



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, January 9, 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
Linda Jones	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Chair	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Member	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 Super	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Joseph Nauseef	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

MINUTES

1. Highway Committee - Committee Meeting - Dec 5, 2023 11:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Committee Vice-Chair
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Jones, Newell, Van Dee, Bischoff, Heider, Mantella, VanGorder

RESOLUTIONS

AGENDA ITEM NO. 1 – Abolish One Position of Fiscal Manager/Create One Position of Executive Administrative Officer - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/16/2024 9:00 AM
MOVER:	Ronald J. Van Dee, Committee Vice-Chair
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Newell, Van Dee, Bischoff, Heider, Mantella, VanGorder

ON MOTION OF NEWELL

RESOLUTION NO.

Abolish One Position of Fiscal Manager/Create One Position of Executive Administrative Officer - Highway Department

WHEREAS, the needs of the Highway Department will be better served by abolishing one (1) Fiscal Manager position and creating one (1) Executive Administrative Officer position; AND

WHEREAS, the Highway Committee recommends the abolition and creation of these positions;
NOW THEREFORE BE IT

RESOLVED, that one (1) position of Fiscal Manager (Grade 11, Management Compensation Plan, \$53,514-71,227, competitive class, full time with benefits) be and hereby is abolished effective January 25, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Executive Administrative Officer (Grade 11, Management Compensation Plan, \$53,514-71,227, competitive class, full time with benefits) be created with permission to fill effective January 26, 2024 at 12:01 am.

REPORTS

1. Solid Waste Activity Report - Highway Department

RESULT: COMPLETED

2. January 2024 Activities Report - Highway Department

RESULT: COMPLETED

DISCUSSION ITEMS

1. Textile Recycling

RESULT: TABLED

Next: 2/6/2024 10:00 AM

2. Future County Landfill Options

Further discussion to be had at committee meetings throughout the year.

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 10:46 AM



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 5, 2023

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:00 AM by Committee Chair Christopher Newell

Attendee Name	Organization	Title	Status	Arrived
George Wagner	Cortland County, NY	Committee Member	Excused	
Linda Jones	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Chair	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Vice Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Excused	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	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	
Paul Heider	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	

Minutes Acceptance: Minutes of Dec 5, 2023 11:00 AM (MINUTES)

MINUTES

1. Highway Committee - Committee Meeting - Nov 1, 2023 11:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Vice Chair
AYES:	Jones, Newell, Van Dee, Nauseef, Waldbauer
EXCUSED:	George Wagner, Cathy Bischoff

RESOLUTIONS

AGENDA ITEM NO. 1 – MH-2 Hangar Lease Agreement - Cortland County Airport/Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/12/2023 10:00 AM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Jones, Newell, Van Dee, Nauseef, Waldbauer
EXCUSED:	George Wagner, Cathy Bischoff

ON MOTION OF NEWELL**RESOLUTION NO.****MH-2 Hangar Lease Agreement - Cortland County Airport/Highway Department**

WHEREAS, Cortland County (Lessor) currently owns, maintains and leases various hangar buildings and spaces at Cortland County Airport on a monthly basis, AND

WHEREAS, in accordance with Local Law No. 5 of 2012, the County has negotiated with DM3 of Cortland, LLC (Lessee), P.O. Box 328, Cortland, NY 13045, for the lease of a portion of Hangar Building MH-2 at Cortland County Airport, AND

WHEREAS, the Cortland County Legislature's Highway Committee recommends the lease of approximately 6,500 square feet of Hangar MH-2 with the Lessee, containing the following terms and conditions:

Rental Rate Schedule:

- Year 1, commencing January 1, 2024 and ending December 31, 2024: The annual rental fee shall be Sixteen Thousand Eighty Dollars (\$16,080.00) and shall be payable in twelve (12) equal monthly installments of \$1,340.00 per month on or before the first day of each month commencing January 1, 2024;
- Optional one (1) Year term, commencing January 1, 2025 and ending December 31, 2025: During the lease extension term, the annual rent shall be Sixteen Thousand Three Hundred Twenty Dollars (\$16,320.00) and shall be paid in twelve equal monthly installments of \$1,360.00 per month on the first day of each month

Terms and Conditions:

- All other terms and conditions of the previous Lease for Hangar MH-2 as outlined in the contract with the Lessee shall apply.

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the lease of a portion of Hangar MH- 2 at Cortland County Airport to DM3 of Cortland, LLC (Lessee), P.O. Box 328, Cortland, NY 13045, in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee as to form, is hereby authorized to execute the necessary Hangar Lease Agreement with the Lessee, in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above.

AGENDA ITEM NO. 2 – Increase Lease Rates T-Hangar Spaces - Cortland County Airport - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/12/2023 10:00 AM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Vice Chair
AYES:	Jones, Newell, Van Dee, Nauseef, Waldbauer
EXCUSED:	George Wagner, Cathy Bischoff

ON MOTION OF NEWELL

RESOLUTION NO.

