



**Cortland County Public
Works Committee
Committee Meeting
~ Minutes ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Tuesday, November 4, 2025

9:00 AM

Room 302

Call to Order

The meeting was called to order at 09:04 AM by Committee Chair Paul Heider.

Roll Call

PRESENT:	Minority Leader Beau Harbin, Legislator Dominick Mantella, Legislator Ronald VanDee, Legislator Eugene Waldbauer, Legislator Christopher Newell, Legislator Paul Heider
ABSENT:	
EXCUSED:	Legislator Keith VanGorder

Approval of Minutes

1. Public Works Committee - Committee Meeting October 7, 2025 9:00 AM

RESULT:	APPROVED
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Resolutions

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 1.

Abolish/Create Various Positions – Information Technology Department

WHEREAS, the needs of the agency will be better served by abolishing and creating several positions in the Information Technology Department; AND

WHEREAS, the Public Works Committee recommends the abolishment of the following full-time positions:

- One (1) Computer Support Specialist (CSEA, Grade 9, \$19.5557-24.7524/hr, competitive class)
- One (1) Information Systems Administrator (CSEA, Grade 25, \$34.1035-43.1664/hr, competitive class)
- Two (2) Network Technicians (CSEA, Grade 18, \$26.3374-33.3363/hr, competitive class)
- One (1) Computer Programmer (CSEA, Grade 24, \$32.8231-41.5458/hr, competitive class)

; AND

WHEREAS, the Public Works Committee recommends the creation of the following full-

time positions:

- Two (2) Computer Support Technicians (CSEA, Grade 18, \$26.3374-33.3363/hr, competitive class)
- One (1) Network Specialist (CSEA, Grade 22, \$30.4484-38.5398/hr, competitive class)
- One (1) Senior Network Specialist (CSEA, Grade 25, \$34.1035-43.1664/hr, competitive class)
- One (1) Administrative Assistant (Management, Grade 5H, \$23.4039-31.1506/hr, competitive class)
- Two (2) Information Systems Engineers (CSEA Grade 26, \$35.4445-44.8637/hr, competitive class)

; AND

WHEREAS, existing funds are available in A16805.51005 for these changes; NOW THEREFORE BE IT

RESOLVED, that the following positions are abolished effective November 23, 2025:

- One (1) Computer Support Specialist (CSEA, Grade 9, \$19.5557-24.7524/hr, competitive class)
- One (1) Information Systems Administrator (CSEA, Grade 25, \$34.1035-43.1664/hr, competitive class)
- Two (1) Network Technicians (CSEA, Grade 18, \$26.3374-33.3363/hr, competitive class)

RESOLVED, that the following position is abolished effective December 31, 2025:

- One (1) Computer Programmer (CSEA, Grade 24, \$32.8231-41.5458/hr, competitive class)

; AND BE IT FURTHER

RESOLVED, that the following positions are created with approval to fill effective November 24, 2025:

- Two (2) Computer Support Technicians (CSEA, Grade 18, \$26.3374-33.3363/hr, competitive class)
- One (1) Network Specialist (CSEA, Grade 22, \$30.4484-38.5398/hr, competitive class)
- One (1) Senior Network Specialist (CSEA, Grade 25, \$34.1035-43.1664/hr, competitive class)
- One (1) Administrative Assistant (Management, Grade 5H, \$23.4039-31.1506/hr, competitive class)
- Two (2) Information Systems Engineers (CSEA Grade 26, \$35.4445-44.8637/hr, competitive class)

RESULT:	POSTPONED TO SPECIAL MEETING 11/20/2025
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ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 2.

**Authorize Lease Agreement with City of Cortland for Management of Cortland County
Gymnasium - Public Works**

WHEREAS, the County of Cortland owns a gymnasium located at 60 Central Avenue, Cortland, New

York; AND

WHEREAS, the County has determined it to be in the best interest of the community to continue the partnership with the City of Cortland for the management and operation of said facility; AND

WHEREAS, the City of Cortland has agreed to manage and maintain the Cortland County Gymnasium under the terms of a four (4) year lease agreement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes and approves a four (4) year lease agreement with the City of Cortland for the management and operation of the Cortland County Gymnasium located at 60 Central Avenue, Cortland, New York 13045; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute said lease agreement.

RESULT:	APPROVED (6 TO 0)
MOVER:	Minority Leader Beau Harbin
SECONDER:	Legislator Christopher Newell
AYES:	Beau Harbin, Dominick Mantella, Ronald VanDee, Eugene Waldbauer, Christopher Newell, Paul Heider
NAYS:	None
EXCUSED:	Keith VanGorder

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 3.

Authorize Increase of Landfill Tipping Fees

WHEREAS, the Cortland County Legislature adopted Local Law No. 6 of 2024, which repealed and replaced all previous Local Laws relative to Flow Control in Cortland County; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 330-18 which set tipping fees at the Cortland County Landfill at eighty (\$80) dollars per ton, effective January 1st, 2019; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 327-20 which increased the tipping fee for refuse and garbage from eighty-five (\$85) dollars per ton to ninety (\$90) dollars per ton, effective January 1, 2022; AND

WHEREAS, the cost to operate and maintain the County Landfill and Recycling Facility continues to increase; AND

WHEREAS, at the current tipping fee does not adequately fund those current and future financial liabilities associated with the landfill; AND

WHEREAS, the Public Works Committee recommends that the Tipping Fee be increased by fifteen dollars (\$15) per ton effective January 1, 2026 to help offset these expenses; NOW THEREFORE BE IT

RESOLVED, that the tipping fee for refuse and garbage be increased from ninety (\$90) dollars per ton to one hundred and five (\$105) dollars per ton, effective January 1, 2026; AND BE IT FURTHER

RESOLVED, that Cortland County Public Works Department's Division of Solid Waste be and is hereby authorized and directed to collect said tipping fees from users of the landfill and deposit the monies thus received with the Cortland County Finance Department in accordance with established County policy.

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Legislator Christopher Newell
AYES:	Beau Harbin, Dominick Mantella, Ronald VanDee, Eugene Waldbauer, Christopher Newell, Paul Heider
NAYS:	None
EXCUSED:	Keith VanGorder

Monthly Reports

1. Department of Public Works Monthly Reports

RESULT:	COMPLETED
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2. Weights & Measures Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. John Bolson, Project Manager - Overview of West Scott Culvert Project

RESULT:	COMPLETED
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Watch the full project video [here](#).

2. Fee for Use of Park

RESULT:	COMPLETED
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3. 111 Port Watson Street Update

RESULT:	COMPLETED
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4. Landfill Tipping Fees

RESULT:	COMPLETED
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Adjournment



Public Works Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 7, 2025

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:00 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Ronald J. Van Dee	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
Christopher Newell	Cortland County	Vice Chair	Excused	
Paul Heider	Cortland County	Committee Chair	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Wendy Canfield	Cortland County	Executive Assistant to the County Administrator	Present	
Michael Ponticiello	Cortland County	County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Charles Sudbrink	Cortland County	Highway Superintendent	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Paul Lutwak	Cortland County	Chief Information Officer	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Patty Schaap	Cortland County	Director of Community Mental Health Services	Present	
Joseph Nauseef	Cortland County	Legislator	Present	
Cathy Bischoff	Cortland County	Legislator	Present	
Sandra Price	Cortland County	Legislator	Late	10:10 AM
Mitchel Eccleston	Cortland County	Legislator	Late	10:13 AM
Donald Chu	Cortland	Resident	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Brooke Kemak	Cortland County	County Clerk	Remote	
Nicole Compton	Cortland County	County Attorney Executive Assistant	Remote	
Jeri DuVall	Cortland County	Chief Assistant County Attorney	Remote	

Minutes Approval

1. Public Works Committee - Committee Meeting - Sep 9, 2025 9:00 AM

RESULT:	ACCEPTED
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Resolutions

AGENDA ITEM NO. 1 – Resolution Authorizing Chair of the Cortland County Legislature to Sign Easement Termination

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

Resolution Authorizing Chair of the Cortland County Legislature to Sign Easement Termination

WHEREAS, Daniel M. Owen and Sally J. Owen are the owners of lands situate, lying and being in the Town of Cortlandville, County of Cortland and State of New York, which lands are described in a certain deed dated November 14, 1993, and recorded in the Cortland County Clerk's Office in Book 556 of Deeds at page 49; AND

WHEREAS, Russel E. Owen and Frances M. Owen granted to the County an easement across their property for electric lines in an instrument dated January 6, 1968, and recorded in the Cortland County Clerk's Office on December 4, 1968, in Book 314 of Deeds at page 107; AND

WHEREAS, said easement contained a clause stating that the agreement extended to their successors and assigns. Daniel M. Owen and Sally J. Owen are the assigns of Russel E. Owen and Frances M. Owen by deed dated November 14, 1993, and recorded in the Cortland County Clerk's Office on November 19, 1993, in Book 556 of Deeds at page 49; AND

WHEREAS, said easement states that in the event the easement granted therein is at any time abandoned by the County, then the rights granted therein shall terminate and revert to the owners of the property as described therein; AND

WHEREAS, the Commissioner of Public Works has determined that the easements were for obstruction lights no longer utilized by the County and agrees that the County has abandoned said easement and therefore termination is proper; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature upon review and approval by the County Attorney or designee, is hereby authorized to sign an Easement Termination acknowledging that the County has abandoned the easement outlined in an instrument dated January 6, 1968, and recorded in the Cortland County Clerk's Office on December 4, 1968, in Book 314 of Deeds at page 107, and therefore termination is proper and the rights granted by said easement shall revert to Daniel M. Owen and Sally J. Owen, as the owners of the property.

AGENDA ITEM NO. 2 – Appoint Member to the Dwyer Memorial Park Advisory Board

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

Appoint Member to the Dwyer Memorial Park Advisory Board

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

WHEREAS, the Cortland County Legislature adopted Resolution No. 43-24 which adopted the By-Laws of the Dwyer Memorial Park Citizen's Advisory Board; AND

WHEREAS, the By-Laws state that the Advisory Board shall consist of 5-7 members that shall be residents of Cortland County and familiar with Dwyer Memorial Park; AND

WHEREAS, the term of appointment to the Board shall be for four (4) years; AND

WHEREAS, the Committee provides recommendations and feedback regarding current and future use of the park; AND

WHEREAS, upon the resignation of board member Steven Fisher, the board has appointed a new member to complete his term; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendation of the Cortland County Legislature's Public Works Committee, the following name is hereby approved for service on said Board for a term to complete the term of the previous board member set to expire on December 31, 2027:

John Congdon, 1096 Madden Lane, Cortland NY 13045

AGENDA ITEM NO. 3 – Award the Construction Project for Replacement of East River Crossing Bridge Over the East Branch of the Tioughnioga River (BIN 3312310)

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

Award the Construction Project for Replacement of East River Crossing Bridge Over the East Branch of the Tioughnioga River (BIN 3312310)

WHEREAS, the East River Crossing Bridge Replacement Project (PIN 3756.87) has been approved by the New York State Department of Transportation (NYSDOT) and the project is to be funded with 95% Federal funds; AND

WHEREAS, the Cortland County Legislature approved the implementation and funding of said project in the first instance, 100% of the Federally funded eligible costs of a transportation Federal Aid project and appropriating funds by Resolution No. 339-19; AND

WHEREAS, the Cortland County Legislature approved the NYSDOT Supplemental No. 3 Agreement that amended the amount approved for the construction phase of said project to by adopting Resolution No. 128-25; AND

WHEREAS, the amount budgeted for the construction and construction administration/inspection of said project in the 2025 Capital Projects Budget is \$3,549,000.00; AND

WHEREAS, the Public Works Commissioner has advertised for and received bids for the Construction of the East River Crossing Bridge Replacement and they are as follows:

<u>BIDDERS</u>	<u>BID</u>
JP Dugon Construction, LLC 76 Mountain Road Windsor, NY 13865	\$2,735,014.22
Economy Paving Co., Inc. 1819 NYS Route 13 Cortland, NY 13045	\$2,879,879.20
R. DeVinsentis Construction, Inc. 1 Brick Ave Binghamton, NY 13901	\$3,012,000.00
Vector Construction Corporation 6364 Island Road Cicero, NY 13039	\$3,041,864.47
ING Civil Inc. 11 Arch Street Watervliet, NY 12189	\$3,245,400.00
Slate Hill constructors, Inc. 6573 Herman Road Warners, NY 13164	\$3,577,132.20

; AND

WHEREAS, the lowest responsible bid received for the Construction of the said project was received from JP Dugon Construction, LLC, of 76 Mountain Road, Windsor, NY 13865; NOW THEREFORE BE IT

RESOLVED, that contingent upon NYSDOT's approval of award, the Cortland County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement for the Construction of said project with JP Dugon Construction, LLC, of 76 Mountain Road, Windsor, NY 13865, for an amount not to exceed \$2,735,014.22; AND BE IT FURTHER

RESOLVED, that the project costs be charged to the already established Account No. HH51225.52800.ERRBR.

