



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, January 7, 2025

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair Christopher Newell

Attendee Name	Organization	Title	Status	Arrived	Departed
Reed Cleland	Cortland County, NY	Committee Member	Present		
Paul Heider	Cortland County, NY	Committee Member	Present		
Linda Jones	Cortland County, NY	Committee Member	Present		
Dominick Mantella	Cortland County, NY	Committee Member	Present		
Keith VanGorder	Cortland County, NY	Committee Member	Present		
Ronald J. Van Dee	Cortland County, NY	Committee Vice-Chair	Present		
Christopher Newell	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		
Charles Sudbrink	Cortland County, NY	Highway Superintendent	Present		
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present		
Joseph Nauseef	Cortland County, NY	Legislator	Present		
William McGovern	Cortland County, NY	Legislator	Present		
Jason Prentice	Cortland County, NY	Legislator	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present		
Doug Schneider	Cortland Standard	Reporter	Present		
Jason DeRaiche	Cortland County, NY	Safety Director	Remote		
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote		
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote		

Andrea Herzog	Cortland County, NY	Director of Finance	Remote		
Jeri Duvall	Cortland County, NY	Chief Assistant County Attorney	Present	10:25 AM	10:36 AM
Victoria J. Monty	Cortland County, NY	County Attorney	Present	10:25 AM	10:36 AM

MINUTES

1. Highway Committee - Committee Meeting - Dec 3, 2024 10:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Engineering Services Term Agreement - Highway Department and the Solid Waste Division

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

MOVER: Paul Heider, Committee Member

SECONDER: Linda Jones, Committee Member

AYES: Cleland, Heider, Jones, Mantella, VanGorder, Van Dee, Newell

ON MOTION OF NEWELL

RESOLUTION NO.

Engineering Services Term Agreement - Highway Department and the Solid Waste Division

WHEREAS, the County Highway Superintendent has identified the need for Professional Engineering Services for the performance of highly specialized engineering tasks for the Cortland County Highway Department and Solid Waste Division; AND

WHEREAS, these highly specialized engineering tasks would be most effectively performed by a consulting engineering firm that regularly and successfully performs these types of tasks; AND

WHEREAS, the Highway Committee appointed a Selection Committee to review 2022-2025 LDSA Consultant proposals, and make a recommendation to the Highway Committee of a firm that would best provide said Professional Engineering Services; AND

WHEREAS, the Highway Committee recommends that Barton & Loguidice, D.P.C., 443 Electronics Parkway, Liverpool, NY 13088 provide said Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the contract agreement with Barton & Loguidice, D.P.C. For Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division for a two year term beginning January 1, 2025 and ending December 31, 2026, with the option of three two-year contract renewals; AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval as to form by the County Attorney, is hereby authorized to execute said contract agreement with Barton & Loguidice, D.P.C for Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division for a two year term beginning January 1, 2025 and ending December 31, 2026; AND BE IT FURTHER

RESOLVED, that the various tasks under said agreement shall be as assigned by the County

Highway Superintendent; AND BE IT FURTHER

RESOLVED, that the costs of the tasks assigned by the County Highway Superintendent under said contract shall not exceed the amount appropriated in the following expense accounts: Highway Dept. - D50205.54055; Solid Waste Division - EL81605.54055; or any other Professional Services Expense Account established by the Legislature in the Highway Department or Solid Waste Division Budgets.

AGENDA ITEM NO. 2 – Establish Stage 3 Landfill Closure Project/Approve Professional Services/Amend 2025 Budget/Transfer Funds - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/23/2025 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Cleland, Heider, Jones, Mantella, VanGorder, Van Dee, Newell

ON MOTION OF NEWELL

RESOLUTION NO.

