



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, November 1, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:03 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Late	11:15 AM
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	Excused	
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	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Andrea Herzog	Cortland County, NY	Finance Director	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	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Oct 11, 2022 10:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with Taitem Engineering, PC for Courthouse HVAC System Analysis and Design

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/8/2022 10:00 AM
MOVER:	Ann Homer, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Bentley, Van Dee, Homer, Nauseef, Waldbauer
EXCUSED:	Beau Harbin, Paul Heider

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with Taitem Engineering, PC for Courthouse HVAC System Analysis and Design

WHEREAS, the Cortland County Courthouse heating, ventilation and air conditioning (HVAC) is reaching the end of its useful life and is in need of replacement, AND

WHEREAS, it is the wish of the Cortland County Legislature to replace the system with an environmentally friendly and more efficient option, AND

WHEREAS, Taitem Engineering, PC, 110 S. Albany Street, Ithaca, NY 14850, has the qualifications, experience and expertise in designing environmentally friendly HVAC systems, AND

WHEREAS, the New York State Energy Research and Development Authority (NYSERDA) offers rebates to assist in paying for up to 50% of the cost of the analysis and engineering for clean heat systems, AND

WHEREAS, it is the recommendation of the Buildings and Grounds Committee to enter into an agreement with Taitem Engineering, PC for the analysis and engineering of an environmentally friendly HVAC system for the Cortland County Courthouse, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes the County Administrator, upon approval of the County Attorney or designee, to enter into an agreement with Taitem Engineering, PC, 110 S. Albany Street, Ithaca, NY 14850, for an amount not to exceed \$20,000 to be paid from A16205.54055.ARP for said purposes, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to apply for NYSERDA rebates for an environmentally friendly HVAC system for the Cortland County Courthouse.

DISCUSSION ITEMS

1. 111 Port Watson Street Update

RESULT: COMPLETED

2. 22 West Court Street Update - DOERC

RESULT: COMPLETED

3. Update on County Office Building Elevator

RESULT: COMPLETED

4. Third Floor Renovation Update

RESULT: COMPLETED

5. Third Floor HVAC Replacement Update

RESULT: COMPLETED

MONTHLY REPORTS

1. Buildings & Grounds Activities and Timeline Updates

RESULT: COMPLETED

2. IT Monthly Report

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 10:34 AM



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 Acceptance: Minutes of Oct 11, 2022 10:00 AM (MINUTES)

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

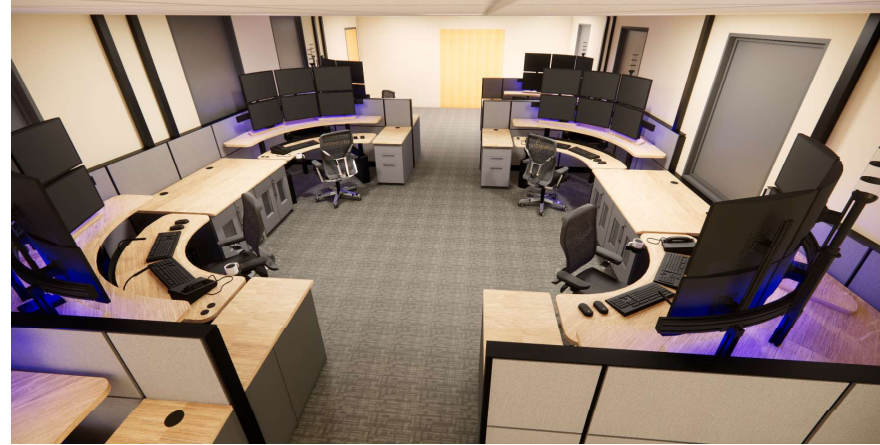
RESULT:	COMPLETED
----------------	------------------

2. Grant Street Update

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

ADJOURNMENT

The meeting was closed at 11:02 AM



8207 SouthPark Circle
Littleton, CO. 80120
1.800.788.2810 F.303.683
www.xybix.com

Sales : Susanne Lottie

Email : SusanneL@xyb

Designer : Sarah Noon

Email : SarahN@xybix

Department of Emergency Response & Communication
54 Breenbush St
Cortland, NY 13045

