



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, February 11, 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	Committee Member	Present		
Paul Heider	Cortland County	Committee Member	Present		
Linda Jones	Cortland County	Committee Member	Present		
Dominick Mantella	Cortland County	Committee Member	Present		
Keith VanGorder	Cortland County	Committee Member	Excused		
Ronald J. Van Dee	Cortland County	Committee Vice-Chair	Present		10:38 AM
Christopher Newell	Cortland County	Committee Chair	Present		
Kevin Fitch	Cortland County	Chair of the Legislature	Present		
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present		
Rob Corpora	Cortland County	County Administrator	Present		
Andrea Herzog	Cortland County	Director of Finance	Present		
Jason DeRaiche	Cortland County	Safety Director	Present		
Charles Sudbrink	Cortland County	Highway Superintendent	Present		
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present		
Melanie Vilardi	Cortland County	Deputy County Administrator	Present		
Joseph Nauseef	Cortland County	Legislator	Present		
Sandra Price	Cortland County	Legislator	Present		
William McGovern	Cortland County	Legislator	Present		
Doug Schneider	Cortland Standard	Reporter	Present		
Kim Cameron	Cortland County	Resident	Late	10:18 AM	
Nicole Compton	Cortland	Executive Assistant	Remote		

	County				
Carlita Withers	Cortland County	Deputy Director of Finance	Remote		

MINUTES

1. Highway Committee - Committee Meeting - Jan 7, 2025 10:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Snow and Ice Removal Agreements/Resolutions with Various Towns - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Cleland, Heider, Jones, Mantella, Van Dee, Newell
EXCUSED:	Keith VanGorder

ON MOTION OF NEWELL

RESOLUTION NO.

Snow and Ice Removal Agreements/Resolutions with Various Towns - Highway Department

WHEREAS, it is provided by Section 135-A of the Highway Law that a County may enter into contracts with Towns for control of snow and ice conditions on County Roads for periods not to exceed ten (10) years when authorized by the County Legislature; AND

WHEREAS, the Cortland County Highway Department currently has agreements with the following Towns:

Town	Centerline Miles
Cuyler	7.47
Preble	4.69
Scott	8.59
Homer	7.72
Taylor	20.39
Willet	8.95
Marathon	11.45
Cincinnatus	5.75
Harford	7.92

; AND

WHEREAS, it would be in the best interest of all parties involved to execute a standardized agreement with all of the above towns with the same language and expiration date; AND

WHEREAS, the Highway Committee has recommended that the County employ each of the Town Highway forces for a two (2) year term, with the option to extend the term twice for an additional two years each time, upon written acceptance from both parties; AND

WHEREAS, the rate paid for centerline mile for the 2025-2026 snow season will be \$4,484.92 per centerline mile, which is a 2% increase from the 2024-2025 snow season; AND

WHEREAS, this rate will increase 2 % every year that the said agreements remain in place; AND

WHEREAS, the funds for said agreements are allocated in the 2025 County Road Fund Budget in Account No. D51105.54815.7300; NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature of Cortland County, upon review and approval by the County Attorney or designee, is hereby authorized to execute the new agreements with the Towns listed above.

AGENDA ITEM NO. 2 – Amend 2025 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department

RESULT: APPROVED [UNANIMOUS]

Next: 2/27/2025 6:00 PM

MOVER: Linda Jones, Committee Member

SECONDER: Reed Cleland, Committee Member

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

EXCUSED: Keith VanGorder

ON MOTION OF NEWELL

RESOLUTION NO.

Amend 2025 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department

WHEREAS, there are funds remaining for the Consolidated Local Street and Highway Improvement Program (CHIPS) from the 2024 County Road Fund Budget, in the amount of \$2,270,571.18; AND

WHEREAS, these remaining funds are eligible to be rolled-over to the 2025 County Road Fund Budget; AND

WHEREAS, these funds may be used for Construction Projects; NOW THEREFORE BE IT

RESOLVED that the 2025 County Road Fund Budget be amended as follows:

Increase Revenues

D511243.43501	County Road Fund CHIPS Revenue	\$2,172,737.86
D511243.43501.PAVE	County Road Fund PAVE Revenue	\$97,833.32

Increase Expenses

D51125.54077	Construction Expenses	\$2,270,571.18
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DISCUSSION ITEMS

