



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 9, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:22 AM by Committee Vice Chair Eugene Waldbauer

Attendee Name	Organization	Title	Status	Arrived
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	
Paul Heider	Cortland County, NY	Committee Chair	Excused	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice Chair	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	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	
Sandra Price	Cortland County, NY	Board Member	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Apr 11, 2023 10:00 AM

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

RESOLUTIONS

ACTION ITEMS

1. Committee Recommendation to the Finance & Administration Committee to Amend Resolution No. 133-22 to Allocate All Unused American Rescue Plan Funding to the Restoration and Renovations Taking Place at the Cortland County Courthouse Instead of Broadband

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

DISCUSSION ITEMS

MONTHLY REPORTS

1. IT Monthly Report

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

2. Buildings & Grounds Committee Reports and Information

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

ADJOURNMENT

The meeting was closed at 11:02 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, April 11, 2023

10:00 AM

Room B20

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
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	Excused	
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	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Allen Pankhurst	Cortland County, NY	Building Maintenance Mechanic	Present	
Andrea Piedigrossi	Cortland Youth Bureau	Director	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Heather Johnson	Cortland Youth Bureau	Youth Services Supervisor	Present	
Margaret Mellot	Cortland Standard	Reporter	Remote	

Minutes Acceptance: Minutes of Apr 11, 2023 10:00 AM (MINUTES)

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Mar 7, 2023 10:00 AM

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

DISCUSSION ITEMS

1. County Office Building Gymnasium Use - Andrea Piedigrossi, Cortland Youth Bureau Director

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

2. Courthouse Project Funding

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

3. 22 West Court Street Update

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

4. Cortland County Employee Info Security Policy

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

RESOLUTIONS

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

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/18/2023 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Nauseef, Waldbauer
EXCUSED:	Ann Homer

ON MOTION OF HEIDER**RESOLUTION NO.**

Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Dome/Cupola Rehabilitation - Buildings and Grounds Department

WHEREAS, the County was awarded a grant from the Dormitory Authority of the State of New York (DASNY) in the amount of \$2,396,000 for the restoration and preservation of the Cortland County Courthouse, AND

WHEREAS, the projects to be completed with this funding are the main entryway and the dome/cupola of the Cortland County Courthouse, AND

WHEREAS, to proceed with the dome/cupola project, 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

Minutes Acceptance: Minutes of Apr 11, 2023 10:00 AM (MINUTES)

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 their 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 project, 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.

ACTION ITEMS

1. Approve Use of County Property for 2023 Pumpkinfest

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

MONTHLY REPORTS

1. IT Monthly Report

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

2. Buildings & Grounds Activities and Time Line Reports

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

ADJOURNMENT

The meeting was closed at 11:00 AM

ON MOTION OF GEORGE WAGNER**RESOLUTION NO. 133-22****Authorize Use of American Rescue Plan Funding for Broadband & Dissolution of Federal Aid Allocation Citizen's Advisory Committee**

WHEREAS, Cortland County has been awarded over \$9,000,000 through the Federal American Rescue Plan to support projects that will provide for economic resiliency and enhance communities that have been negatively affected by the COVID-19 pandemic, AND

WHEREAS, Resolution No. 142-21 established the Federal Aid Allocation Citizen's Advisory Committee to formulate a clear plan for the use of the Federal Aid being received, AND

WHEREAS, Resolution No. 14-22 reestablished the Federal Aid Allocation Citizen's Advisory Committee to continue allocating the Federal Aid received, AND

WHEREAS, the Federal Aid Allocation Citizen's Advisory Committee endorses the allocation of all unspent American Rescue Plan funds to broadband expansion in Cortland County, AND

WHEREAS, upon approval of the Cortland County Legislature, all American Rescue Plan funding received by Cortland County is allocated, NOW THEREFORE BE IT

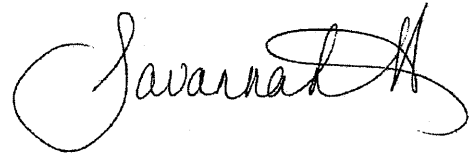
RESOLVED, that the Cortland County Legislature be and hereby allocates all unspent American Rescue Plan funding to broadband expansion in Cortland County through December 31, 2024, AND BE IT FURTHER

RESOLVED, that the Federal Aid Allocation Citizen's Advisory Committee be and hereby is dissolved as of April 28, 2022 and all future spending of American Rescue Plan funds be approved by the Finance and Administration Committee.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 28th day of April, 2022 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 28th day of April, 2022.



Clerk of the Cortland County Legislature



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

April 26, 2023

Information Technology April 2023 Monthly Report

Executive Summary

- IT
 - CrowdStrike end point protection services
 - The migration is complete. We are currently handling some exception items.
 - IT Steering Committee meeting
 - Discussion items:
 - County Information Security Policy
 - Multi-factor authentication
 - Business continuity and disaster recovery
 - Data classification and retention
 - Electronic signatures
 - County web site
 - As part of contract with CivicPlus we are eligible for a web site update/redesign.
- DERC
 - Attended Crisis Communications Committee and Crisis Management Committee meetings.
 - Upgraded Dispatch's computer aided dispatch server.
 - Opened bids for IT equipment for the new 911 Dispatch at 22 West Court St.

Attachment: IT 2023_04_Monthly_Report (11469 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting June 14, 2023.
 - Topics for discussion
 - Web site redesign/update
 - Multi-factor authentication
 - Revising the county's security policy
 - Business continuity/disaster recovery
 - Data retention
 - 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
 - This will be discussed in the IT Steering Committee meeting.

