



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, November 1, 2022

11:00 AM

Board Room

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	Present	
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	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
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	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Paul Heider	Cortland County, NY	Board Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
John Conlon	Cortland Standard	Reporter	Present	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Wagner, Jones, Newell, Van Dee, Bischoff, Waldbauer
EXCUSED:	Joseph Nauseef

RESOLUTIONS

AGENDA ITEM NO. 1 – Resolution Determining that the Cortland County Landfill GCCS Will Not Have a Significant Adverse Impact on the Environment - Solid Waste/Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/17/2022 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Vice Chair
AYES:	Wagner, Jones, Newell, Van Dee, Bischoff, Waldbauer
EXCUSED:	Joseph Nauseef

ON MOTION OF NEWELL

RESOLUTION NO.

Resolution Determining that the Cortland County Landfill GCCS Will Not Have a Significant Adverse Impact on the Environment - Solid Waste/Highway Department

WHEREAS, the County of Cortland (County) is proposing the Cortland County Landfill Gas Collection and Control System (GCCS), hereinafter referred to as "Project", located in the Towns of Cortlandville, Homer, and Solon, Cortland County, New York, AND

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act (SEQRA) and the implementing regulations of 6 NYCRR Part 617 (the "Regulations"), the County desires to comply with SEQRA and the Regulations, AND

WHEREAS, Cortland County has established itself as Lead Agency for the Project, AND

WHEREAS, pursuant to the SEQRA Regulations, the County has considered the significance of the potential environmental impacts of the Project by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, and (b) examining the Short Environmental Assessment Form (SEAF) for the Project, including the facts and conclusions in Parts 1, 2 and 3 of the SEAF, together with other available supporting information, to identify the relevant areas of environmental concern, NOW THEREFORE BE IT

RESOLVED, that based upon an examination of the SEAF and other available supporting information, and considering both the magnitude and importance of each relevant area of environmental concern, and based further upon the County's knowledge of the area surrounding the Project, the County makes the determination that the Project will not have a significant adverse environmental impact (negative declaration) and that the Project will not require the preparation of a Draft Environmental Impact Statement, AND BE IT FURTHER

RESOLVED, that all the filing and publication requirements set forth in SEQRA shall be followed with respect to this negative declaration.

DISCUSSION/REPORTS

1. Highway Department Activities Report-November

RESULT:	COMPLETED
----------------	------------------

2. Solid Waste Activities Report-November

RESULT:	COMPLETED
----------------	------------------

3. Landfill Discussion

RESULT:	COMPLETED
----------------	------------------

EXECUTIVE SESSION

It was MOVED by Mr. Wagner, seconded by Mr. Waldbauer, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. MOTION CARRIED.

An executive session was held from 11:33 a.m. to 11:47 a.m., at which time on motion of Ms. Jones, seconded by Ms. Bischoff, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 11:50 AM



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 11, 2022

11:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 11:08 AM by Committee Chair Christopher Newell

Attendee Name	Organization	Title	Status	Arrived
George Wagner	Cortland County, NY	Committee Member	Absent	
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	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
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	
Garry VanGorder	Cortland County Business Development Corporation	Executive Director	Present	

MINUTES

1. Highway Committee - Committee Meeting - Sep 6, 2022 11:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Jones, Newell, Van Dee, Bischoff, Waldbauer
ABSENT:	George Wagner
EXCUSED:	Joseph Nauseef

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Lease Agreement with Cortland County Agricultural Corporation - Highway Department

Minutes Acceptance: Minutes of Oct 11, 2022 11:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/19/2022 3:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Jones, Newell, Van Dee, Bischoff, Waldbauer
ABSENT:	George Wagner
EXCUSED:	Joseph Nauseef

ON MOTION OF NEWELL

RESOLUTION NO.

