



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, February 8, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:02 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	
Ann Homer	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	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Jan 11, 2022 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ann Homer, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid for One Articulating Boom Lift - Highway Department & Buildings and Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/8/2022 11:00 AM
MOVER:	Ann Homer, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

ON MOTION OF NEWELL

RESOLUTION NO.

Award Bid for One Articulating Boom Lift - Highway Department & Buildings and Grounds Department

WHEREAS, the Highway Superintendent advertised, received and opened proposals for an Articulating Boom Lift, AND

WHEREAS, the proposals for the Articulating Boom Lift are as follows:

Articulating Boom Lift

VENDOR

PROPOSAL

Integra Supply
P.O. Box 1177
Tully, NY 13159

\$ 47,950.00
2014 Skyjack SJ63AJ 258

Skyworks LLC
955 Spencer Street
Syracuse, NY 13204

\$77,800.00
2017 JLG 600 AJ SP SG

, AND

WHEREAS, it would be in the best interest of Cortland County to purchase the used 2014 Skyjack SJ63AJ 258 with 2,148 hours from Integra Supply, 801 NYS Route 11, Tully, NY 13159, for the total proposed amount of \$47,950.00, AND

WHEREAS, the Boom Lift is going to be shared between the Buildings and Grounds Department and the Highway Department, AND

WHEREAS, the previous articulating boom lift has been auctioned and sold, NOW THEREFORE BE IT

RESOLVED, the bid from Integra Supply be accepted for an amount not to exceed \$47,950.00

AND, BE IT FURTHER

RESOLVED, the bid from Skyworks LLC be rejected AND, BE IT FURTHER

RESOLVED, that the Cortland County Treasurer be and is hereby authorized and directed to make payment from the Road Machinery account # E51305.52030 (\$23,975.00) and Buildings and Grounds Account # A16205.52030 (\$23,975.00) for the purchase of one (1) used Articulating Boom Lift to Integra Supply for an amount not to exceed \$47,950.00 AND, BE IT FURTHER

RESOLVED, the 2022 budget be amended as follows:

Increase: A16205.52030	Vehicles	\$23,975.00
Decrease: A16205.54076	Bldg R&M	\$23,975.00

AGENDA ITEM NO. 2 – Amend Resolution No. 17-22 Authorizing Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Steps Rehabilitation - Buildings and Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/15/2022 10:00 AM
MOVER:	Ann Homer, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

Amend Resolution No. 17-22 Authorizing Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Steps Rehabilitation - Buildings and Grounds Department

WHEREAS, Resolution No. 17-22 authorized the County Administrator to execute a contract, for an amount not to exceed \$70,000, with Bell & Spina Architects, 215 Wyoming Street, Syracuse, NY 13204, for the completion of the specifications for the Cortland County Courthouse steps repair and replacement. The Cortland County Courthouse exterior stairs have reached the end of their useful life and are in need of repair and replacement, AND

WHEREAS, the cost of the specifications for the Cortland County Courthouse provided by Bell & Spina Architects came in at a cost of \$75,500, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 17-22 be and hereby is amended to authorize the County Administrator, upon approval of the County Attorney, or their designee, to execute a contract for an amount not to exceed \$75,500, with Bell & Spina Architects, 215 Wyoming Street, Syracuse, NY 13204, for the completion of the specifications for the Cortland County Courthouse steps repair and replacement, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to sign any documentation to allow for the submission of any grant applications that may be available to support the necessary repairs and improvements.

AGENDA ITEM NO. 3 – Authorize Agreement with ASSA ABLOY Entrance Systems US, Inc. for Courthouse Door Replacement - Buildings & Grounds

RESULT:	APPROVED [UNANIMOUS]
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Next: 2/15/2022 10:00 AM

MOVER:	Ronald J. Van Dee, Committee Member
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SECONDER:	Beau Harbin, Committee Member
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AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer
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ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with ASSA ABLOY Entrance Systems US, Inc. for Courthouse Door Replacement - Buildings & Grounds

WHEREAS, the Cortland County Courthouse two (2) side entrance doors are in need of replacement, AND

WHEREAS, the Buildings and Grounds Department has received a quote for the replacement of the doors at a cost of \$5,628.77 each from ASSA ABLOY Entrance Systems US, Inc., of 28 Corporate Circle, Suite 1, East Syracuse, New York 13057, AND

WHEREAS, the Buildings and Grounds Department has received the necessary historical approvals for the installation of the doors, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney, or designee, is hereby authorized and directed to execute a contract with ASSA ABLOY Entrance Systems US, Inc., of 28 Corporate Circle, Suite 1, East Syracuse, New York 13057, for installation of two (2) doors at the Cortland County Courthouse, AND BE IT FURTHER

RESOLVED, that the funding for said installation shall be paid from the money allocated from the American Rescue Plan funding received by Cortland County for Courthouse repairs as approved by the Cortland County Legislature.

DISCUSSION ITEMS

1. 22 West Court Street Update

RESULT:	COMPLETED
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2. Buildings and Grounds Activities and Budget Reports

RESULT:	COMPLETED
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MONTHLY REPORTS

1. IT Monthly Report

RESULT:	COMPLETED
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2. IT Monthly Budget Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:43 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, January 11, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:05 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived	Departed
Douglas Bentley	Cortland County, NY	Committee Member	Present		10:20 AM
Beau Harbin	Cortland County, NY	Committee Member	Present		
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present		
Ann Homer	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 Member	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Jack Hess	Cortland County, NY	Director, Information Technology	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present		
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present		
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present		
Christopher Newell	Cortland County, NY	Board Member	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Remote		
Valerie Puma	Cortland Standard	Reporter	Remote		

Minutes Acceptance: Minutes of Jan 11, 2022 10:00 AM (MINUTES)

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Dec 1, 2021 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ann Homer, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Steps Rehabilitation - Buildings and Grounds Department

RESULT:	APPROVED [6 TO 0]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Ann Homer, Committee Member
AYES:	Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer
AWAY:	Douglas Bentley

ON MOTION OF HEIDER**RESOLUTION NO.**

Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Steps Rehabilitation - Buildings and Grounds Department

WHEREAS, the Cortland County Courthouse exterior stairs have reached the end of their useful life and are in need of repair and replacement, AND

WHEREAS, Bell & Spina Architects of 215 Wyoming Street Syracuse, NY 13204, has the expertise to draw up specifications for said repair and replacement, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney, or their designee, is hereby authorized and directed to execute a contract, for an amount not to exceed \$70,000, with Bell & Spina Architects, 215 Wyoming Street Syracuse, NY 13204, for the completion of the specifications for the Cortland County Courthouse steps repair and replacement, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to sign any documentation to allow for the submission of any grant applications that may be available to support the necessary repairs and improvements.

