



**Cortland County Public  
Works Committee  
Committee Meeting  
~ Minutes ~**

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

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**Thursday, November 20, 2025**

**4:00 PM**

**Room 302**

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**View Meeting Virtually:**

**WebEx Meeting Information**

**<https://cortlandny.webex.com/cortlandny/j.php?MTID=m817ac6c9dddc1ea02539d2cd76650c4>**

**Thursday, November 20, 2025 4:00 PM | 30 minutes | (UTC-05:00) Eastern Time (US & Canada)**

**Meeting number: 2338 377 6938**

**Password: DbPQYT8DD38**

**Join by phone**

**+1-415-655-0001 US Toll**

**Access code: 233 837 76938**

**Call to Order**

The meeting was called to order at 04:03 PM by Committee Chair Paul Heider.

**1. Roll Call**

|                 |                                                                                                                                                                        |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRESENT:</b> | Legislator Dominick Mantella, Legislator Ronald VanDee, Legislator Keith VanGorder, Legislator Eugene Waldbauer, Legislator Christopher Newell, Legislator Paul Heider |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                |  |
|----------------|--|
| <b>ABSENT:</b> |  |
|----------------|--|

|                 |                             |
|-----------------|-----------------------------|
| <b>EXCUSED:</b> | Minority Leader Beau Harbin |
|-----------------|-----------------------------|

| Others Present:     |                           |
|---------------------|---------------------------|
| Michael Ponticiello | County Administrator      |
| Savannah Hempstead  | Clerk of the Legislature  |
| Laurie Leonard      | Personnel Director        |
| Paul Lutwak         | Chief Information Officer |
| Joseph Nauseef      | Legislator                |

|                |                                                     |
|----------------|-----------------------------------------------------|
| Sandra Price   | Legislator                                          |
| Cathy Bischoff | Legislator                                          |
| Nicole Compton | Executive Assistant to the County Attorney (remote) |

## **Resolutions**

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

### **AGENDA ITEM NO. 1.**

#### **Abolish/Create Various Positions – Information Technology Department**

WHEREAS, the needs of the agency will be better served by abolishing and creating several positions in the Information Technology Department; AND

WHEREAS, the Public Works Committee recommends the abolishment of the following full-time positions:

- One – Computer Support Specialist (CSEA, Grade 9, \$19.5557-24.7524/hr, competitive class)
- Two – Network Technicians (CSEA, Grade 18, \$26.3374-33.3363/hr, competitive class)
- One – Computer Programmer (CSEA, Grade 24, \$32.8231-41.5458/hr, competitive class)

; AND

WHEREAS, the Public Works Committee recommends the creation of the following full-time positions:

- Two – Computer Support Technicians (CSEA, Grade 18, \$26.3374-33.3363/hr, competitive class)
- One – Network Specialist (CSEA, Grade 22, \$30.4484-38.5398/hr, competitive class)
- One – Senior Network Specialist (CSEA, Grade 25, \$34.1035-43.1664/hr, competitive class)
- One – Administrative Assistant (Management, Grade 5H, \$23.4039-31.1506/hr, competitive class)
- Two – Senior Computer Support Specialists (CSEA Grade 25, \$34.1035-43.1664/hr, competitive class)

; AND

WHEREAS, existing funds are available in A16805.51005 for these changes; NOW THEREFORE BE IT

RESOLVED, that the following positions are abolished effective November 23, 2025:

- One – Computer Support Specialist (CSEA, Grade 9, \$19.5557-24.7524/hr, competitive class)
- Two – Network Technicians (CSEA, Grade 18, \$26.3374-33.3363/hr, competitive class)

; AND BE IT FURTHER

RESOLVED, that the following position is abolished effective December 31, 2025:

- One – Computer Programmer (CSEA, Grade 24, \$32.8231-41.5458/hr, competitive class)

; AND BE IT FURTHER

RESOLVED, that the following positions are created with approval to fill effective November 24, 2025:

