



Buildings & Grounds Committee

Committee Meeting

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

~ Agenda ~

Tuesday, December 5, 2017

9:00 AM

Room 304

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
District 2 Amy Cobb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice Chair Thomas P. Hartnett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 4 Richard Bushnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chair Gordon Wheelock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 15 George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 17 Charles Sudbrink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 9 Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Nov 7, 2017 9:00 AM

RESOLUTIONS

Building & Grounds

Information Technology

Safety Office

Action Items

1. Approval to Fill Custodial Position Due to Resignation

OLD BUSINESS

DISCUSSION/REPORTS

Discussion Items

1. Title VI Compliance
2. Automated External Defibrillator Repair/Replacement
3. Departmental Activities Report
4. Capital Plan for Roof Replacements



Buildings & Grounds Committee

Committee Meeting

~ Minutes ~

60 Central Ave.
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<http://www.cortland-co.org>

Tuesday, November 7, 2017

9:00 AM

Room 304

CALL TO ORDER

The meeting was called to order at 9:00 AM by Chair Gordon Wheelock

Attendee Name	Title	Status	Arrived
Amy Cobb	Committee Member	Present	
Thomas P. Hartnett	Vice Chair	Present	
Richard Bushnell	Committee Member	Present	
Gordon Wheelock	Chair	Present	
George Wagner	Committee Member	Present	
Charles Sudbrink	Committee Member	Present	
Linda Jones	Committee Member	Present	
Eric Mulvihill	Clerk, County Legislature	Present	
Karen Howe	County Attorney	Present	
Kevin Whitney	District 13	Present	
Mary Ann Discenza	District 6	Present	
Jack Hess	Deputy Director - IT	Present	
Rob Corpora	IT Director	Present	
Scott Roman	Director of Emergency Response and Communications	Present	
Chuck Miller	Buildings and Grounds Superintendent	Present	
Donnell Boyden	Chair, County Legislature	Late	10:00 AM

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Oct 10, 2017 9:00 AM

RESOLUTIONS

Building & Grounds

AGENDA ITEM NO. 1 – Accept Proposal/Authorize Agreement Pleasant Valley Electric, Inc Fire Alarm Monitoring Services, Various County Facilities - Buildings and Grounds Department - **Approved**

Information Technology

AGENDA ITEM NO. 2 – Authorize Agreement with Civic Plus - County Website - Information Technology - **Approved**

Safety Office

Minutes Acceptance: Minutes of Nov 7, 2017 9:00 AM (MINUTES)

OLD BUSINESS

DISCUSSION/REPORTS

Discussion Items

1. Information Technology Monthly Report-November

Mr. Corpora said his department is still short an employee, he is awaiting canvass letters, he may have to look outside the civil service list. The committee discussed the lack of qualified candidates for the Information Technology positions.

Smartwatt has installed the new HVAC system in the server room. Mr. Corpora said the new unit is not working properly, but the contractor hopes to have it repaired soon.

Mr. Corpora discussed his attendance at a cyber security conference. He would like to hold a security training for all employees to help them identify potential cyber security threats and how to respond to them.

2. Departmental Activity Report
3. Fire Alarm Monitoring System Proposals
4. Phone Lines for COB/Court House

Mr. Roman discussed the Keltron proposal from Davis-Ulmer Fire Protection and Security Systems. He talked about the need for certain upgrades to be made as well as the cost of the equipment required for in-house monitoring of fire alarms. The cost of in-house monitoring would be approximately \$400,000. The committee discussed private monitoring versus in-house monitoring. Ms. Jones said it would take several years for the County to recoup the investment needed to continue in-house monitoring of fire alarms. Mr. Roman said the equipment has an expected useful life of 10-15 years. Mr. Roman said his only concern is that the County is life safety compliant, monitoring in-house poses some level of liability. Mr. Roman said there is no revenue to be generated from hosting the monitoring equipment, he initially believed this would be a shared expense between the County and the City. Mr. Whitney discussed the city's decision to discontinue the box alarms pull stations which lead to the need to come up with an alternate monitoring systems for County buildings. Mr. Roman said public schools are mostly monitored by third party companies.

Mr. Miller recommended contracting with Pleasant Valley Electric for fire alarm monitoring services and to use dedicated phone lines for alarm monitoring. He projected the start-up cost would be \$5000.00 with an annual expense of \$3,000. Mr. Miller said he has funds in his budget to cover the costs associated with installation and the first month of monitoring but there is no money in the 2018 budget for alarm monitoring.

Mr. Hartnett made a motion to accept the Pleasant Valley proposal for fire alarm monitoring in all county facilities. Mr. Sudbrink seconded the motion. Cobb, Hartnett, Bushnell, Wheelock, Sudbrink and Jones voting aye; Wagner voting nay.

5. Court House Generator

Mr. Miller said he has been in touch with two companies to assess the needs of the courthouse for the addition of a new larger generator. Mr. Miller asked if the committee wished to include 37 Church Street to the proposal. Mr. Whitney said the committee needs to consider the impact of a long term power outage on County

operations and how the County would operate. Mr. Miller suggested re-purposing the current Courthouse generator to power 37 Church street if a new generator is purchased for the courthouse.

6. Furniture and Equipment at 22 West Court St.

Ms. Howe said two auction companies have declined selling the County surplus office furniture. The committee discussed allowing municipalities to trade items with the County in exchange for the surplus items. Mr. Mulvihill said he would work with the Buildings and Grounds Department and the County Attorney to take photos of the items and reach out to the various Towns and Villages to see if there is interest in any of the items, after which any remaining items could go to auction.

