



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 5, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:15 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	
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	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Allen Pankhurst	Cortland County, NY	Buildings & Grounds Foreperson	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	10:34 AM

MINUTES

1. Buildings & Grounds Committee - Special Meeting - Oct 26, 2023 4:30 PM

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

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

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid/Authorize Contract - Inspection and Maintenance of Cortland County Generators - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/7/2023 9:00 AM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Eugene Waldbauer, Committee Vice Chair
AYES:	Bentley, Harbin, Van Dee, Heider, Nauseef, Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid/Authorize Contract - Inspection and Maintenance of Cortland County Generators - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued October 16, 2023 for Inspection and Maintenance of Cortland County generators and where such bids were due and received by Thursday, November 16, 2023, AND

WHEREAS, based upon the results of the bid, the Building and Grounds and Judiciary and Public Safety Committees recommend that the bid be awarded to the lowest responsible bidder, AND

WHEREAS, bids were received from the following:

The Kinsley Group, 14 Connecticut South Drive, East Granby, CT 06026 Emergency Power Systems, 300 Mile Crossing Boulevard, Rochester, NY 14624

Year 1	Year 2	Year 3
\$5,138	\$5,278	\$5,418

Penn Power Group LLC, dba Penn Power Systems, 8330 State Road, Philadelphia, PA 19136

Year 1	Year 2	Year 3
\$6,545	\$6,675	\$6,875

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby awards the Inspection and Maintenance of Cortland County Generators to Penn Power Group, LLC, dba Penn Power Systems, of 8330 State Road, Philadelphia, PA 19136 at the bid prices as listed per the RFP submission, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into an agreement with Penn Power Group, LLC, dba Penn Power Systems, of 8330 State Road, Philadelphia, PA 19136 for the Inspection and Maintenance of Cortland County Generators.

AGENDA ITEM NO. 2 – Authorize Memorandum of Agreement (MOA) with SUNY Cortland - Fiber Overlash - Information Technology

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Nauseef, Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Memorandum of Agreement (MOA) with SUNY Cortland - Fiber Overlash - Information Technology

WHEREAS, Cortland County has an agreement in place with National Grid utility company for space on their poles for fiber attachment, AND

WHEREAS, SUNY Cortland wishes to run fiber to a location that would require using those same poles as detailed in the attached Memorandum of Agreement, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator be and hereby is authorized, upon approval of the County Attorney or designee as to form, to execute a Memorandum of Agreement with SUNY Cortland for said purposes.

DISCUSSION ITEMS

1. Assessment Report - IT

RESULT:	COMPLETED
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2. 22 West Court Street

RESULT:	COMPLETED
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MONTHLY REPORTS

1. November 2023 Report - IT

RESULT:	COMPLETED
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2. Activities and Updates for Timeline

RESULT:	COMPLETED
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COMMITTEE APPROVAL

1. Authorize Cortland Youth Bureau to Increase County Office Building Gymnasium Rental Rates from \$30 to \$40

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

ADJOURNMENT

The meeting was closed at 10:53 AM



Buildings & Grounds Committee

Special Meeting

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

~ Minutes ~

Thursday, October 26, 2023

4:30 PM

Room 302

Call to Order

The meeting was called to order at 4:33 PM 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	Excused	
Eugene Waldbauer	Cortland County, NY	Committee Vice Chair	Excused	
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	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Eddie Velazuez	Cortland Voice	Reporter	Remote	

Resolutions

AGENDA ITEM NO. 1 – Award Bid/Authorize Contract - Hazardous Materials Abatement and Interior Removals at 111 Port Watson Street - Buildings and Grounds

RESULT: APPROVED [UNANIMOUS]

Next: 10/26/2023 6:00 PM

MOVER: Paul Heider, Committee Chair

SECONDER: Beau Harbin, Committee Member

AYES: Douglas Bentley, Beau Harbin, Ronald J. Van Dee, Paul Heider

EXCUSED: Joseph Nauseef, Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Award Bid/Authorize Contract - Hazardous Materials Abatement and Interior Removals at 111 Port Watson Street - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued September 18, 2023 for the Hazardous Materials Abatement and Interior Removals at 111 Port Watson Street, Cortland, New York 13045, AND