Establish Stage 3 Landfill Closure Project/Approve Professional Services/Amend 2025 Budget/Transfer Funds - Highway Department

WHEREAS, the Cortland County Legislature's Highway Committee recognizes the need to cap approximately six (6) acres in cells 1B and 2A; AND

WHEREAS, the Stage 3 Landfill Closure project will significantly reduce the amount of leachate hauled to the City of Cortland's Wastewater Treatment Facility; AND

WHEREAS, the Highway Committee recommends the advancement of the Stage 3 Landfill Closure Project; AND

WHEREAS, there is a need to establish an account and transfer funds into said project account to cover the Professional Services required for said project; AND

WHEREAS, the funds are to be appropriated from the landfill capping reserve fund, EL.386300.LDCL; AND

WHEREAS, the Legislature has selected Barton & Loguidice, P.C., of 443 Electronics Parkway, Liverpool, NY 13088 to provide professional engineering services for the Highway Department/Solid Waste by Resolution _____; AND

WHEREAS, the Highway Committee desires to authorize the use of the Engineering Term Agreement approved by Resolution _____ to provide Professional Services for said project; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney, is hereby authorized to execute all documents related to the advancement of said Landfill project; AND BE IT FURTHER

RESOLVED, that the 2025 Adopted Budget is hereby amended as follows:

Increase:

Expense:

EL81605.54055.8167 Professional Services	\$365,500
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Appropriated Reserves:		
EL.351100	Appropriated Reserves	\$365,500

Final Design & Bid Administration	\$72,000.00
Construction Administration & Inspection	\$293,500.00
Total Fee:	\$365,500.00

AGENDA ITEM NO. 3 – Approve Design & Construction Phase Services for Cortland County Airport - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/23/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Vice-Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Cleland, Heider, Jones, Mantella, VanGorder, Van Dee, Newell

ON MOTION OF NEWELL

RESOLUTION NO.

Approve Design & Construction Phase Services for Cortland County Airport - Highway Department

WHEREAS, the County has been awarded a NYSDOT Aviation Capital Grant for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft Apron & Parking Lot (PIN:3903.11, 19046.03) at the Cortland County Airport, Gen. Levi R. Chase Field; AND

WHEREAS, The State of New York grant to the County of Cortland for the construction of said conventional aircraft hangar with a State participation share in the amount of \$2,499,660.00, and a local participation share required by said grant in the amount of \$277,740.00 for a total project cost of \$2,777,400.00; AND

WHEREAS, the Cortland County Legislature approved the Aviation Funding Agreement by Resolution No. 20-22; AND

WHEREAS, the County desires to construct said project during the 2025 fiscal year; AND

WHEREAS, McFarland Johnson is the airport consultant for the County; AND

WHEREAS, the fee for the Engineering Agreement for the Design & Construction phase Services for said project is \$421,924.00; AND

WHEREAS, the funds will be appropriated in Account #HH56105.52320.25CAH; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the contract with McFarland Johnson to perform the Design & Construction Phase Services for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft Apron & Parking Lot Design & Construction Phase Services during the 2025 fiscal year at a cost not to exceed \$421,924.00; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign a contract with McFarland Johnson to perform the Design & Construction Phase for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft

Apron & Parking Lot A at the Cortland County Airport, Gen. Levi R. Chase Field; AND BE IT FURTHER

RESOLVED, that the 2025 Cortland County Capital Budget be amended as follows:

Increase:

HH561043.43597.25CAH	State Revenue	\$ 2,499,660.00
HH99015.45031.25CAH	Interfund Transfer-In	\$ 277,740.00
HH56105.52320.25CAH	Building Improvements	\$ 2,777,400.00
A99095.59950.25CAH	Interfund Transfer-out	\$ 277,740.00
A.359900	Appropriated Fund Balance	\$ 277,740.00

REPORTS

1. Highway Department Monthly Report

RESULT: COMPLETED

2. Solid Waste Monthly Report

RESULT: COMPLETED

Executive Session

It was MOVED by Mr. Heider, seconded by Mr. VanDee, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding proposed litigation, with Rob Corpora, Melanie Vilardi, Savannah Hempstead, Charles Sudbrink, Alan Ricottilli, Victoria Monty and Jeri DuVall permitted to stay in the room. MOTION CARRIED.

