



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, April 9, 2024

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	Present	
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	
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	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County, NY	Deputy Superintendent of Highways	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Mar 12, 2024 9:00 AM

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

2. Buildings & Grounds Committee - Special Meeting - Mar 28, 2024 4:30 PM

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

ACTION ITEMS

1. Committee Approval - Use of County Office Building Parking Lot for City Fire Department Touch a Truck Event on June 2, 2024

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

EXECUTIVE SESSION

It was MOVED by Mr. VanDee, seconded by Mr. Waldbauer, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters which will imperil the public safety is disclosed, with Mr. Hess, Mr. Pankhurst, Mr. Corpora, Ms. Vilardi, and Ms. Hempstead permitted to stay; MOTION CARRIED.

An executive session was held from 9:20 a.m. to 9:40 a.m., at which time on motion of Mr. Nauseef, seconded by Mr. VanDee, it was unanimously approved by voice vote to exit executive session.

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend 2024 Budget/Authorize Agreement - Network Infrastructure Upgrade Project - Information Technology

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/16/2024 9:00 AM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Harbin, Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider

ON MOTION OF HEIDER

RESOLUTION NO.

Amend 2024 Budget/Authorize Agreement - Network Infrastructure Upgrade Project - Information Technology

WHEREAS, the Cortland County Legislature recognizes the critical importance of maintaining a resilient, robust network infrastructure to support its operations and ensure continuity of services to its residents; AND

WHEREAS, the Cortland County Legislature wishes to expedite a network infrastructure upgrade project to enhance the reliability of our data access systems; AND

WHEREAS; a project plan has been drafted that will push the completion up by months, by contracting with Comsource, Inc., of 500 Plum St., Suite 400, Syracuse, NY 13204, and others to provide expertise in switch and firewall configuration goods and services consisting of:

· 18 new switches	\$30,000
· 32 wireless access points (WAP)	\$12,000
· Support to roll out the new switches across the county sites	\$62,000
· Firewall configuration and testing	\$19,000
Total Project Cost	\$123,000

; AND

WHEREAS, the complete project costs are \$123,000, of which \$37,000 is already budgeted in Account No. A16805.52060.ARP; AND

WHEREAS, it is the recommendation of the Buildings and Grounds Committee to fund the remaining \$86,000 for the project from Unappropriated Fund Balance; 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 Comsource, Inc., of 500 Plum St., Suite 400, Syracuse, NY 13204, and sign any subsequent agreements necessary for the network infrastructure upgrade project; AND BE IT FURTHER

RESOLVED, that the 2024 Cortland County Budget be and hereby is amended as follows:

INCREASE:

A16805.52060	Capital Computer Equip.	\$86,000
A359900	Appropriated Fund Balance	\$86,000

DISCUSSION ITEMS

MONTHLY REPORTS

1. IT Monthly Report

RESULT:	COMPLETED
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2. Buildings and Grounds Monthly Reports

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:32 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, March 12, 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	Departed
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		9:59 AM
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		
Jack Hess	Cortland County, NY	Director, Information Technology	Present		
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present		
Allen Pankhurst	Cortland County, NY	Buildings & Grounds Foreperson	Present		
Kerby Thompson	Cortland Repertory Theatre	Executive Director	Present		
Eric Behnke	Cortland Repertory Theatre	Facilities/Production Manager	Present		
Mark Reynolds	Cortland Repertory Theatre		Present		
Amy Bertini	Cortland Repertory Theatre		Present		
Cathy Bischoff	Cortland County, NY	Board Member	Present		

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Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present		
Alan Ricottilli	Cortland County, NY	Deputy Superintendent of Highways	Present		
Margaret Mellott	Cortland Standard	Reporter	Present		
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present		
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote		
Donald Chu	Cortland County, NY	Resident	Remote		
Andrea Herzog	Cortland County, NY	Director of Finance	Remote		

MINUTES

- Buildings & Grounds Committee - Committee Meeting - Feb 6, 2024 9:00 AM

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

DISCUSSION ITEMS

- Dwyer Park Elevator Discussion with Input from Eric Behnke, Facilities/Production Manager from Cortland Repertory Theatre

RESULT: COMPLETED

- 22 West Court Street Update - Director of Emergency Response and Communications, Scott Roman

RESULT: COMPLETED

- Upgraded Lighting at Cortland County Courthouse

RESULT: COMPLETED

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid/Authorize Agreement for County-Wide Elevator/Lift Service and Repair with Kone Inc. - Buildings and Grounds Department

RESULT: APPROVED [UNANIMOUS]
Next: 3/28/2024 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.

