



Public Works Committee

Committee Meeting

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

~ Minutes ~

Tuesday, June 10, 2025

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:02 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Christopher Newell	Cortland County	Vice Chair	Present	
Beau Harbin	Cortland County	Committee Member	Present	
Ronald J. Van Dee	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Chair	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Member	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Jeri DuVall	Cortland County	Chief Assistant County Attorney	Present	
Charles Sudbrink	Cortland County	Highway Superintendent	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Chris Spadolini	Cortland County	Recycling Coordinator	Present	
Chris Driscoll	Cortland County	Deputy Mental Health Director	Present	
William McGovern	Cortland County	Legislator	Present	
Michael Kellaway	Cortland County	Buildings and Grounds Foreman	Present	
Kim Cameron	Cortland	Resident	Present	
Cathy Bischoff	Cortland County	Legislator	Present	
Don Chu	Cortland	Resident	Present	
Lori Canestaro	Cortland County	Buildings and Grounds Secretary	Present	
Joseph Nauseef	Cortland	Legislator	Present	9:41

	County			AM
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Nicole Compton	Cortland County	County Attorney Executive Assistant	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Andrea Herzog	Cortland County	Director of Finance	Remote	
Wendy Sturdevant	Cortland County	Finance and Administration	Remote	
Rebecca Glover	Cortland County	Resident	Remote	
Kelly Green	Cortland County	Finance and Administration	Remote	
Pam Winn	Cortland County	Resident	Remote	

Executive Session

It was MOVED by Mr. Heider, seconded by Mr. VanDee, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the demotion of a particular person, with Laurie Leonard and Jeri DuVall permitted to stay in the room. MOTION CARRIED.

An executive session was held from 9:04 a.m. to 9:18 a.m., at which time on motion of Mr. Newell, Seconded by Mr. VanDee, it was unanimously approved by voice vote to exit executive session.

Minutes Approval

1. Public Works Committee - Committee Meeting - May 6, 2025 9:00 AM

RESULT:	ACCEPTED
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2. Public Works Committee - Special Meeting - May 22, 2025 4:00 PM

RESULT:	ACCEPTED
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Resolutions

AGENDA ITEM NO. 1 – Authorize Supplemental Agreement No. 3 with NYSDOT/East River Crossing Over Tioughnioga River Bridge

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/26/2025 6:00 PM
MOVER:	Christopher Newell, Vice Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Newell, Harbin, Van Dee, Heider, Waldbauer, Mantella, VanGorder

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Supplemental Agreement No. 3 with NYSDOT/East River Crossing Over Tioughnioga River Bridge

WHEREAS, the Cortland County Legislature authorized an agreement with the New York State Department of Transportation for the East River Crossing Bridge (BIN 3312310) Replacement, P.I.N.

375687, by Resolution No. 339-19; AND

WHEREAS, the Project for the East River Crossing Bridge Replacement Project is eligible for funding under Title 23 U.S. Code, as amended that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal Funds, 15% through NYSDOT AID (Marchiselli Aid) provided the funds are appropriated by the State of New York, and 5% non-federal funds; AND

WHEREAS, the NYSDOT is amending the previously adopted agreement by adding \$3,549,000.00 for the Construction Phase of said project; NOW THEREFORE BE IT

RESOLVED, that Supplemental Agreement No. 3 with the NYSDOT, amends a previously adopted Schedule “B” (Phases, Sub-phase/Tasks, and Allocation of Responsibility), amends a previously adopted Agreement by replacing the Appendix A dated October 2019 with the Appendix A dated June 2023, and adding phase 3 Construction; AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature of Cortland County, upon review and approval by the County Attorney, or designee, is hereby authorized to execute Supplemental Agreement No. 3 with NYSDOT, for the Construction Phase of the East River Crossing Bridge Replacement; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

INCREASE REVENUE BUDGET:

HH512243.43597.ERRBR	State Transportation Aid	\$ 532,350
HH512244.44597.ERRBR	Federal Transportation Aid	\$2,839,200
HH99015.45031.ERRBR	Interfund Transfer-in	\$ 177,450
A.359900	Appropriated Fund Balance	\$ 177,450

INCREASE EXPENDITURE BUDGET:

HH51225.52800.ERRBR	Infrastructure	\$3,549,000
A99095.59950.ERRBR	Interfund Transfer-out	\$ 177,450

AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 2 – Authorizing Notice of Termination of the Lease Agreement Between Cortland County and the City of Cortland for the Use and Management of the County Gymnasium

Motion made by Mr. Heider to amend and remove the second Whereas clause, seconded by Mr. VanDee

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/26/2025 6:00 PM
MOVER:	Christopher Newell, Vice Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Newell, Harbin, Van Dee, Heider, Waldbauer, Mantella, VanGorder

ON MOTION OF HEIDER

RESOLUTION NO.

Authorizing Notice of Termination of the Lease Agreement Between Cortland County and the City of Cortland for the Use and Management of the County Gymnasium

WHEREAS, Cortland County and the City of Cortland entered into a lease agreement for the City's use and management of the County-owned gymnasium located at the Cortland County Office Building; AND

WHEREAS, the lease agreement allows for either party to provide written notice of non-renewal of said lease at least ninety (90) days prior to the end of the term, which is December 31, 2025; AND

WHEREAS, the County intends to terminate the lease agreement in accordance with the notice provisions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes and directs that written notice be provided to the City of Cortland of the County's intent to terminate the lease agreement for the use and management of the County gymnasium at the end of the current lease term; AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature is hereby authorized to issue the required notice of termination and to take all necessary actions to effectuate the termination of the lease agreement; AND BE IT FURTHER

RESOLVED, that the County Attorney shall forward a certified copy of this resolution and accompanying notice to the City of Cortland and any other necessary parties.

AGENDA ITEM NO. 3 – Abolish/Create Positions for Department of Public Works

RESULT: APPROVED [UNANIMOUS]

Next: 6/26/2025 6:00 PM

MOVER: Christopher Newell, Vice Chair

SECONDER: Ronald J. Van Dee, Committee Member

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

ON MOTION OF HEIDER

RESOLUTION NO.

