



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, August 8, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:09 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	Present	
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	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Allen Pankhurst	Cortland County, NY	Buildings & Grounds Foreperson	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Andrea Herzog	Cortland County, NY	Finance Director	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Jun 6, 2023 10:00 AM

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

DISCUSSION ITEMS

1. Department of Emergency Response & Communications - 22 West Court Update

RESULT:	COMPLETED
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ACTION ITEMS

1. Committee Approval - Remove Grant Street Property from County Auction

RESULT:	APPROVED [6 TO 1]
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Nauseef, Waldbauer
NAYS:	Ann Homer

MONTHLY REPORTS

1. IT Monthly Report

RESULT:	COMPLETED
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2. Building & Grounds Monthly Report and Timeline Review

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid/Authorize Contract 37 Church Street Shingle Roof Replacement - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/15/2023 10:00 AM
MOVER:	Eugene Waldbauer, Committee Vice Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid/Authorize Contract 37 Church Street Shingle Roof Replacement - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued for the tear-off, repair and replacement of the shingled portion of the roof at 37 Church Street, Cortland, New York 13045, AND

WHEREAS, bids were received from the following:

Company	Address	Amount
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Universal Builders	97 Depot St. Canisteo, NY 14823	\$42,964
Marchuska Brothers	408 Commerce Road Vestal, NY 13850	\$49,945
New Britain Roofing, Inc.	721 Fox Street Horseheads, NY 14845	\$98,000
Pulver Roofing Company, Inc.	1418 Erie Street Utica, NY 13502	\$96,000
Sierra Contractors Corp.	14-31 28 th Ave., # 6 Astoria, NY 11102	\$111,000

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

RESOLVED, that Universal Builders is hereby awarded the bid for the tear-off, repair and replacement of the shingled portion of the roof at 37 Church Street, Cortland, New York 13045, AND BE IT FURTHER

RESOLVED, that the funds for this project are to come from the Buildings & Grounds Capital Project Reserve Fund, Account No. A386300.B&G, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with Universal Builders of 97 Depot St., Canisteo, NY 14823 for the tear-off, repair and replacement of the shingled portion of the roof at 37 Church Street, Cortland, New York 13045 at a cost not to exceed \$42,964.

AGENDA ITEM NO. 2 – Authorize Change Order for Investigative Work and Repairs at Cortland County Courthouse

Mr. Nauseef MADE A MOTION TO AMEND THE RESOLUTION to add a RESOLVED clause stating "RESOLVED, that the County Administrator be and hereby is authorized to approve change orders for an amount not to exceed \$25,000 per change order for projects, upon approval of the Buildings and Grounds Committee Chair.", Ms. Homer SECONDED THE MOTION TO AMEND, and upon unanimous voice vote of members present, MOTION CARRIED.

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/15/2023 10:00 AM
MOVER:	Ann Homer, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice Chair
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Change Order for Investigative Work and Repairs at Cortland County Courthouse

WHEREAS, Cortland County wishes to continue restoration/improvements to the historic County Courthouse entrances and exterior, AND

WHEREAS, Cortland County received a change order from Bell and Spina Architects, AND

WHEREAS, Bell and Spina has submitted a proposal for the investigative work for the additional repairs from R. E. Kelley who is currently constructing the new steps, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee has reviewed

the proposal and has recommended moving forward with this proposal with funding to be paid from A16205.52320.ARP, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to sign the change order with Bell and Spina Architects 215 Wyoming St. St #201 Syracuse, NY 13204, for a cost not to exceed \$5,160, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to approve change orders for an amount not to exceed \$25,000 per change order for projects, upon approval of the Buildings and Grounds Committee Chair.

AGENDA ITEM NO. 3 – Authorize Elevation Change Order for Cortland County Courthouse Project

Ms. Homer MADE A MOTION to move Agenda Item Nos.3 and 4 with the amendment previously approved in Agenda Item No. 2, Mr. Nauseef SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/15/2023 10:00 AM
MOVER:	Ann Homer, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Elevation Change Order for Cortland County Courthouse Project

WHEREAS, Cortland County is restoring the Main Entrance Steps to the historic County Courthouse, AND

WHEREAS, Cortland County received a change order from Bell and Spina Architects, AND

WHEREAS, Bell and Spina has submitted a proposal for elevation changes needed beneath grade that were not equal to the current Courthouse footings, and also address and reconstruct the existing brick wall pocket voids not identified until excavated, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee has reviewed the proposal and has recommended moving forward with this proposal with funding to be paid from A16205.52320.ARP, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature be and hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to sign the change order from Bell and Spina Architects of 215 Wyoming St., St #201, Syracuse, NY 13204, for a cost not to exceed \$17,496.68, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to approve change orders for an amount not to exceed \$25,000 per change order for projects, upon approval of the Buildings and Grounds Committee Chair.

