



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, March 11, 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	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Joseph Nauseef	Cortland County	Committee Member	Excused	
Ronald J. Van Dee	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Vice-Chair	Present	
Paul Heider	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Melanie Vilardi	Cortland County	Deputy County Administrator	Present	
Allen Pankhurst	Cortland County	Superintendent of Buildings & Grounds	Present	
Charles Sudbrink	Cortland County	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Christopher Newell	Cortland County	Legislator	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
William McGovern	Cortland County	Legislator	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Nicole Compton	Cortland County	Executive Assistant	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	

Minutes Approval

1. Buildings & Grounds Committee - Committee Meeting - Feb 11, 2025 9:00 AM

RESULT:	APPROVED
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Resolutions

AGENDA ITEM NO. 1 – Local Law "A" of 2025 - A Local Law to Authorize a Long-Term Lease Agreement for County-Owned Property at Dwyer Park Main Pavilion

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/27/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice-Chair
AYES:	Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Joseph Nauseef

ON MOTION OF HEIDER

RESOLUTION NO.

Local Law "A" of 2025 - A Local Law to Authorize a Long-Term Lease Agreement for County-Owned Property at Dwyer Park Main Pavilion

BE IT ENACTED, by the Cortland County Legislature, as follows:

SECTION 1. LEGISLATIVE INTENT

Cortland County is the owner of Dwyer Memorial County Park, located at 6799 Little York Lake Rd, Preble, NY 13141, which includes the building generally known as the Dwyer Park Pavilion (hereinafter referred to as the “Main Pavilion”). The County seeks to ensure that the Main Pavilion is utilized in a manner that benefits the public by supporting cultural, recreational, and community activities.

To achieve this goal, the County issued a Request for Proposals (RFP) for the lease of the Main Pavilion, including the management of the first-floor rentals. Following the competitive selection process, Cortland Repertory Theatre (CRT), of 24-26 Port Watson Street, Cortland, NY 13045, was determined to be the successful bidder.

SECTION 2. AUTHORIZATION OF LEASE AGREEMENT

The Chair of the Cortland County Legislature is hereby authorized to execute a long-term lease agreement with Cortland Repertory Theatre (CRT), of 24-26 Port Watson Street, Cortland, NY 13045, for the lease of the Main Pavilion at Dwyer Memorial County Park. The lease shall include provisions for CRT to manage the rental of the first floor for public use while utilizing the second floor for community-based arts, cultural, and recreational programming.

SECTION 3. LEASE TERMS

The lease agreement shall include, but not be limited to, the following terms:

- A lease term not to exceed ten (10) years, subject to renewal upon mutual agreement and legislative approval.
- A rental payment structure to be determined in accordance with fair market value and the County’s financial policies.
- Requirements for maintenance, utilities, and upkeep of the facility.
- Compliance with all applicable laws, regulations, and safety standards.
- Provisions for public access to the facility’s first-floor rental spaces.

- Performance expectations and periodic reviews to ensure compliance with lease obligations.

SECTION 4. REVENUE DEPOSIT

All proceeds from the lease payments shall be deposited into Account No. A71105.42410, Rental of Real Property.

SECTION 5. SEVERABILITY

If any clause, sentence, paragraph, section, or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 6. EFFECTIVE DATE

This local law shall take effect immediately upon filing with the New York State Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

AGENDA ITEM NO. 2 – Authorize Agreement with Pathfinder, Now IMEG, for Cortland County Courthouse HVAC Project

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/18/2025 9:00 AM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Joseph Nauseef

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with Pathfinder, Now IMEG, for Cortland County Courthouse HVAC Project

WHEREAS, Cortland County has received, on behalf of Assemblymember Anna Kelles, \$2.2 Million in funding through the Community Resiliency, Economic Sustainability and Technology (CREST) Program; AND

WHEREAS, these funds will support capital costs associated with replacing the HVAC system in the Cortland County Courthouse; AND