Abolish/Create Positions for Department of Public Works

WHEREAS, the Cortland County Buildings and Grounds Department is moving under the newly created Cortland County Department of Public Works; AND

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

One - Superintendent of Highway (Management, Grade 2, \$105,677-140,657, unclassified service)

One - Deputy Superintendent of Highway (Management, Grade 5, \$85,067-113,223, exempt class)

One - Superintendent of Buildings and Grounds (Management, Grade 8, \$68,475-91,141, competitive Class)

One - Buildings and Grounds Foreperson (CSEA, Grade 19, \$27.2911-34.5436/hr, competitive class)

One - Secretary 1 (CSEA, Grade 10, \$20.1738-25.5349/hr, competitive class); AND

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

One - Commissioner of Public Works (Management, Grade 1, \$113,603-151,206, pending jurisdictional classification)
One - Deputy Commissioner of Public Works (Management, Grade 4, \$91,446-121,715, pending jurisdictional classification)
One - Supervisor of Buildings and Grounds (Management, Grade 9, \$63,697-84,781, competitive class)
One - Building Maintenance Mechanic (CSEA, Grade 10, \$20.1738-25.5349/hr, non-competitive class)

; NOW THEREFORE BE IT

RESOLVED, that the following positions are abolished effective June 29, 2025:

One - Superintendent of Highway (Management, Grade 2, \$105,677-140,657, unclassified service)
One - Deputy Superintendent of Highway (Management, Grade 5, \$85,067-113,223, exempt class)
One - Superintendent of Buildings and Grounds (Management, Grade 8, \$68,475-91,141, competitive class)
One - Buildings and Grounds Foreperson (CSEA, Grade 19, \$27.2911-34.5436/hr, competitive class)
One - Secretary 1 (CSEA, Grade 10, \$20.1738-25.5349/hr, competitive class); AND BE IT FURTHER

RESOLVED, that the following positions are created with approval to fill effective June 30, 2025:

One - Commissioner of Public Works (Management, Grade 1, \$113,603-151,206, pending jurisdictional classification)
One - Deputy Commissioner of Public Works (Management, Grade 4, \$91,446-121,715, pending jurisdictional classification)
One - Supervisor of Buildings and Grounds (Management, Grade 9, \$63,697-84,781, competitive class)
One - Building Maintenance Mechanic (CSEA, Grade 10, \$20.1738-25.5349/hr, non-competitive class)

; AND BE IT FURTHER

RESOLVED, that the current Superintendent of Highways is hereby appointed to serve as Commissioner of Public Works for a term ending December 31, 2026, aligning with the remainder of the current appointment term.

Monthly Reports

1. I.T. Monthly Report

RESULT:	COMPLETED
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2. Highway Monthly Report

RESULT:	COMPLETED
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3. Solid Waste Monthly Report

RESULT:	COMPLETED
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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 proposed litigation, with Savannah Hempstead, Jeri DuVall, Charlie Sudbrink, Alan Ricottilli and Chris Spadolini permitted to stay in the room. MOTION CARRIED.

An executive session was held from 9:52 a.m. to 10:03 a.m., at which time on motion of Mr. Waldbauer, Seconded by Mr. Mantella, it was unanimously approved by voice vote to exit executive session.

Adjournment

The meeting was closed at 10:04 AM



Public Works Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 6, 2025

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:00 AM by Vice Chair Christopher Newell

Attendee Name	Organization	Title	Status	Arrived
Christopher Newell	Cortland County	Vice Chair	Present	
Beau Harbin	Cortland County	Committee Member	Excused	
Ronald J. Van Dee	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Chair	Excused	
Eugene Waldbauer	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Member	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Remote	
Allen Pankhurst	Cortland County	Buildings & Grounds Superintendent	Present	
Charles Sudbrink	Cortland County	Highway Superintendent	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Patty Schaap	Cortland County	Director of Community Mental Health Services	Present	
Andrea Herzog	Cortland County	Director of Finance	Remote	
Thomas McGrath	Cortland County	Deputy IT Director	Remote	
Nicole Compton	Cortland County	County Attorney Executive Assistant	Remote	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Donald Chu	Cortland	Resident	Present	

Minutes Acceptance: Minutes of May 6, 2025 9:00 AM (Minutes Approval)

Minutes Approval

1. Highway Committee - Committee Meeting - Apr 8, 2025 10:00 AM

RESULT:	APPROVED
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2. Buildings and Grounds Committee - Committee Meeting - Apr 8, 2025 9:00 AM

RESULT:	APPROVED
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3. Highway Committee - Special Meeting - Apr 24, 2025 4:00 PM

RESULT:	APPROVED
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Resolutions

AGENDA ITEM NO. 1 – Reject Bid for the Replacement of the Sprinkler System at the Cortland County Recycling Center- Buildings & Grounds

RESULT:	APPROVED [UNANIMOUS]
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Next: 5/22/2025 6:00 PM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Newell, Van Dee, Waldbauer, Mantella, VanGorder

EXCUSED: Beau Harbin, Paul Heider

ON MOTION OF HEIDER

RESOLUTION NO.

Reject Bid for the Replacement of the Sprinkler System at the Cortland County Recycling Center- Buildings & Grounds

WHEREAS, the County issued a Request for Proposal (RFP) on March 24, 2024 for the replacement of the sprinkler system at the Cortland County Recycling Center; AND

WHEREAS, all proposals were solicited in accordance with County policy; AND

WHEREAS, the County received one bid from the following:

Petcosky Companies
421 Commerce Road
Vestal, NY, 13850

; AND

WHEREAS, based upon evaluation of the bid it has been determined that it is in the County's best interest to reject all bids; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby formally rejects the bid proposal received for the replacement of the sprinkler system at the Cortland County Recycling Center.

