



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

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

Tuesday, August 11, 2026

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:04 am. by Committee Chair Heider.

Roll Call

PRESENT:	Legislator Dominick Mantella, Legislator Ronald VanDee, Legislator Keith VanGorder, Legislator Eugene Waldbauer, Legislator Paul Heider
ABSENT:	
EXCUSED:	Legislator Beau Harbin, Legislator Christopher Newell
OTHERS PRESENT:	
Kevin Fitch	Chair of the Legislature
Savannah Hempstead	Clerk of the Legislature
Michael Ponticiello	County Administrator
Terra Adams	Deputy County Administrator
Wendy Canfield	County Administrator Executive Assistant
Charlie Sudbrink	Department of Public Works Commissioner
Alan Ricottilli	Department of Public Works Deputy Commissioner
Christopher Hall	Weights & Measures Director
Paul Lutwalk	Chief Information Officer
Sandra Price	Legislator
Joe Nauseef	Legislator
Cathy Bischoff	Legislator
Reed Cleland	Legislator
Dan Considine	Cortland Standard Reporter
Morgan Spaulding	Grant Administrator
Ashley Millard	Deputy Clerk of the Legislature (Remote)
Nicole Compton	County Attorney Executive Assistant (Remote)
Andrea Herzog	Finance Director (Remote)
Brooke Kemak	County Clerk (Remote)
Jason DeRaiche	Safety Director (Remote)

Scott Roman	Director of Emergency Response & Communications
Lisa Hogan	League of Women Voters
Patty Schaap	Director of Community Services

Approval of Minutes

1. June 9, 2026 - Public Works Committee Minutes

RESULT:	APPROVED
----------------	-----------------

Resolutions

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 1.

Authorize Agreement with FirstLight Internet - Department of Information Technology

WHEREAS, Cortland County is currently in year two (2) of a three (3) year contract for \$1,800.00/month with FirstLight for two Internet connections; AND

WHEREAS, these connections are not on independent paths and therefore do not provide true redundant backup connections; AND

WHEREAS, the Department of Information Technology recommends entering a new three (3) year contract with FirstLight which will include the costs for moving one of these connections to an independent path; AND

WHEREAS, the cost for the new service will be \$2,100.00/month; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation by the Cortland County Legislature, be and hereby is authorized to sign an agreement with FirstLight for said services, with payments from Account No. A16105.54000 Telephone Shared Service.

RESULT:	APPROVED (5 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Legislator Eugene Waldbauer
AYES:	Dominick Mantella, Ronald VanDee, Keith VanGorder, Eugene Waldbauer, Paul Heider
NAYS:	None
EXCUSED:	Beau Harbin, Christopher Newell
ABSENT:	

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 2.

Authorizing Execution of Letter of Intent with Trane U.S. Inc. for Cortland County Courthouse Heating and Cooling System Evaluation and Related Engineering Services

WHEREAS, Cortland County is evaluating improvements to the heating and cooling systems at the Cortland County Courthouse; AND

WHEREAS, Trane U.S. Inc. has proposed to conduct a comprehensive evaluation of the Courthouse heating and cooling systems, including an energy study utilizing the New York State Energy Research and Development Authority (NYSERDA) FlexTech Program, PON 4192; AND

WHEREAS, the proposed FlexTech Study is estimated at \$30,000, with NYSERDA providing a fifty percent (50%) cost share for the eligible energy study portion, resulting in an estimated County responsibility of \$15,000; AND

WHEREAS, the proposed scope includes a detailed site survey, utility analysis, calculation of energy impacts, evaluation of heating and cooling system alternatives, consideration of humidity control, calculation of available rebates, and other related services; AND

WHEREAS, additional engineering services are necessary to fully evaluate the proposed improvements, including hazardous material testing, load analysis for a new standby generator, schematic design for the selected heating and cooling system, evaluation of finishes for State Historic Preservation Office (SHPO) requirements, and development of turnkey fixed pricing through the applicable General Services Administration contract; AND

WHEREAS, Trane estimates the additional engineering services at \$64,960, resulting in a total authorization under the Letter of Intent of \$79,960; AND

WHEREAS, Trane U.S. Inc. is an authorized contractor under General Services Administration Multiple Award Schedule Contract No. 47QSWA20D002A, which includes facilities maintenance, facilities services, facilities solutions, installation, ancillary services, and related categories; AND

WHEREAS, the Letter of Intent provides that, should Cortland County enter into a definitive agreement with Trane for implementation of the proposed systems on or before February 15, 2027, the \$79,960 cost authorized under the Letter of Intent will be incorporated into the installation price; and further provides that, should the County elect not to proceed with an installation project with Trane, the County shall be responsible for payment for services rendered under the Letter of Intent; AND

WHEREAS, the preliminary estimated cost for implementation of the proposed installed system is approximately \$5.75 million; AND

WHEREAS, the County desires to authorize the County Administrator to execute the Letter of Intent and provide the funding necessary to complete the proposed study and engineering services; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or designee, to execute the Letter of Intent with Trane U.S. Inc. for the comprehensive evaluation of the Cortland County Courthouse heating and cooling systems and related engineering services; AND BE IT FURTHER

RESOLVED, that an amount not to exceed \$79,960 is hereby authorized for the services described in the Letter of Intent, with the County's anticipated net cost for the NYSERDA FlexTech Study portion being approximately \$15,000 after application of the anticipated NYSERDA cost share; AND BE IT FURTHER

RESOLVED, that funding in an amount not to exceed \$79,960 is hereby authorized from the Buildings and Grounds Reserve for the purposes set forth herein, and the Director of Finance is authorized to

transfer and appropriate such funds into the appropriate 2026 County budget accounts necessary to carry out the project; AND BE IT FURTHER