WHEREAS, the County solicited for Statement of Qualifications (SOQ) from consultants for the Courthouse HVAC Project; AND

WHEREAS, upon evaluation of the submitted SOQ's, ratings and interviews, Pathfinder, now IMEG, was selected by a committee consisting of members of the Building and Grounds Committee, the Superintendent and Deputy Superintendent of Highways; AND

WHEREAS, the Buildings and Grounds Committee of the Cortland County Legislature recommends entering into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump system, alternate system(s), and provide an engineer's estimate; AND

WHEREAS, the fee for the feasibility studies and engineer's estimate for said project is \$62,940; AND

WHEREAS, the funds will be appropriated in Account No.HH16205.54055.CHINT; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves entering into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump system, alternate systems, and an engineer's estimate for a cost not to exceed \$70,000; AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval, by the County Attorney or designee, is hereby authorized to enter into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump System, alternate system(s), and provide an engineer's estimate, for a cost not to exceed \$70,000.

AGENDA ITEM NO. 3 – Rescind Resolution No. 24-25 - Authorizing Agreement for Sprinkler System at Cortland County Recycling Center

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/27/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Mantella, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Joseph Nauseef

ON MOTION OF HEIDER

RESOLUTION NO.

Rescind Resolution No. 24-25 - Authorizing Agreement for Sprinkler System at Cortland County Recycling Center

WHEREAS, Resolution No. 24-25 authorized the entering into an agreement with Petcosky Fire Protection, Inc. for the repair or replacement of the sprinkler system at the Cortland County Recycling Center for an amount not to exceed \$55,000; AND

WHEREAS, it has been determined that there is a need to rescind the resolution and put out a Request for Proposals (RFP) for the project; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 24-25 be and hereby is rescinded.

Action Items

1. Committee Approval - Use of County Office Building Parking Lot for City Fire Department Touch a Truck Event on June 1, 2025

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

2. Approve Use of County Property for 2025 Great Cortland Pumpkinfest

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

Monthly Reports

1. Buildings & Grounds Monthly Report

RESULT:	COMPLETED
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2. IT 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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3. Merge Buildings & Grounds and Highway Committees

RESULT:	COMPLETED
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Executive Session

It was MOVED by Mr. Heider, seconded by Mr. Waldbauer, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding matters which will imperil public safety if disclosed, with Melanie Vilardi, Rob Corpora and all legislators present permitted to stay in the room. MOTION CARRIED.

An executive session was held from 9:52 a.m.. to 10:08 a.m. at which time on motion of Mr. VanDee, seconded by Mr. Harbin, it was unanimously approved by voice vote to exit executive session.

Adjournment

The meeting was closed at 10:08 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, February 11, 2025

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:01 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Joseph Nauseef	Cortland County	Committee Member	Present	
Ronald J. Van Dee	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Member	Excused	
Eugene Waldbauer	Cortland County	Committee Vice-Chair	Excused	
Paul Heider	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Christopher Newell	Cortland County	Legislator	Present	
Charles Sudbrink	Cortland County	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Allen Pankhurst	Cortland County	Superintendent of Buildings & Grounds	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Melanie Vilardi	Cortland County	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
William McGovern	Cortland County	Legislator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Sandra Price	Cortland County	Legislator	Late	9:09 AM
Nicole Compton	Cortland County	Executive Assistant	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Jason DeRaiche	Cortland County	Safety Director	Remote	

Minutes Approval

1. Buildings & Grounds Committee - Committee Meeting - Jan 7, 2025 9:00 AM

RESULT: APPROVED

Resolutions

AGENDA ITEM NO. 1 – Authorize Agreement with ATIS Elevators, LLC for Cortland County Elevator Inspections - Buildings and Grounds

Minutes Acceptance: Minutes of Feb 11, 2025 9:00 AM (Minutes Approval)

