows:

**Increase:**

Revenue		
01104500 91110	State Sales Tax	\$5,817,538

Expenditure		
01198500 04631	Distribution of Sales Tax	\$5,817,538

Seconded by Legislator: \_\_\_\_\_

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State of New York     )  
County of Jefferson   ) ss.:

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing an Agreement with the New York State Board of Elections for the 2025 General Election Grant and Amending the 2026 County Budget in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, Jefferson County Board of Elections has secured a 2025 General Election Grant through the New York State Board of Elections in the amount of \$8,576.54 for the period of April 1, 2025 through March 31, 2026, and

Whereas, The purpose of said grant is to provide reimbursement of expenditures made in securing products or services related to the 2025 general election.

Now, Therefore, Be It Resolved, That Jefferson County accepts the 2025 General Election Grant funding and enters into an agreement with New York State Board of Elections, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfil the requirements of this grant award for the term of April 1, 2025 through March 31, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the General Election Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01145000 93089	State Aid Other General Government	\$8,576.54
Expenditure		
01145000 04111	Trackable items	\$1,000.00
01145000 04120	Computer Software	500.00
01145000 04510	Medical Supplies	76.54
01145000 04514	Uniforms and Clothing	500.00
01145000 04585	Operating Supplies	6,500.00

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson    )

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Authorizing an Agreement with the New York State Board of Elections for an Absentee Ballot Postage Grant and Amending the 2026 County Budget in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, Jefferson County Board of Elections has secured a Absentee Ballot Postage Grant through the New York State Board of Elections in the amount of \$26,981.84 for the period of April 1, 2025 through March 31, 2026, and

Whereas, The purpose of said grant is to cover expenses related to providing postage paid return envelopes for all absentee ballots.

Now, Therefore, Be It Resolved, That Jefferson County accepts the Absentee Ballot Postage Grant funding and enters into an agreement with New York State Board of Elections, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfil the requirements of this grant award for the term of April 1, 2025 through March 31, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the Absentee Ballot Postage Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01145000 93089	State Aid Other General Government	\$ 26,981.84

Expenditure		
01145000 04102	Office Furnishings	\$ 6,000.00
01145000 04110	Office Expense	2,981.84
01145000 04111	Trackable Items	3,000.00
01145000 04585	Operating Supplies	15,000.00

Seconded by Legislators: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson    )

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Reappropriating Unspent Grant Funds for Board of Elections, Authorizing an Amended Agreement with the New York State Board of Elections for a Ballot by Mail Grant and Amending the 2026 County Budget in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, By Resolution 160 of 2020, The Board of Legislators authorized an agreement with the New York State Board of Elections for a Cyber Security Remediation Grant in the amount of \$87,103.39, and

Whereas, By Resolution 100 of 2021 and 42 of 2022 the Board reappropriated unspent funds from the Cyber Security Remediation Grant, and

Whereas, By Resolution 29 of 2025, The Board of Legislators authorized an agreement with the New York State Board of Elections for the Ballot By Mail Grant in the amount of \$44,870.29 for the period of April 1, 2024 through June 29, 2025, and

Whereas, The grant period for the Ballot By Mail Grant is being extended through June 29, 2026, and

Whereas, Unspent funds remain in the Cyber Security Remediation Grant in the amount of \$506.74 and the Ballot By Mail Grant in the amount of \$44,870.29, to be reappropriated and placed in the applicable expenditure lines in the 2026 Budget.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an amended agreement to extend the grant period for the Ballot By Mail Grant to June 29, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the Ballot By Mail Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Fund Balance		
01000000 30599	Appropriated Fund Balance	\$ 506.74
Revenue		
01145000 93089	State Aid Other General Government	\$44,870.29

Expenditure		
01145000 04102	Office Furnishings	5,000.00
01145000 04116	Postage	5,913.52
01145000 04117	Printing	14,956.77
01145000 04120	Computer Subscriptions	506.74
01145000 04585	Operating Supplies	19,000.00

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
County of Jefferson    ) ss.:

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Authorizing an Agreement with the New York State Board of Elections for Vote By Mail Postage Grant and Amending the 2026 County Budget in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, Jefferson County Board of Elections has secured a Vote By Mail Postage Grant through the New York State Board of Elections in the amount of \$25,916.95 for the period of April 1, 2025 through March 31, 2026, and

Whereas, The purpose of said grant is to provide reimbursement of expenditures related to products or services related to providing pre-paid postage for early mail ballots, applications and return envelopes.