Executive Session

It was MOVED by Mr. Heider, seconded by Mr. Harbin, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding matters which will imperil public safety if disclosed, with Paul Lutwak, Laurie Leonard, Michael Ponticiello, and all legislators present permitted to stay in the room. MOTION CARRIED.

An executive session was held from 10:21 a.m. to 11:22 a.m. at which time on motion of Mr. Heider, seconded by Mr. Van Dee, it was unanimously approved by voice vote to exit executive session.

AGENDA ITEM NO. 5 – Create Positions for Information Technology Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/14/2025 9:00 AM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

Create Positions for Information Technology Department

WHEREAS, the needs of the agency will be better served by creating one full-time position of Deputy Director of Information Technology and one full-time position of Information Security Officer; AND

WHEREAS, the Department of Public Works Committee recommends the creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one position of Deputy Director of Information Technology (Grade 5, \$85,067 - \$113,223, Management Compensation Plan, competitive class, full-time with benefits), and one position of Information Security Officer (Grade 5, \$85,067 - \$113,223, Management Compensation Plan, competitive class, full-time with benefits) be created with approval to fill on October 23, 2025.

AGENDA ITEM NO. 6 – Resolution Authorizing the Permitting Process for Construction of a New Landfill Cell through the New York State Department of Environmental Conservation (DEC)

A motion was made by Mr. Van Dee, Seconded by Mr. Harbin and accepted unanimously, to suspend the rules to bring the resolution to the floor

RESULT: APPROVED [UNANIMOUS]

Next: 10/23/2025 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Ronald J. Van Dee, Committee Member

AYES: Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider

EXCUSED: Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

Resolution Authorizing the Permitting Process for Construction of a New Landfill Cell through the New York State Department of Environmental Conservation (DEC)

WHEREAS, Cortland County owns and operates the Cortland County Landfill located in the Town of Cortlandville, which is permitted and regulated by the New York State Department of Environmental Conservation (DEC); AND

WHEREAS, the County Landfill is approaching capacity within its existing permitted cells, necessitating planning for continued operations and future solid waste disposal needs; AND

WHEREAS, the development of an additional landfill cell is required to ensure the County's ability to responsibly and sustainably manage solid waste in compliance with environmental regulations; AND

WHEREAS, the next step in this process involves initiating and completing the required permitting process with the DEC, including engineering design, environmental review, and public notice as mandated under State and Federal regulations; AND

WHEREAS, the Cortland County Department of Public Works has requested authorization to proceed with the preparation and submission of necessary permit applications and supporting documentation to the DEC for approval of a new landfill cell; AND

WHEREAS, funding for engineering and permitting activities shall be included in the proposed budget allocations for 2026; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Cortland County Department of Public Works, in coordination with the County's consulting engineers, to initiate the permitting process with the New York State Department of Environmental Conservation for the construction of a new landfill cell; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute any and all documents necessary to carry out the intent of this resolution; AND BE IT FURTHER

RESOLVED, that copies of this resolution be sent to the New York State Department of Environmental Conservation, the Cortland County Department of Public Works, and any other parties as deemed appropriate.

Action Items

1. Authorize Use of Portion of Dwyer Memorial Park for Wedding - July 18, 2026

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Christopher Newell

Monthly Reports

1. Weights and Measures Monthly Report

RESULT:	COMPLETED
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2. Public Works Monthly Report

RESULT:	COMPLETED
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3. Solid Waste Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Landfill Carbon Credits Update

RESULT:	COMPLETED
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2. Future Landfill Options

RESULT:	COMPLETED
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3. County Office Building Gymnasium Security Discussion

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:23 AM



Public Works Committee

Committee Meeting

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

~ Minutes ~

Tuesday, September 9, 2025

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:03 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Ronald J. Van Dee	Cortland County	Committee Member	Excused	
Keith VanGorder	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Excused	
Christopher Newell	Cortland County	Vice Chair	Present	
Paul Heider	Cortland County	Committee Chair	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Present	
Cathy Bischoff	Cortland County	Legislator	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Christopher Holl	Cortland County	Director of Weights and Measures	Present	
Thomas McGrath	Cortland County	Deputy IT Director	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Patty Schaap	Cortland County	Director of Community Mental Health Services	Present	
Kristen Monroe	Cortland County	Commissioner of Social Services	Present	
Gary Lawrence	Cortland	Resident	Present	
Jay Curry	Cortland	Resident	Present	
Joseph Nauseef	Cortland County	Legislator	Late	9:08 AM
Andrea Herzog	Cortland County	Director of Finance	Remote	
Nicole Compton	Cortland County	County Attorney Executive Assistant	Remote	
Joe Palmer	US SBA Disaster Relief	Public Affairs Specialist	Late	9:40 AM
Angel Class	US SBA Disaster Relief	Public Affairs Specialist	Late	9:40 AM

Minutes Acceptance: Minutes of Sep 9, 2025 9:00 AM (Minutes Approval)

Minutes Approval

1. Public Works Committee - Committee Meeting - Aug 12, 2025 9:00 AM

RESULT:	APPROVED
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2. Public Works Committee - Special Meeting - Aug 28, 2025 4:30 PM

RESULT:	APPROVED
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Resolutions

AGENDA ITEM NO. 1 – Resolution Authorizing Chair of the Cortland County Legislature to Sign Easement Termination

RESULT:	POSTPONED [UNANIMOUS]
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Next: 10/7/2025 9:00 AM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Vice Chair

AYES: Harbin, Mantella, VanGorder, Newell, Heider

EXCUSED: Ronald J. Van Dee, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Resolution Authorizing Chair of the Cortland County Legislature to Sign Easement Termination

WHEREAS, Daniel M. Owen and Sally J. Owen are the owners of lands situate, lying and being in the Town of Cortlandville, County of Cortland and State of New York, which lands are described in a certain deed dated November 14, 1993, and recorded in the Cortland County Clerk's Office in Book 556 of Deeds at page 49; AND

WHEREAS, Russel E. Owen and Frances M. Owen granted to the County an easement across their property for electric lines in an instrument dated January 6, 1968, and recorded in the Cortland County Clerk's Office on December 4, 1968, in Book 314 of Deeds at page 107; AND

WHEREAS, said easement contained a clause stating that the agreement extended to their successors and assigns. Daniel M. Owen and Sally J. Owen are the assigns of Russel E. Owen and Frances M. Owen by deed dated November 14, 1993, and recorded in the Cortland County Clerk's Office on November 19, 1993, in Book 556 of Deeds at page 49; AND

WHEREAS, said easement states that in the event the easement granted therein is at any time abandoned by the County, then the rights granted therein shall terminate and revert to the owners of the property as described therein; AND

WHEREAS, the Commissioner of Public Works has determined that the easements were for obstruction lights no longer utilized by the County and agrees that the County has abandoned said easement and therefore termination is proper; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature upon review and approval by the County Attorney or designee, is hereby authorized to sign an Easement Termination acknowledging that the County has abandoned the easement outlined in an instrument dated January 6, 1968, and recorded in the Cortland County Clerk's Office on December 4, 1968, in Book 314 of Deeds at page 107, and therefore termination is proper and the rights granted by said easement shall revert to Daniel M. Owen and Sally J. Owen, as the owners of the property.

AGENDA ITEM NO. 2 – Amend 2025 Budget - Increase Revenue from NYS Unified Court System

RESULT: **APPROVED [UNANIMOUS]**

Next: 9/16/2025 9:00 AM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Vice Chair

AYES: Harbin, Mantella, VanGorder, Newell, Heider

EXCUSED: Ronald J. Van Dee, Eugene Waldbauer

ON MOTION OF HEIDER**RESOLUTION NO.****Amend 2025 Budget - Increase Revenue from NYS Unified Court System**

WHEREAS, the County of Cortland shall have higher than estimated revenues for projects completed at the Cortland County Courthouse; AND

WHEREAS, the County of Cortland received \$68,132 in reimbursement over the budgeted amount for 2025 for projects completed at the County Courthouse; AND

WHEREAS, the County of Cortland anticipates an additional reimbursement in the amount of \$70,000 for projects completed at the County Courthouse; AND

WHEREAS, the additional revenue to be received from the NYS Unified Court System has been recommended to be appropriated to fund additional costs associated with projects at the Cortland County Courthouse; NOW THEREFORE BE IT

RESOLVED, that with the recommendation of the Cortland County Department of Public Works that the following accounts be modified; AND BE IT FURTHER

RESOLVED, that the 2025 County Budget be amended as follows:

Increase:

Revenue			
	A162043.43021	Court Facilities Incentive	\$138,132.00

Expense			
	A16205.54076	Building Repairs & Maintenance	\$138,132.00

AGENDA ITEM NO. 3 – Authorize Temporary Lease Modification for 49 Grant Street - Code Blue

RESULT: **APPROVED [UNANIMOUS]**

Next: 9/25/2025 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Vice Chair

AYES: Harbin, Mantella, VanGorder, Newell, Heider

EXCUSED: Ronald J. Van Dee, Eugene Waldbauer

ON MOTION OF HEIDER**RESOLUTION NO.****Authorize Temporary Lease Modification for 49 Grant Street - Code Blue**

WHEREAS, the New York State Office of Temporary and Disability Assistance mandates counties to implement regulations in Title 18NYCRR Section 304.1 titled Protection of Vulnerable Homeless Persons, otherwise referred to as “Code Blue” to provide shelter during inclement weather when air temperatures are at or below 32 degrees Fahrenheit; AND

Minutes Acceptance: Minutes of Sep 9, 2025 9:00 AM (Minutes Approval)

WHEREAS, the New York State (NYS) Code Blue policy was established as an emergency Executive Order on December 16, 2016, with a commitment of reimbursement for additional costs to counties that are directly related to the requirements of the Code Blue regulation; AND

WHEREAS, Cortland County has entered into a contract with the Salvation Army for the provision of Warming Center services for the 2025 - 2026 season; AND

WHEREAS, Resolution No. 123-25 authorizes the County Administrator, upon review and approval by the County Attorney or designee, to sign an agreement with a landlord of a location to be determined for hours the Salvation Army is not open in an amount not to exceed \$25,000; AND

WHEREAS, Cortland County (Landlord) and Catholic Charities of Cortland County (Tenant) entered into a Lease Agreement dated April 30, 2024 for premises located at 49 Grant Street, Cortland, New York 13045, bearing Tax Map No.: 86.43-02-14.200; AND

WHEREAS, Cortland County and Catholic Charities of Cortland County desire to temporarily expand upon the use of the premises contained in said Lease Agreement to include operation of a temporary warming center to be operated under specific circumstances, in accordance with New York State Code Blue regulations, when the County Office Building is closed until such time as the Salvation Army Warming Center officially opens on November 1, 2025; AND

WHEREAS, such expanded use shall only be limited up to 16 hours each night the Department of Social Services declares the need to open based on qualifying temperatures prior to November 1, 2025; AND

WHEREAS, Cortland County and Catholic Charities of Cortland County desire to temporarily further expand upon the use of the premises contained in the aforementioned Lease Agreement, beginning November 1, 2025 until the termination of the lease agreement on March 31, 2026, to include operation of a temporary warming center to be operated from 4:30 p.m. to 7:30 p.m. on Tuesdays and Sunday mornings from 8:30 a.m. until noon; AND

WHEREAS, all other terms and conditions of the Lease Agreement dated April 30, 2024 shall remain in full force and effect; NOW THEREFORE BE IT

RESOLVED, that the County Administrator upon review and approval by the County Attorney or designee, is hereby authorized to sign an agreement to modify the Lease Agreement dated April 30, 2024 to temporarily expand upon the use of the premises located at 49 Grant Street, Cortland, New York 13045, bearing Tax Map No.: 86.43-02-14.200 to include operation of a temporary warming center to be operated under specific circumstances, in accordance with New York State Code Blue regulations, when the County Office Building is closed, until such time as the Salvation Army Warming Center officially opens on November 1, 2025, and after November 1, 2025 on Tuesdays from 4:30 p.m. to 7:30 p.m. on Tuesdays and Sunday mornings from 8:30 a.m. until noon until the end of the lease term on March 31, 2026.

