



Buildings & Grounds Committee

Committee Meeting

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

~ Agenda ~

Tuesday, January 9, 2018

9:00 AM

Room 304

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Chair, Thomas P. Hartnett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Ann Homer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Chad Poli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Ronald J. VanDee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Beau Harbin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Paul R. Heider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MINUTES

- Buildings & Grounds Committee - Committee Meeting - Dec 5, 2017 9:00 AM

RESOLUTIONS

Building & Grounds

ON MOTION OF HARTNETT

AGENDA ITEM NO. 1

Accept Proposal/Authorize Agreement Water Treatment Boilers - Buildings and Grounds Department

WHEREAS, the Buildings and Grounds Committee has received a proposal for treating water for Boilers & Cooling Towers from Integrated Water Management, Inc. 289 Cortland Road, Dryden, N.Y. 13053 to include service and chemical, NOW THEREFORE BE IT

RESOLVED, the Chairman of the Legislature, upon review and approval by the County Attorney or Designee, is hereby authorized to enter into an Agreement with, Integrated Water Management, Inc. for a sum of \$225 per month. In addition Integrated Water Management Inc. will charge \$155 for Legionella testing every 90 days, and provide annual systems certification for \$500 for a Total of \$3,820 to be paid from Account No. A16205.54015, Maintenance Agreements & Repairs.

Information Technology

Safety Office

OLD BUSINESS

DISCUSSION/REPORTS

Information Technology Monthly Report-January

Departmental Activity Report

Buildings and Grounds Orientation Materials

Committee Update of Pending Projects, Long Range Plans, and Critical Needs



Buildings & Grounds Committee

Committee Meeting

~ Minutes ~

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

Tuesday, December 5, 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	District 2	Excused	
Thomas P. Hartnett	Vice Chair	Present	
Richard Bushnell	District 4	Present	
Gordon Wheelock	Chair	Present	
George Wagner	District 15	Present	
Charles Sudbrink	District 17	Present	
Linda Jones	District 9	Present	
Donnell Boyden	Legislative District 8	Late	9:38 AM
Kevin Whitney	District 13	Present	
Karen Howe	County Attorney	Present	
Eric Mulvihill	Clerk, County Legislature	Present	
Jack Hess	Deputy Director - IT	Present	
Rob Corpora	IT Director	Present	
Rob Ferri	Grants Administration	Present	
Ron VanDee	Legislator Elect District 4	Present	
Mike Barylski	Legislator Elect District 12	Present	
Chuck Miller	Superintendent Buildings and Grounds	Present	
NicK Graziano	Cortland Standard	Present	

MINUTES

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

RESOLUTIONS

Building & Grounds

Information Technology

Safety Office

Action Items

- Approval to Fill Custodian - Buildings and Grounds

Mr. Miller discussed the need to fill the vacancy in his department, he said the previous individual in the position left the County due to health issues but had been out since May due to the health problems.

Minutes Acceptance: Minutes of Dec 5, 2017 9:00 AM (MINUTES)

OLD BUSINESS

DISCUSSION/REPORTS

Discussion Items

1. Title VI Compliance

Mr. Ferri reported that the County is currently compliant with Federal Title V, he has submitted documentation as part of the required compliance. He said he expects to begin ADA compliance training's in January and expects they will be completed by June. Mr. Ferri said he will be working with the Buildings and Grounds Department to make sure all facilities are ADA compliant and accessible. He said he continues to review foster homes for ADA compliance. Mr. Ferri reported he has 40 years in the construction industry and has extensive training in ADA compliance requirement. Ms. Howe said she is utilizing Mr. Ferri on a per diem basis to satisfy the Title VI compliance needs.

2. Automated External Defibrillator Repair/Replacement

Ms. Howe updated the committee regarding the need to replace some of the Automated External Debrillators. The manufacturer of some of the devices is no longer warranting the equipment. Her office has worked with the Clerk and the Buildings and Grounds Department to identify and replace the affected units.

3. Departmental Activities Report

Mr. Miller said the new employee is at the jail and seems to be progressing on various repairs. He said he is still awaiting bids on a generator for the Courthouse. So far Mr. Miller has received two bids but he has not issued a request for proposals, he wants rough estimates before issuing a formal RFP.

Mr. Miller provided an update on the status of repairs at the Main Pavilion in Little York park. Mr. Miller said there are unspent funds that were designated for the repairs and he would like to encumber those funds in order to finish the work in 2018. Ms. Jones asked about the status of repairs to the circus wagons at the park. Mr. Miller said previously volunteers had expressed interest in repairing the wagons but the offer was refused due to liability concerns. Ms. Jones said she is frustrated that volunteers can build playgrounds but cannot make these simple repairs. Ms. Howe said the issue has not been brought to her for review. Ms. Jones said she would like to see what little history that is left at the park preserved.