Now, Therefore, Be It Resolved, That Jefferson County accepts the Vote By Mail Postage Grant funding and enters into an agreement with New York State Board of Elections, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfil the requirements of this grant award for the term of April 1, 2025 through March 31, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the Vote By Mail Postage Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01145000 93089	State Aid Other General Government	\$ 25,916.95
Expenditure		
01145000 02100	Specialized Departmental Equipment	\$ 5,000.00
01145000 04110	Office Expense	7,500.00
01145000 04116	Postage	7,500.00
01145000 04117	Printing	5,916.95

Seconded by Legislator: \_\_\_\_\_

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State of New York     )  
                                  ) ss.:  
County of Jefferson    )

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Amending the 2026 County Budget and Capital Plan for Board of Elections Relative to Help America Vote Act Funds

By Legislator: \_\_\_\_\_

Whereas, By Resolution 134 of 2012, the Board of Legislators recognized federal Help America Vote Act (HAVA) grant funds and placed them into a capital account for future HAVA expenses for the Board of Elections, and

Whereas, The Board of Elections wishes to use the funds for reimbursement of expenditures informational materials and events related to voter education, with such costs eligible for reimbursement under the HAVA funding guidelines, and

Whereas, Expenditures are more appropriately allocated through the Department’s operating accounts than the capital account, and

Whereas, It is necessary to amend the 2026 County Budget and Capital Plan to transfer the needed funds to the appropriate general fund accounts.

Now, Therefore, Be It Resolved, That the 2026 County Budget is hereby amended as follows:

**Decrease:**

Revenue

20900600 94097	Federal Aid Capital Projects	\$36,549.24
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Expenditure

20145000 02061	HAVA Voting Machines	\$36,549.24
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**Increase:**

Revenue

01145000 94089	Federal Aid Other General Government	\$36,549.24
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Expenditure

01145000 04110	Office Expense	\$ 7,049.24
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01145000 04415	Advertising	2,000.00
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01145000 04116	Postage	7,500.00
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01145000 04117	Printing	20,000.00
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and be it further

Resolved, That the six-year capital plan is hereby amended accordingly.

Seconded by Legislator: \_\_\_\_\_

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State of New York     )  
                                  ) ss.:  
County of Jefferson    )

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing an Agreement for the New York State Board of Elections Technology Innovation and Election Resource Grant and Amending the 2026 County Budget in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, Jefferson County Board of Elections has secured a Technology Innovation and Election Resource (TIER) Grant through the New York State Board of Elections in the amount of \$89,287.18 for the period of April 1, 2025 through March 31, 2026, and

Whereas, The purpose of said grant is to provide technology and software updates and equipment related to voting systems.

Now, Therefore, Be It Resolved, That Jefferson County accepts the TIER Grant funding and enters into an agreement with New York State Board of Elections, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute any and all documents as may be required to fulfil the requirements of this grant award for the term of April 1, 2025 through March 31, 2026, on behalf of Jefferson County, subject to approval by the County Attorney as to form and content, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized and directed to execute any and all documents as may be required to execute any and all future amendments and agreements with New York State Board of Elections relative to the TIER Grant, within available appropriations, per Purchasing Policy 4.01 – Policy, Control and Quotations, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
01145000 93089	State Aid Other General Government	\$ 89,287.18

Expenditure		
01145000 04111	Trackable Items	\$ 56,000.00
01145000 04120	Computer Subscriptions	8,000.00
01145000 04585	Operating Supplies	23,287.18
01145000 04613	Training	2,000.00

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson    )

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Transferring County Safety Officer Position to the County Administrator's Office

By Legislator: \_\_\_\_\_

Whereas, The County Safety function has been evolving and continues to experience further change responding to increasing requirements, and

Whereas, The safety program touches all aspects of County government and can require immediate mobilization and consultation with Administration, and

Whereas, The County Administrator has recommended that the Safety Officer position be reassigned to the County Administrator's Office for supervisory purposes.

