

Cortland County Buildings & Grounds Committee

MINUTES

DECEMBER 6,
2011

7:30 AM

COUNTY OFFICE BUILDING
ROOM 304

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| MEETING CALLED | Mr. Park called the meeting to order at 7:31 a.m. |
| TYPE OF MEETING | Regular Meeting |
| COMMITTEE MEMBERS PRESENT | Newell Willcox, Chairman; Mike Park, Vice Chair; John Steger; Ray Parker, Don Spaulding, Gene Waldbauer |
| ATTENDEES | Brian Parker and Chuck Miller, Buildings & Grounds; Dave Fuller, Tony Pace, Sandy Price and Jack Williams, legislators; Catherine Wilde, Cortland Standard; Ed Purser, County Attorney; Martin Murphy, County Administrator; Eric Mulvihill, WXHC; Scott Evener, Safety; Rob Corpora and Jack Hess, IT; Gordon Wheelock, Kevin Whitney |
| NOT PRESENT | Newell Willcox, Chairman - excused |
| Approval of Minutes Mr. Spaulding made a motion to approve the minutes of November 1, 2011. Seconded by Mr. Bushnell. All members voting in favor; none opposed. The minutes were approved as printed. | |
| RESOLUTION #1 | Authorize Agreement – 6th Judicial District |
| DISCUSSION | Mr. Waldbauer made a motion to approve the resolution. Seconded by Mr. Steger. Mr. Parker said this is the annual renewal of a five-year contract, which allows the County to get money for work done by Buildings & Grounds at the Courthouse. It amounts to about \$108,000 per year. All members voting in favor; none opposed. The resolution was approved |
| RESOLUTION #2 | Authorize Agreement – Information Technology/MUNIS |
| DISCUSSION | Mr. Spaulding made a motion to approve the resolution. Seconded by Mr. Steger. Mr. Corpora said this is the annual MUNIS contact for the County's accounting software. He said the cost has gone up about \$1,500 from last year, but the money is in the budget. All members voting in favor; none opposed. The resolution was approved. |
| RESOLUTION #3 | Authorize Contract – IT Support Services/Cortlandville |
| DISCUSSION | Mr. Spaulding made a motion to approve the resolution. Seconded by Mr. Steger. Mr. Hess said the County has been working with Cortlandville for several years, now the work will be included in a contract, and Cortlandville will pay about \$48 per hour, which is the average salary of the IT employees that will fulfill the contract. All members voting in favor; none opposed. The resolution was approved. |
| RESOLUTION #4 | Authorize Contract – IT Support Services/C'Ville Fire District |
| DISCUSSION | Mr. Steger made a motion to approve the resolution. Seconded by Mr. Parker. Mr. Hess said that this contract will be new this year. The fire district only has six work stations, and he does not expect to spend more than 50 hours on this contract this year. All members voting in favor; none opposed. The resolution was approved. |

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| RESOLUTION #5 | Authorize Agreement – All-Mode Communications (Maintenance) |
| DISCUSSION | Mr. Spaulding made a motion to approve the resolution. Seconded by Mr. Bushnell. Mr. Corpora said he will be paying for this contract with money left over from the 2011 budget, as the funds were cut from the 2012 budget. The maintenance contract may save the county money in the event that the phone system has problems. All members voting in favor; none opposed. The resolution was approved. |
| RESOLUTION #6 | Authorize Agreement – All-Mode Communications (VoIP) |
| DISCUSSION | Mr. Spaulding made a motion to approve the resolution. Seconded by Mr. Parker. All members voting in favor; none opposed. The resolution was approved. |
| RESOLUTION #7 | Adopt Confined Space Policy – Safety Office |
| DISCUSSION | Mr. Spaulding made a motion to approve the resolution. Seconded by Mr. Steger. Mr. Miller said this policy addresses areas that have limited egress, limited height and/or man holes and other area. This is an OSHA/PESH requirement and will require having employees trained to work in such spaces. All members voting in favor; none opposed. The resolution was approved. |
| RESOLUTION #8 | Authorize Contract – Service Contract for RS6000 |
| DISCUSSION | Mr. Spaulding made a motion to approve the resolution. Seconded by Mr. Bushnell. Mr. Hess said that this contract will service a server in the Sheriff's Department that handles all data communication between the 911 Center and patrol cars. The contract allows for 24-hour support with a four-hour response time. A new server would be cost prohibitive, and the current server is about six years old. All members voting in favor; none opposed. The resolution was approved. |

Discussion Items

Recycling Center Sprinkler System

Mr. B. Parker said the sprinkler system at the Recycling Center recently went through its five-year inspection, and failed. The system must be flushed, and the least expensive quote is for \$8,500. He said he would usually present a resolution to be approved by the legislature, but the work needs to be done as soon as possible to avoid freezing temperatures. Mr. B. Parker said that the project will be paid for by the Highway Department. Mr. Waldbauer made a motion to work with the lowest-priced contractor. Seconded by Mr. R. Parker. All members voting in favor; none opposed. The motion was approved.

Crow Removal System

Mr. Kenneth Pipik of Ehrlich Pest Control Services presented a crow deterrent system that emits a grape-seed oil in a mist, which acts as a deterrent to crows. He said two misting machines would be mounted on the courthouse and would run through the night. The machines are portable and can be moved to areas of need. Mr. B. Parker said this is necessary not only for quality of life issues, but health concerns and physical plant concerns, such as roof drain failures due to crow feces. He said in the past it has taken four employees about three hours to clean the mess from the crows. Mr. B. Parker added that there are funds in the budget for this project. Mr. Waldbauer made a motion to contract with Erlich Pest Control for this service. Seconded by Mr. R. Parker.

All members voting in favor; none opposed. The motion was approved.

- Mr. B. Parker said an RFP is being prepared and reviewed by the County Attorney and County Administrator for the sale/lease of the W. Court Street Property (former TC3).
- The Courthouse Steps project are ahead of schedule and going well.
- The floor of the Sr. Activity Room is in poor shape. Mr. B. Parker said the seniors have requested new tiles be put down, and have offered to cover the cost, which is estimated at about \$8,000.

ADJOURNMENT

Mr. R. Parker made a motion to adjourn. Seconded by Mr. Waldbauer. All members voting in favor; none opposed. The meeting was adjourned.