FINISH SELECTIONS

Panel Trim : Black
Panel Fabric Upper : CF Stinson Focus Shade FOS55
Panel Fabric Lower : CF Stinson Focus Shade FOS55
3D Laminate Counter : Dackor Riviera Oak, Mistral D097
3D Laminate Drawer&Door Front : surf(x) Matte Luxe, Charcoal 537348
Melamine : Panolam Storm TFL S565
Edgeband : Panolam Storm TFL match
Handle : Eagle Silver

SIGN OFF APPROVAL: Furniture orders and product installation shall not proceed until the Client has given approval to these documents. Approval of the Client shall constitute approval of the drawings for contents, scope of work and all dimensions regarded by the Client as being necessary to the use of space, furnishings and equipment. Furniture orders, or product installation authorized by the Client from these documents, shall be interpreted by XYBIX as approval in full to these documents by the Client. Revisions after approval shall result in additional costs.

Signature: _____ Title: _____ Date: _____

REVISIONS

REV	DESCRIPTION	DATE	DSGN
16	Change fixed height table to full station. Add lockers in locker room	11.07.19	SN
17	New layout per new construction plan	02.19.20	SN
18	84H lockers with 1 door. 20 total lockers. Add storage and mailslots in locker room	03.27.20	SN
19	Rotate WS1 next to WS6. Update to axys	08.24.22	SN
20	Update dims and locker room configuration. Rotate WS1	09.15.22	SN
21	Rotate WS1. New dims per CAD. Lockers only on East wall	10.10.22	SN

Opportunity: 00154

Drawing Name:
COVER PAGE

SHEET: 1 of 5
SCALE: 12" =

NOTE: This design & layout is property of XYBIX Systems, It is not to be used in any written manner without express written permission by XYBIX Systems

Sign-Off Initials:

X _____

Attachment: Xybix November 2022 drawings (11029 : 22 West Court Street Update - DOERC)



8207 SouthPark Circle
Littleton, CO. 80120
1.800.788.2810 F.303.683
www.xybix.com

Sales : Susanne Lottie

Email : Susannel@xyb

Designer : Sarah Noon

Email : SarahN@xybix

Department of Emergency Response & Communication
54 Greenbush St
Cortland, NY 13045

