



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, September 6, 2022

10:00 AM

Board Room

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	Absent	
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	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Late	10:32 AM
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Aug 9, 2022 10:00 AM

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

RESOLUTIONS

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

Mr. Harbin MADE A MOTION TO AMEND the resolution to remove the final WHEREAS clause and change the final RESOLVED clause to read: "RESOLVED, that this will be budgeted for in the 2023 budget". Mr. VanDee SECONDED THE MOTION TO AMEND; and upon unanimous voice vote of members present, MOTION CARRIED

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/13/2022 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Ann Homer, Committee Member
AYES:	Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer
ABSENT:	Douglas Bentley

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with KONE/Amend 2022 Budget for Courthouse Elevator Replacement - Buildings & Grounds Department

WHEREAS, there is a need to replace the elevator at the Cortland County Courthouse, 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, 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 replacement of the elevator at the Cortland County Courthouse, AND BE IT FURTHER

RESOLVED, that this will be budgeted for in the 2023 budget.

DISCUSSION ITEMS

1. Senior Center Hub Update

RESULT: COMPLETED

2. Grant Street Discussion

RESULT: COMPLETED

3. Asbestos/Lead Update - 111 Port Watson

RESULT: COMPLETED

4. DOERC - 22 West Court Street

RESULT: COMPLETED

MONTHLY REPORTS

1. IT Monthly Report

RESULT: COMPLETED

2. Buildings & Grounds Monthly Activity Report

RESULT: COMPLETED

Committee Approval

1. Committee Approval to Go Out to RFQ for Architectural Plans for City Court Move to County Courthouse

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

ADJOURNMENT

The meeting was closed at 10:48 AM



Buildings & Grounds Committee

Committee Meeting

~ Minutes ~

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

1.1

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 Acceptance: Minutes of Aug 9, 2022 10:00 AM (MINUTES)

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.

Minutes Acceptance: Minutes of Aug 9, 2022 10:00 AM (MINUTES)

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

22 West Court Street

Architect: King & King, Syracuse NY

September 2022

Updates

- Meeting with City – re underground conduit for fiber optic lines; use of city ROW on poles
- IT progressing with Fiber optics on utility poles to the site
- Awaiting County Attorney clearance on engagement documents
- Design and bid document work is progressing – plan of Nov 2022 bid cycle
 - Phase 4 interior construction
 - Phase 5 exterior site work
 - Phase 6 site/security improvements
- Site clearing to be re-done

Work completed

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



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

August 29, 2022

Information Technology August 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
 - Desired configurations have been verified and a contract from Toshiba is available for review.
 - A separate contract from Xerox for IT's large capacity copier is forthcoming.
 - FAX
 - With some exceptions hard line FAX will be replaced by a cloud-based solution currently being used by several departments.
 - 2023 Budget
 - The department's 2023 budget has been presented to County Administration for review.
 - Email
 - The email system has been hardened by adding a second server and the use of a failover/load balancing device.
 - Network Technician
 - A new hire will be starting October 1, 2022.
- DERC
 - Discuss options for a fiber connection to 22 West Court Street
 - The county currently has pricing for an aerial run from Celerity; a RFP that was accepted in 2019
 - Discussed with city officials the possibility of running our fiber under Main Street while they were in the process of renovations.
 - Also discussed using the city's space on utility poles from their abandoned fire pull boxes.
- NYSP
 - Worked to resolve issue with NYSP cars not being displayed on the maps for Cortland County.
- Clerk of the Legislature
 - Fulfill a multi-part FOIL request.

Attachment: IT 2022_08_Monthly_Report (10873 : 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)

• 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.
• Palo Alto	Firewall maint.	\$8,000/year	8/9/2023	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.



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



4.2.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: 8/31/2022

SUBJECT: Activities Report for August 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.

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 15+ 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 equipment run down with KONE, will have time line soon on equipment arrivals.
- 4) Still working with RL Kistler as an Omnia option may be forthcoming for 3rd floor HVAC upgrades, met with them Ms. Hempstead put out on email to you all with the information.
- 5) Architectural and elevation survey in process for planning at 111 Port Watson.
- 6) Recapitulation of State Court reimbursement check received, amount received \$156,849, next year's budget with new occupation expected to exceed \$200,000, plus 100 % reimbursement of all renovation cost incurred by the County for City Court occupation of the space, we will know more once we are engaged with an Architectural firm for planning and specs.
- 7) Bid process had begun for Court House Steps, bid opening to be September 28th, allowing some questions and new bidders to participate.
- 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, Personnel, Crescent Commons, Budger, PERMA, and One Group.
- 11) MOU for City Court move is complete, food warming and serving area designs received, equipment arrival times now being calculated. Talking with City Code as to whether or not a permit will be required. This would avoid having to have a stamped set of plans.
- 12) Court House roof project is in full swing; expect completion before the end of the month weather permitting.
- 13) ASSA Abloy contract complete replacement of emergency exits at Court House to start soon, they are still awaiting materials
- 14) Work on chambers for our part is near completion, awaiting drawings from equipment installer.
- 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
- 16) Senior center has had some activities, working with Ms. Haskins on need and anything that may help, 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 once this work is completed we will stop progress until decision is made on the properties future.

Attachment: Departmental activities report August (10877 : Buildings & Grounds Monthly Activity Report)



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



4.2.a

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

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

I continue to communicate that the slowness of vendor response as well as some equipment and product shipment has not improved as much as many would like, and it is as frustrating for us as it is for you all when we are trying to move forward. We work with many of the issues by like replacements and other avenues to supply and it has improved somewhat, but it is still a struggle on many fronts. In some cases the products are available but contractors are shorthanded and the schedule is a ways out. If anyone has any issues on anything we are trying to accomplish, please contact me directly and I will do my best to get answers to any questions or issues you may have.

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

Attachment: Departmental activities report August (10877 : Buildings & Grounds Monthly Activity Report)