**Award Bid/Authorize Agreement for County-Wide Elevator/Lift Service and Repair with Kone
Inc. - Buildings and Grounds Department**

WHEREAS, Requests for Proposal for service and repair of all elevators, lifts and traction lifts owned by Cortland County were opened February 28, 2024; AND

WHEREAS, the elevators, lifts and traction lifts in existence have been in place for an extended period of time, which requires consistent preventative maintenance as well as the ability to respond in a timely fashion in the event of a service call; AND

WHEREAS, one proposal was submitted as follows:

Kone, Inc.
836 North State Street
Syracuse, NY 13205
Maintenance Agreement - up to \$1,575.00/month
Billing Rates for Services Require Outside Scope:
Regular Time - \$285.00 per hour
Overtime - \$425.00 per hour

; AND

WHEREAS, the Buildings and Grounds Committee recommends including the estimated annual cost for parts and repair based on previous experience, and all other aspects of the services to be offered within the proposal, NOW THEREFORE BE IT

RESOLVED, that on the recommendation of the Buildings and Grounds Committee this Legislature hereby authorizes an elevator service contract with Kone, 836 North State Street, Syracuse, NY, 13208, from March 1, 2024 through February 28, 2030 as the best value offered, AND BE IT FURTHER

RESOLVED, that on approval of the County Attorney or designee, the County Administrator is hereby authorized to execute the agreement with Kone for elevator and chairlift service to be funded through Account No. A16205.54015, Maintenance Agreements.

AGENDA ITEM NO. 2 – Amend 2024 Budget/Authorize Agreement with Civic Plus for Audio Eye Website Accessibility - Information Technology

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/19/2024 9:00 AM
MOVER:	Eugene Waldbauer, Committee Vice-Chair
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider
EXCUSED:	Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

**Amend 2024 Budget/Authorize Agreement with Civic Plus for Audio Eye Website Accessibility -
Information Technology**

WHEREAS, Cortland County has a current contract with CivicPlus for the Cortland County website; AND

WHEREAS, the Cortland County Legislature wishes to continue to include AudioEye through

Minutes Acceptance: Minutes of Mar 12, 2024 9:00 AM (MINUTES)

CivicPlus on the Cortland County website to provide increased accessibility to the County website; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with CivicPlus, 302 S. 4th Street, Manhattan, KS 66502, for AudioEye in the amount of \$4,641.82; AND BE IT FURTHER

RESOLVED, that the 2024 budget be and hereby is amended as follows:

Increase:

A16805.54015 - Maintenance Agreement	\$4,641.82
A359900 - Appropriated Fund Balance	\$4,641.82

AGENDA ITEM NO. 3 – Authorize Agreement with Northstar Lifts LLC for Installation of CPL Lift at Dwyer Memorial Park - Buildings & Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/28/2024 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Keith VanGorder, Committee Member
AYES:	Mantella, Nauseef, Van Dee, VanGorder, Heider
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with Northstar Lifts LLC for Installation of CPL Lift at Dwyer Memorial Park - Buildings & Grounds Department

WHEREAS, there is a need to replace the elevator/lift at the Main Pavilion of Dwyer Memorial Park; AND

WHEREAS, the Buildings and Grounds Committee reviewed multiple quotes following no responses being received for a Request for Proposals (RFP) for the project; AND

WHEREAS, the Building and Grounds Committee recommends the installing a Garaventa Elvoron CPL at Dwyer Memorial Park; AND

WHEREAS, it is the recommendation of the Building and Grounds Committee to enter into an agreement with Northstar Lifts, LLC, of 496 Route 281, Tully, New York 13159, for the installation of a Garaventa Elvoron CPL at Dwyer Memorial Park; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 155-23 authorizing the use up to \$100,000 of the Buildings and Grounds Capital Reserve, account no. A.386300.B&G, for the replacement of the elevator/lift; 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 Northstar Lifts, LLC, of 496 Route 281, Tully, New York 13159, for the installation of a Garaventa Elvoron CPL at Dwyer Memorial Park.

