



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 7, 2024

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Vice-Chair Eugene Waldbauer

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	Excused	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	9:24 AM
Alan Ricottilli	Cortland County, NY	Deputy Superintendent of Highways	Present	9:24 AM

MINUTES

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

RESULT: APPROVED

RESOLUTIONS

DISCUSSION ITEMS

1. Dwyer Park Elevator Updates

RESULT: COMPLETED

MONTHLY REPORTS

1. Buildings & Grounds Monthly Reports

RESULT: COMPLETED

2. IT Monthly Reports

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 9:29 AM



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

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 and Grounds Timeline updates April 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
 Completed..... Ribbon cutting 4/5/24

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

Buildings and Grounds Timeline updates April 2024

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
 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

Clerk's Move

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
 Building the utility room started 4/24
 Carpet install to begin 5/1

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
 No update 4/30

3rd Floor HVAC project

Final engineering and checks complete
 One more walkthrough completed in January
 Equipment appears to be available for the most part

Buildings and Grounds Timeline updates April 2024

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
 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
 Unit has delivered. Install scheduled for 5/12-5/22

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



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



4.1.b

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent

DATE: 4/30/2024

SUBJECT: Activities Report for April 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 2 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. We have a Utility room to build and the last of the carpet to install. We also will be refinishing all the hard floors.
- 2) Cleaning Supervisor and one Cleaner have been hired. Looking to fill 2 more Cleaner's position.
- 3) I have 6 candidates for the B&G Foreperson position. I have done 4 interviews.
- 4) The contract for Dwyer Park elevator is in process. Demo has started.
- 5) Court House elevator possible start end of June-July 2024
- 6) Planning on the painting to resume in Court House basement ASAP
- 7) Gathering information to move forward with Dwyer Park restroom restoration
- 8) Sealing and striping delayed till spring of 2024. This is not scheduled yet.
- 9) Moving and remodeling in CO-OP and Public Defender space has made lots of progress.
- 10) I have received two quotes for the Courthouse Hall light replacements.
- 11) Working on quotes for carpeting in the old 911 space and a couple offices.
- 12) Painting in the Employee Lounge to start soon.
- 13) I have had no interest in replacing the Alarm System at Dwyer Park. I will continue to search for an alarm company.
- 14) Cooler/ freezer monitoring system has been installed. Is scheduled to be on line 5/3.

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 April 2024 (12220 : Buildings & Grounds Monthly Reports)



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

April 29, 2024

Information Technology April 2024 Monthly Report

Executive Summary

- IT
 - o IT Steering Committee
 - A meeting was held February 16, 2024.
 - o Alertus panic button
 - Waiting on hardware to support USB desk panic buttons.
 - Expected deployment TBD.
 - o Prepare plan to accelerate the network infrastructure upgrade
 - Line vendors and agreements to migrate from the county's old, HP switches to all Fortinet switches.
 - o Submit Venesky Cost Allocation Plan report
 - o Upgrade county's Exchange email servers
 - o Tested and purchased new help desk software
 - This will replace existing, homegrown system.
 - o Began migration to .GOV domain
 - Began to move web sites and externally available resources away from cortland-co.org to cortlandcountyny.gov.
- County Attorney
 - o Work on document production to support generic drug lawsuit litigation (on-going).
- Elections
 - o Respond to a state BOE survey on our cyber security posture (on-going).
- Mental Health
 - o Work on configuring a firewall appliance to route traffic between 7 Clayton Ave. and the COB.
 - o Respond to a request for emails pertaining to a lawsuit.
- County Clerk
 - o Met with the project manager for the Laserfiche migration from our shared data space with Tompkins County to our own cloud service. (on-going)

Attachment: IT 2024_04_Monthly_Report (12221 : IT Monthly Reports)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - o The next committee meeting February 16, 2024.
 - o 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
 - o 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
 - o Work with the state to conduct a cyber event tabletop exercise
 - o 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.