AGENDA ITEM NO. 2 – Reject Bids for HVAC at Cortland County Highway Department - Buildings and Grounds

Minutes Acceptance: Minutes of May 6, 2025 9:00 AM (Minutes Approval)

RESULT: **APPROVED [UNANIMOUS]**

Next: 5/22/2025 6:00 PM

MOVER: Eugene Waldbauer, Committee Member

SECONDER: Ronald J. Van Dee, Committee Member

AYES: Newell, Van Dee, Waldbauer, Mantella, VanGorder

EXCUSED: Beau Harbin, Paul Heider

ON MOTION OF HEIDER**RESOLUTION NO.****Reject Bids for HVAC at Cortland County Highway Department - Buildings and Grounds**

WHEREAS, a Request for Proposals (RFP) was issued March 24, 2025 for the Replacement of the Rooftop HVAC and System Controls at the Cortland County Highway Department, and such bids were due and received by Monday, April 28, 2025; AND

WHEREAS, four (4) requests for proposals were received as follows:

Vendor	Address	Price
Planet Pro Heating & Air	32 Putnam Ave. Valley Stream NY, 11508	\$62,500.00
Carrier	6304 Carrier Parkway PO Box4808 Syracuse NY, 13221	\$62,256.00
EMCOR Services	704 Clinton Ave. South Rochester NY, 14620	\$45,150.00
TRANE	15 Technology Place East Syracuse NY, 13057	\$66,900.00

WHEREAS, based upon the results of the bid, it has been determined that it is in the County's best interest to reject all bids; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby formally rejects the bid proposals received for the Replacement of the Rooftop HVAC and System Controls at the Cortland County Highway Department.

AGENDA ITEM NO. 3 – Authorize Engineering Agreement for Snow Removal Equipment (SRE) Acquisition - Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 5/22/2025 6:00 PM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Newell, Van Dee, Waldbauer, Mantella, VanGorder

EXCUSED: Beau Harbin, Paul Heider

ON MOTION OF HEIDER**RESOLUTION NO.****Authorize Engineering Agreement for Snow Removal Equipment (SRE) Acquisition - Highway Department**

WHEREAS, the County of Cortland owns Cortland County Airport, General Levi R. Chase Field, and as owner, is eligible for federal grant monies for Airport Improvement Projects (AIP funding), and has agreed to all federal grant assurances promulgated by the United States Government, as administered

Minutes Acceptance: Minutes of May 6, 2025 9:00 AM (Minutes Approval)

by the FAA; AND

WHEREAS, the FAA and NYSDOT have offered grants to the County of Cortland for the purchasing of Snow Removal Equipment (SRE) for the Cortland County Airport; AND

WHEREAS, the County of Cortland desires to:

- a) Support and maintain the Cortland County Airport; and
- b) Provide for the highest possible safety of users engaged in aviation operations at the Cortland County Airport

; AND

WHEREAS, the Legislature has entered into a term agreement with McFarland Johnson Inc., 49 Court St, Ste 240, Binghamton, NY 13901 to provide professional engineering services for the Cortland County Airport; AND

WHEREAS, the Public Works Committee desires to authorize the use of McFarland Johnson, Inc. to provide professional services for the Snow Removal Equipment (SRE) Acquisition; AND

WHEREAS, the fee for the engineering agreement for the administration services for said Snow Removal Equipment (SRE) Acquisition is \$24,233.00; AND

WHEREAS, the funds shall be appropriated in account A56105.54055; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the Engineering agreement with McFarland Johnson, Inc. to perform the Administration Services for the Snow Removal Equipment (SRE) Acquisition at a cost not to exceed \$24,233.00; AND BE IT FURTHER

RESOLVED, that the County Administrator or the Chair of the County Legislature, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign Engineering Agreement with McFarland Johnson, Inc. to perform Administration Services for the Snow Removal Equipment (SRE) acquisition at the Cortland County Airport, Chase Field.

AGENDA ITEM NO. 4 – Award Bid for Snow Removal Equipment (SRE) at Chase Field, Cortland County Airport - Highway Department

RESULT: REFER TO COMMITTEE - NO VOTE

Next: 5/22/2025 4:00 PM

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid for Snow Removal Equipment (SRE) at Chase Field, Cortland County Airport - Highway Department

WHEREAS, the Cortland County Highway Department advertised for bids for Snow Removal Equipment (SRE) to be used at Chase Field, the Cortland County Airport; AND

WHEREAS, the Cortland County Highway Department publicly opened the bids in accordance with County policy and received the following bids:

BIDDERS

BID AMOUNT

Minutes Acceptance: Minutes of May 6, 2025 9:00 AM (Minutes Approval)

WHEREAS, based upon the results of the bid, the bid is to be awarded to the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Public Works Committee, the Cortland County Legislature hereby awards the (SRE) Snow Removal Equipment to _____ for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator or the Chair of the Legislature, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to sign an agreement with _____ for an amount not to exceed _____; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director is hereby authorized and directed to make payment from Account A56105.52015 for the purchase of the snow removal equipment as approved.

AGENDA ITEM NO. 5 – Support for the New York State Assembly and Senate to Pass a Strong Law to Modernize the Existing State Bottle Bill

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Dominick Mantella, Committee Member
AYES:	Newell, Van Dee, Waldbauer, Mantella, VanGorder
EXCUSED:	Beau Harbin, Paul Heider

ON MOTION OF HEIDER

RESOLUTION NO.

Support for the New York State Assembly and Senate to Pass a Strong Law to Modernize the Existing State Bottle Bill

WHEREAS, according to the State Department of Environmental Conservation (DEC), New York is facing a growing solid waste disposal crisis as landfills are closing and incinerators pollute the environment; AND

WHEREAS, according to the DEC, the state's most successful litter reduction and recycling program is the Bottle Deposit Law, by reducing New York's roadside container litter by 70%, with 5.5 billion containers recycled statewide in 2020, a redemption rate of covered beverage containers of approximately 68%; AND

WHEREAS, the state Bottle Deposit Law, which was adopted over 40 years ago in 1982, has not been significantly updated to reflect the changes in the types of new, non-carbonated beverage containers; AND

WHEREAS, the state's Bottle Deposit has been set at a nickel since 1982, which is worth a bit more than one penny today; AND

WHEREAS, the fee charged for the handling of redeemed containers has not been increased since 2009, while the costs of doing business have increased significantly; AND

NOW THEREFORE BE IT RESOLVED, that the Cortland County Legislature urges the New York State Legislature to pass and Governor Kathy Hochul to sign into law a strong and effective

Minutes Acceptance: Minutes of May 6, 2025 9:00 AM (Minutes Approval)

Beverage Container Refundable Deposit Law that is modernized to reflect the best practices found nationwide reflected in S.5684/A.6543; AND BE IT FURTHER

RESOLVED, further, that the Cortland County Legislature shall forward copies of this resolution to Governor Kathy Hochul, the New York Assembly Speaker and New York State Senate Majority Leader, the local State Assemblymembers, the local State Senator, and all others deemed necessary and proper.