AGENDA ITEM NO. 4 – Authorize Change Order for 111 Port Watson Street Project

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/15/2023 10:00 AM
MOVER:	Ann Homer, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Change Order for 111 Port Watson Street Project

WHEREAS, Cortland County is renovating the 111 Port Watson Street building for a new Mental Health facility, AND

WHEREAS, Cortland County received a proposed contract change order from Bell and Spina for exploratory work at 111 Port Watson Street, AND

WHEREAS, R. E. Kelley is already onsite and insured at the Courthouse and under contract with Cortland County and is able to complete the exploratory work needed at 111 Port Watson Street, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee has reviewed the proposed contract change order and has recommended moving forward with this proposal with funding to be paid from A43115.52320.ARP, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature be and hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to sign the change order from Bell and Spina Architects of 215 Wyoming St. St #201, Syracuse, NY 13204, for a cost not to exceed \$1,980, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to approve change orders for an amount not to exceed \$25,000 per change order for projects, upon approval of the Buildings and Grounds Committee Chair.

ADJOURNMENT

The meeting was closed at 10:43 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, June 6, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:10 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	Excused	
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	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice Chair	Excused	
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	
Sandra Price	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Dennis Spina	Bell & Spina		Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

Minutes Acceptance: Minutes of Jun 6, 2023 10:00 AM (MINUTES)

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - May 9, 2023 10:00 AM

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

DISCUSSION ITEMS

1. Bell & Spina - 111 Port Watson Street Update

RESULT:	COMPLETED
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2. 22 West Court Street Update

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Appoint Cortland County Security Officer and Continue Cortland County IT Steering Committee - Information Technology

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/22/2023 6:00 PM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Ann Homer, Committee Member
AYES:	Bentley, Van Dee, Homer, Heider, Nauseef
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF HEIDER**RESOLUTION NO.**

Appoint Cortland County Security Officer and Continue Cortland County IT Steering Committee - Information Technology

WHEREAS, Resolution No. 51-21 established the Information Technology (IT) Steering Committee to define a vision of delivering information technology services in Cortland County to support all departments and employees in the most cost efficient, secure and flexible methods possible, AND

WHEREAS, Resolution No. 51-21 stated that the Information Technology Steering Committee is to dissolve on December 31, 2023, AND

WHEREAS, it is the recommendation of the Buildings and Grounds Committee to keep the Information Technology Steering Committee beyond the December 31, 2023 date to continually improve and address the technological needs of Cortland County due to the ever changing advances in technology and technological requirements, AND

WHEREAS, it is the recommendation of the IT Steering Committee to appoint a Security Officer for Cortland County, AND

WHEREAS, it is the recommendation of the Buildings and Grounds Committee to appoint Lisa Perfetti as the Security Officer for Cortland County, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby establishes that the Cortland County Information Technology Steering Committee be and hereby will remain in effect indefinitely, unless

discharged by a subsequent resolution, AND BE IT FURTHER

RESOLVED, that the Cortland County Information Steering Committee shall be under the direction of the Director of Information Technology for Cortland County, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature be and hereby appoints Lisa Perfetti as Security Officer in and for Cortland County.

AGENDA ITEM NO. 2 – Award Bid/Authorize Contract for Parking Lot Sealing and Striping - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/13/2023 10:00 AM
MOVER:	Ann Homer, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Bentley, Van Dee, Homer, Heider, Nauseef
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid/Authorize Contract for Parking Lot Sealing and Striping - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued for the sealing, cleaning, crack sealing and striping of County-owned parking lots, AND

WHEREAS, bids were received from the following:

Company	Address	Amount
UA Maintenance	1075 Buffalo Road, Suite 200 Rochester, NY 14624	\$36,675
Luizzi Asphalt Services	70 Tivoli Street, Albany, NY 12207	\$95,545

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

RESOLVED, that UA Maintenance of 1075 Buffalo Road, Rochester, New York 14624 is here by awarded the bid for sealing, cleaning, crack sealing and striping of County-owned parking lots, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with UA Maintenance of 1075 Buffalo Road, Rochester, New York 14624 for the sealing, cleaning, crack sealing and striping of County-owned parking lots at a cost not to exceed \$36,675.

