



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 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
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Expense

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

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

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

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



Public Works Committee

Committee Meeting

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

~ Minutes ~

Tuesday, August 12, 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	Excused	
Beau Harbin	Cortland County	Committee Member	Excused	
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	Remote	9:10 AM
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Charles Sudbrink	Cortland County	Highway Superintendent	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Thomas McGrath	Cortland County	Deputy IT Director	Present	
Christopher Holl	Cortland County	Director of Weights and Measures	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Chris Driscoll	Cortland County	Deputy Director of Community Services	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Wendy Canfield	Cortland County	County Administrator Executive Assistant	Present	
Sandra Price	Cortland County	Legislator	Present	
Donald Chu	Cortland	Resident	Present	
Gary Lawrence	Cortland	Resident	Present	
Judah Currie	Cortland	Resident	Present	

Minutes Acceptance: Minutes of Aug 12, 2025 9:00 AM (Minutes Approval)

Joseph Nauseef	Cortland County	Legislator	Present	9:39 AM
Nicole Compton	Cortland County	County Attorney Executive Assistant	Remote	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Andrea Herzog	Cortland County	Director of Finance	Remote	

Minutes Approval

1. Public Works Committee - Committee Meeting - Jun 10, 2025 9:00 AM

RESULT: APPROVED

2. Public Works Committee - Special Meeting - Jul 10, 2025 3:00 PM

RESULT: APPROVED

3. Public Works Committee - Special Meeting - Jul 24, 2025 5:30 PM

RESULT: APPROVED

Resolutions

AGENDA ITEM NO. 1 – Create One Per Diem Network Technician - Personnel

RESULT: APPROVED [UNANIMOUS]
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Next: 8/19/2025 9:00 AM

MOVER: Eugene Waldbauer, Committee Member

SECONDER: Ronald J. Van Dee, Committee Member

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

EXCUSED: Christopher Newell, Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

Create One Per Diem Network Technician - Personnel

WHEREAS, the needs of the agency will be better served by creating one per diem position of Network Technician; AND

WHEREAS, the Public Works Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one position of Network Technician (Grade 18, \$26.3374-33.3363/hr, CSEA, competitive class, per diem, up to 17 hrs/week, no benefits), be created with approval to fill on August 29, 2025.

AGENDA ITEM NO. 2 – Resolution Accepting the Donation of a Playground from the Kiwanis Club of Cortland County to be Installed at Dwyer Memorial County Park and Authorizing the Naming of the Playground in Honor of the Kiwanis Club

Minutes Acceptance: Minutes of Aug 12, 2025 9:00 AM (Minutes Approval)

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/28/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Van Dee, Heider, Waldbauer, Mantella, VanGorder
EXCUSED:	Christopher Newell, Beau Harbin

ON MOTION OF HEIDER**RESOLUTION NO.**

Resolution Accepting the Donation of a Playground from the Kiwanis Club of Cortland County to be Installed at Dwyer Memorial County Park and Authorizing the Naming of the Playground in Honor of the Kiwanis Club

WHEREAS, the Kiwanis Club of Cortland County, a long-standing civic organization dedicated to serving the children and families of our community, has generously undertaken a project to fund and donate a new playground to be installed at Dwyer Memorial County Park; AND

WHEREAS, the Kiwanis Club of Cortland County was awarded grant funding from the Kiwanis Children's Fund to support a portion of the playground project, and successfully raised the additional necessary funds; AND

WHEREAS, this donation will provide a safe, inclusive, and recreational space for children and families in Cortland County and will enhance the overall amenities and public use of Dwyer Memorial County Park; AND

WHEREAS, the Public Works Committee of the Cortland County Legislature has reviewed and recommends acceptance of this generous donation, as well as the formal naming of the playground in honor of the Kiwanis Club of Cortland County in recognition of their commitment to the community; AND

WHEREAS, the Cortland County Legislature wishes to express its deep appreciation for the Kiwanis Club's commitment to public service and support for community recreation; NOW, THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts the donation of a playground from the Kiwanis Club of Cortland County to be installed at Dwyer Memorial County Park; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature authorizes the naming of the new playground in honor of the Kiwanis Club of Cortland County, in recognition of their generous contribution to the community and dedication to the children of Cortland County; AND BE IT FURTHER

RESOLVED, that the Public Works Commissioner, or their designee, is authorized to coordinate the installation of the playground in accordance with County policies and applicable safety standards; AND BE IT FURTHER

RESOLVED, that a suitable sign or marker recognizing the Kiwanis Club of Cortland County shall be installed at or near the playground, with the design and wording to be approved by the County; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature shall forward a certified copy of this resolution to the Kiwanis Club of Cortland County and all others deemed necessary and proper.

