



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 8, 2024

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:20 AM by Committee Vice-Chair Ronald J. Van Dee

Attendee Name	Organization	Title	Status	Arrived
Cathy Bischoff	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	Excused	
Ronald J. Van Dee	Cortland County, NY	Committee Vice-Chair	Present	
Christopher Newell	Cortland County, NY	Committee Chair	Excused	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Charles Sudbrink	Cortland County, NY	Highway Superintendent	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Jason Deraiche	Cortland Standard	Safety Officer	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Donald Chu	Cortland	Resident	Remote	

MINUTES

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

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Approve Grant Application/Authorize Agreement for the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub at the Cortland County Airport - Chase Field

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/24/2024 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Van Dee
EXCUSED:	Keith VanGorder, Christopher Newell

ON MOTION OF NEWELL

RESOLUTION NO.

Approve Grant Application/Authorize Agreement for the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub at the Cortland County Airport - Chase Field

WHEREAS, the Cortland County Airport-Chase Field, as a public-use facility included in the National Plan of Integrated Airport Systems (NPIAS), will receive funding through the Federal Aviation Administration (FAA), Airport Improvement Program (AIP) for Federal Fiscal Year 2024; AND

WHEREAS, the County of Cortland, New York, wishes to continue improvements to the infrastructure of the Cortland County Airport-Chase Field through the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field, which is necessary to continue safe operation of aircraft at the Airport; AND

WHEREAS, the attached project narrative of the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting of Taxiway B north stub at Cortland County Airport-Chase Field, as provided to the FAA, provides a detailed narrative for the project; AND

WHEREAS, total cost of said project is Four Hundred Sixty-Six Thousand, Ninety-two Dollars (\$466,092.00); AND

WHEREAS, the local share of 5% of the overall grant budget is equal to Twenty Three Thousand, Three hundred five Dollars (\$23,305.00) to complete the design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field; AND

WHEREAS, the County of Cortland desires to advance the projects by completing the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub by entering into an engineering agreement with McFarland Johnson, Inc. for the aforesaid design, bidding and grant administration services; NOW THEREFORE BE IT

RESOLVED, that the County of Cortland Legislature hereby endorses and approves the submittal of the FAA AIP Grant Applications for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting of Taxiway B north stub at Cortland County Airport-Chase Field, and enters into an engineering agreement with McFarland Johnson, Inc., the County's airport engineering and planning consultant for design and bidding services, in the total amount of Four hundred sixty-three thousand, five

hundred ninety-two dollars (\$463,592.00); AND BE IT FURTHER

RESOLVED, that the Chairman of the County of Cortland Legislature upon approval of the County Attorney or Designee, is hereby authorized to execute all necessary documents and plans on behalf of the County of Cortland, with the Federal Aviation Administration, New York State Department of Transportation and McFarland Johnson, Inc. with respect to the design and bidding of Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field; AND BE IT FURTHER

RESOLVED, that a Certified copy of this Resolution be filed with the Federal Aviation Administration and New York State Department of Transportation by attaching it to any necessary Grant Agreement and Engineering Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, that the 2024 Capital Budget be amended as follows:

		ORIGINAL	CHANGE	FINAL
HH56105.54055.TWAB	PROF SERVICES	\$0	\$466,092	\$466,092
HH561043.43597.TWAB	STATE REVENUE	\$0	\$23,305	\$23,305
HH561044.44597.TWAB	FEDERAL REVENUE	\$0	\$419,482	\$419,482
HH99015.45031.TWAB	INTER-FUND TRANSFER	\$0	\$23,305	\$23,305
A99095.59950.TWAB	TRANSFER TO CAPITAL	\$0	\$23,305	\$23,305
A359900	General Fund balance	\$0	\$23,305	\$23,305

; AND BE IT FURTHER

RESOLVED, that this Resolution shall take effect immediately.