AGENDA ITEM NO. 3 – Award Bid/Authorize Contract Walk-In Cooler & Freezer at County Correctional Facility - Buildings and Grounds

Mr. VanDee MADE A MOTION TO AMEND the resolution to include language about the project funding coming from the Jail Project Reserve Fund, Mr. Nauseef SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

RESULT: **APPROVED [UNANIMOUS]**

Next: 6/13/2023 10:00 AM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Ann Homer, Committee Member

AYES: Bentley, Van Dee, Homer, Heider, Nauseef

EXCUSED: Beau Harbin, Eugene Waldbauer

ON MOTION OF HEIDER**RESOLUTION NO.**

**Award Bid/Authorize Contract Walk-In Cooler & Freezer at County Correctional Facility -
Buildings and Grounds**

WHEREAS, a Request for Proposals (RFP) was issued for the tear-out, disposal and replacement of the walk-in cooler and freezer at the Cortland County Correctional Facility, AND

WHEREAS, bids were received from the following:

Company	Address	Amount

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

RESOLVED, that _____ is here by awarded the bid for the tear-out, disposal and replacement of the walk-in cooler and freezer at the Cortland County Correctional Facility, AND BE IT FURTHER

RESOLVED, that the funds for this project are to come from the Jail Project Reserve Fund, Account No. A386300.JAIL, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with _____ for the tear-out, disposal and replacement of the walk-in cooler and freezer at the Cortland County Correctional Facility at a cost not to exceed \$_____.

**AGENDA ITEM NO. 4 – Award Bid/Authorize Contract 37 Church Street Shingle Roof Replacement -
Buildings and Grounds**

RESULT: **APPROVED [UNANIMOUS]**

Next: 6/13/2023 10:00 AM

MOVER: Ann Homer, Committee Member

SECONDER: Joseph Nauseef, Committee Member

AYES: Bentley, Van Dee, Homer, Heider, Nauseef

EXCUSED: Beau Harbin, Eugene Waldbauer

ON MOTION OF HEIDER**RESOLUTION NO.**

**Award Bid/Authorize Contract 37 Church Street Shingle Roof Replacement - Buildings and
Grounds**

WHEREAS, a Request for Proposals (RFP) was issued for the tear-off, repair and replacement of

Minutes Acceptance: Minutes of Jun 6, 2023 10:00 AM (MINUTES)

Company	Address	Amount

RESOLVED, that _____ is here by awarded the bid for the tear-off, repair and replacement of the shingled portion of the roof at 37 Church Street, Cortland, New York 13045. AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with _____ for the tear-off, repair and replacement of the shingled portion of the roof at 37 Church Street, Cortland, New York 13045 at a cost not to exceed \$ _____.

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/13/2023 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Ann Homer, Committee Member
AYES:	Bentley, Van Dee, Homer, Heider, Nauseef
EXCUSED:	Beau Harbin, Eugene Waldbauer

RESOLUTION NO.

WHEREAS, the County advertised, received and opened proposals for a Phase V (five) of renovations (site work) to 22 West Court Street, AND

Boland's Excavating
1403 Millburn Drive
Conklin, NY 13748

Rasmussen Excavation
4371 S Lebanon Road
Earlville, NY 13332

\$509,030

Siteworx \$525,800
2370 US Highway 11
Whitney Point, NY 13862

, 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 with Boland's Excavating of 1403 Millburn Drive, Conklin, NY 13748 for the site work at 22 West Court Street for the total proposed amount of \$426,400, AND

WHEREAS, the funds for the contract for Phase V of the renovation of 22 West Court Street are coming from a grant from the New York State Department of Homeland Security with no cost to the county and the funds are available in account A30205.52320.SICG, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or their designee, to enter into an agreement with Boland's Excavating of 1403 Millburn Drive, Conklin, NY 13748 for Phase V (five) of the renovation to 22 West Court Street as outlined in the accepted proposal at a cost not to exceed \$426,400.