Minutes Acceptance: Minutes of Aug 12, 2025 9:00 AM (Minutes Approval)

Executive Session

It was MOVED by Mr. VanDee, seconded by Mr. Waldbauer, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding current litigation, with Savannah Hempstead, Charlie Sudbrink, Alan Ricottilli, and Victoria Monty permitted to stay in the room. MOTION CARRIED.

An executive session was held from 10:00 a.m. to 10:21 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.

AGENDA ITEM NO. 3 – Rescind Resolution No. 106-25 and Award Courthouse Dome Repair and Painting to Larrabee Painting, LLC

RESULT: APPROVED [4 TO 1]

Next: 8/19/2025 9:00 AM

MOVER: Dominick Mantella, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Paul Heider, Eugene Waldbauer, Dominick Mantella, Keith VanGorder

NAYS: Ronald J. Van Dee

EXCUSED: Christopher Newell, Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

Rescind Resolution No. 106-25 and Award Courthouse Dome Repair and Painting to Larrabee Painting, LLC

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 were as follows:

BIDDERS

BID

AMOUNT

Larrabee Painting, LLC

\$307,500.00

4450 Kiwanis Road, Cincinnati, NY 13040

Valley Restoration, LLC

\$309,000.00

254 South Lake Street, Litchfield, CT 06759

WHEREAS, Resolution No. 106-25, adopted on May 22, 2025, awarded the project to Valley Restoration, LLC; AND

WHEREAS, the Cortland County Legislature now finds it in the best interest of the County to rescind Resolution No. 106-25; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 106-25 is hereby rescinded in its entirety; AND BE IT FURTHER

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

Minutes Acceptance: Minutes of Aug 12, 2025 9:00 AM (Minutes Approval)

Larrabee Painting, LLC, 4450 Kiwanis Road, Cincinnati, NY 13040, for an amount not to exceed \$307,500.00; AND BE IT FURTHER

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 Larrabee Painting, LLC for the amount stated above; 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.

Monthly Reports

1. IT Monthly Report

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
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3. Solid Waste Monthly Report

RESULT:	COMPLETED
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4. Department of Public Works Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Application to Fill Vacancy on Dwyer Memorial Park Advisory Board

RESULT:	COMPLETED
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2. Airport Hangar

RESULT:	COMPLETED
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3. Future Landfill Options

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 9/9/2025 9:00 AM

Adjournment

The meeting was closed at 10:23 AM

Minutes Acceptance: Minutes of Aug 12, 2025 9:00 AM (Minutes Approval)



Public Works Committee

Special Meeting

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

~ Minutes ~

Thursday, August 28, 2025

4:30 PM

Room 302

Call to Order

The meeting was called to order at 4:30 PM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Late	4:33 PM
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	Present	
Paul Heider	Cortland County	Committee Chair	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Charles Sudbrink	Cortland County	Highway Superintendent	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Thomas McGrath	Cortland County	Deputy IT Director	Present	
Patty Schaap	Cortland County	Director of Community Mental Health Services	Present	
Chris Driscoll	Cortland County	Deputy Director of Community Mental Health Service	Present	
William McGovern	Cortland County	Legislator	Present	
Jason Prentice	Cortland County	Legislator	Present	

Resolutions

AGENDA ITEM NO. 1 – Accept New York State Department of Transportation Aviation Grant for Chase Field - County Airport

RESULT: **APPROVED [6 TO 0]**

Next: 8/28/2025 6:00 PM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Beau Harbin, Committee Member

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

AWAY: Dominick Mantella

ON MOTION OF HEIDER

RESOLUTION NO.

