



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, March 8, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:15 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Member	Excused	
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	Excused	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kevin Smith	Cortland Voice	Reporter	Present	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Feb 8, 2022 10:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – OneGroup Safety Contract- Safety Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/24/2022 6:00 PM
MOVER:	Ann Homer, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Bentley, Van Dee, Homer, Heider, Nauseef
EXCUSED:	Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO.

OneGroup Safety Contract- Safety Office

WHEREAS, the Cortland County Legislature wishes to renew its contract with OneGroup, 706 Clinton Street, Syracuse, New York 13204, AND

WHEREAS, OneGroup, 706 Clinton Street, Syracuse New York 13204, can provide professional services to assist the Safety Office by providing a risk specialist, surveys, risk assessment, and other safety related issues, and continue with education and safety training to County staff, AND

WHEREAS, OneGroup, 706 Clinton Street, Syracuse, New York 13204, will provide this service for the annual sum of \$29,000, paid in quarterly installments, AND

WHEREAS, monies have been budgeted in account A36205.54055 for this purpose, AND

WHEREAS, the term of this agreement shall be from 1/1/2022 through 12/31/2023, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute and agreement with OneGroup, 706 Clinton Street, Syracuse, New York 13204, to provide services as stated in the agreement.

DISCUSSION ITEMS

MONTHLY REPORTS

1. Buildings and Grounds Monthly Activities and Budget Reports

RESULT:	COMPLETED
----------------	------------------

2. IT Monthly Report

RESULT:	COMPLETED
----------------	------------------

3. IT Monthly Budget Report

RESULT:	COMPLETED
----------------	------------------

ADJOURNMENT

The meeting was closed at 10:52 AM



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 Acceptance: Minutes of Feb 8, 2022 10:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Feb 8, 2022 10:00 AM (MINUTES)

RESULT: APPROVED [UNANIMOUS]

Next: 2/15/2022 10:00 AM

MOVER: Ronald J. Van Dee, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

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

2. Buildings and Grounds Activities and Budget Reports

RESULT: COMPLETED

MONTHLY REPORTS

1. IT Monthly Report

RESULT: COMPLETED

2. IT Monthly Budget Report

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 10:43 AM

Minutes Acceptance: Minutes of Feb 8, 2022 10:00 AM (MINUTES)

Cortland County



Attachment: B&G Safety Budgets to date : 89601 Buildings and Grounds Monthly 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 51035		OTHER COMPENSATION & RAISES					
	0.00		0.00	4,000.00	-4,000.00	100.0%	
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	30.00	60.00	33.3%	
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	52.19	147.81	26.1%	
A36205 58030		FICA					
	0.00	0.00	0.00	306.00	-306.00	100.0%	
TOTAL SAFETY OFFICE			45,730.00	4,388.19	41,341.81	9.6%	
TOTAL EXPENSES			45,730.00	4,388.19	41,341.81		

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	GRAND TOTAL	0.00	45,730.00	4,388.19	41,341.81
					9.6%

** 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
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
Object
Project
Rollup code
Account type
Account status

