



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 10, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:13 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	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Andrea Herzog	Cortland County, NY	Finance Director	Present	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Apr 12, 2022 10:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Resolution 68-22/Authorize County Administrator to Enter into Agreements for the Cortland County Age Well Center - Buildings & Grounds/Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/26/2022 6:00 PM
MOVER:	Ann Homer, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Nauseef, Waldbauer
EXCUSED:	Paul Heider

ON MOTION OF HEIDER

RESOLUTION NO.

Amend Resolution 68-22/Authorize County Administrator to Enter into Agreements for the Cortland County Age Well Center - Buildings & Grounds/Area Agency on Aging

WHEREAS, the Cortland County Legislature adopted Resolution No. 68-22, which authorized the allocation of \$175,000 of the federal aid revenue to the Cortland County Age Well Center, AND

WHEREAS, it was the intent of the Legislature to authorize the County Administrator, upon recommendation of the Director of the Area Agency on Aging and/or the Superintendent of Buildings and Grounds, to execute agreements for the Cortland County Age Well Center, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 68-22 be and hereby is amended to authorize the County Administrator, upon review and approval by the County Attorney or designee, to enter into agreements for the Cortland County Age Well Center.

DISCUSSION ITEMS and Monthly Reports

1. IT Monthly Report

RESULT:	COMPLETED
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2. Buildings & Grounds Monthly Activities Report

RESULT:	COMPLETED
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EXECUTIVE SESSION

It was MOVED by Ms. Homer, seconded by Mr. Bentley, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the employment history of a particular person . MOTION CARRIED.

An executive session was held from 10:19 a.m. to 10:28 a.m., at which time on motion of Ms. Homer, seconded by Mr. Bentley, and unanimously approved by voice vote of members present to exit executive session.

COMMITTEE APPROVAL

1. Committee Approval to Hire a Permanent Full-Time Buildings & Grounds Employee (Position Already Exists)

RESULT:	APPROVED [5 TO 1]
MOVER:	Ann Homer, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Bentley, Harbin, Homer, Nauseef, Waldbauer
NAYS:	Ronald J. Van Dee
EXCUSED:	Paul Heider

ADJOURNMENT

The meeting was closed at 10:34 AM



Buildings & Grounds Committee

Committee Meeting

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Attendee Name	Organization	Title	Status	Arrived
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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	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Remote	
Kevin Limiti	Cortland Standard	Reporter	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	

Minutes Acceptance: Minutes of Apr 12, 2022 10:00 AM (MINUTES)

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Mar 8, 2022 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice Chair
AYES:	Bentley, Harbin, Van Dee, Heider, Nauseef, Waldbauer
EXCUSED:	Ann Homer

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid/Authorize Agreement for Roofing Contract for Cortland County Courthouse - Buildings & Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Eugene Waldbauer, Committee Vice Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Nauseef, Waldbauer
EXCUSED:	Ann Homer

ON MOTION OF HEIDER**RESOLUTION NO.**

**Award Bid/Authorize Agreement for Roofing Contract for Cortland County Courthouse -
Buildings & Grounds Department**

WHEREAS, there is a need to address replacement, repairs and restoration of the roof at the Cortland County Court House, AND

WHEREAS, OMNIA purchasing network is a New York State approved vendor processor, AND

WHEREAS, New York State Finance Law Article 11 empowers municipalities to authorize purchases from contracts let by OMNIA, AND

WHEREAS, National Roofing Partners is currently under contract with OMNIA purchasing network, AND

WHEREAS, National Roofing Partners received bids from the following to do the work as described in the proposal:

<u>Company</u>	<u>Amount</u>
Pulver Roofing Company, Inc.	Price for General Scope: \$436,549.91
	Price for Alternate 1: \$9,142.40
	Price for Alternate 2: \$13,713.60
Diamond Roofing Company	Price for General Scope: \$542,259.17
	Price for Alternate 1: \$26,284.40
	Price for Alternate 2: \$21,427.50

, AND

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that the bid be awarded to the lowest responsible bidder, AND

Minutes Acceptance: Minutes of Apr 12, 2022 10:00 AM (MINUTES)

WHEREAS, it would be in the best interest of Cortland County to contract for the roof replacement, repairs and restorations with Pulver Roofing Company, Inc of 1418 Erie Street, Utica, NY 13502, for the total proposed amount of \$459,405.91, AND