AGENDA ITEM NO. 2 – Authorize Annual Stipend for Additional Duties - Safety Officer

RESULT:	APPROVED [6 TO 0]
	Next: 1/27/2022 6:00 PM
MOVER:	Ann Homer, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer
AWAY:	Douglas Bentley

ON MOTION OF HEIDER**RESOLUTION NO.**

Authorize Annual Stipend for Additional Duties - Safety Officer

Minutes Acceptance: Minutes of Jan 11, 2022 10:00 AM (MINUTES)

WHEREAS, the position of Safety Officer has been vacant since July 18, 2017, AND

WHEREAS, Charles Miller has been performing the duties of Safety Officer without additional compensation, AND

WHEREAS, the Buildings and Grounds and Finance and Administration Committees recommend compensating Mr. Miller for performing these duties with a \$4,000 yearly stipend which would not be added to his base salary for as long as he continues to perform Safety Officer duties, NOW THEREFORE BE IT

RESOLVED, that Charles Miller will receive a \$4,000 stipend for performing the duties of Safety Officer effective January 27, 2022.

DISCUSSION ITEMS

1. 111 Port Watson Update

RESULT:	COMPLETED
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MONTHLY REPORTS

1. Buildings and Grounds Monthly Reports

RESULT:	COMPLETED
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2. IT Monthly Reports

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:57 AM

Minutes Acceptance: Minutes of Jan 11, 2022 10:00 AM (MINUTES)

1/31/2022 09:36
cmillerCortland County
YEAR-TO-DATE BUDGET REPORTP 1
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FOR 2022 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS
ORIGINAL ESTIM REV ESTIM REV ADJ REVISED ESTIM REV ACTUAL YTD REVENUE

REMAINING REVENUE % COLL

A162042 42450	COMMISSIONS	-2,800.00	0.00	-2,800.00	0.00	-2,800.00	.0%
A162042 42620	MISC B&G REVENUE	-12,526.00	0.00	-12,526.00	0.00	-12,526.00	.0%
A162043 43021	COURT FACILITIES INCENTIVE	-151,440.00	0.00	-151,440.00	0.00	-151,440.00	.0%
A162046 42504	COOPERATIVE EXTENSION RENT	-63,723.00	0.00	-63,723.00	0.00	-63,723.00	.0%
A16205 51005	PERSONAL SERVICES	742,989.97	0.00	742,989.97	40,682.84	702,307.13	5.5%
A16205 51020	OVERTIME PAY	15,000.00	0.00	15,000.00	2,817.62	12,182.38	18.8%
A16205 51025	SHIFT DIFFERENTIAL PAY	11,692.80	0.00	11,692.80	554.40	11,138.40	4.7%
A16205 51035	OTHER COMPENSATION & RAISES	2,898.00	0.00	2,898.00	692.50	2,205.50	23.9%
A16205 54000	TELEPHONE	6,300.00	0.00	6,300.00	0.00	5,550.00	11.9%
A16205 54004	COMPUTER SOFTWARE	5,420.00	0.00	5,420.00	0.00	5,420.00	.0%
A16205 54005	Office Materials & Supplies	200.00	0.00	200.00	0.00	200.00	.0%
A16205 54007	Janitorial Materials & Supp	40,000.00	0.00	40,000.00	195.91	38,078.60	4.8%
A16205 54013	SAFETY SUPPLIES	2,000.00	0.00	2,000.00	0.00	2,000.00	.0%
A16205 54015	Maintenance Agreements	45,883.00	0.00	45,883.00	16,433.40	27,449.60	40.2%
A16205 54020	POSTAGE	50.00	0.00	50.00	0.00	50.00	.0%
A16205 54025	UTILITIES	300,000.00	0.00	300,000.00	0.00	232,000.00	22.7%
A16205 54035	EDUCATION & TRAINING	300.00	0.00	300.00	0.00	300.00	.0%
A16205 54050	Equip. Repairs & Maintenance	4,500.00	0.00	4,500.00	891.80	2,608.20	42.0%
A16205 54060	LEGAL NOTICES / ADVERTISING	150.00	0.00	150.00	0.00	150.00	.0%
A16205 54065	EQUIP RENT / LEASES	1,000.00	0.00	1,000.00	0.00	1,000.00	.0%
A16205 54070	INSURANCE	55,131.57	0.00	55,131.57	0.00	55,131.57	.0%
A16205 54074	VEHICLE INSURANCE	1,279.21	0.00	1,279.21	0.00	1,279.21	.0%

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REMAINING REVENUE & COLL

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1/31/2022 09:36
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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
2,015,752.80	0.00	2,015,752.80	109,832.89	1,459,823.01	5.48
GRAND TOTAL					

** END OF REPORT - Generated by Chuck Miller **

1/31/2022 09:36 | Cortland County
cmiller | YEAR-TO-DATE BUDGET REPORT

| P
| g1yebud 4

REPORT OPTIONS

	Field #	Total	Page	Break
Sequence 1	4	Y	Y	
Sequence 2	0	N	N	
Sequence 3	0	N	N	
Sequence 4	0	N	N	

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: N
Print Full or Short description: F
Print full GL account: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Include requisition amount: Y
Print Revenues-Version headings: Y
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print Journal detail: N
From Yr/Per: 2021/ 1
To Yr/Per: 2021/12
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Multiyear view: F
Amounts/totals exceed 999 million dollars: N

Year/Period: 2022/12
Print MTD Version: N
Roll projects to object: N
Carry forward code: 1

Find Criteria
Field Name Field Value
Org A1620*
Object
Project
Rollup code
Account type
Account status