COMMITTEE APPROVAL

1. Committee Approval - Authorize Use of County Portion of Courthouse Park & County-Owned Parking Lots for Main Street Music Series

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

MONTHLY REPORTS

1. IT Monthly Report

RESULT:	COMPLETED
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2. Reports and Timelines

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:59 AM

Minutes Acceptance: Minutes of Jun 6, 2023 10:00 AM (MINUTES)

22 West Court Street

Architect: King & King, Syracuse NY

August 2023

Updates

- Phase 4 interior construction is progressing
- IT - Fiber Optic connection, Celerity engaged
- ePlus will be used for network design elements
- Motorola engaged for network work for radio system
- Generator arrival September 2023
- AC units (most) to arrive September 2023
- Phase 5 contract awarded; work to begin in the next month.

Work completed

- Phase 1 - Interior demolition
- Phase 2 - Roof replacement
- Phase 3 - Window replacement

Future Work

- Phase 6 exterior building improvements



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Information
Technology

CORTLAND COUNTY

Jack Hess
 Director

Tom McGrath
 Deputy Director

July 31, 2023

Information Technology July 2023 Monthly Report

Executive Summary

- IT
 - 2024 budget
 - Work on the 2024 budget. This will be a challenging budget as we are dealing with
 - County web site
 - As part of contract with CivicPlus we are eligible for a web site update/redesign.
 - eSignatures
 - There has been a number of requests for esignature technology. We will be contracting with Adobe, our current vendor, but continue to evaluate other options.
 - IT Steering Committee
 - A meeting has held on June 14th and the next is scheduled for August 14th. Details below.
- Mental Health
 - Configured a duress button on their phones. This has been tested by Mental Health personnel and 911 Dispatch.
- County Clerk
 - Develop options to bring Laserfiche data that was being stored by Tompkins County back into the county. The shared services contract with Tompkins County has lapsed and renewal is not an option.

Attachment: IT_2023_07_Monthly_Report (11618 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting August 16, 2023.
 - Old business
 - Web site redesign/update
 - Multi-factor authentication
 - Revising the county's security policy
 - Business continuity/disaster recovery
 - Data retention
 - New business
 - County GIS
 - Migration to a .gov domain name
 - 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

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)

- | | | | | |
|-------------------------|------------------------|---------------|------------|-------|
| • 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. |
| • 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. |
| • Barracuda | Load balancer maint. | \$5,000/year | 12/16/2024 | Info. |
| • Nitel | Internet Service | \$12,000/year | 3/31/2024 | 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
 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

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
 Mr. Spina will be at this meeting for update of floor plan 5/23
 Investigative digs complete 7/19, final floor plan forthcoming with HVAC options

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
 Meeting with
 Meeting took place with Bell and Spina and State Court 6th 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 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 August-September 2023
 Final walk through took place 5/22/23
 Inspection for rating of beam supports in process with KONE 7/14

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, 5/22

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
 Estimate received and passed through legislature, contract in process investigatory work to begin soon 5/23
 Final drone run and investigative cleaning and stone removal completed 7/19

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
 Moving forward with construction and bid documents 4/30
 Contract in process 5/25
 Also include in the final investigation completed on 7/19



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



4.2.b

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: 8/3/2023

SUBJECT: Activities Report for June-July 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 due to vacancies, crew has been extremely busy with projects as well as assisting where needed with our larger projects, all is running smoothly and very close to on schedule.