Now, Therefore, Be it Resolved, That the position of County Safety Officer is hereby transferred to the County Administrator's Office for supervisory purposes.

Seconded by Legislator: \_\_\_\_\_

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State of New York     )  
                                  ) ss.:  
County of Jefferson    )

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\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Approving Jefferson County Administrative Policies and Procedures Relative to Artificial Intelligence (AI)

By Legislator: \_\_\_\_\_

Whereas, Local Law No. 10 of 1986, as amended, provides that the County Administrator shall promulgate such administrative regulations and procedures as may be authorized by the Board of Legislators, and

Whereas, Artificial Intelligence (AI) is a rapidly evolving technology that offers significant potential to improve efficiency, empower county teams, and meet the service expectations of Jefferson County residents, and

Whereas, Jefferson County acknowledges that while AI presents vast benefits, it also introduces risks that must be managed through responsible use, and

Whereas, The County has developed a formal Artificial Intelligence Policy to ensure that AI applications are deployed in a manner that aligns with legal and ethical standards, promotes transparency, and safeguards protected or confidential data, and

Whereas, The Policy is tactfully concise to allow for the flexibility of the rapidly changing technology, while establishing guidelines for the approval of AI tools, responsible use, safeguards, while mandating human oversight for all AI-generated content.

Now, Therefore, Be It Resolved, That the new Administrative Policy Information Technology Section 8.24 – Artificial Intelligence is hereby approved and by reference incorporated herein, and be it further

Resolved, That promulgation and implementation of the referenced Section by the County Administrator is authorized, effective immediately.

Seconded by Legislator: \_\_\_\_\_

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State of New York     )  
                                  ) ss.:  
County of Jefferson    )

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\_\_\_\_\_  
Clerk of the Board of Legislators

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management to make sure the AI system being used is safe and legitimate. IT will also create and maintain an inventory of AI systems in use.

**Prohibition of Using Protected or Confidential Data:**

AI applications shall not be utilized for processing or generating content that involves Protected or Confidential Data, including but not limited to Personal Identifiable Information (PII) such as social security numbers, home addresses, and birth dates, or medical records, financial information, and any data protected by applicable privacy laws, including HIPAA. Any violation of this prohibition will result in legal consequences. Departments MUST consider and follow confidentiality requirements currently in practice when it comes to AI and AI inputs.

**Ethical Guidelines:**

It is strictly prohibited to use AI for illegal, harmful, or unethical purposes, including harassment, hate speech, misinformation, or any form of discrimination.

**Human Oversight:**

AI-generated content may be factually incorrect, obsolete, or contain errors. All AI-generated content must be reviewed for tone, context, accuracy, and other errors before using it for county business.

**Compliance:**

Instances of failure to comply with this policy shall be resolved within the applicable department without delay. Any instance of failure to comply with the policy that is not resolved by the Department Head shall be referred to IT management for appropriate action. Any issue that IT cannot resolve shall be referred to the County Administrator for appropriate action.

**REFERENCE:**

**ISSUED:** March 3, 2026

**EFFECTIVE:**

Ryan Piche  
County Administrator

**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Amending the 2025 County Budget in Relation to Health Benefits

By Legislator: \_\_\_\_\_

Whereas, Jefferson County has made a change in accounting practices in the Health Benefits Fund in which revenue received for prescription rebates is to be recognized into revenue accounts, instead of being credited against the claims expense account, and

Whereas, Starting the 2026 Budget, the change will prevent a shortage of funds in the claims account related to the timing of unpredictable rebate revenue, and

Whereas, Due to the change, 2025 revenue will need to be recognized in the Health Benefits Fund to support the claims account that will no longer be credited, preventing the use of fund balance to cover said claims.