RESULT: **APPROVED [UNANIMOUS]**

Next: 2/27/2025 6:00 PM

MOVER: Joseph Nauseef, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Mantella, Nauseef, Van Dee, Heider

EXCUSED: Keith VanGorder, Eugene Waldbauer

ON MOTION OF HEIDER**RESOLUTION NO.**

**Authorize Agreement with ATIS Elevators, LLC for Cortland County Elevator Inspections -
Buildings and Grounds**

WHEREAS, Cortland County is in need of a third party inspector to inspect the elevators owned and used by the County; AND

WHEREAS, the Buildings and Grounds Committee of the Cortland County Legislature recommends entering into a three (3) year contract with ATIS Elevator, LLC, of 512 N. Main Street, N. Syracuse, NY 13212, for the annual inspections of County-owned elevators, with a five (5) percent increase per year; AND

WHEREAS, the funding for this contract is already in Account No. A16205.54015; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a three (3) year contract with ATIS Elevator, LLC, of 512 N. Main Street, N. Syracuse, NY 13212, for the annual inspections of County-owned elevators, with a five (5) percent increase per year.

AGENDA ITEM NO. 2 – Award Bid/Authorize Contract for Trash Collection

RESULT: **APPROVED [UNANIMOUS]**

Next: 2/27/2025 6:00 PM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Joseph Nauseef, Committee Member

AYES: Harbin, Mantella, Nauseef, Van Dee, Heider

EXCUSED: Keith VanGorder, Eugene Waldbauer

ON MOTION OF HEIDER**RESOLUTION NO.**

Award Bid/Authorize Contract for Trash Collection

WHEREAS, a Request for Proposals (RFP) was issued January 13, 2025 for trash collection services for Cortland County, and such bids were due and received by Tuesday, February 4, 2025; AND

WHEREAS, three (3) requests from proposals were received as follows:

Waste Management of New York, LLC, of 100 Ransier Dr., West Seneca, NY 14224:

Location	Size/Frequency	2025	2026	2027	2028	2029
County Office Building	1 - 10 yard cont. (3 times a week)	\$860.36	\$903.37	\$948.53	\$995.95	\$1,045.74
Courthouse, PSB & Jail	1 - 6 Yd. (3 times a week)	\$582.00	\$611.10	\$641.65	\$673.73	\$707.41

Highway	1 - 4 yard cont. (1 time per week)	\$189.78	\$199.26	\$209.22	\$219.68	\$230.66
Dwyer Park	1 - 6 yard cont. (1 time per week) May 1 - Sept 30	\$190.91	\$200.45	\$210.47	\$220.99	\$232.03
911 Center	1 - 2 yard cont. (1 time per week)	\$130.01	\$136.51	\$143.33	\$150.49	\$158.01
	Total Monthly	\$1,953.06	\$2,050.69	\$2,153.20	\$2,260.84	\$2,373.85
	Total Annual	\$23,436.72	\$24,608.28	\$25,838.40	\$27,130.08	\$28,486.20
Additional Containers	Per Diem Basis	No rental charge for extra containers; per pickup charge only, call office for pricing. Pricing subject to increases set forth by Cortland Country Landfill.				

*All per site figures are monthly.

Syracuse Haulers Waste Removal Inc., of 6223 Thompson Rd., Syracuse, NY 13206:

Location	Size/Frequency	2025	2026	2027	2028	2029
County Office Building	1 - 10 yard cont. (3 times a week)	\$752.00	\$766.04	\$780.36	\$794.96	\$809.85
Courthouse, PSB & Jail	1 - 6 Yd. (3 times a week)	\$511.00	\$520.38	\$529.95	\$539.71	\$549.66
Highway	1 - 4 yard cont. (1 time per week)	\$173.00	\$175.86	\$176.78	\$179.76	\$182.80
Dwyer Park	1 - 6 yard cont. (1 time per week) May 1 - Sept 30	\$195.00	\$198.26	\$201.59	\$204.98	\$208.44
911 Center	1 - 2 yard cont. (1 time per week)	\$113.00	\$114.80	\$116.64	\$118.51	\$120.42
	Total Monthly	\$1,744.00	\$1,775.34	\$1,805.32	\$1,837.92	\$1,871.17
	Total Annual	\$20,928.00	\$21,304.08	\$21,663.84	\$22,055.04	\$22,454.04
Additional Containers	Per Diem Basis	Size		Price/Month		
		95 gallon cart		\$3.00		
		2 Yd.		\$13.00		
		3 Yd.		\$15.00		
		4 Yd.		\$15.00		
		6 Yd.		\$17.00		
		8 Yd.		\$20.00		
		10 Yd.		\$25.00		

Casella Waste Management of N.Y., Inc., of 1180 Elmira Road, Newfield, NY 14867:

One lump sum of \$101,144.41

WHEREAS, based upon the results of the bid, the bid is to be awarded to the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that the bid from Syracuse Haulers Waste Removal, Inc., of 6223 Thompson Rd., Syracuse, NY 13206, be and hereby is accepted at the bid prices as listed per the RFP response; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with Syracuse Haulers Waste Removal, Inc., of

Minutes Acceptance: Minutes of Feb 11, 2025 9:00 AM (Minutes Approval)

6223 Thompson Rd., Syracuse, NY 13206, for County trash services for a term effective upon execution of contract through December 31, 2029.

AGENDA ITEM NO. 3 – Authorize Agreement with Petcosky Fire Protection, Inc. for Replacement Recycling Center Sprinkler System - Buildings & Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Harbin, Mantella, Nauseef, Van Dee, Heider
EXCUSED:	Keith VanGorder, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with Petcosky Fire Protection, Inc. for Replacement Recycling Center Sprinkler System - Buildings & Grounds

WHEREAS, the sprinkler system at the Cortland County Recycling Center is in need of repair or replacement; AND

WHEREAS, the funding is budgeted in account number EL999542.52030; AND

WHEREAS, the Buildings and Grounds Committee recommends contracting Petcosky Fire Protection, Inc., 421 Commerce Road, Vestal NY 13850 for the repair and replacement of the sprinkler system at the Cortland County Recycling Center; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator, upon approval by the County Attorney or designee, to enter into an agreement with Petcosky Fire Protection, Inc. for the repair or replacement of the sprinkler system at the Cortland County Recycling Center for an amount not to exceed \$55,000.

Monthly Reports

1. Buildings & Grounds Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Funding Options for Replacement of Recycling Center Sprinkler System

RESULT:	COMPLETED
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2. 111 Port Watson Street/Mental Health Building Update

RESULT:	COMPLETED
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3. Courthouse Project Updates

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 9:42 AM

Minutes Acceptance: Minutes of Feb 11, 2025 9:00 AM (Minutes Approval)



Pathfinder

now



March 3, 2025

Alan Ricottilli
Deputy Superintendent of Highways
Cortland County Highway Department
4267 Traction Drive
Cortland, NY 13045

Re: Cortland County - County Courthouse Ground Source Heat Pump (GSHP) HVAC Project

Alan:

Thank you for selecting Pathfinder, now IMEG for this exciting project. Our proposal is based on phone conversations, emails, and the project RFP dated May 16, 2024. We have developed the following project understanding and engineering proposal.

PROJECT UNDERSTANDING

The intent of this Study is to document and estimate the scope of work to establish the construction budget for a comprehensive HVAC renovation and installation of a GHSP or ASHP heating and cooling system for the Cortland Courthouse, not including Change Order Contingency. The post-study, design and renovation projects will be phased over multiple years to align with available funding. The design & renovation durations and timelines will be explored and documented in this study.