Opportunity: 00154

Drawing Name:
OVERALL VIEW

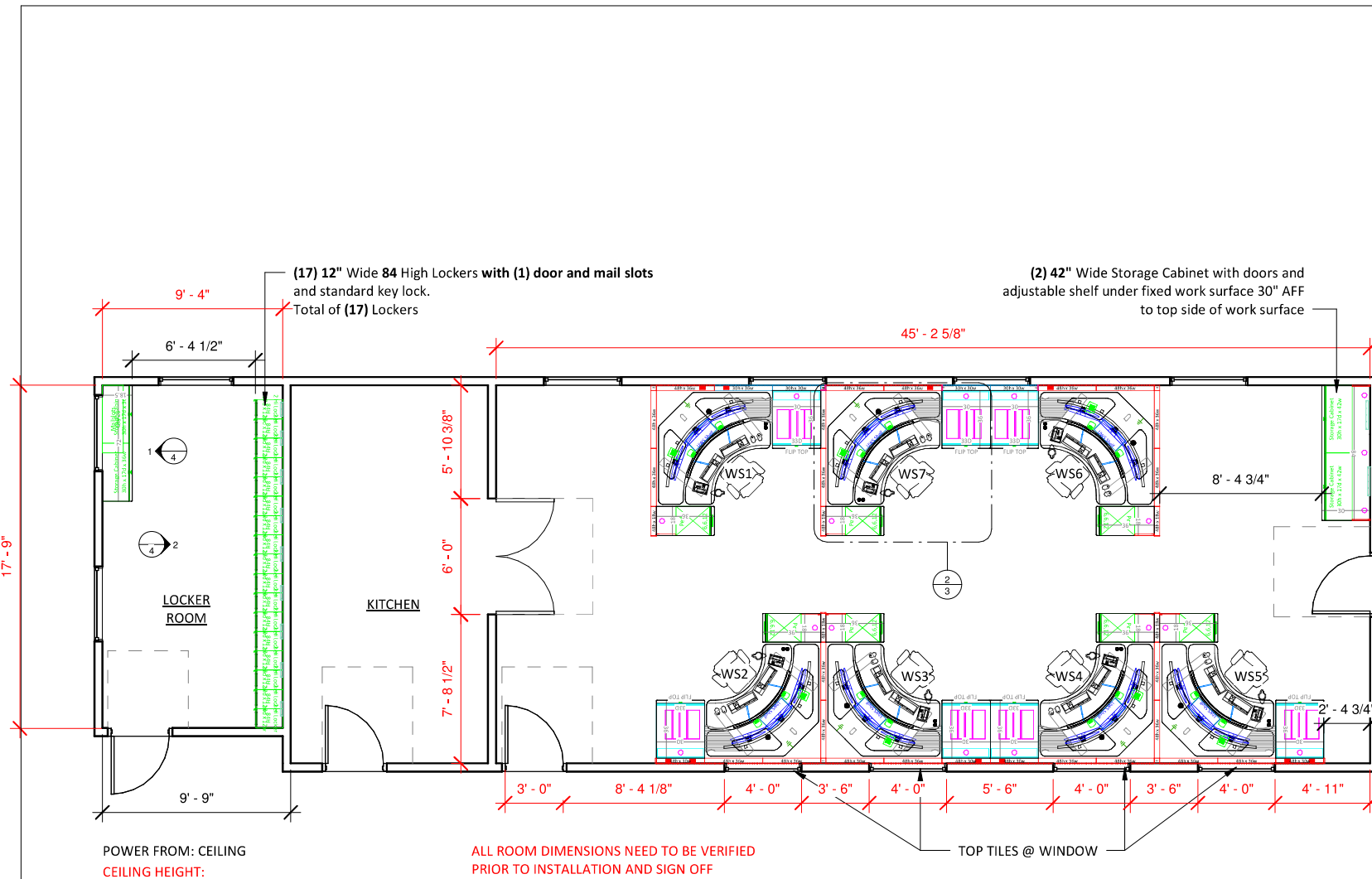
SHEET: 2 of 5 SCALE 3/16"

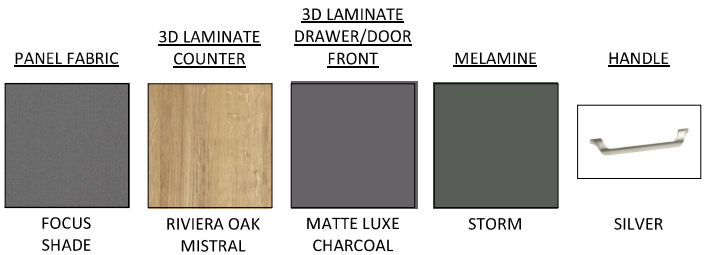
NOTE: This design & layout is property of XYBIX Systems, Inc. It is not to be used in any written manner without express written permission by XYBIX Systems

Sign-Off Initials: F

X

Attachment: Xybix November 2022 drawings (11029 : 22 West Court Street Update - DOERC)