Accept New York State Department of Transportation Aviation Grant for Chase Field - County Airport

WHEREAS, the County has been awarded a grant from the New York State Department of Transportation in the amount of \$289,500 to support the acquisition of snow removal equipment and other airport-related improvements at Chase Field, the Cortland County Airport; AND

Minutes Acceptance: Minutes of Aug 28, 2025 4:30 PM (Minutes Approval)

WHEREAS, acceptance of this grant will help ensure safe and efficient airport operations; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature accepts the grant; AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature and/or County Administrator is authorized to execute any necessary agreements and take all actions required to implement the award, upon approval of the County Attorney or designee; AND BE IT FURTHER

RESOLVED, that the Director of Finance is authorized to make any budgetary or account adjustments necessary to accept and manage the grant funds.

AGENDA ITEM NO. 2 – Authorize Agreement for Installation of Building Access Control System at 111 Port Watson Street - IT

RESULT: APPROVED [UNANIMOUS]

Next: 8/28/2025 6:00 PM

MOVER: Beau Harbin, Committee Member

SECONDER: Christopher Newell, Vice Chair

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

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement for Installation of Building Access Control System at 111 Port Watson Street - IT

WHEREAS, Cortland County is in the process of completing the new Mental Health Building at 111 Port Watson Street, Cortland, NY; AND

WHEREAS, an access control system is required for the safety and security of the building, its occupants, and visitors; AND

WHEREAS, the County solicited multiple quotes for the purchase and installation of access control systems for the Mental Health Building security system; AND

WHEREAS, the quotes received are as follows:

Vendor Name	Address	Amount
Linstar Security	430 Lawrence Bell Drive, Suite 1 Buffalo, New York 14221-7085	\$29,491.25
Day Automation	7931 Rae Boulevard Victor, NY 14564	\$80,971.39
IK Systems	7625 County Rd. 42 Victor, NY 14564	\$57,206.26

WHEREAS, after a careful review and consideration of all quotes, it is in the best interest of Cortland County to enter into an agreement with Linstar Security, of 430 Lawrence Bell Drive, Suite 1, Buffalo, NY 14221-7085, the lowest responsible bidder, for the purchase and installation of the access control system; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator and/or Chair of the Legislature to enter into an agreement with Linstar Security, of 430 Lawrence Bell Drive, Suite 1, Buffalo, NY 14221-7085 for the purchase and installation of cameras and cabling for the

Minutes Acceptance: Minutes of Aug 28, 2025 4:30 PM (Minutes Approval)

Mental Health Building at a cost not to exceed \$29,491.25; AND BE IT FURTHER

RESOLVED, that sufficient funds for this purchase are available and have been appropriated in the project budget.

Adjournment

The meeting was closed at 4:35 PM

Minutes Acceptance: Minutes of Aug 28, 2025 4:30 PM (Minutes Approval)

ON MOTION OF PAUL HEIDER, COMMITTEE CHAIR**AGENDA ITEM NO. 1****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.

ON MOTION OF PAUL HEIDER, COMMITTEE CHAIR**AGENDA ITEM NO. 2****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
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Expense

A16205.54076	Building Repairs & Maintenance	\$138,132.00
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ON MOTION OF PAUL HEIDER, COMMITTEE CHAIR**AGENDA ITEM NO. 3****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

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.

ON MOTION OF PAUL HEIDER, COMMITTEE CHAIR**AGENDA ITEM NO. 4****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

DEPARTMENT OF PUBLIC WORKS
Activities Report – August 2025

Administration

Monthly Superintendents Meeting
 Department Head Meeting

Highway

Structure Projects:

West Scott Road Box Culvert replacement (Partnering with Soil&Water). Structure installed, wing wall footers poured.

East River Crossing bridge replacement – project has been put out for bid. Bid Opening 9/25/2025

High Bridge Road bridge replacement – In Preliminary Design

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

Road Projects:

Union Valley Rd- Completed

Lower Cincinnatus Willet Road – Completed

Chenango Road – Completed

Cold Brook Road – Completed

Fair Haven Road- Completed

High Bridge Spur – Culvert install and road rehab

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. Wade Pool closed 8/27/2025.