Action Items

1. Approval to Use Dwyer Park for Bluegrass Ramble on August 3, 2025

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

Monthly Reports

1. IT Monthly Report

RESULT:	COMPLETED
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2. Buildings and Grounds Monthly Report

RESULT:	COMPLETED
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3. Highway Monthly Report

RESULT:	COMPLETED
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4. Solid Waste Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Courthouse Project Updates

RESULT:	COMPLETED
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2. 111 Port Watson Street/Mental Health Building Update

RESULT:	COMPLETED
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3. Dwyer Park Playground Update

RESULT:	COMPLETED
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4. Restrooms at Main Pavilion of Dwyer Park

RESULT:	COMPLETED
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5. Future Landfill Options

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 9:54 AM

Minutes Acceptance: Minutes of May 6, 2025 9:00 AM (Minutes Approval)



Public Works Committee

Special Meeting

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

~ Minutes ~

Thursday, May 22, 2025

4:00 PM

Room 302

Call to Order

The meeting was called to order at 4:09 PM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Christopher Newell	Cortland County	Vice Chair	Excused	
Beau Harbin	Cortland County	Committee Member	Present	
Ronald J. Van Dee	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Chair	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Member	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Allen Pankhurst	Cortland County	Buildings & Grounds Superintendent	Present	
Charles Sudbrink	Cortland County	Highway Superintendent	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
William McGovern	Cortland County	Legislator	Present	
Kim Cameron	Cortland County	Resident	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Jason DeRaiche	Cortland County	Safety Director	Remote	

Resolutions

AGENDA ITEM NO. 1 – Award Bid for Snow Removal Equipment (SRE) at Chase Field, Cortland County Airport - Highway Department

Minutes Acceptance: Minutes of May 22, 2025 4:00 PM (Minutes Approval)

RESULT: **APPROVED [UNANIMOUS]**

Next: 5/22/2025 6:00 PM

MOVER: Eugene Waldbauer, Committee Member

SECONDER: Beau Harbin, Committee Member

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

EXCUSED: Christopher Newell

ON MOTION OF HEIDER**RESOLUTION NO.**

Award Bid for Snow Removal Equipment (SRE) at Chase Field, Cortland County Airport - Highway Department

WHEREAS, the Cortland County Highway Department advertised for bids for Snow Removal Equipment (SRE) to be used at Chase Field, the Cortland County Airport; AND

WHEREAS, the Cortland County Highway Department publicly opened the bids in accordance with County policy and received the following bids:

<u>BIDDERS</u>	<u>BID AMOUNT</u>
Boyles Motor Sales 2955 Strunk Rd. Jamestown, NY 14701	\$289,500.00

WHEREAS, based upon the results of the bid, the bid is to be awarded to the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Public Works Committee, the Cortland County Legislature hereby awards the (SRE) Snow Removal Equipment to Boyles Motor Sales, of 2955 Strunk Rd., Jamestown, NY 14701 for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator or the Chair of the Legislature, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to sign an agreement with Boyles Motor Sales, of 2955 Strunk Rd., Jamestown, NY 14701 for an amount not to exceed \$289,500.00; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director is hereby authorized and directed to make payment from Account A56105.52015 for the purchase of the snow removal equipment as approved.

AGENDA ITEM NO. 2 – Authorize Agreement with Trane for Replacement of HVAC and Controls at County Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 5/22/2025 6:00 PM

MOVER: Eugene Waldbauer, Committee Member

SECONDER: Ronald J. Van Dee, Committee Member

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

EXCUSED: Christopher Newell

ON MOTION OF HEIDER**RESOLUTION NO.**

Minutes Acceptance: Minutes of May 22, 2025 4:00 PM (Minutes Approval)

Authorize Agreement with Trane for Replacement of HVAC and Controls at County Highway Department

WHEREAS, the heating, ventilation, and air conditioning ("HVAC") unit and controls at the Cortland County Highway Department Building has reached the end of life; AND

WHEREAS, the Public Works Committee of the Cortland County Legislature recommends replacing the unit and controls; AND

WHEREAS, Trane U.S. Inc. has submitted a proposal on OGS contract in the amount of \$66,686.59 per for the replacement of the HVAC unit and controls; NOW THEREFORE BE IT

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon approval of the County Attorney or designee, is authorized to execute an agreement with Trane U.S. Inc., of 15 Technology Place, East Syracuse, NY 13057, for an amount not to exceed \$66,686.59.

AGENDA ITEM NO. 3 – Award Courthouse Dome Repair and Painting

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Harbin, Van Dee, Heider, Waldbauer, Mantella, VanGorder
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

Award Courthouse Dome Repair and Painting

WHEREAS, the Cortland County Highway Department advertised for proposals for the repair and painting of the Cortland County Courthouse Dome; AND

WHEREAS, sealed proposals were opened on April 17, 2025 at 2:00 p.m. at the Highway Administration Building; AND

WHEREAS, the bids received are as follows:

BIDDERS	BID AMOUNT
Larrabee Painting, LLC 4450 Kiwanis Road Cincinnatus, NY 13040	\$307,500.00
Valley Restoration, LLC 254 South Lake Street Litchfield, CT 06759	\$309,000.00

; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Public Works Committee, the Cortland County Legislature hereby awards the repair and painting of the Courthouse Dome Project to the lowest responsible bidder being; Valley Restorations, of 254 South Lake Street, Litchfield, CT 06759, for the bid price listed above; AND BE IT FURTHER

Minutes Acceptance: Minutes of May 22, 2025 4:00 PM (Minutes Approval)

RESOLVED, that the County Administrator and/or the Chair of the Legislature, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to execute an agreement with Valley Restorations, of 254 South Lake Street, Litchfield, CT 06759, for an amount not to exceed \$309,000.00; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director is hereby authorized and directed to make payment from account HH16205.52320.CHEXT for the repair and painting of the courthouse dome as designated above.