- 1) I have investigated incidents for the Safety office, and recorded over 8+ reports.
- 2) Completed survey with KONE on Court House elevator project 5/22/2023* Now addressing issue of load capacity, being an older unit it was never properly rated.
- 3) Mental Health plan nearing completion, demo and abatement to start soon.
- 4) City Court move planning is near completion, rendition and scope of renovations due in August
- 5) Staffing issues continue have received 1 app in 2 months, have 2 open custodial positions
- 6) Court Step reconstruction running very close to on schedule, granite now beginning to ship.
- 7) 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.
- 8) County Clerk renovations projected to start beginning of September, move to follow
- 9) Arrival of new skid steer is here.
- 10) Age well center project complete for scope projected.
- 11) Sprinkler system now repaired at Dwyer Park as well as Re-Cycle center and are now fully functioning, piping is aged and will have to be addressed in the future
- 12) Cleared out 49 Grant St. for anticipated auction of property.
- 13) Recapitulation of State Court reimbursement complete, anticipate a return of approximately \$342,000 in reimbursement for services, wages, benefits, and contractual activity.
- 14) Completed more renovations for County Administrator, Nutrition/Aging, and continue to improve the new Secured entryway for safety of the employees including moves for Health and Planning
- 15) Exterior surveys complete for Court House renovations, Bell and Spina not putting together the proposal for the exterior of the building.
- 16) Investigative dig for 111 Port Watson uncovered and unknown storage tank, but it was not an issue and has been removed. Will soon receive closure package from Contento's
- 17) Hopefully we have received bids for #7 Church roof as well as Jail cooler and walk in freezer this time around, both are in need of replacement and we received not bids the first time around.
- 18) I would like to welcome Mr. Pankhurst as our new department Foreperson, and is already doing a great job.
- 19) We have begun the 2024 budget process and it is moving forward.

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

Attachment: Departmental activities report June, July 2023.2 (11576 : Building & Grounds Monthly Report and Timeline Review)



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



4.2.b

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

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

Superintendent of Building and Grounds
Code/Safety officer

Attachment: Departmental activities report June, July 2023.2 (11576 : Building & Grounds Monthly Report and Timeline Review)



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Cortland County Courthouse Main Exterior Stair Reconstruction Cortland, NY	CONTRACT INFORMATION: Contract For: General Construction Date: January 19, 2023	CHANGE ORDER INFORMATION: Change Order Number: 01 Date: July 20, 2023
OWNER: <i>(Name and address)</i> Cortland County 60 Central Avenue Cortland, NY 13045	ARCHITECT: <i>(Name and address)</i> Bell & Spina Architects-Planners, P.C. 215 Wyoming Street Syracuse, NY 13204	CONTRACTOR: <i>(Name and address)</i> Raymond E. Kelley, Inc. 1383 State Route 96 Waterloo, NY 13165

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1.01 Additional excavations and backfill	\$12,706.68 Add
1.02 Infill 16 pockets with new brick and mortar.	\$ 4,790.00 Add
1.03 Top landing stones sloped vs milled	\$ 0.00 No change
1.04 Assist with exploratory work at existing limestone stair walls, facades and areaways	\$ 5,160.00 Add
1.05 Assist with exploratory work at 111 Port Watson Street.	\$ 1,980.00 Add

The original Contract Sum was	\$ 1,125,470.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,125,470.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 24,636.68
The new Contract Sum including this Change Order will be	\$ 1,150,106.68

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bell & Spina Architects-Planners, P.C.

ARCHITECT *(Firm name)*

SIGNATURE

Dennis C. Spina, Project Architect
PRINTED NAME AND TITLE

7/31/2023

DATE

Raymond E. Kelley, Inc

CONTRACTOR *(Firm name)*

SIGNATURE

Steve Sandroni, Vice President
PRINTED NAME AND TITLE

7/25/2023

DATE

Cortland County

OWNER *(Firm name)*

SIGNATURE

Robert Corpora, County Administrator
PRINTED NAME AND TITLE

DATE

PROPOSAL**RAYMOND E. KELLEY, INC.**

1383 State Route 96
 Waterloo, New York 13165
 Telephone 315-568-0982
 Fax 315-568-0983

PROPOSALS SUBMITTED TO Bell & Spina Architects	PHONE 315-488-0377	FAX EMAIL	DATE 6-21 23
STREET 215 Wyoming St.		JOB NAME Cortland County Courthouse Stairs	
CITY, STATE & ZIP CODE Syracuse, N.Y. 13204		JOB LOCATION Cortland, N.Y.	JOB PHONE
Architect: Bell & Spina		DATE OF PLANS	

We hereby submit specifications and estimates for:

**ASSIST BELL & SPINA ARCHITECTS TO PERFORM EXPLORATORY WORK AT
 EXISTING LIMESTONE STAIR WALLS, FACADES AND AT AREAWAYS**

Raymond E. Kelley, Inc. will provide 2 men for 2 – 8 hour days including all tools and equipment, including a 5000# forklift to remove, reset, patch existing limestone to assist Bell & Spina for review of existing back up conditions and causes for deterioration.