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS				REMAINING REVENUE			
	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE		% COLL	
A162042 42450							
			COMMISSIONS				
	-2,800.00	0.00	-2,800.00	-1,381.88	-1,418.12	49.4%*	
A162042 42620			MISC B&G REVENUE				
	-12,525.65	0.00	-12,525.65	-24,275.15	11,749.50	193.8%	
A162043 43021			COURT FACILITIES INCENTIVE				
	-135,263.00	0.00	-135,263.00	-120,787.00	-14,476.00	89.3%*	
A162046 42502			CHAMBER OF COMMERCE RENT				
	0.00	0.00	0.00	-2,886.90	2,886.90	100.0%	
A162046 42504			COOPERATIVE EXTENSION RENT				
	-73,723.00	0.00	-73,723.00	-73,723.00	0.00	100.0%	
A16205 51005			PERSONAL SERVICES				
	718,674.78	0.00	718,674.78	655,725.61	62,949.17	91.2%	
A16205 51020			OVERTIME PAY				
	15,000.00	0.00	15,000.00	12,695.36	2,304.64	84.6%	
A16205 51025			SHIFT DIFFERENTIAL PAY				
	11,644.50	0.00	11,644.50	8,384.48	3,260.02	72.0%	
A16205 51035			OTHER COMPENSATION & RAISES				
	3,059.00	0.00	3,059.00	10,421.77	-7,362.77	340.7%*	
A16205 52025			REPAIR & MAINTENANCE				
	10,961.00	-10,961.00	0.00	0.00	0.00	.0%	
A16205 52080			COUNTY CAPITAL PROJECTS				
	25,000.00	-25,000.00	0.00	0.00	0.00	.0%	
A16205 52320			BUILDING IMPROVEMENTS				
	0.00	4,538.38	4,538.38	4,427.01	111.37	97.5%	
A16205 54000			TELEPHONE				
	6,300.00	0.00	6,300.00	4,091.31	2,208.69	64.9%	
A16205 54004			COMPUTER SOFTWARE				
	5,420.00	0.00	5,420.00	3,425.93	1,994.07	63.2%	
A16205 54005			Office Materials & Supplies				
	200.00	0.00	200.00	134.30	65.70	67.2%	
A16205 54007			Janitorial Materials & Supp				
	48,000.00	-366.37	47,633.63	28,765.94	9,237.53	80.6%	
A16205 54013			SAFETY SUPPLIES				
	2,000.00	0.00	2,000.00	0.00	2,000.00	.0%	
A16205 54015			Maintenance Agreements				
	40,443.00	9,100.00	49,543.00	39,197.65	10,345.35	79.1%	
A16205 54020			POSTAGE				
	25.00	50.00	75.00	29.38	45.62	39.2%	
A16205 54021			INSPECTIONS/PERMITS				
	600.00	-600.00	0.00	0.00	0.00	.0%	
A16205 54022			BOILER SYSTEM MTN				
	5,000.00	-5,000.00	0.00	0.00	0.00	.0%	
A16205 54023			SECURITY SYSTEM MTN				
	3,600.00	-3,600.00	0.00	0.00	0.00	.0%	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS				REMAINING REVENUE			
	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE		% COLL	
A16205 54024	500.00	FIRE EXTINGUISHER MTN	-500.00	0.00	0.00	.0%	
A16205 54025	300,000.00	UTILITIES	0.00	300,000.00	286,340.06	98.5%	4,481.78
A16205 54030	800.00	TOOLS	-800.00	0.00	0.00	.0%	0.00
A16205 54035	300.00	EDUCATION & TRAINING	0.00	300.00	0.00	.0%	300.00
A16205 54050	4,500.00	Equip. Repairs & Maintenance	0.00	4,500.00	4,374.27	97.2%	125.73
A16205 54060	50.00	LEGAL NOTICES / ADVERTISING	200.00	250.00	207.79	83.1%	42.21
A16205 54065	1,000.00	EQUIP. RENT / LEASES	1,000.00	2,000.00	1,055.75	52.8%	944.25
A16205 54070	38,560.35	INSURANCE	0.00	38,560.35	51,654.13	134.0%*	-13,093.78
A16205 54074	1,279.21	VEHICLE INSURANCE	0.00	1,279.21	1,389.32	108.6%*	-110.11
A16205 54076	145,000.00	Building Repairs and Maint	27,491.73	172,491.73	142,177.52	86.3%	23,552.46
A16205 54077	4,000.00	Cons & Maint Materials & Supp	12,070.99	16,070.99	12,156.16	78.2%	3,510.02
A16205 54078	7,100.00	Fuel	0.00	7,100.00	4,375.91	61.6%	2,724.09
A16205 54085	7,625.52	CLOTHING AND UNIFORMS	0.00	7,625.52	5,743.99	75.3%	1,881.53
A16205 54100	13,000.00	TAXES	0.00	13,000.00	6,132.54	47.2%	6,867.46
A16205 54213	810.96	I/D COPIER	0.00	810.96	810.96	100.0%	0.00
A16205 54300	3,600.00	Vehicle Repairs & Maintenance	271.00	3,871.00	3,870.53	100.0%	0.47
A16205 54301	22,527.84	Vehicle Rent/Lease	0.00	22,527.84	18,853.66	83.7%	3,674.18
A16205 54444	0.00	FEES & PERMITS	600.00	600.00	0.00	.0%	600.00
A16205 54625	19,358.85	GARBAGE COLLECTION/DISPOSAL	0.00	19,358.85	15,286.86	79.0%	4,071.99
A16205 58020	104,173.00	RETIREMENT	0.00	104,173.00	0.00	.0%	104,173.00
A16205 58030	56,923.00	FICA	0.00	56,923.00	49,090.68	86.2%	7,832.32
A16205 58040	35,910.00	WORKERS COMP	0.00	35,910.00	36,387.30	101.3%*	-477.30

FOR 2021 12

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
1,963,872.01		8,494.73	1,972,366.74	1,713,468.14	86.9%

** END OF REPORT - Generated by Chuck Miller **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
1	4	Y	Y
2	0	N	N
3	0	N	N
4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: N
Print full or short description: F
Format type: 1
Double space: N
Suppress zero bal accts: Y
Include requisition amount: Y
Print Revenues-Version headings: Y
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print journal detail: N
From Yr/Per: 2021/1
To Yr/Per: 2021/12
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Multiyear view: F
Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/12
Print MTD Version: N
Roll projects to object: N
Carry forward code: 1

Find Criteria
Field Name Field Value
A1620*

Org
Object
Project
Rollup code
Account type
Account status

Quotation

3.2.c

ASSA ABLOY
Entrance Systems

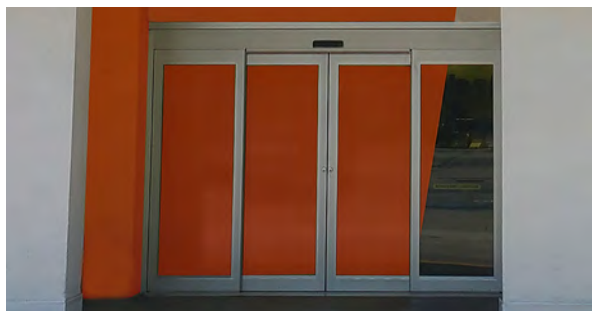
Experience a safer
and more open world

besam
ASSA ABLOY

MEGADOOR
ASSA ABLOY

The products you know and trust,
under one powerful brand:

ASSA ABLOY



Cortland County Buildings & Grounds
Cortland Co Offices- Courthouse



Attachment: Cortland Co Courthouse door quote (10363 : Buildings and Grounds Activities and Budget Reports)

Cortland County Buildings & Grounds
Attn: Chuck Miller
60 Central Avenue
Cortland, NY 13045

Project Cortland Co Offices- Courthouse

Thank you for the opportunity to provide our quotation for this project. Remove existing door and frame, replace with new dark bronze door and frame with insulated bronze glass.

ASSA ABLOY Entrance Systems offers a Total Solution: *Design, Manufacturing, Sales, Installation, Service and Door Management* resulting in reducing your cost of ownership. Commitment to our customers lasts for the entire life cycle of our products.

Our installers and service technicians are factory-trained, authorized as well as AAADM* Certified ensuring you a professional, quality installation.

ASSA ABLOY is the global leader in door opening solutions, dedicated to satisfying end-user needs for security, safety and convenience.

Should you have any questions or need additional information please do not hesitate contacting us.