Increase Lease Rates T-Hangar Spaces - Cortland County Airport - Highway Department

WHEREAS, the County of Cortland owns, maintains and leases individual T-Hangar spaces at Cortland County Airport, AND

WHEREAS, the Highway Committee of the Legislature recommends increasing the monthly lease rates for the existing T-Hangar spaces as follows:

T-Hangars A-1 through D-4 (16 Hangars total) from \$220.00 per month to \$240.00 per month.

T-Hangars E-1 through H-5, I-1 and I-2, and J-1 and J-2 (20 Hangars total) from \$245.00 per month to \$270.00 per month.

Twin T-Hangars I-3, I-4, J-3 and J-4 from \$310.00 per month to \$340.00 per month.

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes monthly rental rates as listed above at the Cortland County Airport, AND BE IT FURTHER

RESOLVED, that the above listed rental rates at the Cortland County Airport shall take effect beginning January 1, 2024, 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 execute any agreements associated with said leases, AND BE IT FURTHER

RESOLVED, that the revenue from said leases are to be deposited in account A561042.41770.

AGENDA ITEM NO. 3 – Accept New York State Aviation Capital Grant for Construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at Cortland County Airport - Highway Department

Minutes Acceptance: Minutes of Dec 5, 2023 11:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/12/2023 10:00 AM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Newell, Van Dee, Nauseef, Waldbauer
EXCUSED:	George Wagner, Cathy Bischoff

ON MOTION OF NEWELL

RESOLUTION NO.

Accept New York State Aviation Capital Grant for Construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at Cortland County Airport - Highway Department

WHEREAS, the County has been offered a New York State Department of Transportation (NYSDOT) Aviation Capital Grant to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field (PIN#3903.11, K007533), AND

WHEREAS, the Cortland County Highway Department has completed the New York State Environmental Quality Review (SEQR) process for the project and recommends that the project construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport will not result in any large and important impacts and, therefore is one which will not have a significant impact on the environment, AND

WHEREAS, the Cortland County Legislature hereby finds that the project to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport will not result in any significant impacts on the environment, and therefore makes a Negative Declaration under SEQR, AND

WHEREAS, the State of New York grant to the County of Cortland for the construction of said project with State participation share in the amount of \$2,499,660.00, and local participation share required by said grant in the amount of \$277,740.00 to be included as part of the Airport Capital Budget, said \$277,740.00 to come from the Airport Reserve, for a total project cost of \$2,777,400.00, AND

WHEREAS, the County desires to design said project during the 2024 fiscal year, accept said grant monies for the project and expend said required local participation share, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the project to design and construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field at a cost not to exceed \$2,777,400.00, AND BE IT FURTHER

RESOLVED, that the County agrees to fund the entire project amount, not to exceed \$2,777,400.00, in the first instance, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby accepts the NYSDOT Aviation Grant in the amount of \$2,499,660.00, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to amend the 2024 Capital Projects Fund budget for this project, up to \$2,777,400.00, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County

Minutes Acceptance: Minutes of Dec 5, 2023 11:00 AM (MINUTES)

Attorney or designee, is hereby authorized to sign the NYS Aviation Capital Grant Agreement to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field.

AGENDA ITEM NO. 4 – Bridge NY Consultant Selection - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Newell, Van Dee, Nauseef, Waldbauer
EXCUSED:	George Wagner, Cathy Bischoff

ON MOTION OF NEWELL

RESOLUTION NO.

Bridge NY Consultant Selection - Highway Department

WHEREAS, Cortland County established a selection committee to select a consultant from the 2022 LSDA Cortland County short list to assist in Bridge NY project application development, with the option for design and construction inspection if the application is successful, AND

WHEREAS, the selection committee utilized the master proposals from five (5) consultants on the 2022 LSDA Cortland County short list to select a consultant, NOW THEREFORE BE IT

RESOLVED, that it would be in the best interest of Cortland County to utilize Barton and Loguidice Engineers, DPC, 443 Electronics Parkway, Liverpool, NY 13088 to assist in Bridge NY project application development, and with the option for design and construction inspection services, AND BE IT FURTHER

RESOLVED, that the Design and Construction Inspection Phases of successful applications for BRIDGE NY projects shall be awarded to Barton and Loguidice, DPC.

AGENDA ITEM NO. 5 – Authorize Agreements for Abatement, Tear Down and Removals at 55-57 Miller Street - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/12/2023 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Vice Chair
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Jones, Newell, Van Dee, Nauseef, Waldbauer
EXCUSED:	George Wagner, Cathy Bischoff

ON MOTION OF NEWELL

RESOLUTION NO.