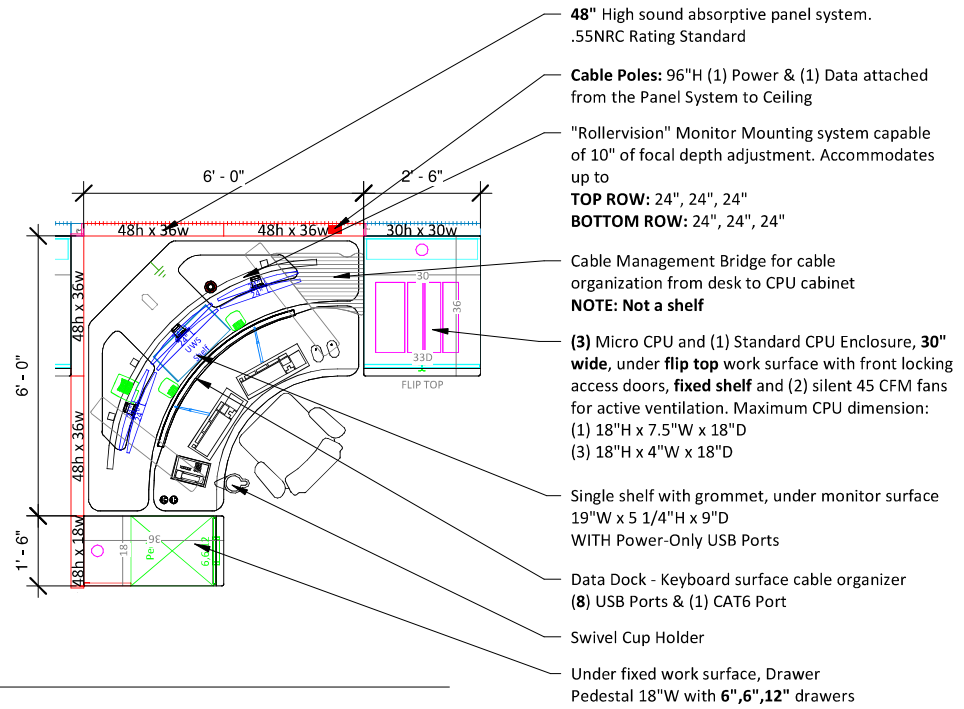


FINISHES

CONCEPTUAL IMAGES. REFER TO ACTUAL COLOR SAMPLES FOR EXACT COLOR REPRESENTATION



② TYPICAL WORKSTATION
3/8" = 1'-0"



Xybix 72"x72" Dual Surface Console with true sit to stand adjustment range of 22"-48" AFF, with L55 Table Base.

WITH: R56 Grounding

Axys Control System

User Interface controlled through Windows, Andriod, and IOS Fan

Heat: (2) 250w Forced Air Heaters

Task Light: (2) Dimmable lights with flexible mounting arm on keyboard surface.

Footwell Lighting

Down Bias Lighting

Status Light: (3) High with Red, Yellow, Green LED's



8207 SouthPark Circle
Littleton, CO. 80120
1.800.788.2810 F.303.683
www.xybix.com

Sales : Susanne Lottie

Email : Susannel@xyb

Designer : Sarah Noon

Email : SarahN@xybix

Department of Emergency Response & Communication
54 Breenbush St
Cortland, NY 13045

Opportunity: 00154

Drawing Name:
TYPICAL WORKSTA

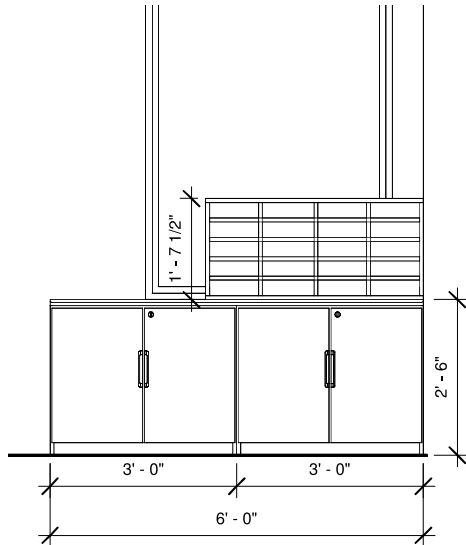
SHEET: 3 of 5 SCALE As indi

NOTE: This design & layout is property of XYBIX Systems, It is not to be used in any writt manner without express writ permission by XYBIX Systems