AGENDA ITEM NO. 4 – Authorize Continued Funding of Building and Grounds Capital Project Reserve

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/16/2025 9:00 AM
MOVER:	Paul Heider, Committee Chair
SECONDER:	Dominick Mantella, Committee Member
AYES:	Harbin, Mantella, VanGorder, Newell, Heider
EXCUSED:	Ronald J. Van Dee, Eugene Waldbauer

Minutes Acceptance: Minutes of Sep 9, 2025 9:00 AM (Minutes Approval)

Authorize Continued Funding of Building and Grounds Capital Project Reserve

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18; AND

WHEREAS, under the terms of the Sales Tax Sharing Agreement adopted by Resolution No. 221-18 there shall be deducted from the annual gross distribution of sales tax received from the State of New York a fixed sum in the annual amount of \$1.5 Million for County purposes; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 226-18, as amended by 294-20 and 283-21, which formalized the use and commitment of "Off the Top" sales tax revenue; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 190-25, Authorize Sales Tax Sharing Agreement by and Between the County of Cortland and the City of Cortland, which removed the "Off the Top" sales tax commitment to the County; AND

WHEREAS, there are multiple County facilities that are in need of substantial repair and renovations, AND

WHEREAS, it is the recommendation of the Public Works Committee to more adequately fund the Buildings and Grounds Capital Project reserve to begin addressing facility repairs and renovations; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature authorize \$300,000 annually be deposited to the Building and Grounds Capital Project Reserve, A.386300.B&G

Minutes Acceptance: Minutes of Sep 9, 2025 9:00 AM (Minutes Approval)

Monthly Reports

1. Department of Public Works Monthly Report

RESULT:	COMPLETED
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2. Solid Waste Monthly Report

RESULT:	COMPLETED
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3. IT Monthly Report

RESULT:	COMPLETED
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4. Weights and Measures Monthly Report

RESULT:	COMPLETED
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Action Items

1. Authorize the Dedication/Naming of a Conference Room in the New Mental Health Building in Honor of Senator Chuck Schumer

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Vice Chair
AYES:	Harbin, Mantella, VanGorder, Newell, Heider
EXCUSED:	Ronald J. Van Dee, Eugene Waldbauer

2. Authorize the Dedication of the Mental Health Building to the Employees of the Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Vice Chair
AYES:	Harbin, Mantella, VanGorder, Newell, Heider
EXCUSED:	Ronald J. Van Dee, Eugene Waldbauer

3. Authorize the Dedication the Dock at Dwyer Memorial Park to the Employees at the Cortland County Highway Department

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Beau Harbin, Committee Member
SECONDER:	Christopher Newell, Vice Chair
AYES:	Harbin, Mantella, VanGorder, Newell, Heider
EXCUSED:	Ronald J. Van Dee, Eugene Waldbauer

Discussion Items

Adjournment

The meeting was closed at 10:03 AM

Minutes Acceptance: Minutes of Sep 9, 2025 9:00 AM (Minutes Approval)



CORTLAND COUNTY WEIGHTS AND MEASURES
60 Central Ave., Cortland NY 13045 - (607)753-5025
choll@cortlandcountyny.gov
Monthly Report

5.1.a

Chris Holl
Director

September 2025

September was a good month for fuel pumps. Most of the unpaid invoices that are currently late have been addressed.

Test Type	Qty
Pre-Pack Scale	3
Prescription Scale	2
Platform Scale	1
Miscellaneous Scale	1
Petroleum Pump	138

Total Fees Paid YTD	\$5,560.00
Total Fees Un-Paid YTD	\$6,596.00

Attachment: 202509_Weights and Measures (13289 : Weights and Measures Monthly Report)

**DEPARTMENT OF PUBLIC WORKS
Activities Report – September 2025**

Administration

Monthly Superintendents Meeting
Department Head Meeting
Solid Waste Conference

Highway

Structure Projects:

West Scott Road Box Culvert replacement (Partnering with Soil&Water). Structure has been backfilled, heavy rock placed, beginning to rebuild road.
East River Crossing bridge replacement –Bids opened 9/25/2025 (JP Dugon Construction – apparent low bidder).
High Bridge Road bridge replacement – In Preliminary Design, Public Information Meeting held 9/24/2025
Bridge NY - Pine Hill Bridge and Cold Brook Box Culvert. Waiting for contracts from NYSDOT

Road Projects:

Chenango Road – replacing road culverts in preparation of 2026 road project
High Bridge Spur – Oil and stoned
Taylor Valley Road – emergency large culvert replacement

Road Maintenance – Pothole repairs, tree and brush maintenance, roadside ditching, road and driveway culvert replacements, road side mowing, shoulder cutting.

Dwyer Park - Lawn care, facility maintenance and cleaning.

Airport

T Hangar Occupancy - All hangers are occupied, 9 on waiting list.
Aircraft Hanger - Design completed, in review.

Buildings & Grounds – Addressing Facility Dude work orders, renovations at Courthouse in progress.

Staffing - 10 full time positions open (includes Highway, Landfill and B&G).

SOLID WASTE DEPARTMENT REPORT 1 September – 30 September 2025

Landfill

Administration

- ❖ Working on annual reports.

Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **89,000** gallons from Pine Tree, **8,000** gallons from Ground Water Vault and **422,500** gallons from West Side.
- **Cover Material** – Auto fluff **137.14** tons received.
- **Non Friable Asbestos** – **0** tons received.
- **Solid Waste** – **2,356.39** tons received.
- **Sludge** – **382.51** tons received.
- **C&D** – **332.90** tons received.
- **Contaminated Dirt** – **0** tons received.
- **Metal for Recycling** – **0** tons
- **Glass** – **185.97** tons from Casella (this includes private haulers that Casella has hauling), **7.75** 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.
- **Cortland Stage 3 Closure** is in process. Contractor R&L is performing the construction on site. B&L Engineering is on site to oversee work process and ensure it is done to specs.

Recycling

- Single stream to Casella’s – **164.45** tons. Total cost - **\$10,689.25** .
- Cardboard to market – **None. Stockpiling due to low market rates.**
- Glass from recycling to landfill – **7.75** tons.
- Glass from Casella to Landfill – **174.37** tons. Total Revenue – **\$6102.95.**
- Electronics Recycled – **None.**
- Garbage from recycle to landfill – **None.**

ON MOTION OF NEWELL**RESOLUTION NO. 114-22****Amend 2022 Budget/Authorize Agreement/Installation of Active Landfill Gas Collection and Control System - Highway Department**

WHEREAS, the Cortland County Landfill produces methane gas that is directly vented into the atmosphere, AND

WHEREAS, methane is a greenhouse gas that is approximately 25 times more potent than carbon dioxide and produces odors at the Cortland County Landfill and surrounding areas, AND

WHEREAS, Barton & Loguidace, D.P.C. provided a preliminary analysis of the estimated landfill gas generation at the Cortland County Landfill based upon the mass of waste in place at the landfill, the type of waste at the landfill, the landfill design life, the methane generation constant, the methane generation potential, the concentration of NMOC's as hexane, the volumetric percent of landfill gas that is methane and the volumetric percent of landfill gas that is carbon dioxide, AND

WHEREAS, through voluntary destruction of landfill gas with the installation of an active gas collection and flaring system, the County is eligible to become a carbon credit provider, AND

WHEREAS, the Cortland County Highway Committee supports the installation of an active gas collection and flaring system to reduce the amount of greenhouse gases emitted into the atmosphere from the landfill and to be eligible to become a carbon credit provider, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves of the installation of an active gas collection and flaring system at the Cortland County Landfill, AND BE IT FURTHER

RESOLVED, that the County Administrator and the Superintendent of Highways, upon approval from the County Attorney or designee as to form, be and hereby are authorized to enter into any agreements and award bids needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill for a cost not to exceed \$1.7 million, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the 2022 County Budget to be modified as necessary for said project, AND BE IT FURTHER

RESOLVED, that the funding for this project is to come from account A359900, Appropriated Fund Balance, as a loan from the General Fund to the Solid Waste Fund to be paid back with carbon credits received.

ON MOTION OF CHRISTOPHER NEWELL**RESOLUTION NO. 42-23****Amend Resolution No. 114-22 - Authorize Agreement/Installation of Active Landfill Gas Collection and Control System - Highway Department**

WHEREAS, Resolution No. 114-22 authorized the County Administrator to enter into agreements and award bids needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill for a cost not to exceed \$1.7 million, AND

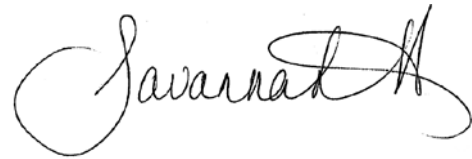
WHEREAS, the amount needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill came in at a cost of \$2,215,000, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 114-22 be and hereby is amended to authorize the County Administrator, upon approval of the County Attorney, or their designee, to enter into agreements and award bids needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill for a cost not to exceed \$2,215,000 million.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 23rd day of March, 2023 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 23rd day of March, 2023.



Clerk of the Cortland County Legislature

Barton & Loguidice

To: Mr. Charlie Sudbrink
Cortland County Highway Department

Date: March 23, 2022

From: Jillian Blake, P.E., LEED AP
Senior Managing Engineer

File: 331.154.001

Subj: Cortland County Westside Landfill Gas Generation Analysis and Carbon Credit Potential

As requested, Barton & Loguidice, D.P.C. (B&L), is providing a preliminary analysis of estimated landfill gas generation at the Cortland County Landfill. The County is assessing the economics of installing an active landfill gas collection and control system (GCCS) at the landfill to collect landfill gas (LFG) that is currently being vented directly to the atmosphere. The installation of a GCCS would reduce the facility's fugitive odors and greenhouse gas emissions by the collection and destruction of methane. Methane is a known greenhouse gas that is approximately 25 times more potent than carbon dioxide.

As a result of the overall positive environmental impact from the voluntary reduction of greenhouse gases, the project may be eligible to be partially funded by the sale of carbon credits through various public and private trading programs. Landfill carbon credits are based on the mass of methane voluntarily collected and destroyed, in lieu of venting to the atmosphere.

The following is a preliminary technical analysis of the current and future LFG generation at the site and corresponding carbon credit potentials. Also included is a general preliminary cost estimate for the installation of a GCCS at the facility for use in the County's county cost-benefit analysis.