Now, Therefore, Be It Resolved, That the 2025 County Budget is hereby amended as follows:

**Increase:**

Expenditure

40906000 08001	Payment of Benefit Claims	\$1,115,000
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Revenue

40902100 92401	Interest & Earnings	\$ 250,000
40902100 92701	Refund of Prior Years Exp	550,000
40902100 92801	Interfund Revenues	225,000
40902100 927093	Retiree Contributions	10,000

**Decrease:**

Expenditure

40171000 01100	Personal Services	\$ 15,000
40906000 08002	Medicare Reimb Part B	65,000

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
County of Jefferson    ) ss.:

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In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing the Extension of an Agreement with NCA Comp for the Administration of Workers' Compensation Claims

By Legislator: \_\_\_\_\_

Whereas, By Resolution 149 of 2023, the Board of Legislators authorized an agreement with NCA Comp for third party administration (TPA) of workers' compensation claims, and

Whereas, The current agreement with NCA Comp covered the time period of May 1, 2023 through April 30, 2026, with the option to renew for two additional one-year periods, and

Whereas, The County Director of Insurance is recommending that the County extend the current agreement for an additional year given NCA Comp's satisfactory handling of claims.

Now, Therefore, Be It Resolved, That the Board of Legislators authorizes the extension of the current agreement with NCA Comp for the period of May 1, 2026 through April 30, 2027 at an annual rate of \$134,983, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute the Agreement, including any future extensions within the authority of the original Agreement as authorized by Resolution 140 of 2023, within available appropriations.

Seconded by Legislator: \_\_\_\_\_

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State of New York     )  
County of Jefferson   ) ss.:

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing Jefferson Community College Additional Project Funding to be Reimbursed Through Awarded Grants in Relation to Facilities Master Plan Project for Campus Revitalization and Deferred Maintenance and Amending the 2025 County Budget and Capital Plan in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, By Resolution 195 of 2025, the Jefferson County Board of Legislators committed to providing Jefferson Community College up to \$5,000,000 for the purposes of maintenance and revitalization capital projects to support the Facilities Master Plan, and

Whereas, Said funding is to be matched by the State, resulting in a total of \$10,000,000 made available for the College for the Plan, and

Whereas, In addition, the College has been awarded up to \$4,000,000 in funding through the Next Move NY grant, and

Whereas, The College has been awarded up to \$1,409,202 in funding through SUNY 2020 Round V grant, and

Whereas, The College has agreed to reimburse the County for eligible project expenses up to \$5,409,202 through the grants, resulting in no additional net cost to the County, and

Whereas, For administrative efficiency and to simplify vendor payments, it is the understanding of the parties that the County will remit full payment directly to vendors and subsequently invoice the College for reimbursement of grant-eligible expenses, and

Whereas, It is necessary to amend the 2025 County Budget and Capital Plan to appropriate funding and applicable reimbursement revenues for Maintenance and Revitalization Capital Projects for Jefferson Community College.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby authorizes the County to expend an additional amount not to exceed \$5,409,202 for Campus Revitalization and Deferred Maintenance as outlined in the Facilities Master Plan with the expectation that such expenditures will be fully reimbursed by the College through the Next Move NY and SUNY 2020 Round V grants, and be it further

Resolved, That the 2025 County Budget and Capital Plan is hereby amended as follows:

**Increase:**

Revenue		
20900600 92240	JCC Capital Costs	\$5,409,202

Expenditure  
20249000 02056      JCC Campus Revitalize/Main      \$5,409,202

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson    )

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Authorizing an Amended Agreement with Granicus for Registration and Permitting in the Short-Term Rental and Occupancy Tax Management System and Amending the 2026 County Budget in Relation Thereto

By Legislator: \_\_\_\_\_

Whereas, Per Resolution No. 128 of 2025, the Board of Legislators authorized an Agreement with Granicus to create and maintain a short-term rental registry and tax collection system for a one-time set up fee for \$4,360 and an annual initial subscription fee of \$29,687.60, and

Whereas, It has been determined that an additional module setup and configuration is needed to allow for the registration and permitting of the Short-Term Rentals and Hotels/Motels when the new system goes live, and

Whereas, Granicus has proposed to provide the services for a one-time set up fee of \$3,360.