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends the bid be awarded to the lowest responsible bidder, AND

WHEREAS, bid proposals were received and opened for this project on October 19, 2023 and the following list constitutes the results of said bid opening:

Company	Address	Bid Amount	Alternate 1
B & Y Consulting Corp.	635 Park Road Morris Plains, NJ	\$390,393.07	\$12,750

Contento Auto Sales, Inc.	119 Pendleton St. Cortland, NY 13045	\$233,955	\$30,000
DSA Services, Inc.	11419 State Route 12 P.O. Box 765 Boonville, NY 13309	\$171,500	\$13,500
Jupiter Environmental Services, Inc.	26 Person Place Rochester, NY 14606	\$298,000	\$15,000
MJ's Contracting Services, Inc.	379 N. Stafford Ave. Suite 3 Waterville, NY 13480	\$213,000	\$10,750
Sullivan Contracting, Inc.	9362 Paris Hill Road P.O. Box 502 Sauquoit, NY 13456	\$255,000	\$8,000
Two Brothers Contracting, Inc.	7391 Cider Street Westmoreland, NY 13490	\$165,000	\$12,500

, AND

WHEREAS, the funds for this contract are coming from A43115.52320.ARP Building Improvements, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or designee, to enter into an agreement with Two Brothers Contracting, Inc., of 7391 Cider Street, Westmoreland, New York, 13490, for the Hazardous Materials Abatement and Interior Removals at 111 Port Watson Street, Cortland, New York 13045 at a cost not to exceed \$177,500.00.

Adjournment

The meeting was closed at 4:35 PM



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 Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

Minutes Acceptance: Minutes of Nov 1, 2023 10:00 AM (MINUTES)

MINUTES

- 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

- Buildings & Grounds Monthly Reports

RESULT:	COMPLETED
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- IT Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:08 AM

Memorandum of Agreement

MEMORANDUM OF AGREEMENT made this ____ day of December, 2023, by and between the STATE UNIVERSITY OF NEW YORK, an educational corporation organized and existing under the laws of the State of New York and having its principal place of business located at State University Plaza, Albany, NY 12246, hereinafter referred to as “SUNY”, acting for and in behalf of the STATE UNIVERSITY COLLEGE AT CORTLAND, located at 22 Graham Avenue, Cortland, New York, 13045, hereinafter referred to as “SUNY CORTLAND”, and the COUNTY OF CORTLAND, a municipal corporation organized and existing under the laws of the State of New York, located at 60 Central Avenue, Cortland, NY 13045, hereinafter referred to as “COUNTY”.

WITNESSETH:

WHEREAS, SUNY CORTLAND submitted a distribution pole attachment application to National Grid to run data fiber to the Lynne Parks '68 SUNY Cortland Alumni House located at 29 Tompkins Street, Cortland, NY 13045, AND

WHEREAS, the COUNTY currently has distribution pole attachments on the required National Grid poles, AND

WHEREAS SUNY CORTLAND desires per the recommendation of National Grid to over lash with the COUNTY lines per Exhibit B, AND

WHEREAS both parties to this agreement desire to establish their respective duties, obligations and rights in the form of a Memorandum of Agreement, AND

WHEREAS, both parties agree to comply with the terms and conditions set forth in this Memorandum of Agreement and set forth in Exhibit A and Exhibit B attached hereto and made a part hereof,

NOW THEREFORE in consideration of mutual covenants and considerations herein set forth, the parties hereto agree as follows:

1. The COUNTY agrees to allow SUNY CORTLAND's data wire to over lash with their existing pole attachments.
2. SUNY CORTLAND understands that it will be responsible for the pole attachment fees related to their connections.
3. Each Party shall be fully liable for the actions of its own officers, employees, subcontractors, agents, licensees, licensors, or affiliates on account of any liability which may be incurred by reason of such Party's own performance of this Agreement.
4. Each Party shall indemnify, defend and hold the other Party, its Departments, and its officers, employees, contractors, representatives and agents harmless from and against any and all claims, fines, demands, losses, damages and expenses, including attorney's fees, relating to or arising out of any negligent or intentional acts and/or omissions of the other Party or any of its directors, officers, employees, contractors, representatives, or agents.
5. Certificate in Lieu of Insurance: The State of New York does not purchase insurance against liability arising out of the acts of the State, the State University, or their respective officers or employees. In lieu of such insurance, the State University hereby makes the following certification:

University will be responsible for any and all liability, claim, loss, damage, suit or judgment (and any and all costs and expenses including, but not limited to, reasonable counsel fees and disbursements, if assessed by a court of competent jurisdiction), arising from the activities of the State University, or the use on behalf of the State University of motor vehicles owned or leased by the State of New York or the State University, provided that such liability, claim, loss, damage, suit or judgment arises out of the acts of the State University or its officers or employees acting within the scope of their employment, as provided by law. This agreement does not apply to any liability, claim, damage, suit or judgment arising from acts done, or omissions made, by or on behalf of any party other than the State University; or such party's officers, employees or agents.

6. This Agreement will be governed by and construed in accordance with the laws of the State of New York.

7. The term of this agreement shall commence January 1, 2023 and be effective unless terminated.

8. The COUNTY shall comply with all laws, rules, orders, regulations and requirements of federal, state and municipal governments applicable hereto, including the provisions of Exhibit A, State University of New York Standard Contract Clauses, attached hereto and made a part hereof. In the event of a conflict between this Agreement and Exhibit A, Exhibit A shall control.

ATTACHMENTS:

Exhibit A: State University of New York Standard Contract Clauses

Exhibit B: Specific Facilities and Services Provided Under This Agreement

IN WITNESS WHEREOF, the parties hereto have executed this agreement for the purpose herein expressed the day and year first above written.

STATE UNIVERSITY OF NEW YORK
COLLEGE AT CORTLAND

CORTLAND COUNTY

By:_____

Mark J. Yacavone
Vice President, Finance and Management
Administrator SUNY Cortland

By:_____

Robert Corpora
Cortland County

EXHIBIT B
SPECIFIC FACILITIES AND SERVICES PROVIDED UNDER THIS AGREEMENT

SUNY Cortland will be allowed to over lash the following pole connections under this contract:

Item	Pole No. Electric	Line/# Route Code	Pole No. Telco	Street Name	GIS ID	Pole Ownership		Pole Size	Excess Height	KV Size	System Type
1	1	84	1	Prospect Terrace	285262920	726	Bell Atlantic	35	None	Sec	Delta UG
2	1 1 / 2	84	2	Prospect Terrace	285262755	529	Vernon Tel	40	None	Sec	Delta UG
16	6	62	6	Tompkins St	285262745	526	Bell Atlantic	45	None	13.2	WYE G
17	7	62	7	Tompkins St	285262690	526	Bell Atlantic	40	None	13.2	WYE G
18	7-1	62	NT	Tompkins St	285262655	001	National Grid	35	None	Sec	WYE G
19	8	62	8	Tompkins St	285262740	726	Bell Atlantic	40	None	13.2	WYE G
20	9	62	9	Tompkins St	285262730	726	Bell Atlantic	40	None	13.2	WYE G
22	10	62	10	Tompkins St	285262950	726	Bell Atlantic	40	None	13.2	WYE G
23	11	62	11	Tompkins St	285262950	726	Bell Atlantic	40	None	13.2	WYE G
24	12	62	12	Tompkins St	285262720	526	Bell Atlantic	45	5E	13.2	WYE G

Attachment: Wire Overlash MOA - SUNY Cortland (11857 : Authorize Memorandum of Agreement (MOA) with SUNY Cortland - Fiber Overlash -

EXHIBIT C SITE MAP DISPLAYING POLE LOCATIONS



Item # - Pole #
as shown on EXHIBIT B - - - X - X

● Pole

0 100 200 300
Feet



**Homeland Security
and Emergency Services**

**Counter
Terrorism**

**Cyber Incident
Response Team**

Cortland County Phishing Assessment Report

Assessment Dates:

August 1, 2023 – August 18, 2023

Prepared by:

Randy Sweet

NYS Division of Homeland Security
and Emergency Services (DHSES)

Attachment: CortlandCounty-AssessmentReport (11800 : Assessment Report - IT)



Phishing Assessment Summary:

In conjunction with Cortland County IT staff, the Division of Homeland Security and Emergency Services (DHSES) Cyber Incident Response Team (CIRT) created and executed two Phishing Campaigns and a Phishing Training program through DHSES CIRT's Proof Point instance for 451 Cortland County users. The Phishing Campaign schedule went as follows:

- ☐ Week 1 – First Phishing Campaign (*Drive By campaign*¹)
- ☐ Week 2 – Training Week
- ☐ Week 3 – Second Phishing Campaign (*Data Entry campaign*²)

The first Phishing Campaign was designed to test user susceptibility to clicking potentially malicious links through a phishing email containing a simulated malicious link. Any users who clicked a link in the email were redirected to a "Teachable Moment" page that informs them that they were a part of a phishing test and gives them some pointers on how to recognize a phish in the future.

The Phishing Training consisted of three separate modules hosted on Proof Point's training platform. Each user was provided a custom link that allowed them to access the training without having to log into any sites or services. The training modules were:

- ☐ Data Entry Phishing
- ☐ Email Security on Mobile Devices
- ☐ Protecting Against Ransomware

The second Phishing Campaign was designed to test user susceptibility to account compromise through a phishing email containing a link to a fake login site. While the Phishing Campaign prompted users to enter a username and password into a fake login site, no data from the password field was ever transmitted over the internet. Only data entered in the username field was submitted to the Proof Point phishing system for reporting. Any users who entered a username and password and attempted to login were redirected to a "Teachable Moment" page that informs them that they were a part of a phishing test and gives them some pointers on how to recognize a phish in the future.

¹**Drive-by Campaign** - This campaign tries to get the user to click on a link to a simulated malicious website.

²**Data Entry Campaign** - This campaign tries to get the user to enter in their credentials or other information into a fake web site.



First Phishing Campaign:

Timetable:

The first Phishing Campaigns was launched from the Proof Point platform on August 1st at 10 AM. The phishing message was sent to all user's simultaneously (451 users based on a list provide by the Cortland County IT contact). The phishing links within the email expired after August 4th and were no longer accessible after that time.

Scenario:

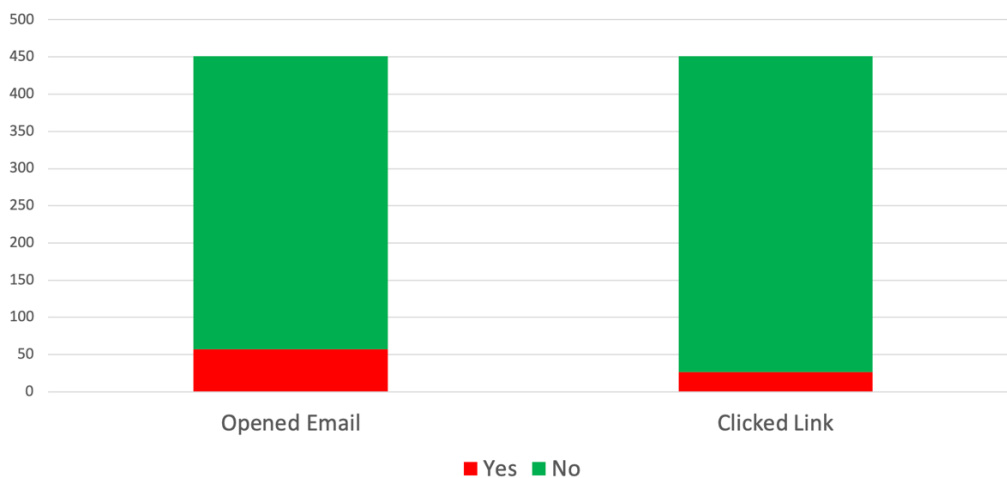
The first phishing email was another template selected from one of Proof Point's campaign templates (Employee Recognition Reward). The "From Name" in the email was Kevin Fitch but the email address it was sent from was "kfitch@corp-internal.com". The use of the name Kevin Fitch was suggested by the County. It was also verified that the name and position of that person was discoverable through open-source intelligence gathering (OSINT). The email was claiming the recipient has received a \$25 gift card of their choice from the peer reward recognition program. The link within the phishing message was to <https://www.corp-internal.com/>.