DISCUSSION ITEMS

1. CRT Contract Discussion

RESULT:	COMPLETED
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REPORTS

1. Solid Waste Monthly Report

RESULT:	COMPLETED
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2. Highway Activities Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:59 AM



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, September 10, 2024

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:06 AM by Committee Chair Christopher Newell

Attendee Name	Organization	Title	Status	Arrived
Cathy Bischoff	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	Excused	
Christopher Newell	Cortland County, NY	Committee Chair	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	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	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Gary Lawrence	Dwyer Memorial Park Advisory Board	Resident	Present	
Jay Currie	Dwyer Memorial Park Advisory Board	Resident	Present	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Donald Chu	Cortland, NY	Resident	Remote	
JD	Unknown	Unknown	Remote	

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

MINUTES

1. Highway Committee - Committee Meeting - Aug 6, 2024 10:00 AM

RESULT: ACCEPTED

RESOLUTIONS

AGENDA ITEM NO. 1 – Abolish One Heavy Equipment Maintenance Mechanic/ Create One Heavy Equipment Maintenance Mechanic/Heavy Equipment Maintenance Mechanic Trainee - Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 9/26/2024 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Linda Jones, Committee Member

AYES: Bischoff, Heider, Jones, Mantella, VanGorder, Newell

EXCUSED: Ronald J. Van Dee

ON MOTION OF NEWELL**RESOLUTION NO.**

Abolish One Heavy Equipment Maintenance Mechanic/ Create One Heavy Equipment Maintenance Mechanic/Heavy Equipment Maintenance Mechanic Trainee - Highway Department

WHEREAS, the needs of the Highway Department will be better served by abolishing one (1) Heavy Equipment Maintenance Mechanic position and creating one (1) Heavy Equipment Maintenance Mechanic/Heavy Equipment Maintenance Mechanic Trainee position; AND

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

RESOLVED, that one (1) position of Heavy Equipment Maintenance Mechanic (Grade 17, CSEA, \$24.6877-\$31.2484, non-competitive class, full time with benefits) be and hereby is abolished effective September 26, 2024 at midnight; AND BE IT FURTHER;

RESOLVED, that one (1) position of Heavy Equipment Maintenance Mechanic/Heavy Equipment Maintenance Mechanic Trainee (Grade 17, CSEA, \$24.6877-\$31.2484, non-competitive class, full time with benefits or Grade 13, CSEA, \$21.5585-\$27.2876, pending jurisdictional class, full time with benefits) be created with approval to fill effective September 27, 2024 at 12:01 AM.

AGENDA ITEM NO. 2 – Award Bid for Roof Installation for the Salt Storage Barn - Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 9/26/2024 6:00 PM

MOVER: Linda Jones, Committee Member

SECONDER: Paul Heider, Committee Member

AYES: Bischoff, Heider, Jones, Mantella, VanGorder, Newell

EXCUSED: Ronald J. Van Dee

ON MOTION OF NEWELL**RESOLUTION NO.**

Award Bid for Roof Installation for the Salt Storage Barn - Highway Department

WHEREAS, the Cortland County Highway Department advertised for bids for the installation of the new metal roof for the Salt Storage Barn; AND

WHEREAS, the Cortland County Highway Department has received the following bids for the installation of the new metal roof for the Salt Storage Barn;

<u>BIDDERS</u>	<u>BID</u>
Complete Construction Concepts	\$ 61,750.00
Park Lane Construction, LLC	\$ 89,544.00

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

Clapper Construction LLC	\$ 95,800.00
Hale Contracting Inc	\$100,513.00
Syracuse Sheet Metal Co., Inc	\$116,026.00
Axe Construction Services	\$149,000.00
First General Services	\$197,412.00
Titan Roofing, Inc	\$247,900.00
Nuvista Designs	\$520,000.00

; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the Cortland County Legislature hereby awards the agreement for the installation of the new metal roof for the Salt Storage Barn to the lowest bidder, Complete Construction Concepts for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, is hereby authorized and directed to execute an agreement with Complete Construction Concepts for an amount not to exceed \$61,750.00; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director is hereby authorized and directed to make payment from Account D51105.54077.7306 for the installation of the new metal roof for the Salt Storage Barn to the lowest bidder, Complete Construction Concepts.

AGENDA ITEM NO. 3 – Amend Establishment of Dwyer Memorial Park Reserve

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/17/2024 9:00 AM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Dominick Mantella, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, VanGorder, Newell
EXCUSED:	Ronald J. Van Dee

ON MOTION OF NEWELL

RESOLUTION NO.

Amend Establishment of Dwyer Memorial Park Reserve

WHEREAS, Resolution No. 436-17 established the Dwyer Park Memorial Repair Reserve (the reserve) for repairs to the main pavilion; AND

WHEREAS, Resolution No. 206-18 amended resolution no. 436-17 to allow the use of the reserve for all necessary repairs at the main pavilion or other Dwyer Memorial Park facilities and structures; AND

WHEREAS, it is the recommendation of the County Administrator and Cortland County Highway Committee to provide a funding mechanism for the reserve; NOW THEREFORE BE IT

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

RESOLVED, the Cortland County Legislature authorize annually adding to the reserve (A.386300.DWPK) any unspent budget in A71105.52320 and A71105.54076; AND BE IT FURTHER

RESOLVED, the approved uses of the reserve are for repairs, maintenance or capital improvements at Dwyer Park; AND BE IT FURTHER

RESOLVED, that the Reserve be and hereby is named the Dwyer Memorial Park Reserve.