1. Standards for Playground Equipment

RESULT:	COMPLETED
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2. Future Landfill Options

RESULT:	COMPLETED
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REPORTS

1. Solid Waste Monthly Report

RESULT:	COMPLETED
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2. Highway Department Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:45 AM



Highway Committee

Committee Meeting

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~ Minutes ~

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10:00 AM

Room 302

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Attendee Name	Organization	Title	Status	Arrived	Departed
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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		

Minutes Acceptance: Minutes of Jan 7, 2025 10:00 AM (MINUTES)

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

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

Minutes Acceptance: Minutes of Jan 7, 2025 10:00 AM (MINUTES)

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

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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
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2. Solid Waste Monthly Report

RESULT:	COMPLETED
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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

Minutes Acceptance: Minutes of Jan 7, 2025 10:00 AM (MINUTES)

ON MOTION OF CHRISTOPHER NEWELL, COMMITTEE CHAIR AGENDA ITEM NO. 1**Snow and Ice Removal Agreements/Resolutions with Various Towns - Highway Department**

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WHEREAS, the Cortland County Highway Department currently has agreements with the following Towns:

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WHEREAS, it would be in the best interest of all parties involved to execute a standardized agreement with all of the above towns with the same language and expiration date; AND

WHEREAS, the Highway Committee has recommended that the County employ each of the Town Highway forces for a two (2) year term, with the option to extend the term twice for an additional two years each time, upon written acceptance from both parties; AND

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WHEREAS, the funds for said agreements are allocated in the 2025 County Road Fund Budget in Account No. D51105.54815.7300; NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature of Cortland County, upon review and approval by the County Attorney or designee, is hereby authorized to execute the new agreements with the Towns listed above.

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

Amend 2025 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department

WHEREAS, there are funds remaining for the Consolidated Local Street and Highway Improvement Program (CHIPS) from the 2024 County Road Fund Budget, in the amount of \$2,270,571.18; AND

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Increase Expenses

D51125.54077	Construction Expenses	\$2,270,571.18
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**CORTLAND COUNTY DEPARTMENT OF HIGHWAYS****60 Central Avenue****Cortland, New York 13045****PHONE: (607) 753-9377 FAX: (607) 756-8852****CHARLES SUDBRINK**
Superintendent of Highways**ALAN RICOTTILLI**
Deputy Superintendent of Highways**RUTH STANTON**
Fiscal Office**Cortland County Landfill**

The Cortland County Landfill has approximately 720,000cy of airspace remaining in cell 2A. The annual airspace consumption rate is 60,000cy, using the current annual consumption rate of 60,000cy, the landfill has approximately 12 years of remaining site life.

