



Buildings & Grounds Committee

Special Meeting

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

~ Minutes ~

Thursday, March 28, 2024

4:30 PM

Room 302

Call to Order

The meeting was called to order at 4:30 PM 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	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Reed Cleland	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Remote	

Resolutions

AGENDA ITEM NO. 1 – Award Bid for Lease of 49 Grant Street - Authorize Agreement with Catholic Charities of Cortland County - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/28/2024 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice-Chair
AYES:	Harbin, Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider

ON MOTION OF HEIDER

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.

AGENDA ITEM NO. 2 – Appoint Superintendent of Buildings and Grounds

It was MOVED by Mr. Waldbauer, seconded by Mr. VanDee, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the appointment of a particular person. MOTION CARRIED.

An executive session was held from 4:32 p.m. to 4:38 p.m., at which time on motion of Mr. VanDee, seconded by Mr. Nauseef, it was unanimously approved by voice vote to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/28/2024 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider

ON MOTION OF HEIDER

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

The meeting was closed at 4:39 PM