



Buildings & Grounds Committee

Special Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Agenda ~

Thursday, March 28, 2024

4:30 PM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=mdbd6ac7cc57ec419ff8d3306f4341c3f>

Thursday, March 28, 2024 4:30 PM | 15 minutes | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2340 023 8393

Password: W2zaDFxFW35

Join by phone

+1-415-655-0001 US Toll

Access code: 234 002 38393

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Committee Member Beau Harbin	☐	☐	☐	
Committee Member Dominick Mantella	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	
Committee Member Ronald J. Van Dee	☐	☐	☐	
Committee Member Keith VanGorder	☐	☐	☐	
Committee Vice-Chair Eugene Waldbauer	☐	☐	☐	
Committee Chair Paul Heider	☐	☐	☐	

Resolutions

ON MOTION OF HEIDER

AGENDA ITEM NO. 1

Award Bid for Lease of 49 Grant Street - Authorize Agreement with Catholic Charities of Cortland County - Buildings and Grounds

WHEREAS, the Cortland County Buildings and Grounds Department released a Request for Proposals (RFP) for the lease of County-owned property located at 49 Grant Street, Cortland, New York 13045 for a term to not exceed five (5) years; AND

WHEREAS, the successful bidder shall be responsible for all costs and maintenance associated with the property, with the exception of maintenance and repairs to the roof; AND

WHEREAS, bids were received by and publicly opened on March 4, 2024 at 2:30 PM; AND

WHEREAS, one proposal was received from Catholic Charities of Cortland County, of 33-35 Central Avenue, Cortland, New York 13045; AND

WHEREAS, the proposed monthly rental amount is \$600 per month to be paid to the County;
AND

WHEREAS, the Buildings and Grounds Committee recommends awarding the bid to Catholic

Charities of Cortland County for the proposed monthly rental amount of \$600; 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 a two (2) year lease agreement with Catholic Charities of Cortland County, of 33-35 Central Avenue, Cortland, New York 13045, beginning April 1, 2024; AND BE IT FURTHER

RESOLVED, all revenue from said lease agreement shall be deposited into Account No. A162042.42410.

ON MOTION OF HEIDER

AGENDA ITEM NO. 2

Appoint Superintendent of Buildings and Grounds

WHEREAS, there is a vacant position of Superintendent of Buildings and Grounds due to a retirement; AND

WHEREAS, the Cortland County Rules of Order (Article IV; 1; I) directs a Committee Chair to “delegate two members of the committee, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature;” AND

WHEREAS, Buildings and Grounds Committee members Paul Heider and Ronald VanDee were delegated and conducted interviews with the County Administrator and offered a recommendation for this appointment; AND

WHEREAS, the County Legislature has received from the County Administrator and the Buildings and Grounds Committee the recommendation for appointment of _____ as Superintendent of Buildings and Grounds; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _____, as Superintendent of Buildings and Grounds effective March 29, 2024 at 12:01 AM, at an annual salary of \$_____ (Management Compensation Plan Grade 8, Step __, Competitive Class) pursuant to the terms and conditions of the Management Confidential/Management Employment Policy.

Adjournment