



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 3, 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	
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	
Paul Heider	Cortland County, NY	Committee Chair	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Allen Pankhurst	Cortland County, NY	Superintendent of Buildings & Grounds	Present	
Alan Ricottilli	Cortland County, NY	Deputy Highway Superintendent	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Patty Schaap	Cortland County, NY	Director of Community Mental Health Services	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Jerri Duvall	Cortland County, NY	Chief Assistant County Attorney	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Ilya Shmulenson	Lime Hollow Nature Center	Executive Director	Present	
Forrest Earl	Lime Hollow Nature Center	Board President	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Jason DeRaiche	Cortland County, NY	Safety Director	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	

Minutes Approval

1. Buildings & Grounds Committee - Committee Meeting - Nov 5, 2024 9:00 AM

RESULT: APPROVED

Resolutions

Discussion Items

1. Linear Park/Lime Hollow Discussion

RESULT: COMPLETED

2. 111 Port Watson Street/Mental Health Building Update

RESULT: COMPLETED

Monthly Reports

1. IT Monthly Report

RESULT: COMPLETED

2. Buildings & Grounds Report

RESULT: COMPLETED

Adjournment

The meeting was closed at 9:40 AM



Buildings & Grounds Committee

Committee Meeting

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~ Minutes ~

Tuesday, November 5, 2024

9:00 AM

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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,	Safety Director	Remote	

Minutes Acceptance: Minutes of Nov 5, 2024 9:00 AM (Minutes Approval)

	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

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

RESULT: APPROVED

Resolutions

Monthly Reports

- IT Monthly Report

RESULT: COMPLETED

- Buildings & Grounds Monthly Report

RESULT: COMPLETED

Discussion Items

- Courthouse East & West Entrances

RESULT: COMPLETED

- 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

- 111 Port Watson Street/Mental Health Building Update

RESULT: COMPLETED

Adjournment

The meeting was closed at 9:48 AM



November 20, 2024

Cortland County Legislature
60 Central Ave.
Cortland, NY 13045

Dear Cortland County Legislators,

In line with its long-term strategic vision and direction, the Lime Hollow Nature Center is interested in exploring a transfer of ownership of, or entering into a formal long term lease with Cortland County for, the Cortland County Linear Park (a.k.a. Lehigh Valley Trail, a.k.a. Lehigh Valley Railroad Right-of-Way).

The Lime Hollow Nature Center is a pillar organization in Cortland County which provides free access to nature, protection of water quality, vital services including childcare through day care, afterschool, and summer programming, and employs 50+ people year-round and seasonally.

The majority of the Cortland County Linear Park is surrounded by lands owned by the Lime Hollow Nature Center. The area is vital to the Center's continued operations and is currently completely maintained by the Center without financial contribution from the County for such purposes. Cortland County and the Center have an egress/ingress agreement but no formal maintenance or use agreement.

Transferring ownership or establishing a long-term lease, will allow the Center to seek state, federal, and private funds to improve the 2.7 mile trail for multi-modal recreation, accessibility, and conservation. Lime Hollow is gaining regional and statewide recognition for its accessibility efforts. It has acquired two battery powered, all terrain Action TrackChairs which provide access to trails for people with limited mobility, has raised over \$200,000 for trail improvements from local and national sources, and will continue to raise the profile of Cortland County as a tourism destination and a vibrant place to live and age in place. The maintenance and improvement of the Linear Park is central to these continued efforts.

The Lime Hollow Nature Center and Cortland County have a 50 year history of prioritizing the stewardship of Linear Park. It is our intent to continue this stewardship of the area.