RESOLVED, that any NYSERDA reimbursement or other project-related reimbursement received by the County in connection with the authorized study shall be recognized and applied to the appropriate project account in accordance with County financial procedures; AND BE IT FURTHER

RESOLVED, that the County Administrator is further authorized to utilize GSA Multiple Award Schedule Contract No. 47QSWA20D002A, as applicable and in accordance with all applicable procurement requirements, in connection with the services authorized herein; AND BE IT FURTHER

RESOLVED, that authorization of this Letter of Intent shall not, by itself, constitute authorization to proceed with the estimated \$5.75 million installation project, and any definitive agreement or funding authorization for implementation of the heating and cooling improvements shall be subject to further approval by the Cortland County Legislature; AND BE IT FURTHER

RESOLVED, that the County Administrator, Director of Finance, and other appropriate County officials are authorized to take such additional actions and execute such documents as may be necessary to carry out the intent of this Resolution.

RESULT:	APPROVED (4 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Ronald VanDee
AYES:	Dominick Mantella, Ronald VanDee, Keith VanGorder, Paul Heider
RECUSED:	Eugene Waldbauer
NAYS:	None
EXCUSED:	Beau Harbin, Christopher Newell
ABSENT:	

Action Items

1. **Authorize the Use of 83 Pendleton Street for Training Exercises from August 15, 2026 through September 15, 2026**

RESULT:	APPROVED (5 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Legislator Dominick Mantella
AYES:	Dominick Mantella, Ronald VanDee, Keith VanGorder, Eugene Waldbauer, Paul Heider
NAYS:	None
EXCUSED:	Beau Harbin, Christopher Newell
ABSENT:	

Monthly Reports

1. **Weights and Measures Monthly Reports**

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

2. Department of Public Works Monthly Reports

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

Discussion Items

Adjournment

The meeting was adjourned at 9:59 a.m.



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

Chris Holl
Director

June 2026

June was a good month for petroleum. So far the pump tests have been looking good, with minimal concern for the consumer.

We had our annual NYSWMA training conference this month. The main focus was petroleum sampling quality and cross contamination as well as safety.

Test Type	Qty
Computing Scale	1
Pre-Pack Scale	1
Vehicle Scale	1
Petroleum Pump	65
Milk Bulk Tank	2
Petroleum Samples	12

Total Fees Paid YTD	\$4,090.00
Total Fees Un-Paid YTD	\$2,200.00



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

Chris Holl
Director

July 2026

July was a busy month all around. Petroleum pump tests have been looking good with no significant failures to note.

Many farms in the area have been taking advantage of grant money to upgrade their milking capabilities. In turn, we have been seeing an increase in milk bulk tank tests.

We had one gas station fail a mid-grade octane test. We requested it off sale until their blend ratio could be adjusted and a passing sample from the lab.

Test Type	Qty
Computing Scale	10
Pre-Pack Scale	5
Customer Scale	2
Miscellaneous Scale	1
Petroleum Pump	114
Milk Bulk Tank	3
Petroleum Samples	12

Total Fees Paid YTD	\$4,690.00
Total Fees Un-Paid YTD	\$4,320.00

DEPARTMENT OF PUBLIC WORKS
Activities Report – July 2026

Administration

Monthly Superintendents Meeting
Department Head Meeting

Highway

Structure Projects:

East River Crossing bridge replacement – Abutment walls poured, working on road base and approaches.
High Bridge Road bridge replacement – In Design
Bridge NY - Pine Hill Bridge and Cold Brook Box Culvert – In design

Road Projects:

North Tower Road – Began installing cross culverts
E. River Crossing – Shoulder work, will pave road in conjunction with the paving for the bridge project.

Road Maintenance – Pothole repairs, tree and brush maintenance, ditching, completed maintenance surface treating.

Salt Usage - Season Total = 12,266 tons

Dwyer Park – Mowing lawns – picking up tree limbs, trash, etc. Wade pool opened. New playground installed.

Airport

T Hangar Occupancy - All hangers are occupied, 9 on waiting list.
Aircraft Hanger – Summer 2026
Taxiway A Shift - Received approval from FAA. Construction to begin by the end of summer.

Buildings & Grounds – Addressing Facility Dude work orders, COB roof replacement- Summer 2026, renovating IT Department & Planning, began block work at bathroom at Dwyer Park, Natural gas building removed and concrete walk installed, removed and replaced concrete for Meals on Wheels access to cafeteria.

Future Projects- Renovate Commissioner of DSS office, Personnel Office and Administration office.

Staffing - 16 full time positions open (includes Highway, Landfill & Recycling).

DEPARTMENT OF PUBLIC WORKS
Solid Waste Activities Report
July 2026

Administration

- ❖ Working on annual reports.

Landfill

- **Leachate Hauling** – Continued transportation of leachate to the City’s WWTP. We have hauled **40,000** gallons from Pine Tree, **16,000** gallons from Ground Water Vault and **593,000** gallons from West Side.
- **Cover Material** – Auto fluff **0** tons received.
- **Solid Waste** – **2376.49** tons received.
- **Sludge** – **533.64** tons received.
- **C&D** – **505.34** tons received.
- **Glass** – **180.21** tons from Southern Tier. **14.13** 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.

- **Landfill Capping Project** – Contractor R&L is addressing Punch List items from walk through.

Recycling

- Single stream to Casella’s – **167.73** tons. Total cost - **\$15,934.35**
- Single Stream to Recycle America – **0**
- Cardboard to market – **None-Stock piling due to low market rates.**
- Glass from recycling to landfill – **4.83** tons.
- Glass from Southern Tier to Landfill – **180.34** tons. Total revenue **\$6,307.35.**
- Electronics Recycled – **8.07** tons.