4. Capital Plan for Roof Replacements

Mr. Miller said many of the roofs on County buildings have been patched multiple times over the years. He would like to hire an independent company to survey the condition of all roofs in order to proactively plan for replacement of those roofs that have reached the end of their useful lives. Mr. Miller said the warranty on the jail roof is close to expiring. He reported there have been multiple leaks at the highway department garage roof. He urged the committee to endorse the survey or leaking roofs will lead to greater problems. Mr. Sudbrink urged a permanent fix for the jail roof before the warranty period ends. Mr. Miller said the previous repairs to the jail roof were stop gap measures. The committee discussed the current condition of the County Office Building roof. Mr. Wagner asked if there is any money in the budget for roof replacements. Mr. Miller said there is not and that's why he wants to set some priorities for roof replacements so that they cane budgeted for in the 2019. Mr. Sudbrink said instead of buying new trucks for the highway department, perhaps those funds should be used to reapir the roof at the highway garage. Mr. Miller said he is not in favor of asphalt roofs.



Integrated Water Management, Inc.

289 Cortland Road
 PO Box 523
 Dryden, New York 13053

Telephone: 607-844-4276
 iwm@iwminc.com

August 31st, 2017

Cortland County Bldg. & Grounds
 60 Central Ave.
 Cortland, NY 13045

As requested, IWM is pleased to offer the following service contract to cover chemicals and service for the steam boilers at the Court House and Highway Garage, as well as the hot water boiler located at the Office Building and the cooling tower and the closed loops in the Public Safety Building.

Service will include a site visit one time per month, IWM will test the systems and make recommendations as required. All treatment chemicals will be included in the monthly fee. In addition, David Duffett will serve as the Pesticide Applicator on record for the cooling tower chemical additions and will file the necessary paperwork to the NYSDEC to comply with the Pesticide Reporting Law.

Integrated Water Management, Inc. will provide the products and services listed above for a monthly fee of \$225.00 (total annual charge \$2,700.00)

Required NYS DOH Legionella testing will be charged at \$155.00 per sample plus freight for the cooling tower. This will be done every 90 days while the tower is in service. Integrated water will also provide cooling tower inspections, bacteria dip slides, annual certification, registration, and a yearly updated maintained plan for an annual cost of \$500.00

We look forward to your order and initiation of the treatment program.

Sincerely,
 David F. Duffett



June 26, 2017

Cortland County
60 Central Ave
Cortland, NY 13045

Attn: Brian Parker- Dir. Of B&G

Thank you for allowing Casey White, with M.I.S. of America, to have surveyed your cooling tower systems. As a result of his survey, we would like to make the following comments and recommendations:

COOLING TOWERS

The three main water treatment concerns with cooling towers are scaling, corrosion, and biological growth.

Scaling will reduce heat transfer and block water flow, reducing efficiency and increasing operating costs. Even a small deposit on the fill or in the heat exchangers can increase energy consumption by 10% or more. In addition, reduced flow and suspended minerals in the water can cause unnecessary wear and tear on pumps and seals.

Corrosion will damage piping, pumps, and other equipment. In addition, the corrosion byproducts can block piping and reduce flow. This can cause expensive downtime, loss of efficiency, and leaks in the system.

Biological growth will reduce flow and damage equipment. Fouling in the tower fill, chillers, and condensers will reduce efficiency and heat transfer by 10% or more, as well. Corrosive enzymes produced by bacteria, fungus, and algae can cause pitting and leaks. In addition, some organisms, such as Legionella Bacteria, can pose a potential health hazard.

We have selected a program to help control further accumulation and organic growth, scaling, and corrosion, and to keep you in compliance with the New York State Department of Health Legionella Regulation, as well as ASHRAE 188-2015.

STEAM BOILERS:

Steam boilers are also susceptible to scaling and corrosion. In addition, carbon dioxide in the water can travel out with the steam to form carbonic acid in the return lines. We will use an all-in-one treatment formula with inhibitors and polymers to protect against scaling and corrosion throughout the system.

CLOSED LOOPS:

While closed loops take on very little water annually if they are in good repair, corrosion and, to a lesser degree, scaling will occur over time. We will use a nitrite-borate blend combined with a polymer and

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We are a Service Connected Veteran Owned Business

Attachment: Water testing contract (5145 : Accept Proposal/Authorize Agreement Water Treatment Boilers - Buildings and Grounds



azole to protect the ferrous and non-ferrous metals in the hydronic loops in the County Office Building and County Jail.

The new Harsco Boilers with Aluminum that are to be installed in the Public Safety Building will require different treatment. Because systems with Aluminum Metallurgy are more sensitive to pH and other water factors, we will use a multi-metal inhibitor program specifically formulated for Aluminum closed loop systems.