Now, Therefore, Be It Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an Amended Agreement with Granicus for the additional module setup and configuration of the program, for an amount not to exceed \$3,360, subject to the approval of the County Attorney as to form and content, and be it further

Resolved, That the 2026 County Budget is hereby amended as follows:

**Increase:**

Revenue		
50902300 91113	Tax on Room Occupancy	\$3,360.00

Expenditure		
50641000 04119	Computer Software	\$3,360.00

Seconded by Legislator: \_\_\_\_\_

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State of New York     )  
County of Jefferson    ) ss.:

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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Department	Revenue through end of January 2025	Revenue through end of January 2026	2026 Amended Budget January = 8.30%	2025 Revenue as % of 2025 BUD	2026 Revenue as % of 2026 BUD
1045 - General Items 01	\$65,448,831	\$66,983,276	\$0	38.88%	#Error
1165 - District Attorney 01	(\$74,852)	\$0	\$0	-6.88%	NaN
1170 - Public Defender 01	\$0	\$0	\$0	0.00%	#Error
1325 - Treasurers Department 01	\$2,260	\$7,172	\$0	5.45%	#Error
1345 - Purchasing 01	\$0	\$0	\$0	0.00%	NaN
1355 - Real Property Tax Services 01	\$354,888	\$247,617	\$0	64.59%	#Error
1410 - County Clerk 01	\$39,514	\$12,113	\$0	1.77%	#Error
1420 - County Attorney 01	\$15,791	\$12,156	\$0	1.81%	#Error
1430 - Human Resources 01	\$1,355	\$345	\$0	15.06%	#Error
1436 - Insurance Department 01	\$0	\$0	\$0	0.00%	NaN
1450 - Board of Elections 01	\$0	\$0	\$0	0.00%	NaN
1620 - Buildings 01	(\$252,524)	\$0	\$0	-19.24%	NaN
1680 - Information Technology 01	\$0	\$0	\$0	0.00%	NaN
2490 - Education 01	\$0	\$0	\$0	0.00%	NaN
3110 - Sheriff - Criminal & Civil Div 01	\$17,101	\$0	\$0	2.66%	NaN
3140 - Probation 01	\$1,025	\$50	\$0	0.12%	#Error
3315 - STOP DWI Program 01	\$0	\$0	\$0	0.00%	NaN
3410 - Fire & Emergency Management 01	\$0	\$205	\$0	0.00%	#Error
3510 - Dog Control 01	\$275	\$25	\$0	0.06%	#Error
3620 - Code Enforcement 01	\$2,289	\$4,781	\$0	0.98%	#Error
4050 - Public Health 01	\$3,408	\$4,749	\$0	0.05%	#Error
4310 - Mental Health Services 01	\$2,107,059	\$2,337,587	\$2,905	16.57%	6678.82%
5610 - Airport 01	\$101,742	\$33,297	\$0	3.31%	#Error
6010 - Social Services Administration 01	\$860,695	\$0	\$0	6.58%	NaN
6070 - Services for Recipients 01	\$1,790,717	(\$4,276)	\$0	7.04%	#Error
6510 - Veterans Service Agency 01	\$0	\$0	\$0	0.00%	NaN
6540 - Consumer Affairs - County Seal 01	\$0	\$0	\$0	0.00%	#Error
6772 - Office for the Aging 01	\$3,663	\$2,316	\$0	0.20%	#Error
8020 - Planning 01	\$91,413	(\$239,683)	\$0	65.02%	#Error
8730 - Forestry 01	\$5,392	\$0	\$0	13.48%	NaN
8989 - Public Benefit Agencies 01	\$0	\$0	\$83,000	NaN	0.00%
8990 - Employee Benefits 01	\$0	\$0	\$0	0.00%	NaN
8992 - Interfund Transfers 01	\$0	\$0	\$0	0.00%	NaN
01 - General Fund	\$70,520,042	\$69,401,728	\$85,905	29.16%	6705.48%
9003 - Highway 05	\$26,142	\$10,215,805	\$0	0.16%	#Error
9004 - Road Machinery 10	\$18,460	\$563,253	\$0	0.89%	#Error
9101 - Solid Waste - Recycling 15	\$336,614	\$53,292	\$0	6.87%	#Error
9006 - Capital 20	\$10,223	\$7,029,500	\$0	0.02%	#Error
1045 - General Items 21	\$14,335	\$7,667	\$0	1.77%	#Error
6340 - Employment and Training 25	\$0	\$6,995	\$0	0.00%	#Error
1436 - Insurance Department 35	\$1,334,682	\$1,054,902	\$0	52.41%	#Error
9021 - Health Benefits 40	\$1,968,458	\$2,015,508	\$0	7.27%	#Error
9023 - Occupancy Tax 50	\$0	\$166,697	\$0	0.00%	#Error
9150 - Debt Service 55	\$989	\$10,657	\$0	0.04%	#Error
Total All Funds	\$74,229,947	\$90,526,004	\$85,905	20.14%	8746.47%