**AAADM-American Association of Automatic Door Manufacturers*

Kind Regards,

Mike Dedicke
District Sales Representative
Mike.Dedicke@assaabloy.com
315-952-2923

Robbie Heddon
Inside Sales
Robbie.Heddon@assaabloy.com
562-715-2103

Attachment: Cortland Co Courthouse door quote (10363 : Buildings and Grounds Activities and Budget Reports)

Solution	Qty
door and frame	
door and frame	1
MFFAB METAL - FABRICATED 1	
DB DARK BRONZE ANODIZED FINISH	
FRAME SIZE=[71 1/2" X 137 3/4"]	
NARROW STILE SINGLE DOOR D.O.=[36" X 84"]	
RH RIGHT HAND SWING	
1" STOPS	
E14000 TRANSOM FRAME	
3-P092 NRP BUTT HINGES	
P1564 PULL HANDLE(S)	
P3792 RIM PANIC DEVICE(S)	
CORE CYLINDER	
STANDARD THRESHOLD	
T14000 SERIES FABRICATED SIDELITE(S)	
WITH T14259 SUBSILL	
Comment: 4 1/2" SDLT BASE// 2 HORIZ. IN SDLTS// E14121 HEAVY DOOR JAMBS	
CLOSER w/cover	
1" bronze insulated glass	
Installation during normal working unless otherwise indicated.	1

Equipment total: : \$5,628.77

Attachment: Cortland Co Courthouse door quote (10363 : Buildings and Grounds Activities and Budget Reports)

Quote Acceptance

Invoice Address Cortland County Buildings & Grounds
Attn: Accounts Payable
60 Central Avenue
Cortland, NY 13045

Site Address Cortland Co Offices- Courthouse
60 Central Avenue
Cortland, NY 13045

Quote Summary	Qty
door and frame	1

Equipment total : \$5,628.77

Payment Terms: Net 30 Days

Includes:

- Installation during normal working hours
- Shop drawings
- Insurance
- prevailing rates
- Glass and Glazing
- Perimeter Caulking
- Transom Framing above door
- Removal and disposal of existing doors

Excludes:

- Applicable taxes
- Prepared Opening to accept package(s)
- Adjacent Storefront
- Painting, patching and repairing of floors, walls and ceilings
- Signed and Stamped shop drawings by a Certified Professional Engineer

Attachment: Cortland Co Courthouse door quote (10363 : Buildings and Grounds Activities and Budget Reports)

Terms & Conditions: Purchaser's signature on this quotation or issuance of a purchase order or other writing expressing an intention to purchase the services/equipment that is the subject of this quote reflects acceptance of the attached Terms and Conditions.

Acceptance of Quotation

Signature of purchaser below represents Purchaser personally (a) has read, understands, and agrees with the terms herein, (b) is holding him or herself out to be authorized to bind his or her company or organization to the terms herein, (c) and that his or her company or organization is of sound financial standing so has to accommodate specifically the payment terms herein expressed.

Purchaser

Accepted by: _____

Print name: _____

Date: _____

Purchaser's authorized signature required.

Attachment: Cortland Co Courthouse door quote (10363 : Buildings and Grounds Activities and Budget Reports)

Terms and Conditions

1. Terms. Acceptance of this quote by Customer constitutes an order and contract for the purchase of the equipment and/or services described herein. If this quote is not accepted by Customer within 30 days, ASSA ABLOY Entrance Systems US Inc. ("AAES") reserves the right to change the equipment and/or services and prices quoted. Signature on this document or issuance of a purchase order or other writing by Customer expressing an intention to purchase the services/equipment that is the subject of this quote constitutes acceptance of the scope of work and these Terms and Conditions ("Agreement"). Any additional orders, changes or extras for material or labor will be subject to all terms and conditions of this agreement. No terms, provisions, or conditions of any previously or subsequently submitted Customer agreement or purchase order (including but not limited to any verbal representation or understandings) will have any effect on the obligations of the parties under or otherwise modify this Agreement.

2. Labor. AAES's labor is non-union and non-prevailing wage unless otherwise stated.

3. Specific Exclusions. The following exclusions apply to all work quoted or performed by AAES unless otherwise stated:

- | | |
|--|---|
| <ul style="list-style-type: none"> a. Cost of bonds, permits or fees. b. Recertification and/or re-labeling of modified doors or frames. c. Cost of special insurance requirements. d. Engineering, structural support or backing. e. Paint/patch of walls, finish paint/stain, fascia or trim work. f. Protection or cleaning of material after installation. | <ul style="list-style-type: none"> g. All other items, products or services that are not listed as inclusions h. After-hours security of any type including temporary board up. i. Preparation, installation or connection of material supplied by others. j. All conduits, boxes and wire runs for high or low voltage requirements. k. Interface fire/smoke/security alarm systems. l. Dust and/or security barricades. |
|--|---|

4. Submittals. Submittals, cut sheets and/or shop drawings submitted by AAES and approved by Customer, general contractor, architect or owner shall be deemed the correct interpretation of the scope of work to be performed even if inconsistent with the architectural plans and specifications.

5. Commencement of Work. AAES will not commence work by ordering materials or fabrication until:

a) Customer has signed this Agreement and AAES has countersigned this Agreement; b) All complete and current plans, drawings and specifications, if applicable, have been delivered to AAES by Customer; c) All submittals, cut sheets and/or shop drawings submitted by AAES have been approved by Customer, general contractor, architect or owner and have been returned to AAES with a stamp of approval; d) AAES has received all information from related trades affecting the scope of work being performed; e) AAES has received, after Customer's compliance with 5a – 5d, reasonable notice to commence fabrication or ordering of materials within the factory lead time in effect at the time of notice from Customer; and f) All credits and debits for changes in quantity or design of material furnished have been accepted in writing.

6. Delivery. This quote is subject to AAES's ability to procure suitable material at the time of manufacture. Shipping dates are approximate only and are subject to change. AAES shall not be liable in damages or otherwise for delays or failure in performance when caused by circumstances beyond its reasonable control, including, without limitation, fire, acts of God, strikes, labor difficulties, acts of governmental or military authority, and/or delays in transportation or in procuring materials. In the event that AAES is unable, due to any such occurrence or otherwise, to fulfill its total commitments to all customers, Customer agrees to accept as full and complete performance by AAES, deliveries in accordance with such plan or proration as AAES may adopt. AAES will provide commercial packaging, adequate under normal conditions, to protect the products in shipment and identify the contents. Should Customer request any special packaging, it will be done at Customer's expense. All products will be shipped via the most cost effective means of transportation under the circumstances, unless Customer indicates otherwise. In the event Customer requests expedited shipping and handling, AAES shall comply provided Customer pays all reasonable expediting and increased shipping fees and expenses. If Customer provides no routing instructions, AAES shall be the sole judge of the best method of routing shipment. Claims for loss or damage in transit must be entered and prosecuted by the Customer. AAES will provide reasonable assistance, at Customer's expense, upon request.