WHEREAS, the Buildings and Grounds Committee is recommending using the Buildings and Grounds Reserve, account A.386300.B&G, to fund these roof replacement, repairs and restoration costs, 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 Pulver Roofing Company, Inc of 1418 Erie Street, Utica, NY 13502 for roof replacement, repairs and restorations, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the use of \$459,405.91 from the Buildings & Grounds Capital Reserve, account A.386300.B&G for the Cortland County Court House roof replacement, repairs and restoration, AND BE IT FURTHER

RESOLVED, that the 2022 County Budget be amended as follows:

Increase:

<u>Account</u>	<u>Amount</u>
A16205.52320 Building Improvements	\$459,405.91
A351100 Appropriated Reserves	\$459,405.91

AGENDA ITEM NO. 2 – Award Bid/Authorize Agreement for Alarm Monitoring - Buildings and Grounds Department

RESULT: APPROVED [UNANIMOUS]

Next: 4/28/2022 6:00 PM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Eugene Waldbauer, Committee Vice Chair

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

EXCUSED: Ann Homer

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid/Authorize Agreement for Alarm Monitoring - Buildings and Grounds Department

WHEREAS, Cortland County solicited proposals for contracting services to monitor County alarms, fire and intrusion, AND

WHEREAS, Cortland County received proposals for monitoring from the following:

<u>Company</u>	<u>Amount</u>
Chimera Integrated Security	3 years - \$15,454.20 5 years - \$24,079.80
Pleasant Valley Electric, Inc.	3 years - \$12,600.00 5 years - \$19,800.00

Minutes Acceptance: Minutes of Apr 12, 2022 10:00 AM (MINUTES)

, AND

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that bid be awarded to the lowest responsible bidder, AND

WHEREAS, it would be in the best interest of Cortland County to contract for monitoring County alarm systems with Pleasant Valley Electric, Inc. of 405 Third Street, Ithaca, NY 14850 for the total proposed amount of \$19,800.00, 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 5 year agreement with Pleasant Valley Electric, Inc. of 405 Third Street, Ithaca, NY 14850 for monitoring County alarm systems, AND BE IT FURTHER

RESOLVED that the cost shall not exceed \$19,800.00 and will be paid out of account A16205.54015.

Minutes Acceptance: Minutes of Apr 12, 2022 10:00 AM (MINUTES)

Committee Approval

1. Authorize Use of American Rescue Plan Funds for Legislative Chambers and Committee Room Updates

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

2. Authorize Use of American Rescue Plan Funds for County Office Building HVAC Project (3Rd Floor)

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

3. Committee Approval to Authorize the Director of Information Technology to Go Out to RFP for Fiber Connection to 111 Port Watson Street Property

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. Website Audit and Accessibility Page Information

RESULT:	COMPLETED
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MONTHLY REPORTS

1. IT Monthly Budget 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 10:53 AM

Minutes Acceptance: Minutes of Apr 12, 2022 10:00 AM (MINUTES)



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

April 27, 2022

Information Technology April 2022 Monthly Report

Executive Summary

- IT
 - Discuss options for advanced end point protection
 - After review we will remain with our current solution from Sophos provided by Trebron.
 - Replacement uninterruptable power supply (UPS)
 - Installed and testing has begun.
 - Mailing machine
 - Review options by two vendors for our mailing machine. The contract runs out in June.
 - Web site question
 - AudioEye is an automated pay service available from CivicPlus at a cost of \$5,000/year. It will not remediate problems with Word and PDF accessibility.
 - Training is available to assist with this. A four hour, online session is \$3,150.
 - Copier contract
 - Evaluating options with both Onondaga County and Suffolk County BOCES contracts.
 - RFP's
 - Enhanced disk to disk back backup, replacing our current disk to tape solution
 - Respond to email server hardware failure.
- Assigned Counsel/Personnel
 - The web site is now active on an internal web server and is nearing completion.
 - Even closer to completion than last month.
- Legislature
 - Preparing and RFP to run 48 strands of fiber to the Port Watson Street building.
- DSS
 - Virtual Desktop Initiative (VDI)
 - The state is moving toward a new way to connect local DSS resources to the state using virtual desktops.
 - It appears this will have minimal impact on IT operationally.

Attachment: IT 2022_04_Monthly_Report APR (10659 : IT Monthly Report)

- DERC/Sheriff
 - Upgrade switches for better speed and failure protection.

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting has not yet been scheduled.
 - Topics for discussion
 - Multi-factor authentication
 - Revising the county's security policy
 - A draft revision will be distributed within the next month

Cyber Security

- Status: In Process
 - Work with the state to conduct a cyber event tabletop exercise

Disaster recovery and business continuity planning

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

Get a backup air conditioning unit for the network operations center (NOC)

- Status: Complete
 - The new A/C unit is running and working very well.
 - My thanks to the vendor and our Building and Grounds staff for doing an outstanding job.

