



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, March 9, 2021

9:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 9:00 AM by Chairman Beau Harbin

Attendee Name	Organization	Title	Status	Arrived
George Wagner	Cortland County, NY	Committee Member	Excused	
Beau Harbin	Cortland County, NY	Chairman	Remote	
Ann Homer	Cortland County, NY	Vice Chair	Excused	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Remote	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Committee Member	Remote	
Joseph Nauseef	Cortland County, NY	Committee Member	Remote	9:06 AM
Richard Stock	Cortland County, NY	Board Member	Present	
Mitchel Eccleston	Cortland County, NY	Board Member	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Eric Mulvihill	Cortland County, NY	Clerk, County Legislature	Present	
Mark Helms	Cortland County, NY	Sheriff	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	
Darrel Tuttle	Cortland County, NY	Deputy Director, Budget & Finance	Present	
Jack Hess	Cortland County, NY	Director, Information & Technology	Remote	
Karen Howe	Cortland County, NY	County Attorney	Remote	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	9:13 AM

MINUTES

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	Kevin Fitch, Committee Member
AYES:	Harbin, Fairchild-Preston, Bischoff, Fitch, Nauseef
EXCUSED:	George Wagner, Ann Homer

RESOLUTIONS

Building & Grounds

AGENDA ITEM NO. 1 – Amend 2021 Budget for Use of County Jail Project Reserve and Authorize Agreement with Maximum Security for Repair of Exterior Security Doors at the Jail Facility- Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/16/2021 10:00 AM
MOVER:	Beau Harbin, Chairman
SECONDER:	Kevin Fitch, Committee Member
AYES:	Harbin, Fairchild-Preston, Bischoff, Fitch, Nauseef
EXCUSED:	George Wagner, Ann Homer

ON MOTION OF HARBIN

RESOLUTION NO. 50-21

Amend 2021 Budget for Use of County Jail Project Reserve and Authorize Agreement with Maximum Security for Repair of Exterior Security Doors at the Jail Facility- Buildings and Grounds

WHEREAS, there are multiple exterior security doors at the Cortland County jail facility that have reached the end of their useful life, AND

WHEREAS, the Superintendent of Buildings and Grounds solicited a proposal for the replacement of exterior security doors E1, E5 and E6 at the jail, AND

WHEREAS, Maximum Security, 836 North State Street, Syracuse, NY 13208 submitted a quote to replace all three doors at a cost of \$62,284.00, AND

WHEREAS, after a review of the proposal by the Buildings and Grounds Committee, it is recommended to move forward with the proposed replacement of all three doors by Maximum Security at the quoted price, AND

WHEREAS, there are funds in the County Jail Project Reserve, account A386300.JAIL, with a current balance of \$1,363,833.88, NOW THEREFORE BE IT

RESOLVED, the 2021 County budget is amended as follows:

Increase:		Current	Addition	New
Building Improvements	A31505.52320	\$-0-	\$62,284	\$62,284
Appropriated Reserves	A351100	\$-0-	\$62,284	\$62,284

AND BE IT FURTHER

RESOLVED, up to \$62,284 of the contract is to be paid using the County Jail Project Reserve, account A386300.JAIL, leaving a balance of \$1,301,549.88 after payment, AND BE IT FURTHER

RESOLVED, the Legislature hereby authorizes a contract with Maximum Security, 836 North State Street, Syracuse, NY, 13208, for an amount not to exceed \$62,284.00, AND BE IT FURTHER

RESOLVED, that the County Administrator upon review and on approval of the County Attorney or designee, is hereby authorized to execute the agreement with Maximum Security, 836 North State Street, Syracuse, NY, 13208, for the repairs outlined in the quote for service.

Information Technology

AGENDA ITEM NO. 2 – Establish Cortland County Information Technology Steering Committee

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/25/2021 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Harbin, Fairchild-Preston, Bischoff, Fitch, Nauseef
EXCUSED:	George Wagner, Ann Homer

ON MOTION OF HARBIN

RESOLUTION NO. 51-21

Establish Cortland County Information Technology Steering Committee

WHEREAS, there is a need to define a vision of delivering information technology services in Cortland County to support all departments and employees in the most cost efficient, secure and flexible methods possible, AND

WHEREAS, in order to develop a clear vision for the Information Technology Department the following areas must be addressed; networking, voice, data, cyber security, operating systems, end user support and other demands that Information Technology department responds to on a day to day basis, AND

WHEREAS, the emerging challenges of managing and supporting a remote work force is forcing Information Technology to review how it does business with an emphasis on remote versus on-premises, workstation, laptop technology versus virtual desktop, AND

WHEREAS, the COVID-19 pandemic response has underscored the need to proactively address the increased demand for Information Technology Services by establishing a clear plan that incorporates contingencies that will better position the county for future needs, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby establishes the Cortland County Information Technology Steering Committee as of April 1, 2021 with said committee dissolving on December 31, 2023 or unless discharged by a subsequent resolution, AND BE IT FURTHER

RESOLVED the following individuals shall be appointed to the Information Technology Steering Committee;