The Cortland County Courthouse is four floors totaling approximately 48,000 sq. ft. in size. The building has a mix of occupants from Cortland County and New York State. Cortland County occupants consist of the County Court, Law Library, County Clerk, District Attorney and the Probation Department. New York State occupants are Family Court, Supreme Court, Surrogate's Court and the Support Magistrate. Rooms occupied by these tenants consist of court rooms, jury rooms, various offices, legislative chambers, record storage rooms and a variety of rooms that support the above-reference tenants.

The building and central systems are a mixture older vintage steam heating and small direct expansion (DX) cooling units. The purpose of the study is to assess the existing conditions, establish a plan to address replacement, investigate options for the installation of a GSHP HVAC system and improve and optimize energy efficiency.

SCOPE OF WORK:

Pathfinder, Now IMEG's scope of work will include:

- Kick-off meeting with the Cortland County Staff.
- Perform existing conditions survey while efficiently leveraging the work and information already completed via past studies to save on cost.
- Generate concept plans for mechanical spaces and schematic mechanical and electrical system drawings. Including site plans for proposed geothermal bore fields.
- Provide photographic documentation of existing MEP systems.
- Identify all major mechanical and electrical systems
- Identify and describe the condition of all major pieces of Mechanical and Electrical equipment
- Assess condition and capacity of Mechanical and Electrical systems, perform building HVAC load calculations and develop a strategy to renovate, upgrade and/or replace infrastructure systems.

- Complete a code assessment and identify deficiencies
- Assess piping distribution systems and develop concept routing for new services.
- Provide recommendations for Green technology or environmentally sustainable design features.
- Recommend GSHP HVAC system options that will be "high-performing" and comply with NYS Directives for deep energy retrofits, and associated goals for reduction in energy and carbon consumption.
- Recommend an Air-Source Heat Pump HVAC system options (Alternative to GSHP) that will be "high-performing" and comply with NYS Directives for deep energy retrofits, and associated goals for reduction in energy and carbon consumption.
- Provide recommendations for improvements to the energy management system
- Provide recommendations for replacement and/or upgrades to the electric service and electrical panels.
- Provided an engineer's estimate of all required work related to the renovation project to establish a construction budget

ASSUMPTIONS

- Pathfinder, now IMEG will have access to the site and any drawings or data regarding the existing equipment.
- CAD or PDFs will be provided for our use in generating conceptual plans.

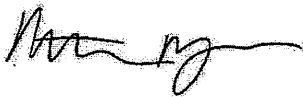
FEE

Our fee is summarized below, and a breakdown of tasks is included with this proposal.

Pathfinder Fee	\$61,260.00
Expense Budget	\$ 1,680.00
Total	\$62,940.00

Alan, thank you for considering Pathfinder, now IMEG. Should you have any questions, please feel free to call me.

Regards,



Matt Meyer, PE, LEED® AP
Principal



Cortland County - County Courthouse Ground Source Heat Pump Renovation Study

Work Plan

Task #	Task	Pathfinder, now IMEG						Totals
		Principal in Charge	Sr. Mech. Engineer	Sr Elec. Engineer	Engineer	Senior Designer	Designer	
1	Project Kick-Off Meeting with County personell and preform initial walk through . Review scope and confirm project goals. . Perform initial walk through of the building.	6	6	6				18
2	Assessment of Conditions: Building walk-through; Field verify existing Mech & Elec systems, Perform comprehensive engineering field surveys. Potential routing for new Mech and Elec systems.		8	8	16			32
3	Calculate HVAC and Electrical loads for preliminary equipment sizing and MEP space planning		4	4	16			24
4	Develop a MEP infrastructure replacement strategy that complies with NYS Energy Directives and the new EO 22. Ground Source Heat Pump and Air-Source Heat Pump HVAC concepts will be developed with pros and cons of each approach.	4	8	8	40	24		84
5	Report of MEP & Replacement Strategy: Engineer will provide a narrative and photographic summary to summarize the existing conditions. Engineer will provide a written assessment of upgrades and replacements that will be required	4	16	16	8	8		52
6	Meeting with the County: Present Recommendation Concepts. Prep for presentation.	6	6	6				18
7	Based on County feedback, edit the report and submit three (3) hard copies and one PDF copy of report and estimate.	1	4	4				9
8	Cost Estimating coordination	1	4	4				9
9	Hazardous Material Survey and Report coordination	0	4	4				8
10	Design Team Meetings (assume 2 per month) - Assume 5 meetings	10	10	10	8			38
Pathfinder Total Hours		32	70	70	88	32	0	292
Pathfinder Direct Labor		\$265.00	\$235.00	\$235.00	\$155.00	\$195.00	\$28.00	
Multiplier		1.00	1.00	1.00	1.00	1.00	1.00	
Subtotal Fee		\$8,480	\$16,450	\$16,450	\$13,640	\$6,240	\$0	\$61,260
Pathfinder Reimbursable Expenses								\$1,680
								\$0
								\$0
Total Fee								\$62,940

