



Buildings & Grounds Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Tuesday, February 6, 2024

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
Beau Harbin	Cortland County, NY	Committee Member	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Member	Excused	
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	9:23 AM
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Allen Pankhurst	Cortland County, NY	Buildings & Grounds Foreperson	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Present	9:10 AM
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	9:10 AM
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	9:30 AM
Alan Ricottilli	Cortland County, NY	Deputy Superintendent of Highways	Present	9:30 AM
Andrea Herzog	Cortland County,	Director of Finance	Remote	

	NY			
Nicole Compton	Cortland County, NY	Secretary to the County Attorney	Remote	
Kimberly Biglardi	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Donald Chu	Cortland County, NY	Resident	Remote	

MINUTES

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice-Chair
AYES:	Harbin, Mantella, Van Dee, Waldbauer, Heider
EXCUSED:	Joseph Nauseef, Keith VanGorder

EXECUTIVE SESSION

Mr. Waldbauer MADE A MOTION TO ENTER INTO EXECUTIVE SESSION for the purposes of discussing matters that may imperil public safety if disclosed; Mr. Harbin SECONDED THE MOTION; and upon unanimous voice vote of members present, MOTION CARRIED.

An Executive Session was held from 9:05 AM to 9:08 AM, at which time Mr. VanDee MADE A MOTION to exit Executive Session, Mr. Waldbauer SECONDED THE MOTION; and upon unanimous voice vote of members present, MOTION CARRIED.

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Use of Buildings and Grounds Reserve for Fire Alarm System at the County Office Building - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/13/2024 9:00 AM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice-Chair
AYES:	Harbin, Mantella, Van Dee, Waldbauer, Heider
EXCUSED:	Joseph Nauseef, Keith VanGorder

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Use of Buildings and Grounds Reserve for Fire Alarm System at the County Office Building - Buildings and Grounds

WHEREAS, the fire alarm system at the Cortland County Office Building is in need of updates or replacement; AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee recognizes the need to replace the fire alarm system with a more modern system; AND

WHEREAS, it is the recommendation of the Cortland County Legislature's Buildings and Grounds Committee to utilize the Buildings and Grounds Reserve funds for the replacement of the fire alarm system at the County Office Building; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the use of the Buildings and Grounds Reserve for the replacement of the fire alarm system at the Cortland County Office Building for a cost not to exceed \$35,000; AND BE IT FURTHER

RESOLVED, the 2024 budget is hereby amended as follows:

Increase:

<u>Account</u>	<u>Amount</u>
A16205.52320 Building Improvements	\$35,000
A351100 Appropriated Reserves	\$35,000

DISCUSSION ITEMS

1. County Office Building Third Floor HVAC Update

RESULT: COMPLETED

2. Cortland County Office Building Fire Alarm System

RESULT: COMPLETED

3. Dwyer Memorial Park Elevator Update

RESULT: COMPLETED

MONTHLY REPORTS

1. IT Monthly Report - January

RESULT: COMPLETED

2. Activity Report February 2024 - Buildings and Grounds

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 9:54 AM



Buildings & Grounds Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Tuesday, January 9, 2024

9:00 AM

Room 302

CALL TO ORDER

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Attendee Name	Organization	Title	Status	Arrived
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Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice-Chair	Excused	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Member	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	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Allen Pankhurst	Cortland County, NY	Buildings & Grounds Foreperson	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Late	9:16 AM
Margaret Mellott	Cortland Standard	Reporter	Remote	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

Minutes Acceptance: Minutes of Jan 9, 2024 9:00 AM (MINUTES)

Carlita Withers	Cortland County, NY	Deputy Finance Director	Remote	
Gail Spitzer	Cortland County, NY	Confidential Administrative Assistant	Remote	9:25 AM

MINUTES

- Buildings & Grounds Committee - Committee Meeting - Dec 5, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Van Dee, Heider, Nauseef, Mantella, VanGorder
EXCUSED:	Eugene Waldbauer

RESOLUTIONS

DISCUSSION ITEMS

- Department of Emergency Response and Communications - 22 West Court Update

RESULT:	COMPLETED
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MONTHLY REPORTS

- Activity Report and Timeline - Buildings and Grounds

RESULT:	COMPLETED
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- December 2023 Monthly Report - IT

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:39 AM



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Information Technology

CORTLAND COUNTY

Jack Hess
Director

Tom McGrath
Deputy Director

January 27, 2024

Information Technology January 2024 Monthly Report

Executive Summary

- IT
 - IT Steering Committee
 - A meeting is scheduled for February 16, 2024.
 - Phone and internet services migration
 - The county will migrate to a new phone and internet service provider in mid-March.
 - Coordination with our existing providers to ensure a seamless transition is ongoing.
 - Alertus panic button
 - Waiting on hardware to support USB desk panic buttons.
 - Expected deployment in mid-February.
- Sheriff
 - Met with the Sheriff and DERC to discuss a network outage on December 9th.
- Clerk of the Legislature
 - Responded to a multi-part FOIL request.
- County Attorney
 - Work on document production to support generic drug lawsuit litigation.
- Elections
 - Respond to a state BOE survey on our cyber security posture.
- Mental Health
 - Discuss technology requirements for 111 Port Watson Street location with Buildings and Ground and Bell and Spina.
- DERC
 - Fiber installation for 22 West Court Street is complete.