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	3/13/2022	Info.
• Trebron	Anti-Virus	\$7,110/year	5/25/2022	Info.
• Pitney Bowes	Postage Meter	\$5,820/year	6/30/2022	Info.
• Cisco	WebEx	\$10,000/year	6/30/2022	Info.
• Palo Alto	Firewall maint.	\$8,000/year	8/9/2022	Info.
• Toshiba Business Sol.	Copier/Printers	\$63,000/year	9/30/2022	Info.
• SHI	SAN maintenance	\$24,000/year	12/31/2022	Info.
• Barracuda	Email archiver maint.	\$7,300/year	2/26/2023	Info.
• GoDaddy	SSL Certificate	\$450/year	7/15/2023	Info.
• Barracuda	Email security gateway	\$5,000/year	8/23/2023	Info.
• Momentum	Phones – Service	\$10,991/year	3/31/2024	Info.
• Barracuda	Load balancer maint.	\$5,000/year	12/16/2024	Info.
• Nitel	Internet Service	\$12,000/year	12/31/2024	Info.
• Verizon	Internet Service	\$12,000/year	12/31/2024	Info.
• All Mode	Phones - Support	\$15,699/year	12/31/2024	Info.
• Westlaw	Online Legal Search	\$17,000/year	8/31/2026	Info.



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



3.2.a

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: 5/5/2022

SUBJECT: Activities Report for April 2022

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.

NOTE: It continues to be difficult with absences, services and material not coming in on schedule, but the team is still showing progress on all fronts including the Crescent Commons project.

We had 0 days of full staff due to time off and medical as well as open positions

- 1) All submissions have been made to City Code and permit was issues, updates and repairs are now out for costing and scheduling, still shooting for Opening in June.
- 2) I have investigated incidents for the Safety office, and recorded over 20+ reports. Fire drills and inspections scheduled.
- 3) Working on space issues in the County Office Building
- 4) Venesky update completed on space for 2021
- 5) VRF over Hear pump style roof top unit comparison.
- 6) RFP for elevator renovation has made some ground, hope to have a budget number our June meeting
- 7) Have begun Chambers project with Ms. Hempstead., VFR heating and cooling system being spec'd out for quote.
- 8) Worked with OneGroup and conducted in person safety and also conducted our quarterly safety meeting with Union representation present to discuss issues and training.
- 9) Safety inspections continue, correcting issues found created new online training with OneGroup to deploy trainings pertaining to emergency, exit, and SIP protocol.
- 10) Continue to work with Ms. Haskins of Office of Aging on layout and renovations, we are working on a plan for a warning kitchen which does not require the need for ANSUL and safety issues needed in a commercial cooking area.
- 11) Contracts for Court House roof, Alarm monitoring, as well as the Court House emergency door replacements are in final stages, all projects to start soon.
- 12) Recapitulation of Court reimbursement budget is in process and will have total coming back at June meeting
- 13) Had to re-outfit some equipment for the lovely storm Mother Nature threw us this past month, some clean up and tree work was required.
- 14) Bell and Spina Contract is now complete and moving forward for Court House steps bid process, specs should be ready for review and estimate very soon. .
- 15) Staffing continues to be an issue for us due to COVID, illness and injury, would like to discuss possibilities.
- 16) Continue the process of equipment replacement as well as purchase, awaiting delivery of new man lift in cooperation with County Highway Department, truck replacement has not taken place due to the lack of available units, one of our trucks will not make it another season.
- 17) The landfill generator has failed, repair is no longer an option due to age and cost, RFP to replace unit is going out soon.
- 18) Attended meetings on Court House, Wages, Personnel, Crescent Commons, Dwyer Park, PERMA, and One Group.

Attachment: Departmental activities report 4-2022 (10669 : Buildings & Grounds Monthly Activities Report)



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Safety Office and Code Enforcement
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Cortland, NY 13045-2746



3.2.a

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

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

- 19) There will soon be a meeting to kick off what is going to take place at the Court House for City Court to move into our Courthouse.

I continue to communicate that the slowness of vendor response as well as some emergency calls has not improved as yet, and in some cases has worsened. Vendors are sitting low staffing numbers, difficulty in getting raw materials and parts to complete and supply parts and equipment.

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

Attachment: Departmental activities report 4-2022 (10669 : Buildings & Grounds Monthly Activities Report)