



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, September 12, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:11 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Excused	
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	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Allen Pankhurst	Cortland County, NY	Buildings & Grounds Foreperson	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	10:17 AM
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Aug 8, 2023 10:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – 111 Port Watson Street Additional Engineering and Architectural - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/19/2023 10:00 AM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Beau Harbin, Ronald J. Van Dee, Paul Heider, Joseph Nauseef
EXCUSED:	Douglas Bentley, Ann Homer, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

111 Port Watson Street Additional Engineering and Architectural - Mental Health Department

WHEREAS, Cortland County is currently under contract with Bell and Spina Architects located at 215 Wyoming Street, Syracuse NY for architectural and engineering services for the Mental Health building project at 111 Port Watson St, Cortland NY (Contract No. 155-22, Resolution No. 132-22), AND

WHEREAS, Bell and Spina has submitted a change order for engineering and architectural design for an additional space request which was not part of the original request, 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 the Office of Mental Health Building Fund, A43115.52320.ARP, 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 approve this additional change order for design and engineering for additional space at a cost not to exceed \$43,900.

AGENDA ITEM NO. 2 – Authorize Agreement with Sixth Judicial District for Court Cleaning and Maintenance Services - Buildings and Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/28/2023 6:00 PM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Beau Harbin, Ronald J. Van Dee, Paul Heider, Joseph Nauseef
EXCUSED:	Douglas Bentley, Ann Homer, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

**Authorize Agreement with Sixth Judicial District for Court Cleaning and Maintenance Services -
Buildings and Grounds Department**

WHEREAS, 1996 New York State Legislation, Senate Bill # 4428-b, allowed for changes in Section 39-b of the Judiciary Law and amends Sections 54-j and 94920 of the State Financial Law affecting the Maintenance & Operating procedures for the New York State Unified Court System 6th Judicial Court District as it relates to Cortland County, AND

WHEREAS, the New York State Unified Court System 6th Judicial District has presented a new 5-year agreement to the County covering the period of April 1, 2023 through March 31, 2028, AND

WHEREAS, the New York State Unified Court System 6th Judicial District has submitted an annual contract renewal letter dated August 1, 2023, which reflects a 2023-2024 contract amount of \$751,427.00, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review of the County Attorney or designee, to execute the proposed renewal agreement presented by the New York State Unified Court System 6th Judicial District.

AGENDA ITEM NO. 3 – Authorize Use of Buildings and Grounds Reserve for New Elevator at Dwyer Memorial Park Main Pavilion - Buildings and Grounds

RESULT: APPROVED [UNANIMOUS]

Next: 9/28/2023 6:00 PM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Joseph Nauseef, Committee Member

AYES: Beau Harbin, Ronald J. Van Dee, Paul Heider, Joseph Nauseef

EXCUSED: Douglas Bentley, Ann Homer, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

**Authorize Use of Buildings and Grounds Reserve for New Elevator at Dwyer Memorial Park Main
Pavilion - Buildings and Grounds**

WHEREAS, the elevator at Cortland County’s Dwyer Memorial Park Main Pavilion has reached the end of its useful life, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee recognizes the need to replace the elevator to provide access to the main pavilion to all Cortland County residents, AND

WHEREAS, it is the recommendation of the Cortland County Legislature's Buildings and Grounds Committee to utilize the Buildings and Grounds Reserve funds for the replacement of the elevator, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the use of the Buildings and Grounds Reserve for the replacement of the elevator at the Dwyer Memorial Park Main Pavilion for a cost not to exceed \$100,000, AND BE IT FURTHER

RESOLVED, the 2023 budget is hereby amended as follows:

Increase:

<u>Account</u>	<u>Amount</u>
A16205.52320 Building Improvements	\$100,000

DISCUSSION ITEMS

1. County Overflow Parking Lot

RESULT:	COMPLETED
----------------	------------------

2. Dwyer Memorial Park Pavilion Elevator

RESULT:	COMPLETED
----------------	------------------

ACTION ITEMS

1. Committee Approval of the Installation of a Guardrail by the Buildings and Grounds and Highway Departments at County Office Building Overflow Parking Lot