AGENDA ITEM NO. 4 – Authorize Stipend for Additional Duties - Superintendent of Highways and Deputy Superintendent of Highways - Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 9/17/2024 9:00 AM

MOVER: Paul Heider, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Bischoff, Heider, Jones, Mantella, VanGorder, Newell

EXCUSED: Ronald J. Van Dee

ON MOTION OF NEWELL

RESOLUTION NO.

Authorize Stipend for Additional Duties - Superintendent of Highways and Deputy Superintendent of Highways - Highway Department

WHEREAS, the oversight of County capital projects has been being performed by Charles Sudbrink, Superintendent of Highways, and Alan Ricottilli, Deputy Superintendent of Highways since April 1, 2024; AND

WHEREAS, the Highway Committee recommends compensating Charles Sudbrink and Alan Ricottilli with a stipend, which would not be added to their base salaries, for performing these duties; NOW THEREFORE BE IT

RESOLVED, that Charles Sudbrink will receive an \$8,745 stipend, and Alan Ricottilli will receive a \$6,399 stipend for the oversight of County capital projects for 2024; AND BE IT FURTHER

RESOLVED, that this payment shall be included in the last paycheck in December 2024.

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

DISCUSSION ITEMS

1. Dwyer Memorial Park Citizen's Advisory Board Update

RESULT:	COMPLETED
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2. Leachate/Sludge MOU with City of Cortland

RESULT:	COMPLETED
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REPORTS

1. Solid Waste Report

RESULT:	COMPLETED
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2. Highway Department Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:57 AM

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

Approve Grant Application/Authorize Agreement for the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub at the Cortland County Airport - Chase Field

WHEREAS, the Cortland County Airport-Chase Field, as a public-use facility included in the National Plan of Integrated Airport Systems (NPIAS), will receive funding through the Federal Aviation Administration (FAA), Airport Improvement Program (AIP) for Federal Fiscal Year 2024; AND

WHEREAS, the County of Cortland, New York, wishes to continue improvements to the infrastructure of the Cortland County Airport-Chase Field through the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field, which is necessary to continue safe operation of aircraft at the Airport; AND

WHEREAS, the attached project narrative of the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting of Taxiway B north stub at Cortland County Airport-Chase Field, as provided to the FAA, provides a detailed narrative for the project; AND

WHEREAS, total cost of said project is Four Hundred Sixty-Six Thousand, Ninety-two Dollars (\$466,092.00); AND

WHEREAS, the local share of 5% of the overall grant budget is equal to Twenty Three Thousand, Three hundred five Dollars (\$23,305.00) to complete the design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field; AND

WHEREAS, the County of Cortland desires to advance the projects by completing the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub by entering into an engineering agreement with McFarland Johnson, Inc. for the aforesaid design, bidding and grant administration services; NOW THEREFORE BE IT

RESOLVED, that the County of Cortland Legislature hereby endorses and approves the submittal of the FAA AIP Grant Applications for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting of Taxiway B north stub at Cortland County Airport-Chase Field, and enters into an engineering agreement with McFarland Johnson, Inc., the County's airport engineering and planning consultant for design and bidding services, in the total amount of Four hundred sixty-three thousand, five hundred ninety-two dollars (\$463,592.00); AND BE IT FURTHER

RESOLVED, that the Chairman of the County of Cortland Legislature upon approval of the County Attorney or Designee, is hereby authorized to execute all necessary documents and plans on behalf of the County of Cortland, with the Federal Aviation Administration, New York State Department of Transportation and McFarland Johnson, Inc. with respect to the design and bidding of Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field; AND BE IT FURTHER

RESOLVED, that a Certified copy of this Resolution be filed with the Federal Aviation Administration and New York State Department of Transportation by attaching it to any necessary Grant Agreement and Engineering Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, that the 2024 Capital Budget be amended as follows:

		ORIGINAL	CHANGE	FINAL
HH56105.54055.TWAB	PROF SERVICES	\$0	\$466,092	\$466,092
HH561043.43597.TWAB	STATE REVENUE	\$0	\$23,305	\$23,305
HH561044.44597.TWAB	FEDERAL REVENUE	\$0	\$419,482	\$419,482
HH99015.45031.TWAB	INTER-FUND TRANSFER	\$0	\$23,305	\$23,305
A99095.59950.TWAB	TRANSFER TO CAPITAL	\$0	\$23,305	\$23,305
A359900	General Fund balance	\$0	\$23,305	\$23,305

; AND BE IT FURTHER

RESOLVED, that this Resolution shall take effect immediately.