THERE ARE NO SALES TAXES INCLUDED

Five Thousand One Hundred Sixty and 00/100-----

DOLLARS

\$ 5160

Payment to be made as follows:

Tax Status x ☐ Exempt ☐ Capital Improvement ☐
 Repair NO SALES TAX INCLUDED. SALES TAX TO BE
 LISTED AS A SEPARATE ITEM ON ALL INVOICES

ADDENDUMS NOTED:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature Tom Boise Project Manager

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature _____

Date of Acceptance _____

Attachment: Change Order - Courthouse - Granite (11616 : Authorize Change Order for Investigative Work and Repairs at Cortland County



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Cortland County Courthouse Main Exterior Stair Reconstruction Cortland, NY	CONTRACT INFORMATION: Contract For: General Construction Date: January 19, 2023	CHANGE ORDER INFORMATION: Change Order Number: 01 Date: July 20, 2023
OWNER: <i>(Name and address)</i> Cortland County 60 Central Avenue Cortland, NY 13045	ARCHITECT: <i>(Name and address)</i> Bell & Spina Architects-Planners, P.C. 215 Wyoming Street Syracuse, NY 13204	CONTRACTOR: <i>(Name and address)</i> Raymond E. Kelley, Inc. 1383 State Route 96 Waterloo, NY 13165

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1.01 Additional excavations and backfill	\$12,706.68 Add
1.02 Infill 16 pockets with new brick and mortar.	\$ 4,790.00 Add
1.03 Top landing stones sloped vs milled	\$ 0.00 No change
1.04 Assist with exploratory work at existing limestone stair walls, facades and areaways	\$ 5,160.00 Add
1.05 Assist with exploratory work at 111 Port Watson Street.	\$ 1,980.00 Add

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The new Contract Sum including this Change Order will be	\$ 1,150,106.68
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be	

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NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bell & Spina Architects-Planners, P.C.

ARCHITECT *(Firm name)*

SIGNATURE

Dennis C. Spina, Project Architect
PRINTED NAME AND TITLE

7/31/2023

DATE

Raymond E. Kelley, Inc

CONTRACTOR *(Firm name)*

SIGNATURE

Steve Sandroni, Vice President
PRINTED NAME AND TITLE

7/25/2023

DATE

Cortland County

OWNER *(Firm name)*

SIGNATURE

Robert Corpora, County Administrator
PRINTED NAME AND TITLE

DATE

RAYMOND E. KELLEY, INC. 1383 State Route 96 Waterloo, New York 13165 Telephone 315-568-0982 Fax 315-568-0983			
PROPOSALS SUBMITTED TO	PHONE	FAX EMAIL	DATE
Bell & Spina Architects	315-488-0377		6-19-23
STREET		JOB NAME	
215 Wyoming St.		Cortland County Courthouse Stairs	
CITY, STATE & ZIP CODE		JOB LOCATION	JOB PHONE
Syracuse, N.Y. 13204		Cortland, N.Y.	
Architect: Bell & Spina		DATE OF PLANS	
We hereby submit specifications and estimates for:			
ADDITIONAL EXCAVATIONS AND BACKFILL Bottom of existing footings is 7' in lieu of 5' 5 1/2" as shown on the drawings J K Tobin proposal for additional excavation - \$ 4017.00 J K Tobin proposal for additional Backfill - \$ 7031.73 Sub-Total - \$ 11,048.73 R E Kelley 15% mark-Up - \$ 1657.95 Total - \$ 12,706.68			
THERE ARE NO SALES TAXES INCLUDED			
Twelve Thousand Seven Hundred Six and 68/100-----		\$ 12,706.68	
DOLLARS			
Payment to be made as follows:	Tax Status x ☐ Exempt ☐ Capital Improvement ☐ Repair NO SALES TAX INCLUDED. SALES TAX TO BE LISTED AS A SEPARATE ITEM ON ALL INVOICES		ADDENDUMS NOTED:
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.		Authorized Tom Boise Project Manager Signature <u><i>Tom Boise</i></u> Note: This proposal may be withdrawn by us if not accepted within 30 days.	
Signature <u><i>Charles C. Y. J. J.</i></u>		Date of Acceptance <u>6/21/23</u>	