A3620*

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS				REMAINING REVENUE			
	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE		% COLL	
A162042 42410	0.00	RENTAL OF REAL PROPERTY	0.00	-480.00	480.00	100.0%	
A162042 42450	-2,800.00	COMMISSIONS	-2,800.00	0.00	-2,800.00	.0%	
A162042 42620	-12,526.00	MISC B&G REVENUE	-12,526.00	-185.06	-12,340.94	1.5%	
A162043 43021	-151,440.00	COURT FACILITIES INCENTIVE	-151,440.00	0.00	-151,440.00	.0%	
A162046 42504	-63,723.00	COOPERATIVE EXTENSION RENT	-63,723.00	-15,930.75	-47,792.25	25.0%	
A16205 42680	0.00	INSURANCE RECOVERY	0.00	-4,636.02	4,636.02	100.0%	
A16205 51005	742,989.97	PERSONAL SERVICES	742,989.97	94,605.57	648,384.40	12.7%	
A16205 51020	15,000.00	OVERTIME PAY	15,000.00	6,121.60	8,878.40	40.8%	
A16205 51025	11,692.80	SHIFT DIFFERENTIAL PAY	11,692.80	1,299.90	10,392.90	11.1%	
A16205 51035	2,898.00	OTHER COMPENSATION & RAISES	2,898.00	1,278.70	1,619.30	44.1%	
A16205 54000	6,300.00	TELEPHONE	6,300.00	99.00	5,451.00	13.5%	
A16205 54004	5,420.00	COMPUTER SOFTWARE	5,420.00	0.00	5,420.00	.0%	
A16205 54005	200.00	Office Materials & Supplies	200.00	0.00	119.80	40.1%	
A16205 54007	40,000.00	Janitorial Materials & Supp	40,000.00	4,423.40	35,672.90	10.8%	
A16205 54013	2,000.00	SAFETY SUPPLIES	2,000.00	0.00	2,000.00	.0%	
A16205 54015	45,883.00	Maintenance Agreements	45,883.00	16,733.40	27,449.60	40.2%	
A16205 54020	50.00	POSTAGE	50.00	0.00	50.00	.0%	
A16205 54025	300,000.00	UTILITIES	300,000.00	29,103.87	232,000.00	22.7%	
A16205 54035	300.00	EDUCATION & TRAINING	300.00	0.00	300.00	.0%	
A16205 54050	4,500.00	Equip. Repairs & Maintenance	4,500.00	906.46	1,780.76	60.4%	
A16205 54060	150.00	LEGAL NOTICES / ADVERTISING	150.00	0.00	150.00	.0%	
A16205 54065	1,000.00	EQUIP RENT / LEASES	1,000.00	0.00	1,000.00	.0%	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS				REMAINING REVENUE			
ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE			% COLL	
A16205 54070	55,131.57	INSURANCE	0.00	55,131.57	0.00	55,131.57	.0%
A16205 54074	1,279.21	VEHICLE INSURANCE	0.00	1,279.21	0.00	1,279.21	.0%
A16205 54076	170,000.00	Building Repairs and Maint	0.00	170,000.00	8,781.20	137,997.98	18.8%
A16205 54077	10,761.00	Cons & Maint Materials & Supp	0.00	10,761.00	163.98	10,408.09	3.3%
A16205 54078	7,100.00	Fuel	0.00	7,100.00	2,977.91	4,122.09	41.9%
A16205 54085	7,625.52	CLOTHING AND UNIFORMS	0.00	7,625.52	915.20	5,515.54	27.7%
A16205 54100	13,000.00	TAXES	0.00	13,000.00	6,443.63	6,556.37	49.6%
A16205 54213	810.96	I/D COPIER	0.00	810.96	67.58	743.38	8.3%
A16205 54300	3,600.00	Vehicle Repairs & Maintenance	0.00	3,600.00	280.99	3,319.01	7.8%
A16205 54301	34,527.84	Vehicle Rent/Lease	0.00	34,527.84	2,077.26	31,027.84	10.1%
A16205 54444	600.00	FEES & PERMITS	0.00	600.00	0.00	600.00	.0%
A16205 54625	19,358.85	GARBAGE COLLECTION/DISPOSAL	0.00	19,358.85	2,717.50	15,358.85	20.7%
A16205 58020	88,159.82	RETIREMENT	0.00	88,159.82	0.00	88,159.82	.0%
A16205 58030	58,972.30	FICA	0.00	58,972.30	7,429.16	51,543.14	12.6%
A16205 58040	35,910.00	WORKERS COMP	0.00	35,910.00	36,746.69	-836.69	102.3%
A16205 58060	216,054.50	HEALTH INS	0.00	216,054.50	16,521.10	199,533.40	7.6%
A16205 58062	1,263.36	DENTAL INS	0.00	1,263.36	167.04	1,096.32	13.2%
A16205 58065	215.60	VISION CARE BENEFITS	0.00	215.60	30.00	185.60	13.9%
A16205 97100	240,000.00	SERIAL BOND PRINCIPAL	0.00	240,000.00	0.00	0.00	100.0%
A16205 97110	103,487.50	SERIAL BOND INTEREST	0.00	103,487.50	0.00	0.00	100.0%
TOTAL BUILDING & GROUNDS				2,015,752.80	218,659.31	1,383,153.41	10.8%
TOTAL REVENUES				-230,489.00	-21,231.83	-209,257.17	
TOTAL EXPENSES				2,246,241.80	239,891.14	1,592,410.58	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD	REVENUE	REMAINING REVENUE	% COLL
2,015,752.80	GRAND TOTAL	0.00	2,015,752.80	218,659.31	1,383,153.41	10.8%

