



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, February 11, 2025

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:01 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Joseph Nauseef	Cortland County	Committee Member	Present	
Ronald J. Van Dee	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Member	Excused	
Eugene Waldbauer	Cortland County	Committee Vice-Chair	Excused	
Paul Heider	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Christopher Newell	Cortland County	Legislator	Present	
Charles Sudbrink	Cortland County	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Allen Pankhurst	Cortland County	Superintendent of Buildings & Grounds	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Melanie Vilardi	Cortland County	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
William McGovern	Cortland County	Legislator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Sandra Price	Cortland County	Legislator	Late	9:09 AM
Nicole Compton	Cortland County	Executive Assistant	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Jason DeRaiche	Cortland County	Safety Director	Remote	

Minutes Approval

1. Buildings & Grounds Committee - Committee Meeting - Jan 7, 2025 9:00 AM

RESULT: APPROVED

Resolutions

AGENDA ITEM NO. 1 – Authorize Agreement with ATIS Elevators, LLC for Cortland County Elevator Inspections - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Mantella, Nauseef, Van Dee, Heider
EXCUSED:	Keith VanGorder, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with ATIS Elevators, LLC for Cortland County Elevator Inspections - Buildings and Grounds

WHEREAS, Cortland County is in need of a third party inspector to inspect the elevators owned and used by the County; AND

WHEREAS, the Buildings and Grounds Committee of the Cortland County Legislature recommends entering into a three (3) year contract with ATIS Elevator, LLC, of 512 N. Main Street, N. Syracuse, NY 13212, for the annual inspections of County-owned elevators, with a five (5) percent increase per year; AND

WHEREAS, the funding for this contract is already in Account No. A16205.54015; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a three (3) year contract with ATIS Elevator, LLC, of 512 N. Main Street, N. Syracuse, NY 13212, for the annual inspections of County-owned elevators, with a five (5) percent increase per year.

AGENDA ITEM NO. 2 – Award Bid/Authorize Contract for Trash Collection

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Harbin, Mantella, Nauseef, Van Dee, Heider
EXCUSED:	Keith VanGorder, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid/Authorize Contract for Trash Collection

WHEREAS, a Request for Proposals (RFP) was issued January 13, 2025 for trash collection services for Cortland County, and such bids were due and received by Tuesday, February 4, 2025; AND

WHEREAS, three (3) requests from proposals were received as follows:

Waste Management of New York, LLC, of 100 Ransier Dr., West Seneca, NY 14224:

Location	Size/Frequency	2025	2026	2027	2028	2029
County Office Building	1 - 10 yard cont. (3 times a week)	\$860.36	\$903.37	\$948.53	\$995.95	\$1,045.74
Courthouse, PSB & Jail	1 - 6 Yd. (3 times a week)	\$582.00	\$611.10	\$641.65	\$673.73	\$707.41

Highway	1 - 4 yard cont. (1 time per week)	\$189.78	\$199.26	\$209.22	\$219.68	\$230.66
Dwyer Park	1 - 6 yard cont. (1 time per week) May 1 - Sept 30	\$190.91	\$200.45	\$210.47	\$220.99	\$232.03
911 Center	1 - 2 yard cont. (1 time per week)	\$130.01	\$136.51	\$143.33	\$150.49	\$158.01
	Total Monthly	\$1,953.06	\$2,050.69	\$2,153.20	\$2,260.84	\$2,373.85
	Total Annual	\$23,436.72	\$24,608.28	\$25,838.40	\$27,130.08	\$28,486.20
Additional Containers	Per Diem Basis	No rental charge for extra containers; per pickup charge only, call office for pricing. Pricing subject to increases set forth by Cortland Country Landfill.				

*All per site figures are monthly.

Syracuse Haulers Waste Removal Inc., of 6223 Thompson Rd., Syracuse, NY 13206:

Location	Size/Frequency	2025	2026	2027	2028	2029
County Office Building	1 - 10 yard cont. (3 times a week)	\$752.00	\$766.04	\$780.36	\$794.96	\$809.85
Courthouse, PSB & Jail	1 - 6 Yd. (3 times a week)	\$511.00	\$520.38	\$529.95	\$539.71	\$549.66
Highway	1 - 4 yard cont. (1 time per week)	\$173.00	\$175.86	\$176.78	\$179.76	\$182.80
Dwyer Park	1 - 6 yard cont. (1 time per week) May 1 - Sept 30	\$195.00	\$198.26	\$201.59	\$204.98	\$208.44
911 Center	1 - 2 yard cont. (1 time per week)	\$113.00	\$114.80	\$116.64	\$118.51	\$120.42
	Total Monthly	\$1,744.00	\$1,775.34	\$1,805.32	\$1,837.92	\$1,871.17
	Total Annual	\$20,928.00	\$21,304.08	\$21,663.84	\$22,055.04	\$22,454.04
Additional Containers	Per Diem Basis	Size		Price/Month		
		95 gallon cart		\$3.00		
		2 Yd.		\$13.00		
		3 Yd.		\$15.00		
		4 Yd.		\$15.00		
		6 Yd.		\$17.00		
		8 Yd.		\$20.00		
		10 Yd.		\$25.00		

Casella Waste Management of N.Y., Inc., of 1180 Elmira Road, Newfield, NY 14867:

One lump sum of \$101,144.41

WHEREAS, based upon the results of the bid, the bid is to be awarded to the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that the bid from Syracuse Haulers Waste Removal, Inc., of 6223 Thompson Rd., Syracuse, NY 13206, be and hereby is accepted at the bid prices as listed per the RFP response; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with Syracuse Haulers Waste Removal, Inc., of

6223 Thompson Rd., Syracuse, NY 13206, for County trash services for a term effective upon execution of contract through December 31, 2029.