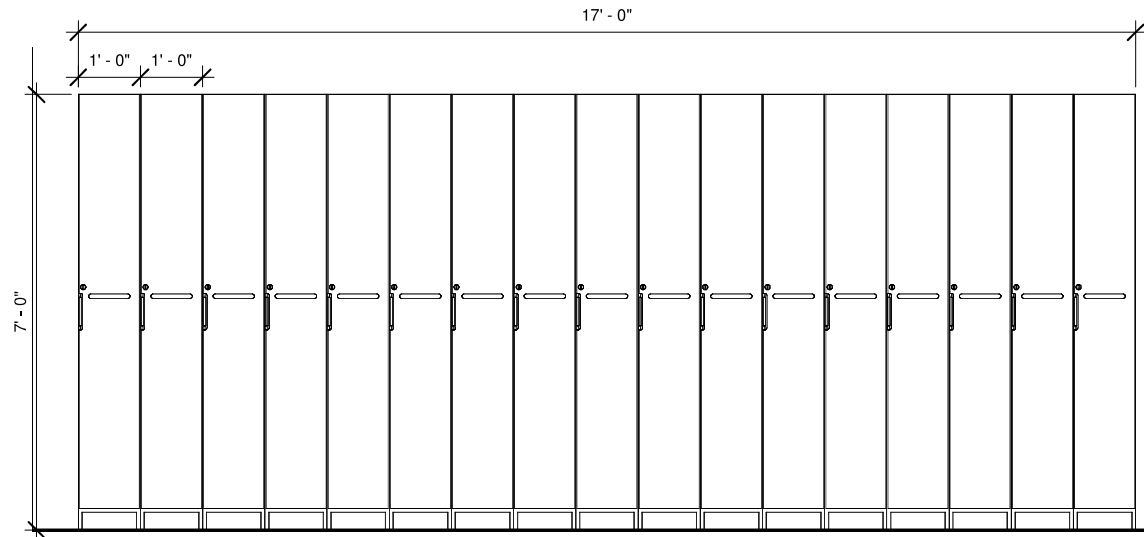
Sign-Off Initials: F

X

Attachment: Xybix November 2022 drawings (11029 : 22 West Court Street Update - DOERC)



① LOCKER ROOM WEST WALL
1/2" = 1'-0"



② LOCKER ROOM EAST WALL
1/2" = 1'-0"



8207 SouthPark Circle
Littleton, CO. 80120
1.800.788.2810 F.303.683
www.xybi.com

Sales : Susanne Lottie

Email : Susannel@xyb

Designer : Sarah Noon

Email. : SarahN@xybi

Department of Emergency Response & Communication
54 Breenbush St
Cortland, NY 13045

Opportunity: 00154

Drawing Name:

LOCKERS

SHEET:

4 of 5

SCALE

As indi

NOTE: This design & layout is property of XYBIX Systems, It is not to be used in any writt manner without express writt permission by XYBIX Systems

Sign-Off Initials: I

x

Attachment: Xybix November 2022 drawings (11029 : 22 West Court Street Update - DOERC)

22 West Court Street

Architect: King & King, Syracuse NY

November 2022

Updates

- IT progressing with Fiber optics on utility poles to the site
- Revised contract to County Attorney clearance on engagement documents
- Design and bid document work is progressing – plan of Nov 2022 bid cycle
 - Phase 4 interior construction
 - Plans to be put to bid on November 16, 2022
 - Multiple contractors (GC, plumbing, electrical)
 - Bid responses due December 16, 2022
 - Architect evaluation by January 3, 2023
 - Contract execution by February 15, 2023
 - Phase 5 exterior site work
 - Phase 6 site/security improvements
- Site clearing being conducted
- Planning on ordering Generator & CCTV system in December 2022 using 2022 funds due to supply chain issues

Work completed

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



EXAMINATION OF CONTRACT DOCUMENTS

Contract Documents may be examined at the following locations:

King + King, Architects LLP
358 West Jefferson Street
Syracuse, NY 13202
315.682.6180
315.682.7891 (f)

Plan and Print Systems, Inc.
6160 Eastern Avenue
Syracuse, NY 13211
315.437.5111
315.463.1510 (f)

Builders Exchange of the Southern Tier
15 Belden Street
Binghamton, NY 13903
607.771.7000
607.771.7001 (f)

Syracuse Builders Exchange
6563 Ridings Road
Syracuse, NY 13206
315.437.9936
315.437.5044 (f)

Tri-County Builders Exchange Plan Room, c/o
Pickett Building Management
6459 State Highway 23
Oneonta, NY 13820
607.432.6641
607.433.6284 (f)

