



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, June 11, 2024

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	Present	
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	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Matt Anderson		Guest	Present	
Norm Stitzle		Guest	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Margaret Mellott		Cortland Standard Reporter	Present	

Kayla Guillen		SUNY Cortland Intern for Cortland Standard	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	9:09 AM
Jason DeReicha	Cortland County, NY	Safety Director	Remote	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - May 7, 2024 9:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Boiler Maintenance Agreement with Air Temp Heating & Air Conditioning, Inc. - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice-Chair
AYES:	Harbin, Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Boiler Maintenance Agreement with Air Temp Heating & Air Conditioning, Inc. - Buildings and Grounds

WHEREAS, the Cortland County Legislature recognizes the critical importance of maintaining the heating and air systems to provide a comfortable work environment for its employees; AND

WHEREAS, the Cortland County Legislature wishes to initiate a maintenance program to improve the life of its heating and air equipment The County Office Building; AND

WHEREAS; a Maintenance Program has been proposed by Air Temp of 6820 Ellicott Drive E. Syracuse NY 13057 consisting of:

- 2 Visits/spring & fall for Maintenance of 2 Arco Boilers for County Office Building heating
- 2 Visits/spring & fall for Liebert/Vertiv CRAC Unit & STULTZ Unit for IT air conditioning

Payable per quarter @	\$ 3,312.00
Total Proposal Cost	\$13,248.00

; AND

WHEREAS, the complete project costs are \$13,248.00, to be paid quarterly at \$3,312.00 each Account No.A16205.54015; NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Air Temp of 6820 Ellicott Drive E. Syracuse NY 13057.

Action Item

1. 12327: Use of County Office Building for Lions Club

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Beau Harbin, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Harbin, Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider

DISCUSSION ITEMS

1. Capital Project Updates

RESULT:	COMPLETED
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2. Courthouse HVAC Consultant- Feasibility & Design

RESULT:	COMPLETED
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3. Courthouse HVAC Construction Management

RESULT:	COMPLETED
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MONTHLY REPORTS

1. Buildings & Grounds Monthly Reports

RESULT:	COMPLETED
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2. IT Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:59 AM