AGENDA ITEM NO. 3 – Authorize Agreement with Petcosky Fire Protection, Inc. for Replacement Recycling Center Sprinkler System - Buildings & Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Harbin, Mantella, Nauseef, Van Dee, Heider
EXCUSED:	Keith VanGorder, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with Petcosky Fire Protection, Inc. for Replacement Recycling Center Sprinkler System - Buildings & Grounds

WHEREAS, the sprinkler system at the Cortland County Recycling Center is in need of repair or replacement; AND

WHEREAS, the funding is budgeted in account number EL999542.52030; AND

WHEREAS, the Buildings and Grounds Committee recommends contracting Petcosky Fire Protection, Inc., 421 Commerce Road, Vestal NY 13850 for the repair and replacement of the sprinkler system at the Cortland County Recycling Center; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator, upon approval by the County Attorney or designee, to enter into an agreement with Petcosky Fire Protection, Inc. for the repair or replacement of the sprinkler system at the Cortland County Recycling Center for an amount not to exceed \$55,000.

Monthly Reports

1. Buildings & Grounds Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Funding Options for Replacement of Recycling Center Sprinkler System

RESULT:	COMPLETED
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2. 111 Port Watson Street/Mental Health Building Update

RESULT:	COMPLETED
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3. Courthouse Project Updates

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 9:42 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, January 7, 2025

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:00 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Excused	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice-Chair	Present	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Jeri DuVall	Cortland County, NY	Chief Assistant County Attorney	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Ilya Shmulenson	Lime Hollow Nature Center	Executive Director	Present	
Frank Kelly	Cortland County, NY	Resident	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Jason DeRaiche	Cortland County, NY	Safety Director	Remote	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Christopher Newell	Cortland County, NY	Legislator	Present	
Jason Prentice	Cortland County, NY	Legislator	Present	
William McGovern	Cortland County, NY	Legislator	Present	

Minutes Acceptance: Minutes of Jan 7, 2025 9:00 AM (Minutes Approval)

Minutes Approval

1. Buildings & Grounds Committee - Committee Meeting - Dec 3, 2024 9:00 AM

RESULT:	APPROVED
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Resolutions

AGENDA ITEM NO. 1 – Authorization to Initiate Parkland Alienation Process for Linear Park

RESULT:	APPROVED [UNANIMOUS]
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Next: 1/23/2025 6:00 PM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Eugene Waldbauer, Committee Vice-Chair

AYES: Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider

EXCUSED: Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

Authorization to Initiate Parkland Alienation Process for Linear Park

WHEREAS, the Cortland County Legislature acknowledges the vital role that public parks, such as Linear Park, play in enhancing the quality of life for its residents and providing recreational opportunities for families and individuals alike; AND

WHEREAS, the County has determined that there is an opportunity to explore the sale of Linear Park in a manner that aligns with the County's strategic goals for economic development and community engagement; AND

WHEREAS, in accordance with state law, the Parkland Alienation process is necessary to ensure that the sale of parkland is conducted transparently and in compliance with all legal requirements, thereby protecting the interests of the community; AND

WHEREAS, the Legislature wishes to ensure that any future arrangements involving Linear Park will prioritize public access and the ongoing enjoyment of the park by residents; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Clerk of the Legislature and the County Attorney's Office to initiate the Parkland Alienation process for Linear Park, ensuring that all statutory obligations are met; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature and the County Attorney are directed to prepare and issue a Request for Proposals (RFP) for the sale of Linear Park, with a focus on soliciting proposals that not only respect the park's current use but also enhance its value to the community; AND BE IT FURTHER

RESOLVED, that it is the intent of the Legislature that Linear Park shall remain open to the public following any sale, with specific protections in place to guarantee access to all residents.

Minutes Acceptance: Minutes of Jan 7, 2025 9:00 AM (Minutes Approval)

Monthly Reports

1. IT Monthly Report

RESULT:	COMPLETED
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2. Buildings & Grounds Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Courthouse Project Updates

RESULT:	COMPLETED
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2. 111 Port Watson Street/Mental Health Building Update

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 9:39 AM



**CORTLAND COUNTY BUILDINGS & GROUNDS
Safety Office and Code Enforcement**

60 Central Ave. B-28
Cortland, NY 13045-2746

Allen Pankhurst, Superintendent 607-753-5068 or 607-423-4535



4.1.a

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent

DATE: 2/3/2025

SUBJECT: Activities Report for January 2025

Here are our monthly updates, please feel free to contact me if there are any questions or concerns.

We had 0 days of full staff due to time off. The crew has been extremely busy with projects as well as work orders. All is running smoothly and very close to on schedule.

- County Clerk's office move has begun. Shelving is being built, and some cabinets have been moved.
- The sprinkler system replacement at Dwyer Park has started. 8-10 week to completion.
- John Canning & Co. from Cheshire CT will be at The Courthouse Feb. 11 to look at the columns.
- We helped the Court System with rearranging and installing new furniture.
- Painting of the Employee Lounge is almost complete.
- We have been busy with snow removal.

We have a number of large projects on the agenda. We continue to work hard to keep up with the work flow. I can't say enough about how hard this crew has worked. I am very impressed with how B&G employees have helped to make changes in our department. I hope you all continue to support their efforts in moving forward.

Respectfully
Allen Pankhurst
Superintendent of Building and Grounds

Attachment: Committee updates activities January 2025 (12766 : Buildings & Grounds Monthly Update January 2025)