



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, August 9, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:17 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	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
David Clay	Cortland County, NY	Buildings & Grounds Foreman	Present	
Dennis Spina	Bell & Spina		Present	
Kevin Limiti	Cortland Standard	Reporter	Present	
Sandra Price	Cortland County, NY	Board Member	Late	10:24 AM

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Jun 7, 2022 10:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid - Outside Plant Fiber Optic Infrastructure Installation at 111 Port Watson Street - Information Technology

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Bentley, Van Dee, Homer, Heider, Nauseef, Waldbauer
EXCUSED:	Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid - Outside Plant Fiber Optic Infrastructure Installation at 111 Port Watson Street - Information Technology

WHEREAS, a Request for Proposals (RFP) was issued May 4, 2022 for the Installation of Outside Plant Fiber Optic Infrastructure from the County Office Building to the new Mental Health facility located at 111 Port Watson Street, Cortland, NY 13045, AND

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

WHEREAS, bid proposals were received and opened for this project on July 13, 2022 and the following list constitutes the results of said bid opening:

<u>BIDDER NAME</u>	<u>AMOUNT OF BID</u>
Eastcom Utility Contractors, Inc. 1092 County Route 37 Central Square, NY 13036	\$34,811.00
Celerity Integrated Services, Inc. 3500 AM Drive Quakertown, PA 18951	\$34,995.00

, AND

WHEREAS, the funds for this contract are coming from A43115.52320.ARP Building Improvements, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or designee, to enter into an agreement with Eastcom Utility Contractors, Inc., of 1092 County Route 37, Central Square, NY 13036, for the installation of outside plant fiber optic infrastructure from the County Office Building to 111 Port Watson Street as

outlined in the accepted proposal at a cost not to exceed \$34,811.00.

AGENDA ITEM NO. 2 – Authorize Memorandum of Understanding with the City of Cortland for City Court Space in the County Courthouse - Buildings & Grounds Department

RESULT: APPROVED [UNANIMOUS]

Next: 8/25/2022 6:00 PM

MOVER: Ann Homer, Committee Member

SECONDER: Joseph Nauseef, Committee Member

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

EXCUSED: Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Memorandum of Understanding with the City of Cortland for City Court Space in the County Courthouse - Buildings & Grounds Department

WHEREAS, the 6th Judicial Court District seeks to move Cortland City Court into the Cortland County Court House, AND

WHEREAS, in order to benefit all citizens of Cortland County and in order to assist in decreasing costs for the City of Cortland, the County of Cortland and the State of New York, and in order to make accessibility to the Cortland City Court more convenient for all citizens, the City of Cortland, New York wishes to move its City Court operations to the Cortland County Courthouse, AND

WHEREAS, the County and City of Cortland wish to enter into a Memorandum of Understanding to facilitate such an agreement, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee, be and hereby is authorized to execute a Memorandum of Understanding with the City of Cortland to accommodate such move of Cortland City Court into the Cortland County Courthouse.

ACTION ITEMS

1. Committee Approval - Use of Dining Area in County Office Building for New Employee Break Area

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

DISCUSSION ITEMS

1. Update from Bell & Spina - Courthouse Steps Rehabilitation

RESULT:	COMPLETED
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MONTHLY REPORTS

1. Buildings & Grounds Monthly Activities Report - June and July

RESULT:	COMPLETED
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2. IT Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:55 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, June 7, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:02 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Late	10:25 AM
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	Excused	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
David Clay	Cortland County, NY	Buildings & Grounds Foreman	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Andrea Herzog	Cortland County, NY	Finance Director	Present	

Minutes Acceptance: Minutes of Jun 7, 2022 10:00 AM (MINUTES)

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Nov 3, 2020 9:00 AM

RESULT:	ACCEPTED [4 TO 0]
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Beau Harbin, Ronald J. Van Dee, Paul Heider, Joseph Nauseef
EXCUSED:	Ann Homer, Eugene Waldbauer
AWAY:	Douglas Bentley

2. Buildings & Grounds Committee - Committee Meeting - May 10, 2022 10:00 AM

RESULT:	ACCEPTED [4 TO 0]
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Beau Harbin, Ronald J. Van Dee, Paul Heider, Joseph Nauseef
EXCUSED:	Ann Homer, Eugene Waldbauer
AWAY:	Douglas Bentley

ACTION ITEMS

1. Committee Approval of Use of Courthouse Park for 2022 Pumpkinfest

RESULT:	APPROVED [4 TO 0]
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Beau Harbin, Ronald J. Van Dee, Paul Heider, Joseph Nauseef
EXCUSED:	Ann Homer, Eugene Waldbauer
AWAY:	Douglas Bentley

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with KONE/Amend 2022 Budget for Elevator Repairs and Modernization - Buildings & Grounds Department

RESULT:	APPROVED [4 TO 0]
	Next: 6/14/2022 10:00 AM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Beau Harbin, Ronald J. Van Dee, Paul Heider, Joseph Nauseef
EXCUSED:	Ann Homer, Eugene Waldbauer
AWAY:	Douglas Bentley

ON MOTION OF HARBIN**RESOLUTION NO.**

Authorize Agreement with KONE/Amend 2022 Budget for Elevator Repairs and Modernization - Buildings & Grounds Department

WHEREAS, there is a need to address repairs and modernization to the elevator at the Cortland County Office Building, 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, KONE, Inc. is currently under contract with OMNIA purchasing network, AND

WHEREAS, the Building and Grounds Committee recommends the approval of KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the repairs and modernization to the elevator at the Cortland County Office Building for a cost not to exceed \$100,000, AND

