



Highway Committee

Committee Meeting

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

~ Agenda ~

Tuesday, June 7, 2022

11:00 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m0decabd4330ab8f19e0ad68d649364b4>

Tuesday, Jun 7, 2022 11:00 am | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2331 580 0041

Password: bGr58a63Etd

Join by phone

+1-415-655-0001 US

Toll Access code: 233 158 00041

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member George Wagner	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Chair Christopher Newell	☐	☐	☐	
Committee Vice Chair Ronald J. Van Dee	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	

MINUTES

1. Highway Committee - Committee Meeting - May 10, 2022 11:00 AM

RESOLUTIONS

ON MOTION OF NEWELL

AGENDA ITEM NO. 1

Abolish Four Positions of Motor Equipment Operator/Create Four Positions of Motor Equipment Operator Trainee/Motor Equipment Operator - Highway Department

WHEREAS, the needs of the agency will be better served by abolishing four (4) full-time positions of Motor Equipment Operator and creating four (4) full-time positions of Motor Equipment Operator Trainee/Motor Equipment Operator, AND

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

RESOLVED, that four (4) positions of Motor Equipment Operator (Grade 14 Highway Salary Chart, CSEA, \$20.1507-25.3763/hr, non-competitive class, full-time, 40 hours/week with benefits) be and hereby are abolished effective June 23, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that four (4) positions of Motor Equipment Operator Trainee/Motor Equipment

Operator (Grade 11, CSEA, \$19.0072-23.9385, pending jurisdictional classification, full-time, 40 hours/week with benefits OR Grade 14 Highway Salary Chart, CSEA, \$20.1507-25.3763/hr, non-competitive class, full-time, 40 hours/week with benefits) be created with permission to fill effective June 23, 2022 at 12:01 a.m.

ON MOTION OF NEWELL

AGENDA ITEM NO. 2

Authorize Agreement for Vehicle Inspection Services - Highway Department

WHEREAS, the New State Department of Motor Vehicles has entered into a contract with Opus Inspection (Opus) to provide the electronic vehicle inspection equipment, AND

WHEREAS, Opus is the company selected by the New York State Department of Motor Vehicles to provide the electronic data transfer necessary to conduct motor vehicle inspections, AND

WHEREAS, Opus will provide the necessary network services that allows the NYVIP3 Computerized Vehicle Inspection System (CVIS) to connect to the Vehicle Information Database (VID), AND

WHEREAS, the costs associated with the necessary electronics hardware and software from Opus Inspections is estimated not to exceed \$1,695.00 and shall be charged to account no. E51305.52060, AND

WHEREAS, it is in the best interest of the County Highway Department to maintain the ability to continue to perform vehicle inspections, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute an agreement with Opus Inspection, 7 Kripes Road, East Granby, CT 06026, expiring December 1, 2029, AND BE IT FURTHER

RESOLVED, that the \$0.436 transaction fee charge for each vehicle inspection shall be charged to account no. E51305.54300.

ON MOTION OF NEWELL

AGENDA ITEM NO. 3

Authorize Creation of Road Machinery Capital Reserve Fund - Highway Department

WHEREAS, per Cortland County Policy No. 003.006, Fund Balance Policy, Road Machinery Fund assigned fund balance at year end over \$750,000 is to be placed in a capital reserve for equipment and capital projects, AND

WHEREAS, at year ended December 31, 2021, the Road Machinery Fund had an assigned fund balance of \$1,589,676, AND

WHEREAS, that pursuant to Section 6-c of General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the Road Machinery Capital Reserve Fund and the purpose of this reserve fund is to accumulate moneys to finance the cost of highway equipment costing \$100,000 or more individually, or to fund costs of highway related capital projects, not including roads, bridges or culverts, NOW THEREFORE BE IT

RESOLVED, that the Chief Fiscal Officer is hereby directed to deposit and secure the moneys of this reserve fund in the manner provided by Section 10 of General Municipal Law, AND BE IT FURTHER

RESOLVED, that the Chief Fiscal Officer may invest the moneys in the reserve fund in the

manner provided by Section 11 of General Municipal Law and consistent with the investment policy of the County, and any interest earned or capital gains/losses realized on the moneys so deposited or invested shall accrue to and become part of the reserve fund, AND BE IT FURTHER

RESOLVED, that the Director of Finance shall account for the reserve fund in a manner which maintains the separate identity of the reserve fund and shows the date and amount of each sum paid into the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Cortland County Legislature a detailed report of the operation and condition of the reserve fund, AND BE IT FURTHER

RESOLVED, that expenditures from this reserve fund shall be made only for the purpose for which the reserve fund is established and no expenditure shall be made from this reserve fund without the approval of the Cortland County Legislature, AND BE IT FURTHER

RESOLVED, that the Director of Finance is authorized to place \$839,676 in reserve account E386300.CAP to be used only for the specified uses above, AND BE IT FURTHER

RESOLVED, the County Treasurer is authorized to invest these funds in accordance with the County's investment policy.

ON MOTION OF NEWELL

AGENDA ITEM NO. 4

Reappoint Superintendent of Highways - Highway Department

WHEREAS, the Cortland County Legislature, through Resolution No. 317-18, appointed Charles Sudbrink as the Superintendent of Highways on October 1, 2018 for a four-year term ending October 1, 2022 pursuant to Section 100 of New York State Highway Law, AND

WHEREAS, the County Administrator, pursuant to Section 5 of Local Law No. 7 of year 2002 is responsible for making recommendations to the County Legislature for the appointment of each department head, AND

WHEREAS, the County Administrator, after evaluation, recommends the reappointment of Charles Sudbrink as the Superintendent of Highways , AND

WHEREAS, the Highway Committee, after conducting their evaluation and reviewing the evaluation and recommendation of the County Administrator, concurs with the County Administrator's recommendation of reappointment, NOW THEREFORE BE IT

RESOLVED, that Charles Sudbrink be and is hereby appointed for a term commencing October 1, 2022, and ending September 30, 2026, and shall be compensated in accordance with the Management and Management Confidential Compensation Policy as may be amended from time to time.

DISCUSSION/REPORTS

1. Landfill Monthly Activities Report
2. Landfill Monthly Report - May Totals
3. Highway Monthly Activity Report
4. Paid Boat Launch at Dwyer Memorial Park
5. Dock at Dwyer Memorial Park

ADJOURNMENT