Landfill Gas Generation EstimatesWest Side Landfill

The LFG generation estimate for the West Side Landfill is based on actual putrescible or degradable waste-in-place quantities through the year 2021 as provided by the County. Future waste placement quantities are based on the historical three-year average of incoming waste, or 35,558 tons per year. This volume is estimated beginning in 2022 through 2042. For the purpose of this analysis, 2042 is estimated as the last year of waste placement at the facility. It should be noted that if the annual tonnage or composition of the future waste changes these future generation estimates can change significantly.

Landfill gas production was estimated with the use of the computerized Landfill Gas Emissions Model (LandGEM), USEPA Version 3.03, June 2020. The program estimates emissions for various LFG constituents based on input parameters including: the mass of waste in place at the landfill (or the annual acceptance rate), the type of waste in the landfill, the landfill design life, the methane generation constant (k), the methane generation potential (Lo), the concentration of NMOCs as hexane, the volumetric percent of LFG that is methane and the volumetric percent of LFG that is carbon dioxide. The model was utilized to predict LFG generation based on the currently listed regulatory constants specifically listed in 40 CFR Part 98, Subpart HH, Table HH-1.

Memo To: Mr. Charlie Sudbrink
 Cortland County Highway Department
 March, 23 2022
 Page 2

The LandGEM model was configured to the site specific conditions at your facility based on historical tonnage and utilized projected future tonnage as discussed above. In addition, the model was configured with a LFG composition of 50 percent methane and 50 percent carbon dioxide. Different waste materials produce landfill gas at different rates, meaning separate input parameters were considered to account for this variability, yielding a composite methane generation from the waste mass as a whole. The input parameters for each material accepted at the facility can be seen below. The following is a summary of the input parameters used in the LFG modeling for each material type:

MSW: $L_0 = 155 \text{ m}^3/\text{Mg}$; $k = .057 \text{ /year}$
 C&D: $L_0 = 40 \text{ m}^3/\text{Mg}$; $k = .04 \text{ /year}$
 Sludge: $L_0 = 25 \text{ m}^3/\text{Mg}$; $k = .04 \text{ /year}$
 Historical*: $L_0 = 100 \text{ m}^3/\text{Mg}$; $k = .057 \text{ /year}$

The resulting estimated LFG generation data is presented in tabular format as the attached Table 1. It is currently estimated that the peak LFG generated from the West Side landfill will be approximately 464 standard cubic feet per minute (SCFM) and will occur the year following closure, 2043. The total collected LFG is estimated to be 80% based on cover types and collection infrastructure, or 371 SCFM.

Landfill gas generation can vary greatly depending on the actual waste receipts and environmental conditions at the landfill over time. Therefore, LFG generation modeling needs to be revised routinely to determine if changes need to be made to calibrate the model to site specific conditions.

Pine Tree and Towslee Landfills

Waste receipts provided by the County for the Towslee and Pine Tree Landfills were not complete, and therefore LFG modeling was not conducted. Due to the age of the two closed landfills, the anticipated gas generation could be assumed to be negligible in the total gas collection quantity. As such, no collection infrastructure is proposed for these areas.

Carbon Credit Potential

The Cortland County Landfill site may be eligible to become a carbon credit provider through the voluntary destruction of LFG with the installation of an active gas collection system and flaring station. As methane is collected and destroyed through the flare, the net carbon emissions from the landfill are voluntarily reduced. This may allow the facility to meter methane destruction for the sale of carbon credits on various registries. The following is a summary of the carbon credit potential for the site.

The quantity of potential carbon credits is based on the amount of methane gas collected and combusted through the facility's control device, typically a flare. For the purposes of this assessment, the projected future LFG volumes were used as an estimate in the calculation of carbon credits. It should be noted that combustion through passive devices such as the site's current solar spark flares would reduce the carbon credit potential of the LFG generated. As such, it was assumed that these devices would be decommissioned during the installation of the active GCCS to maximum carbon credit potential.

Memo To: Mr. Charlie Sudbrink
 Cortland County Highway Department
 March, 23 2022
 Page 3

Carbon Credit Revenue Potential

Landfill gas carbon credits were calculated by converting the estimated amount of methane combusted by volume to weight. The weight of methane combusted is then multiplied by a global warming potential (GWP) factor to convert the amount of methane to an equivalent amount of CO₂ destroyed. Carbon credits are issued for methane collected and combusted based on this rate of metric tons of CO₂ per metric ton of methane. The carbon credit calculation and potential eligible credit amounts are presented in Table 2. The calculation methodology and default values are based on the Climate Action Reserve (CAR) landfill project protocol. Revenue estimates listed in Table 2 are based on carbon credit trading values, sold as per metric ton of CO₂ equivalents (tCO₂e). The CAR operates one of the existing public trading markets for greenhouse gas emission reductions.

Current market value estimates for the price of carbon credits is approximately \$5.00 per tCO₂e. Table 2 provides a value of potential revenue over the remaining site life duration based on these existing known trading value. Please note that revenue is generally assessed over 10 year crediting periods, which to date have been renewable for additional crediting periods beyond the initial 10 years. This estimate does not include typical costs associated with the sale of carbon credits such as O&M costs, credit registry fees, engineering/financial services fees and project and credit verification fees. These costs can typically range from approximately \$20,000 - \$40,000 per year and are relatively fixed, regardless of the project size or scale. A minor portion of these fees are paid as a commission, they will vary depending on carbon credit sales prices.

There is a high level of uncertainty in predicting the long term future revenue from the sale of carbon credits and the revenues are not guaranteed. The revenue potential shown in Table 2 is based on best available market information currently. A more detailed cost analysis with a dedicated financial planner to further assess gas production and carbon credit revenue is recommended, if the County decides to further investigate negotiating a potential sale of credits.

Landfill Gas Collection and Control System

A typical active landfill gas collection and control system consists of vertical extraction wells, collection piping, a condensate handling device, and a blower system with a continuous operation candlestick type flare for combustion of the landfill gas. Estimated construction costs for the installation of a new active system (including 11 deep vertical LFG extraction wells, 52 additional wellheads for existing gas vents, landfill gas HDPE header and lateral piping, blower skid, flare, flow metering devices, condensate holding tank and minor electrical construction) total approximately \$1.7 million at current market prices. Engineering design, permitting, legal services and construction oversight and NYSDEC certification is estimated at 15 percent of construction costs and is included in this total.

Assessment Results Summary

Results from this initial assessment indicate that there is the potential for carbon credit sales revenue to offset a portion of the costs associated with the installation of a GCCS. Currently, it is estimated that potential profits from the sale of carbon credits may pay for a portion of the GCCS installation over the operational period of approximately fifteen years. This is longer than the standard carbon crediting period of ten years, which in the past have been able to be renewed for additional crediting periods. However, this assessment relies heavily on

Memo To: Mr. Charlie Sudbrink
Cortland County Highway Department
March, 23 2022
Page 4

the variable market for carbon credits, which could change significantly over this time period. Regardless of the payback period, the sale of carbon credits would likely assist the County offset a portion of the costs to install the GCCS system for odor control.

If you have any questions, please do not hesitate to contact us.

TSC/jms

Attachments: Table 1 Landfill Gas Generation
Table 2 Estimated Potential Landfill Gas Carbon Credits

Table 1
Landfill Gas Generation

Table 1
Cortland County West Side Landfill
Estimated Landfill Gas Generation and Collection

Year	Westside Landfill Estimated LFG Generation (SCFM)	Westside Landfill Estimated LFG Collection (80% Efficiency) (SCFM)
2021	291	233
2022	305	244
2023	318	254
2024	330	264
2025	341	273
2026	351	281
2027	361	289
2028	371	297
2029	380	304
2030	388	311
2031	396	317
2032	404	323
2033	411	329
2034	418	334
2035	424	339
2036	430	344
2037	436	349
2038	441	353
2039	446	357
2040	451	361
2041	456	365
2042	460	368
2043	464	371

- 1) Landfill gas generation estimate is based on actual and projected future waste acceptance rates.
2) Landfill gas collection estimate is based on the installation of an active landfill gas collection system, with an assumed 80% collection efficiency.

Table 2
Estimated Potential Landfill Gas Carbon Credits

Table 2
Cortland County Westside Landfill
Estimated Potential Landfill Gas Carbon Credits

Inputs/Conversion Factors:	
50%	LFG Methane Concentration
25	Global Warming Potential of Methane
99%	Control Device Destruction Efficiency of Methane
1.89E-05	Density of Methane Gas (Mg/scf)
80%	GCCS Collection Efficiency

Year	Westside Landfill LFG Collection scf/yr	Methane Collection (50%) scf/yr	Methane Oxidation Rate (10%) scf/yr	Methane Destruction metric ton/yr	Potential Eligible GHG Credits tCO ₂ e/yr	Potential Sale Income (\$/yr) \$5.00/tCO ₂ e	Net Revenue (High Estimate) \$20k/year Fees	Net Revenue (Low Estimate) \$40k/year Fees
2022	128,425,557	64,212,779	57,791,501	1,081	27,027	\$135,136	\$115,136	\$95,136
2023	133,674,505	66,837,252	60,153,527	1,125	28,132	\$140,660	\$120,660	\$100,660
2024	138,638,064	69,319,032	62,387,129	1,167	29,177	\$145,883	\$125,883	\$105,883
2025	143,331,834	71,665,917	64,499,325	1,207	30,164	\$150,822	\$130,822	\$110,822
2026	147,770,558	73,885,279	66,496,751	1,244	31,098	\$155,492	\$135,492	\$115,492
2027	151,968,170	75,984,085	68,385,677	1,279	31,982	\$159,909	\$139,909	\$119,909
2028	155,937,841	77,968,920	70,172,028	1,313	32,817	\$164,086	\$144,086	\$124,086
2029	159,692,017	79,846,008	71,861,408	1,344	33,607	\$168,037	\$148,037	\$128,037
2030	163,242,464	81,621,232	73,459,109	1,374	34,355	\$171,773	\$151,773	\$131,773
2031	166,600,303	83,300,152	74,970,136	1,402	35,061	\$175,306	\$155,306	\$135,306
2032	169,776,044	84,888,022	76,399,220	1,429	35,730	\$178,648	\$158,648	\$138,648
2033	172,779,622	86,389,811	77,750,830	1,454	36,362	\$181,808	\$161,808	\$141,808
2034	175,620,426	87,810,213	79,029,192	1,478	36,959	\$184,797	\$164,797	\$144,797
2035	178,307,332	89,153,666	80,238,300	1,501	37,525	\$187,625	\$167,625	\$147,625
2036	180,848,731	90,424,366	81,381,929	1,522	38,060	\$190,299	\$170,299	\$150,299
2037	183,252,552	91,626,276	82,463,649	1,543	38,566	\$192,828	\$172,828	\$152,828
2038	185,526,292	92,763,146	83,486,831	1,562	39,044	\$195,221	\$175,221	\$155,221
2039	187,677,035	93,838,517	84,454,666	1,580	39,497	\$197,484	\$177,484	\$157,484
2040	189,711,479	94,855,740	85,370,166	1,597	39,925	\$199,625	\$179,625	\$159,625
2041	191,635,957	95,817,978	86,236,181	1,613	40,330	\$201,650	\$181,650	\$161,650
2042	193,456,452	96,728,226	87,055,403	1,629	40,713	\$203,565	\$183,565	\$163,565
2043	195,178,623	97,589,311	87,830,380	1,643	41,076	\$205,378	\$185,378	\$165,378
TOTAL	3,693,051,859	1,846,525,929	1,661,873,336	31,088	777,206	\$3,886,031	\$3,446,031	\$3,006,031

NOTE:

- ¹ Methane concentrations based on estimated average of 50%
- ² LFG generation data based on actual and estimated future waste acceptance rates and modeling parameters from 40 CFR Part 98, Subpart HH, Table HH-1.
- ³ Assumes GCCS installed throughout entire landfill areas
- ⁴ Future putrescible waste acceptance rates estimated at 35,558 tons per year (average waste placement 2019-2021)
- ⁵ Costs associated with the sale of carbon credits not included in the estimated revenue above.
- ⁶ Potential Eligible GHG Credits are to be used for estimate purposes only

**CORTLAND COUNTY DEPARTMENT OF HIGHWAYS****60 Central Avenue****Cortland, New York 13045****PHONE: (607) 753-9377 FAX: (607) 756-8852****CHARLES SUDBRINK**
Superintendent of Highways**ALAN RICOTTILLI**
Deputy Superintendent of Highways**RUTH STANTON**
Fiscal Office**Cortland County Landfill****Transfer Station**

Initial costs: Property?