An executive session was held from 10:25 A.M to 10:36 A.M. at which time on motion of Mr. Heider, seconded by Mr. Cleland, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 10:36 AM



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 3, 2024

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair Christopher Newell

Attendee Name	Organization	Title	Status	Arrived
Cathy Bischoff	Cortland County, NY	Committee Member	Late	10:04 AM
Paul Heider	Cortland County, NY	Committee Member	Present	
Linda Jones	Cortland County, NY	Committee Member	Excused	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Vice-Chair	Present	
Christopher Newell	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	
Charles Sudbrink	Cortland County, NY	Highway Superintendent	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Joseph Nauseef	Cortland County, NY	Board Member	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Jason DeRaiche	Cortland County, NY	Safety Director	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Chris Spadolini	Cortland County, NY	Recycling Coordinator	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	

Minutes Acceptance: Minutes of Dec 3, 2024 10:00 AM (MINUTES)

	NY			
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	

MINUTES

1. Highway Committee - Committee Meeting - Nov 5, 2024 10:00 AM

RESULT: APPROVED

EXECUTIVE SESSION

It was MOVED by Mr Heider, seconded by Mr. VanDee, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding current litigation, with Victoria Monty, Alan Ricottilli, Charles Sudbrink, Rob Corpora, Melanie Vilardi, Savannah Hempstead and Jason DeRaiche permitted to stay in the room. MOTION CARRIED.

An executive session was held from 10:02 a.m. to 10:22 a.m., at which time on motion of Mr. Heider, seconded by Mr. Mantella, it was unanimously approved by voice vote to exit executive session.

DISCUSSION ITEMS

1. Dwyer Memorial Park Rules Sign

RESULT: COMPLETED

RESOLUTIONS

AGENDA ITEM NO. 1 – Approval of Dwyer Memorial County Park Rules Sign

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/19/2024 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Vice-Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Mantella, VanGorder, Van Dee, Newell
EXCUSED:	Linda Jones

ON MOTION OF NEWELL

RESOLUTION NO.

Approval of Dwyer Memorial County Park Rules Sign

WHEREAS, Dwyer Memorial County Park is a vital recreational area within Cortland County that serves the community by providing a safe and enjoyable environment for residents and visitors; AND

WHEREAS, clear and accessible communication of park rules is essential to ensure the safety, cleanliness, and proper use of County property; AND

WHEREAS, the proposed Dwyer Memorial County Park rules sign includes the following provisions to inform and guide park visitors:

- Park is open from sunrise to sunset
- Overnight parking and camping are prohibited
- Pets must be leashed at all times
- Please pick up and bag your pet's waste
- Adult supervision is required for playground use

- County law prohibits alcoholic beverages and smoking (including vaping) on County property
- Please do not litter to keep our park clean
- No wood fires allowed in the park
- Damaging County property is a crime
- Any violation of the park rules may result in a fine of up to \$50

; AND

WHEREAS, the Cortland County Sheriff's Department will patrol the park to help enforce the rules, and their contact number will be included on the sign for public reference; AND

WHEREAS, the Cortland County Legislature recognizes the importance of maintaining a welcoming and orderly environment at Dwyer Memorial County Park; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the installation of the Dwyer Memorial County Park rules sign as presented, with the design and wording as attached to this resolution; AND BE IT FURTHER

RESOLVED, that the Cortland County Highway Department or appropriate personnel be directed to install the approved sign in a prominent location within Dwyer Memorial County Park.