Statistics:

During the time that the Phishing Campaign was live, the following actions occurred:

- Email **opened: 57 users (12.64%)**
 - Note - Just opening an email can alert malicious actors to valid email accounts and/or users that are susceptible to the first step in any phishing campaign – opening and reading the message.
- Phishing link **clicked (compromised): 27 users (5.99%)**
 - Malicious links in emails can be used to automatically install malware by exploiting unpatched vulnerabilities or out-of-date software such as web browsers or java (drive-by downloads).
 - Note – This was a "Drive By" campaign, so just the clicking of any link in the email is enough to fail and simulate a compromise.

First Phishing Campaign - User Actions





Phishing Indicators:

FROM NAME
Kevin Fitch

FROM EMAIL
kfitch@corp-internal.com

SUBJECT:
Congratulations! Employee Recognition Reward

LANDING DOMAIN:
www.corp-internal.com

Congratulations %FIRSTNAME% %LASTNAME%!

Your name was submitted to our peer reward recognition program by one of your team members.

In recognition of your dedication and hard work, we'd like to give you a \$25.00 gift card!

[CLICK HERE](#) to select your gift card. Please Note: Due to security limitations, this link will only be valid for 48 hours.

Again, congratulations and thank you for your great work!

Regards,
Kevin Fitch
Chairman
Cortland County Legislature

1. The email claims to be from Kevin Fitch but his email address does not match the organizations domain.

2. The domain in the link and the email address are not that of the organization. While the organization most likely wouldnt host a gift card redemption site, its suspicious that the user who the email is claiming to come from would come from that domain as well (kfitch@corp-internal.com instead of @cortland-co.org).

3. Creating a sense of urgency is another tactic used in phishing emails. This tactic is observed in the body of the email, claiming you had 48 hours to claim your reward.

Overall Performance:

Proof Point **anonymously** tracks the average failure rate (AFR) of all their built in Phishing Templates. This allows an entity to see how well they perform against that average. The AFR of the template chosen for the first phishing campaign is 12% as observed by Proof Point. The county had an AFR of 5.99%, about half the AFR of the template.



Training Week:

At the conclusion of the first Phishing Campaign the Cortland County IT staff informed their users that for the week of August 7th there will be Phishing Awareness training being provided through DHSES CIRT. The training was not made mandatory by the county, but all were highly encouraged to take advantage of it. This training was available August 7th until midnight on August 11th. However, there was a grace period allowed that extended the access to the training through August 25th. Of the 251 total users, 8 users completed the training (1.77%). Each user's training program consisted of 3 modules:

- Data Entry Phishing
 - Summary - Talks about malicious links and phishing websites. Gives tips on recognizing phishing sites.
 - **Average Score: 90%**
- Protecting Against Ransomware
 - A general intro to Ransomware and how to prevent or recognize it.
 - **Average Score: 100%**
- Email Security on Mobile Devices
 - Summary – Provides tips about how to spot phishing messages while using a mobile device.
 - **Average Score: 85%**

User Enrollment Status

Current status of all active user enrollments.



Completed - 7

Overdue - Completed - 1

In Progress - 0

Overdue - In Progress - 2

Not Started - 0

Overdue - Not Started - 441

Second Phishing Campaign:

Timetable:

The second Phishing Campaigns was launched from the Proof Point platform on August 14th at 1:10 PM. The phishing message was sent to all users simultaneously (451 users based on a list provide by the Cortland County IT contact). The phishing link within the email expired after August 18th and was no longer accessible after that time.