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.
• 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.
• Chimera	Panic button system	\$17,000/year	9/3/2023	Info.
• SHI	SAN maintenance	\$24,000/year	12/31/2023	Info.
• Barracuda	Email archiver maint.	\$5,688/year	2/26/2024	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.

Buildings and Grounds Timeline updates May 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 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

111 Port Watson

Programing 30 Sept 2022 Not yet completed
 Schematic Design Base release was March of 2023
 Construction Doc Mid-May 2023
 Bidding End of May 2023
 Award June 2023
 Construction Duration August 2023 – August 2024 (10 – 12 Months)
 Meeting scheduled to discuss final floor plans and construction
 Historic eligibility being discussed and is delaying project a bit but they have submitted proposal to address SHPO concerns, 4/1/2023
 Meeting with Bell and Spina, the Building work group, Myself and Mr. Corpora took place April 5th moving towards final layout and approvals

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. April May 2023
 Bidding June 2023
 Award July 2023
 Construction Duration end of August beginning of September start in 2023 (3 months) pending successful bid and on Contractor start date availability as well as elevator modernization schedule.
 Final survey conducted by KONE on April 28th, more information forthcoming

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
 Projected March 13th start date, Started on date
 Completion to be determined, expecting 2-3 weeks for completion
 Project going well to this point.
 Test runs scheduled for April, 5th and 6th, still going well
 Completed and back in service April 20th

Buildings and Grounds Timeline updates May 2023

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 July-August 2023
 Meeting with Bell and Spina on floor plan construction

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

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
 Contract awarded to Bell and Spina for architectural and engineering of all proposed repairs.
 3/23
 Awaiting estimate for bid and construction documents estimate as of April 17th, some investigative work to be done when step construction begins at a lesser expense

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 would be a 2024 Project
 Contract with Bell and Spina moved forward in April for bid and construction documents April 27th
 Rotunda, columns etc. estimate for bid and construction documents has arrived for review from Bell
 And Spina included in discussion items



21 April 2023

Chuck Miller
Cortland County Office Building
60 Central Avenue – Suite 306
Cortland, New York 13045

Re: **Architectural/Engineering for:
Rotunda Columns Repair
Cortland County Courthouse
Cortland, New York
BS# P22-00169**

Dear Mr. Miller

It is our understanding that the county wishes to continue restoration/improvements to the historic county courthouse. The current request is restoration of the rotunda columns which have experienced cracking and delamination. We propose a phased approach to this effort with the first phase being an investigation of the current conditions, resulting in development of a report with repair/replacement options along with construction budgets.

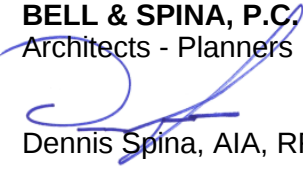
We intend to have Building Conservation Associates (BCA) as a consultant to assist us in reviewing options for the rotunda columns. We have previously worked with BCA at the NYS Capitol Building on two projects.

Proposed compensation for the above is Eight Thousand Two Hundred (\$8,200.00) dollars.

Should you have any questions or require additional information regarding our proposal I can be readily reached at the office at (315) 488-0377 or through email at dspina@bellandspina.com. Thank you for your consideration of our firm.

Sincerely,

BELL & SPINA, P.C.
Architects - Planners


Dennis Spina, AIA, RRC, REWC, REWO

SYRACUSE (Headquarters)

215 Wyoming Street Office: 315.488.0377
Syracuse, NY 13204 Fax: 315.487.5947

ROCHESTER

1160-C Pittsford-Victor Rd. Office: 585.200.5038
Pittsford, NY 14534 Fax: 315.487.5947





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



5.2.c

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: 5/4/2023

SUBJECT: Activities Report for April 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 survey with KONE on Court House elevator project 4/28/2023*
- 3) KONE contract for Court House elevator is complete and filed
- 4) All contracts for Court House steps are complete ground breaking to take place May 5th at 1 pm
- 5) Bell and Spina with Ms. McDougal and the building work group met and planning is in final stages for Mental Health Project.
- 6) Meeting for floor plans for City Court renovations to take place May 3rd.
- 7) Staffing issues continue interviewing final custodial position as well as a Mechanics position.
- 8) Met with State Courts and reviewed plan for alternate entrance during step construction, possible temporary commercial ADA ramp may be used depending on cost for West entrance.
- 9) Attended meetings on Court House, Personnel, Crescent Commons, Budget, PERMA, and One Group, Court House Committees and work groups, Bell and Spina, Violence in the work place, safety.
- 10) Elevator work completed with updates to Fire system and safety controls
- 11) Received proposals for Boiler water testing and Legionella testing for State requirements, Integrated Water Management now will hold the 5-year agreement.
- 12) Renovations in Probation office complete. Moves of that department are complete, now working with County Clerk for needs in their new space in the basement.
- 13) Snow removal has stopped, switching equipment back for summer use and servicing winter equipment.
- 14) Anticipated arrival of new skid steer is approaching, mid-May delivery anticipated.
- 15) Equipment for Age Well Center has begun to arrive and installations are ongoing some are completed.
- 16) Completed Safety Coordinator training with PERMA, update training to take place in May
- 17) Gathered departmental information and moved forward with new contract for uniform and laundry services for Highway, Landfill, Re-Cycle, Nutrition, and Buildings and Grounds, received 3 proposals and moving to sign 5-year contract with Ames Linen.
- 18) Fire Alarm system at County Office Building is repaired, updated as best as could be done, and is currently fully functional.
- 19) Flooring at Dwyer Park that was damaged by moisture from old cooler door completed and ready

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 April 2023.2 (11444 : Buildings & Grounds Committee Reports and Information)