REPORTS

1. Highway Monthly Report

RESULT:	COMPLETED
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2. Solid Waste Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:37 AM

ON MOTION OF CHRISTOPHER NEWELL, COMMITTEE CHAIR AGENDA ITEM NO. 1

Engineering Services Term Agreement - Highway Department and the Solid Waste Division

WHEREAS, the County Highway Superintendent has identified the need for Professional Engineering Services for the performance of highly specialized engineering tasks for the Cortland County Highway Department and Solid Waste Division; AND

WHEREAS, these highly specialized engineering tasks would be most effectively performed by a consulting engineering firm that regularly and successfully performs these types of tasks; AND

WHEREAS, the Highway Committee appointed a Selection Committee to review 2022-2025 LDSA Consultant proposals, and make a recommendation to the Highway Committee of a firm that would best provide said Professional Engineering Services; AND

WHEREAS, the Highway Committee recommends that Barton & Loguidice, D.P.C., 443 Electronics Parkway, Liverpool, NY 13088 provide said Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the contract agreement with Barton & Loguidice, D.P.C. For Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division for a two year term beginning January 1, 2025 and ending December 31, 2026, with the option of three two-year contract renewals; AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval as to form by the County Attorney, is hereby authorized to execute said contract agreement with Barton & Loguidice, D.P.C for Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division for a two year term beginning January 1, 2025 and ending December 31, 2026; AND BE IT FURTHER

RESOLVED, that the various tasks under said agreement shall be as assigned by the County Highway Superintendent; AND BE IT FURTHER

RESOLVED, that the costs of the tasks assigned by the County Highway Superintendent under said contract shall not exceed the amount appropriated in the following expense accounts: Highway Dept. - D50205.54055; Solid Waste Division - EL81605.54055; or any other Professional Services Expense Account established by the Legislature in the Highway Department or Solid Waste Division Budgets.

ON MOTION OF CHRISTOPHER NEWELL, COMMITTEE CHAIR AGENDA ITEM NO. 2

**Establish Stage 3 Landfill Closure Project/Approve Professional Services/Amend 2025
Budget/Transfer Funds - Highway Department**

WHEREAS, the Cortland County Legislature's Highway Committee recognizes the need to cap approximately six (6) acres in cells 1B and 2A; AND

WHEREAS, the Stage 3 Landfill Closure project will significantly reduce the amount of leachate hauled to the City of Cortland's Wastewater Treatment Facility; AND

WHEREAS, the Highway Committee recommends the advancement of the Stage 3 Landfill Closure Project; AND

WHEREAS, there is a need to establish an account and transfer funds into said project account to cover the Professional Services required for said project; AND

WHEREAS, the funds are to be appropriated from the landfill capping reserve fund, EL.386300.LDCL; AND

WHEREAS, the Legislature has selected Barton & Loguidice, P.C., of 443 Electronics Parkway, Liverpool, NY 13088 to provide professional engineering services for the Highway Department/Solid Waste by Resolution _____; AND

WHEREAS, the Highway Committee desires to authorize the use of the Engineering Term Agreement approved by Resolution _____ to provide Professional Services for said project; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney, is hereby authorized to execute all documents related to the advancement of said Landfill project; AND BE IT FURTHER

RESOLVED, that the 2025 Adopted Budget is hereby amended as follows:

Increase:

Expense:

EL81605.54055.8167 Professional Services	\$365,500
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Appropriated Reserves:

EL.351100 Appropriated Reserves	\$365,500
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Final Design & Bid Administration	\$72,000.00
Construction Administration & Inspection	\$293,500.00

Total Fee:	\$365,500.00
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ON MOTION OF CHRISTOPHER NEWELL, COMMITTEE CHAIR AGENDA ITEM NO. 3**Approve Design & Construction Phase Services for Cortland County Airport - Highway Department**

WHEREAS, the County has been awarded a NYSDOT Aviation Capital Grant for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft Apron & Parking Lot (PIN:3903.11, 19046.03) at the Cortland County Airport, Gen. Levi R. Chase Field; AND

WHEREAS, The State of New York grant to the County of Cortland for the construction of said conventional aircraft hangar with a State participation share in the amount of \$2,499,660.00, and a local participation share required by said grant in the amount of \$277,740.00 for a total project cost of \$2,777,400.00; AND

WHEREAS, the Cortland County Legislature approved the Aviation Funding Agreement by Resolution No. 20-22; AND