Transfer Station 120-150 ton capacity, \$2,000,000.00- \$4,000,000.00

Compacting units- 2, \$314,000.00

Walking floor trailers- 6, \$780,000.00

Semi-tractors- 2, \$360,000.00

Scale with radiation detection, \$110,000.00

Skid steers 2, \$180,000.00

Total: \$3,744,000.00- \$5,744,000.00

Central New York Landfill Cells

Madison County 3.76ac, \$4.675 Million 2023, ~ 730,000cy airspace

Chenango County 3.7ac, \$4.6 million 2023

Oswego County 9.4ac, \$7.1 million 2024, ~ 1.4 million cy airspace



CORTLAND COUNTY DEPARTMENT OF HIGHWAYS

60 Central Avenue
Cortland, New York 13045
PHONE: (607) 753-9377 FAX: (607) 756-8852

CHARLES SUDBRINK
Superintendent of Highways

ALAN RICOTTILLI
Deputy Superintendent of Highways

MICHELLE CHACE
Fiscal Office

Future Landfill Options

Cortland County has reached the point where it is necessary to evaluate the future of solid waste management for the residents and business owners of Cortland County.

The Cortland County Landfill (West Side, Cell 2A, 2B) has approximately 11 years of remaining site life. If it is determined that it is in the best interest for the County to expand the current landfill, the process of permitting and construction can take up to 10 years. Therefore, it is essential that the County develop a plan for the future of solid waste management in Cortland County this year.

There are a few feasible options to manage solid waste in Cortland County. One option would be to construct a transfer station and haul waste to another facility outside of the County. The initial investment for this option would be roughly 4-6 million dollars. Staffing levels would remain the same as long as the facility outside of the County is within 100 miles.

The benefits of operating a transfer station opposed to a landfill are:

- Fewer New York State DEC regulations
- Less Leachate
- No Landfill closure costs
- Possibility of a more convenient location for haulers

The negatives of operating a transfer station opposed to a landfill are:

- Uncertainty of facilities accepting waste when the County's site life has ended
- Limited ability to control costs
- Property location? Buy, rent or lease

The option of hiring an independent contractor to operate and/or transport waste from a transfer station should also be considered. While the initial investment would be similar to the first option, there may be the opportunity to reduce operating costs.

Another option would be to expand Cortland County's existing landfill. The initial investment for this option would be roughly 1 million in permitting fees plus an additional 1 million per acre of expansion.

The benefits of expanding the current landfill opposed to a transfer station are,

- Infrastructure, Leachate can be plumbed into existing tanks
- Possibility of generating more carbon credits with the newly installed gas collection system
- Responsible, waste produced in Cortland County stays in Cortland County

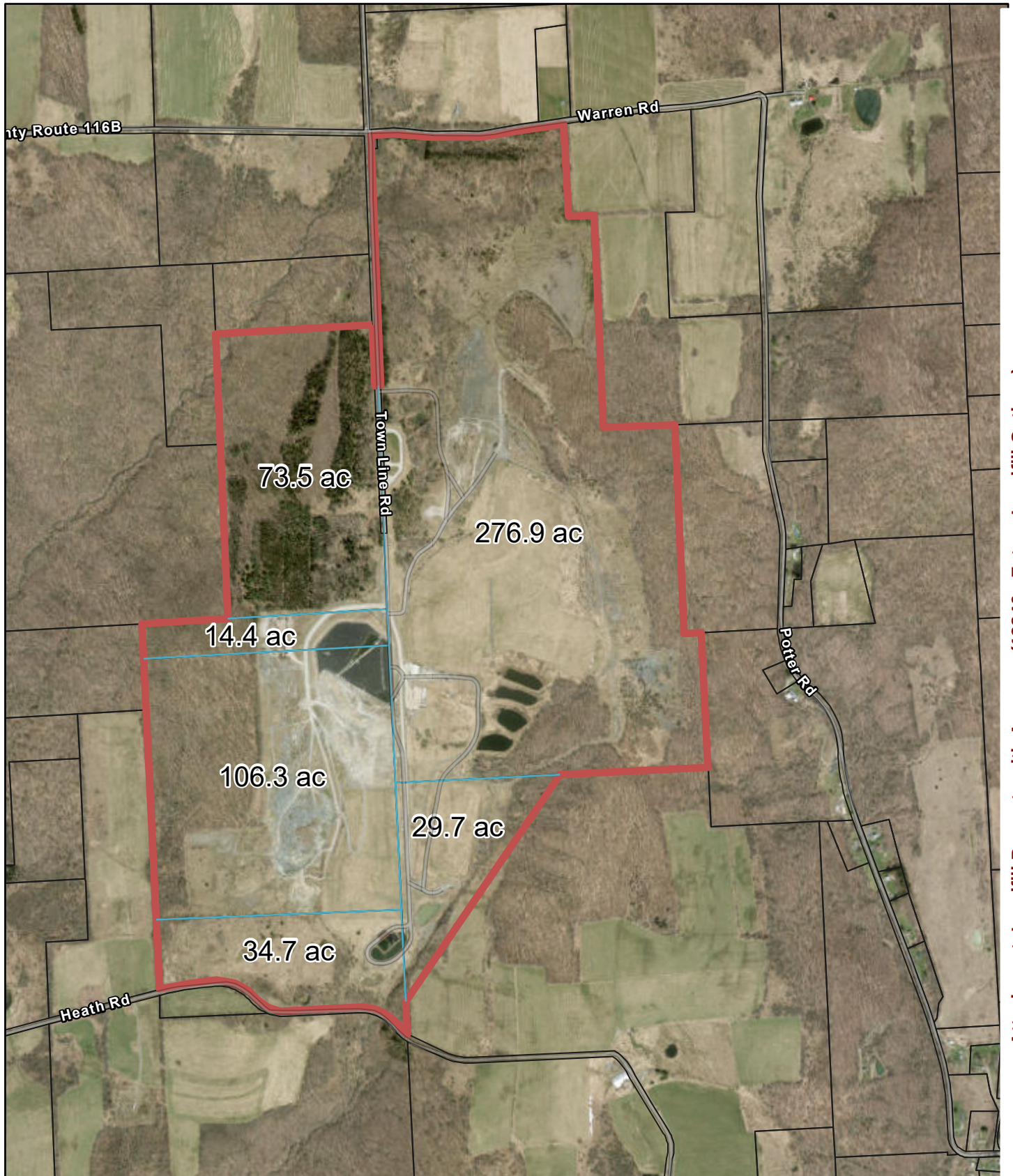
- Cortland County owns enough property to expand
- Security, guaranteed destination and costs

The negatives of expanding the current landfill opposed to a transfer station are,

- Continued New York State DEC regulations and the uncertainty of new regulations
- Leachate production
- Initial investment is larger than constructing a transfer station

Cortland County Landfill (535.5 ac)

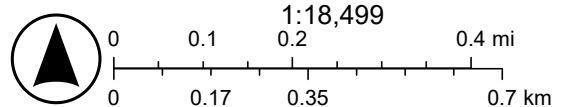
6.2.d



Attachment: Landfill Property with Acreage (12846 : Future Landfill Options)

2/4/2025, 1:12:46 PM

 Cortland County Parcels



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

80 "Cortland County" (2433247488)

00:28:15.059 --> 00:28:34.559

Everybody's looking at the math, so the partial is 276.9 acres, pretty much unusable for any future development.

81 "Cortland County" (2433247488)

00:28:34.559 --> 00:28:50.549

The old cells are there and the very important side is very wet and drainstored the road, not feasible 6.3 and the 14.4.

82 "Cortland County" (2433247488)

00:28:50.549 --> 00:29:05.609

Is our current landfill and see the the area of black, those are the tired chests and the lower hand those tired chips section the landfill that we're feeling right now.

83 "Cortland County" (2433247488)

00:29:05.609 --> 00:29:22.619

And we have approximately ten years left in that area, we'll be getting our space survey done next month that will give us a better idea, but we're right around ten, maybe.

84 "Cortland County" (2433247488)

00:29:22.619 --> 00:29:41.039

If we were to expand, the expansion would be in the 73.5 acre parcel or to the west of the one oh 63 acre parcel.

85 "Cortland County" (2433247488)

00:29:41.039 --> 00:29:56.099

The 73.5 acre parcel would be the cheapest place to expand uphill from take take over and are.

86 "Cortland County" (2433247488)

00:29:56.099 --> 00:30:13.469

Gas collection system is right in the lower right hand corner of something 3.5 acre carcel. So our gas collection. How long would the 73.5 acres.

87 "Cortland County" (2433247488)

00:30:13.469 --> 00:30:29.969

It's the lifespan of that with cells added to it. It all depends on the size of the cell, you wanted to do it in stages or if you wanted to build one huge cell.

88 "Cortland County" (2433247488)

00:30:29.969 --> 00:30:45.149

The information I handed out six months ago, not to be super accurate on this but it was right around a million dollars in acre the last few bit out.

89 "Cortland County" (2433247488)

00:30:45.149 --> 00:31:01.859

That lasts us 20.5 years. Chenango County had a four year cell that was almost five.

90 "Cortland County" (2433247488)

00:31:06.299 --> 00:31:23.519

Not exact numbers but it was about two years in acre you go obviously the higher you can go if you could give a 100 so the 276 acre.

91 "Cortland County" (2433247488)

00:31:23.519 --> 00:31:41.639

Because the reason why the county have owned that solely for buffers. Yeah. How long does it take to build this stuff?

92 "Cortland County" (2433247488)

00:31:41.639 --> 00:31:57.719

Season the summer because if we've got ten years to go on what we have now, then eight years from now we need to really put the permitting process takes up to eight years. Yeah.

93 "Cortland County" (2433247488)

00:31:57.719 --> 00:32:15.029

Is this question and answer session right now shared so when when some of the prob process that we're looking at weigh station.

94 "Cortland County" (2433247488)

00:32:15.029 --> 00:32:30.779

And, you know, if the county was looking at it like transfer station, do you find that economically environmentally that.

95 "Cortland County" (2433247488)

00:32:30.779 --> 00:32:47.279

That is a positive way to go for us because I can remember when we were looking at doing recycling and you had a I can't remember what state it looked.

96 "Cortland County" (2433247488)

00:32:47.279 --> 00:33:07.279

We were, we were shipping that was doing really well, they ended up with a fire and then we stopped stopped using. So when you're looking at transfer, can we is that is it something that you're gonna always have over your head that we're gonna have to keep searching from.

97 "Cortland County" (2433247488)

00:33:07.279 --> 00:33:23.339

Well, ten years we got, we got this landfill we're gonna do and then now we gotta go and bid again with tipping fees, now we gotta go over here versus just doing, just doing this. I mean when you're looking at.

98 "Cortland County" (2433247488)

00:33:23.339 --> 00:33:43.339

Much road traffic that you get just for that stuff to be called out, for instance. With the transfer station you can be here wouldn't make sense to have it when you're gonna build a transfer station. So then that's what.

99 "Cortland County" (2433247488)

00:33:43.339 --> 00:34:01.439

For property that we have to acquire or or utilize so yeah if you were gonna build a transfer station I would highly recommend that you build it as close to rail card as possible just for that point you made, that will be probably everyone hearing the last few years.

100 "Cortland County" (2433247488)

00:34:01.439 --> 00:34:17.039

And they're gonna get a permit to extend and expand or aren't they and it's always drama and then get a permit. Some day they may not get a permit. And you're always gonna be wondering where.