PROPOSAL**RAYMOND E. KELLEY, INC.**

1383 State Route 96
 Waterloo, New York 13165
 Telephone 315-568-0982
 Fax 315-568-0983

PROPOSALS SUBMITTED TO Bell & Spina Architects	PHONE 315-488-0377	FAX EMAIL	DATE 6-21-23
STREET 215 Wyoming St.		JOB NAME Cortland County Courthouse Stairs	
CITY, STATE & ZIP CODE Syracuse, N.Y. 13204		JOB LOCATION Cortland, N.Y.	JOB PHONE
Architect: Bell & Spina		DATE OF PLANS	

We hereby submit specifications and estimates for:

EXISTING BRICK WALL POCKET VOIDS

Infill 16 - +/- 1' x 1' pockets with new brick and mortar. Proposal based on not toothing in the brick.

Labor - \$ 4500
 Materials - \$ 290

Total - \$ 4790

THERE ARE NO SALES TAXES INCLUDED

Four Thousand Seven Hundred Ninety and 00/100---- DOLLARS \$ 4790

Payment to be made as follows:

Tax Status x ☐ Exempt ☐ Capital Improvement ☐
 Repair NO SALES TAX INCLUDED. SALES TAX TO BE
 LISTED AS A SEPARATE ITEM ON ALL INVOICES

ADDENDUMS NOTED:

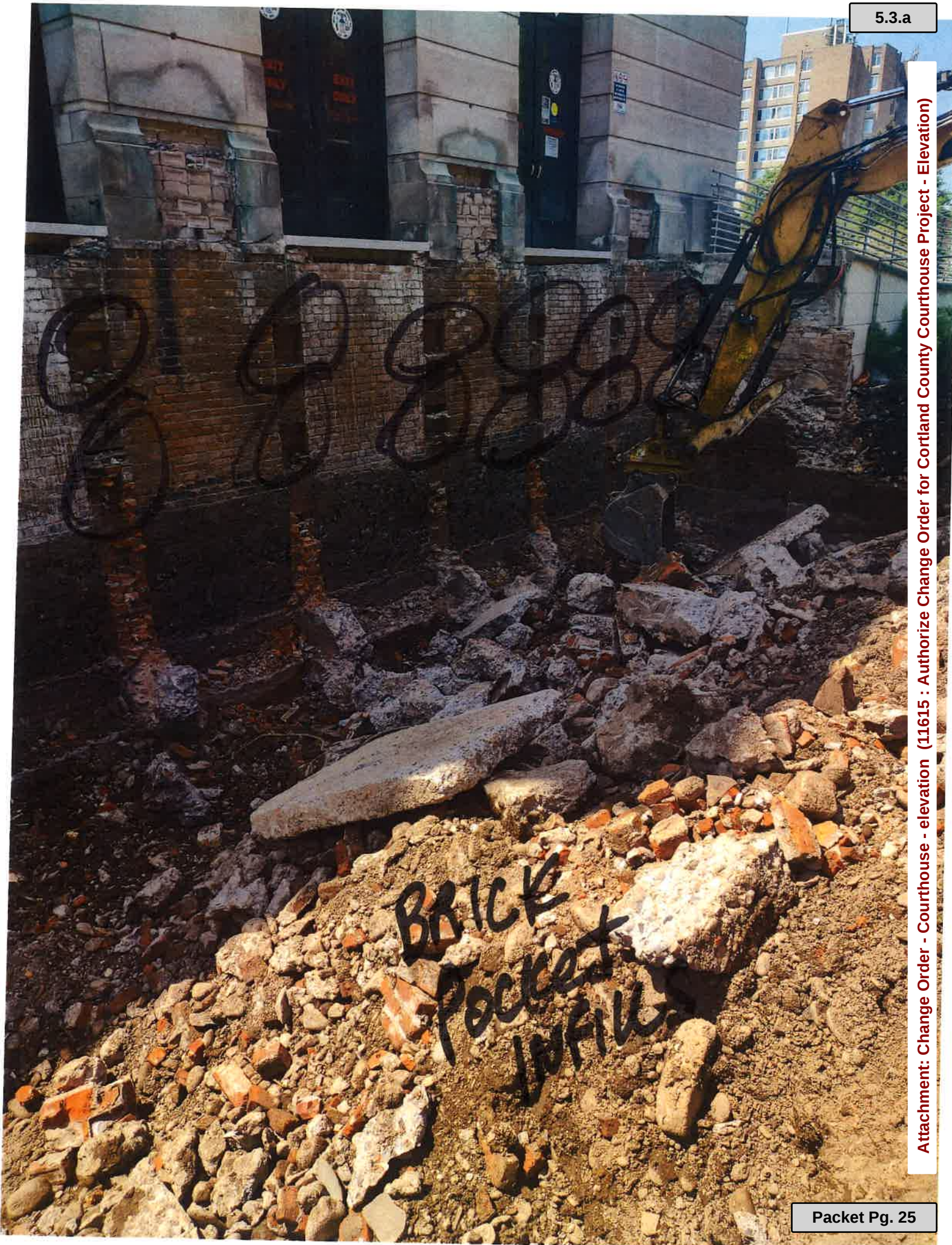
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature **Tom Boise Project Manager**