Department	Spending through end of January 2025	Spending through end of January 2026	2026 Amended Budget January = 8.30%	2025 Spending as % of 2025 BUD	2026 Spending as % of 2026 BUD
1010 - Legislative Board 01	\$66,537	\$108,896	\$0	4.48%	#Error
1045 - General Items 01	\$0		\$0	0.00%	NaN
1165 - District Attorney 01	\$138,207	\$171,354	\$0	3.95%	#Error
1170 - Public Defender 01	\$88,417	\$113,598	\$0	3.42%	#Error
1325 - Treasurers Department 01	\$39,281	\$58,258	\$0	4.21%	#Error
1345 - Purchasing 01	\$28,558	\$45,472	\$0	4.57%	#Error
1355 - Real Property Tax Services 01	\$52,787	\$62,274	\$0	4.14%	#Error
1410 - County Clerk 01	\$209,966	\$330,048	\$875	9.64%	3130.79%
1420 - County Attorney 01	\$81,969	\$102,419	\$0	2.26%	#Error
1430 - Human Resources 01	\$26,762	\$38,783	\$0	4.03%	#Error
1436 - Insurance Department 01	\$634,108	\$8,508	\$0	51.76%	#Error
1450 - Board of Elections 01	\$33,915	\$37,678	\$0	3.24%	#Error
1620 - Buildings 01	\$402,047	\$1,081,928	\$0	8.59%	#Error
1680 - Information Technology 01	\$306,753	\$354,015	\$0	14.54%	#Error
1910 - Special Items 01	\$0	\$0	(\$875)	0.00%	0.00%
2490 - Education 01	\$0	\$539	\$0	0.00%	#Error
3110 - Sheriff - Criminal & Civil Div 01	\$2,097,130	\$1,544,607	\$0	9.37%	#Error
3140 - Probation 01	\$190,477	\$225,658	\$0	4.15%	#Error
3315 - STOP DWI Program 01	\$0	\$608	\$0	0.00%	#Error
3410 - Fire & Emergency Management 01	\$1,035,848	\$434,215	\$0	17.79%	#Error
3510 - Dog Control 01	\$33,855	\$31,152	\$0	6.90%	#Error
3620 - Code Enforcement 01	\$46,442	\$187,174	\$0	5.99%	#Error
4050 - Public Health 01	\$603,647	\$716,184	\$0	6.49%	#Error
4310 - Mental Health Services 01	\$46,400	\$101,687	\$2,905	0.27%	290.54%
5610 - Airport 01	\$1,161,160	\$951,253	\$0	27.21%	#Error
6010 - Social Services Administration 01	\$1,328,012	\$1,818,217	\$0	5.57%	#Error
6070 - Services for Recipients 01	\$2,224,259	\$2,123,702	\$0	4.34%	#Error
6510 - Veterans Service Agency 01	\$9,437	\$10,972	\$0	4.36%	#Error
6540 - Consumer Affairs - County Seal 01	\$9,489	\$11,966	\$0	4.05%	#Error
6772 - Office for the Aging 01	\$81,759	\$102,123	\$0	2.55%	#Error
8020 - Planning 01	\$829,570	\$33,008	\$0	41.88%	#Error
8730 - Forestry 01	\$22,534	\$23,061	\$0	13.41%	#Error
8989 - Public Benefit Agencies 01	\$0	\$1,744,957	\$83,000	0.00%	174.50%
8990 - Employee Benefits 01	\$576,778	\$594,411	\$0	8.17%	#Error
8992 - Interfund Transfers 01	\$0	\$13,169,317	\$0	0.00%	#Error
01 - General Fund	\$12,406,103	\$26,338,044	\$85,905	4.82%	2544.74%
9003 - Highway 05	\$659,540	\$4,534,927	\$0	3.46%	#Error
9004 - Road Machinery 10	\$1,725,253	\$1,376,165	\$20,373	43.11%	560.66%
9101 - Solid Waste - Recycling 15	\$475,918	\$1,014,575	\$0	9.58%	#Error
9006 - Capital 20	\$34,342,723	\$4,278,465	\$917,982	44.03%	38.68%
1045 - General Items 21	\$1,008,566		\$0	21.73%	NaN
6340 - Employment and Training 25	\$85,017	\$93,279	\$0	2.60%	#Error
1436 - Insurance Department 35	(\$262,676)	\$153,045	\$0	-10.31%	#Error
9021 - Health Benefits 40	\$490,872	\$564,232	\$0	1.75%	#Error
9023 - Occupancy Tax 50	\$0	\$580,300	\$0	0.00%	#Error
9150 - Debt Service 55	\$0		\$0	0.00%	NaN
Total All Funds	\$50,931,316	\$38,933,032	\$1,024,259	12.59%	315.49%