7. Storage. If after complete or partial fabrication of the equipment purchased by Customer, shipment of the equipment is delayed at the request of Customer for 30 calendar days past the agreed upon delivery date, Customer will be invoiced for the equipment based on the agreed upon delivery date and will pay the invoice upon the terms thereof. AAES will store the equipment at its or a third party's facility and, as necessary, insure the equipment and arrange for shipment, at Customer's expense.

8. Installation Requirements. Unless otherwise stated, Customer must comply with the following requirements:

- a) 110-volt AC permanent power must be available to each of the automatic operators at the time of installation. Additional charges will be added in the event it is not. b) If the project contains multiple units, Customer must provide AAES with the ability to complete the work in a manner that allows for the continuous installation of multiple units without interruption, delay or return trips to the project site. If the work cannot be completed as set forth herein, Customer shall incur additional charges.
- c) Once given an authorization to proceed, Customer must properly prepare the area for the automatic door equipment. If the installers arrive and find that the area is not properly prepared to accept the equipment for installation, Customer shall incur additional charges for loss of time for the crew, travel and staging.
- d) Once given an authorization to proceed, Customer must ensure that the area is accessible and free of other trades working above, below or adjacent to AAES' equipment. If the installers arrive and find that other trades might impede our ability to install in the area, Customer shall incur additional charges for loss of time for the crew, travel and staging. e) All work shall be performed during normal business hours: Monday through Friday, 8:00 a.m. – 4:00 p.m.

9. Back-charges. No back-charges will be accepted unless approved in writing by AAES.

10. Cancellation. All orders shall be subject to cancellation fees to cover any and all administrative fees and restocking fees. If materials have been ordered and Customer cancels the order, Customer shall pay for all materials released for fabrication in addition to all administrative and restocking fees. If no materials have been ordered, Customer shall pay 20% of the overall order.

11. Payment. 50% deposit or joint check agreements are required for new customers that are denied credit or special orders. Payment terms are net 30 days from invoice date. If payment is not received within 30 days, a finance charge of 1½ % per month will be assessed and added to past due invoices. If Customer defaults in payment obligations with respect to equipment, AAES has the right to suspend fabrication or cancel any outstanding orders. If Customer defaults in payment obligations with respect to services, AAES has the right to file a lien against all or part of the property being improved. Should payment be received in the form of a check containing insufficient funds, a charge of \$25.00 will be added for each additional deposit attempt. In the event AAES has to enforce its right to payment under this Agreement, Customer agrees to reimburse AAES for any costs reasonably incurred by AAES relating to Customer's default (e.g., costs of collection, attorneys' fees, and court costs).

12. Shipment and Risk of Loss. Title, ownership and risk of loss of product(s) purchased by Customer ("Purchased Product") shall pass from AAES to Customer upon shipment of Purchased Product from AAES's factory. AAES reserves the right to invoice Customer for 50% of the contract upon shipment of Purchased Product from the AAES factory.

13. Limited Warranty. There are no guarantees or warranties except those specifically set forth herein. New equipment shall be free from material defects for a period of one (1) year from the date of installation. Extended warranties are available for an additional charge. Warranty does not apply when damage is caused by misuse, fire, flood, storms, vandalism, acts of God, or any other cause outside of AAES's control. No allowance or credit will be made or given for any warranty material or labor repairs made by AAES. **In the event (i) it is discovered that the equipment has been tampered with or (ii) if work has been performed on the equipment by any person or company other than AAES, this paragraph and all warranties and indemnification obligations of AAES set forth herein shall be void.** AAES reserves the right to refuse to perform warranty service if Customer has not complied with all payment obligations under the Agreement. Warranty services shall be performed during normal business hours, Monday – Friday, 8:00 a.m. – 4:00 p.m. In the event after-hours, weekend or holiday warranty service is required, over-time or double-time labor and zone charges will apply and will be invoiced at the then-current AAES labor rates. **ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE ARE HEREBY DISCLAIMED. THE FOREGOING EXPRESSES ALL OF SUBCONTRACTOR'S OBLIGATIONS AND LIABILITIES WITH RESPECT TO THE PRODUCTS FURNISHED BY IT HEREUNDER.**

14. Insurance. AAES's obligation to maintain insurance shall be limited to the types and amounts of coverage set forth on the certificate of insurance submitted by AAES.

15. LIMITATION OF LIABILITY. AAES shall not be liable for any indirect, incidental or consequential damages (including without limitation, lost profits or savings), arising from or related to the sale of equipment or any related installation or maintenance services, even if such damages are foreseeable or AAES had notice of such damages. If AAES breaches any of its obligations, Customer's sole and exclusive remedy, and AAES's entire liability, shall be the re-performance of AAES's applicable warranty obligations set forth above with respect to the purchased equipment and the re-performance of any non-conforming services with respect to any installation or maintenance services purchased by Customer. This limitation of liability will apply even if AAES's re-performance of any obligation or any refund provided fails of its essential purpose. This limitation of liability reflects a negotiated allocation of risks between the parties and is an essential part of the consideration for AAES's performance of the Agreement.

ASSA ABLOY Entrance Systems

Opening doors to business and life

ASSA ABLOY Entrance Systems' comprehensive range of entrance automation products and solutions supports efficient and reliable entrance operation throughout any facility.

Complete entrance solutions for every building

- Automatic doors
- Industrial & commercial doors
- High-performance doors
- Hangar doors
- Loading dock equipment
- Service

Our team of experienced specialists offers support and advice throughout the whole building process.



Chuck Miller

From: Linda Kline <linda@wklkline.com>
Sent: Saturday, January 29, 2022 11:33 AM
To: Robert Rhea; Chuck Miller
Cc: Mayorofc; Chris Barnes; Kathleen O'Connell; Richard Stock; Karina Murphy; Karina Murphy
Subject: Fw: Cortland County Court House
Attachments: Resized_20220128_141927.jpeg

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

For your records attached is the response from Chuck Miller in regards to replacing 2 emergency doors at the County Court House without review of the Historic Commission. The Commission felt no review was necessary because the profile remains the same other than color which will be change to better match the existing windows and door. Current door is attached and when installation of the new doors are done a photo will be sent. Thank you Bob and commission.....Linda

Sent from Smallbiz Yahoo Mail for iPhone

Begin forwarded message:

On Friday, January 28, 2022, 3:04 PM, Chuck Miller <cmiller@cortland-co.org> wrote:

Dear Linda,

Thank you so much for looking into this project for me. So it is my understanding the replacing the 2 emergency exit doors, (picture included), with the same thing only changing color to dark brown and or bronze to better match the interior and other exterior doors on the Court House has been ok'd to proceed. I do appreciate the effort and quickness in which you have handled our request. Looking forward to working with you in the future.

Thank you

Chuck Miller

Superintendent of Buildings and Grounds

Safety Officer/Code Enforcement CE #1002122

Cortland County

Office 607-753-5068

Cell 607-543-0053

60 Central Ave B-28

Cortland New York 13045

cmiller@cortland-co.org

A true leader forgets about themselves and instinctively reacts in their teams best interest.



