



Buildings & Grounds Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Minutes ~

Tuesday, September 10, 2024

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:02 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Excused	
Keith VanGorder	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice-Chair	Excused	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Brendan O'Bryan	BDC	Executive Director	Present	9:53 AM
Andrea Herzog	Cortland County, NY	Director of Finance	Present	9:15 AM
Doug Schneider	Cortland Standard	Reporter	Present	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Donald Chu	Cortland	Resident	Remote	
JD	Unknown	Unknown	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Aug 6, 2024 9:00 AM

RESULT: APPROVED

RESOLUTIONS

DISCUSSION ITEMS

1. 111 Port Watson Street Update

RESULT: COMPLETED

2. Update on Courthouse Dome Project

RESULT: COMPLETED

MONTHLY REPORTS

1. Buildings and Grounds Monthly Timeline Report

RESULT: COMPLETED

2. Buildings and Grounds Monthly Activity Report

RESULT: COMPLETED

3. IT Monthly Report

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 9:58 AM



Buildings & Grounds Committee

Committee Meeting

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~ Minutes ~

Tuesday, August 6, 2024

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:04 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Excused	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice-Chair	Present	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Donald Chu	Community	Resident	Present	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Jack Hess	Cortland County,	Director, Information Technology	Present	9:15

Minutes Acceptance: Minutes of Aug 6, 2024 9:00 AM (MINUTES)

	NY			AM
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Jun 11, 2024 9:00 AM

RESULT:	ACCEPTED
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2. Buildings & Grounds Committee - Special Meeting - Jun 27, 2024 4:30 PM

RESULT:	ACCEPTED
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RESOLUTIONS

DISCUSSION ITEMS

1. Update on 111 Port Watson Street Project

RESULT:	COMPLETED
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2. IT - CrowdStrike Event Summary

RESULT:	COMPLETED
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MONTHLY REPORTS

1. IT - June 2024 Monthly Report

RESULT:	COMPLETED
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2. IT - July 2024 Monthly Report

RESULT:	COMPLETED
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3. Buildings & Grounds Monthly Reports

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:35 AM

Savannah Hempstead

From: Andrea Herzog
Sent: Tuesday, September 10, 2024 9:06 AM
To: Savannah Hempstead
Subject: Courthouse

Steps:

Spent to date - \$1,661,310.32
Remaining on contracts - \$77,662.84

Dome:

Spent to date - \$73,100.00
Remaining on contract - \$91,150.00

Remaining of \$2,396,000 - \$430,018.16

Remaining ARP – I have to go back and look because I think all of this should have been transferred to MH but I have \$327,905.85 remaining after \$500,000 moved to MH. This include \$11,649.38 for Tatem.

PLEASE NOTE NEW EMAIL ADDRESS: aherzog@cortlandcountyny.gov

Andrea H. Herzog
Director of Finance
County of Cortland
60 Central Ave.
Cortland, NY 13045
(607) 758-5587

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Attachment: Courthouse Dome Attachment (12485 : Update on Courthouse Dome Project)

Buildings and Grounds Timeline updates August 2024

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
 Granite delivered 8.6.23
 Stair piers are poured, curing, and will be sealed as they lay the piping and plates for heating the steps. They will start setting granite very soon 8/22/23
 Granite and heat plates are being set 9/28/23
 Granite and heat system install continues, near ½ complete, limestone due for delivery
 Boiler access door space is being installed 10/20/2023
 Lime stone to arrive early December, all steps and landing installed, light bases cut and back in place. Shipment of restored light fixtures expected any day. 11/23/2023
 Sand Stone is in and being installed, Original lamp posts are back installed and operating, most of the hand rail system is installed, step heater and ramp heaters are operating, 1/2/24
 Sand stone on both sides is complete 2/5/24
 Sealing of the stair seams will be complete 2/5/24
 Cracked sections of new concrete were replaced 2/27-3/1
 Completed..... Ribbon cutting 4/5/24

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. November/December 2023
 Bidding January 2024
 Award February 2024
 Construction Duration end of April (3 months) pending successful bid and Contractor start date availability as well as elevator modernization schedule.
 Meeting took place with Bell and Spina and State Court 6th plan moving forward now that the Courts will not be viewing the basement space as an option.
 jurisdiction on May
 Floor plan initial base is currently being drawn up by Bell and Spina, 5/23