7. State Probation Rental of 49 Grant St.

Mr. Miller explained that the New York State Division of Parole has once again expressed interest in renting space at 49 Grant Street. He said they have a set budget of \$2,000 per year for the space. They would like to use 360 square feet of space. The committee agreed to allow use of the space until such time as the county moves the property for sale.

8. SMARTWATT Project

Mr. Miller discussed the status of the Smartwatt project. He said the project is not yet fully paid for, and will not be until it is determined to be complete. He talked about the ventilator units and the issues regarding noisiness and volume. He said he is tracking savings associated with the project through the County utility bills. Mr. Miller expects savings due to lower maintenance costs, he said he is already seeing a reduction in electricity usage due to the lighting improvements.

9. Dwyer Park Lead Abatement

The committee briefly discussed obtaining quotes for painting and lead abatement at the Main Pavilion at Dwyer Memorial Park.

November 2017 - BUILDINGS & GROUNDS

October – 0 - Days at full staff due to vacations, illness, etc.

NOTE- (1) Custodians was absent due to medical issues –has now resigned his position, the other position approved to fill is now waiting for list to fill both positions.

CUSTODIAL STAFF

Daily cleaning of Court House, County Office Building, 37 Church St., PSB

Mental Health 3 times per week

Cortlandville Training Center – once per week

Highway Office Building 2 x's per week

Contingency plan as most days needed to back up for absenteeism

Continued performing custodial duties at the Highway HB-4 on Wednesdays and Fridays on a regular basis –

Prepared Grand Jury for court

Assisted with set up for OFA bazaar on Wednesdays

Stripped and waxed areas inside the Jail Proper

HVAC STAFF

Daily HVAC maintenance

Addressed complaints regarding Heating – mechanical, pneumatic & electronic

Continued assisting various vendors from the Smart Watt project with access to buildings – Brownell Electric, Westech

Maintained temporary A/C units due to Smart Watt's installation of new equipment

Assisted with bringing the Cooling & Heating loop on line – Extensive work on eliminating air from the system ongoing with valve leaks and issues.

Coordinated estimates for Cooling & Heating system water treatment program contract

Installed expansion tank system in County Office Building HVAC loop

Assisted with the new installation of A/C unit for IT computer room.

Met with SMARTWATT to start repairing items on our punch list

MAINTENANCE STAFF

Completed work orders –

Outdoor Maintenance – trash, ash containers, leaves, equipment maintenance

Recycling including cardboard

Conducted weekly preventative maintenance on Jail sewer pumps

Addressed work orders repairs in Jail – toilets, faucet cartridges, etc.

Continue to work on Jail list, new Jail mechanic will start on Monday November 6th.

Maintained key access system to accommodate additional employee changes

Assisted public access to auditorium and building access over last 4 weeks

Continued installation of new door hardware related to enhancing security in the COB

Assisted with food deliveries – Bobcat/forklift operations

Continued maintenance and install of winter equipment

Began project for CAC construction

Completed office in Chamber of Commerce for wall install and office door
 Secondary install of new alarmed door system for access to CAC with I.T.
 Grand Jury Room carpet removal & installation completed
 Assisted Tyco with Fire Alarm testing at all county properties
 Completed purchasing and portions of Dwyer Park projects

MAINTENANCE FOREPERSON

Assisted with contract vendors to facilitate their tasks as written in their agreements.
 Supervise the daily activities of the maintenance.
 Continued putting in place monthly meetings dealing with safety measures that we deal with on a daily basis, such as heights, confined space, lifting, fall protection, safety equipment, and many more issues important to keeping our accident record clean,
 Participated in completing a variety of Work Orders in the Jail, CH, and COB, Highway
 Assisted Smart Watt
 Continue with planning and installs for Dwyer Park materials list and plan
 Coordinated with Pleasant Valley to begin switch over to monitored alarms for county buildings
 Assisted planning of parking lot sealing and striping around Public Safety and Court House

Superintendent

Continued coordinating move for private monitoring of fire alarm systems – County wide as well as secondary in house monitoring with Scott Romans, Pleasant Valley has the bid and we are moving forward with transition.
 Continue Meeting with Budd Rigg, Nicholas Lynch, about continuing Jail repairs and needs.
 Continue to work with and monitor Smartwatt as construction nears end, and keep up with all punch list repairs and issues with software.
 Daily tasks related to the operations of the Department to include: mail, phone calls, processing bills, personnel scheduling, personnel record keeping, etc.
 Meetings with Annette Barber, Building Maintenance Foreperson, Senior Cleaner, Gordon Wheelock, Karen Howe, Don Boyden, Geoff Frey- Smart Watt, Ralph Canfield
 Continued bi-weekly accrual and payroll maintenance
 Completed preparation of 2018 Budget
 Assisted County Attorney's office with the numerous safety office issues and incidents, and safety adjustments in the workplace and safety equipment upgrades as well as building assessment
 Finished reporting with EMO with FEMA paperwork for storm equipment reimbursement
 Began getting surveys and estimates scheduled for Court House generator upgrade

PENDING PROJECTS in no particular order

Director of IT office carpet replacement – Carpet ordered & received
 COB & PSB Generator exhaust modification – Siemens notified work to begin soon

