



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

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

Tuesday, September 8, 2026

9:00 AM

Room 302

View Meeting Virtually

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/267748820198937?p=wzS1eix0VUE0IDkliO>

Meeting ID: 267 748 820 198 937

Passcode: Ts3Az9bZ

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Committee Member Beau Harbin				
Committee Member Dominick Mantella				
Committee Member Christopher Newell				
Committee Member Ronald J. Van Dee				
Committee Member Eugene Waldbauer				
Committee Vice-Chair Keith VanGorder				
Committee Chair Paul Heider				

Approval of Minutes

1. Public Works Committee Minutes - August 11, 2026

Resolutions

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 1.

**Authorize Agreement for Guide Rail Installation, Repair, Replacement and Maintenance Services -
Department of Public Works**

WHEREAS, the Department of Public Works Committee has determined that there is a need to enter into an agreement for professional services for the installation, repair, replacement and maintenance of guide rail along County-owned roadways and structures; AND

WHEREAS, the Department of Public Works advertised a Request for Proposals for guide rail installation, repair, replacement and maintenance services along County-owned highways and

structures and received the following proposal:

Bidder Cost
Chemung Supply Corp. \$369.00/hour

; AND

WHEREAS, the Department of Public Works Committee recommends awarding an agreement for such services to Chemung Supply Corp., 2420 Corning Road, Elmira, New York 14903; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendation of the Public Works Committee, the County of Cortland hereby awards an agreement for guide rail installation, repair, replacement and maintenance services to Chemung Supply Corp., 2420 Corning Road, Elmira, New York 14903, for a term of three (3) years; AND BE IT FURTHER

RESOLVED, that Chemung Supply Corp., 2420 Corning Road, Elmira, New York 14903, shall have the option to renew the agreement under the same terms and conditions for a maximum of two (2) additional one-year terms, upon mutual agreement between Chemung Supply Corp. and the County of Cortland; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to the appropriation of funding by the Legislature, is hereby authorized and directed to execute an agreement with Chemung Supply Corp., 2420 Corning Road, Elmira, New York 14903, for the provision of guide rail installation, repair, replacement and maintenance services.

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 2.

**Authorize Agreement for Mechanical and Plumbing Repair, Maintenance, Installation and
Emergency Services - Department of Public Works**

WHEREAS, the Department of Public Works Committee has determined that there is a need to enter into an agreement for professional services for the repair, maintenance, installation and emergency services for county owned facilities for mechanical and plumbing infrastructure; AND

WHEREAS, the Department of Public Works advertised a Request for Proposals for mechanical and plumbing repair, maintenance, installation and emergency services for county owned facilities; AND

WHEREAS, the Department of Public Works Administration has reviewed the proposals received and recommends awarding an agreement for such services to BPI Mechanical Service, 5 Hemlock Street, Latham, NY 12110; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendation of the Public Works Committee, the County of Cortland hereby awards an agreement for mechanical and plumbing repair, maintenance, installation and emergency services for county owned facilities to BPI Mechanical Service, 5 Hemlock Street, Latham, NY 12110, for a term of three (3) years; AND BE IT FURTHER

RESOLVED, that BPI Mechanical Service, 5 Hemlock Street, Latham, NY 12110 shall have the option to renew the agreement under the same terms and conditions for a maximum of two (2) additional one-year terms, upon mutual agreement between BPI Mechanical Service and the County of Cortland; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to the appropriation of funding by the Legislature, is hereby authorized and directed to execute an agreement with BPI Mechanical Service, 5 Hemlock Street, Latham, NY 12110, for the provision of repair,

maintenance, installation and emergency services for county owned facilities for mechanical and plumbing infrastructure.

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 3.

Amend Capital Budget and Authorize New York State Department of Transportation Supplemental Agreement No. 1/High Bridge Road over East Branch Tioughnioga River Bridge Replacement BIN 3312330 - Department of Public Works

WHEREAS, the Cortland County Legislature adopted Resolution No. 171-23 authorizing an agreement with the New York State Department of Transportation (NYSDOT) for the High Bridge Road Bridge Replacement Project PIN 3757.20, BIN 3312330; AND

WHEREAS, the NYSDOT is amending the scheduled funding by increasing the acquisition funds for the Right of Way Phase of said project to \$47,500.00; AND

WHEREAS, the NYSDOT is amending the local share funding by increasing the amount from \$20,750.00 to \$22,250.00; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby agrees that Cortland County shall be responsible for all costs of the Project which exceeds the amount of federal-aid, state-aid, of NY Bridge funding awarded to Cortland County; AND BE IT FURTHER

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, that the Cortland County Capital Budget be amended as follows:

Increase:

HH51225.52100.HBRB Land \$28,500.00

HH512244.44597.HBRB Fed Rev \$27,000.00

HH99015.45031.HBRB Interfund Transfer In \$1,500.00

A99095.59950.HBRB Interfund Transfer Out \$1,500.00

A.359900 Appropriated Fund Balance \$1,500

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 4.