A brief history:

- 1978 - the Cortland County Environmental Management Council (EMC) produced the “Lime Hollow: A Natural Preserve Summary and Plan” report recommending acquisition of the Lehigh Valley Railroad Right-of-Way (LVRR-ROW) and the preservation of the surrounding area as open space for education, recreation, and conservation purposes.
- February 1979 - Cortland County purchased LVRR-ROW for \$6,000 and established it as a linear park.
- 1980-1982 - Cortland County *rejected* the opportunity to own Lime Hollow Nature Center with LVRR-ROW as its center with an additional 150 acres to be acquired through a federal grant. The concerns were about *insurance, liability, and matching funds*. Federal funds were returned and the idea of Lime Hollow Nature Center lay dormant until 1992.
- 1992-1993 Lime Hollow Nature Center was established as a nonprofit with partnership with US Geological Survey (USGS) - Tunison Laboratory. USGS allowed Lime Hollow to develop a trail network on 100 acres along Gracie Rd. and use multiple buildings.
- 1996-1997 Lime Hollow acquires 200 acres of Upper Beaver Creek Tract which surrounds the LVRR-ROW.
- February 1999- Cortland County and Lime Hollow Nature Center sign an agreement which “grants and conveys to [Lime Hollow Nature Center], a right-of-way over and through the old railroad right-of-way now owned by the County of Cortland...for the purposes of ingress and egress to [Lime Hollow Nature Center] property...”
- 2000-2019 - Lime Hollow grows through purchases and donations of land (approximately 400 acres) directly adjacent to or with connectivity to LVRR-ROW.
- 2020 - Lime Hollow Nature Center enters into a management lease of 100+ acres with the Town of Cortlandville. Over three miles of trails are established and maintained with pending connectivity to the Gutchess Lumber Sports Complex and Town Park.



- 2024 - Lime Hollow Nature Center enters into a new management lease with the US Geological Survey to manage the trails on 100+ acres of federal property at the Tunison Laboratory of Aquatic Science. The relationship has been ongoing since 1993 and the current agreement will last through 2034.
- PRESENT and FUTURE - Lime Hollow now manages trails on almost 600 acres of land. It provides vital services to Cortland County including free access to nature, collaborations with local schools and universities, child-care services with its forest preschool, after-school, and camp programs, and is gaining regional and statewide acclaim for its accessibility efforts. In the past year, the Center has raised over \$200,000 for trail improvements from local and national sources, and will continue to raise the profile of Cortland County as a tourism destination and a vibrant place to live and age in place.

The maintenance and improvement of the Linear Park is central to these continued efforts.

Thank you in advance for your consideration and collaboration.

Sincerely,

Ilya Shmulenson
Executive Director
Lime Hollow Nature Center

Forrest Earl
President, Board of Directors
Lime Hollow Nature Center

Memo

To: Paul Heider, Chair of Buildings and Grounds and Kevin Fitch, Chairman of the Legislature

From: Jeri A. DuVall, Chief Assistant County Attorney

cc: Savannah Hempstead; Melanie Vilardi; Robert Corpora; Beau Harbin

Date: November 12, 2024

Re: Summary – Linear Park; Lime Hollow

Issue: Whether the County of Cortland can convey and/or lease Linear Park to Lime Hollow Nature Center.

Brief Answer: Yes, the County of Cortland can convey and/or lease Linear Park to Lime Hollow Nature Center; however, the County must follow the Parkland Alienation Process to be compliant with the regulations of New York State.

Explanation: In order to convey and/or lease Linear Park to Lime Hollow, the County must follow the Parkland Alienation Process. The Parkland Alienation Process is as follows:

1. Determine if State or Federal Funding has been allocated to the Park¹.
2. Complete the Parkland Alienation Municipal Information Form (see attached).
3. Contact your local state legislature sponsors and draft legislation (Alienation Bill).
4. Conduct a review pursuant to State Environment Quality Review Act (SEQR).

¹ Based upon conversations with legal counsel of the New York State Office of Parks, Recreation, and Historic Preservation, Linear Park has *not* received federal funds. It was reported that Linear Park was referenced in two (2) New York State Grants received by Lime Hollow Nature Center. Therefore, based upon the foregoing, the proper procedure to convey, sell, or lease Linear Park would be through Parkland Alienation.

