



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, November 5, 2024

9:00 AM

Room 302

Call to Order

The meeting was called to order at 9:00 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Keith VanGorder	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	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County, NY	Grands Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Patricia Schaap	Cortland County, NY	Director of Community Mental Health Services	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Jason Deraiche	Cortland County, NY	Safety Director	Remote	

	NY			
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Cathy Bischoff	Cortland County, NY	Board Member	Late	9:14 AM
Doug Schneider	Cortland Standard	Reporter	Present	

Minutes Approval

1. Buildings & Grounds Committee - Committee Meeting - Oct 8, 2024 9:00 AM

RESULT: APPROVED

Resolutions

Monthly Reports

1. IT Monthly Report

RESULT: COMPLETED

2. Buildings & Grounds Monthly Report

RESULT: COMPLETED

Discussion Items

1. Courthouse East & West Entrances

RESULT: COMPLETED

2. Courthouse Dome Restoration

A motion was made by Mr. Harbin and seconded by Mr. Waldbauer to discuss a bond of \$7.5 million for roof repairs of the dome and HVAC System at the Courthouse; A voice vote was taken as follows: Dominick Mantella and Beau Harbin voted YES; Paul Heider, Joseph Nauseef, Ron VanDee, Keith Vangorder and Eugene Waldbauer voted NO; MOTION FAILED

RESULT: COMPLETED

3. 111 Port Watson Street/Mental Health Building Update

RESULT: COMPLETED

Adjournment

The meeting was closed at 9:48 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 8, 2024

9:00 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County, NY	Committee Member	Excused	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Late	9:10 AM
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Vice-Chair	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Wendy Canfield	Cortland County, NY	Executive Assistant to the County Administrator	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Stephen Trobert	Cortland County, NY	Manager of Audit and Financial Projects	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Reed Cleland	Cortland County, NY	Board Member	Late	9:07 AM
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Late	9:20

Minutes Acceptance: Minutes of Oct 8, 2024 9:00 AM (Minutes Approval)

	NY			AM
Doug Schneider	Cortland Standard	Reporter	Present	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Jason Deraiche	Cortland County, NY	Safety Officer	Remote	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

MINUTES

- Buildings & Grounds Committee - Committee Meeting - Sep 10, 2024 9:00 AM

RESULT:	APPROVED
----------------	-----------------

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with NRG Energy, Inc. for Natural Gas

RESULT:	APPROVED [UNANIMOUS]
----------------	-----------------------------

Next: 10/24/2024 6:00 PM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Eugene Waldbauer, Committee Vice-Chair

AYES: Heider, Mantella, Nauseef, Van Dee, VanGorder, Waldbauer

EXCUSED: Beau Harbin

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with NRG Energy, Inc. for Natural Gas

WHEREAS, Resolution No. 44-11 authorized the Municipal Electric and Gas Alliance (MEGA) to represent Cortland County in a bid for natural gas; AND

WHEREAS, MEGA, in conjunction with Genesee County, NY, issued invitations to bid; AND

WHEREAS, MEGA's consulting firm, Energy Next, evaluated the bids on behalf of alliance members, including Cortland County; AND

WHEREAS, upon careful review and analysis MEGA determined that NRG Energy, Inc., of 910 Louisiana St Houston, TX 77002, was the lowest responsible bidder and entered into a program agreement with NRG Energy, Inc.; AND

WHEREAS, based on the NRG Energy, Inc. agreement with MEGA, the Cortland County Buildings and Grounds and Finance and Administration Committees have recommended selecting NRG Energy, Inc.'s price protection program, which will provide the County with natural gas at a fixed rate of \$-.- per decatherm for 36 months commencing on November 1, 2024 and ending October 31, 2027, with the option of extensions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon the approval of the County Attorney or designee, to enter into an agreement with NRG Energy, Inc., of 910 Louisiana St Houston, TX 77002, for natural gas; AND BE IT FURTHER

RESOLVED, that said agreement with NRG Energy, Inc. shall be for all County properties.

Minutes Acceptance: Minutes of Oct 8, 2024 9:00 AM (Minutes Approval)

MONTHLY REPORTS

1. Buildings and Grounds Monthly Reports

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

2. Monthly IT Report

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

DISCUSSION ITEMS

1. Dome Restoration

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

2. Courthouse Reimbursements

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

3. Quotes for Design of East & West Entrance of Courthouse

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

4. CRT Contract Discussion

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

ADJOURNMENT

The meeting was closed at 10:12 AM

Minutes Acceptance: Minutes of Oct 8, 2024 9:00 AM (Minutes Approval)



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 30, 2024

Information Technology October 2024 Monthly Report

Executive Summary

- IT
 - IT Steering Committee
 - A meeting was held February 16, 2024.
 - Network infrastructure upgrade
 - In progress
 - Expected completion: November 29th
 - NYS Local Government IT Directors Association Fall Conference
 - “The Potential of AI” – Rita Reynolds, NACO
 - Crowdstrike Event After Action Review – Meghan Cook, DHSES
 - Tested and purchased new help desk software
 - This will replace existing, homegrown system.
 - Expected deployment TBD.
 - Address drive space issues
 - We are experiencing greatly increased demand for storage. This will be addressed in a more comprehensive fashion in next year’s budget.
- DSS
 - Schedule a wiring project to move all DSS phones off state owned switches and on to our county network
 - Expected completion: November 29th
- County Attorney
 - Work on document production to support generic drug lawsuit litigation (on-going).
- CWCC
 - Prepare RFQ to terminate county owned fiber in the TC3 Extension building.
 - Waiting on lease documents to be signed to begin walk through with interested vendors