Adjournment

The meeting was closed at 4:22 PM

Minutes Acceptance: Minutes of May 22, 2025 4:00 PM (Minutes Approval)

Jurisdiction: Cortland County

Jurisdictional Classification: Pending jurisdictional classification

Adopted:

DEPUTY COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This is a full-time administrative and technical position involving executive and engineering ability. The incumbent is responsible for coordinating the planning, inspection, design, engineering, surveying, construction, and maintenance of county highways. The incumbent assists with overseeing the operations of the all divisions of the Public Works Department: Highway, Airport, Solid Waste, Recycling, Buildings and Grounds, Weights and Measures, and Dwyer Park. The incumbent also assists with overseeing county capital improvement projects. The work is carried out in accordance with the policies and procedures formulated by the Commissioner of Public Works. Supervision is exercised over all subordinate highway department employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees development of bid specifications and documents for highway material purchases and assist with airport and landfill material purchases;
 Develops highway project proposal list for up-coming year;
 Assists in overseeing and directing county capital improvement projects;
 Monitors and reports on progress of all highway construction projects and assists with airport and landfill construction projects;
 Reports to the Commissioner of Public Works on a regular basis and implements directives;
 Confers with various state and local officials on highway problems within the county;
 Studies the needs for improvement of the county highway system and stays abreast of advances in methods, techniques, and equipment;
 Oversees and directs the Public Works Engineering Division;
 Oversees and directs the Heavy Equipment Maintenance Supervisor and mechanic division;
 Assists with the coordination of all division of the department's operations in order to ensure compliance with federal, state, and local rules;
 Provides project management on all federal and state funded projects;
 Inspects airport buildings and grounds and directs any needed repairs and maintenance;
 Acts as Commissioner of Public Works in the Commissioner's absence.

FULL PERFORMANCE AND KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices involved in the initiation, planning, and development of highway maintenance and construction projects;
 Good knowledge of administrative procedures and techniques;
 Good knowledge of modern road construction and maintenance methods and procedures; Ability to organize, plan, and coordinate maintenance, construction, and engineering projects; Ability to anticipate future needs of the public as it applies to the development of long-range maintenance programs;
 Ability to read and understand sketches, detailed road, bridge, and airport construction and maintenance plans;
 Ability to obtain the cooperation and support of others;

Ability to communicate both orally and in writing;
 Tact and courtesy;
 Physical condition commensurate with the demands of the position.

SUGGESTED TRAINING AND EXPERIENCE (NOT REQUIRED):

- (a) Possession of a bachelor's degree in Civil Engineering or related engineering field AND five (5) years of experience in road or highway maintenance, construction, design, or development; two (2) years of which shall have been in a supervisory capacity; OR
- (b) Possession of an associate's degree in either Construction or Engineering Technology and seven (7) years experience in highway construction or maintenance activities, two (2) years of which shall have been in a supervisory capacity.

NOTE:

NYS license to practice professional engineering desired but not required.

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.

SPECIAL REQUIREMENT:

Possession of a valid NYS Class D Driver's License.

Jurisdiction: Cortland County
 Jurisdictional Class: Competitive
 Adopted:

SUPERVISOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the custodial and maintenance activities of county buildings and grounds. Although certain activities are performed in the office, the incumbent inspects worksites and various county properties on a routine basis. Work is performed in accordance with general policies and under the administrative direction of the Commissioner of Public Works or designee. The incumbent formulates custodial and maintenance policy with guidance from the Public Works Department administration, and has leeway for the use of independent judgment in carrying out the details of the work. Supervision is exercised over custodial and maintenance staff. Does work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs, and assigns employees to various cleaning, maintenance, renovations and security tasks;
 Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance or construction work performed by custodial or maintenance employees or private contractors;
 Inspects and supervises the maintenance of boilers and related heating, ventilating and air conditioning system equipment;
 Oversees the care and maintenance of lawns, walks, trees, shrubs and grounds;
 Inspects buildings, equipment and premises for hazards and violations of safety codes;
 Monitors departmental budget;
 Prepares cost estimates for specific custodial or maintenance activities;
 Supervises the in-service training of custodial and maintenance employees;
 Acts as liaison between county and contractors or municipalities engaged in providing services to county properties;
 Responds to inquiries from employees, and the public regarding county buildings and grounds activities;
 Maintains records and prepares reports related to operations;
 May perform various cleaning and maintenance duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern buildings and grounds maintenance operations and practices;
 Thorough knowledge of safety regulations, procedures and security in the workplace and public buildings;
 Thorough knowledge of the operation and maintenance of heating and ventilation equipment;
 Thorough knowledge of the practices and techniques of one of the standard trades;
 Ability to plan, direct and supervise a program of buildings and grounds maintenance;
 Ability to communicate effectively both orally and in writing;
 Ability to read and interpret plans, drawings, and blueprints;
 Ability to prepare cost and materials estimates;
 Ability to detect errors in materials or work;
 Ability to maintain records and prepare reports;

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 an Associate's degree or higher in electrical, engineering, building or construction technology and three (3) years of supervisory experience in building maintenance and repair activities; OR
- (b) Possession of a high school equivalency diploma and five (5) years of experience in building maintenance and repair activities, with three (3) years of supervisory experience; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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 certification 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: Pending jurisdictional classification
 Adopted:

COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for planning, coordinating, overseeing and directing the operation and activities of the Cortland County Department of Public Works, including the Highway Department, Solid Waste, Dwyer Park, Airport, Recycling, Buildings and Grounds, and Weights and Measures. The incumbent acts as the County Highway Superintendent. The incumbent also oversees all county capital improvement projects. The administrative responsibilities of the position are broad in scope and encompass a wide range of departmental activities, including the design, construction, maintenance and repair of county roads and bridges. The incumbent may also provide consultation, direction and technical assistance to Town Highway Superintendents. The work is performed under the general direction of the County Administrator and Legislative Committees, with broad leeway allowed for the exercise of independent professional judgment. Administration supervision is exercised over all subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises, oversees, integrates and directs all county road and bridge construction, maintenance and rehabilitation projects;
- Supervises, oversees, integrates and directs all county capital improvement projects;
- Supervises, oversees and reviews the design of county road and bridge construction and reconstruction projects;
- Evaluates the condition of county roads and bridges and prioritizes construction and rehabilitation needs;
- Establishes quality control standards for departmental projects and reviews and inspects design and construction activities for compliance with standards;
- Responsible for assigning and allocating staff and equipment to departmental projects;
- Supervises, oversees and directs the operation, maintenance and activities of the following divisions: Highway, Solid Waste, Recycling, Buildings and Grounds, Airport, Weights and Measures, and Dwyer Park;
- Supervises, oversees and directs all county snow removal activities;
- Prepares the annual Public Works operating budget and monitors revenues and expenditures;
- Conducts long-range studies to determine and anticipate future highway and bridge construction, maintenance and repair needs;
- Establishes departmental goals and objectives and evaluates departmental progress in meeting those goals;
- Responsible for hiring, firing, promoting, demoting, evaluating and disciplining departmental employees;
- Prepares and maintains a variety of administrative records and reports;
- Prepares bid specifications, reviews bids and makes recommendations for acceptance of bids to the Public Works Legislative Committee;
- Prepares, executes, oversees and administers contracts, leases and agreements for services, equipment and supplies;
- Provides technical information and professional guidance to the County Administrator, Town