5. Pass a Municipal Home Rule Request (This is a resolution – see attached sample).

Memo

To: Paul Heider, Chair of Buildings and Grounds Committee and Kevin Fitch, Chairman of the Legislature

From: Jeri A. DuVall, Chief Assistant County Attorney

cc: Savannah Hempstead; Melanie Vilardi; Robert Corpora; Beau Harbin

Date: November 12, 2024

Re: Linear Park; Lime Hollow

General Overview

On February 1, 1979, Robert C. Haldeman, as Trustee of the Property of Lehigh Valley Railroad Company, conveyed property formally known as “Lehigh Valley Railroad,” containing approximately 21.41 acres of land, to the County of Cortland by Quit Claim Deed. The County purchased said property for six thousand dollars (\$6,000).

It was the County’s intention to create and establish a Linear Park, which is defined as an outdoor area that connects landmarks, parks, or open spaces for passive or active recreation. Linear Park adjoins lands owned by Lime Hollow Nature Center. Since the acquisition of the property, Lime Hollow has assisted the County with the removal of railroad ties; maintenance of the property; and promotion of its intended recreational use.

Lime Hollow Nature Center has approached the County and expressed its desire to purchase Linear Park as an expansion of its facility and hiking trails. Given that Linear Park is designated parkland, it is important that the County follow the necessary protocols to ensure that any such transaction is completed within the rules and regulations of New York State Office of Parks, Recreation, and Historic Preservation.

New York State Office of Parks, Recreation, and Historic Preservation strongly endorses the maintenance and expansion of municipal parks and recreational opportunities offered. State Parks promotes a “no net loss of parkland” policy. When a proposal for such change is made, it encourages careful evaluation of the change and its impacts.

There are two (2) different procedures to convey, sell, or lease municipal designated parkland: (1) Parkland Alienation; and (2) Parkland Conversion.

Parkland Alienation Summary

Parkland Alienation occurs when a municipality wishes to convey, sell, or lease municipal parkland or discontinue its use as a park. Parkland Alienation applies to every municipal park in the State, whether owed by a city, county, town, or village. In order to convey parkland away, or to use parkland for another purpose, a municipality must receive prior authorization from the State in the form of legislation enacted by the New York State Legislature and approved by the Governor. The bill by which the Legislature grants its authorization is commonly referred to as a “Parkland Alienation Bill.”

Parkland Conversion Summary

Parkland Conversion occurs when a municipality wishes to convey, sell, or lease federally-funded parkland to another entity, or if a federally-funded park will cease to be used for public outdoor recreation. Conversions are usually done only for those municipal parks that have received federal funds for acquisition or improvement pursuant to either the Land and Water Conservation Fund or the Urban Park and Recreation Recovery Program. Under most circumstances, federally-funded municipal parkland is subject to both alienation and conversion procedures. The conversion process is a second layer of review; federal approval of conversion does not replace the need for State parkland alienation legislation, and the State approval must be obtained first. The conversion process is governed by the rules and regulations of the National Park Service of the United States Department of the Interior.

Which Process Applies?

Based upon conversations with legal counsel of the New York State Office of Parks, Recreation, and Historic Preservation, Linear Park has *not* received federal funds. It was reported that Linear Park was referenced in two (2) New York State Grants received by Lime Hollow Nature Center, which are detailed as follows:

1. Parcel 1 (1997): Clean Water/Clean Air Bond Act (569701); Lime Hollow Nature Center, Inc. – Upper Beaver Tract

Scope: The Upper Beaver Creek Tract consists of 191 acres of undeveloped open space, the owners of which have offered it for sale to Lime Hollow Nature Center, Inc. The site contains a five (5) acre pond, a beaver impoundment, wetland fen, mixed hardwood forest and old fields, and is *bisected by an abandoned railroad right-of-way by the County of Cortland*. The Lime Hollow Nature Center is currently situated on land owned by the U.S. Fish and Wildlife Service; the acquisition of this tract would provide a permanent site for the Center.