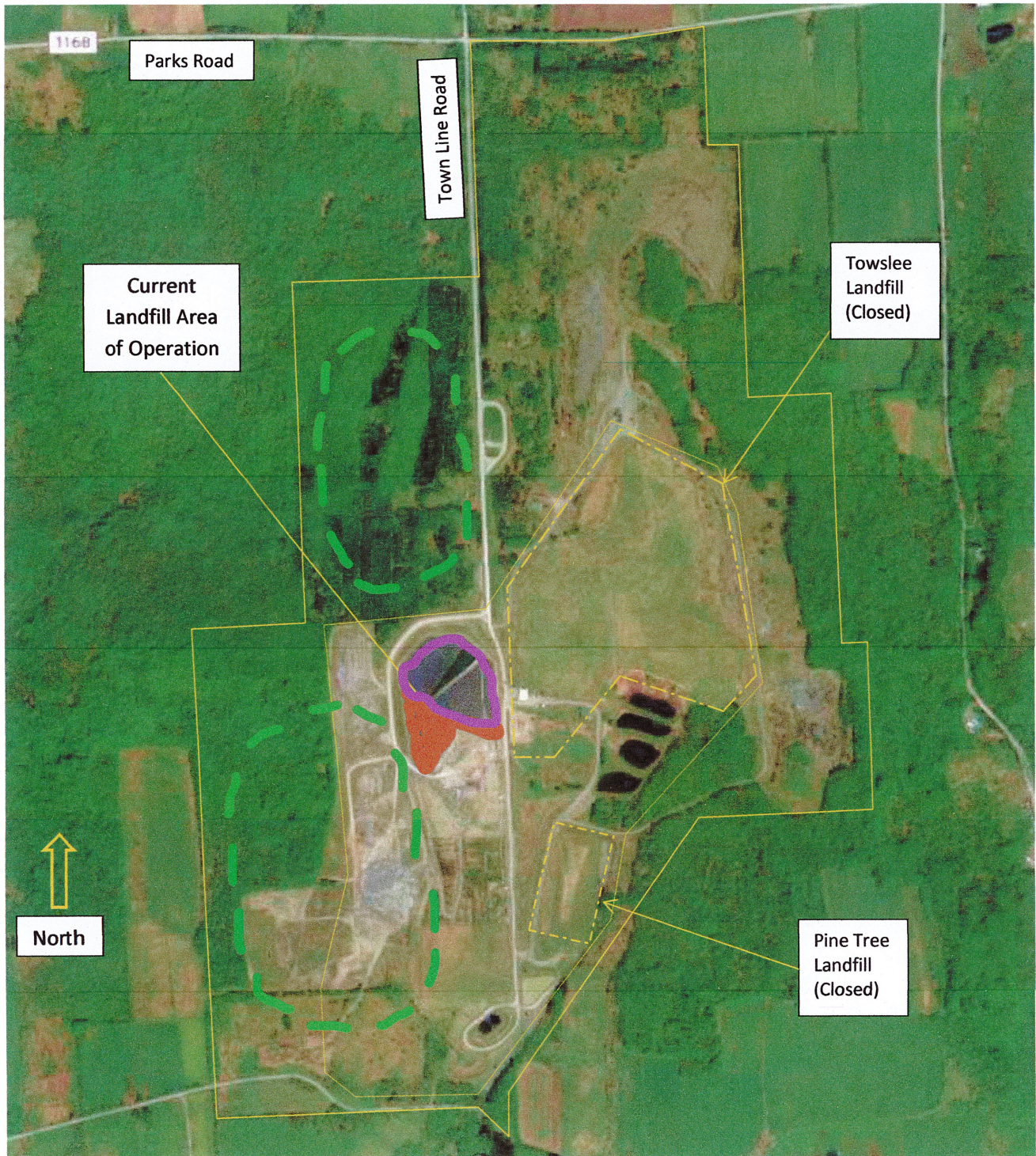
Cortland County has not yet decided on a future MSW Management Plan extending beyond the existing site life.

One option would be to expand the current landfill by constructing new cells. In 1986 and 1987 Cortland County purchased an additional 230 acres of land with the purpose (Resolution 93-1986; to serve as a long term Landfill). If the County progressed with this option, the next area to be developed would be north of the West Side Landfill. (See attached map).