PRODUCTS

We have selected formulations to provide a complete water treatment program for your cooling towers. This will include control of scaling, corrosion, pitting, and biological fouling. As part of our service, we will work with your staff to help implement a Legionella Management Program which will help control bacteria growth while also complying with industry due diligence standards, as well as the NYS DOH Regulation and ASHRAE188-2015.

AS5530 is a liquid cooling tower scale and corrosion inhibitor. It is a concentrated single product that is designed for medium-hardness water and uses the latest polymer technology from a variety of chemical manufacturers. It is an environmentally friendly product, as it does not contain chromate, heavy metals, nitrites, or zinc compounds.

Justeq07 – This blend of oxidizing compounds provides excellent control of algae and bacteria. Justeq07 may be monitored by a simple Free Chlorine test and is part of your **Legionella Management Program**.

BT-7105 This “All-in-One” boiler treatment product was designed specifically for low pressure boilers. It contains **Sodium Nitrite** as a corrosion inhibitor which reacts with the iron to form a protective film, **Borax** as a dual function additive to buffer the pH and at the same time acts as a cleaner by surrounding or saponifying the minerals in the water, **SUPERPoly 3** is our terpolymer capable of dispersing both iron and hardness without the corrosive side effects of chelants, and an **amine** to carry out with the steam to neutralize the corrosive effect of carbonic acid in the return piping.

CL-1070 is a liquid, corrosion and deposit inhibitor for multi metal closed loop recirculating water systems. It contains Molybdate to protect ferrous metals such as iron and steel, Benzotriazole for yellow metals such as copper, brass and bronze, Phosphate for aluminum, and a balanced pH to protect the metals..

These inhibitors provide a tenacious barrier film to passivate all metals in cooling and heating systems, to reduce attack from oxygen or pH variations. **CL-1070** functions well in both hard and soft waters. Additional buffers are incorporated to maintain pH levels of 7.0-8.5





CL-7100 is our closed loop scale and corrosion inhibitor. It contains the following ingredients: Sodium Nitrite is both an oxygen scavenger to prevent oxygen pitting and a metal passivator. It will form a tenacious film on the ferrous metals to control new corrosion and it will passivize existing corrosion sites. Borax is another multifunctional ingredient. First it acts as a pH buffer raising the Ph of the water to about 10.0. This also helps control corrosion. Second, it is a saponifier which encapsulates the minerals in the water. Super Poly III is the latest generation of polymer dispersants. This Terpolymer will capture and hold in solution, iron, calcium and magnesium. It has all of the benefits of a chelant without the corrosive side effects. It will cleanup the system. Lastly, Tolytriazole is the yellow metal inhibitor. It will form a one molecule thick film to protect copper, brass, and bronze.

NYS DOH

As per the NYS DOH Regulation, we will include the following per tower while it is running:

- Three Quarterly Inspections**
- Three Legionella Tests for Yearly towers**
- Six Monthly Dip Slide Tests**
- Annual Certification**

If additional disinfections or Legionella Tests are required, they will be billed separately.

SERVICE

While the chemical treatment is an important part of the contract, service and troubleshooting are equally important. With regular testing and troubleshooting, many of the problems with the treatment program can be addressed before they become larger, more costly incidents.

Your service rep, **Casey White**, will provide monthly, on-site testing of the towers and boilers throughout the operating seasons. He will provide a copy of the test report and review it with on-site personnel to help identify where changes should be made.

His knowledge of water treatment systems, biology, chemistry, equipment, and the latest industry and state regulations and standards will help you identify places to help improve the efficiency of your towers.

In addition, our laboratory in Lancaster, NY is available for sample analysis and backup testing.





SYSTEM INFORMATION

We will provide water treatment and monthly testing for the following systems:

County Office Building

One closed Heating Loop taking on 300 gallons makeup per year
 One closed chilled water loop taking on 200 gallons makeup per year

County Courthouse

Two 100 HP Low Pressure Steam Boilers taking on combined 80,000 gallons makeup per year

County Jail

Two 15 Hp Low Pressure Boilers taking on combined 12,000 gallons makeup per year
 One Closed Heating Loop taking on 200 gallons makeup per year

Public Safety Building

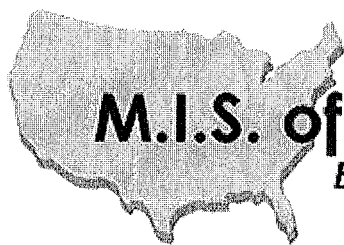
One Hydronic Heating Loop with Aluminum Metallurgy taking on 200 gallons makeup per year
 One 40 ton cooling tower with a 700 gallon sump taking on 200,000 gallons makeup per year

Highway Department

One 50 HP low pressure steam boiler taking on 30,000 gallons makeup per year

We will use the existing feed pumps, controllers, and pot feeders to add chemical to the systems.