2. Parcel 2 (2011): EPF (115934); Lime Hollow Nature Center, Inc. – Osbeck Acquisition

Project Scope: Lime Hollow provides year-round environmental education and recreation opportunities through utilization and protection of the natural and cultural attributes of the Lime Hollow area. Lime Hollow is focused on the protection and preservation of green space. To this end, the property we will acquire, a 31.90-acre parcel owned by Mr. Richard Osbeck (henceforth referred to as the Osbeck property/parcel), lies directly north of existing land owned by Lime Hollow that leads to the Chicago Bog, and *directly south of the Cortland County Linear Park (AKA Lehigh Valley Trail), a 2.5 mile trail that Lime Hollow has recently upgraded and now manages for Cortland County.*

Therefore, based upon the foregoing, the proper procedure to convey, sell, or lease Linear Park would be through Parkland Alienation.

Parkland Alienation Process

The basic principles of Parkland Alienation are grounded in common law, rather than in statute. The Parkland Alienation process derives from the public trust doctrine, which imposes a duty to hold public land for the benefit of the people and restricts the ability of local governments to sell or convey certain land or change its use, including parks. The public trust doctrine is a judicially developed doctrine that has been evolving for centuries. It provides that certain land should, by its nature, be available for the use and enjoyment of all.

The Parkland Alienation process applies to any dedicated municipal parkland no matter its size. The dedication of land to park purposes may be either formal or implied. Formal dedication is an official act by the governing body of the municipality, such as the passage or adoption of a formal resolution or local law. Formal dedication is commonly indicated by phrases like “land(s) dedicated for park purposes” and “dedicated parkland.” Implied dedication is shown by actions or declarations by a local government that are unmistakable in their purpose and decisive in their character as to intent to dedicate land for use of parkland. Examples including a municipality publicly announcing its intention to purchase the land specifically for use as a park, “master planning” for recreational purposes, budgeting for park purposes, “mapping” land as parkland, accepting state or Federal park grant funds, or constructing recreational facilities. Long continued and accepted use of land as a park can also constitute dedication through implication. Implied dedication of parkland only exists if the landowner’s act or declaration clearly indicates an intention to permanently create parkland, and it does not exist when, for example, property is simply being managed as parkland under temporary or provisional terms.

Alienation is a substantial intrusion on municipal parkland use for non-park purposes, even if the landowner does not convey title or intends to eventually restore the parkland. Which actions meet this standard and which do not is determined primarily by case law and the precedents established by courts, for example – conveyances or sales; other public uses; leases and licenses; access restrictions and fees; and temporary uses.

The steps for the Parkland Alienation Process are as follows:

1. Determine if State or Federal Funding has been allocated to the Park;
 - a. State or Federal funding provided for acquisition or development – at any time in the park’s history – may have created a legal obligation to obtain an alienation bill, provide substitute parkland or obtain approval from the State Comptroller and Attorney General.
2. Complete the Parkland Alienation Municipal Information Form;
 - a. The Parkland Alienation Municipal Information Form helps municipalities think through the specifics of the parcel to be alienated and the requirements of the alienation bill. Among other things, it asks about: (i) History of the park, its size, and the proposed use of the land being alienated; (ii) Location of the park; its present use and condition, and the presence of natural, historic and archeological resources; and (iii) Whether or not State or Federal grants were used towards the acquisition or development of the park.
3. Contact your local state legislative sponsors and draft legislation;
 - a. A municipality seeking an alienation bill needs to contact its local State legislative representatives. A legislative sponsor drafts the legislation on behalf of the municipality and introduces it in the Legislature. Sponsors are needed in both the Senate and the Assembly to pass the bill. While the primary bill drafter is the legislative sponsor, State Parks’ Counsel’s office is available to work with municipal officers and legislative staff to ensure the bill includes the necessary provisions.
4. Conduct a Review pursuant to State Environment Quality Review Act (SEQR).
 - a. SEQR requires municipalities and State agencies to consider in advance, the potential significant adverse environmental impacts of their actions; to weigh the alternatives to their actions; and minimize or mitigate any environmental damage potentially caused by those actions. The New York State Department of Environmental Conservation (DEC) considers a municipal resolution requesting parkland alienation legislation an action under SEQR. The initial decision to sell, lease, convey, or change the use of parkland is also a part of the action subject of SEQR.
 - b. SEQR analysis should be commenced as early as possible in the decision-making process. State Parks suggests that a municipality note on the SEQR resolutions prior

to voting on the alienation resolution request and on the resolution for the Municipal Home Rule Request.