Confidential Draft

Inter/Intra Agency Communication

For Deliberative Purposes Only



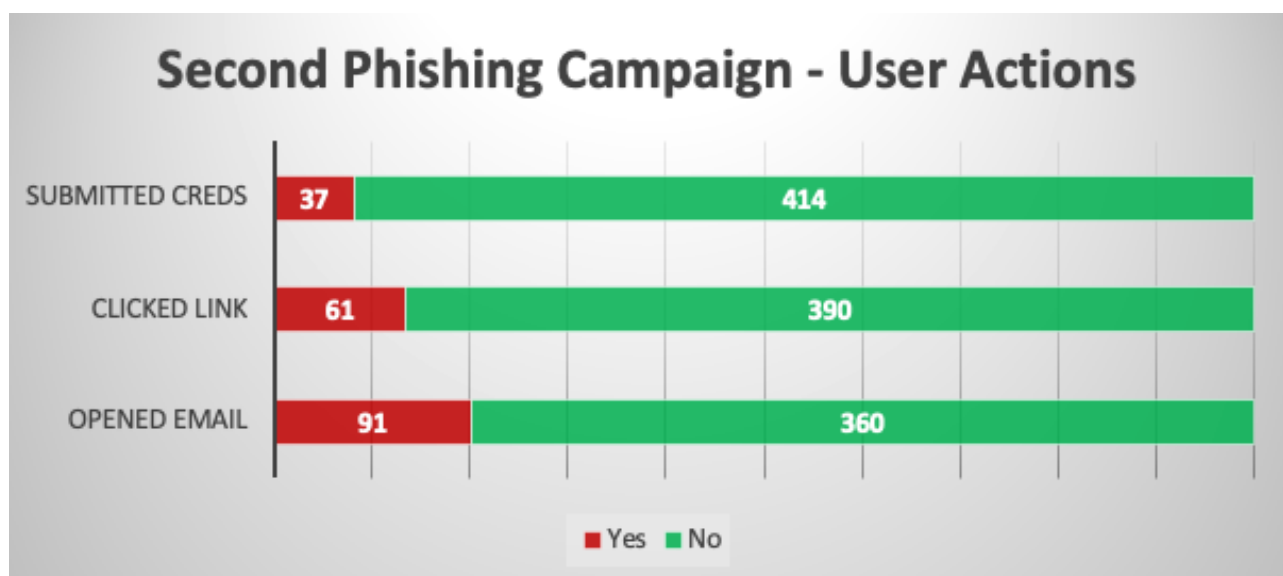
Scenario:

The second phishing email was a template selected from one of Proof Point's campaign templates. It was requested that we use Laurie Leonard as the sender of the emails during this campaign. As with the first campaign, DHSES CIRT validated that the discovery of this individual and their position was possible through OSINT activities. The email was sent from lleonard@corp-internal.com and appeared to be a DocuSign email notifying the recipient that they had documents sent to them from Laurie. The phishing message stated that Laurie wanted to share some documents with the recipient through DocuSign, and any users that clicked on any of the links within it were presented with a fake login page at <https://www.corp-internal.com/>.

Statistics:

During the time that the Phishing Campaign was live, the following user actions occurred:

- Email **opened: 91 users (20.18%)**
 - Note - Just opening an email can alert malicious actors to valid email accounts and/or users that are susceptible to the first step in any phishing campaign – opening and reading the message.
- Phishing link **clicked: 61 users (13.53%)**
 - Note - While this campaign focused on data entry, malicious URLs in emails could also be used to automatically install malware by exploiting unpatched vulnerabilities or out-of-date software such as web browsers or java (drive-by downloads).
- Users **compromised** (credentials entered): **37 users (8.20%)**
 - Note – These users entered data into a fake login portal requesting a username and password. If this had been a real phishing campaign, those credentials could have been reused by malicious actors to access any service where those credentials were valid or reused by the end user (email, VPN, RDP, etc.)





Phishing Indicators:

FROM NAME

Laurie Leonard

FROM EMAIL

lleonard@corp-internal.com

SUBJECT:

Document for review

LANDING DOMAIN:

www.corp-internal.com

1. The email claims to be from Laurie Leonard but her email address does not match the organization's domain. We also missed changing the name at the bottom of the email.

2. The site used for the phishing landing page was not related to the organization or DocuSign. The email address of the purported sender was also a phishing link, and not a hyperlink to emailing the sender.

DocuSign



Laurie Leonard sent you a document to review and sign.

REVIEW DOCUMENTS

Laurie Leonard

lleonard@cortland-co.org

Please see DocuSign _21-05-.pdf, NoticeOfPrivPractices_21-05-20 18.pdf,

Thank You

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**Homeland Security
and Emergency Services**

**Counter
Terrorism**

**Cyber Incident
Response Team**

Overall Performance:

Proof Point Anonymously tracks the average failure rate (AFR) of all their built in Phishing Templates. This allows an entity to see how well they perform against that average. The AFR of the template chosen for the second phishing campaign is 7% as observed by Proof Point. The county had an AFR of 8.2%, slightly higher than the average. The click percentage would also bring the average failure rate up to 13.54% if the links directed to malicious downloads. Requiring users to complete the phishing training could potentially help to lower this number, as only 1.77% of users completed the training provided.