Authorize Agreements for Abatement, Tear Down and Removals at 55-57 Miller Street - Highway Department

WHEREAS, there is a need for abatement, tear-down and removal of structures at the County-owned property of 55-57 Miller Street, Cortland, NY, AND

WHEREAS, it is the recommendation of the Highway Committee to authorize the County Administrator to enter into agreements for the abatement, tear-down and removal of structures at the County-owned property of 55-57 Miller Street, Cortland, NY at a cost not to exceed \$35,000 from

account no. D51105.54077.7306, NOW THEREFORE BE IT

RESOLVED, that the County Administrator be and hereby is authorized to enter into agreements, upon review and approval of the County Attorney or designee, for the abatement, tear-down and removal of structures at the County-owned property of 55-57 Miller Street, Cortland, NY at a total cost not to exceed \$35,000 to be paid from account no. D51105.54077.7306.

DISCUSSION ITEMS

1. Wade Pool Updates/CPR Training

RESULT:	COMPLETED
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REPORTS

1. Highway Department Activities Report

RESULT:	COMPLETED
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2. Solid Waste Activity Report - December

RESULT:	COMPLETED
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EXECUTIVE SESSION

It was MOVED by Mr.Nauseef, seconded by Mr. VanDee, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding current litigation. MOTION CARRIED. Only legislators, County Attorney Monty and Chief Assistant County Attorney Simser were authorized to be present.

An executive session was held from 11:38 a.m. to 12:18 p.m., at which time on motion of Mr. Nauseef, seconded by Ms. Jones, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 12:21 PM



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Executive Administrative Officer Abolish Fiscal Manager

Bargaining Unit: Management

Purpose and Background:

The Fiscal Manager is retiring on March 15, 2024. The duties of the Executive Administrative Officer better reflect the actual duties of the position.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 11 Salary Range \$ \$53,514.00 to \$71,227.00

Requested Grade/Salary of Position: Grade 11 Salary Range \$ \$53,514.00 to \$71,227.00

Annual Increase: \$ 0 County Share: \$ 0 # of Positions Affected: 1

Goals:

To promote an employee within the Highway Department to take over the duties of the current Fiscal Manager who is retiring. During the course of training an employee to fill the position, it was decided that the Executive Administrative Officer duties better reflects the actual job.

Operational Impact:

Keeping day to day operations going with minimal impact.

Requested By:

Chela Jant

Signature of Requesting Department Head

1-3-2024

Date

Personnel Officer Approval

Zanni Zanni

Signature of Personnel Officer

1/3/24

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Robt Hays

Signature of County Administrator

1/3/2024

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

DECEMBER 2023 SOLID WASTE DEPARTMENT REPORT
1 December – 29 December 2023

Landfill

Administration

- ❖ Working on annual reports.
- ❖ **Benjamin Perkins** placed in position as Assistance Landfill Supervisor as of January 2, 2024

Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **96,000** gallons from Pine Tree, **8,000** gallons from Ground Water Vault and **840,000** gallons from West Side.
- **Cover Material** – Auto Fluff **624.42** tons received.
- **Solid Waste** – **1994.29** tons received.
- **Sludge** – **442.27** tons received.
- **C&D** – **526.05** tons received.
- **Glass** – **174.34** tons received. **165.43** tons from Southern Tier, **8.91** tons from recycle center.
- **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.
- **Gas Collection System** – Construction of the system continues. Installation of the 4” lateral conveyance lines is complete. Installation of the Gas Header progress continues. Flare pad and skid pad have been placed

Recycling

- Single stream to Southern Tier – **149.78** Tons. Total cost - **\$9,735.70**
- Cardboard to market – Approx. **20** Tons. Approximate Revenue - **\$2000.00** Have not received data yet
- Glass from recycling to landfill – **8.91** Tons
- Compost to Landfill – none
- Glass from Southern Tier to Landfill – **165.43** Tons Total Revenue – **\$5801.60**
- Electronics Recycled – **7.935** tons
- Garbage from recycle to landfill – **.82** Tons

JANUARY 2024 HIGHWAY DEPARTMENT REPORT

Administration

Monthly Superintendents Meeting
Department Head Meeting

Projects

Structure Projects:

East River Crossing bridge replacement – Preliminary design is in progress
High Bridge Road bridge replacement – B&L preparing scope and fee
B&L preparing applications for the next round of Bridge NY

Road Projects:

Preparation for 2024 Road Projects:
Chenango Solon Pond Road – installed new cross culverts, ditching

Staffing - 3 full time positions and 4 temporary positions open

Equipment - Shoulder machine ordered, Hydraulic Angle Broom ordered and received

Road Maintenance – Snow & Ice removal, cross culvert replacements, pothole repairs, tree maintenance.

Salt Usage - Season Total 13,437.67

Dwyer Park - Forestry Management Plan – began removing trees.

Airport

T Hangar Occupancy- All hangers are occupied.

100 LL Fuel Farm Relocation project – Concrete slab and walls have been poured.