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Cortland County



Attachment: Safety Budget (3620) : Buildings and Grounds Activities and Budget Reports)

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 3620 SAFETY OFFICE							REMAINING REVENUE		% COLL
ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD	REVENUE					
A36205 54013		SAFETY SUPPLIES							
	16,000.00	-60.00	15,940.00	0.00		15,940.00		.0%	
A36205 54035		EDUCATION & TRAINING							
	500.00	0.00	500.00	0.00		500.00		.0%	
A36205 54040		ASSOC/MEMBERSHIP DUES							
	30.00	60.00	90.00	0.00		90.00		.0%	
A36205 54055		PROFESSIONAL SERVICES							
	29,000.00	0.00	29,000.00	0.00		29,000.00		.0%	
A36205 54078		Fuel							
	200.00	0.00	200.00	0.00		200.00		.0%	
TOTAL SAFETY OFFICE			45,730.00	0.00		45,730.00		.0%	
TOTAL EXPENSES			45,730.00	0.00		45,730.00			

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
45,730.00	0.00	45,730.00	0.00	45,730.00	.0%

GRAND TOTAL

** END OF REPORT - Generated by Chuck Miller **

Cortland County

Attachment: Safety Budget (36301) : Buildings and Grounds Activities and Budget Reports



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
1	4	Y	Y
2	0	N	N
3	0	N	N
4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: N
Print full or short description: F
Print full GL account: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Include requisition amount: Y
Print revenues-version headings: Y
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print journal detail: N
From Yr/Per: 2021/1
To Yr/Per: 2021/12

Year/Period: 2022/12
Print MTD Version: N
Roll projects to object: N
Carry forward code: 1

Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Multiyear view: F
Amounts/totals exceed 999 million dollars: N

Field Name Find Criteria
Field Value

A3620*

Org
Object
Project
Rollup code
Account type
Account status

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 3620 SAFETY OFFICE		ESTIM REV ADJ			REVISED ESTIM REV		ACTUAL YTD		REVENUE		REMAINING REVENUE		% COLL	
ORIGINAL ESTIM REV														
A36205	54013				SAFETY SUPPLIES									
A36205	54035				6,400.00		6,400.00		5,021.90		1,378.10		78.5%	
A36205	54040				500.00		500.00		0.00		500.00		.0%	
A36205	54055				30.00		30.00		0.00		30.00		.0%	
A36205	54078				29,000.00		29,000.00		0.00		29,000.00		.0%	
					Fuel									
					200.00		200.00		170.48		29.52		85.2%	
					TOTAL SAFETY OFFICE		36,130.00		5,192.38		30,937.62		14.4%	
					TOTAL EXPENSES		36,130.00		5,192.38		30,937.62			

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
36,130.00	0.00	36,130.00	5,192.38	30,937.62	14.4%

GRAND TOTAL

** END OF REPORT - Generated by Chuck Miller **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	4	Y	Y
Sequence 2	0	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: Y

Print revenue as credit: Y

Print revenue budgets as zero: N

Include fund balance: N

Print journal detail: N

From Yr/Per: 2021/1

To Yr/Per: 2021/12

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/12

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria
Field Name Field Value

Org A3620*

Object

Project

Rollup code

Account type

Account status



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



3.2.g

Chuck Miller, B&G Superintendent 607-753-5068
Safety and Code enforcement Officer

David Clay Jr., BM Foreperson 607-753-5190

TO: Courthouse Work group

FROM: Chuck Miller, Superintendent

DATE: 2/2/2022

SUBJECT: Projects

- 1) Court House roof, Scope and estimate complete, working with Omnia Coop for bidding process, plan for an April 1st start date weather permitting. Still waiting for evaluation of Dome area for restoration. Once that is received we will do Contractor walk throughs to obtain bids for the Omnia process. \$350,000
- 2) Front Steps, we have an estimate, all we need is the go ahead to have Bell and Spina create specs for restoration and approval from the Historical Society on any changes that may change the physical appearance in any way. Once specs are in hand we can put the RFP out for bids to renovate and restore. \$750,000
- 3) Court House emergency exit doors, have one bid already, trying to find at least one more bid for process. Currently about \$8,000 per door, x2, estimates below requirement for RFP so we can move forward with this as soon as we have another estimate. \$16,000
- 4) Court House elevator, still have not received estimate for conversion to traction unit, restoration of current equipment is not ethical. Traction elevator is the most efficient and lower maintenance if we have the space to utilize that equipment. From my investigations I would put this at approximately \$750,000
- 5) Heating system in the Court House, if we are to go after this one, we are looking at over \$2.7 million, but this would include heating as well as air conditioning. We would need to have Bell and Spina draw up specs for this major change.

These have all been talked about since Mr. Harbin asked me for the list, and we have moved forward to attempt to address at least these projects. If we are to move forward I would need funding to get specs for the RFP process on any that are over \$25k. Much of this has been held up by COVID and would be further along in the process but no funds have been committed to doing so.

Attachment: Court House proposals (10363 : Buildings and Grounds Activities and Budget Reports)



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



3.2.h

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

David Clay Jr., BM Foreperson 607-753-5190

TO: B&G Committee

FROM: Chuck Miller, Superintendent, Safety and Code Enforcement Officer

DATE: 2/2/2022

SUBJECT: Activities Report for January 2021

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.

NOTE: It has been a difficult month with COVID absences and material not coming in on schedule, but the team is still showing progress on all fronts including the Crescent Commons project.

We had 0 days of full staff due to time off and medical as well as open positions

- 1) A City Court floor plan proposal has been drafted and accepted by Judge Burns and is included in this packet
- 2) I have investigated incidents for the Safety office, and recorded over 15+ reports. Fire drills and inspections scheduled.
- 3) Preparing to move Weights and Measures to new office location.
- 4) Preparing space measurement calculations for changes in the Venesky report.
- 5) Conducted Legislative tour of the Court House
- 6) RFP for elevator renovation is yet once again held up, of the 3 companies I have contacted they are just too busy to work with me at this time, and now only 1 is communicating.
- 7) Soon to begin Chambers project with Ms. Hempstead. Waiting for March Associates
- 8) Continue to interview to fill vacant position. Filled last vacant custodial position.
- 9) Safety inspections continue, correcting issues found, working with One-Group on employee and building safety, worked with their staff on safety compliance, fire extinguisher annual certification complete.
- 10) Continue to work with Ms. Haskins of Office of Aging on layout and renovations, needs etc. for new South Main St. senior Center as well as retained equipment from the outer centers. Also working with City Code officials on change of occupancy and compliance of new space continues, still awaiting City approval and upgrade of fire alarm extensions.
- 11) Working with Jerome Fire on Alarm system upgrades for new Senior Center
- 12) Walk through for Contractors is scheduled for Court House Roof renovations
- 13) Snow and ice removal continues, but has not been the center of activity as yet.
- 14) Got approval from Historical Society for Emergency Exit door replacements.
- 15) Bell and Spina sending investigative engineers down to create spec for Court House step repair and renovations
- 16) Down one maintenance mechanic due to non-job related injury.
- 17) Began process of equipment replacement as well as purchase of a new man lift in cooperation with County Highway Department.
- 18) Met with Marvin Windows Commercial Division to talk about possible window replacement options
- 19) Conducted 1st quarter Safety Committee Meeting
- 20) IT AC installation near completion
- 21) Met with Mr. Corpora and Mr. Leonard on Burke Study
- 22) Began collection information for State Court 6th Jurisdiction budget reimbursements for 21-22 budget