101 "Cortland County" (2433247488)

00:34:17.039 --> 00:34:34.829

Going of Indiana that books to. Because a lot of people rail carrying their ways to Ohio and Indiana where they had huge plans.

102 "Cortland County" (2433247488)

00:34:34.829 --> 00:34:50.189

It yeah the future is very uncertain. And that's the thing that is the future is on certain this part is not and and we're looking at 73 acres of potentially.

103 "Cortland County" (2433247488)

00:34:50.189 --> 00:35:07.169

Giving us 50 more years or or whatever in into the of we already own because we're still, even with the old, the old site, we're still pulling.

104 "Cortland County" (2433247488)

00:35:07.169 --> 00:35:22.469

So even if we go to transport station not putting anything in there would still a cost to us because we're still pulling each of. So to me that it seems like with this committee that I think my, my.

105 "Cortland County" (2433247488)

00:35:22.469 --> 00:35:42.269

Rathers would be start doing the processing for Otherwen I spoke a week or so ago and we were gonna sit down in the near future before next committee and the pros and cons to.

106 "Cortland County" (2433247488)

00:35:42.269 --> 00:35:57.929

The transfer station pros and cons to expansion. But at the end of the day, if you're only looking at a56 acre cell to begin with, with future expansion, your initial upfront be very similar in cost.

107 "Cortland County" (2433247488)

00:35:57.929 --> 00:36:14.849

With with prices now as you know now, right? That's the trick, but also transfer stations from now, there's gonna be a lot more money. It's gonna be relatively, you know.

108 "Cortland County" (2433247488)

00:36:14.849 --> 00:36:33.149

I think everything's gonna go up similar prices. I don't think the transfer station is gonna go up a lot more than than direction to go that's today's dollar. Okay.

109 "Cortland County" (2433247488)

00:36:33.149 --> 00:36:53.149

You say it takes. Are you allowing comment Chris? Is it gonna be a good question? Are you allowing public comment anybody? It's just a quick question. You said it takes up to eight years to get for everybody, we got ten years.

110 "Cortland County" (2433247488)

00:36:53.149 --> 00:37:11.339

What is our backup plan in the event that we don't know every eight years with a couple of years to try and come up with, we have a backup plan situation, which is.

111 "Cortland County" (2433247488)

00:37:11.339 --> 00:37:26.939

I think we really shouldn't go this because the least we can control the price, go to a transfer station and all of a sudden these stays don't NO longer take it.

112 "Cortland County" (2433247488)

00:37:26.939 --> 00:37:43.169

How many of these \$200, so at least with this we could have a better so there's very few counties with landfills, right?

113 "Cortland County" (2433247488)

00:37:43.169 --> 00:37:58.319

23 or something like that. 25 total landfills in New York. A lot of them are private. Okay. So more values than not are going.

114 "Cortland County" (2433247488)

00:37:58.319 --> 00:38:16.320

Transfer and make it fast out of the county, is that what's going on? But yeah, but certain circumstances is because they have NO place else to expand. If the county was thinking about hoping a new landfill on the west side of the or somewhere else.

115 "Cortland County" (2433247488)

00:38:16.320 --> 00:38:34.770

I would highly recommend not moving forward because of the liability. I mean we have the infrastructure but a lot of lands goes closed because they have NO more capacity. Not what they just want.

116 "Cortland County" (2433247488)

00:38:34.770 --> 00:38:50.070

Okay, another quick question and I know you don't know, probably a dumb question but.

117 "Cortland County" (2433247488)

00:38:50.070 --> 00:39:05.610

So with whoever you contract with for the landfill, does the county hold any liability on that landfill if something gets into it that is.

118 "Cortland County" (2433247488)

00:39:05.610 --> 00:39:21.510

Whatever their BEC or whatever we put it finds a problem and says here are the finds does whoever contracts to that share in that fine?

119 "Cortland County" (2433247488)

00:39:21.510 --> 00:39:36.540

The only reason why I ask is because in my line of work, we're very selective where we take our our voice solely because of.

120 "Cortland County" (2433247488)

00:39:36.540 --> 00:39:52.710

You know, one Landfill reputation. Two, is when your name of Cortland County is named on there and there's any other issues that we that they occur in that we share responsibility.

121 "Cortland County" (2433247488)

00:39:52.710 --> 00:40:09.000

Can you kind of find that out as well that we're held, you know, in harm for something that another county that goes to the Atlanta or another says puts in some hazardous material.

122 "Cortland County" (2433247488)

00:40:09.000 --> 00:40:24.450

That they do not find and then they find it later, you know, during testing to say you know this is not even supposed to be in here. Here are your million dollar fines that you're, you're getting now.

123 "Cortland County" (2433247488)

00:40:24.450 --> 00:40:42.600

I just was curious who shares and some of the question. I would think that.

124 "Cortland County" (2433247488)

00:40:42.600 --> 00:41:00.510

You wouldn't have the liability and that's why the DEC is so what a Landfill can accept. We just install the radiation detection monitor it's on a landfill, I believe, but I'll definitely reach out and ask.

125 "Cortland County" (2433247488)

00:41:00.510 --> 00:41:18.300

Okay, things gonna happen because I remember years ago we solve the problem. But like I remember Wednesday every Thursday there were hundreds of dead seats up. So Somebody's, so this was a big deal, the statement was head.

126 "Cortland County" (2433247488)

00:41:18.300 --> 00:41:34.320

So things like that. You.

127 "Cortland County" (2433247488)

00:41:34.320 --> 00:41:54.320

If we were just a little closer to the airport, we wouldn't have to worry about it. Because you go down there to do a door and then the same thing because of the airport proximity. Room county airport.

128 "Cortland County" (2433247488)

00:41:54.320 --> 00:41:59.820

So.

129 "Cortland County" (2433247488)

00:41:59.820 --> 00:42:19.820

So there's a couple of other points I'd like to bring up here. I think everybody knows that there'll be less material going into the with all their recycling guidelines.

130 "Cortland County" (2433247488)

00:42:19.820 --> 00:42:37.380

What they expect to be recycled. So a five to six yourself could last 1213 years just because another point I would bring next month we're gonna be given a proposal.

131 "Cortland County" (2433247488)

00:42:37.380 --> 00:42:54.960

For the carbon credits still pay that and we don't have obviously we don't have the the cell cap yet. And I guessing what it showed yet just because some of it's still escaping and we haven't built up another cell.

132 "Cortland County" (2433247488)

00:42:54.960 --> 00:43:12.900

That we're working on. That would also be a benefit, you know, I would I don't require just financially but you know if there was another platform gas that's even more.

133 "Cortland County" (2433247488)

00:43:12.900 --> 00:43:32.900

Probably build another one. Even more to take up whatever ok so between now and next month's meeting Charlie and I will.

134 "Cortland County" (2433247488)

00:43:32.900 --> 00:43:35.700

Some bullet points and.

135 "Cortland County" (2433247488)

00:43:35.700 --> 00:43:55.700

To discuss it then. Excellent. Is there any other public comment on this discussion? Thank you. See you later. Next.

Bond Payments

	2020 Bond	EFC Bond	2007 Bond
Org. Amount	\$760,000	\$9,150,000	\$2,648,000
12/31/2024	\$520,000	\$3,980,000	\$680,874
Payment	-60,000	-455,000	-160,441
12/31/2025	\$460,000	\$3,525,000	\$520,433
Payment	-60,000	-460,000	-168,529
12/31/2026	\$400,000	\$3,065,000	\$351,904
Payment	-60,000	-470,000	-173,930
12/31/2027	\$340,000	\$2,595,000	\$177,974
Payment	-65,000	-475,000	-177,974
12/31/2028	\$275,000	\$2,120,000	\$0
Payment	-65,000	-485,000	170,000
12/31/2029	\$210,000	\$1,635,000	170,000
Payment	-70,000	-500,000	170,000
12/31/2030	\$140,000	\$1,135,000	340,000
Payment	-70,000	-510,000	170,000
12/31/2031	\$70,000	\$625,000	510,000
Payment	-70,000	-520,000	170,000
12/31/2032	0	\$105,000	680,000
Payment	65000	-50,000	400,000
21/31/2033	65000	\$55,000	400,000
Payment	65000	-55,000	395,000
12/31/2034	130000		795,000
Payment			1,020,000
Average Yearly Bond Payment \$685,000.00			
Total	\$130,000.00	\$795,000.00	\$1,020,000.00
			\$1,945,000.00

Madison County 3.76ac, \$4.675 Million 2023, ~ 730,000cy airspace

Chenango County 3.7ac, \$4.6 million 2023

Oswego County 9.4ac, \$7.1 million 2024, ~ 1.4 million cy airspace



CORTLAND COUNTY DEPARTMENT OF HIGHWAYS

60 Central Avenue

Cortland, New York 13045

PHONE: (607) 753-9377 FAX: (607) 756-8852

CHARLES SUDBRINK
Superintendent of Highways

ALAN RICOTTILLI
Deputy Superintendent of Highways

RUTH STANTON
Fiscal Office

Cortland County Landfill

Transfer Station

Initial costs: Property?

Transfer Station 120-150 ton capacity, \$2,000,000.00- \$4,000,000.00

Compacting units- 2, \$314,000.00

Walking floor trailers- 6, \$780,000.00

Semi-tractors- 2, \$360,000.00

Scale with radiation detection, \$110,000.00

Skid steers 2, \$180,000.00

Total: \$3,744,000.00- \$5,744,000.00

Benefits: fewer regulations,

Disadvantages: unknown destination and future rate of tipping fees,

Jurisdiction: Cortland County
 Jurisdictional Class: Competitive
 Adopted: 9/6/06
 Amended: 10/27/22, 9/27/25

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting in administering and directing countywide information technology (IT) activities. The incumbent assists in planning, directing and coordinating all county IT operations and activities, establishing IT policies, procedures and standards, and coordinating and administering IT contracts. The incumbent also either directly provides or assigns IT personnel to provide technical assistance and advice to county departments regarding the identification and solution of a variety of data processing and systems design and analysis problems. The work is performed under the direction of the Director of Information Technology, with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes, reviews and modifies information technology policies, procedures and standards;
 Coordinates and administers contracts for information technology services provided by outside vendors;
 Assigns, directs, reviews and evaluates the work of subordinate technical staff;
 Provides or assigns staff to provide technical assistance and advice to county departments regarding information technology related problems;
 Prepares and monitors the department's annual budget, and assists in preparing cost justifications;
 Provides for and/or arranges for a wide-variety of ongoing technical training for department personnel;
 Installs, modifies and maintains computers, servers, Active directory, local area network equipment as needed;
 Creates and maintains a variety of records and reports related to departmental operations;
 Attends training conferences and seminars as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of management information systems;
 Thorough knowledge of Help desk systems and customer support.
 Experience in computer configurations and deployment.
 Working knowledge of local area network equipment including personal computer hardware and software and peripheral equipment;
 Understanding of object-oriented and language oriented programming;
 Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to information technology services;
 Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;
 Ability to plan and supervise the work of others;
 Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complex oral instructions and/or written directions;
 Ability to establish and maintain effective working relationships with others;
 Ability to communicate effectively both orally and in writing;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree or higher including or supplemented by sixty (60) credit hours in information systems management, computer science, information technology or a closely related field and two (2) years of paid work experience in network administration or information systems administration; OR
- (b) Possession of an Associate's degree or higher including or supplemented by thirty (30) credit hours in coursework defined in (a) and four (4) years of paid work experience in network administration or information systems management; OR
- (c) Possession of a high school diploma or equivalency diploma and six (6) years of paid work experience in network administration or information systems management: OR
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c), or other experience that can demonstrate the ability to perform all duties.

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants must pay the required evaluation fee.