Project Narrative
Shift of Taxiway A – Design
Cortland County Airport

Project Description

The project involves design for the shifting of existing Taxiway A (approximately 3,760' X 25'), reconstruction of Taxiway B stub, and shifting existing Taxiway B north stub at Cortland County Airport – Chase Field (N03). The project will also include reconstruction of approximately 91 edge light, 18 aeronautical guidance signs, and improvements to the existing drainage system.

Project Justification

Taxiway A was last rehabilitated (mill and overlay) in 2002, twenty years ago. The pavement shows signs of advanced deterioration due to weathering and use. Taxiway A has a PCI value that ranges from 34 to 37 based on the Taxiway A pavement condition index updated in 2022. Cortland County Airport maintenance staff spend excessive amounts of time and financial resources crack sealing the taxiway pavement to control FOD and extend the pavement life as long as possible.

A Modification of Standards (MOS) was issued by the FAA in 2006 due to the current location of existing Taxiway A not meeting the standard separation distance with Runway 6-24. This project will resolve the non-standard separation distance by shifting Taxiway A to comply with the FAA standard separation distance with Runway 6-24.

In addition to addressing the referenced MOS and deteriorating taxiway conditions to provide at least a 20-year useful life, the project will shift Taxiway B north stub to comply with updated FAA requirements, reconstruct existing taxiway lighting and guidance signage, and improve drainage.

Project Funding Breakdown

FAA @ 90%	\$419,482
Local @ 5%	\$23,305
State @ 5%	\$23,305
Total	\$466,092

Project Cost Breakdown

Sponsor Admin	\$2,500
Engineering	\$463,592
Total	\$466,092

SOLID WASTE DEPARTMENT REPORT 1 September – 30 September 2024

Landfill

Administration

- ❖ Working on annual reports.

Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **64,00** gallons from Pine Tree, **16,000** gallons from Ground Water Vault and **416,000** gallons from West Side.
- **Cover Material** – Auto Fluff **548.20** tons received. Rejected compost mixture **813.81** tons used.
- **Solid Waste** – **2,231.87** tons received.
- **Sludge** – **338.73** tons received.
- **C&D** – **578.79** tons received.
- **Glass** – **203.04** tons received. **221.06** tons from Southern Tier, **8.63** 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.

Recycling

- Single stream to Southern Tier – **153.97** tons. Total cost - **\$10,008.05**
- Cardboard to market –None.
- Glass from recycling to landfill – **8.63** tons.
- Compost to Landfill – **None**.
- Glass from Southern Tier to Landfill – **221.06** tons. Total Revenue – **\$7,728.35**
- Electronics Recycled – None.
- Garbage from recycle to landfill – **.38** tons.

OCTOBER 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 applications have been submitted to NYSDOT, awarded Pine Hill Bridge and Cold Brook Box Culvert.
Michigan Hill Bridge- Bridge deck replacement, **complete**.

Road Projects:

Telephone Rd. Ext.- **Complete**.
Telephone Rd.- **Complete**
Chenango-Solon Pond Rd.- **Complete**
Union Valley Rd.- **2024 project complete, prepping for 2025 road surfacing project**.
Merrill Creek Rd.- **Complete**
Freetown-Texas Valley Shoulder Stabilization - **Complete**
Cincinnati Road- Mill & fill, hot mix- asphalt, **Complete**
Lower Cincinnati Willet Road – installing new cross culverts in preparation of 2025 road surfacing
Chenango Road – installing new cross culverts in preparation of 2025 road surfacing

TC3 - Concrete sidewalks and loading dock- October

Staffing - 6 full time positions open.

Equipment - Waiting for new plow trucks

Road Maintenance – Pothole repairs, tree maintenance and roadside mowing, cutting shoulders and ditching.

Salt Usage - Season Total = 9,500 tons

Dwyer Park - Forestry Management Plan – continuing to remove trees. Park maintenance ongoing, painted bathroom floors.

Airport

T Hangar Occupancy- All hangers are occupied.

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

Aircraft Hanger- Design has begun