WHEREAS, the County desires to construct said project during the 2025 fiscal year; AND

WHEREAS, McFarland Johnson is the airport consultant for the County; AND

WHEREAS, the fee for the Engineering Agreement for the Design & Construction phase Services for said project is \$421,924.00; AND

WHEREAS, the funds will be appropriated in Account #HH56105.52320.25CAH; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the contract with McFarland Johnson to perform the Design & Construction Phase Services for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft Apron & Parking Lot Design & Construction Phase Services during the 2025 fiscal year at a cost not to exceed \$421,924.00; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign a contract with McFarland Johnson to perform the Design & Construction Phase for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft Apron & Parking Lot A at the Cortland County Airport, Gen. Levi R. Chase Field; AND BE IT FURTHER

RESOLVED, that the 2025 Cortland County Capital Budget be amended as follows:

Increase:

HH561043.43597.25CAH	State Revenue	\$ 2,499,660.00
HH99015.45031.25CAH	Interfund Transfer-In	\$ 277,740.00
HH56105.52320.25CAH	Building Improvements	\$ 2,777,400.00
A99095.59950.25CAH	Interfund Transfer-out	\$ 277,740.00
A.359900	Appropriated Fund Balance	\$ 277,740.00

DECEMBER 2024 HIGHWAY DEPARTMENT REPORT

Administration

Monthly Superintendents Meeting
Department Head Meeting

Projects

Structure Projects:

East River Crossing bridge replacement – In Final design. Plan to go to bid early 2025
High Bridge Road bridge replacement – Survey and Right-of-Way acquisition in progress.
Bridge NY - Awarded Pine Hill Bridge and Cold Brook Box Culvert.

Road Projects:

Union Valley Rd.- prepping for 2025 road surfacing project.
Lower Cincinnatus Willet Road – prepping for 2025 road surfacing project
Chenango Road – prepping for 2025 road surfacing project

Misc. – Bridge Crew installed new window on 3rd floor at COB. CCC finished placing steel roof on salt barn

Staffing - 2 full time positions open.

Equipment – Received remaining new plow trucks, new brush chipper and grapple attachment for Gradall

Road Maintenance – Snow and Ice removal, pothole repairs, tree and brush maintenance, ditching and driveway culvert replacements.

Salt Usage - Season Total = 4064 tons

Dwyer Park - Forestry Management Plan – continuing to remove trees.

Airport

T Hangar Occupancy- All hangers are occupied, 6 on waiting list

100 LL Fuel Farm Relocation project –Waiting for final inspection.

Aircraft Hanger- Design has begun

SOLID WASTE DEPARTMENT REPORT

1 December – 30 December 2024

Landfill

Administration

- ❖ Working on annual reports.

Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **56,000** gallons from Pine Tree, **16,000** gallons from Ground Water Vault and **857,000** gallons from West Side.
- **Cover Material** – Auto Fluff **106.88** tons received.
- **Solid Waste** – **2,026.21** tons received.
- **Sludge** – **340.21** tons received.
- **C&D** – **388.43** tons received.
- **Glass** – **252.52** tons from Casella (this includes private haulers that Casella has hauling), **5.09** tons from Recycle Center, **4.07** tons from Truxton.
- **Site Maintenance** – Downsizing our working face to the smallest open area that we can. Adding additional cover material to mitigate odor.
- **Equipment** – Ongoing scheduled service and routine preventive maintenance.

Recycling

- Single stream to Casella’s – **180.36** tons. Total cost - **\$11,723.40**
- Single Stream to Waste Management – **12.97 tons**. Total cost - **\$843.05**
- Cardboard to market – Approx. **24** tons. Approximate revenue - **\$2,940.00**. Exact numbers not in yet
- Glass from recycling to landfill – **5.09** tons.
- Glass from Casella to Landfill – **228.91** tons. Total Revenue – **\$8,011.85**
- Electronics Recycled – Approximately **7** tons. **Just picked up no numbers yet.**
- Garbage from recycle to landfill – **None**