Attachment: 2024_10_Monthly_Report (12582 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting February 16, 2024.
 - Discussion items:
 - Web site redesign/update
 - Multi-factor authentication
 - Revising the county's security policy
 - Business continuity/disaster recovery
 - eSignatures
 - Data retention
 - Laserfiche
 - To be moved to a Cortland County cloud account in 2024
 - County GIS
 - Migration to a .gov domain name
 - New internet service provider and phone service provider in 2024
 - FirstLight to replace Verizon, Nitel and Momentum
 - Panic button RFP
 - Email Security
 - Members
 - Jack Hess, IT – Chair
 - Tom McGrath, IT
 - Lisa Perfetti, Health – Security Officer
 - Beau Harbin, Legislature
 - Rob Corpora, County Administration
 - Savannah Hempstead, Legislature
 - Brooke Kemak, County Clerk
 - Andrea Herzog, Finance
 - James Harvey, DSS
 - Sharon MacDougall, Mental Health
 - Alicia Wheaton, Probation
 - John Gallagher, Sheriff
 - Scott Roman, DERC

County Wide Services

- Provide mail and print services to all County departments
- Provide fast reliable computer network for entire County
- Prepare new computers for Departments
- Maintain and enhance application programs for various departments to provide accurate and timely reports
- Monitor our security posture to mitigate the threat of ransomware and other attacks
- Provide desktop support
- Telecommunications support
- Access control to County buildings
- Camera and security systems
- Respond to requests for email archiver information (FOIL requests, etc.)
- Respond to alerts from intrusion detection system (IDS)
- Assign Munis roles and permissions

Departments

- Aging
- Assigned Counsel
- Buildings and Grounds
- CAC
- CWCC
- County Administration
- County Attorney
- County Clerk
- DERC
- DMV
- DSS
- District Attorney
- Elections
- Finance
- Grant Administration
- Health
- Highway
- Legislators
- Mental Health
- Personnel
- Planning
- Probation
- Public Defender
- RPTS
- Recycling
- Sheriff
- Soil and Water Conservation District
- Solid Waste
- Treasurer
- Veterans

External Agencies

- SUNY Cortland
- Homer PD
- Homer FD
- Cortland PD
- Cortland FD
- NYSP
- MAVAC
- Town of Cortlandville
- Town of Freetown

Contracts (Company, Service, Amount, Expires, Informational/Action Required)

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



**CORTLAND COUNTY BUILDINGS & GROUNDS
Safety Office and Code Enforcement**

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

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



4.2.a

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent

DATE: 10/30/2024

SUBJECT: Activities Report for October 2024

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

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

- County Clerk's office Demo is completed. It is now being used as a temporary court space while the Courts are being moved and remodeled.
- Moving and remodeling in CO-OP is complete. Preparing to start the next stage of Public Defender's remodel.
- 4 new HVAC units will be moved to the 3rd floor 10/29
- Courthouse office work is continuing as scheduled.
- Preparing equipment for winter.
- The generator fuel tank for the Jail and Public Safety Building has been replaced. 10/21-10/22
- Temporary repairs have been made to the Courthouse Employee Entrance ramp.

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

Respectfully
Allen Pankhurst
Superintendent of Building and Grounds

Time line updates October 2024

Clerk's Move

Met with Mrs. Kemak to finalize plan for County Clerk move.

Demo complete and remodel begins for new Clerk's space 2/5/24

Main counter moved and reinstalled 3/20

IT install completed 3/25

Electrical and most flooring completed. 4/1

Attachment: Committee updates activities October 2024 (12568 : Buildings & Grounds Monthly Report)



**CORTLAND COUNTY BUILDINGS & GROUNDS
Safety Office and Code Enforcement**

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

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



4.2.a

Building the utility room started 4/24

Carpet install completed 5/1

Meeting with Mrs. Kemak & Mrs. Day to discuss Clerk's move and temporary Court space while Elevator work started 7/22/24 Expected 10 weeks to completion.

On hold until Court moves are complete

3rd Floor HVAC project

Final engineering and checks complete

One more walkthrough completed in January

Equipment appears to be available for the most part

Final cost of construction due, still not received

pending project cost,

Now adjusting construction goals and coverage, 2/27/23

New plan being processed with less coverage. 3/20/2023

On hold until further notice, 5/23

Talks with Danforth resumed 11/8/2023

Going with Danforth to Moravia Schools to look at new univents with quiet mode.

11/20/2023

School visit complete, unit shows great potential for our issues, pricing for one unit for

304 is

Coming soon will install in house and should see considerable improvement. 1/2/24

Allen contacted Danforth to set up another visit to room 304 2/8/24

Danforth was @ CCOB to get info. 2/13/24

Estimate by Danforth received 2/14/24

Unit was ordered through Danforth (6-8 weeks delivery end of March-April 02/28/24

Unit has delivered. Install scheduled for 5/20-5/22

Install completed 5/22

Started contact with Modular Comfort Systems to purchase 4 units. 7/31/24

4 units were ordered from Modular 7/31/24. 6-8 week delivery time.

Received units 9/24/24

Units moved to 3rd floor 10/29

Attachment: Committee updates activities October 2024 (12568 : Buildings & Grounds Monthly Report)