Jurisdiction: Cortland County
 Jurisdictional Class: Competitive
 Adopted:

INFORMATION SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

The Information Security Officer will be responsible for developing, leading, executing, and overseeing an enterprise-wide cybersecurity and IT risk management program, overseeing security policy, incident response, and compliance with regulations and standards. The incumbent is entrusted with protecting the confidentiality, integrity, and availability of the organization's information assets. The Information Security Officer develops and implements comprehensive strategies, policies, and procedures to identify and mitigate risks, ensures compliance with county regulations, and responds effectively to security incidents. Works closely with stakeholders across the organization to promote a culture of security and to align information security practices with county objectives. Under the supervision of the Director of Technology, the incumbent works directly with other Information Technology management and staff with the planning and implementation of county wide security profiles. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and implements Cortland County's information security strategy, aligning it with business objectives and risk tolerance. Identify and prioritize security initiatives, establish security goals, and create a roadmap for their implementation;

Establishes and enforces information security policies, standards, guidelines, and procedures. Ensures that they align with industry best practices and regulatory requirements. Communicates and educates employees on security policies, promoting a culture of security awareness and compliance;

Conducts regular risk assessments to identify and evaluate potential security threats and vulnerabilities. Develops and implements risk mitigation strategies to protect systems and data, including security controls, policies, and procedures. Monitors and manages security risks through ongoing assessments and the implementation of appropriate safeguards;

Working with IT management, develops and maintains an incident response plan, coordinating teams to detect, respond to, and recover from security breaches and incidents. Develops and implements processes for reporting and communicating security incidents to appropriate stakeholders, including executives, legal counsel, and regulatory bodies. Ensures that incident reports are timely, accurate, and comprehensive.

Leads and mentors the Information Technology department staff fostering a culture of accountability and continuous improvement.

Ensures the organization adheres to relevant cybersecurity standards (e.g., NIST, PCI), state and federal statutory requirements, and data privacy laws. Establishes and maintains security

governance frameworks and structures to ensure effective oversight and accountability. Participates in security committees and provides regular updates to executive leadership and the board of directors on the organization's security posture, risks, and compliance status.

Creates and implements programs to educate employees on security best practices and to promote a strong security-conscious culture. Develops and delivers security awareness and education programs for employees at all levels of the organization. Promotes best practice programs to promote a security-conscious staff. Ensures that employees understand their role in maintaining information security and are equipped with the knowledge to identify and respond to security risks.

Manages and oversees the implementation and maintenance of security technologies, including firewalls, identity management systems, and intrusion prevention systems.

Works with IT teams, executives, legal, human resources, and external partners and auditors to integrate security requirements and ensure alignment with organizational goals.

Stays abreast of emerging threats, vulnerabilities, and technologies in the information security field. Continuously evaluates and enhances the organization's security posture, controls, and processes through regular reviews, audits, and testing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of computer processing systems, principles and methods of application;
Thorough knowledge of business analysis and its implementation in information technology projects;

Good knowledge of the principles and practices of supervision;

Ability to plan and supervise the work of technical staff subordinates in a manner conducive to full performance and high moral;

Ability to establish and maintain effective working relationships with staff and officials;

Ability to express one's ideas clearly and concisely and to prepare comprehensive and detailed written and oral reports;

Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a bachelor's degree or higher in computer science or a closely related field and four (4) years of paid work experience in information security; OR
- (b) Possession of an associate's degree or higher in computer science or closely related field and six (6) years of paid work experience as stated in (a); OR
- (c) Possession of a high school diploma or equivalence diploma and eight (8) years of paid work experience as stated in (a); OR

- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c), or other experience that can demonstrate the ability to perform all duties

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants must pay the required evaluation fee.



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Information Security Officer Abolish _____

Bargaining Unit: Management

Purpose and Background:

The Information Security Officer will be responsible for developing, leading, executing, and overseeing an enterprise-wide cybersecurity and IT risk management program, overseeing security policy, incident response, and compliance with regulations and standards. They are entrusted with protecting the confidentiality, integrity, and availability of the organization's information assets. Will develop and implement comprehensive strategies, policies, and procedures to identify and mitigate risks to ensure compliance with county regulations, and respond effectively to security incidents. Will work closely with stakeholders across the organization to promote a culture of security and to align information security practices with county objectives.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade — Salary Range \$ —

Requested Grade/Salary of Position: Grade 5 Salary Range \$ 85,067-113,223

Annual Increase: \$ 113,223 County Share: \$ 100% # of Positions Affected: all County employees

Goals:

The Information Security Officer will provide strategic leadership and direction in establishing and maintaining a robust information security program, ensuring the confidentiality, integrity, and availability of sensitive data. Secondly, they assess and mitigate security risks, protecting the organization from cyber threats and potential breaches that could lead to financial losses, reputational damage, and legal consequences.

Operational Impact:

This full time position will be responsible for creating and maintaining Cortland County's cyber security profile. Duty's will include, Developing Cortland County's information security strategy. Establish information security policies, standards, and procedures. Conduct regular risk assessments. Develop and maintain Incident Response plans, IT Team Leadership: Fostering a culture of cyber accountability and continuous improvement. Ensures the organization adheres to relevant cybersecurity standards. Develops and maintains a County Security Awareness program. Works with IT teams, executives, legal, human resources, and external partners and auditors to integrate security requirements and ensure alignment with organizational goals.

Requested By:

Paul Luth
Signature of Requesting Department Head

9/27/25
Date

Personnel Officer Approval

Travis Zeman
Signature of Personnel Officer

9/27/25
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Ali Platt
Signature of County Administrator

9/30/25
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Deputy Director of Information Technology Abolish

Bargaining Unit: Management

Purpose and Background:

The Deputy Director of Information Technology will have the responsibility for assisting in administering and directing countywide information technology (IT) activities. The incumbent assists in planning, directing and coordinating all county IT operations and activities. The incumbent also either directly provides or assigns IT personnel to provide technical assistance and advice to county departments.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded % Grant Exp. Date

Current Grade/Salary of Position: Grade Salary Range \$

Requested Grade/Salary of Position: Grade 5 Salary Range \$ 85,067-113,223

Annual Increase: 85,067-
\$113,223 County Share: \$ 100% # of Positions Affected: all County employees

Goals:

The Deputy Director of Information Technology will focus on customer service. Develop a comprehensive help desk ticket and call system. Monitor tickets to adhere to service level agreements and technician work load. Maintain asset inventory and lead the computer replacement program. Establish, review and modify information technology policies, procedures and standards. Direct, review, and evaluate subordinate staff. Provide technical assistance to county departments. Provide technical training for IT staff.

Operational Impact:

This full time position will be responsible for working with the other IT staff in creating maintaining a robust Information Technology department for Cortland County. Leading and training a group of IT professionals in providing a well versed, vigorous service department for Cortland County

Requested By:

Paul Luter
Signature of Requesting Department Head

9/27/25
Date

Personnel Officer Approval

James Kenan
Signature of Personnel Officer

9/27/25
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

9/30/25
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: Deputy IT Director Justification (13286 : Create Position for Information Technology Department)



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Senior Network Specialist Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 25 Salary Range \$ 34,103.5 - 43,166.4/hr.

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals: To better define the job duties

Operational Impact: Better service and accountability

Requested By:

[Signature]
Signature of Requesting Department Head

10/27/2025
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

10/28/25
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

10/28/25
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Computer Support Technician (2) Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 18 Salary Range \$ 26.3374 - 33.3363/hr.

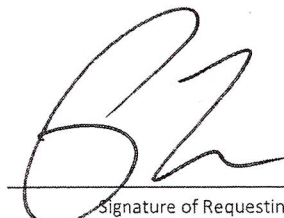
Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals: To better define job duties

Operational Impact: Better Service and accountability

Requested By:



Signature of Requesting Department Head

10/27/2025

Date

Personnel Officer Approval



Signature of Personnel Officer

10/28/25

Date

County Administrator Budget Impact Statement:

County Administrator Approval



Signature of County Administrator

10/28/25

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Network Specialist Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 22 Salary Range \$ 30,448.4 - 38,539.8/hr

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals: To better define the job duties

Operational Impact: Better service and accountability

Requested By:

Signature of Requesting Department Head

10/27/2015
Date

Personnel Officer Approval

Signature of Personnel Officer

10/28/25
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

10/28/25
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Administrative Assistant Abolish _____

Bargaining Unit: Management

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 5H Salary Range \$ 23.4039 - 31.1506/hr

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals: To assist the managerial staff

Operational Impact: To be more efficient and allow managerial staff to focus on IT issues.

Requested By:

Signature of Requesting Department Head

10/27/2025

Date

Personnel Officer Approval

Signature of Personnel Officer

10/28/25

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

10/28/25

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Information Systems Engineer (2) Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 26 Salary Range \$ 35,444.5 - 44,863.7/h

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals: To better define job duties

Operational Impact: Better service and accountability

Requested By:

Signature of Requesting Department Head

10/27/2015

Date

Personnel Officer Approval

Signature of Personnel Officer

10/28/25

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

10/28/25

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☒ Abolish ☐ Create

Position Name (s): Create _____ Abolish Computer Programmer

Bargaining Unit: CSEA

Purpose and Background: Position is no longer needed in the organizational goals of the Informat. Technology Department

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 24 Salary Range \$ 32,8231 - 41,5458/hr

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

Operational Impact:

Requested By:

[Signature]
Signature of Requesting Department Head

10/27/2025
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

10/28/25
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

10/28/25
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☒ Abolish ☐ Create

Position Name (s): Create _____ Abolish Network Technicians (2)

Bargaining Unit: CSEA

Purpose and Background: This position supplied Broad^{IT} services to Cortland County

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: _____ Grade 18 Salary Range \$ 26.3374 - 33.3363/hr

Requested Grade/Salary of Position: _____ Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals: To better define the job duties

Operational Impact:

Requested By:

[Signature]
Signature of Requesting Department Head

10/27/2025
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

10/28/25
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

10/28/25
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☒ Abolish ☐ Create

Position Name (s): Create _____ Abolish Information Systems Administrator

Bargaining Unit: CSEA

Purpose and Background: This position supplied broad IT services to Cortland County

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: _____ Grade 25 Salary Range \$ 34,1035-43,1664/hv

Requested Grade/Salary of Position: _____ Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals: To better define the job duties

Operational Impact:

Requested By:

[Signature]
Signature of Requesting Department Head

10/27/2025
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

10/28/25
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

10/28/25
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☒ Abolish ☐ Create

Position Name (s): Create _____ Abolish Computer Support Specialist

Bargaining Unit: CSEA

Purpose and Background: This position supplied broad IT services to Cortland County

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position:

Grade 9

Salary Range \$ 19.5557-24.7524/hr

Requested Grade/Salary of Position:

Grade _____

Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals: To better define the job duties

Operational Impact:

Requested By:

Signature of Requesting Department Head

10/27/2025
Date

Personnel Officer Approval

Signature of Personnel Officer

10/28/25
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

10/28/25
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted:

SENIOR NETWORK SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the installation and maintenance of Local Area Network (LAN) components, end-user network services and basic network administration activities in one or more county departments. The incumbent installs, modifies and maintains a variety of network hardware, (including firewalls, switches, access points) software and peripheral components; diagnoses and resolves network problems. The work is performed under the supervision of a higher level administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work and differs from Network Specialist by virtue of the level of responsibility and the increased level of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs, modifies and maintains Local Area Network (LAN) and Wide Area Network (WAN) components;

Coordinates with commercial vendors and State agencies regarding network problems and upgrades as required;

Oversees projects related to LAN components, end-user network services and basic network administration;

Assists with ordering new network equipment and/or software

Monitors network logs, identifies and mediates network congestion. Performs backups of all network equipment.

Installs, monitors and maintains wireless system.

Works closely with security professionals to maintain a secure network.

