



Buildings & Grounds Committee

Committee Meeting

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

~ Agenda ~

Tuesday, February 7, 2023

10:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m4dee842e94a29c5e3d8e5492986ec286>

Tuesday, Feb 7, 2023 10:00 am | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2332 042 3844

Password: Gdg5nUdW5V8

Join by phone

+1-415-655-0001 US Toll

Access code: 233 204 23844

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley	☐	☐	☐	
Committee Member Beau Harbin	☐	☐	☐	
Committee Member Ronald J. Van Dee	☐	☐	☐	
Committee Member Ann Homer	☐	☐	☐	
Committee Chair Paul Heider	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	
Committee Vice-Chair Eugene Waldbauer	☐	☐	☐	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Jan 10, 2023 10:00 AM

RESOLUTIONS

PRIVILEGE OF THE FLOOR

ON MOTION OF HEIDER

AGENDA ITEM NO. 1

Authorize Agreement with Bell & Spina Architects for Cortland County Courthouse Renovations for City Court Move - Buildings & Grounds Department

WHEREAS, Cortland County requested proposals for Architectural services to accommodate City Court renovations at the Cortland County Court House, AND

WHEREAS, Cortland County received 3 proposals from Architectural firms, AND

WHEREAS, the proposal submitted by Bell and Spina Architects of 215 Wyoming Street, Syracuse, NY 13204 was the only proposal to include a total cost on services identified, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee has reviewed the proposal and has recommended moving forward with this proposal, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Bell and Spina Architects of 215 Wyoming Street, Syracuse, NY 13204 for a cost not to exceed \$109,150.00, AND BE IT FURTHER

RESOLVED, the 2023 budget be amended as follows:

INCREASE:

A162043.43021 COURT FACILITIES INCENTIVE \$109,150.00

A16205.52320 BUILDING IMPROVEMENTS \$109,150.00

PRIVILEGE OF THE FLOOR

ON MOTION OF HEIDER

AGENDA ITEM NO. 2

Amend Resolution No. 196-22 Authorizing Agreement with KONE, Inc. for Courthouse Elevator Replacement - Buildings and Grounds Department

WHEREAS, Resolution No. 196-22 authorized the County Administrator to execute a contract, for an amount not to exceed \$250,000, with KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the replacement of the elevator at the Cortland County Courthouse, AND

WHEREAS, the cost of the elevator replacement came in at a cost of \$265,000, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 196-22 be and hereby is amended to authorize the County Administrator, upon approval of the County Attorney, or their designee, to execute a contract for an amount not to exceed \$265,000, with KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the replacement of the elevator at the Cortland County Courthouse, AND BE IT FURTHER

RESOLVED, the 2023 budget be amended as follows:

INCREASE:

A16205.52320 BUILDING IMPROVEMENTS \$15,000

A359900 APPROPRIATED FUND BALANCE \$15,000

PRIVILEGE OF THE FLOOR

ON MOTION OF HEIDER

AGENDA ITEM NO. 3

Establish Cortland County Information Technology Steering Committee

WHEREAS, Resolution No. 51-21 established the Information Technology (IT) Steering Committee to define a vision of delivering information technology services in Cortland County to support all departments and employees in the most cost efficient, secure and flexible methods possible, AND

WHEREAS, Resolution No. 51-21 stated that the Information Technology Steering Committee is to dissolve on December 31, 2023, AND

WHEREAS, it is the recommendation of the Buildings and Grounds Committee to keep the Information Technology Steering Committee beyond the December 31, 2023 date to continually improve

and address the technological needs of Cortland County due to the ever changing advances in technology and technological requirements, AND

WHEREAS, there is a need to update the membership of the IT Steering Committee to include pertinent members to better address the IT needs in Cortland County and establish meeting guidelines, AND

WHEREAS, it is the recommendation of the Buildings and Grounds Department that the voting membership of the Information Steering Committee include the Director of Information Technology, Deputy Director of Information Technology, County Administrator, one member of the Cortland County Legislature's Buildings and Grounds Committee, Clerk of the Legislature, and one representative from each of the following departments: County Clerk, Social Services, Workforce Development, Department of Social Services, Health Department, Probation and Mental Health, AND

WHEREAS, in addition to updating the Cortland County Information Steering Committee, there is a need to appoint a Security Officer for Cortland County, AND

WHEREAS, it is the recommendation of the Buildings and Grounds Committee to appoint Lisa Perfetti as the Security Officer for Cortland County, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby establishes that the Cortland County Information Technology Steering Committee be and hereby will remain in effect indefinitely, unless discharged by a subsequent resolution, AND BE IT FURTHER

RESOLVED the following individuals shall be appointed to the Information Technology Steering Committee for a term ending December 31, 2023:

Name	Department	Capacity
Jack Hess	Information Technology	Director of Information Technology
Tom McGrath	Information Technology	Deputy Director of Information Technology
Beau Harbin	Legislature	Member of Buildings and Grounds Committee
Rob Corpora	County Administration	County Administrator
Savannah Hempstead	Clerk of the Legislature	Clerk of the Legislature
Brooke Kemak	County Clerk	County Clerk Representative
James Harvey	Department of Social Services	Department of Social Services Representative
Sharon MacDougall	Mental Health	Mental Health Department Representative
Alicia Wheaton	Probation	Probation Representative
Amy Buggs	Workforce/Grants Administration	Workforce Development Representative

, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby appoints Lisa Perfetti as Security Officer in and for Cortland County for a term ending December 31, 2023, AND BE IT FURTHER

RESOLVED, that the Cortland County Information Steering Committee shall meet at least bimonthly and such meetings shall be scheduled by the Director of Information Technology.

DISCUSSION ITEMS

1. Miller Street Discussion
2. 22 West Court Street Update

MONTHLY REPORTS

1. IT Monthly Report
2. Buildings & Grounds Month Report
3. Timeline Updates

ADJOURNMENT