



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Wednesday, November 1, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:43 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	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice Chair	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Alan Pankhurst	Cortland County, NY	Buildings and Grounds Foreman	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Present	
Cathy Bischoff	Cortland County, NY	Board Member	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	Remote	
Kimberly Biglardi	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

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

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

RESOLUTIONS

DISCUSSION ITEMS

MONTHLY REPORTS

1. Buildings & Grounds Monthly Reports

RESULT:	COMPLETED
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2. IT Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:08 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 10, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:06 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived	Departed
Douglas Bentley	Cortland County, NY	Committee Member	Present		
Beau Harbin	Cortland County, NY	Committee Member	Late	10:14 AM	
Ronald J. Van Dee	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		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Late	10:14 AM	
Rob Corpora	Cortland County, NY	County Administrator	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Trisha Hiemstra	Cortland County, NY	Planning Director	Present		10:10 AM
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present		
Allen Pankhurst	Cortland County, NY	Buildings & Grounds Foreperson	Present		
Christopher Newell	Cortland County, NY	Board Member	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
George Wagner	Cortland County, NY	Board Member	Present		
Sandra Price	Cortland County, NY	Board Member	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Remote		
Donald Chu	Cortland County	Resident	Remote		
Kimberly Biglardi	Cortland County, NY	Deputy Clerk of the Legislature	Remote		
Margaret Mellott	Cortland Standard	Reporter	Remote		

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

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Sep 12, 2023 10:00 AM

RESULT:	APPROVED [5 TO 0]
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Bentley, Van Dee, Heider, Nauseef, Waldbauer
AWAY:	Beau Harbin

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement for Replacement of Cooler/Freezer at Cortland County Jail - Buildings and Grounds Department

RESULT:	APPROVED [5 TO 0]
	Next: 10/17/2023 10:00 AM
MOVER:	Douglas Bentley, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice Chair
AYES:	Bentley, Van Dee, Heider, Nauseef, Waldbauer
AWAY:	Beau Harbin

ON MOTION OF HEIDER**RESOLUTION NO.**

Authorize Agreement for Replacement of Cooler/Freezer at Cortland County Jail - Buildings and Grounds Department

WHEREAS, Cortland County identified a need to replace the current walk in cooler and freezer in the Cortland County Jail, AND

WHEREAS, Cortland County did not receive any bids from two separate Requests for Proposals, AND

WHEREAS, Cortland County contacted contractors directly to get estimates, AND

WHEREAS, Rochester Store Fixture of 707 North St, Rochester NY 14605 was the only contractor to submit an estimate, AND

WHEREAS, Cortland County received the estimate on 8/21/2023 to do the identified work, 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 Rochester Store Fixture, 707 North St., Rochester NY for the replacement of the walk in cooler/freezer and equipment for a cost not to exceed \$54,800, AND BE IT FURTHER

RESOLVED, that the funds for this project are to come from the Jail Project Reserve Fund, account number A.386300.JAIL, AND BE IT FURTHER

RESOLVED, that the 2023 budget be amended as follows:

INCREASE:

A16205.52015	Dept Specific Equip	\$54,800
A.351100	Appropriated Reserves	\$54,800

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

AGENDA ITEM NO. 2 – Reject Bid for Panic Button Alerting System - Information Technology

RESULT: APPROVED [UNANIMOUS]**Next: 10/26/2023 6:00 PM****MOVER:** Ronald J. Van Dee, Committee Member**SECONDER:** Joseph Nauseef, Committee Member**AYES:** Bentley, Harbin, Van Dee, Heider, Nauseef, Waldbauer**ON MOTION OF HEIDER****RESOLUTION NO.****Reject Bid for Panic Button Alerting System - Information Technology**

WHEREAS, a Request for Proposals (RFP) was issued for a Panic Button Alerting System for Cortland County, AND

WHEREAS, a bid was received from the following:

AT&T
5481 Bridge Street
East Syracuse, NY 13057

, AND

WHEREAS, the proposal received did not cover the scope of services required of Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby formally rejects the bid proposal.