Attachment: 2024_01_Monthly_Report January - IT (12011 : IT Monthly Report - January)

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

Cyber Security

- Status: In Process
 - Work with the state to conduct a cyber event tabletop exercise
 - Evaluate a proposal from a vendor to do penetration and vulnerability testing

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.
• Barracuda	Email archiver maint.	\$5,688/year	2/26/2024	Info.
• Radwin	Radio maint.	\$5,000/year	3/13/2024	Info.
• Momentum	Phones – Service	\$10,991/year	3/31/2024	Info.
• Cisco	WebEx	\$10,000/year	6/30/2024	Info.
• GoDaddy	SSL Certificate	\$450/year	7/15/2024	Info.
• Nitel	Internet Service	\$12,000/year	3/31/2024	Info.
• Palo Alto	Firewall maint.	\$8,000/year	8/9/2024	Info.
• Barracuda	Email security gateway	\$9,000/year	8/23/2024	Info.
• Barracuda	Load balancer maint.	\$5,000/year	12/16/2024	Info.
• Verizon	Internet Service	\$12,000/year	12/31/2024	Info.
• All Mode	Phones - Support	\$15,699/year	12/31/2024	Info.
• SHI	SAN maintenance	\$24,000/year	12/31/2023	Info.
• Westlaw	Online Legal Search	\$17,000/year	8/31/2026	Info.
• Toshiba Business Sol.	Copier/Printers	\$63,000/year	12/31/2026	Info.
• Pitney Bowes	Postage Meter	\$5,820/year	6/30/2027	Info.



CORTLAND COUNTY BUILDINGS & GROUNDS

60 Central Ave.
Cortland, NY 13045-2746



5.2.a

Allen Pankhurst, B&G Superintendent 607-753-5068

Allen Pankhurst, BM Foreperson 607-753-5068

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent, and Foreperson

DATE: 2/2/2024

SUBJECT: Activities Report for February 2024

Here are our monthly updates, please feel free to contact me if there are any questions or concerns or more information needed and I will accommodate in any way I am able.

We had 0 days of full staff due to time off and medical as well as open positions, we are still short 1 custodians due to vacancies, crew has been extremely busy with projects as well as assisting where needed with our larger projects and assisting custodial staff with regular duties, all is running smoothly and very close to on schedule.

- 1) Some snow removal has been done, winter so far has been kind.
- 2) Clerk's new office space demo is 90% complete.
- 3) Met with Bell & Spina about media and security design for the new Mental Health building.
- 4) Staffing issues improving, we have been able to hire a new senior custodian and a cleaner. Interviewing prospective applicants for open positions.
- 5) Court Step reconstruction continues behind schedule due to weather and site issues, limestone is in and being installed, newly restored light poles are in and operating, we are very near the end. Start up and training for the step heating system took place January 3rd,
- 6) Received preliminary documents for OMH project, communications with all parties continues with fixture and finishes, hopeful bid will go out end January beginning of February for 2024 construction.
- 7) Preliminary plans presented to Courts, some minor adjustment taking place, bid documents coming soon for City Court
- 8) Two bids were received for Dwyer Park elevator.
- 9) Jail cooler/freezer replacement set to begin in February, preliminary drawings received and given to Captain Lynch to present to State Corrections. He has received the approval.
- 10) Work at Grant St. is complete and building is ready for whatever direction the committee chooses.
- 11), KONE received information on Inspection approvals on Court House elevator project.
- 12) Getting quote for replacement of some components for the County Office Building Fire Alarm system.
- 13) Working on some space renovation and reallocation in County Office Building.
- 14) Carpeting replacement taking place in many areas of the County Office Building
- 15) Intrusion Panel at Dwyer Park, currently is proprietary and not working properly. I have received one quote. I'm looking for one more.
- 16) Dwyer Park restroom restoration is in the planning stage.
- 17) GPR has been completed at Port Watson St. I have received the results and scheduling meeting with Mr. Sudbrink, Mr. Dovi from the City and Bell and Spina to address parking lot and drainage.
- 18) Demolition and abatement are complete at Port Watson; project continues to move forward.
- 19) New generator maintenance contract in process with Penn Power for all of our units.

Attachment: B&G Monthly Activities Report February 2024 (12025 : Activity Report February 2024 - Buildings and Grounds)



CORTLAND COUNTY BUILDINGS & GROUNDS

60 Central Ave.
Cortland, NY 13045-2746



5.2.a

Allen Pankhurst, B&G Superintendent 607-753-5068

Allen Pankhurst, BM Foreperson 607-753-5068

This fiscal season we have a number of projects on the agenda, I am happy to report that almost all of what we planned to do was completed, and many more were added and completed. Even with the shortage of employees I can't say enough about how hard this crew has worked to stay ahead of the game and I hope you all continue to support their efforts in moving forward.

Respectfully
Allen Pankhurst
Superintendent of Building and Grounds

Attachment: B&G Monthly Activities Report February 2024 (12025 : Activity Report February 2024 - Buildings and Grounds)