



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, March 7, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived	Departed
Douglas Bentley	Cortland County, NY	Committee Member	Present		
Beau Harbin	Cortland County, NY	Committee Member	Present		
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present		
Ann Homer	Cortland County, NY	Committee Member	Present		10:29 AM
Paul Heider	Cortland County, NY	Committee Chair	Present		
Joseph Nauseef	Cortland County, NY	Committee Member	Excused		
Eugene Waldbauer	Cortland County, NY	Committee Vice Chair	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Andrea Herzog	Cortland County, NY	Finance Director	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present		
Jack Hess	Cortland County, NY	Director, Information Technology	Present		
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present		
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present		
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Remote		
Eddie Velazquez	Cortland Voice	Reporter	Remote		
Margaret Mellott	Cortland Standard	Reporter	Remote		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote		
George	Cortland	Board Member	Present	10:03	

Wagner	County, NY		AM	
--------	------------	--	----	--

MINUTES

- Buildings & Grounds Committee - Committee Meeting - Feb 7, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ann Homer, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Waldbauer
EXCUSED:	Joseph Nauseef

DISCUSSION ITEMS

- 22 West Court Street Update

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

- Elevator at the County Office Building

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

MONTHLY REPORTS

- IT Monthly Report

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

- Buildings & Grounds Departmental Activities and Timelines

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

RESOLUTIONS

Mr. VanDee MADE A MOTION to suspend the rules to entertain a resolution not on the agenda, Mr. Waldbauer SECONDED THE MOTION to suspend the rules; and upon voice vote of members present (Ms. Homer not present for vote), MOTION CARRIED.

AGENDA ITEM NO. 1 – Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Column and East/West Entrance Rehabilitation - Buildings and Grounds Department

RESULT:	APPROVED [5 TO 0]
	Next: 3/23/2023 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice Chair
AYES:	Bentley, Harbin, Van Dee, Heider, Waldbauer
EXCUSED:	Joseph Nauseef
AWAY:	Ann Homer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Column and East/West Entrance Rehabilitation - Buildings and Grounds Department

WHEREAS, the Cortland County Buildings and Grounds Committee recommends moving forward with necessary repairs and rehabilitation to the Cortland County Courthouse, AND

WHEREAS, the columns on the interior of the Courthouse and the east and west entrances of the

Courthouse are in need of repair and/or replacement, AND

WHEREAS, to proceed with the column and east/west entrance projects, there is a need to have engineering specifications drawn up, AND

WHEREAS, Bell & Spina Architects of 215 Wyoming Street Syracuse, NY 13204, has the expertise to draw up specifications for said projects, AND

WHEREAS, Resolution No. 70-22 authorized the allocation of \$1,000,000 of American Rescue Plan funding for the planning, preparation and implementation of repairs to the Cortland County Courthouse and the funding is available in Account No. A16205.52320.ARP, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to execute a contract, for an amount not to exceed \$200,000, with Bell & Spina Architects, 215 Wyoming Street Syracuse, NY 13204, for the completion of the specifications for said projects, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to enter into an agreement with Bell & Spina Architects of 215 Wyoming Street Syracuse, NY 13204, for said purposes at a cost not to exceed \$200,000, to be paid from Account No. A16205.52320.ARP.

ADJOURNMENT

The meeting was closed at 10:57 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, February 7, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:35 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Excused	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Ann Homer	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	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Allen Pankurst	Cortland County, NY	Buildings & Grounds	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
George Wagner	Cortland County, NY	Board Member	Present	
James L. Aiken	Cortland County, NY	Supervisor of Solid Waste	Present	
Margaret Mellott	Cortland	Reporter	Present	

Minutes Acceptance: Minutes of Feb 7, 2023 10:00 AM (MINUTES)

	Standard			
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

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

RESULT: APPROVED [UNANIMOUS]
MOVER: Ann Homer, Committee Member
SECONDER: Joseph Nauseef, Committee Member
AYES: Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer
EXCUSED: Douglas Bentley

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with Bell & Spina Architects for Cortland County Courthouse Renovations for City Court Move - Buildings & Grounds Department

RESULT: APPROVED [UNANIMOUS]
Next: 2/14/2023 10:00 AM
MOVER: Ronald J. Van Dee, Committee Member
SECONDER: Ann Homer, Committee Member
AYES: Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer
EXCUSED: Douglas Bentley

ON MOTION OF HEIDER

RESOLUTION NO.

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

AGENDA ITEM NO. 2 – Amend Resolution No. 196-22 Authorizing Agreement with KONE, Inc. for Courthouse Elevator Replacement - Buildings and Grounds Department

RESULT: APPROVED [UNANIMOUS]

Next: 2/14/2023 10:00 AM

MOVER: Ann Homer, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

EXCUSED: Douglas Bentley

ON MOTION OF HEIDER

RESOLUTION NO.

