



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, January 11, 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	Late	11:02 AM
Christopher Newell	Cortland County, NY	Committee Chair	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Paul Heider	Cortland County, NY	Board Member	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	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	

MINUTES

1. Highway Committee - Committee Meeting - Dec 7, 2021 9:00 AM

RESULT:	ACCEPTED [6 TO 0]
MOVER:	George Wagner, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Wagner, Newell, Van Dee, Bischoff, Nauseef, Waldbauer
AWAY:	Linda Jones

RESOLUTIONS

AGENDA ITEM NO. 1 – Approve Purchase of Highway Vehicles - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/18/2022 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Wagner, Jones, Newell, Van Dee, Bischoff, Nauseef, Waldbauer

ON MOTION OF NEWELL

RESOLUTION NO.

Approve Purchase of Highway Vehicles - Highway Department

WHEREAS, the Highway Committee has approved the purchase of four 2023/2024 Western Star 47X Cab and Chassis, AND

WHEREAS, the Onondaga County Bid Reference #8996 for purchasing Western Star Cab and Chassis allows other municipalities within New York State to “piggyback” on the Onondaga County Bid, AND

WHEREAS, the Cortland County Highway Department has determined that it is in the best interest of Cortland County to utilize the Onondaga County Bid, AND

WHEREAS, the Highway Superintendent has recommended the purchase of four 2023/2024 Western Star Cab and Chassis as follows:

2023/2024 Western Star 47X Cab and Chassis

VENDOR

QUOTE

Tracey Road Equipment, Inc.
6803 Manlius Center Road
East Syracuse, NY 13057

(4) Trucks @ \$148,613.00 (each)

, AND

WHEREAS, the amount is not to exceed \$594,452.00 total for four (4) new Cab and Chassis, AND

WHEREAS, the monies for said equipment are budgeted in the 2022 Road Machinery Budget, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from Account E51305.52030, Highway Equipment Account for an amount of \$594,452.00 for the purchase of four (4) 2023/2024 Western Star 47X Cab and Chassis to Tracey Road Equipment, Inc.

AGENDA ITEM NO. 2 – Approve Aviation Project Funding Agreement - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/18/2022 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Wagner, Jones, Newell, Van Dee, Bischoff, Nauseef, Waldbauer

ON MOTION OF NEWELL

RESOLUTION NO.

Approve Aviation Project Funding Agreement - Highway Department

WHEREAS, the Cortland County Legislature passed Resolution No. 230-18, approving the application for funding for Security Equipment and Replacement of the Ceilometer at the Cortland County Airport, AND

WHEREAS, the funding for said project has been approved under the AIR’99 Funding for an amount of \$151,000.00, AND

WHEREAS, the program costs will be reimbursed at a ratio of 90% State-Air’99 for an amount

of \$135,900.00 and 10% local share at \$15,100.00, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, 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 New York State Department of Transportation, with respect to the Security Equipment project, AND BE IT FURTHER

RESOLVED, that the project be established and the 2022 Capital Projects Budget be amended as follows:

Increase:

HH56105.52800.SECUR	Airport Security Project	\$151,000.00
HH561043.43597.SECUR	Airport Security Revenue	\$135,000.00
HH99015.45031.SECUR	Local Share	\$15,100.00

AGENDA ITEM NO. 3 – Appoint Members to the Dwyer Memorial Park Advisory Board - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/27/2022 6:00 PM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Wagner, Jones, Newell, Van Dee, Bischoff, Nauseef, Waldbauer

ON MOTION OF NEWELL

RESOLUTION NO.

Appoint Members to the Dwyer Memorial Park Advisory Board - Highway Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 298-18 to Establish The Dwyer Memorial Park Citizen's Advisory Committee , AND

WHEREAS, the Committee provides recommendations and feedback regarding current and future use of the park, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendation of the Cortland County Legislature's Highway Committee, the following names are hereby approved for service on said Committee for a term to expire on December 31, 2022.

Linda Jones - 2087 E. River, Cortland NY 13045
Larry Jones - 2087 E. River, Cortland NY 13045
Judah Currie - 6559 Steger Rd, Preble NY 13141
Daron Foster - 5771 Hights Gulf Rd, Cortland NY 13045
Mike Thayer - 280 Route 90 Cortland, NY 13045

DISCUSSION/REPORTS

1. Highway Department Activities Report-January 2022

RESULT:	COMPLETED
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2. Solid Waste Monthly Budget Report

RESULT:	COMPLETED
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3. Solid Waste Totals

RESULT:	COMPLETED
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4. Solid Waste Activities Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:33 AM