Builders Exchange of Rochester
180 Linden Oaks
Suite 100
Rochester, NY 14625
585.586.5460
585.586.1580 (f)

Syracuse Builders Exchange
6563 Ridings Road
Syracuse, NY 13206
315.437.9936
315.437.5044 (f)

Mohawk Valley Builders Exchange
10 Main Street, Suite 202
Whitesboro, New York 13492
315.736.2441
315.736.2445 (f)
info@mvbe.com / www.mvbe.com

BidClerk
28 N. Clark Street, Suite 450
Chicago, IL 60602
www.bidclerk.com

Southern Tier Builders Association
65 E Main Street
Falconer, NY 14733
716.665.4026

McGraw-Hill Construction
www.construction.com

Buildings and Grounds Timeline updates October 20, 2022

Courthouse Stairs

Bids	27 Sept 2022, received and calculated, resolution moving forward
Award	November 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 may be delayed
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)

After Sharon's return, Mr Spina had COVID, they are back in negotiations.

City Court Relocation

Scope / Design Verification and design in process, RFQ released for Architect/Engineering	
Construction Docs.	January 2023
Bidding	February 2023
Award	March 2023
Construction Duration	April-June 2023 (3 months)

Court House Emergency Door replacement

Completed in September 2022
This was 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

3rd Floor HVAC project

Final engineering and checks complete
One more walkthrough scheduled early November
Equipment appears to be available for the most part
Installation can begin approximately January at this point



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



4.1.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: 10/27/2022

SUBJECT: Activities Report for October 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 20+ reports. Fire drills and inspections scheduled continue 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) Progress with RL Kistler as an Omnia is an option for 3rd floor HVAC upgrades, base engineering complete should have cost and possible time line by this meeting.
- 5) Architectural and elevation survey should be completed and floor plan process is in full swing for design at 111 Port Watson, Bell and Spina continues to meet with Ms. McDougal on floor plans and space.
- 6) Working with probation on space needs of new space at Court House and move to begin this month.
- 7) Bid process for Court House complete resolution is on the agenda.
- 8) Staffing issues continue, have employees out on medical, but staff level has dropped again on custodial group.
- 9) Continue the process of equipment replacement as well as purchase, Skid steer delayed now until January, new dump truck is on the road one truck will be headed to auction.
- 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. Load and design is competed, we are gathering needs to accommodate new equipment, center expected to open fully in November.
- 12) Court House roof project is nearing completion; weather has been a factor, expect completion at any time.
- 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) Court House is applying some acoustical tile and equipment in the main Court Room at the County Court House to improve sound in that space. No County funds are needed, completely funded and orchestrated by State Court 6th Jurisdiction.
- 16) Getting all equipment ready for the arrival of snow.
- 17) Worked with Highway, IT and others on camera installations, pole installations, fiber optic moves.
- 18) RFQ is going out to address need for architectural and design and construction documents for City Court Space renovations.

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

Attachment: Departmental activities report October (11016 : Buildings & Grounds Activities and Timeline Updates)



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



4.1.b

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

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

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 October (11016 : Buildings & Grounds Activities and Timeline Updates)



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

October 24, 2022

Information Technology October 2022 Monthly Report

Executive Summary

- IT
 - Upgraded Phone system 10/10
 - New network technician started October 3rd.
 - Deploying newly Purchased Backup solution with advanced DR capabilities
 - Project creation on deployment of new ESX Servers in line with our replacement of older datacenter hardware.
 - Replacement of Security Camera Network gear
 - Replacement of County Wireless access points
- Health
 - Participated in a successful Incident Command POD Health Department Drill 10/19
- Mental Health
 - Rolling out new Network monitored UPS's for Mental Health in an effort to further prevent outages.
- Sheriff
 - Discussed technology challenges faced by the Sheriff's Department
 - Increased use of body and car cameras.
 - Need for more storage space to handle the larger volume of video and image files.
 - How to address timing issues in rolling out equipment.

Attachment: IT 2022_10_Monthly_Report (11023 : 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.