Buildings and Grounds Timeline updates August 2024

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
 New scans taken for reconstruction of areas for renovation
 Some review sheets coming week of 8/22/23
 Final floor plan is near acceptance by NY State Courts 6th Jurisdiction 9/25
 Final floor plan has been presented to State Court System awaiting their approval to go to bid documents
 Received Bell and Spina's resolve for their Drug Court needs and well as Library access 10/20/2023
 Final floor plan drafted, bid document design has begun, County Clerk move to start soon, discussions on their space will resume end of December 11/23/2023

Clerk's Move

Met with Mrs. Kemak to finalize plan for County Clerk move.
 Demo complete and remodel begins for new Clerk's space 2/5/24
 Main counter moved and reinstalled 3/20
 IT install completed 3/25
 Electrical and most flooring completed. 4/1
 Building the utility room started 4/24
 Carpet install completed 5/1
 Meeting with Mrs. Kemak & Mrs. Day to discuss Clerk's move and temporary Court space while Elevator work started 7/22/24 Expected 10 weeks to completion.

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
 Final plan on it's way, construction to start soon, 8/22.23
 Equipment coming in, not all pieces are in yet. 9/25
 Awaiting code updates necessary for renovation, coming the week of 10/23/2024
 Final walk through and work by others descriptions done and received 11/9/2023
 Start date expected soon 11/20/2023
 Elevator projector held up with
 Impending more investigation of the shaft. 1/2/24
 Shaft inspection complete 2/1/24
 No update 4/30
 Work started 7/22/24 Expected 10 weeks to completion.

Kone – Courthouse Elevator Project Meeting
 Date: 5/29/24

Buildings and Grounds Timeline updates August 2024

Attendees: Kevin Speers, Michael Hills, Paul Heider, Allen Pankhurst, Savannah Hempstead

Modernization Superintendent, Michael Hills:

- Materials delivery date 6/21/24
 - There is a slight chance of delivery date changing
 - Some materials coming from Hollister Whitley (sp?)
- Start 6/24/24
- Elevator out of service for 10 weeks
- Done and open September 2nd
- They work 4 10 hour days (no Fridays)
- Other work can be done on Fridays
 - Sheetrock, etc.
- All workers will have to have court clearance
 - Send the information to Kevin Speers
 - Al to email the forms to Kevin (sent 6/3)

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, 5/23
 Talks with Danforth resumed 11/8/2023
 Going with Danforth to Moravia Schools to look at new univents with quiet mode. 11/20/2023
 School visit complete, unit shows great potential for our issues, pricing for one unit for 304 is
 Coming soon will install in house and should see considerable improvement. 1/2/24
 Allen contacted Danforth to set up another visit to room 304 2/8/24
 Danforth was @ CCOB to get info. 2/13/24
 Estimate by Danforth received 2/14/24
 Unit was ordered through Danforth (6-8 weeks delivery end of March-April 02/28/24
 Unit has delivered. Install scheduled for 5/20-5/22
 Install completed 5/22
 Started contact with Modular Comfort Systems to purchase 4 units. 7/31/24
 4 units were ordered from Modular 7/31/24. 6-8 week delivery time.

Parking Lot Sealing and Striping

Due to weather concerns and because Gov. Hochul signed order that asphalt products can no longer

Buildings and Grounds Timeline updates August 2024

Contain coal tar and tar products leaving only products that are inferior and very susceptible to Weather during application. We have chosen to wait until spring and they will honor the current Contract. 11/15/2023

Reached out to vendor for rescheduling 6/4/24

New revised contract completed 7/29/24

Sealing and striping scheduled for 9/6/24 - 9/9/24

Dwyer Park Lift replacement

Received quotes from NorthStar Lifts 2/27

Meeting with Rob, Savannah, and Paul to talk about witch option to go with. 3/5

Received signed contract and Insurance Certificate from NorthStar Lifts 4/9

Removal of old lift 5/15-5/17

Final shaft way prep work to begin 6/3

New lift to deliver week of 6/3-6/7

Estimated completion date 6/17

Completed 7/22/24



CORTLAND COUNTY BUILDINGS & GROUNDS
Safety Office and Code Enforcement

60 Central Ave. B-28
Cortland, NY 13045-2746

Allen Pankhurst, Superintendent 607-753-5068 or 607-423-4535



4.2.a

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent

DATE: 9/3/2024

SUBJECT: Activities Report for August 2024

Here are our monthly updates, please feel free to contact me if there are any questions or concerns.