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature _____

Date of Acceptance _____





AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Cortland County Courthouse Main Exterior Stair Reconstruction Cortland, NY	CONTRACT INFORMATION: Contract For: General Construction Date: January 19, 2023	CHANGE ORDER INFORMATION: Change Order Number: 01 Date: July 20, 2023
OWNER: <i>(Name and address)</i> Cortland County 60 Central Avenue Cortland, NY 13045	ARCHITECT: <i>(Name and address)</i> Bell & Spina Architects-Planners, P.C. 215 Wyoming Street Syracuse, NY 13204	CONTRACTOR: <i>(Name and address)</i> Raymond E. Kelley, Inc. 1383 State Route 96 Waterloo, NY 13165

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(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

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1.05 Assist with exploratory work at 111 Port Watson Street.	\$ 1,980.00 Add

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The net change by previously authorized Change Orders	\$ 0.00
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The Contract Sum will be increased by this Change Order in the amount of	\$ 24,636.68
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NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bell & Spina Architects-Planners, P.C.

ARCHITECT *(Firm name)*

SIGNATURE

Dennis C. Spina, Project Architect
PRINTED NAME AND TITLE

7/31/2023

DATE

Raymond E. Kelley, Inc

CONTRACTOR *(Firm name)*

SIGNATURE

Steve Sandroni, Vice President
PRINTED NAME AND TITLE

7/25/2023

DATE

Cortland County

OWNER *(Firm name)*

SIGNATURE

Robert Corpora, County Administrator
PRINTED NAME AND TITLE

DATE

PROPOSAL**RAYMOND E. KELLEY, INC.**

1383 State Route 96
 Waterloo, New York 13165
 Telephone 315-568-0982
 Fax 315-568-0983

PROPOSALS SUBMITTED TO Bell & Spina Architects	PHONE 315-488-0377	FAX EMAIL	DATE 6-8-23
STREET 215 Wyoming St.		JOB NAME Cortland County Titchner Building Renovation	
CITY, STATE & ZIP CODE Syracuse, N.Y. 13204		JOB LOCATION Cortland, N.Y.	JOB PHONE
Architect: Bell & Spina		DATE OF PLANS	

We hereby submit specifications and estimates for:

Masonry Wall Exploratory Work

Raymond E. Kelley, Inc. will provide one man for one 8 hour day with a 40' aerial lift and all tools and equipment to remove brick in 3 locations to assist Bell & Spina Architects to review existing conditions including wall ties and masonry back up. Upon completion, exploratory holes will be covered with plywood, painted to closely match the brick color

THERE ARE NO SALES TAXES INCLUDED

One Thousand Nine Hundred Eighty and 00/100----- \$ 1980
 DOLLARS

Payment to be made as follows:	Tax Status ☒ Exempt ☐ Capital Improvement ☐ Repair NO SALES TAX INCLUDED. SALES TAX TO BE LISTED AS A SEPARATE ITEM ON ALL INVOICES	ADDENDUMS NOTED:
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All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature Tom Boise Project Manager

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature _____ Date of Acceptance _____

Attachment: Change Order - 111 Port Watson (11614 : Authorize Change Order for 111 Port Watson Street Project)



"SOUTH ELEVATION"
111 PORT WATSON STREET
CORTLAND NY
(6/8/2023)