Work Plan

Attachment: Pathfinder - Courthouse HVAC Project (12854 : Authorize Agreement with Pathfinder, Now IMEG, for Cortland County Courthouse



2025 STANDARD HOURLY RATES - SMEPT/MEQ/Cx
(rates adjusted annually)

Senior Client Executive / Senior Market Director / VP	\$310
Client Executive / Market Director	\$285
Project Executive	\$265
Senior Project Manager 2	\$240
Senior Project Manager 1	\$220
Engineer of Distinction	\$250
Senior (Engineer / Planner / Consultant) 3	\$235
Senior (Engineer / Planner / Consultant) 2	\$205
Senior (Engineer / Planner / Consultant) 1	\$190
Project (Engineer / Consultant) 2	\$170
Project (Engineer / Consultant) 1	\$155
(Graduate Designer / Consultant / Planner / Authority / Analyst) 2	\$135
(Graduate Designer / Consultant / Planner / Authority / Analyst) 1	\$120
Designer of Distinction	\$215
Senior (Designer / Authority) 3	\$195
Senior (Designer / Authority) 2	\$190
Senior (Designer / Authority) 1	\$170
Project (Designer / Authority) 2	\$155
Project (Designer / Authority) 1	\$140
(Designer / Authority / Analyst) 2	\$125
(Designer / Authority / Analyst) 1	\$115
Design Technician 2	\$100
Design Technician 1 / Intern	\$90
Senior Construction Administrator	\$190
Construction Administrator	\$155
Senior Procurement Manager	\$265
Senior Procurement Specialist	\$240
Project Coordinator	\$130
Senior Virtual Design Coordinator 2	\$145
Senior Virtual Design Coordinator 1	\$135
Virtual Design Coordinator 2	\$130
Virtual Design Coordinator 1	\$115
Virtual Design Technician	\$100
Administrative Assistant	\$90

*These rates are for staff located in the office providing the rates. Staff based in one of IMEG's other offices may have different billing rates. These rates can be provided upon request.



Sunday, June 1 • 10am - 2pm

Cortland County Office Building Parking Lot
60 Central Ave.

Sensory Hour: 1pm - 2pm (No lights or sirens)



Greatcortlandpumpkinfest@gmail.com

March 4, 2025

Cortland County Legislature
Buildings and Grounds Committee
Cortland County Office Building
60 Central Avenue
Cortland, New York 13045

Committee Chair Heider and Buildings and Grounds Committee Members:

Please find below several items for the consideration of the committee as they relate to the 2025 Great Cortland Pumpkinfest, being planned for October 4 and 5, 2025:

Item # 1

The Great Cortland Pumpkinfest Planning Committee requests the use of the County's portion of Courthouse Park for use October 4-5, 2025 for set up, the festival and tear down. It is also requested to allow for open container in the County's portion of Courthouse Park during the operating hours of the festival.