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

AGENDA ITEM NO. 3 – Establish Cortland County Information Technology Steering Committee

RESULT: PULLED

Next: 3/7/2023 10:00 AM

ON MOTION OF HEIDER

RESOLUTION NO.

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

Minutes Acceptance: Minutes of Feb 7, 2023 10:00 AM (MINUTES)

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 the 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

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

2. 22 West Court Street Update

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

MONTHLY REPORTS

1. IT Monthly Report

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

2. Buildings & Grounds Month Report

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

3. Timeline Updates

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

ADJOURNMENT

The meeting was closed at 11:04 AM

22 West Court Street

Architect: King & King, Syracuse NY

March 2023

Updates

- Phase 4 interior construction
 - Construction has started and bi-weekly meetings are being held at the IDA on Main Street.
 - General Contractor – McInnis Nelson
 - Contract executed
 - HVAC contractor – Slavik & Company
 - Contract at County Attorney (3/1)
 - Plumbing contractor – Slavik & Company
 - Contract at County Attorney (3/1)
 - Electrical contractor - Matco Electric
 - Contract executed
 - Construction Management – Construction Associates
 - Contract executed
- IT - Fiber Optic connection, no significant progress yet
- Generator arrival September 2023
- Exterior camera system ordered

Work completed

- Phase 1 - Interior demolition
- Phase 2 - Roof replacement
- Phase 3 - Window replacement

Future Work

- Phase 5 exterior site work
- Phase 6 site/security improvements

Attachment: DOERC March 2023 22 West Court (11329 : 22 West Court Street Update)



01010111 01100101 00100111
 01110010 01100101 00100000
 01101000 01100101 01110010
 01100101 00100000 01110100
 01101111 00100000 01101000
 01100101 01101100 01110000
 00100001

Information
Technology

CORTLAND COUNTY

Jack Hess
Director

Tom McGrath
Deputy Director

February 27, 2023

Information Technology February 2023 Monthly Report

Executive Summary

- IT
 - Continue deployment of CrowdStrike end point protection services
 - This migration will take approximately two months, at which point we move from Sophos to CrowdStrike.
 - Printer/copier upgrade
 - This project is complete expect for selecting a high capacity copier for IT.
 - Continued working on updating the county's information security policy
- Highway
 - Purchased cameras for Recycling and Landfill
 - Awaiting delivery
- DERC
 - The city's code enforcement officer has forwarded copies of maps detailing the path from the County Office Building to 22 West Court Street. The vendor for the fiber optic installation has been contacted and will be providing a quote to evaluate the condition of the conduit and whether or not it can be used. At Director Roman's direction the vendor has also been notified that we wish to proceed with our aerial attachment as first bid and use the underground connection as a redundant path, if it is viable.
 - Upgrade the county's NetMotion server. This provides connectivity between emergency services personnel and the county's computer aided dispatch system.
- Sheriff – Jail
 - Respond to a FOIL request.
- Cortlandville
 - Provide the town with a direct connection to Tompkins County's shared services LaserFiche portal.

Attachment: IT 2023_02_Monthly_Report (11324 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting TBD.
 - Topics for discussion
 - Multi-factor authentication
 - Revising the county's security policy
 - A draft revision will be distributed this month
 - Proposed 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

Disaster recovery and business continuity planning

- Status: In Process
 - The county's infrastructure network assessment has been completed.
 - IT is in the process of reviewing this document and the suggestions

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)

• Radwin	Radio maint.	\$5,000/year	3/13/2023	Info.
• Barracuda	Email archiver maint.	\$7,300/year	2/26/2023	Info.
• Trebron	Anti-Virus	\$7,110/year	5/25/2023	Info.
• Cisco	WebEx	\$10,000/year	6/30/2023	Info.
• GoDaddy	SSL Certificate	\$450/year	7/15/2023	Info.
• Barracuda	Email security gateway	\$5,000/year	8/23/2023	Info.
• Palo Alto	Firewall maint.	\$8,000/year	8/9/2023	Info.
• Momentum	Phones – Service	\$10,991/year	3/31/2024	Info.
• Barracuda	Load balancer maint.	\$5,000/year	12/16/2024	Info.
• Nitel	Internet Service	\$12,000/year	12/31/2024	Info.
• Verizon	Internet Service	\$12,000/year	12/31/2024	Info.
• All Mode	Phones - Support	\$15,699/year	12/31/2024	Info.
• Westlaw	Online Legal Search	\$17,000/year	8/31/2026	Info.
• Toshiba Business Sol.	Copier/Printers	\$63,000/year	12/31/2023	Info.
• Pitney Bowes	Postage Meter	\$5,820/year	6/30/2027	Info.
• SHI	SAN maintenance	\$24,000/year	12/31/2023	Info.