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

MONTHLY REPORTS

1. Buildings and Grounds Monthly Report

RESULT:	COMPLETED
----------------	------------------

2. Overview of 2024 Budget - Buildings & Grounds

RESULT:	COMPLETED
----------------	------------------

3. IT Monthly Report August 2023

RESULT:	COMPLETED
----------------	------------------

4. Overview of 2024 Budget - IT

RESULT:	COMPLETED
----------------	------------------

EXECUTIVE SESSION

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

An executive session was held from 11:08 a.m. to 11:17 a.m., at which time on motion of Mr. Heider, seconded by Mr. Harbin, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 11:17 AM



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 Acceptance: Minutes of Aug 8, 2023 10:00 AM (MINUTES)

MINUTES

- 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

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

RESULT:	COMPLETED
----------------	------------------

ACTION ITEMS

- 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

- IT Monthly Report

RESULT:	COMPLETED
----------------	------------------

- Building & Grounds Monthly Report and Timeline Review

RESULT:	COMPLETED
----------------	------------------

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
---------	---------	--------

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

Minutes Acceptance: Minutes of Aug 8, 2023 10:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Aug 8, 2023 10:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Aug 8, 2023 10:00 AM (MINUTES)



22 August 2023

Chuck Miller
Superintendent of Buildings & Grounds
Cortland County
County Office Building
60 Central Avenue, Room B-25
Cortland, New York 13045

Project: **Brewer - Titchener Building**
Fee Request for Work Related to a Building Addition
BS # 128-22-13

Dear Mr. Miller

Schematic design resulted in two additions to the existing building that were not originally anticipated. Therefore, we are requesting an adjustment to our fee for the additional design and construction administration efforts. Our tasking is included for your review and comment.

Additional Scope of Services mainly include the following efforts:

- Schematic Design – floor plan, elevations, SHPO submission.
- Design Development – structural design.
- Construction Documents – structural detailing, wall sections, and exterior wall detailing.
- Construction Administration – structural and material submittal reviews.

Compensation

Proposed compensation is broken down by phase as follows:

Schematic Design	\$ 7,280
Design Development	\$ 9,360
Construction Documents	\$18,040
Bidding Services	\$ -0-
Construction Administration	\$ 9,080
Total	\$43,870
SAY	\$43,900

Reimbursable expenses are in addition to the above and will consist of code required subsurface exploration and geotechnical services. (see separate proposal).

Should you have any questions or require additional information I can be readily reached at the office at (315) 488-0377 or through email at dspina@bellandspina.com.

Sincerely,

BELL & SPINA, P.C.
Architects - Planners

Dennis Spina, AIA, RRC, REWC, REWO

SYRACUSE

215 Wyoming Street
Syracuse, NY 13204

Phone

315.488.0377
315.487.5947 fax

ROCHESTER

1160-C Pittsford-Victor Road
Pittsford, NY 14534

Phone

585.200.5038

Info

www.bellandspina.com
info@bellandspina.com



BELL & SPINA P.C.
 Architects \ Planners
 1160 C Pittsford-Victor Road
 Pittsford, New York 14534
 (585) 200-5038 FAX 248-9532

PROJECT TASKING WORKSHEET

Structural Engineering Service
 Cortland County OMH Additio
 Cortland, New York

N. Gar
 26-Jul-2

TASK

	Partner, Structural Engineer	Project Engineer	Building Enclosure Designer	Architectural Designer	Intern Architect	Task Cost
PRE DESIGN PHASE						
	0	0	0			\$0
Phase Administration	0		0			\$0
Structural Concept Coordination	0	0	0			\$0
Phase Sub Total	0	0	0	0	0	\$0

SCHEMATIC DESIGN PHASE						
SD - Structural Concepts	6	4				\$1,920
SD - Plans, Sections, Elevations & Details	8		0	24		\$4,520
SD - Specifications, Technical	0	0	0			\$0
SD - Structural Computations	2	0	0			\$440
SD- Submission Review Meeting (Virtual)	1	1				\$370
Phase Sub Total	17	5	0	24	0	\$7,250

DESIGN DEVELOPMENT PHASE						
Phase Administration	0					\$0
DD - Plans, Sections, Elevations & Details	8		16	24		\$6,520
DD - Specifications, Technical	0	0				\$0
DD - Structural Computations	2	16				\$2,840
DD- Submission Review Meeting (Virtual)	0	0				\$0
Phase Sub Total	10	16	16	24	0	\$9,360