Authorize Stipend for Department of Public Works Positions Requiring Commercial Driver License

WHEREAS, the Cortland County Highway Department, a division of the Department of Public Works, is responsible for the maintenance of 247 miles of County highways; AND

WHEREAS, Cortland County recognizes that maintaining County highways in a safe and efficient condition throughout the year is a priority; AND

WHEREAS, Cortland County recognizes the increasing demand throughout New York State for employees who possess a valid Commercial Driver License (CDL); AND

WHEREAS, the Department of Public Works currently has approximately 13 vacant positions that require employees to possess a valid Commercial Driver License; AND

WHEREAS, Cortland County seeks to remain competitive with neighboring municipalities and other local employers in its efforts to recruit, train and retain qualified candidates for Department of Public Works positions which require Commercial Drivers Licenses as a condition of their employment; NOW THEREFORE BE IT

RESOLVED, Cortland County shall provide a stipend of up to \$7,500 annually through 2028 to all non-management employees of the Department of Public Works who are required, as a condition of their position, to possess and maintain a valid Commercial Driver License. These positions include Crew Leader, Heavy Equipment Maintenance Mechanic, Heavy Equipment Maintenance Supervisor, Heavy Equipment Operator, Highway Construction Mechanic, Motor Equipment Operator; AND BE IT FURTHER

RESOLVED, that these non-management employees shall be paid such stipend in equal installments of \$288.46 each pay period. Employees who are off payroll for 40 hours within a pay period shall receive one-half the installment amount for that pay period. Employees who are off payroll for 80 hours within a pay period shall not receive any installment amount for that pay period; AND BE IT FURTHER

RESOLVED, employees serving as Motor Equipment Operator Trainees or Heavy Equipment Maintenance Mechanic Trainees shall not be eligible to receive the stipend until they have possessed the required Commercial Driver License for a period of six (6) months. On the first full pay period following completion of the six (6) months requirement, the employee shall receive their first stipend payment; AND BE IT FURTHER

RESOLVED, the stipend shall start with the first full pay period after the approval of this agreement and the last stipend payment shall be made on the final paycheck covering the final hours worked in 2028; AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature, County Administrator, and Personnel Officer, be and hereby are authorized to execute a Memorandum of Agreement with the Cortland County Employees CSEA Unit 6550.

ON MOTION OF PAUL HEIDER

AGENDA ITEM NO. 5.

Authorize In-Kind Services for The Great Cortland Pumpkinfest, Inc.

WHEREAS, The Great Cortland Pumpkinfest is an annual community event held in downtown Cortland that brings together residents, visitors, local businesses, nonprofit organizations, artisans, vendors, and community partners for a weekend of family-friendly activities and entertainment; AND

WHEREAS, the 29th Annual Great Cortland Pumpkinfest will be held October 3 and 4, 2026, at Courthouse Park in the City of Cortland; AND

WHEREAS, the Public Works Committee has previously approved the use of Courthouse Park for the 2026 Great Cortland Pumpkinfest; AND

WHEREAS, the successful operation of the festival requires certain logistical and operational support, and Cortland County has historically supported this community event through the provision of available County resources and services; AND

WHEREAS, The Great Cortland Pumpkinfest has requested in-kind assistance from Cortland County in connection with the setup, operation, and cleanup of the 2026 festival, including the use of available County personnel, equipment, materials, and other services as may be reasonably necessary and coordinated with the appropriate County departments; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the provision of in-kind County services and resources in support of the 2026 Great Cortland Pumpkinfest, subject to the availability of County personnel and equipment for a cost not to exceed \$2,500; AND BE IT FURTHER

RESOLVED, that such in-kind assistance may include, but is not limited to, assistance with festival setup and cleanup, transportation and placement of County-owned equipment or materials, grounds and facility support, traffic or public safety support, and other operational assistance; AND BE IT FURTHER

RESOLVED, that the provision of such in-kind services shall not interfere with the regular operations or emergency responsibilities of any County department; AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature, County Administrator, and appropriate County department heads are hereby authorized to take such actions and execute such documents as may be necessary to carry out the intent and purpose of this Resolution.

Action Items

Monthly Reports

1. **Department of Public Works Monthly Report**
2. **Solid Waste Monthly Report**
3. **Department of Information Technology Monthly Report**
4. **Department of Weights & Measures Monthly Report**

Discussion Items

1. **Dwyer Park Update - Benches & Trees**
2. **Monuments**

Adjournment