** 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
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
Object
Project
Rollup code
Account type
Account status

A1620*



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



4.1.b

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: 3/2/2022

SUBJECT: Activities Report for February 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 continues to be difficult with 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) Closing up 2021 PO'S and Work Orders to finalize and close 2021 budget
- 2) I have investigated incidents for the Safety office, and recorded over 15+ reports. Fire drills and inspections scheduled.
- 3) Have moved Weights and Measures to new office location. Working on location for the breast feeding room.
- 4) Preparing space measurement calculations for changes and working with Venesky to update report.
- 5) Working with Marvin Windows Commercial division to come up with plan for major window replacement at 2 properties.
- 6) RFP for elevator renovation continues to be held up, of the 3 companies I have continuously contacted them to move forward with COB modifications and renovations.
- 7) Have begun Chambers project with Ms. Hempstead. Waiting for March Associates but have begun some of the identified work as needed.
- 8) Worked with OneGroup and conducted in person safety training days.
- 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. Davis Ulmer continues to hinder this process and none of the delay is County Related, we have begun finish work and painting in that space.
- 11) Working with Yaman properties on rectifying our ADA issues identified in the inspection last month for the Senior Center.
- 12) Walk through for Contractors has been rescheduled twice now do to weather issues, I will make sure we have bids to move forward with by the April 1st meeting.
- 13) Snow and ice removal continues, has escalated somewhat in the past few weeks
- 14) Completed and sent contract to ASSA ABLOY for Court House door replacements. Bell and Spina Contract is now in the hands of the County Attorney and we have insurance paperwork.
- 15) Bell and Spina sending investigative engineers down to create spec for Court House step repair and renovations, also delayed by weather and working to complete this ASAP
- 16) Staffing continues to be an issue for us due to illness and injury.
- 17) Continue the process of equipment replacement as well as purchase, in final process for new man lift in cooperation with County Highway Department.
- 18) Investigating issues with current generator Contract holder, they have been non responsive to our calls, have found out the Company has been sold but is supposed to be honoring current and past contracts.
- 19) Conducted 1st quarter Safety Committee Meeting
- 20) IT AC installation is complete, electrical changes now being made to accommodate new system.

Attachment: Departmental activities report 2-2022 (10468 : Buildings and Grounds Monthly Activities and Budget Reports)



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



4.1.b

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

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

- 21) Attended meetings on Court House, Wages, Personnel, among others.
- 22) Continue collection of information and billing for State Court 6th Jurisdiction budget reimbursements for 21-22 budget

I must submit that the slowness of vendor response as well as some emergency calls has not improved as yet. Vendors are sitting low staffing numbers, difficulty in getting parts and equipment, for instance, I am still waiting to replace 2 trucks that we are leasing, they still have not been able to find suitable replacements and this has been going on for months. I am hopeful this will resolve itself soon but would like it known that any of the delays we are currently facing are the fault of anything in house.