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ACTION ITEMS

1. Approve Use of County Property for 2024 Pumpkinfest

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

MONTHLY REPORTS

1. Buildings and Grounds Monthly Reports

RESULT:	COMPLETED
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2. IT Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:14 AM



Buildings & Grounds Committee

Special Meeting

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

~ Minutes ~

Thursday, March 28, 2024

4:30 PM

Room 302

Call to Order

The meeting was called to order at 4:30 PM 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	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	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Reed Cleland	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Remote	

Resolutions

AGENDA ITEM NO. 1 – Award Bid for Lease of 49 Grant Street - Authorize Agreement with Catholic Charities of Cortland County - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/28/2024 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice-Chair
AYES:	Harbin, Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider

ON MOTION OF HEIDER

Award Bid for Lease of 49 Grant Street - Authorize Agreement with Catholic Charities of Cortland County - Buildings and Grounds

WHEREAS, the Cortland County Buildings and Grounds Department released a Request for Proposals (RFP) for the lease of County-owned property located at 49 Grant Street, Cortland, New York 13045 for a term to not exceed five (5) years; AND

WHEREAS, the successful bidder shall be responsible for all costs and maintenance associated with the property, with the exception of maintenance and repairs to the roof; AND

WHEREAS, bids were received by and publicly opened on March 4, 2024 at 2:30 PM; AND

WHEREAS, one proposal was received from Catholic Charities of Cortland County, of 33-35

Minutes Acceptance: Minutes of Mar 28, 2024 4:30 PM (MINUTES)

Central Avenue, Cortland, New York 13045; AND

WHEREAS, the proposed monthly rental amount is \$600 per month to be paid to the County; AND

WHEREAS, the Buildings and Grounds Committee recommends awarding the bid to Catholic Charities of Cortland County for the proposed monthly rental amount of \$600; 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 a two (2) year lease agreement with Catholic Charities of Cortland County, of 33-35 Central Avenue, Cortland, New York 13045, beginning April 1, 2024; AND BE IT FURTHER

RESOLVED, all revenue from said lease agreement shall be deposited into Account No. A162042.42410.

AGENDA ITEM NO. 2 – Appoint Superintendent of Buildings and Grounds

It was MOVED by Mr. Waldbauer, seconded by Mr. VanDee, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the appointment of a particular person. MOTION CARRIED.

An executive session was held from 4:32 p.m. to 4:38 p.m., at which time on motion of Mr. VanDee, seconded by Mr. Nauseef, it was unanimously approved by voice vote to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/28/2024 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Mantella, Nauseef, Van Dee, VanGorder, Waldbauer, Heider

ON MOTION OF HEIDER

Appoint Superintendent of Buildings and Grounds

WHEREAS, there is a vacant position of Superintendent of Buildings and Grounds due to a retirement; AND

WHEREAS, the Cortland County Rules of Order (Article IV; 1; I) directs a Committee Chair to “delegate two members of the committee, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature;” AND

WHEREAS, Buildings and Grounds Committee members Paul Heider and Ronald VanDee were delegated and conducted interviews with the County Administrator and offered a recommendation for this appointment; AND

WHEREAS, the County Legislature has received from the County Administrator and the Buildings and Grounds Committee the recommendation for appointment of _____ as Superintendent of Buildings and Grounds; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _____, as Superintendent of Buildings and Grounds effective March 29, 2024 at 12:01 AM, at an annual salary of \$_____ (Management Compensation Plan Grade 8, Step __, Competitive Class) pursuant to the terms and conditions of the Management Confidential/Management Employment Policy.

Adjournment

The meeting was closed at 4:39 PM



Touch-A-Truck Cortland

Sunday, June 2, 2024 • 10am - 2pm

Join the City of Cortland Youth Bureau and Fire Department as we host our **Touch-a-truck** event on Sunday, June 2nd. Touch-a-truck events are fun, family friendly events where the young and the young at heart have a chance to touch, sit in, and learn about these large trucks and heavy duty machinery they see throughout their community. This is also a great opportunity for companies to promote their services to local residents. This free community event will help to promote the importance of having local businesses like YOU in their community.

Complete the registration form to register your vehicle(s) for the event. Registration forms are accepted on a first come first serve basis. We reserve the right to limit the number of vehicles of the same or similar type. Registrants will receive an emailed confirmation once all vehicles have been approved.