- Two – Computer Support Technicians (CSEA, Grade 18, \$26.3374-33.3363/hr, competitive class)
- One – Network Specialist (CSEA, Grade 22, \$30.4484-38.5398/hr, competitive class)
- One – Senior Network Specialist (CSEA, Grade 25, \$34.1035-43.1664/hr, competitive class)
- One – Administrative Assistant (Management, Grade 5H, \$23.4039-31.1506/hr, competitive class)
- Two – Senior Computer Support Specialists (CSEA Grade 25, \$34.1035-43.1664/hr, competitive class)

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (6 TO 0)</b>                                                                             |
| <b>MOVER:</b>    | Legislator Ronald VanDee                                                                             |
| <b>SECONDER:</b> | Legislator Christopher Newell                                                                        |
| <b>AYES:</b>     | Dominick Mantella, Ronald VanDee, Keith VanGorder, Eugene Waldbauer, Christopher Newell, Paul Heider |
| <b>NAYS:</b>     | None                                                                                                 |
| <b>EXCUSED:</b>  | Beau Harbin                                                                                          |
| <b>ABSENT:</b>   |                                                                                                      |

### Adjournment

The meeting was adjourned at 04:04 PM.



## Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Sr. Computer Support Technician (2) Abolish \_\_\_\_\_

Bargaining Unit: CSEA \_\_\_\_\_

### Purpose and Background:

Create two Sr. Support Technicians. These positions will have more experience and knowledge than the Computer Support Technician position.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position: Grade 25 Salary Range \$ 34,103.5 - 43,104.1 hr.

Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

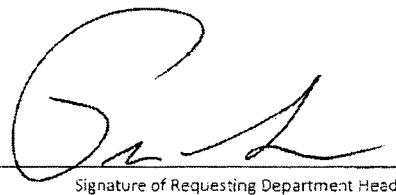
Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: All IT staff & Co. employees

### Goals:

To handle tier 2 support tickets, also provide leadership for the Computer Support technician -team.

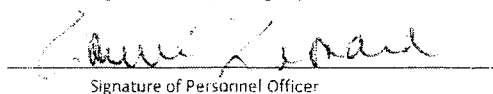
### Operational Impact:

Requested By:

  
Signature of Requesting Department Head

11/10/2025  
Date

Personnel Officer Approval

  
Signature of Personnel Officer

11/12/25  
Date

### County Administrator Budget Impact Statement:

County Administrator Approval

  
Signature of County Administrator

11/12/25  
Date

Statutory Committee Approval

\_\_\_\_\_  
Signature of Committee Chair after Committee Vote

\_\_\_\_\_  
Date



## Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Computer Support Technician (2) Abolish \_\_\_\_\_

Bargaining Unit: CSEA

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_  
Current Grade/Salary of Position: Grade 18 Salary Range \$ 26.3371 - 33.3363/hr.  
Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_  
Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: \_\_\_\_\_

Goals: To better define job duties

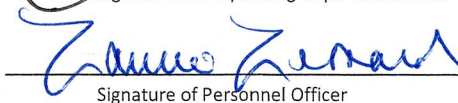
Operational Impact: Better Service and accountability

Requested By:

  
Signature of Requesting Department Head

10/27/2025  
Date

Personnel Officer Approval

  
Signature of Personnel Officer

10/28/25  
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



## Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Senior Network Specialist Abolish \_\_\_\_\_

Bargaining Unit: CSEA

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position: Grade 25 Salary Range \$ 34.1035 - 43.1664/hr.

Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: \_\_\_\_\_

Goals: To better define the job duties

Operational Impact: Better service and accountability

Requested By:

[Signature]  
Signature of Requesting Department Head

10/27/2025  
Date

Personnel Officer Approval

[Signature]  
Signature of Personnel Officer

10/28/25  
Date

County Administrator Budget Impact Statement:

County Administrator Approval

\_\_\_\_\_  
Signature of County Administrator

\_\_\_\_\_  
Date

Statutory Committee Approval

\_\_\_\_\_  
Signature of Committee Chair after Committee Vote

\_\_\_\_\_  
Date



## Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Network Specialist Abolish \_\_\_\_\_

Bargaining Unit: CSEA

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position:

Grade 22

Salary Range \$ 30,4484 - 38,5388 /hr.

