



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 11, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:15 AM by Committee Vice Chair Eugene Waldbauer

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	Excused	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
Eugene Waldbauer	Cortland County, NY	Committee Vice Chair	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Late	10:50 AM
Andrea Herzog	Cortland County, NY	Finance Director	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Sep 6, 2022 10:00 AM

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

RESOLUTIONS

MONTHLY REPORTS

1. IT Monthly Report

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

2. Committee Reports and Timeline Updates

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

DISCUSSION ITEMS

1. Project Update - 22 West Court Street

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

2. Grant Street Update

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

ADJOURNMENT

The meeting was closed at 11:02 AM



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 Acceptance: Minutes of Sep 6, 2022 10:00 AM (MINUTES)

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



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

September 29, 2022

Information Technology September 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
 - A separate contract from Xerox for IT's large capacity copier is forthcoming. In order for us to process this contract I need a copy of the Suffolk County BOCES contract, off which we are piggy backing. I have not received that as of the writing of this report. If it is not received by October 1st we will reach out to Toshiba for a suitable replacement.
 - Develop a five year plan for asset replacement.
 - New network technician starting October 3rd.
- Planning
 - Discuss options for a comprehensive ESRI (GIS software) for the county
 - This contract would consolidate multiple ESRI purchases under one umbrella contract and give the county the ability to add users and servers as needed with a separate charge.
 - Discuss the option of shared services with the Town of Cortlandville and the City of Cortland.
- DERC
 - Attend county's Crisis Management Team meeting

Attachment: IT 2022_09_Monthly_Report (10952 : 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	10/30/2022	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.

Buildings and Grounds Timeline updates October 4, 2022

Courthouse Stairs

Bids	27 Sept 2022, received and calculated, resolution moving forward
Award	Oct 2022
Shop Drawings	January 2023 Completed
Construction	Mid-April to end of August 2023 (3-4 months)

111 Port Washington

Programing	30 Sept 2022
Schematic Design	Mid-November 2022
Construction Doc	Mid-February 2023
Bidding	End of March beginning of April 2023
Award	May 2023
Construction Duration	June 2023 – April/June 2024 (10 – 12 Months)

Sharon is on vacation and said they will get me feedback on the program by mid Sept., she has Returned and they are meeting but have not received an update.

City Court Relocation

Scope / Design Verification and design in process	
Construction Docs.	December 2022
Bidding	January 2023
Award	February 2023
Construction Duration	March – May 2023 (3 months)

Court House Emergency Door replacement

Completed in September 2022
This is a 2 day install

County Office Building Elevator renovation

Installation team walk through was August 25th
Contract is signed back in County Attorney's office. September 2022
Parts are ordered, expected to arrive Mid-November 2022
Once all parts are here installation expected to take 3 weeks
Completion should be 3rd week in December 2022, Holidays may affect

Court House Elevator renovation

Screening process OMNIA bid through KONE
Initial walk through took place August 25th 2022
Contract being drawn up for Omnia project.
Lead time on equipment is approximately 4 months
Start date for install should be 2nd week in February 2023



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



3.2.b

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

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

TO: B&G Committee

FROM: Chuck Miller, Superintendent, Safety and Code Enforcement Officer

DATE: 10/6/2022

SUBJECT: Activities Report for September 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 for County Office Building elevator renew, still waiting to hear on time line for equipment arrivals, they also have begun the survey on the Court House elevator project.
- 4) Still working with RL Kistler as an Omnia option is possible for 3rd floor HVAC upgrades, information will be distributed as received.
- 5) Architectural and elevation survey in process for planning at 111 Port Watson, Bell and Spina continues to meet with Ms. McDougal on floor plans and space.
- 6) Floor space planning complete for City Court move, moves and information now compiling for Probation and County Clerk moves.
- 7) Bid process for Court House steps and façade renovations now in, Resolution to be moved at Committee.
- 8) Staffing issues continue, have employees out on medical, but staff level is complete for custodial group.
- 9) Continue the process of equipment replacement as well as purchase, Skid steer expected this October one dump truck replacement has arrived still awaiting licensing.
- 10) Attended meetings on Court House, Personnel, Crescent Commons, Budget, PERMA, and One Group.
- 11) 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, it will not, they only require an electrical inspection once installs are complete waiting on final equipment list for load connections. This has avoided having to have a stamped set of plans.
- 12) Court House roof project is nearing completion; expect completion before the end of the October.
- 13) Emergency exit doors replacement at Court House is complete..
- 14) Work on chambers for our part is near completion, awaiting drawings from equipment installer, carpet is installed, and wall work is done, awaiting arrival of new desks and furniture.
- 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 participated in Camera installation at Dwyer park, Camera pole installation in Court House parking lot, setups for Civil Service, Pumpkin fest, Memorial restoration in Center Court Yard, Fiber optic moves as well as equipment upgrades in certain buildings, .
- 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) Working with IT on some Fiber optic moves and camera installs.

Attachment: Departmental activities report September (10959 : Committee Reports and Timeline Updates)



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



3.2.b

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 shipments have 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 continues to improve somewhat, but it is still a delaying us 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 September (10959 : Committee Reports and Timeline Updates)

Project Plan Outline

Cortland E911 Communication Center - Phase 4
 K+K Job # 23-11-7806
 Draft 1, 10/6/22

Abbreviation Legend

CC - Cortland County E911 Staff
 K+K - King + King Architects
 SGA - St. Germain & Aupperle (Structural)
 KFA - Keplinger Freeman Assoc (Site)
 AE - Argus Engineering (MEP)

Date:**Activity:****Goals:**

8/30/22	PO Issued to start design phase (full agreement still required)	
9/1 - 10/15	Collect Vendor Information for Coordination	
8/17 and 9/22/2022	Work Session #1 + #2 Attendees: CC, K+K, KFA, AE	Confirm revised layouts, scope and vendor items.
TENT 10/13/22 9:00am	Design Team Coordination Meeting K+K, KFA, AE, SGA	Attendees: Coordinate rooftop, site, MEP, and utility information.
TENT 10/25/22 9:00am	Work Session #3 Attendees: CC, K+K, KFA, AE	Review project schedule and confirm phasing approach. Confirm site renovation scope of work. Review MEP questions and vendor coordination items.
TENT 11/1/22 9:00am	Design Team Coordination Meeting K+K, KFA, AE, SGA	Attendees: Coordinate rooftop, site, MEP, and utility information.
TENT 11/8/22 9:00am	Work Session #4 (if necessary) Attendees: CC, K+K, KFA, AE	Review Arch and MEP questions and vendor coordination items. Confirm finishes. Confirm bid schedule, and coordinate front end bid docs with County procurement.
11/18/22	Issue Bid Package - Phase 4 (int. fit out + select site items)	
12/16/22	CONSTRUCTION BIDS DUE	
1/16/23	EST. CONSTRUCTION START DATE	