Item # 2

The Great Cortland Pumpkinfest Planning Committee requests the consideration of a proposal to use a portion of the County Office Building parking lot and the County's overflow lot to set up and operate the midway as part of the 2025 festival. Please see Attachment 1. The midway vendor will list the County as additional insured, and provide insurance certificate prior to setup.

Item # 3

The Great Cortland Pumpkinfest Planning Committee requests the use of the County Office Building parking lot(s) overnight between October 3 and October 4 for parking food trucks between days of the festival, if needed.

Thank you for your consideration of these items as we look to plan the 2023 Great Cortland Pumpkinfest. The Great Cortland Pumpkinfest provides all necessary event insurance in relation to this these requests. Should any questions arise, please don't hesitate to reach out.

Sincerely,

The Great Cortland Pumpkinfest Committee



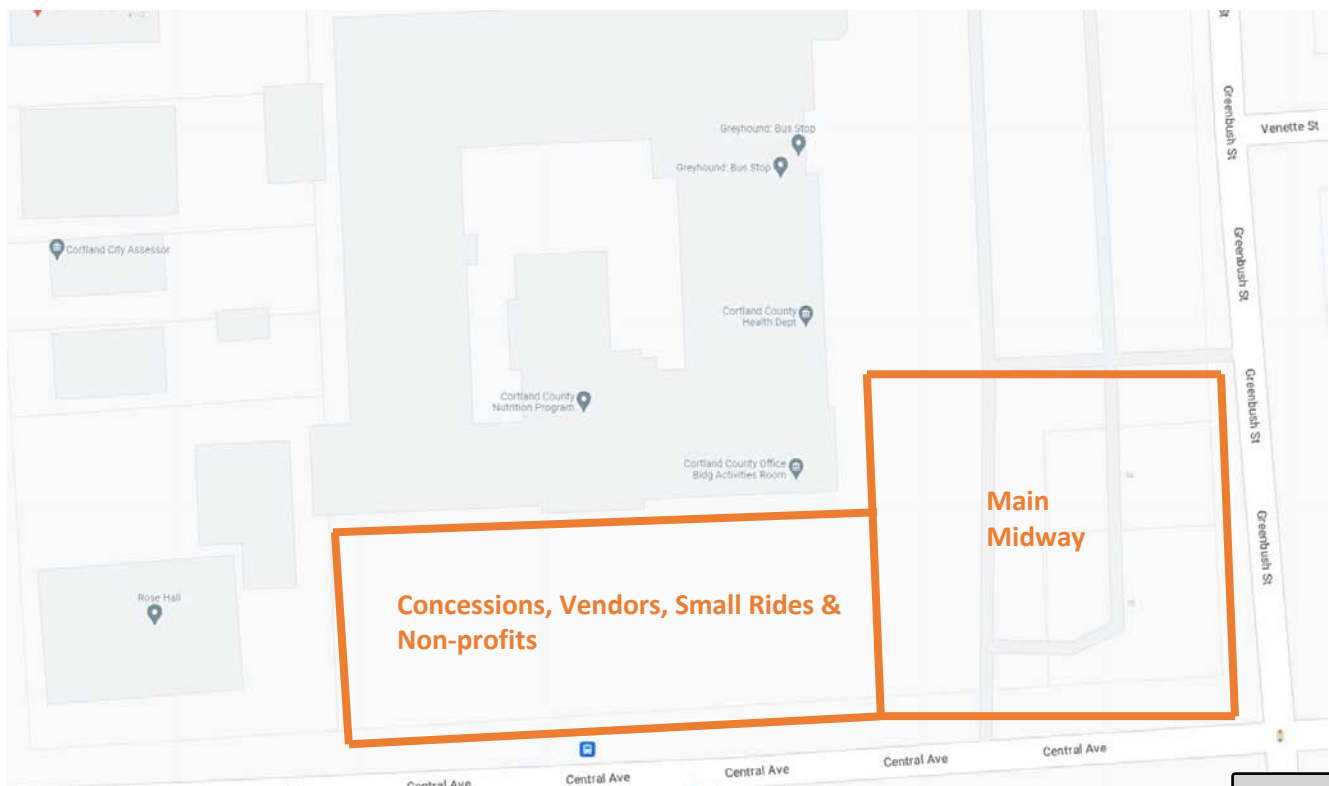
Greatcortlandpumpkinfest@gmail.com

ATTACHMENT 1

The proposed site for the midway and carnival foods during the 2025 Great Cortland Pumpkinfest (October 4 & 5, 2025) is a portion of the County Office Building parking lot (see below pictures) and front lawn.

