



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, January 7, 2025

9:00 AM

Room 302

Call to Order

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

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Excused	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice-Chair	Present	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Jeri DuVall	Cortland County, NY	Chief Assistant County Attorney	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Ilya Shmulenson	Lime Hollow Nature Center	Executive Director	Present	
Frank Kelly	Cortland County, NY	Resident	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Jason DeRaiche	Cortland County, NY	Safety Director	Remote	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Christopher Newell	Cortland County, NY	Legislator	Present	
Jason Prentice	Cortland County, NY	Legislator	Present	
William McGovern	Cortland County, NY	Legislator	Present	

Minutes Approval

1. Buildings & Grounds Committee - Committee Meeting - Dec 3, 2024 9:00 AM

RESULT:	APPROVED
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Resolutions

AGENDA ITEM NO. 1 – Authorization to Initiate Parkland Alienation Process for Linear Park

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/23/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice-Chair
AYES:	Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

Authorization to Initiate Parkland Alienation Process for Linear Park

WHEREAS, the Cortland County Legislature acknowledges the vital role that public parks, such as Linear Park, play in enhancing the quality of life for its residents and providing recreational opportunities for families and individuals alike; AND

WHEREAS, the County has determined that there is an opportunity to explore the sale of Linear Park in a manner that aligns with the County's strategic goals for economic development and community engagement; AND

WHEREAS, in accordance with state law, the Parkland Alienation process is necessary to ensure that the sale of parkland is conducted transparently and in compliance with all legal requirements, thereby protecting the interests of the community; AND

WHEREAS, the Legislature wishes to ensure that any future arrangements involving Linear Park will prioritize public access and the ongoing enjoyment of the park by residents; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Clerk of the Legislature and the County Attorney's Office to initiate the Parkland Alienation process for Linear Park, ensuring that all statutory obligations are met; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature and the County Attorney are directed to prepare and issue a Request for Proposals (RFP) for the sale of Linear Park, with a focus on soliciting proposals that not only respect the park's current use but also enhance its value to the community; AND BE IT FURTHER

RESOLVED, that it is the intent of the Legislature that Linear Park shall remain open to the public following any sale, with specific protections in place to guarantee access to all residents.

Monthly Reports

1. IT Monthly Report

RESULT:	COMPLETED
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2. Buildings & Grounds 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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Adjournment

The meeting was closed at 9:39 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 3, 2024

9:00 AM

Room 302

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Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Patty Schaap	Cortland County, NY	Director of Community Mental Health Services	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Jerri Duvall	Cortland County, NY	Chief Assistant County Attorney	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Ilya Shmulenson	Lime Hollow Nature Center	Executive Director	Present	
Forrest Earl	Lime Hollow Nature Center	Board President	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Jason DeRaiche	Cortland County, NY	Safety Director	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	

Minutes Acceptance: Minutes of Dec 3, 2024 9:00 AM (Minutes Approval)

Minutes Approval

1. Buildings & Grounds Committee - Committee Meeting - Nov 5, 2024 9:00 AM

RESULT: APPROVED

Resolutions

Discussion Items

1. Linear Park/Lime Hollow Discussion

RESULT: COMPLETED

2. 111 Port Watson Street/Mental Health Building Update

RESULT: COMPLETED

Monthly Reports

1. IT Monthly Report

RESULT: COMPLETED

2. Buildings & Grounds Report

RESULT: COMPLETED

Adjournment

The meeting was closed at 9:40 AM



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

December 19, 2024

Information Technology December 2024 Monthly Report

Executive Summary

- IT
 - IT Steering Committee
 - A meeting was held on December 6, 2024.
 - Network infrastructure upgrade
 - In progress
 - Expected completion: December 31st
 - Multi-factor authentication (MFA) has been deployed
 - Network event
 - Dealing with an issue on the county's data systems
 - Tested and purchased new help desk software
 - This will replace existing, homegrown system.
 - Expected deployment TBD.
 - IT Director
 - Retiring January 17th, 2025
 - Network Technician vacancy
 - Interviews for the vacant Network Technician position have been scheduled
- DSS
 - Schedule a wiring project to move all DSS phones off state owned switches and on to our county network
 - Expected completion: December 31st
- County Attorney
 - Work on document production to support generic drug lawsuit litigation (on-going).
- CWCC
 - Prepare RFQ to terminate county owned fiber in the TC3 Extension building.
 - Waiting on lease documents to be signed to begin walk through with interested vendors
- District Attorney
 - Discuss acquisition of Axon video evidence software

60 Central Ave. Cortland, NY 13045 (607) 753-5042

Attachment: 2024_12_Monthly_Report (12698 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting February 16, 2024.
 - Discussion items:
 - Web site redesign/update
 - Multi-factor authentication
 - Revising the county's security policy
 - Business continuity/disaster recovery
 - eSignatures
 - Data retention
 - Laserfiche
 - To be moved to a Cortland County cloud account in 2024
 - County GIS
 - Migration to a .gov domain name
 - New internet service provider and phone service provider in 2024
 - FirstLight to replace Verizon, Nitel and Momentum
 - Panic button RFP
 - Email Security
 - Members
 - Jack Hess, IT – Chair
 - Tom McGrath, IT
 - 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
 - Sharon MacDougall, Mental Health
 - Alicia Wheaton, Probation
 - John Gallagher, Sheriff
 - Scott Roman, DERC

County Wide Services

- Provide mail and print services to all County departments
- 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

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.



CORTLAND COUNTY BUILDINGS & GROUNDS

Safety Office and Code Enforcement

60 Central Ave. B-28

Cortland, NY 13045-2746

Allen Pankhurst, Superintendent 607-753-5068 or 607-423-4535



4.2.a

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent

DATE: 12/30/2024

SUBJECT: Activities Report for December 2024

Here are our monthly updates, please feel free to contact me if there are any questions or concerns.

We had 0 days of full staff due to time off. The crew has been extremely busy with projects as well as work orders. All is running smoothly and very close to on schedule.

- County Clerk's office move will begin the beginning of 2025.
- The first stage of the Courthouse office work is complete.
- Plans for the next stage for the Courthouse remodel and relocation is beginning.
- We have been busy with snow removal.
- I have been researching for a company to repair or cover the columns at the Courthouse.
- We will not be doing any big projects for the month of December. We will be concentrating on catching up work orders and doing pre-winter maintenance.

We have a number of large projects on the agenda. We continue to work hard to keep up with the work flow. I can't say enough about how hard this crew has worked. I am very impressed with how B&G employees have helped to make changes in our department. I hope you all continue to support their efforts in moving forward.

Respectfully
Allen Pankhurst
Superintendent of Building and Grounds

Attachment: Committee updates activities December 2024 (12712 : Buildings & Grounds Monthly Report - December 2024)