WHEREAS, the Buildings and Grounds Committee is recommending using the Buildings and Grounds Capital Reserve, account no. A.386300.B&G, to fund the cost of repairs and modernization to the elevator at the Cortland County Office Building, 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 KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the repairs and modernization to the elevator at the Cortland County Office Building, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the use of up to \$100,000 from the Buildings & Grounds Capital Reserve, account no. A.386300.B&G for the KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the repairs and modernization to the elevator at the Cortland County Office Building, 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	\$100,000
A351100 Appropriated Reserves	\$100,000

DISCUSSION ITEMS & MONTHLY REPORTS

1. 111 Port Watson Street Property Update

RESULT:	COMPLETED
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2. KONE/Omnia Presentation - County Office Building Elevator

RESULT:	COMPLETED
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3. Buildings & Grounds Activities Report

RESULT:	COMPLETED
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4. IT Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:44 AM

Minutes Acceptance: Minutes of Jun 7, 2022 10:00 AM (MINUTES)



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



5.1.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: 8/2/2022

SUBJECT: Activities Report for June and July 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 as it nears a soft opening.

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

- 1) I have investigated incidents for the Safety office, and recorded over 30+ reports. Fire drills and inspections scheduled also working with One Group on new policies and procedures.
- 2) Always working on space issues in the County Office Building with Administrator Corpora.
- 3) Completed run through with KONE elevator and contract is in final stages, materials again may delay this.
- 4) Still working with RL Kistler as an Omnia option may be forthcoming for 3rd floor HVAC upgrades, engineering in process for best and most efficient replacement, should have some estimates by September meeting.
- 5) Lead Asbestos survey has been done at 111 Port Watson, abatement to take place once we commence forward with a plan and contractor, planning with Mental Health and Bell and Spina is underway at this time to formulate the base plan.
- 6) Recapitulation of State Court reimbursement budget is complete, reimbursement check in process.
- 7) Bell and Spina Court House steps specs are complete, final bid process in place should have resolution and contract for September meeting, bid estimates are between 750,00 and 850,000, 6th Jurisdiction has committed to 25% of 72% at this point, this will depend on occupation and funding source for final amount.
- 8) Staffing issues continue, very difficult to get any applications and 2 have refused after interview citing wage issues, it continues to be an issue for us due to Personal, COVID, illness and vacations.
- 9) Continue the process of equipment replacement as well as purchase, Skid steer expected this September one dump truck replacement has arrived awaiting licensing.
- 10) Attended meetings on Court House, Wages, Personnel, Crescent Commons, Dwyer Park, PERMA, and One Group.
- 11) MOU for City Court move is complete, floor plans and moves are now being defined, should have budget number soon.
- 12) Exterior Jail door replacement complete, during process other issues have been identified, we are working diligently to repair or replace the affected items, this continues to be an issue as parts are not readily available for our units due to age.
- 13) ASSA Abloy contract complete replacement of emergency exits at Court House to start soon, they are still awaiting materials
- 14) Work on chambers moves forward and more information to become available.
- 15) Work doesn't stop, the team continues to maintain, repair, and service electrical, plumbing, moves, renovations and all issues associated with all our properties. The team just hung a new walk in cooler door at the Dwyer Park kitchen area, regardless of projects and renovations we are always busy and trying to make things better than we found them and that is always our goal

Attachment: Departmental activities report June and July (10816 : Buildings & Grounds Monthly Activities Report)



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



5.1.a

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

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

- 16) Senior center has its Certificate of Occupancy; max capacity is 70 landing right where I estimated. Ms. Haskins has begun the process of moving in and we are awaiting the plan for the warming kitchen to move forward with that part. I will update as I receive information but ii am told the center will open soon for activities.
I strongly suggest we do a ribbon cutting ceremony as this will be a state of the art venue for our valued seniors (of which I am rapidly becoming one).
- 17) Grant St. is undergoing some maintenance and replacements in anticipation of our Veterans Services using the facility. Among some small changes, new doors repair, paint and maintenance we are also looking at a possible roof upgrade/replacement.

I continue to communicate that the slowness of vendor response as well as some emergency calls has not improved to date, and in some cases has worsened. Vendors are still siting low staffing numbers, difficulty in getting raw materials and parts to complete and supply parts and equipment. But we continue to work around and do the best we can until things improve.

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

Attachment: Departmental activities report June and July (10816 : Buildings & Grounds Monthly Activities Report)



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Information
Technology

CORTLAND COUNTY

Jack Hess
 Director

Tom McGrath
 Deputy Director

July 28, 2022

Information Technology July 2022 Monthly Report

Executive Summary

- IT
 - Update the county's information security policy
 - The policy will be separated into two documents; an employee policy and a more technical IT policy.
 - These policies will be distributed to the IT Steering Committee for comment and review.
 - Copier contract
 - Discussed current configurations and the need for changes.
 - Distributed proposed copier configurations to the departments for comments and changes.
 - FAX
 - With some exceptions hard line FAX will be replaced by a cloud-based solution currently being used by several departments.
- DERC
 - Upgrade Spillman server
 - Work with Spillman Support to move existing data to new server installation.
- Mental Health
 - Receive the bids for fiber cable installation between the COB and 111 Port Watson Street.
- Clerk of the Legislature
 - Discuss the requirements of an audio/visual conference system for chambers and rooms 302 and 304.
- Finance
 - Work on upgrading Munis to the most current revision.

Attachment: IT 2022_07_Monthly_Report (10821 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting will be scheduled for early September.
 - Topics for discussion
 - Multi-factor authentication
 - Revising the county's security policy
 - A draft revision will be distributed this 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

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)

• 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.
• Radwin	Radio maint.	\$5,000/year	3/13/2023	Info.
• Barracuda	Email archiver maint.	\$7,300/year	2/26/2023	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.
• 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.
• Pitney Bowes	Postage Meter	\$5,820/year	6/30/2027	Info.