EXACT LOCATION IS TBA: It will be in the City of Cortland

Vehicle Exhibitor Guidelines

- Submit the vehicle registration form no later than Friday, May 31, 2024.
- Two representatives per vehicles will be in attendance at each vehicle from 9:30am to 2:30pm. Attendants should be able to provide a description of the vehicle, as well as guided “tours” of the vehicle interior as allowable.
- Registered vehicles must arrive on event day between 8:00am-9:00am to set-up. Vehicles requiring special accommodations such as large turning radius will be asked to arrive early during the event set-up. Vehicles are expected to stay the entire length of the event unless agreed in advance by the event hosts.
- All vehicles must be removed the day of the event by 4:00pm.
- Exhibitors acknowledge the nature of this event involves interaction of children and the vehicles that allows children to see, touch, and explore the vehicle while learning about the functionality. Vehicle attendants remain responsible for ensuring the safety of their vehicles and those exploring it.
- Exhibitors agree to indemnify and hold harmless the City of Cortland and its employees, officers, and agents from and against any and all liability.
- Vehicle participants will comply with a No Horn policy. Touch-a-truck is an inclusive event for all children and attendees. Vehicle horns will need to be disabled prior to the start of the event to prevent startling noises.
- Exhibitors will need to provide their own tables and chairs to have at their vehicle stations.
- Between the hours of 1:00 and 2:00pm we will hold a sensory hour with no lights, sirens or engines running.



VEHICLE REGISTRATION

Registration Deadline: Friday, May 31, 2024

Vendor Contact Information

Company Name:

Contact Person:

Position:

Address:

Phone:

Phone:

Vehicle Information

Description: List/describe the vehicles you would like to bring.

Dimensions: What are the dimensions of the vehicle or how much space will you need?

Activity: Describe any special activity for children you would like to host at your site. (Character appearances, game, etc)

Marketing: Describe any promotional/marketing materials you will be distributing.

Exhibitors agree to indemnify and hold harmless the City of Cortland and its employees, officers, and agents from and against any and all liability.

Print Name: _____ Sign Name: _____



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

March 29, 2024

Information Technology February 2024 Monthly Report

Executive Summary

- IT
 - IT Steering Committee
 - A meeting was held February 16, 2024.
 - Phone and internet services migration
 - Migration to new phone and internet service provider completed.
 - Alertus panic button
 - Waiting on hardware to support USB desk panic buttons.
 - Expected deployment TBD.
 - Prepare network documentation
 - This will be used in a transition from our existing, older network switches to equipment purchased ARPA money to strengthen our network with segmentation, redundancy and resiliency.
 - Prepare Venesky Cost Allocation Plan report
- County Attorney
 - Work on document production to support generic drug lawsuit litigation (on-going).
- Elections
 - Respond to a state BOE survey on our cyber security posture (on-going).
- Mental Health
 - Worked on several networking issues.
 - Contracted with Spectrum for broadband service to ensure network uptime.
- County Clerk
 - Met with the project manager for the Laserfiche migration from our shared data space with Tompkins County to our own cloud service.

Attachment: 2024_03_Monthly_Report (12148 : 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

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.
• 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	12/31/2024	Info.
• Barracuda	Email archiver maint.	\$5,688/year	2/26/2025	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
Safety Office and Code Enforcement**

60 Central Ave. B-28
Cortland, NY 13045-2746

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



6.2.a

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent

DATE: 4/4/2024

SUBJECT: Activities Report for March 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 custodian and a Foreperson. The crew has been extremely busy with projects as well as work orders. All is running smoothly and very close to on schedule.

- 1) County Clerk's office Demo is near completion. I would like to start moving by the end of April
- 2) Cleaning Supervisor and one Cleaner have been hired. Looking to fill one more Cleaner's position.
- 3) Looking to fill the B&G Foreperson position.
- 4) Court House Step reconstruction complete. Ribbon cutting on April 5 @ 5:00
- 5) The contract for Dwyer Park elevator is in process.
- 6) Jail cooler/freezer replacement is complete.
- 7) Grant St. is completed. Lease agreement is being finalized.
- 8) Court House elevator possible start end of June-July 2024
- 9) The County Office Building Fire Alarm system installation has been completed.
- 10) Planning on the painting to resume in Court House basement ASAP
- 11) Carpeting replacement in many areas of the County Office Building has been completed
- 12) Gathering information to move forward with Dwyer Park restroom restoration
- 13) Sealing and striping delayed till spring of 2024.
- 14) Moving and remodeling in CO-OP and Public Defender space is in the planning stage.
- 15) Waiting for one more quote for the Courthouse Hall light replacements.
- 16) Working on quotes for carpeting in the old 911 space and a couple offices.
- 17) Painting in the Employee Lounge to start soon.
- 18) I have had no interest in replacing the Alarm System at Dwyer Park. I will continue to search for an alarm company.
- 19) Cooler/ freezer monitoring system has been installed. It is not yet on line.