Creates and maintains a variety of records and reports related to network installation, maintenance and user support activities;

Attends training classes and seminars to remain current in the field;

Perform inventory control and maintenance for hardware and software;

Runs, installs, and tests network drops and patching where needed;

Identifies and troubleshoots hardware and software technical problems related to network LANs/WANs;

Creates, edits, and modifies network documentation to accurately reflect the current environment;

Provides software support or direction to end users as appropriate;

May oversee the work of subordinate personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of LAN hardware, software and peripheral equipment;

Thorough knowledge of Wireless Access systems and equipment;

Thorough knowledge of door access systems and other physical security systems;

Thorough knowledge of the principles and practices of installing, modifying and maintaining local area network hardware, network cabling, software and peripheral equipment;

Thorough knowledge of the operation of personal computer hardware and software;
Thorough knowledge of Windows operating systems;
Working knowledge of county programs, priorities and initiatives as they relate to information technology;
Ability to follow and adhere to security protocols and policies;
Ability to install, update and maintain LAN hardware, software and peripheral equipment;
Ability to diagnose hardware and software problems and devise a resolution for the problem;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to create clean and concise written directions and protocols;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree or higher in computer science or computer information systems, or closely related field, and (2) years of experience installing, modifying and maintaining a local area network; OR
- (b) Possession of an Associate's degree or higher as defined in (a) and three (3) years of experience as defined in (a); OR
- (c) Possession of a high school diploma or equivalency diploma and five (5) years of experience as defined in (a); OR
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c), or other experience that can demonstrate the ability to perform all duties.

NOTE:

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted:

NETWORK SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the installation and maintenance of Local Area Network (LAN) components, end-user network services and basic network administration activities in one or more county departments. The incumbent installs, modifies and maintains a variety of network hardware, (including firewalls, switches, access points) software and peripheral components; diagnoses and resolves network problems. The work is performed under the supervision of a higher level administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs, modifies and maintains Local Area Network (LAN) and Wide Area Network (WAN) components;
Coordinates with commercial vendors and State agencies regarding network problems and upgrades as required;
Assists with ordering new network equipment and/or software;
Monitors network logs, identifies network congestion. Performs backups of all network equipment;
Installs, monitors and maintains wireless system;
Works closely with security professionals to maintain a secure network;
Creates and maintains a variety of records and reports related to network installation, maintenance and user support activities;
Attends training classes and seminars to remain current in the field;
Performs inventory control and maintenance for hardware and software;
Runs, installs, and tests network drops and patching where needed;
Identifies and troubleshoots hardware and software technical problems related to network LANs/WANs;
Creates, edits, and modifies network documentation to accurately reflect the current environment;
Provides software support or direction to end users as appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of LAN hardware, software and peripheral equipment;
Good knowledge of Wireless Access systems and equipment;
Good knowledge of the principles and practices of installing, modifying and maintaining local area network hardware, network cabling, software and peripheral equipment;
Good knowledge of the operation of personal computer hardware and software;
Good knowledge of Windows operating systems;
Working knowledge of county programs, priorities and initiatives as they relate to information technology;
Ability to follow and adhere to security protocols and policies;
Ability to install, update and maintain LAN hardware, software and peripheral equipment;
Ability to diagnose hardware and software problems and devise a resolution for the problem;

Ability to understand and interpret oral instructions and/or written directions;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of an Associate's degree or higher in computer science or computer information systems, or closely related field and two (2) years of experience installing, modifying and maintaining a local area network; OR
- (b) Possession of a high school diploma or equivalency diploma and three (3) years of experience as defined in (a); OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b), or other experience that can demonstrate the ability to perform all duties

NOTE:

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted:

COMPUTER SUPPORT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical support position focused on adapting computers to departmental and user needs. The incumbent is responsible for adapting both computer hardware and software to meet the specific needs of the department or user and for troubleshooting, maintenance and repairing of computer hardware and software. The work is performed under the general supervision of a higher level staff person or the department head with some leeway allowed for the exercises of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Responds to calls and support tickets from departments for malfunctions in computer hardware and/or software;

Provides first-line diagnosing/trouble-shooting of computer problems relating to software packages, basic hardware issues, and/or security and password problems;

Diagnoses and repairs computer hardware and peripheral equipment;

Installs, configures, and maintains computer hardware, associated operating system software and peripheral equipment;

Tests and evaluates new desktop computer hardware, associated operating system software and peripheral equipment;

Performs routine minor computer and peripheral equipment maintenance;

Refers questions and non-routine problems involving computer hardware, connectivity, software and peripheral equipment associated with the computer system to the appropriate technician;

Collects information with municipal and State personnel as part of software support;

Recommends computer hardware and software to support the user's requests;

Communicates with vendors and other technical support personnel to aid in the solution of problems regarding computer hardware, software, telecommunications equipment, lines, service options, maintenance, etc;

Conducts follow-up checks to ensure that problems are resolved to each user's satisfaction;

Completes forms and maintains a variety of records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the use and operation of computers and related peripheral equipment;

Good knowledge of principles and practices of diagnosis, maintenance and repair of computers and related peripheral equipment;

Working knowledge of office terminology and procedures;

Ability to operate a computer and related peripheral equipment;

Ability to follow oral and written instructions; ability to develop effective working relationships and deal diplomatically with the public, employees, and other work contacts;

Ability to express oneself clearly and concisely, both orally and in writing; integrity and sound judgment;

Good computer skills;

Good ability and willingness to train others in the use of new computer programs and operations;
Good knowledge of policies, procedures and regulations;
Good knowledge of departmental programs and projects;
Ability to understand and follow written and oral instructions and materials;
Ability to work effectively with others;
Ability to work in groups and independently;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Computer Science, Information Technology or a closely related field; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time, paid experience, or its part-time equivalent, in the operation of a computer which shall have involved diagnosing and/or preventive maintenance of hardware, software and related peripheral equipment; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b), or other experience that can demonstrate the ability to perform all duties

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants must pay the required evaluation fee.

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted:

INFORMATION SYSTEMS ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for designing, creating, maintaining, administering, upgrading, patching, and monitoring the performance of virtual and physical servers. Designing, creating, maintaining, revising, and testing of backup strategies for local, cloud and DR sites. Maintaining the security and efficiency of network devices. Creating and maintaining user accounts. Managing active directory, email, and phone systems. The work is performed under the supervision of a higher level administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Analyzes information technology needs including projects proposed for computerization or automation, and determines the most effective and secure methods for meeting those needs; Researches, identifies and/or modifies existing computer hardware, software and peripheral equipment to meet information technology needs;
Performs network systems administration including performing system backups, deleting unauthorized applications and surplus files, and upgrading hardware and software;
Trains end-users to use network hardware, software and peripheral equipment;
Provides end-user support including diagnosing and resolving hardware and software problems;
Meets and consults with vendors, consultants and others regarding information technology needs;
Creates and maintains a variety of records and reports related to information technology;
Attends training conferences and seminars to remain current in the field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of LAN hardware, Windows server software and peripheral equipment;
Thorough knowledge of the principles and practices of designing, installing, modifying and local area network hardware, software and peripheral equipment;
Thorough knowledge of the operation of personal computer hardware and software;
Working knowledge of county programs, priorities and initiatives as they relate to information technology;
Ability to analyze programs and services in need of computerization or automation;
Ability to design, install, update and maintain server hardware, software and peripheral equipment;
Ability to diagnose hardware and software problems and devise a resolution for the problem;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree or higher in information systems management, computer science, information technology or closely related field and two (2) years of

experience in network administration, information systems management, or analyzing business processes for computerization or automation; OR

- (b) Possession of an Associate's degree or higher and three (3) years of experience as defined in (a); OR
- (c) Possession of a high school diploma or equivalency diploma and five (5) years of experience as defined in (a); OR
- (a) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c), or other experience that can demonstrate the ability to perform all duties.

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants must pay the required evaluation fee.

DEPARTMENT OF PUBLIC WORKS
Activities Report – October 2025

Administration

Monthly Superintendents Meeting
Department Head Meeting

Highway

Structure Projects:

West Scott Road Box Culvert replacement (Partnering with Soil&Water). The road is open, last item to install is Guide Rail

East River Crossing bridge replacement – Construction has been awarded to JP Dugon Construction

High Bridge Road bridge replacement – In Preliminary Design, Public Information Meeting held 9/24/2025

Bridge NY - Pine Hill Bridge and Cold Brook Box Culvert. Waiting for contracts from NYSDOT

Road Projects:

Chenango Road – replacing road culverts in preparation for 2026 road project

Cold Brook Road – replacing road culverts in preparation for 2026 road project

Road Maintenance – Pothole repairs, tree and brush maintenance, roadside ditching, road culvert replacements, road side mowing, shoulder cutting. Outfitting trucks for plow season.

Dwyer Park – Bathrooms and Main Pavilion have been winterized, fireplaces wrapped and picnic tables stored undercover for the winter.

Airport

T Hangar Occupancy - All hangers are occupied, 9 on waiting list.

Aircraft Hanger - Design completed, in review.

Buildings & Grounds – Addressing Facility Dude work orders, renovations at Courthouse in progress, repairing masonry issues at COB, PSB and Courthouse.

Staffing - 8 full time positions open (includes Highway, Landfill and B&G).

DEPARTMENT OF PUBLIC WORKS
Solid Waste Activities Report
October 2025

Administration

- ❖ Working on annual reports.

Landfill

- **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 **234,000** gallons from West Side.
- **Cover Material** – Auto fluff **56** tons received.
- **Solid Waste** – **1,797** tons received.
- **Sludge** – **351** tons received.
- **C&D** – **269** tons received.
- **Glass** – **148** tons from Casella (this includes private haulers that Casella has hauling), **11** 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, Packer-new transmission installed.

- **Landfill Capping project** – R&L Development is on site (project to be completed by end of 2025).

Recycling

- Single stream to Casella’s – **122** tons. Total cost - **\$11,559**
- Cardboard to market – **None, stockpiling due to low market rates.**
- Glass from recycling to landfill – **15** tons.
- Glass from Casella to Landfill – **148** tons. Total Revenue – **\$5,161**
- Electronics Recycled – **7 tons.**
- Textiles - **1500 lbs** Total Revenue - **\$60.00**



CORTLAND COUNTY WEIGHTS AND MEASURES
60 Central Ave., Cortland NY 13045 - (607)753-5025
choll@cortlandcountyny.gov
Monthly Report

Chris Holl
Director

October 2025

October has been a steady month, and we're chipping away at the remaining commercial assets for 2025. We had our NYS regional Weights and Measures fall meeting this month. Most of our discussions were related to safety and up and coming regulations for cannabis and vehicle charging stations.

Test Type	Qty
Pre-Pack Scale	1
Vehicle Scale	1
Petroleum Pump	84
Petroleum Meter VTM	1
Price Audit	150
Milk Bulk Tank	3

Total Fees Paid YTD	\$8,020.00
Total Fees Un-Paid YTD	\$5,956.00

All New Sources vs. Uses

	<u>Tipping Fee Increase</u>	<u>Bond Payment Reduction</u>	<u>Gas Collection System Repayment</u>	<u>New Cell Costs</u>	<u>Net Additional (Deficit)/Income</u>
2026	495,000.00		(245,000.00)	(250,000.00)	-
2027	495,000.00	5,708.97	(250,708.97)	(250,000.00)	-
2028	495,000.00	12,598.02	(257,598.02)	(250,000.00)	-
2029	495,000.00	201,099.47	(300,000.00)	(250,000.00)	146,099.47
2030	495,000.00	200,967.81	(300,000.00)		395,967.81
2031	495,000.00	211,950.41	(300,000.00)		406,950.41
2032	495,000.00	223,784.43	(300,000.00)		418,784.43
2033	495,000.00	775,860.09	(261,028.28)		1,009,831.81
2034	495,000.00	772,881.89		(200,000.00)	1,067,881.89
2035	495,000.00	828,949.45			1,323,949.45
2036	495,000.00	828,949.45		(12,000,000.00)	(10,676,050.55)