M.I.S. of America, Inc.

Expect the Best

CONTRACT

Our water treatment program will provide monthly service, testing, delivery of chemicals, treatment of your towers, mentioned above:

**The total annual cost for this contract *without* a Legionella Plan will be:
\$3400.00 per year.**

**The Legionella Plan, including written plan, certification, 3 inspections, 3 cultures, and 6 monthly dip slides will be:
\$1200.00 per year.**

The combined contract will be: \$4600.00 per year

Additional disinfections or Legionella Cultures will be billed separately.

I look forward to working with you.

Sincerely,

Jerry L. Meyer Jr. CWT
President
M.I.S. of America, Inc.

Approved: Cortland County

Signed: _____

Print: _____

Start Date: _____

PO#: _____





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Information
Technology

CORTLAND COUNTY

Robert Corpora
Director

Jack Hess
Deputy Director

December 31st, 2017

Information Technology December 2017 Monthly Report

Continuous Effort:

- Provide fast reliable computer network for entire County in several buildings
- Prepare new computers for Departments
- Maintain and enhance several 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 Spillman support to various agencies.
 - SUNY Cortland
 - Homer PD
 - Homer FD
 - Cortland PD
 - Cortland FD
 - MAVAC
- Threat Mitigation
 - Review firewall logs and adjust rules to tighten access

New Servers (On Going):

- Install and configure new storage area network (SAN) devices connected via a 10GB Ethernet link
- Begin setup and configuration of new Exchange Server 2016 to support redundancy and failover

DERC

- Solicit cost estimates to run multi-strand fiber from the County Office Building to the backup data center at the Regional Training Center
- Work with vendors to develop a “never down” configuration for 911 Dispatch system
- Discuss refresh of mobile data terminals (MDT) with vendor Brite Computers

Building Security

- Install additional door controllers in Child Advocacy Center area to provide security during interviews

Misc.

- Begin spooling off emails dated on or before December 31, 2011 in preparation of purging those email which will occur January 15th
- Process incoming and outgoing postal mail
- Process FOIL request
- Completed 499 requests from various County Departments in November
- Employees used 111 hours of fringe time, which equates to being down more than .75 FTE for the entire month
- A new Network Technician will begin work on December 18th and training will commence

Attachment: IT Monthly Report January (5156 : Information Technology Monthly Report-January)

January 2018 BUILDINGS & GROUNDS

- December - 0 days at full staff due to vacations, illness, etc.

CLEANING STAFF

Daily cleaning of Court House, County Office Building, 37 Church St., Highway Complex, Cortlandville Training Center, PSB/Jail, Mental Health, DMV/BOE, Hard Floor & Carpet maintenance in basement of CH & COB, DSS

HVAC STAFF

Daily HVAC maintenance

Repair heating problems COB, CH boilers, 37 Church St, Highway, Landfill, Airport, Jail, PSB, DMV/BOE

Assist in Smart Watt upgrade of management systems for PSB, Court House, and County office building and punch list

Assisted with AC replacement of IT computer room

MAINTENANCE STAFF

Completed 100+ work orders

Outdoor Maintenance – trash, ash containers

Recycling

Snow removal and equipment maintenance

Repair roof drain/leak problem in jail roof

Prep and Paint new carpet for chambers for Judge Alexander to include moving in and out of furniture etc.

Completed CAC, Grant Admin. Renovations

Worked with Smart Watt on issues and punch list

Foreperson

Emergency repairs at Jail, SALLE port door, sewer

Planned and scheduled repairs and projects

Oversaw purchasing and billing for projects

Maintained workorder Facility Dude program

Followed up on heating complaints

Troubleshoot building issues

Assisted with training and orientation of new Jail mechanic

Assisted with emergency call in repairs

Assisted with interviews for new custodial staff

Superintendent

Daily tasks related to the operations of the Department to include: mail, phone calls, processing bills, etc.

Deal with personnel and departmental issues

Meetings with Smart Watt, Donnell Boyden, Annette Barber, Gordon Wheelock

Meet with and coordinate Town Mechanical on Jail hot water upgrade

Updated and distributed SDS notifications and paperwork

Preparing 6th Judicial Court District reconciliation report

Coordinated Judge Alexander's chambers for Painting project, carpet, curtains, etc.

Reviewed quarterly M&O inspection with Laurie Case and Judge Ames

Attended Department Head's meeting

Attended Legislative Session

Conducted custodial interviews for current vacancies'

Reviewed 2018 accrual and payroll reports and reconciled yearend figures

Started preparing for 2019 budget overview

Collected information for 5 year plan