Highway Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 7, 2021

9:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 9:00 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	
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Vice-Chair	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Charles Sudbrink	Cortland County, NY	Highway Superintendent	Present	
Toby Bonham	Cortland County, NY	Landfill Manager	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kevin Fitch	Cortland County, NY	Board Member	Present	

MINUTES

1. Highway Committee - Committee Meeting - Oct 19, 2021 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	George Wagner, Committee Member
AYES:	Wagner, Jones, Newell, Bentley, Van Dee, Fairchild-Preston, Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Supplemental Agreement No. 2 Engineering Construction Inspection Services for North Tower Road Large Culvert (CIN 502-0784-59.00) Replacement Project - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/7/2021 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Vice-Chair
SECONDER:	Kelly L. Fairchild-Preston, Committee Member
AYES:	Wagner, Jones, Newell, Bentley, Van Dee, Fairchild-Preston, Waldbauer

ON MOTION OF NEWELL

RESOLUTION NO.

Award Supplemental Agreement No. 2 Engineering Construction Inspection Services for North Tower Road Large Culvert (CIN 502-0784-59.00) Replacement Project - Highway Department

WHEREAS, Cortland County has been awarded \$879,968 in State funding under the BRIDGE-NY Program to design and construct the replacement of the North Tower Road Large Culvert, AND

Minutes Acceptance: Minutes of Dec 7, 2021 9:00 AM (MINUTES)

WHEREAS, the Cortland County Legislature has accepted the State funding for said project by Resolution No. 7-19, AND

WHEREAS, the Highway Department solicited and received proposals from firms interested in providing design services for said project, AND

WHEREAS, the Highway Committee appointed a Selection Committee to review said proposals, and make a recommendation to the Highway Committee of a firm that would best provide Professional Engineering Services, AND

WHEREAS, the Highway Committee recommends that C & S Companies of 499 Col. Eileen Collins Blvd., Syracuse, NY 13212 provide Professional Engineering Services to the Cortland County Highway Department, AND

WHEREAS, the amount of the Construction Inspection for said services was \$42,000.00, AND

WHEREAS, there is a need for additional Construction Administration and Inspection Services for in-plant precast concrete inspection that was not included in the original agreement for an amount of \$14,000.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves Supplemental Agreement No. 2 with C & S Companies for Professional Engineering Services to the Cortland County Highway Department for an additional amount not to exceed \$14,000.00, 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 hereby authorized to execute said contract agreement with for Professional Engineering Services for the Construction Inspection for the North Tower Road Large Culvert Replacement, AND BE IT FURTHER

RESOLVED, that the 2021 Capital Budget be modified as follows:

Increase:

HH512243.43597.NTLC	State Revenue	\$14,000.00
HH51225.52800.NTLC	Infrastructure	\$14,000.00

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

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Wagner, Jones, Newell, Bentley, Van Dee, Fairchild-Preston, Waldbauer

ON MOTION OF NEWELL

RESOLUTION NO.

Sublease of Cortland County Agricultural Corporation 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, 2021 through

Minutes Acceptance: Minutes of Dec 7, 2021 9:00 AM (MINUTES)

May 8, 2022 (Resolution No.227-21, Agreement No. 206-21), AND

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

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

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

WHEREAS, the County of Cortland is agreeable to sublease 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 2021-2022 winter season starting October 15, 2021 and ending May 8, 2022 with Suit-Kote Corporation, 1911 Loring Crossing Road, Cortland, NY 13045 for an amount of \$1,325.00.

DISCUSSION/REPORTS

1. Highway Activities Report-December

RESULT:	COMPLETED
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2. Highway Budget Reports-December

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

3. Solid Waste Monthly Budget Report

RESULT:	COMPLETED
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4. Solid Waste Monthly Totals

RESULT:	COMPLETED
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5. Solid Waste Activities Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:27 AM

Minutes Acceptance: Minutes of Dec 7, 2021 9:00 AM (MINUTES)

JANUARY 2022 HIGHWAY DEPARTMENT REPORT**Administration**

Monthly Superintendents Meeting
Department Head Meeting

Projects**BRIDGE-NY Projects:**

Loring Crossing bridge replacement– Bridge closed 6/30, under construction
Marathon-McGraw bridge replacement – Detailed design in progress, construction planned for 2023
North Tower large culvert replacement – Complete

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 rescheduled for 2022.
Highland Road – hot mix asphalt rescheduled for 2022.

Staffing - Three full time positions open.

Equipment - One plow truck and one heavy haul tractor have been delivered .

Road Maintenance –Plow hook-ups, Pothole repairs, tree maintenance, ditching, flood repairs.

Salt Usage - 3,309 tons of salt used as of December 29, 2021

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

Airport

T Hangar Occupancy- All hangers are occupied.
Runway 6-24 – Rehabilitation is complete.