Main Event Amusements would bring rides and a generator for the festival. The company would also bring food booths which we propose to set up on the asphalt and the grass in front of the County Office Building. The grass area would also be used as additional vendor/non-profit booth space, if approved.

Main Event Amusements would need to use the proposed space starting at 5 PM Thursday, October 2, 2025 for setup and inspection of rides. Main Event Amusements would also need the use of the County's overflow lot all day on Thursday, October 2, 2025 for unloading and staging. Set up would occur on Thursday evening, October 2, 2025, through Friday, October 4, 2025, with NYS inspection to occur after completion. The rides would be present for the duration of Pumpkinfest weekend.





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



5.1.a

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent

DATE: 3/3/2025

SUBJECT: Activities Report for February 2025

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 is in progress. Shelving is built, and some cabinets have been moved. The floor has been refinished. We are waiting for them to finalize some things on their end before employees can be moved.
- The sprinkler system replacement at Dwyer Park is complete.
- Petcosky Fire is working on a new proposal for the sprinkler system at The Recycling Center.
- John Canning & Co. from Cheshire CT was at The Courthouse Feb. 11 to look at the columns. I am trying to get a phone meeting set to go over their findings.
- There has been some issues with the heater for the new Courthouse stairs. We have been working with Install Company to resolve the issue.
- I have been working with the Safety Director to improve security at the County Office Building.
- Painting of the Employee Lounge is completed.
- We have been busy with snow removal and work orders.

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 Feb 2025 (12836 : Buildings & Grounds Monthly Report)



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Information Technology

CORTLAND COUNTY

Tom McGrath
Deputy Director

March 11, 2025

Information Technology March 2024 Monthly Report

Executive Summary

- IT
 - IT Steering Committee
 - A meeting is Scheduled for April 4.
 - Network infrastructure
 - Continued development and expansion into DSS
 - Multi-factor authentication (MFA) has been deployed to all machines in the county
 - Tokens have been distributed to all County users including all Public Safety, Volunteer Fire, Ambulance services, and SUNY.
 - Network Technician vacancy
 - Final selections are being reviewed.
 - Alertus Notification Software Roll-out completed (Go-2-Blu Replacement)
 - Training is being developed by a joint effort with the Security Officer and I.T.
- DSS
 - Wiring project was completed mid-January
 - Continued migration of all DSS phones off state owned switches and on to our county network
 - Expected completion: Mid-May
- County Attorney
 - Document production on generic drug lawsuit litigation handed off to County Attorney's office for review
- County Clerk
 - Move is planned but dates are TBD
- Health Department
 - Moves within the building being scheduled
- CWCC
 - Prepare RFQ to terminate county owned fiber in the TC3 Extension building.
 - Waiting on lease documents to be signed all quotes and walk through's have been performed.

Attachment: IT Monthly report March 2025 (12824 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting April 4th.
 - Discussion items:
 - Departmental Goals
 - Ticket closure process improvement
 - Committee members will be contributing additional items.
 - Members
 - Tom McGrath, IT – Interim Chair
 - 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
 - Patty Schaap, Mental Health
 - Alicia Wheaton, Probation
 - John Gallagher, Sheriff
 - Scott Roman, DERC

County Wide Services

- Provide mail and print services to all County departments
 - Mailing list management
- 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
- Assign MFA Tokens to end users

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.