Attachment: Departmental activities report 12-2021 (10363 : Buildings and Grounds Activities and Budget Reports)



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



3.2.h

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

David Clay Jr., BM Foreperson 607-753-5190

Respectfully
Chuck Miller
Superintendent of Building and Grounds
Code/Safety officer

Attachment: Departmental activities report 12-2021 (10363 : Buildings and Grounds Activities and Budget Reports)

DESCRIPTION	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Equipment Replacement											
Program - Ventrac	Bypassed	X	X	X	X	X	X	X	X	X	X
2 year rotation of 2 units	\$18,000 ²⁰¹⁶										
Vehicle Replacement											
Dump truck REPLACEMENT	\$9500.00 replace 2022	X				X			X		
Dump Truck	\$8,720.00	X				X					
(2) Vans 2017 - \$9,000			XX						X		
Salter/Truck 2017 - \$8,700	\$8720 To replace cnty owned	X							X		
2011 Resolution											
Smart Watt Program payment	X	X	X	X	X	X	X	X	X	X	X
Bond not available											
Seal Parking Lots- 5% added costs	completed		X		X		X		X		
Quote 2020 payed from .52080	\$24,820.00		\$36,000.00		\$37,800.00		\$39,690.00		\$41,675.00		\$43,900
Capitol Improvement budget											
Implement Security COB	completed	X	X								
\$600,000.00+ - 2015 quote											
Air Condition - Court Space			X		X		X		X		X
3 units per year	\$15,000.00										
\$5,000/unit	Mini split installation cost \$1,700 + unit cost (Information obtained from internet, this is also included in Grant app for Bell and Spina 2019)										
Renovate/Repurpose - Grant St.	Possibly CAC	X									
\$10,000-15,000											
Level I - \$25.00 \$50.00/sq.ft.											
Level 1 improvements the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.											
Renovate/Repurpose - Jail	This was placed on hold over 3 years ago					?					
\$2,100,000 - \$3,500,000	because we were moving to build a new jail										
Level III											
\$75.00 - \$125.00/ sq. ft.											
28,000 sq. ft.											
Project Rehab or Level 2 improvements, the reconfiguration of space, the addition or elimination of any door or window the reconfiguration or extension of any system, or the installation of any additional equipment.											
Major Project Rehab or Level 3 improvements are a combination of level 1 and 2 and comprise a substantial and significant improvement to more than 50% of the space in question.											
Replace Entrance doors											
Court House - East + West	\$12,000.00	X									
22 W. Court St.	911 Under Construction										
49 Grant St.	Possibly Child Advocacy										
	2016 Estimate from internet, this too is included in grant scope with Bell and Spina 2019										
Renovate/Rebuild											
Court House -		X									
Steps & Knee walls		X									
\$300,000 - \$900,000											
Crawford and Stearns Estimate - 2010 also in Bell and Spina scope											
County Office Building											
Main Entrance											
\$150,000 - \$300,000											
Crawford and Stearns Estimate - 2010											

Engineering/ Architects fees	X	X		X	X		X	X		X	
Adopted cost by resolution	\$20,500 ²⁰¹⁶										
Generator											
*Combined total for 2016 - \$55,000											
EPA Compliance - PSB* \$31,925	completed										
EPA Compliance - COB* \$26,750	completed										
Tower Site Replacement					X					X	
Replacement - COB/Highway								X			
PSB Siemens - e-mail Est. \$150,000 - \$200,000					X						
Add Court House		X									
Add 37 Church St.		?									
Renovate COB Gymnasium											
Phase I \$25.00/ sq. ft.											
6500 ft. ² \$162,500	Partially completed 25%	X	X					X			
County office Building window	replacement		X	X	X	X	X				
Roof Replacement/Resurface											
County Office Building	\$500-600K		X	?	?	?	?	?	?	?	?
Court House	Bell and Spina Grant Scope			X	?	?	?	?	?	?	?
22 W Court St. - 2017	Possible 911	X									
PSB					X						
Highway Truck storage garage	on hold possible new building										
Remove County Office Building											
Chimney (RFP/Bid Required)				X							
Replace COB Windows (Spec, RFP/Bid Required)		X	X	X	X	X	X	X	X		
Either a section per year OR											
all at once											
Costing approx \$4,000 per year glass mntnc											
Masonry **											
Pointing/caulking sidewalks brick											
pointing of granite curbing	X	X	X	X	X	X	X	X	X	X	
A portion every year or hire mason(s)											
** 200,000 sq. ft. ÷14 sq. ft./hr. X \$25.00/hr = \$357,143 in 2012		2021	2022	2023	2024	2025					
Elevator reconditioning											
Court House/Bell and Spina Grant											
County Office Building Est \$85k		X									
Jail \$93k			X								
PSB \$89k				X							
Highway \$75k					X						
Dwyer Park \$75K						X					
Units are old and in need of restoration or replacement											



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

January 28, 2022

Information Technology January 2022 Monthly Report

Executive Summary

- IT
 - Department staffing
 - One network technician left in October and another left mid-January.
 - A new technician has been hired filling the first departure, a search is ongoing to fill the second.
 - A temporary position has been created for the Computer Support Specialist position. When filled the incumbent will train the new person to take over the position when it is vacated due to retirement.
 - Discuss options for advanced end point protection
 - Our current contract expires in May. More robust offerings are being explored to better protect county assets against zero exploits.
 - Replacement uninterruptable power supply (UPS)
 - A UPS we ordered last year is scheduled for delivery in April, 2022.
 - Resolve email delivery issue
 - A Microsoft patch caused all emails to be undeliverable. This was resolved by disabling one of the patch features. A subsequent patch has been released that has been applied and corrects the initial problem.
 - Mailing machine
 - Review options by two vendors for our mailing machine. The contract runs out in June.
- Assigned Counsel/Personnel
 - Work has begun on web site to allow for secure form submission and payment acceptance. This nearing completion and the two offices will begin acceptance testing.
- Office for Aging
 - Attended a stakeholder's meeting on the Age Well Senior Center.

Attachment: IT 2022_01_Monthly_Report (10376 : IT Monthly Report)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting has not yet been scheduled.

Upgrade the internet bandwidth available to the county

- Status: Complete
 - Verizon and Nitel are on line and our Spectrum and FirstLight service is discontinued.

Cyber Security

- Status: In Process
 - Nothing to report

Disaster recovery and business continuity planning

- Status: In Process
 - The county's infrastructure network assessment is scheduled to begin mid-February.