We have a number of 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 March 2024 (12166 : Buildings and Grounds Monthly Reports)

Buildings and Grounds Timeline updates February 2024

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 completed
 Construction May to end of August 2023 (3-4 months)
 Beard Electric has completed fiber optic move
 Ground breaking ceremony and construction startup May 5th
 Demolition has begun, much has already been removed 5/19
 Final demo of landing and support piers to take place in May as well as new footings dug 6/23
 Final fill and grade completed 7/11, footer and pier construction to begin 7/24
 Footer and pier construction has commenced footers to be completed 7/28
 First load of granite to be delivered 7/31, 2nd and total by 8/4
 Granite delivered 8.6.23
 Stair piers are poured, curing, and will be sealed as they lay the piping and plates for heating the steps. They will start setting granite very soon 8/22/23
 Granite and heat plates are being set 9/28/23
 Granite and heat system install continues, near ½ complete, limestone due for delivery
 Boiler access door space is being installed 10/20/2023
 Lime stone to arrive early December, all steps and landing installed, light bases cut and back in place. Shipment of restored light fixtures expected any day. 11/23/2023
 Sand Stone is in and being installed, Original lamp posts are back installed and operating, most of the hand rail system is installed, step heater and ramp heaters are operating, 1/2/24
 Sand stone on both sides is complete 2/5/24
 Sealing of the stair seams will be complete 2/5/24
 Cracked sections of new concrete were replaced 2/27-3/1

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 complete
 planning meeting is scheduled.

Planning stages have begun. Meeting with 6th Judicial scheduled

Construction Docs. November/December 2023
 Bidding January 2024
 Award February 2024
 Construction Duration end of April (3 months) pending successful bid and Contractor start date availability as well as elevator modernization schedule.
 Meeting took place with Bell and Spina and State Court 6th plan moving forward now that the Courts will not be viewing the basement space as an option.
 jurisdiction on May
 Floor plan initial base is currently being drawn up by Bell and Spina, 5/23
 Construction plan nearing completion as of 7/14, met with State Courts on 7/13 and they are agreeable to the final rough draft of renovations

Buildings and Grounds Timeline updates February 2024

New scans taken for reconstruction of areas for renovation
 Some review sheets coming week of 8/22/23
 Final floor plan is near acceptance by NY State Courts 6th Jurisdiction 9/25
 Final floor plan has been presented to State Court System awaiting their approval to go to bid documents
 Received Bell and Spina's resolve for their Drug Court needs and well as Library access 10/20/2023
 Final floor plan drafted, bid document design has begun, County Clerk move to start soon, discussions on their space will resume end of December 11/23/2023
 Met with Ms. Kemak to finalize plan for County Clerk move.
 Demo complete and remodel begins for new Clerk's space 2/5/24
 Main counter moved and reinstalled 3/20
 IT install completed 3/25
 Electrical and most flooring completed. 4/1

Court House Elevator renovation

Screening process OMNIA bid through KONE
 Initial walk through took place August 25th 2022
 Contract with KONE completed and returned
 Final cost \$265,000
 Lead time on equipment is approximately 4 months
 Start date for install should August-September 2023
 Final walk through took place 5/22/23
 Inspection for rating of beam supports in process with KONE 7/14
 Final plan on it's way, construction to start soon, 8/22.23
 Equipment coming in, not all pieces are in yet. 9/25
 Awaiting code updates necessary for renovation, coming the week of 10/23/2024
 Final walk through and work by others descriptions done and received 11/9/2023
 Start date expected soon 11/20/2023
 Elevator projector held up with
 Impending more investigation of the shaft. 1/2/24
 Shaft inspection complete 2/1/24

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
 New plan being processed with less coverage. 3/20/2023
 On hold until further notice, 5/23
 Talks with Danforth resumed 11/8/2023
 Going with Danforth to Moravia Schools to look at new univents with quiet mode. 11/20/2023
 School visit complete, unit shows great potential for our issues, pricing for one unit for 304 is
 Coming soon will install in house and should see considerable improvement. 1/2/24

Buildings and Grounds Timeline updates February 2024

Allen contacted Danforth to set up another visit to room 304 2/8/24

Danforth was @ CCOB to get info. 2/13/24

Estimate by Danforth received 2/14/24

Unit was ordered through Danforth (6-8 weeks delivery end of March-April 02/28/24)

Parking Lot Sealing and Striping

Due to weather concerns and because Gov. Hochul signed order that asphalt products can no longer contain coal tar and tar products leaving only products that are inferior and very susceptible to weather during application. We have chosen to wait until spring and they will honor the current contract. 11/15/2023

Reaching out to vendor for reschedule of lot work 1/2/24