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 - 6 full time positions open (includes Highway, B&G).

DEPARTMENT OF PUBLIC WORKS
Solid Waste Activities Report
August 2025

Administration

- ❖ Working on annual reports.

Landfill

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **64,000** gallons from Pine Tree, **16,000** gallons from Ground Water Vault and **528,000** gallons from West Side.
- **Cover Material** – Auto fluff **717** tons received.
- **Solid Waste** – **4,318** tons received.
- **Sludge** – **725** tons received.
- **C&D** – **1,442** tons received.
- **Glass** – **183** tons from Casella (this includes private haulers that Casella has hauling), **52** 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 – **150** tons. Total cost - **\$9722**
- Cardboard to market – **None, stockpiling due to low market rates.**
- Glass from recycling to landfill – **52** tons.
- Glass from Casella to Landfill – **183** tons. Total Revenue – **\$6394**
- Electronics Recycled – **6 tons.**



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Information
Technology

CORTLAND COUNTY

Tom McGrath
Deputy Director

August 27, 2025

Information Technology August Monthly Report

Executive Summary

- IT
 - Network Technician vacancy
 - Pending further review
 - Computer Support Specialist Vacancy
 - Pending further review
 - 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.
 - Administrator training completed
 - Network Technician – Per Diem to fulfill the permanent position temporarily.
 - Per Diem Approved by Committee and sent to Legislature
 - Pending approvals for hardware/license purchases.
 - Submitted quotes to all departments for grant purchases
- PSB
 - New TRACS Environment still requires periodic intervention. Known issues with the application and the vendor.
 - Windows 11 Upgrades still occurring.
 - Dispatch ProQa – Working with Vendor on bugs in their application
- DSS
 - D.S.S. – IT (James Harvey) is continuing to deploy Alertus agents.to all in D.S.S.
- Mental Health
 - Submitted Resolution for Door Security System install and Purchase
 - Electronic Strikes have been delivered.
- CWCC
 - Quotes sent to Amy Buggs to be funded with ARP Funds.
 - Pending Timeline estimated 60 days to requote.
 - Student Help was an excellent addition to our department.

Attachment: 2025_8_Monthly_Report (13222 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - Steering committee meeting October 2nd.
 - Discussion items being worked on:
 - Addition of Paul Lutwak
 - Additional Laserfiche uses
 - Next meeting review A.I. Policy – (Tentative)
 - Review 5yr Plan
 - No 5yr Plan document in place Developing a Draft. Apparently, never truly completed.
 - Members
 - Tom McGrath, IT – Interim Chair
 - Lisa Perfetti, Health – Security Officer
 - Beau Harbin, Legislature
 - 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
 - Laurie Leonard – Director of Personnel
 - Pam Abbott – Deputy Director of Personnel

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 into County buildings
- Camera and security system maintenance
- 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	12/31/2025	Info.
• All Mode	Phones - Support	\$15,699/year	12/31/2025	Info.
• GoDaddy	SSL Certificate	\$450/year	7/15/2025	Info.
• Barracuda	Email security gateway	\$9,000/year	8/23/2025	Info.
• SHI	SAN maintenance	\$24,000/year	12/31/2025	Info.
• Barracuda	Email archiver maint.	\$5,688/year	2/26/2025	Info.
• Cisco	WebEx	\$10,000/year	6/30/2025	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.



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

4.4.a

Chris Holl
Director

August 2025

The month of August went well. The unpaid fees are a little higher than I would like to see them at this time. So, I'll be addressing that this month in order to avoid penalties.

Test Type	Qty
Computing Scale	28
Pre-Pack Scale	23
Customer Scale	4
Vehicle Scale	2
Prescription Scale	3
Miscellaneous Scale	3
Petroleum Pump	91

Total Fees Paid YTD	\$4,320.00
Total Fees Un-Paid YTD	\$4,896.00

Attachment: 202508_Weights and Measures (13238 : Weights and Measures Monthly Report)

ON MOTION OF

RESOLUTION NO.

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

ON MOTION OF

RESOLUTION NO.

**Authorize the Dedication of the Mental Health Building to the Employees of the Mental Health
Department**

ON MOTION OF

RESOLUTION NO.

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