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tbonhamCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR: 08 HOME AND COMMUNITY SERVICES
ORIGINAL APPROP TRANS/ADJSMTS

REVISED BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE BUDGET

% USED

EL81605 LANDFILL

EL81605 51005	PERSONAL SERVICES						
364,744.41	0.00	364,744.41	356,372.16	0.00	8,372.25	97.7%	
EL81605 51020	OVERTIME PAY						
30,000.00	0.00	30,000.00	23,031.89	0.00	6,968.11	76.8%	
EL81605 51025	SHIFT DIFFERENTIAL PAY						
200.00	0.00	200.00	220.65	0.00	-20.65	110.3%*	
EL81605 51035	OTHER COMPENSATION & RAISES						
500.00	0.00	500.00	0.00	0.00	500.00	.0%	
EL81605 52025	REPAIR & MAINTENANCE						
0.00	3,323.41	3,323.41	3,323.41	0.00	0.00	100.0%	
EL81605 54000	TELEPHONE						
1,482.00	-400.00	1,082.00	1,029.24	0.00	52.76	95.1%	
EL81605 54004	COMPUTER SOFTWARE						
30,000.00	-19,700.00	10,300.00	6,895.00	0.00	3,405.00	66.9%	
EL81605 54005	Office Materials & Supplies						
1,925.00	720.00	2,645.00	1,867.33	377.57	400.10	84.9%	
EL81605 54006	Medical Materials & Supplies						
500.00	0.00	500.00	0.00	0.00	500.00	.0%	
EL81605 54007	Janitorial Materials & Supp						
500.00	-320.00	180.00	88.32	3.52	88.16	51.0%	
EL81605 54020	POSTAGE						
500.00	0.00	500.00	146.36	0.00	353.64	29.3%	
EL81605 54025	UTILITIES						
25,000.00	0.00	25,000.00	16,974.15	6,778.17	1,247.68	95.0%	
EL81605 54035	EDUCATION & TRAINING						
2,000.00	0.00	2,000.00	645.00	0.00	1,355.00	32.3%	
EL81605 54040	ASSOC/MEMBERSHIP DUES						
150.00	0.00	150.00	75.00	0.00	75.00	50.0%	
EL81605 54045	Travel & Sustenance						
450.00	0.00	450.00	0.00	0.00	450.00	.0%	
EL81605 54050	Equip. Repairs & Maintenance						
9,000.00	0.00	9,000.00	2,385.46	2,600.00	4,014.54	55.4%	
EL81605 54055	PROFESSIONAL SERVICES						
89,500.00	0.00	89,500.00	86,844.85	0.00	2,655.15	97.0%	
EL81605 54060	LEGAL NOTICES / ADVERTISING						
300.00	0.00	300.00	0.00	0.00	300.00	.0%	
EL81605 54062	ENGINEERING & ARCHITECT FEES						
8,500.00	0.00	8,500.00	0.00	0.00	8,500.00	.0%	
EL81605 54065	EQUIP RENT / LEASES						
3,000.00	0.00	3,000.00	1,669.62	840.21	490.17	83.7%	

Attachment: YTD budget (10282 : Solid Waste Monthly Budget Report)