Benefits: Fixed costs,

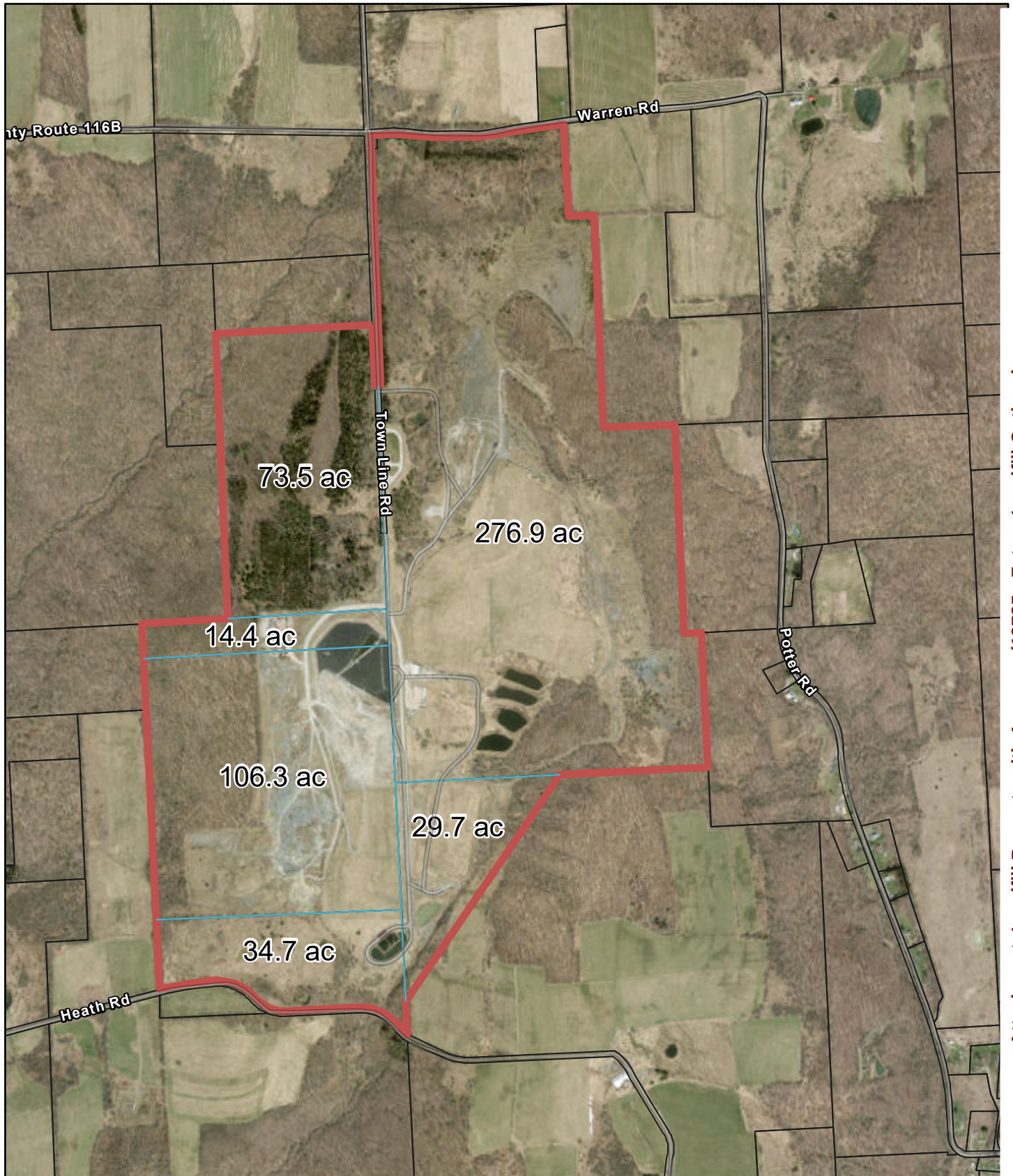
Disadvantages: Increasing regulations,

FIGURE 1.
CORTLAND COUNTY LANDFILL
SITE LOCATION



Cortland County Landfill (535.5 ac)

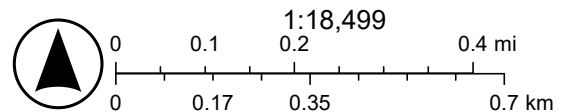
3.2.b



Attachment: Landfill Property with Acreage (12785 : Future Landfill Options)

2/4/2025, 1:12:46 PM

 Cortland County Parcels



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

SOLID WASTE DEPARTMENT REPORT 1 January – 31 January 2025

Landfill

Administration

- ❖ Working on annual reports.

Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **57,000** gallons from Pine Tree, **8,000** gallons from Ground Water Vault and **605.500** gallons from West Side.
- **Cover Material** – Auto Fluff **212.15** tons received.
- **Solid Waste** – **1,756.42** tons received.
- **Sludge** – **402.71** tons received.
- **C&D** – **242.31** tons received.
- **Glass** – **192.52** tons from Casella (this includes private haulers that Casella has hauling), **8.47** tons from Recycle Center, **3.29** tons from Virgil.
- **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.
- **Radiation Detection system** – Installed and operational.

Recycling

- Single stream to Casella’s – **159.91** tons. Total cost - **\$10,394.15**
- Cardboard to market – **None**.
- Glass from recycling to landfill – **8.47** tons.
- Glass from Casella to Landfill – **192.52** tons. Total Revenue – **\$7,148.40**
- Electronics Recycled – **None**.
- Garbage from recycle to landfill – **1.33**.

FEBRUARY 2025 HIGHWAY DEPARTMENT REPORT

Administration

Monthly Superintendents Meeting
Department Head Meeting

Projects

Structure Projects:

West Scott Road box culvert replacement- Partnering with Soil&Water, box ordered
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
Cold Springs Road- spring 2025
Fair Haven Road- spring 2025

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

Staffing - 4 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 = 10,121 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 –New tank operational

Aircraft Hanger- Design has begun