Authorize Lease Agreement with Cortland County Agricultural Corporation - Highway Department

WHEREAS, there is a need to store County Highway heavy construction equipment during the winter season, AND

WHEREAS, the County of Cortland Agricultural Corporation currently owns buildings at the Cortland County Fairgrounds with adequate space available located at the Cortland County Fairgrounds, AND

WHEREAS, the County of Cortland Agricultural Corporation is agreeable to lease said buildings to Cortland County during the winter season, NOW THEREFORE BE IT

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 a lease agreement for the 2022-2023 winter season starting October 15, 2022 and ending May 8, 2023 with the County of Cortland Agricultural Corporation for a fee of \$2,650.00, to be charged to account E51305.54067.

AGENDA ITEM NO. 2 – Authorize Sublease of Cortland County Agricultural Corp. Fairgrounds Building to Suit-Kote Corporation - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/18/2022 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Vice Chair
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Newell, Van Dee, Bischoff, Waldbauer
ABSENT:	George Wagner
EXCUSED:	Joseph Nauseef

ON MOTION OF NEWELL

RESOLUTION NO.

Authorize Sublease of Cortland County Agricultural Corp. Fairgrounds Building to Suit-Kote Corporation - Highway Department

WHEREAS, the County of Cortland has a lease agreement with the Cortland County Agricultural Corporation for storing Highway Equipment in the fairgrounds building from October 15, 2022 through May 8, 2023, AND

WHEREAS, the costs to the County for said lease agreement is \$2,650.00 for the term of the agreement, AND

WHEREAS, one half of the fairgrounds building is available for Suit-Kote Corporation to utilize

Minutes Acceptance: Minutes of Oct 11, 2022 11:00 AM (MINUTES)

for storing equipment, AND

WHEREAS, Suit-Kote Corporation is willing to pay one-half of the costs of said lease which amounts to \$1,325.00, AND

WHEREAS, the County of Cortland is agreeable to sublease one half of said building to Suit-Kote under the same terms that the Cortland County Highway Department has with the Cortland County Agricultural Corporation during the winter season, NOW THEREFORE BE IT

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 a sublease agreement for the 2022-2023 winter season starting October 15, 2022 and ending May 8, 2023 with Suit-Kote Corporation, 1911 Loring Crossing Road, Cortland, NY 13045 for an amount of \$1,325.00.

AGENDA ITEM NO. 3 – Amend 2022 Budget for Fuel - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/18/2022 10:00 AM
MOVER:	Linda Jones, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Jones, Newell, Van Dee, Bischoff, Waldbauer
ABSENT:	George Wagner
EXCUSED:	Joseph Nauseef

ON MOTION OF NEWELL

RESOLUTION NO.

Amend 2022 Budget for Fuel - Highway Department

WHEREAS, due to the increase in fuel prices, the Road Machinery Fund budget for fuel will need to be increased to cover costs for the remainder of 2022, AND

WHEREAS, there are monies in the Road Machinery fund balance, NOW THEREFORE BE IT

RESOLVED, that the 2022 Road Machinery be and hereby is amended as follows:

Increase:

E51305.54078	Fuel	\$200,000.00
E359900	Appropriated Fund Balance	\$200,000.00

AGENDA ITEM NO. 4 – Amend 2022 Budget and Authorize Purchases - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/18/2022 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Vice Chair
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Jones, Newell, Van Dee, Bischoff, Waldbauer
ABSENT:	George Wagner
EXCUSED:	Joseph Nauseef

ON MOTION OF NEWELL

RESOLUTION NO.

Minutes Acceptance: Minutes of Oct 11, 2022 11:00 AM (MINUTES)

Amend 2022 Budget and Authorize Purchases - Highway Department

WHEREAS, the County of Cortland will have remaining CHIPS funding anticipated after completing 2022 County Road Projects, AND

WHEREAS, the remaining CHIPS monies can be used toward the purchase of new construction equipment, AND

WHEREAS, an amount of \$170,000.00 will need to be transferred from the County Road Fund CHIPS revenue account to the Road Machinery Fund Equipment Account to Purchase a 2022 MORBARK Eager Beaver 1415 Wood Chipper and a Kubota Skid-Steer with attachments, AND