Buildings and Grounds Timeline updates January 2023

Courthouse Stairs

Bids 27 Sept 2022, received and calculated, resolution passed 12/22/22
 Award December 2022
 Shop Drawings January 2023 Completed
 Kick off meeting to be scheduled in the next 2 weeks.
 Construction Mid-April to end of August 2023 (3-4 months)
 Beard Electric is to move fiber optic out from under the stairs into the building

111 Port Watson

Programing 30 Sept 2022 Not yet completed
 Schematic Design Mid-January 202 still delayed
 Construction Doc Mid-February 2023
 Bidding End of March beginning of April 2023
 Award May 2023
 Construction Duration June 2023 – April/June 2024 (10 – 12 Months)
 Historic eligibility being discussed 2/20/2023
 After Sharon's return, Mr. Spina had COVID, they continue programming.

City Court Relocation

Scope / Design Verification and design in process, RFQ changed to RFP, Courts request interview process for selection, released for Architect/Engineering Completed
 Award of Bid for Architectural February 2023 COMPLETE, Bell and Spina contract being completed 2/27/23
 Construction Docs. March- April 2023
 Bidding April 2023
 Award April 2023
 Construction Duration May-June start in 2023 (3 months) pending successful bid and on Contractor start date availability

County Office Building Elevator renovation

Final walk through on January 18th, for set up
 Contract is signed back in County Attorney's office. September 2022
 Parts are ordered, expected to arrive Mid-January 2023 Delayed
 Tentative start date Mid-late February
 Once all parts are here installation expected to take 3 weeks, parts not all here will be pushed till after the first of the year so as to not interfere with the holidays and prolong process.
 Projected March 13th start date
 Completion to be determined, expecting 2-3 weeks for completion

Court House Elevator renovation

Screening process OMNIA bid through KONE
 Initial walk through took place August 25th 2022
 Contract in process with KONE
 Final cost \$265,000
 Lead time on equipment is approximately 4 months
 Start date for install should July-August 2023

Buildings and Grounds Timeline updates January 2023

3rd Floor HVAC project

- Final engineering and checks complete
- One more walkthrough completed in January
- Equipment appears to be available for the most part
- Final cost of construction due, still not received
- pending project cost,
- Now adjusting construction goals and coverage, 2/27/23

Court House entry areas and stone work

- Contact made with Architect for cost to prepare Bid and Construction documents January 2023
- Timeline to be updated as information arrives
- Architects estimate arrived 2/27/2023 for Dome
- Architects estimates and proposal arrived
- Exterior Cleaning of stone added to the request 2/23

Court House Dome restoration

- Contact Made with Architect for cost to prepare Bid and Construction documents January 2023
- Timeline to updated as information becomes available



CORTLAND COUNTY BUILDINGS & GROUNDS
Safety Office and Code Enforcement
60 Central Ave. B-28
Cortland, NY 13045-2746



3.2.b

Chuck Miller, B&G Superintendent 607-753-5068

David Clay Jr., BM Foreperson 607-753-5190

TO: B&G Committee

FROM: Chuck Miller, Superintendent, Safety and Code Enforcement Officer

DATE: 3/1/2023

SUBJECT: Activities Report for February 2023

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 currently short 2 custodians and 1 maintenance mechanic due to health issues and vacancies,.

- 1) I have investigated incidents for the Safety office, and recorded over 15+ reports.
- 2) Completed State reporting for OSHA injury reports and statistics
- 3) KONE contract for Court House elevator is in process, should be back by this meeting, expected start July-August 2023 3-4-week completion.
- 4) All contracts are in process for Court House step project, 1 completed 2 pending. Kick off meeting to take place in the next 2 weeks.
- 5) Bell and Spina continues to meet with Ms. McDougal on floor plans and space.
- 6) Bid process for Court House completed, award Bell and Spina Contract in process.
- 7) Staffing issues continue interviewing week of Feb 27th for final 2 custodial positions.
- 8) Completion of ADA compliant ramp entrance into main Court Room floor.
- 9) Attended meetings on Court House, Personnel, Crescent Commons, Budget, PERMA, and One Group, Court House Committees and work groups.
- 10) Scheduled meeting with new Director of Aging and staff to coordinate new equipment installations. .
- 11) Working with IT to connect cameras at Dwyer park to our network.
- 12) Renovations in Probation office progressing. moves of that department should begin soon, project to have Probation and County Clerk in new spaces by the end of June.
- 13) Snow removal continues.

This fiscal season we have a number of small and large projects on the agenda, we will continue to work with all involved to keep everything running as smoothly as possible through this process. Please, if anyone has any questions, concerns, or issues, let's address them sooner than later. Communication will be key throughout this entire process.

Respectfully
Chuck Miller
Superintendent of Building and Grounds
Code/Safety officer

Attachment: Departmental activities report February 2023 (11313 : Buildings & Grounds Departmental Activities and Timelines)