We had 0 days of full staff due to time off. The crew has been extremely busy with projects as well as work orders. All is running smoothly and very close to on schedule.

- The Courthouse elevator update has begun and is on schedule.
- County Clerk's office Demo is completed. It is now being used as a temporary court space while the elevator is being completed.
- Sealing and striping is scheduled for September 6th - 9th.
- Moving and remodeling in CO-OP and Public Defender space. Remolding is finished in Public Defender's space. We have one room to finish in CO-OP.
- Preparing to start the next stage of Public Defender's remodel.
- Courthouse hall light replacements are ordered. They will be installed as soon as the contractor has them.
- 4 new HVAC units were ordered 8/8 for the third floor of the COB.

We have a number of projects on the agenda. We continue to work hard to keep up with the work flow. I can't say enough about how hard this crew has worked. I am very impressed with how B&G employees have helped to make changes in our department. I hope you all continue to support their efforts in moving forward.

Respectfully
Allen Pankhurst
Superintendent of Building and Grounds

Attachment: Committee updates activities August 2024 (12459 : Buildings and Grounds Monthly Activity Report)



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

August 28, 2024

Information Technology July 2024 Monthly Report

Executive Summary

- IT
 - IT Steering Committee
 - A meeting was held February 16, 2024.
 - Work on 2025 budget
 - Now fully deployed.
 - Network infrastructure upgrade
 - In progress
 - Expected completion: August 31, 2024
 - Tested and purchased new help desk software
 - This will replace existing, homegrown system.
 - Expected deployment TBD.
 - Discuss on call pay and guidelines with Personnel
 - To be included in the 2025 budget.
 - Replace phone call logging software
 - We no longer have a requirement for our stand alone call logging software as our upgraded Mitel phone server software support call login.
- County Attorney
 - Work on document production to support generic drug lawsuit litigation (on-going).
- CWCC
 - Prepare RFQ to terminate county owned fiber in the TC3 Extension building.
 - Waiting on lease documents to be signed to begin walk through with interested vendors
- County Clerk
 - Laserfiche migration
 - In progress; the vendor has begun migrating the data from the County and from the municipalities to our cloud storage.

Attachment: 2024_08_Monthly_Report (12451 : Monthly IT Report - August 2024)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting February 16, 2024.
 - Discussion items:
 - Web site redesign/update
 - Multi-factor authentication
 - Revising the county's security policy
 - Business continuity/disaster recovery
 - eSignatures
 - Data retention
 - Laserfiche
 - To be moved to a Cortland County cloud account in 2024
 - County GIS
 - Migration to a .gov domain name
 - New internet service provider and phone service provider in 2024
 - FirstLight to replace Verizon, Nitel and Momentum
 - Panic button RFP
 - Email Security
 - 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
 - Evaluate a proposal from a vendor to do penetration and vulnerability testing

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)

• Alertus	Panic button system	TBD/year	TBD	Info.
• Palo Alto	Firewall maint.	N/A	Discontinued	Info.
• Barracuda	Load balancer maint.	\$5,000/year	12/16/2024	Info.
• All Mode	Phones - Support	\$15,699/year	12/31/2024	Info.
• GoDaddy	SSL Certificate	\$450/year	7/15/2025	Info.
• Barracuda	Email security gateway	\$9,000/year	8/23/2024	Info.
• SHI	SAN maintenance	\$24,000/year	12/31/2024	Info.
• Barracuda	Email archiver maint.	\$5,688/year	2/26/2025	Info.
• Cisco	WebEx	\$10,000/year	6/30/2024	Info.
• Westlaw	Online Legal Search	\$17,000/year	8/31/2026	Info.
• Toshiba Business Sol.	Copier/Printers	\$63,000/year	12/31/2026	Info.
• FirstLight	Phone/Internet	\$32,436/year	4/30/2027	Info.
• Pitney Bowes	Postage Meter	\$5,820/year	6/30/2027	Info.