WHEREAS, the Highway Superintendent has recommended the following purchases available through Sourcewell # 031721, Member ID # 36777:

Eager Beaver 1415 Wood Chipper

<u>VENDOR</u>	<u>AMOUNT</u>
MORBARK	\$59,922.58
Box 1000	
Winn, Michigan 48896	

AND

Kubota Skid-Steer with Attachments

<u>VENDOR</u>	<u>AMOUNT</u>
Admar Supply Co, Inc.	\$110,000.00
7800 Brewerton Road	
Cicero, NY 13039-9536	

, NOW THEREFORE BE IT

RESOLVED, that the 2022 County Budget be amended as follows:

Increase:

E51305.52030	Equipment	\$170,000.00
E513043.43501	CHIPS Revenue	\$170,000.00

Decrease:

D511243.43501	CHIPS Revenue	\$170,000.00
D51125.54077	CHIPS	\$170,000.00

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account E51305.52030 Highway Equipment Account for the purchase of one 2022 Morbark Eager Beaver 1415 Wood Chipper for an amount of \$59,922.58 from MORBARK, and one Skid-Steer SVL97-2HFC with attachments for an amount of \$110,000.00 from Admar Supply Co., Inc.

Minutes Acceptance: Minutes of Oct 11, 2022 11:00 AM (MINUTES)

AGENDA ITEM NO. 5 – Award the Handling, Transportation and Safe Disposal of Household Hazardous Waste Agreement - Highway Department/Recycling

RESULT: **APPROVED [UNANIMOUS]**

Next: 10/18/2022 10:00 AM

MOVER: Linda Jones, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Jones, Newell, Van Dee, Bischoff, Waldbauer

ABSENT: George Wagner

EXCUSED: Joseph Nauseef

ON MOTION OF NEWELL

RESOLUTION NO.

**Award the Handling, Transportation and Safe Disposal of Household Hazardous Waste Agreement
- Highway Department/Recycling**

WHEREAS, the Cortland County Highway Department advertised for bids for the Handling, Transportation and Safe Disposal of Household Hazardous Waste, AND

WHEREAS, the Cortland County Highway Department has received the following base bid for the Handling, Transportation and Safe Disposal of Household Hazardous Waste:

<u>BIDDER</u>	<u>BASE BID</u>
MXI Environmental Services LLC 26319 Old Trail Road Abingdon, VA 24210	\$11,000.00

, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the County hereby awards the agreement for the handling, transportation and safe disposal of household hazardous waste bid to the lowest bidder, MXI Environmental Services LLC for the bid price listed above, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account EL81615.54625 for the handling, transportation and safe disposal of household hazardous waste to the lowest bidder, MXI Environmental Services LLC, 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 MXI Environmental Services LLC.

AGENDA ITEM NO. 6 – Absolve the Cortland County Industrial Development Agency from Tipping Fees for APEX Project - Landfill/Highway Department

Minutes Acceptance: Minutes of Oct 11, 2022 11:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/18/2022 10:00 AM
MOVER:	Linda Jones, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Jones, Newell, Van Dee, Bischoff, Waldbauer
ABSENT:	George Wagner
EXCUSED:	Joseph Nauseef

ON MOTION OF NEWELL**RESOLUTION NO.**

**Absolve the Cortland County Industrial Development Agency from Tipping Fees for APEX Project
- Landfill/Highway Department**

WHEREAS, the Cortland County Industrial Development Agency acquired the former APEX tool property in the City of Cortland after a previous owner demolished the site for scrap and left an eyesore for all County residents, AND

WHEREAS, the property would have remained in a state of disarray for years awaiting a City foreclosure process, had the Industrial Development Agency not stepped in to remediate the issue, AND

WHEREAS, the City of Cortland forgave \$300,000 in past due taxes, in which Cortland County was made whole on by the City, pending the development of the site, AND

WHEREAS, the Industrial Development Agency, in its capacity, has taken on this project for future economic development for the benefit of all County residents, AND

WHEREAS, the Industrial Development Agency hired contractors to properly clean up the site and dispose of the materials according to New York State Department of Environmental Conservation and New York State Department of Labor standards, AND