Attachment: Commissioner of Public Works final (13063 : Abolish/Create Positions for DPW June 2025)

Highway Superintendents, Town Boards, County Department Heads, and Legislative Committees;

Monitors emergency situations and their corresponding impact on road and traffic conditions and coordinates emergency response efforts with the Sheriff's Department, State Police, Emergency Management Office, and related agencies;

Represents the Department of Public Works and/or the County at a variety of meetings, conferences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of civil engineering;

Comprehensive knowledge of the modern methods, materials and techniques of highway and bridge construction, maintenance and repair;

Comprehensive knowledge of applicable codes, laws, rules and regulations governing engineering design and construction;

Thorough knowledge of the principles and practices of Public Works administration;

Ability to plan, coordinate, integrate and direct a broad range of Public Works projects and activities;

Ability to supervise and direct subordinate personnel;

Ability to prepare and analyze plans, complex designs, specifications and reports;

Ability to analyze construction and maintenance programs and techniques for effectiveness;

Ability to understand and interpret complex written material;

Ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships;

Initiative;

Resourcefulness;

Creativity;

Integrity;

Sound professional judgment;

Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree in Civil Engineering or directly related field AND six (6) years of full-time paid progressively responsible experience in highway and bridge design and construction, three (3) years of which must have been in an administrative and supervisory capacity; OR
- (b) Possession of an Associate's degree in Construction Technology, Civil Engineering or directly related field AND eight (8) years of full-time paid progressively responsible experience in highway and bridge design and construction, three (3) years of which must have been in an administrative and supervisory capacity.

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.

PREFERRED REQUIREMENTS:

1. Possession of a Professional Engineer's license issued by the NYS Education Department; AND
2. Possession of a Land Surveyor's license issued by the NYS Education Department.

NOTE:

Possession of a valid NYS Class D Driver's License appropriate to the vehicles operated. Failure to maintain a NYS driver's license including driving privileges throughout employment will result in disciplinary action or dismissal.



**Cortland County
Administrative Policy Manual**

Attachment A – Graded Salary Schedule for 2025

2025 Management Salary Table

Grade	Step 1	Step 2	Step 3	Step 4
	1	2	3	4
1	\$113,603	\$124,964	\$137,460	\$151,206
2	\$105,677	\$116,245	\$127,869	\$140,657
3	\$98,304	\$108,136	\$118,949	\$130,843
4	\$91,446	\$100,591	\$110,650	\$121,715
5	\$85,067	\$93,572	\$102,930	\$113,223
6	\$79,132	\$87,044	\$95,749	\$105,324
7	\$73,611	\$80,971	\$89,069	\$97,976
8	\$68,475	\$75,323	\$82,854	\$91,141
9	\$63,697	\$70,068	\$77,074	\$84,781
10	\$59,254	\$65,179	\$71,697	\$78,866
11	\$55,119	\$60,632	\$66,696	\$73,364
12	\$51,274	\$56,402	\$62,042	\$68,246

2025 Management Confidential Table

Hourly

Grade	Step 1	Step 2	Step 3	Step 4
	1	2	3	4
1H	\$17.5248	\$19.2773	\$21.2050	\$23.3256
2H	\$18.8392	\$20.7231	\$22.7954	\$25.0749
3H	\$20.2522	\$22.2774	\$24.5050	\$26.9556
4H	\$21.7710	\$23.9481	\$26.3430	\$28.9773
5H	\$23.4039	\$25.7442	\$28.3187	\$31.1506
6H	\$25.1590	\$27.6751	\$30.4426	\$33.4868
7H	\$27.0460	\$29.7507	\$32.7258	\$35.9984

2025 Management Attorney Table

Grade	Step 1	Step 2	Step 3	Step 4
	1	2	3	4
0	n/a	n/a	n/a	\$146,802
1	n/a	n/a	n/a	\$125,000
2	\$100,000	\$105,000	\$110,000	\$115,000
3	n/a	n/a	n/a	\$74,160



Cortland County Administrative Policy Manual

Attachment B – Positions within Grade

Department Heads/Management Employees

Grade 1

Grade 2

Commissioner of DSS
Director of Finance

Superintendent of Highway

Grade 3

Director of Community Mental Health Services
Director of Information Technology
Director of Planning
Personnel Officer

Public Health Director
Sheriff

Grade 4

Deputy County Administrator

Undersheriff

Grade 5

Deputy Director of Information Technology
Deputy Commissioner of DSS

Director of Emergency Response and Communications
Deputy Superintendent of Highway

Grade 6

Deputy Director of Finance
Clinical Director of Mental Health
County Clerk
Deputy Director of Community Mental Health Services
Deputy Personnel Officer

Deputy Public Health Director
Director of Administrative Services/DSS
Director of Area Agency on Aging
Director of Real Property Tax Services
Manager of Audit and Financial Projects
Probation Director

Grade 7

Clerk of the Legislature
Compliance and Privacy Officer
Deputy Director of Emergency Response & Communications
Director of Environmental Health

Director of Social Services
Highway Engineering and Maintenance Supervisor
Workforce Development Director
Human Resources Manager

Grade 8

Deputy Director, Area Agency on Aging - Aging Services

Epidemiology Manager
Superintendent of Buildings and Grounds



Cortland County Administrative Policy Manual

Grade 9

Assistant Director of Emergency Response and
Communication
Safety Director
Nutrition Program Manager/RD