Attachment: CortlandCounty-AssessmentReport (11800 : Assessment Report - IT)



Detailed Reporting:

As requested, complete user-specific details can be found in the accompanying file – CortlandCounty-UserReport.xlsx. The first tab of the xlsx file contains a performance summary for all three phases of the Phishing Assessment. The second tab is a performance breakdown by user. It details how each user performed on both Phishing Campaigns, as well as their completion status of the training that was assigned in week two. The third, fourth and fifth tabs of the xlsx file contains separate, detailed raw results from the Phishing Campaigns and the Training Program.

On the second tab of the User Report excel document, usernames are color coded based on their performance during the Phishing Assessment. The colors indicate the following:

- **GREEN** – indicates that a user has either:
 - Did not failed either of the Phishing Campaigns
 - OR
 - Failed the first phishing campaign but completed the training and didn't fall for the second Phishing Campaign
- **RED** – Indicates that a user has failed both Phishing Campaigns
 - Failed one Phishing Campaign, and partially failed another.
- **ORANGE** – Indicates that a user either:
 - Failed or partially failed at least one of the Phishing Campaigns and did not do the training
 - OR
 - Failed one Phishing Campaign, partially failed another, and did at least some of the training
- **YELLOW** – Indicates that a user either:
 - Passed the first Phishing Campaign and did the training, but failed the second Phishing Campaign
 - OR
 - Failed the first Phishing Campaign, but did at least some of the training and passed the second Phishing Campaign

It is strongly recommended to follow-up with these users highlighted in **RED** and provide additional guidance regarding phishing awareness and training requirements.



Homeland Security
and Emergency Services

Counter
Terrorism

Cyber Incident
Response Team

Appendix

CortlandCounty-UserReport.xlsx – Phishing Campaign and Training statistics, user performance breakdown, and raw data exports for both Phishing Campaigns and the Training week.

CortlandCounty-AssessmentReport.pdf – Written report for the Phishing Assessment as a whole (this document).

Attachment: CortlandCounty-AssessmentReport (11800 : Assessment Report - IT)

22 West Court Street

Architect: King & King, Syracuse NY

November 2023

Updates

- Phase 4 interior construction is 80% complete
 - Fin tube installation for heating is still an issue
- IT - Fiber Optic connection, Celerity engaged – should be up and running by 12/31
- ePlus will be used for network design elements
- Motorola engaged for network work for radio system
- 911 consoles to be installed week of 12/27
- Generator is up and running
- Computer room AC will not arrive until March
- Site work is mostly completed – parking lot, retaining wall

Work completed

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

Future Work

- Phase 6 exterior building improvements on hold pending completion of Phase 4 & 5



01010111 01100101 00100111
 01110010 01100101 00100000
 01101000 01100101 01110010
 01100101 00100000 01110100
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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

November 27, 2023

Information Technology November 2023 Monthly Report

Executive Summary

- IT
 - IT Steering Committee
 - A meeting has held on November 8th. The next meeting is scheduled for January 2024.
 - Responded to a network outage.
 - A network cable was plugged into an incorrect wall jack creating an internal traffic loop that brought down a large chunk of network. Newer switches, now being, deployed will have the ability to limit the network traffic storm to a single switch.
 - Laserfiche
 - This service is widely used by the county departments and municipalities for digitizing and storing documents.
 - Requested a contract from International Codes Council – Community Development Solutions (ICC-CDS). This proposed contract is in the 2024 budget and will migrate data that was previously housed in Tompkins County under a shared services grant to Cortland County.
- Mental Health
 - Met with representatives of Bell and Spina and Buildings and Grounds to discuss IT requirements for the 111 Port Watson Street location.
- DERC
 - Fiber installation for 22 West Court Street is on pace to be completed by year's end..

Attachment: IT 2023_11_Monthly_Report (11835 : November 2023 Report - IT)

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.