WHEREAS, the majority of the materials were disposed of at the Cortland County Landfill, AND

WHEREAS, the hours of operation were extended at the landfill to ensure the efficiency of the project and to ensure that the project did not hinder other Cortland County haulers, AND

WHEREAS, the Cortland County Landfill incurred \$4,628.74 in overtime expenses and the total amount of tipping fees for the project totaled \$381,706.10, AND

WHEREAS, the Highway Committee recognizes the importance of the ability of the Industrial Development Agency to bring in viable development to that location and others in Cortland County, AND

WHEREAS, the Highway Committee recommends that Cortland County forego the tipping fees in the amount of \$381,706.10 and recoup the overtime expense of \$4,628.74 from the Cortland County Industrial Development Agency, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby absolves the Cortland County Industrial Development agency of the \$381,706.10 in tipping fees from this project, AND BE IT FURTHER

RESOLVED, that the Cortland County Industrial Development Agency will pay Cortland County the incurred overtime fees in the amount of \$4,628.74, to be credited to account no. EL81605.51020, AND BE IT FURTHER

Minutes Acceptance: Minutes of Oct 11, 2022 11:00 AM (MINUTES)

RESOLVED, that pending the development of the site, the County will be paid any amount received over the amount over the amount due to others with agreements already arranged up to the amount of the forgiven tipping fees.

DISCUSSION/REPORTS

1. APEX Tipping Fees

RESULT:	COMPLETED
----------------	------------------

2. October Highway Department Activities Report

RESULT:	COMPLETED
----------------	------------------

3. October 2022 Solid Waste Activities Report

RESULT:	COMPLETED
----------------	------------------

4. 2023 Budget Item - Flow Control Officer

RESULT:	COMPLETED
----------------	------------------

ADJOURNMENT

The meeting was closed at 12:01 PM

Minutes Acceptance: Minutes of Oct 11, 2022 11:00 AM (MINUTES)

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

NOVEMBER 2022 HIGHWAY DEPARTMENT REPORT

Administration

Monthly Superintendents Meeting
Department Head Meeting

Projects

BRIDGE-NY Projects:

Marathon-McGraw bridge replacement – Scheduled to be completed by December

Other Structure Projects:

East River Crossing bridge replacement – Preliminary design has begun

Road Projects:

Preble Road (East of 281) – shoulder stabilization complete, hot mix asphalt. Completed.

Highland Road – hot mix asphalt. Completed.

Page Green Road- hot mix asphalt. Completed.

McGraw-Marathon Road- In place recycling, Completed.

Texas Valley Road- In place recycling, Completed.

Health Camp Road- Cold mix asphalt, Completed.

Penelope Road- Cold mix asphalt. Completed.

Fisher Ave.- Mill and fill hot asphalt. Completed

Town Line- Mill and fill hot asphalt. Completed

Blodgett Mills- Hot asphalt. Completed

Staffing - Three full time positions open.

Equipment - Loader has been delivered .

Road Maintenance –Cross Culvert Replacement, Pothole repairs, tree maintenance, ditching.

Salt Usage - 12,034 tons of salt used as of May 2 , 2022

Dwyer Park –Crews are continuing to work on miscellaneous projects.

Airport

T Hangar Occupancy- All hangers are occupied.

NOVEMBER 2022 SOLID WASTE DEPARTMENT REPORT

Landfill

Administration

- ❖ Completed Compliance Schedule for DEC.

Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled 96,000 gallons from Pine Tree and 248,000 gallons from West Side in August.
 - **Cover Material**- Approximately 575 tons of shredded auto fluff have been delivered for use as Alternate Operating Cover material at the landfill in August.
 - **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

- **Recyclables**- 180 tons of material has been collected in August.
- **Compost**- 0 tons of paper and cardboard have been separated and composted in the permitted area in August.
- **Cardboard** – Holding 40 ton of cardboard.
- **Electronic Recycling** –6.81 tons, Continuing collections of electronics.