DISCUSSION ITEMS**MONTHLY REPORTS**

1. Buildings & Grounds Monthly Reports

RESULT: COMPLETED

2. September 2023 Monthly Report - IT

RESULT: COMPLETED**ADJOURNMENT**

The meeting was closed at 10:30 AM

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



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



4.1.a

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

Allen Pankhurst., BM Foreperson 607-753-5190

TO: B&G Committee

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

DATE: 10/30/2023

SUBJECT: Activities Report for October 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 3 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 reports.
- 2) Finishing up landscape, bicycle racks, and concrete work at COB and PSB
- 3) Starting to maintenance and install winter equipment for snow removal.
- 4) City Court move planning is near completion Court system very near acceptable floor planning
- 5) Staffing issues improving, we have been able to hire 3 new custodians in the last month, 3 to go
- 6) Court Step reconstruction continues behind schedule due to weather and site issues, limestone due any day, steps currently over ½ done, worth a walk by if you haven't taken a look.
- 7) Attended meetings on Court House, Personnel, Crescent Commons, PERMA, and One Group, Court House Committees and work groups, Bell and Spina,
- 8) County Clerk renovations projected to start end of October, move to follow
- 9) Construction of mezzanine for cold storage is complete. .
- 10) RFP for Dwyer Park Elevator is now out, bids to come.
- 11) 49 Grant St sale on hold until further notice, have no current information.
- 12) 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
- 13) Court House elevator preliminary work now beginning, hopeful install soon to follow.
- 14) Working to replace intrusion alarm panel at Dwyer Park Pavilion, current panel having issues and is proprietary and the installation company no longer exists.
- 15) 37 Church Roof complete.
- 16) Assisted with Pumpkin Fest setup and arrangements and tear down.
- 17) Working on an upgrade plan for the County Office Building fire system.
- 18) Worked with County Administrators office on information for insurance policies and property specs and information.
- 19) Assisted with annual update training for active shooter and emergencies.
- 20) Contract for Jail freezer and cooler replacement should be in process by this meeting.

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 October 2023 (11767 : Buildings & Grounds Monthly Reports)

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

111 Port Watson

Programming 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
 Abatement RFP is out for bidding 9/28
 Bids received 10/19/2023 process for contract has begun for Abatement 10/20/2023

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

Buildings and Grounds Timeline updates August 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

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

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

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

Buildings and Grounds Timeline updates August 2024

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 October

SHPO letter received 10/19/2023

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

Asked for Dome documents 9/25 forthcoming

SHPO letter received 10/19/2023

Preliminary documents in process for beginning of December 10/20/2023



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Information
Technology

CORTLAND COUNTY

Jack Hess
 Director

Tom McGrath
 Deputy Director

October 27, 2023

Information Technology October 2023 Monthly Report

Executive Summary

- IT
 - Panic Button
 - Rejected the one bid due to the price. We will be purchasing a system called Alertus off the Ominia purchasing vehicle.
 - Attend the NYS Local Government Information Technology Directors Association conference
 - Hosted a discussion of backup and recovery options and how to best implement them.
 - Network Technician position
 - An offer has been made and accepted. The candidate will be starting in about two weeks.
 - IT Steering Committee
 - A meeting has held on August 16th with the next scheduled for November 8th. Details below.
- Personnel
 - Complete the yearly payroll certification report.
- Elections
 - Met with representative of Hart Intercivic to discuss their elections management system.
- CCTVS
 - Discussed the possibilities of shared IT services with county municipalities.

Attachment: IT 2023_10_Monthly_Report (11788 : IT Monthly Report)

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)

• Chimera	Panic button system	\$17,000/year	9/3/2023	Info.
◦	This contract will not be renewed and the system is being replaced.			
• 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.
• Nitel	Internet Service	\$12,000/year	3/31/2024	Info.
• Palo Alto	Firewall maint.	\$8,000/year	8/9/2024	Info.
• Barracuda	Email security gateway	\$9,000/year	8/23/2024	Info.
• Barracuda	Load balancer maint.	\$5,000/year	12/16/2024	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.