Buildings and Grounds Timeline updates November 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
 Lime stone to arrive early December, all steps and landing installed, light bases cut and back in place. Shipment of restored light fixtures expected any day. 11/23/2023

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
 Final floor plan in place, destructive investigation complete, expected bid documents mid January, 11/23/2023
 Demolition and abatement waiting for County Attorney approval of contract, 11/20/2023

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.

Buildings and Grounds Timeline updates November 2024

Planning stages have begun. Meeting with 6th Judicial scheduled

Construction Docs. November/December 2023

Bidding January 2024

Award February 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

Final floor plan drafted, bid document design has begun, County Clerk move to start soon, discussions on their space will resume end of December 11/23/2023

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

Final walk through and work by others descriptions done and received 11/9/2023

Start date expected soon 11/20/2023

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

Buildings and Grounds Timeline updates November 2024

Talks with Danforth resumed 11/8/2023

Going with Danforth to Moravia Schools to look at new univents with quiet mode. 11/20/2023

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

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

Destructive investigation works completed design and documents in process. 11/23/2023

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

Parking Lot Sealing and Striping

Due to weather concerns and because Gov Hochul signed order that asphalt products can no longer Contain coal tar and tar products leaving only products that are inferior and very susceptible to Weather during application. We have chosen to wait until spring and they will honor the current Contract. 11/15/2023



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



4.2.b

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: 11/28/2023

SUBJECT: Activities Report for November 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 still short 3 custodians due to vacancies, crew has been extremely busy with projects as well as assisting where needed with our larger projects and assisting custodial staff with regular duties, all is running smoothly and very close to on schedule.

- 1) I have investigated incidents for the Safety office, and recorded reports.
- 2) Converting and prepping snow equipment and maintenance was completed.
- 3) Will start conversations with County Clerk's office to begin work for moving them to the basement.
- 4) Met with State Courts, Bell and Spina, Danforth, PERMA, as well as safety, staff, committee.
- 5) Staffing issues improving, but we lost another and we have been able to hire 1 new custodian in the last month, 3 to go Interviewing prospective applicants for open positions.
- 6) Court Step reconstruction continues behind schedule due to weather and site issues, limestone due December 18th, steps currently over 3/4 done, still worth a walk by if you haven't taken a look.
- 7) Continue to move towards bid documents for OMH project, communications with all parties continue, hopeful bid will go out in mid to end January for 2024 construction.
- 8) Meetings have taken place for approvals, bid documents coming soon for City Court
- 9) No bids were received for Dwyer Park elevator, communicating with 2 companies on possibilities.
- 10) Jail cooler/freezer replacement set to begin in January.
- 11) Met with Ms. Bischoff on possibilities for Grant St. usage
- 12) Prepping for OMH meeting to address security, cameras, etc.
- 13) Court House elevator possible start end of January 2024
- 14) Getting quote for replacement of some components for the County Office Building Fire Alarm system.
- 15) Lactation room is complete and already being used.
- 16) Painting to resume in Court House basement area.
- 17) Carpeting replacement to take place in many areas of the County Office Building
- 18) Crow deterrent program has been restarted for 23-24 winter season.
- 19) Gathering information to move forward with Dwyer Park restroom restoration.
- 20) Sealing and striping delayed till spring of 2024.
- 21) Due to found issues while digging at the Port Watson site, we are having GPR done to identify any other possible below ground issues.
- 22) Demolition and abatement to begin as soon as the County Attorney approves the contract. Some preliminary work has already been addressed.

This fiscal season we have a number of small and large projects on the agenda, I am happy to report that almost all of what we planned to do was completed, and many more were added and completed. Even with the shortage of employees I can't say enough about how hard this crew has worked to stay ahead of the game and I hope you all continue to support their efforts in moving forward.

Respectfully
Chuck Miller
Superintendent of Building and Grounds

Attachment: Committee updates activities November 2023 (11836 : Buildings and Grounds Activities and Updates)



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



4.2.b

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

Allen Pankhurst., *BM Foreperson* 607-753-5190

Code/Safety officer

Attachment: Committee updates activities November 2023 (11836 : Buildings and Grounds Activities and Updates)