Requested Grade/Salary of Position:

Grade \_\_\_\_\_

Salary Range \$ \_\_\_\_\_

Annual Increase: \$ \_\_\_\_\_

County Share: \$ \_\_\_\_\_

# of Positions Affected: \_\_\_\_\_

Goals: To better define the job duties

Operational Impact: Better service and accountability

Requested By:

Signature of Requesting Department Head

10/27/2015  
Date

Personnel Officer Approval

Signature of Personnel Officer

10/28/25  
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



## Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Administrative Asst Abolish \_\_\_\_\_

Bargaining Unit: Management

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position: Grade 5H Salary Range \$ 23.4039 - 31.1506/hr

Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: \_\_\_\_\_

Goals: To assist the managerial staff

Operational Impact: To be more efficient and allow Managerial staff  
To focus on IT issues.

Requested By:

Signature of Requesting Department Head

10/27/2025

Date

Personnel Officer Approval

Signature of Personnel Officer

10/28/25

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



## Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☒ Abolish ☐ Create

Position Name (s): Create \_\_\_\_\_ Abolish Computer Programmer

Bargaining Unit: CSEA

Purpose and Background: Position is no longer needed in the organizational goals of the Informat. Technology Department

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position: Grade 24 Salary Range \$ 32.8231 - 41.5458/hr

Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: \_\_\_\_\_

Goals:

Operational Impact:

Requested By:

Signature of Requesting Department Head

10/27/2025

Date

Personnel Officer Approval

Signature of Personnel Officer

10/28/25

Date

County Administrator Budget Impact Statement:

County Administrator Approval

\_\_\_\_\_  
Signature of County Administrator

\_\_\_\_\_  
Date

Statutory Committee Approval

\_\_\_\_\_  
Signature of Committee Chair after Committee Vote

\_\_\_\_\_  
Date



## Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☒ Abolish ☐ Create

Position Name (s): Create \_\_\_\_\_ Abolish Network Technicians (2)

Bargaining Unit: CSEA

Purpose and Background: This position supplied Broad<sup>IT</sup> services to Cortland County

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position: Grade 18 Salary Range \$ 26.3374 - 33.3363/hr

Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: \_\_\_\_\_

Goals: To better define the job duties

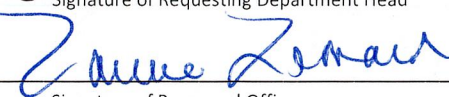
### Operational Impact:

Requested By:

  
\_\_\_\_\_  
Signature of Requesting Department Head

10/27/2025  
\_\_\_\_\_  
Date

Personnel Officer Approval

  
\_\_\_\_\_  
Signature of Personnel Officer

10/28/25  
\_\_\_\_\_  
Date

### County Administrator Budget Impact Statement:

County Administrator Approval

\_\_\_\_\_  
Signature of County Administrator

\_\_\_\_\_  
Date

Statutory Committee Approval

\_\_\_\_\_  
Signature of Committee Chair after Committee Vote

\_\_\_\_\_  
Date



## Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☒ Abolish ☐ Create

Position Name (s): Create \_\_\_\_\_ Abolish Computer Support Specialist

Bargaining Unit: CSEA

Purpose and Background: This position supplied broad IT services to Cortland County

Fiscal Impact: ☒ County Funded 100% ☐ Grant Funded \_\_\_\_\_ % Grant Exp. Date \_\_\_\_\_

Current Grade/Salary of Position: Grade 9 Salary Range \$ 19.5557-24.7524 /hr

Requested Grade/Salary of Position: Grade \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

Annual Increase: \$ \_\_\_\_\_ County Share: \$ \_\_\_\_\_ # of Positions Affected: \_\_\_\_\_

Goals: To better define the job duties

### Operational Impact:

Requested By:

[Signature]  
Signature of Requesting Department Head

10/27/2025  
Date

Personnel Officer Approval

[Signature]  
Signature of Personnel Officer

10/28/25  
Date

### County Administrator Budget Impact Statement:

County Administrator Approval

\_\_\_\_\_  
Signature of County Administrator

\_\_\_\_\_  
Date

Statutory Committee Approval

\_\_\_\_\_  
Signature of Committee Chair after Committee Vote

\_\_\_\_\_  
Date