Family Support Services Director
Employment and Training Director
Supervisor, Solid Waste Management

Grade 10

Benefits Manager
Child Advocacy Director
Deputy County Clerk
Mobility Manager
Director of Veterans Services
Deputy Workforce Development Director

Director of Weights and Measures
Assistant Director of Administrative Services
Public Health Programs Manager
Grants Administrator
Motor Vehicle Director
Community Mental Health Manager

Grade 11

Executive Administrative Officer
Executive Assistant to the District Attorney
Executive Assistant to County Administrator
Executive Assistant to the County Attorney

Fiscal Manager
Recycling Coordinator
Assistant Landfill Supervisor

Grade 12

Coroners
Deputy Clerk of County Legislature

Deputy Election Commissioner

Off Scale Management Employees

The following positions' salaries are off scale and receive the same annual increases as positions above:

County Administrator
Medical Advisor
Medical Director/Psychiatrist
Mental Health Practitioner

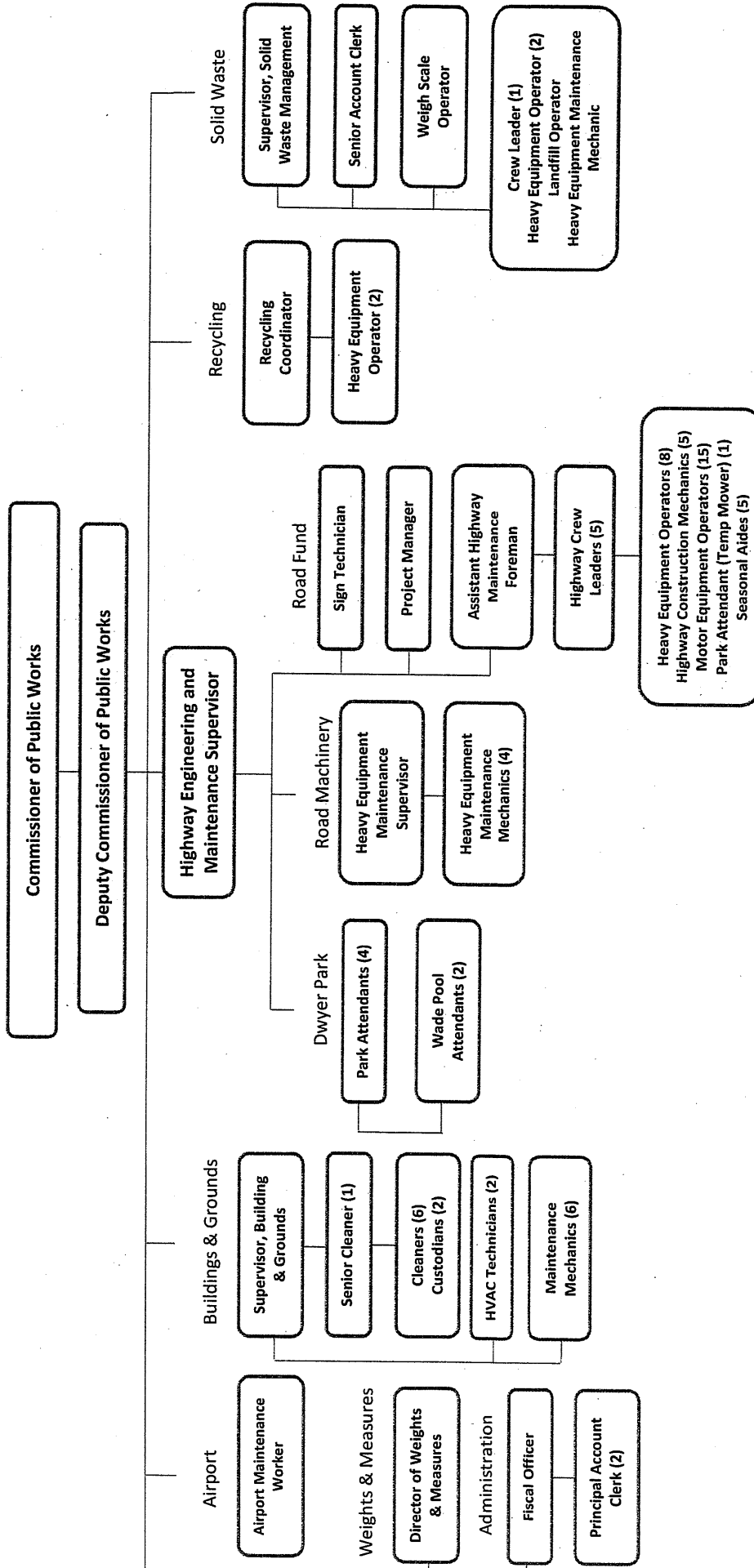
Election Commissioners

These positions are eligible for health insurance and leave accruals, but not longevity

Salaries set by the Legislature annually

Public Works Department

ORGANIZATIONAL CHART





01010111 01100101 00100111
 01110010 01100101 00100000
 01101000 01100101 01110010
 01100101 00100000 01110100
 01101111 00100000 01101000
 01100101 01101100 01110000
 00100001

**Information
Technology**

CORTLAND COUNTY

**Tom McGrath
Deputy Director**

May 21, 2025

Information Technology May 21 Monthly Report

Executive Summary

- IT
 - Network infrastructure
 - Continued development and expansion into DSS
 - Network Technician vacancy
 - Postponed for later analysis after a pending Risk analysis.
 - Alertus Notification Software Roll-out completed (Go-2-Blu Replacement)
 - Training is being developed by a joint effort with the Security Officer and I.T.
 - Some Administrator training dates being scheduled
 - IT - Risk Assessment being performed by Orion Secure
 - More to come at a later meeting.
 - Network Technician – Per Diem to fulfill the permanent position temporarily.
 - Waiting on approvals for hardware/license purchases.
- DSS
 - Wiring project was completed mid-January
 - Continued migration of all DSS phones off state owned switches and on to our county network
 - Expected completion: Mid-May
- Mental Health
 - Working on quotes for new building for door security & Cameras
- County Clerk
 - Successfully moved. New phones are being installed
 - Some cabling has to be re-ran due to old and deteriorated cable issues
- CWCC
 - Prepare RFQ to terminate county owned fiber in the TC3 Extension building.
 - Still waiting on lease documents to be signed all quotes and walk through's have been performed.