CONSTRUCTION DOCUMENT PHASE						
Phase Administration	0					\$0
CD - Plans, Sections, Elevations & Details	16		40	40		\$13,120
CD - Specifications, Technical	2	14				\$2,540
CD - Structural Computations	2	8				\$1,640
CD- Submission Review Meeting (Virtual)	2	2				\$740
Phase Sub Total	22	24	40	40	0	\$18,040

BIDDING & CONSTRUCTION PHASES						
Phase Administration	0					\$0
Structural RFI's	4	4	8			\$2,480
Pre-construction Meeting (Virtual)	2	2				\$740
Review Special Inspection Reports	2	4				\$1,040
Submittal Review & Approval	2	14		12		\$3,920
Site Visits (x1)		6				\$900
Job Drawings	0		0			\$0
Phase Sub Total	10	30	8	12	0	\$9,080

Hours Per Title	20	46	24	36	0
2022 Rate Per Hour	\$220	\$150	\$125	\$115	\$80

Mileage, Rochester (216 x1 @ \$0.655): \$140.00

Total A/E Professional Services Fee: \$43,870

SAY: \$ 43,900 Lump Sum

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

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
 2 Change orders submitted for this committee meeting, 9/5/23

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 plan moving forward now that the

Buildings and Grounds Timeline updates August 2024

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
 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

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

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

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
 Investigative work to commence beginning of September

Buildings and Grounds Timeline updates August 2024

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

Drone reconstruction photos taken 8/23



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



5.1.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: 9/6/2023

SUBJECT: Activities Report for August 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 6+ reports.
- 2) Completed survey with KONE on Court House elevator project 5/22/2023* Addressed issue of load capacity, being an older unit it was never properly rated, findings verified now moving forward once again. Final plans completed awaiting arrival of all the parts to schedule work.
- 3) Mental Health plan nearing completion, documentation due the week of 8.21. Change orders arrived for addition work and investigating 8/25
- 4) City Court move planning is near completion, rendition and scope of renovations due in August, 3D scans were taken for final
- 5) Staffing issues continue have received now 6 apps in the first 2 weeks of August, have 4 open custodial positions
- 6) Court Step reconstruction running very close to on schedule, granite here snow melt system being installed and restorations nearing completion, have job meeting 9/6/23 and will update.
- 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) New Skid steer finally delivered. Received check for the trade in.
- 10) Age well center project complete for scope projected, small changes are being made and adjustments.
- 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) 49 Grant St sale on hold until further notice.
- 13) Received check from State Court, received 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 and I expect him to do very well.
- 19) 2024 budget process is completed and it is moving forward, minimal increase in operating budget, presented to County Administrator on 8/28/23.

Attachment: Departmental activities report August 2023 (11663 : Buildings and Grounds Monthly Report)



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



5.1.b

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

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

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
Superintendent of Building and Grounds
Code/Safety officer

Attachment: Departmental activities report August 2023 (11663 : Buildings and Grounds Monthly Report)



01010111 01100101 00100111
 01110010 01100101 00100000
 01101000 01100101 01110010
 01100101 00100000 01110100
 01101111 00100000 01101000
 01100101 01101100 01110000
 00100001

Information
Technology

CORTLAND COUNTY

Jack Hess
 Director

Tom McGrath
 Deputy Director

August 28, 2023

Information Technology August 2023 Monthly Report

Executive Summary

- IT
 - 2024 budget
 - Submit the 2024 budget. This will be a challenging budget as we are dealing with greatly increased demands for technology services.
 - County web site
 - As part of contract with CivicPlus we are eligible for a web site update/redesign.
 - Network Technician position
 - There are six applicants who will be interviewed in early to mid-September..
 - IT Steering Committee
 - A meeting has held on August 16th with the next scheduled for October 18th. Details below.
- Clerk of the Legislature
 - Respond to FOIL requests.

Attachment: IT 2023_08_Monthly_Report (11670 : IT Monthly Report August 2023)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting October 18, 2023.
 - 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)

• 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.