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tbonhamCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR: 08 HOME AND COMMUNITY SERVICES	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
EL81605 54070		INSURANCE					
	6,579.13	0.00	6,579.13	6,993.51	0.00	-414.38	106.3%*
EL81605 54074		VEHICLE INSURANCE					
	1,989.88	0.00	1,989.88	2,006.79	0.00	-16.91	100.8%*
EL81605 54076		Building Repairs and Maint					
	8,000.00	6,600.00	14,600.00	2,315.98	6,951.21	5,332.81	63.5%
EL81605 54077		Cons & Maint Materials & Supp					
	8,800.00	0.00	8,800.00	9,172.00	0.00	-372.00	104.2%*
EL81605 54078		Fuel					
	80,800.00	9,000.00	89,800.00	83,998.47	4,905.26	896.27	99.0%
EL81605 54085		CLOTHING & UNIFORMS					
	5,000.00	0.00	5,000.00	4,050.79	735.43	213.78	95.7%
EL81605 54088		BOND ADMINISTRATIVE EXPENSES					
	13,286.00	0.00	13,286.00	13,286.00	0.00	0.00	100.0%
EL81605 54213		I/D COPIER					
	835.00	0.00	835.00	762.63	0.00	72.37	91.3%
EL81605 54300		Vehicle Repairs & Maintenance					
	80,000.00	13,600.00	93,600.00	67,666.68	20,206.36	5,726.96	93.9%
EL81605 54301		Vehicle Rent/Lease					
	6,000.00	0.00	6,000.00	5,187.07	726.30	86.63	98.6%
EL81605 54444		FEES & PERMITS					
	850.00	400.00	1,250.00	1,356.76	0.00	-106.76	108.5%*
EL81605 54624		LEACHATE					
	540,000.00	0.00	540,000.00	491,200.00	46,000.00	2,800.00	99.5%
EL81605 54625		GARBAGE COLLECTION/DISPOSAL					
	4,000.00	0.00	4,000.00	4,500.00	0.00	-500.00	112.5%*
EL81605 58020		RETIREMENT					
	55,264.22	0.00	55,264.22	0.00	0.00	55,264.22	.0%
EL81605 58030		FICA					
	30,197.95	0.00	30,197.95	27,419.24	0.00	2,778.71	90.8%
EL81605 58040		WORKERS COMP					
	15,960.00	0.00	15,960.00	16,172.14	0.00	-212.14	101.3%*
EL81605 58060		HEALTH INS					
	80,614.39	0.00	80,614.39	74,569.07	0.00	6,045.32	92.5%
EL81605 58062		DENTAL INS					
	451.20	0.00	451.20	475.84	0.00	-24.64	105.5%*
EL81605 58065		VISION CARE BENEFITS					
	78.40	0.00	78.40	81.88	0.00	-3.48	104.4%*
EL81605 97100 15LDF		2015 LANDFILL BOND PRINCIPAL					
	435,000.00	0.00	435,000.00	435,000.00	0.00	0.00	100.0%
EL81605 97100 20LDF		SERIAL BOND PRINCIPAL					
	55,000.00	0.00	55,000.00	55,000.00	0.00	0.00	100.0%
EL81605 97110 15LDF		2015 LANDFILL BOND INTEREST					
	160,508.00	0.00	160,508.00	160,507.72	0.00	0.28	100.0%

Attachment: YTD budget (10282 : Solid Waste Monthly Budget Report)

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

ACCOUNTS FOR: 08 HOME AND COMMUNITY SERVICES	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
EL81605 97110 20LDF	19,850.00	SERIAL BOND INTEREST 0.00	19,850.00	19,850.00	0.00	0.00	100.0%
TOTAL LANDFILL	2,177,315.58	13,223.41	2,190,538.99	1,983,141.01	90,124.03	117,273.95	94.6%
TOTAL HOME AND COMMUNITY SERVICES	2,177,315.58	13,223.41	2,190,538.99	1,983,141.01	90,124.03	117,273.95	94.6%
TOTAL EXPENSES	2,177,315.58	13,223.41	2,190,538.99	1,983,141.01	90,124.03	117,273.95	

Attachment: YTD budget (10282 : Solid Waste Monthly Budget Report)

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 12

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
2,177,315.58	13,223.41	2,190,538.99	1,983,141.01	90,124.03	117,273.95	94.6%
** END OF REPORT - Generated by Toby J. Bonham **						

Attachment: YTD budget (10282 : Solid Waste Monthly Budget Report)

Solid Waste Disposal Summary for December

	Dec.2020 TONS	Dec.2021 TONS	Difference TONS	rev 2020	rev 2021	Rev Diff
MSW	2,142	2,142	0	\$174,781.00	\$184,569.00	\$9,788.00
C&D	62	206	144	\$5,038.00	\$17,579.00	\$12,541.00
Sludge	520	464	-56	\$41,600.00	\$39,462.00	-\$2,138.00
Process C&D	569	660	91	\$12,535.00	\$14,532.00	\$1,997.00
total	3,293	3,472	179	\$233,954.00	\$256,142.00	\$22,188.00

January 2022 SOLID WASTE DEPARTMENT REPORT

Landfill

Administration

- ❖ Preparing DEC annual report.
- ❖ Working on Storm water 4th quarter reports.
- ❖ Preparing for 2022 permits.

Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled 48,000 gallons from Pine Tree and 968,000 gallons from West Side in December.
- **Cover Material**- Approximately 660 tons of processed C&D have been utilized as Alternate Operating Cover material at the landfill in December.
- **Site Maintenance** – Working on filling west slope.
- **Equipment** – Ongoing scheduled service and routine preventive maintenance.
 - 2019 CAT Packer is back in service.
 - 2015 F-350 truck is back in service.
 - Replaced the starter in 2015 MAC truck.
 - 2022 F-450 with plow and sander has arrived.

Recycling

- **Recyclables**- 194.59 tons of material has been collected in December.
- **Compost**- 4.61tons of paper and cardboard have been separated and composted in the permitted area in December.
- **Cardboard** – 38.15 tons of clean cardboard have been sent to market in December.
- **Electronic Recycling** – 7.75 tons of electronics have been recycled for the cost of \$1210.40 for the month of December.