5. Pass a Municipal Home Rule Request

- a. A parkland alienation bill cannot be sent to the floor for a vote until the Municipal Home Rule Request is received. A Municipal Home Rule Request is a formal request for enactment of a bill made by the local municipal legislative body. At least two-thirds of the local legislative body must vote for the request or, alternatively, a majority of the body must vote for it and the chief executive officer of the municipality must concur.

Enforcement

State Parks has no legal authority to regulate municipal parkland alienation or police a local government's compliance with the public trust doctrine if the municipality has not received State or Federal grant funds. In contrast, if a municipality has accepted state funding or federal funding for the park pursuant to the grant programs, State Parks plays a role in enforcing alienation principles. As a party to a grant contract that includes alienation restrictions that benefit the public in return for State and Federal Funding, State Parks has a contractual basis for enforcement. State Parks also holds an enforcement right pursuant to the statute governing the grant. If State Parks is not successful in working with grantees to resolve an alienation issue it could refer the matter to the Office of the Attorney General.

The New York State Comptroller has the authority to conduct audits related to alienation and did so in 2015. The Comptroller's audit tracked municipal compliance with the terms of alienation signed into law.

In addition to enforcement and monitoring by the State, citizens may bring lawsuits against municipalities to enforce parkland alienation principles. Parkland alienation lawsuits are usually brought in New York State Supreme Court in the form of a "declaratory judgment" proceeding. While declaratory judgment proceedings are often restricted by a statute of limitations that requires that an action be commenced within a certain period of time after the injury or its discovery, there is no statute of limitations for claims seeking injunctive relief. An ongoing violation of the public trust doctrine brought about by a municipality's alienation of parkland without alienation legislation is considered a continuing wrong that a municipality has the ability to control and abate. In practical terms, this means that a municipality may be required to undo an alienation long after the transaction occurred or obtain legislative authority validating the alienation.



Mental Health Department



of
CORTLAND COUNTY

*Your Well-being,
Our Commitment*

- Expanded Services
- Innovative, Trauma-Informed Care
- A Safe Space for All

Coming 2025

**Cortland County's
Mental Health
Department's
new HOME!**

Together, We Thrive!



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

November 25, 2024

Information Technology November 2024 Monthly Report

Executive Summary

- IT
 - IT Steering Committee
 - A meeting is scheduled for December 6, 2024.
 - Network infrastructure upgrade
 - In progress
 - Expected completion: November 29th
 - Network event
 - Dealing with an issue on the county's data systems
 - 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.
 - Looking to hire a Network Technician
 - A long tenured System Administrator retired, an existing Network Technician was promoted into that vacancy and we are interviewing candidates for the vacant Network Technician position
- 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_11_Monthly_Report (12631 : 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



5.2.a

TO: B&G Committee

FROM: Allen Pankhurst, Superintendent

DATE: 11/25/2024

SUBJECT: Activities Report for November 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 move will begin the beginning of 2025.
- The first stage of the Courthouse office work and relocations is in the finishing stage.
- Starting the planning next stage for the Courthouse remodel and relocation.
- 3 of 4 new HVAC units have been installed on the 3rd floor
- Preparing equipment for winter.
- We will not be doing any big projects for the month of December. We will be concentrating on catching up work orders and doing pre-winter maintenance.

We have a number of large 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

Attachment: Committee updates activities November 2024 (12633 : Buildings & Grounds Report)