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

Attachment: Departmental activities report 2-2022 (10468 : Buildings and Grounds Monthly Activities and Budget Reports)



01010111 01100101 00100111
 01110010 01100101 00100000
 01101000 01100101 01110010
 01100101 00100000 01110100
 01101111 00100000 01101000
 01100101 01101100 01110000
 00100001

**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

February 28, 2022

Information Technology February 2022 Monthly Report

Executive Summary

- IT
 - Department staffing
 - The department is now fully staffed.
 - 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.
 - Mailing machine
 - Review options by two vendors for our mailing machine. The contract runs out in June.
 - Web site question
 - Are we ADA compliant? Is the content that we add?
 - Is there an option to have the content read to the user?
 - Redundant 5G internet connection
 - We have had a successful test of T-Mobile's 5G Mifi device
 - Pricing is reasonable and will be supported by DERC
 - Verizon claims not to have true 5G in our area at this time and AT&T's didn't work
 - Shared services
 - Discussed with the County Administrator what shared services might be available to the City and how those services would be delivered
 - RFP's
 - Enhanced disk to disk back backup, replacing our current disk to tape solution
- 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.

Attachment: IT 2022_02_Monthly_Report MAR (10479 : 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.
 - Topics for discussion
 - Multi-factor authentication
 - Revising the county's security policy

Cyber Security

- Status: In Process
 - Work with the state to conduct a cyber event tabletop exercise

Disaster recovery and business continuity planning

- Status: In Process
 - The county's infrastructure network assessment is in process and expected to be completed by mid-March.

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.
 - This is just waiting for the electrical connection to be complete.

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. |

02/28/2022 12:14
jhess
Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY
P
glytdbud 1

FOR 2022 02

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	-1,259.02	.00	-39,906.98	3.1%
TOTAL DATA PROCESSING	-41,166	0	-41,166	-1,259.02	.00	-39,906.98	3.1%
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	69,282.66	.00	498,660.80	12.2%
A16805 51020 OVERTIME PAY	0	0	0	1,909.68	.00	-1,909.68	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	711.22	.00	9,288.78	7.1%
A16805 52060 Capital Computer E	88,000	0	88,000	.00	1,415.23	86,584.77	1.6%
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	88.00	.00	912.00	8.8%
A16805 54004 COMPUTER SOFTWARE	20,000	0	20,000	1,258.99	14,338.99	4,402.02	78.0%
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	143.62	1,356.38	9.6%
A16805 54015 Maintenance Agreem	130,400	0	130,400	9,358.98	8,251.08	112,789.94	13.5%
A16805 54020 POSTAGE	50	0	50	26.35	.00	23.65	52.7%
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	54.00	.00	4,946.00	1.1%
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	53.00	.00	447.00	10.6%
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	5,297.13	.00	38,150.55	12.2%
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	15,214.08	.00	109,464.22	12.2%

Attachment: IT_YTD_BudgetReport-022022 MAR (10480 : IT Monthly Budget Report)

02/28/2022 12:14
 jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY
P
glytdbud ²

FOR 2022 02

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	76.56	.00	555.12	12.1%
A16805 58065	VISION CARE BENEFI	137	0	137	6.00	.00	131.20	4.4%
TOTAL DATA PROCESSING		1,089,022	404,000	1,493,022	122,108.24	33,181.92	1,337,732.22	10.4%
TOTAL GENERAL FUND		1,047,856	404,000	1,451,856	120,849.22	33,181.92	1,297,825.24	10.6%
TOTAL REVENUES		-41,166	-98,846	-140,012	-1,259.02	.00	-138,752.80	
TOTAL EXPENSES		1,089,022	502,846	1,591,868	122,108.24	33,181.92	1,436,578.04	

Attachment: IT_YTD_BudgetReport-022022 MAR (10480 : IT Monthly Budget Report)



02/28/2022 12:14
jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY

P
glytdbud 3

FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,047,856	404,000	1,451,856	120,849.22	33,181.92	1,297,825.24	10.6%

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

Attachment: IT_YTD_BudgetReport-022022 MAR (10480 : IT Monthly Budget Report)