Get a backup air conditioning unit for the network operations center (NOC)

- Status: In Process
 - The county's HVAC vendor is installing the new air conditioner.

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 | • District Attorney | • Public Defender |
| • Assigned Counsel | • Elections | • RPTS |
| • Buildings and Grounds | • Finance | • Recycling |
| • CAC | • Grant Administration | • Sheriff |
| • CWCC | • Health | • Soil and Water Conservation District |
| • County Administration | • Highway | • Solid Waste |
| • County Attorney | • Legislators | • Treasurer |
| • County Clerk | • Mental Health | • Veterans |
| • DERC | • Personnel | |
| • DMV | • Planning | |
| • DSS | • Probation | |

External Agencies

- | | | |
|-----------------|---------------|-------------------------|
| • SUNY Cortland | • Cortland PD | • MAVAC |
| • Homer PD | • Cortland FD | • Town of Cortlandville |
| • Homer FD | • NYSP | • Town of Freetown |

Contracts (Company, Service, Amount, Expires, Informational/Action Required)

- | | | | | |
|-------------------------|-----------------------|---------------|------------|-------|
| • Radwin | Radio maint. | \$5,000/year | 3/13/2022 | Info. |
| • Barracuda | Load balancer maint. | \$5,000/year | 3/28/2022 | Info. |
| • Trebron | Anti-Virus | \$7,110/year | 5/25/2022 | Info. |
| • Pitney Bowes | Postage Meter | \$5,820/year | 6/30/2022 | Info. |
| • Cisco | WebEx | \$10,000/year | 6/30/2022 | Info. |
| • Palo Alto | Firewall maint. | \$8,000/year | 8/9/2022 | Info. |
| • Toshiba Business Sol. | Copier/Printers | \$63,000/year | 9/30/2022 | Info. |
| • Barracuda | Email archiver maint. | \$5,000/year | 11/30/2022 | Info. |
| • SHI | SAN maintenance | \$24,000/year | 12/31/2022 | Info. |
| • GoDaddy | SSL Certificate | \$450/year | 7/15/2023 | Info. |
| • Momentum | Phones – Service | \$10,991/year | 3/31/2024 | Info. |
| • Nitel | Internet Service | \$12,000/year | 12/31/2024 | 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. |

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FOR 2022 01

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A168042 DATA PROCESSING							
A168042 41289 DEPARTMENTAL FEES	-41,166	0	-41,166	.00	.00	-41,166.00	.0%
TOTAL DATA PROCESSING	-41,166	0	-41,166	.00	.00	-41,166.00	.0%
A16805 DATA PROCESSING							
A16805 43089 BOE STATE AID - GEN	0	-48,846	-48,846	.00	.00	-48,845.82	.0%
A16805 44389 DHSES OTHER PUBLIC	0	-50,000	-50,000	.00	.00	-50,000.00	.0%
A16805 51005 PERSONAL SERVICES	567,943	0	567,943	29,833.88	.00	538,109.58	5.3%
A16805 51020 OVERTIME PAY	0	0	0	1,308.79	.00	-1,308.79	100.0%
A16805 51035 OTHER COMPENSATION	0	0	0	2,147.73	.00	-2,147.73	100.0%
A16805 52015 Department Specifi	10,000	0	10,000	.00	.00	10,000.00	.0%
A16805 52060 Capital Computer E	88,000	0	88,000	.00	.00	88,000.00	.0%
A16805 52060 ARP Capital Compute	0	248,500	248,500	.00	.00	248,500.00	.0%
A16805 52060 BOE Capital Compute	0	31,846	31,846	.00	.00	31,845.82	.0%
A16805 52060 DHSES Capital Compu	0	25,186	25,186	.00	.00	25,186.00	.0%
A16805 54000 TELEPHONE	1,000	0	1,000	.00	.00	1,000.00	.0%
A16805 54004 COMPUTER SOFTWARE	20,000	0	20,000	.00	15,259.20	4,740.80	76.3%
A16805 54004 ARP COMPUTER SOFTWA	0	82,500	82,500	.00	.00	82,500.00	.0%
A16805 54005 Office Materials &	1,500	0	1,500	.00	.00	1,500.00	.0%
A16805 54015 Maintenance Agreem	130,400	0	130,400	7,930.08	3,439.80	119,030.12	8.7%
A16805 54020 POSTAGE	50	0	50	.00	.00	50.00	.0%
A16805 54035 EDUCATION & TRAINI	2,000	0	2,000	.00	.00	2,000.00	.0%
A16805 54040 ASSOC/MEMBERSHIP D	50	0	50	50.00	.00	.00	100.0%
A16805 54045 Travel & Sustenanc	1,000	0	1,000	.00	.00	1,000.00	.0%
A16805 54047 MILEAGE REIMBURSEM	200	0	200	.00	.00	200.00	.0%
A16805 54050 Equip. Repairs & M	4,000	0	4,000	242.00	-167.00	3,925.00	1.9%
A16805 54055 PROFESSIONAL SERVI	5,000	0	5,000	.00	.00	5,000.00	.0%
A16805 54055 ARP PROFESSIONAL SE	0	73,000	73,000	.00	.00	73,000.00	.0%
A16805 54055 BOE PROFESSIONAL SE	0	17,000	17,000	.00	9,200.00	7,800.00	54.1%
A16805 54055 DHSES PROFESSIONAL	0	24,814	24,814	.00	.00	24,814.00	.0%
A16805 54060 LEGAL NOTICES / AD	500	0	500	.00	.00	500.00	.0%
A16805 54065 EQUIP RENT / LEASE	3,500	0	3,500	.00	.00	3,500.00	.0%
A16805 54070 INSURANCE	4,179	0	4,179	.00	.00	4,179.21	.0%
A16805 58020 RETIREMENT	64,845	0	64,845	.00	.00	64,844.85	.0%
A16805 58030 FICA	43,448	0	43,448	2,390.31	.00	41,057.37	5.5%
A16805 58040 WORKERS COMP	15,960	0	15,960	16,331.86	.00	-371.86	102.3%
A16805 58060 HEALTH INS	124,678	0	124,678	7,607.04	.00	117,071.26	6.1%

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2022 01

ACCOUNTS A	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A16805 58062	DENTAL INS	632	0	632	34.80	.00	596.88	5.5%
A16805 58065	VISION CARE BENEFI	137	0	137	3.00	.00	134.20	2.2%
TOTAL DATA PROCESSING		1,089,022	404,000	1,493,022	67,879.49	27,732.00	1,397,410.89	6.4%
TOTAL GENERAL FUND		1,047,856	404,000	1,451,856	67,879.49	27,732.00	1,356,244.89	6.6%
TOTAL REVENUES		-41,166	-98,846	-140,012	.00	.00	-140,011.82	
TOTAL EXPENSES		1,089,022	502,846	1,591,868	67,879.49	27,732.00	1,496,256.71	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,047,856	404,000	1,451,856	67,879.49	27,732.00	1,356,244.89	6.6%

** END OF REPORT - Generated by Jack Hess **

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