# Statement of County Clerk's Fees Received

, Gizelle J. Meeks, County Clerk of Jefferson County, New York, do hereby report the receipts of the Jefferson County Clerk's Office for the Month of January 1, 2026 through January 31, 2026 as follows:

**DMV Fees:**

CC06	Retention	\$ 63,125.77
CC05	Sales Tax Ret	\$ 379.50
CC05	FS-6 Ret	\$ 586.00
<b>Total</b>		<b>\$ 64,091.27</b>

**Court Record Fees:**

CC08	Index Fees	\$ 4,212.50
CC08	Misc. Court	\$ -
CC50	County Fines	\$ 1,000.00
<b>Total</b>		<b>\$ 5,212.50</b>

**Land Records Fees:**

CC07	Recording Fees	\$ 47,844.00
CC07	Filing Fees	\$ 1,929.00
CC07	Passport Fes	\$ 1,750.00
CC07	Photo Fees	\$ 750.00
CC07	RETT	\$ 311.00
CC07	RP5217 Ret	\$ 2,412.00
CC07	Notary Ret	\$ 400.00
CC07	NY Ed. Ret/RM	\$ 969.50
CC07	UCC's	\$ 1,240.00
CC07	Miscellaneous	\$ 136.00
CC07	General Int.	\$ 546.21
CC07	DMV Int.	\$ -
CC07	Cover Page Fee	\$ 4,005.00
CC07	Overages	\$ 232.41
CC07	Copy Fees	\$ 2,531.04
CC07	E-Subscription	\$ 7,070.00
<b>Total</b>		<b>\$ 72,126.16</b>

**Fees Collected for Other Depts.:**

TR50	Stop DWI	\$ 1,050.00
TO761	Deposit Into Court	\$ -
<b>Total</b>		<b>\$ 1,050.00</b>

**Adjustments (Deductions):**

CC06	DMV Online Revenue:	<u>\$ 28,060.20</u>
CC07	Credit Cards	<u>\$ 11,444.00</u>
CC07	Notaries:	\$ 400.00
		\$ -
<b>Total</b>		<b>\$ 400.00</b>
CC07	Incorporations:	\$ 434.00
		\$ -
<b>Total</b>		<b>\$ 434.00</b>

**Mortgage Tax Fees:**

CC07	Expense	\$ 34,943.00
CC07	Interest	\$ 146.81
<b>Total</b>		<b>\$ 35,089.81</b>

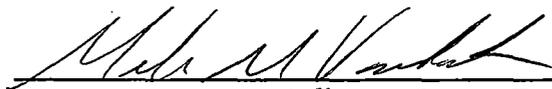
CC07	Tax Sale - Rec. Fees	\$ -
	Tax Sale - RETT	\$ -
	Tax Sale - Misc.	\$ -
<b>Total</b>		<b>\$ -</b>

**Total By Account**

CC05	\$ 965.50
CC06	\$ 35,065.57
CC07	\$ 94,937.97
CC08	\$ 4,212.50
CC50	\$ 1,000.00
PROJECT TR50	\$ 1,050.00
TT61	\$ -
<b>Total</b>	<b>\$ 137,231.54</b>

I received from Gizelle J. Meeks, Jefferson County Clerk the sum of:    \$            **137,231.54**

