



# Highway Committee

## Committee Meeting

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

~ Minutes ~

Tuesday, November 5, 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 |
|--------------------|---------------------|---------------------------------|---------|---------|
| 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            | Present |         |
| Christopher Newell | Cortland County, NY | Committee Chair                 | Present |         |
| 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 |         |
| 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 |         |
| Morgan Spaulding   | Cortland County, NY | Grants Administrator            | Present |         |
| Andrea Herzog      | Cortland County, NY | Director of Finance             | Present |         |
| Doug Schneider     | Cortland Standard   | Reporter                        | Present |         |
| Ashley Millard     | Cortland County, NY | Deputy Clerk of the Legislature | Remote  |         |
| Jason DeRaiche     | Cortland County, NY | Safety Director                 | Remote  |         |
| Nicole Compton     | Cortland County, NY | Paralegal                       | Remote  |         |
| Carlita Withers    | Cortland County, NY | Deputy Director of Finance      | Remote  |         |

## MINUTES

1. Highway Committee - Committee Meeting - Oct 8, 2024 10:00 AM

|                |                 |
|----------------|-----------------|
| <b>RESULT:</b> | <b>APPROVED</b> |
|----------------|-----------------|

## RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize New York State Department of Transportation Snow & Ice Control Agreement - Highway Department

|                  |                                                    |
|------------------|----------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [6 TO 0]</b>                           |
|                  | <b>Next: 11/21/2024 6:00 PM</b>                    |
| <b>MOVER:</b>    | Ronald J. Van Dee, Committee Vice-Chair            |
| <b>SECONDER:</b> | Linda Jones, Committee Member                      |
| <b>AYES:</b>     | Bischoff, Heider, Jones, Mantella, Van Dee, Newell |
| <b>ABSTAIN:</b>  | Keith VanGorder                                    |

### ON MOTION OF NEWELL

### RESOLUTION NO.

#### **Authorize New York State Department of Transportation Snow & Ice Control Agreement - Highway Department**

WHEREAS, the County of Cortland pursuant to Section 12 of the Highway Law, relating to control of Snow and Ice on State Highways in Towns and incorporated Villages, has heretofore entered into an agreement with the State of New York for such purposes; AND

WHEREAS, the New York State Department of Transportation (NYSDOT) has amended the agreement to a term of five (5) years; AND

WHEREAS, it would be in the best interest of Cortland County to authorize the agreement as modified and updated for the five (5) year term; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes said Snow and Ice Agreement for a period of five years, to expire on June 30, 2029; AND BE IT FURTHER

RESOLVED, that the Chairman of the Cortland County Legislature, upon review and approval as to form by the County Attorney or designee, is authorized to execute an agreement effecting such extension and modification.

## DISCUSSION ITEMS

1. Dwyer Memorial Park Rules Sign

|                                                           |
|-----------------------------------------------------------|
| <b>RESULT:</b> <b>POSTPONED TO DATE CERTAIN (NO VOTE)</b> |
|-----------------------------------------------------------|

|                                 |
|---------------------------------|
| <b>Next: 12/3/2024 10:00 AM</b> |
|---------------------------------|

## REPORTS

1. Solid Waste Monthly Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

2. Highway Department Monthly Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

## ADJOURNMENT

The meeting was closed at 10:34 AM



# Highway Committee

## Committee Meeting

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### ~ 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 Acceptance: Minutes of Oct 8, 2024 10:00 AM (MINUTES)

**MINUTES**

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

|                |                 |
|----------------|-----------------|
| <b>RESULT:</b> | <b>APPROVED</b> |
|----------------|-----------------|

**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

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                |
|                  | <b>Next: 10/24/2024 6:00 PM</b>            |
| <b>MOVER:</b>    | Cathy Bischoff, Committee Member           |
| <b>SECONDER:</b> | Paul Heider, Committee Member              |
| <b>AYES:</b>     | Bischoff, Heider, Jones, Mantella, Van Dee |
| <b>EXCUSED:</b>  | 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

Minutes Acceptance: Minutes of Oct 8, 2024 10:00 AM (MINUTES)

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

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

## REPORTS

1. Solid Waste Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. Highway Activities Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

## ADJOURNMENT

The meeting was closed at 10:59 AM

Minutes Acceptance: Minutes of Oct 8, 2024 10:00 AM (MINUTES)

**ON MOTION OF CHRISTOPHER NEWELL, COMMITTEE CHAIR      AGENDA ITEM NO. 1****Authorize New York State Department of Transportation Snow & Ice Control Agreement -  
Highway Department**

WHEREAS, the County of Cortland pursuant to Section 12 of the Highway Law, relating to control of Snow and Ice on State Highways in Towns and incorporated Villages, has heretofore entered into an agreement with the State of New York for such purposes; AND

WHEREAS, the New York State Department of Transportation (NYSDOT) has amended the agreement to a term of five (5) years; AND

WHEREAS, it would be in the best interest of Cortland County to authorize the agreement as modified and updated for the five (5) year term; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes said Snow and Ice Agreement for a period of five years, to expire on June 30, 2029; AND BE IT FURTHER

RESOLVED, that the Chairman of the Cortland County Legislature, upon review and approval as to form by the County Attorney or designee, is authorized to execute an agreement effecting such extension and modification.

## SOLID WASTE DEPARTMENT REPORT 1 October – 29 October 2024

### Landfill

#### Administration

- ❖ Working on annual reports.

#### Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **32,000** gallons from Pine Tree, **8,000** gallons from Ground Water Vault and **492,000** gallons from West Side.
- **Cover Material** – Auto Fluff **190.34** tons received. Rejected compost mixture **565.99** tons used.
- **Solid Waste** – **2,067.43** tons received.
- **Sludge** – **331.77** tons received.
- **C&D** – **702.84** tons received.
- **Glass** – **209.77** tons from Southern Tier, **7.12** 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. Replaced wheels on 2018 CAT Packer #**212**. Purchased truck to haul leachate Designated #**220**

#### **Recycling**

- Single stream to Southern Tier – **203.5** tons. Total cost - **\$13,227.50**
- Cardboard to market – Approx. **25** tons. Approximate revenue - **\$3,000.00**. Exact numbers not in yet
- Glass from recycling to landfill – **7.12** tons.
- Compost to Landfill – **None**.
- Glass from Southern Tier to Landfill – **227.96** tons. Total Revenue – **\$7,978.60**
- Electronics Recycled – **6.81** tons.
- Garbage from recycle to landfill – **.64** tons.

## NOVEMBER 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, **Complete**  
Chenango Road – installing new cross culverts in preparation of 2025 road surfacing, **Complete**

**TC3** - Concrete sidewalks and loading dock- October, in progress

**Staffing** - 4 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. Wrapping fireplaces, winterizing bathrooms

### Airport

**T Hangar Occupancy**- All hangers are occupied, 6 on waiting list

**100 LL Fuel Farm Relocation project** – Concrete slab and walls have been poured. Tank scheduled to arrive 11/5/2024

**Aircraft Hanger**- Design has begun