Attachment: IT Monthly Report June (13041 : I.T. Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - Steering committee meeting July 3rd.
 - Discussion items being worked on:
 - Laserfiche uses
 - Currently – Cole is working with Chris Driscoll to establish new forms for creating new users and removing old accounts. To eliminate the paper forms.
 - It was discussed that we bring in Laurie Leonard and Pam Abbott to discuss some easier forms to start with as well as Time Clocks/Time Sheets.
 - Next meeting review A.I. Policy
 - Review 5yr Plan
 - Members
 - Tom McGrath, IT – Interim Chair
 - Lisa Perfetti, Health – Security Officer
 - Beau Harbin, Legislature
 - Rob Corpora, County Administration
 - Savannah Hempstead, Legislature
 - Brooke Kemak, County Clerk
 - Andrea Herzog, Finance
 - James Harvey, DSS
 - Patty Schaap, Mental Health
 - Alicia Wheaton, Probation
 - John Gallagher, Sheriff
 - Scott Roman, DERC
 - Wendy Canfield, Admin Secretary
 - Christopher Driscoll, Deputy Dir. Mental Health

County Wide Services

- Provide mail and print services to all County departments
 - Mailing list management
- Provide fast reliable computer network for entire County
- Prepare new computers for Departments
- Maintain and enhance application programs for various departments to provide accurate and timely reports
- Monitor our security posture to mitigate the threat of ransomware and other attacks
- Provide desktop support
- Telecommunications support
- Access control to County buildings
- Camera and security systems
- Respond to requests for email archiver information (FOIL requests, etc.)
- Respond to alerts from intrusion detection system (IDS)
- Assign Munis roles and permissions
- Assign MFA Tokens to end users

Departments

- Aging
- Assigned Counsel
- Buildings and Grounds
- CAC
- CWCC
- County Administration
- County Attorney
- County Clerk
- DERC
- DMV
- DSS
- District Attorney
- Elections
- Finance
- Grant Administration
- Health
- Highway
- Legislators
- Mental Health
- Personnel
- Planning
- Probation
- Public Defender
- RPTS
- Recycling
- Sheriff
- Soil and Water Conservation District
- Solid Waste
- Treasurer
- Veterans

External Agencies

- SUNY Cortland
- Homer PD
- Homer FD
- Cortland PD
- Cortland FD
- NYSP
- MAVAC
- Town of Cortlandville
- Town of Freetown

Contracts (Company, Service, Amount, Expires, Informational/Action Required)

• Alertus	Panic button system	TBD/year	TBD	Info.
• Palo Alto	Firewall maint.	N/A	Discontinued	Info.
• Barracuda	Load balancer maint.	\$5,000/year	12/31/2024	Info.
• All Mode	Phones - Support	\$15,699/year	12/31/2024	Info.
• GoDaddy	SSL Certificate	\$450/year	7/15/2025	Info.
• Barracuda	Email security gateway	\$9,000/year	8/23/2024	Info.
• SHI	SAN maintenance	\$24,000/year	12/31/2024	Info.
• Barracuda	Email archiver maint.	\$5,688/year	2/26/2025	Info.
• Cisco	WebEx	\$10,000/year	6/30/2024	Info.
• Westlaw	Online Legal Search	\$17,000/year	8/31/2026	Info.
• Toshiba Business Sol.	Copier/Printers	\$63,000/year	12/31/2026	Info.
• FirstLight	Phone/Internet	\$32,436/year	4/30/2027	Info.
• Pitney Bowes	Postage Meter	\$5,820/year	6/30/2027	Info.

JUNE 2025 HIGHWAY DEPARTMENT REPORT

Administration

Monthly Superintendents Meeting
Department Head Meeting

Projects

Structure Projects:

West Scott Road box culvert replacement- Partnering with Soil&Water, box ordered
East River Crossing bridge replacement – In Final design. Plan to go to bid Summer 2025
High Bridge Road bridge replacement – Survey and Right-of-Way acquisition in progress.
Bridge NY - Pine Hill Bridge and Cold Brook Box Culvert. Waiting for contracts from NYSDOT

Road Projects:

Union Valley Rd- Paving completed, completing shoulder work, chip seal in July
Lower Cincinnatus Willet Road – In Place Recycling completed, chip seal in July
Chenango Road – Paving completed, completing shoulder work, chip seal in July
Cold Brook Road – In Place Recycling completed, chip seal in July
Fair Haven Road- Paving completed

Misc. – Bridge Crew working on Courthouse stairs

Staffing - 7 full time positions open.

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

Salt Usage - Season Total = 14,998 tons

Dwyer Park - Forestry Management Plan – continuing to remove trees, lawn care, facility maintenance and cleaning.

Airport

T Hangar Occupancy- All hangers are occupied, 7 on waiting list

100 LL Fuel Farm Relocation project –New tank operational

Aircraft Hanger- Design has begun

SOLID WASTE DEPARTMENT REPORT 1 May – 31 May 2025

Landfill

Administration

- ❖ Working on annual reports.

Operations

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **96,000** gallons from Pine Tree, **24,000** gallons from Ground Water Vault and **1,307,000** gallons from West Side.
- **Cover Material** – Auto fluff **492.24** tons received.
- **Non Friable Asbestos** – **2.12** tons received.
- **Solid Waste** – **2,696.41** tons received.
- **Sludge** – **305.35** tons received.
- **C&D** – **469.29** tons received.
- **Contaminated Dirt** – **1372.44** tons received.
- **Metal for Recycling** – **10.30** tons
- **Glass** – **217.18** tons from Casella (this includes private haulers that Casella has hauling), **5.64** 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.
- **Composting Facility is inactive as of April 17th 2025.**

Recycling

- Single stream to Casella’s – **179.7324** tons. Total cost - **\$11,682.45.**
- Cardboard to market – **Approximately 22 tons. Approximate Revenue \$1901.80.**
- Glass from recycling to landfill – **3.84** tons.
- Glass from Casella to Landfill – **195.57** tons. Total Revenue – **\$6844.95.**
- Electronics Recycled – **6.8 tons.**
- Garbage from recycle to landfill – **19.07** tons.