2/9/26  
Date

  
\_\_\_\_\_  
Jefferson County Treasurer/Deputy

Health Benefit Report - Expenditures through January 2026

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Accrual/ Rebates	Total	Adopted Budget
2026	2,138,951												0	2,138,951	28,500,000
2025	2,267,609	2,235,937	2,196,719	2,559,453	1,980,592	2,174,964	2,538,851	2,263,576	2,336,566	2,272,733	1,975,203	2,397,629	-1,472,371	25,727,460	26,000,000
2024	1,921,916	1,974,502	2,172,724	2,387,400	2,806,454	2,094,421	2,487,230	2,432,222	2,037,901	2,343,581	2,201,250	1,911,667	-1,350,290	25,420,978	23,500,000
2023	1,725,821	2,063,382	2,335,068	1,949,665	2,152,515	2,147,317	1,942,590	2,355,616	2,204,520	2,022,029	1,887,991	1,747,627	-2,388,665	22,145,474	22,000,000
2022	1,537,896	1,842,588	2,730,790	1,241,092	1,899,488	1,836,289	1,723,927	2,195,618	1,714,200	1,848,532	1,832,888	1,823,947	-849	22,226,406	21,500,000
2021	1,391,643	1,360,776	1,840,634	1,111,871	1,724,818	1,979,876	1,644,478	1,148,699	1,904,488	1,740,311	1,952,912	1,736,020	913,753	20,450,280	22,500,000
2020	2,000,523	1,959,018	1,955,959	1,611,645	1,645,789	1,474,318	2,086,246	1,622,635	2,008,568	1,731,176	1,597,596	1,493,882	-1,543,303	19,644,052	21,100,000
2019	1,706,282	1,487,006	1,495,967	1,370,373	1,733,868	1,533,132	1,751,872	1,629,898	1,867,896	2,059,652	1,836,676	1,687,820	-625,042	19,535,402	22,100,000
2018	1,592,534	1,785,350	2,113,093	1,848,874	1,279,299	1,162,251	1,400,942	1,999,071	1,431,052	1,862,490	1,355,279	1,583,609	-967,059	18,446,785	21,500,000
2017	1,529,529	1,866,306	1,825,608	1,572,248	1,819,815	1,815,944	1,488,988	1,596,965	1,511,099	1,561,197	1,876,330	1,697,642	-188,804	19,972,868	21,500,000
2016	1,633,556	1,631,731	1,966,926	1,395,394	1,555,709	1,782,977	1,674,534	1,427,421	1,982,882	1,689,937	1,380,652	1,715,106	-174,186	19,662,639	19,500,000
2015	1,447,909	1,711,206	1,323,090	1,832,204	1,671,467	1,478,813	1,659,141	1,336,322	1,720,703	1,832,887	1,294,288	2,045,210	-1,169,591	18,183,649	17,950,000
2014	1,278,930	1,130,181	1,468,292	1,665,269	1,460,980	1,536,745	1,449,695	1,374,535	1,203,417	1,289,949	1,380,933	1,362,655	275,388	16,876,970	16,000,000
2013	579,446	894,308	1,505,686	1,533,248	1,273,873	1,186,989	924,809	1,435,050	1,133,361	1,286,329	1,208,752	1,523,899	702,604	15,188,353	16,000,000
2012	701,835	1,236,667	1,325,449	958,983	1,333,307	1,090,308	1,234,885	1,319,356	1,470,833	1,356,075	1,286,161	1,390,545	468,831	15,173,236	16,500,000
2011	1,299,479	1,252,851	1,326,540	1,150,034	1,174,784	1,306,781	1,133,739	1,046,098	1,173,697	1,337,826	1,057,304	1,347,532	-278,692	14,327,973	17,200,000
Monthly Average Percent	7.52%	8.12%	9.17%	8.04%	8.48%	8.18%	8.36%	8.37%	8.54%	8.72%	8.02%	8.47%	-2.66%	97.34%	

\*Not finalized

**Estimated Cost Scenarios                      2026 Budget                      28,500,000**

**Average % compared to rest of years**

<b>2018-2025 Average Cost percentage by month/year total</b>	9.35%	
<b>Estimated 2026 Cost</b>	22,878,939	5,621,061
<b>2025 Cost percentage by month/year total</b>	8.81%	
<b>Estimated 2026 Cost</b>	24,267,748	4,232,252
<b>Straight 12 Month Cost by average month to date</b>	25,667,409	2,832,591
<b>2011 - 2025 average monthly percentage of total</b>	28,448,281	51,719