Information Technology
Jack Hess (Chair)
Tom McGrath

Legislature
Beau Harbin

Mental Health
Sharon MacDougall
Nancy Smith

Workforce Development

Amy Buggs
Shannon Phillips

Social Services

Kristen Monroe
James Harvey

Finance

Andrea Herzog
Stephen Trobert

County Clerk

Brooke Kemak

County Administration

Rob Corpora

Health

Lisa McGee

Probation

Alicia Wheaton

Safety Office**DISCUSSION/REPORTS****Discussion Items**

1. Buildings & Grounds Department Monthly Reports

RESULT:	COMPLETED
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2. Information Technology Monthly Reports

RESULT:	COMPLETED
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3. County Elevators

RESULT:	COMPLETED
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4. Update on DSS Records Storage Room

RESULT:	COMPLETED
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5. Equipment & Accessories

RESULT:	COMPLETED
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6. Cortland County Weapons Policy

RESULT:	COMPLETED
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Buildings & Grounds Committee

Committee Meeting

~ Minutes ~

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

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Tuesday, February 9, 2021

9:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 9:00 AM by Chairman Beau Harbin

Attendee Name	Organization	Title	Status	Arrived
George Wagner	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Chairman	Remote	
Ann Homer	Cortland County, NY	Vice Chair	Remote	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Remote	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	9:08 AM
Kevin Fitch	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Remote	
Eric Mulvihill	Cortland County, NY	Clerk, County Legislature	Present	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Remote	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Mitchel Eccleston	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Remote	
Susan Wilson	Cortland County, NY	Board Member	Present	9:30 AM

MINUTES

RESOLUTIONS

Building & Grounds

AGENDA ITEM NO. 1 – Authorize Agreement with March Associates for Legislative Modernization Plan & Establish a Capital Improvement Project

Minutes Acceptance: Minutes of Feb 9, 2021 9:00 AM (MINUTES)

RESULT: APPROVED [4 TO 3]

Next: 2/16/2021 10:00 AM

MOVER: Ann Homer, Vice Chair

SECONDER: Cathy Bischoff, Committee Member

AYES: Beau Harbin, Ann Homer, Cathy Bischoff, Kevin Fitch

NAYS: George Wagner, Kelly L. Fairchild-Preston, Joseph Nauseef

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Agreement with March Associates for Legislative Modernization Plan & Establish a Capital Improvement Project

WHEREAS, due to the immediate and potential long term impacts of the COVID-19 virus, the Cortland County Legislative Chambers located at 60 Central Avenue have become unsafe and antiquated, AND

WHEREAS, in order to facilitate proper social distancing and meet the requirements of modern electronic meeting access and public transparency there is a need to look at options for the location and redevelopment of Legislative chambers, AND

WHEREAS, because of the architectural limitations of the County Office Building itself it is necessary to understand all the options available (renovating the existing space or moving Legislative chambers to the auditorium) and potential costs, benefits and drawback for those options, AND

WHEREAS, the need for modernizing audio/visual technology is required to provide flexibility and accessibility for Legislative meetings wherever they might be held, AND

WHEREAS, the Clerk of the Legislature has received a proposal from March Associates, Architects and Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, to provide a professional analysis of the available options and provide conceptual level architectural floor plans as well as an estimate of anticipated construction costs at a cost not to exceed \$9,000.00, AND

WHEREAS, the Legislature has funds available in its professional services line, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator upon review of the County Attorney or designee to enter into an agreement with March Associates, Architects and Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, to provide conceptual plans for the modernization of Legislative Chambers within the County Office Building in order to provide for a more modern, efficient, safe and accessible Cortland County Legislative Chamber.

AGENDA ITEM NO. 2 – Extend Temporary Full Time Building Custodian Position - Buildings & Grounds Department

RESULT: APPROVED [UNANIMOUS]

Next: 2/16/2021 10:00 AM

MOVER: George Wagner, Committee Member

SECONDER: Ann Homer, Vice Chair

AYES: Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

ON MOTION OF HARBIN

RESOLUTION NO.

Extend Temporary Full Time Building Custodian Position - Buildings & Grounds Department

Minutes Acceptance: Minutes of Feb 9, 2021 9:00 AM (MINUTES)

WHEREAS, one (1) temporary full-time Custodian position was created for the Cortland County Buildings & Grounds Department on September 25, 2020 per Resolution 275-20, AND

WHEREAS, there was a need to extend one (1) temporary full-time Custodian position after the original expiration date of March 26, 2021, AND

WHEREAS, the Buildings & Grounds Committee recommends the extension of this position, NOW THEREFORE, BE IT

RESOLVED, that one (1) temporary full-time position of Custodian in the Buildings & Grounds Department be extended and to now expire on either September 26, 2021 at 12:01 A.M., or when the encumbered employee returns.

Information Technology

Safety Office

Discussion Items

1. Information Technology Monthly Budget Report(S)

RESULT:	COMPLETED
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2. Information Technology Monthly Activity Report(S)

RESULT:	COMPLETED
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3. Buildings and Grounds Departmental Activity Report

RESULT:	COMPLETED
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4. Buildings and Grounds Monthly Budget Report

RESULT:	COMPLETED
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5. Buildings & Grounds Orientation Packet

RESULT:	COMPLETED
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6. Facility Maintenance Executive Summary

RESULT:	COMPLETED
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7. Safety Office Budget Report

RESULT:	COMPLETED
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8. Quarterly Maintenance and Operations Inspection Report for the Cortland County Court House

RESULT:	COMPLETED
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9. County Office Building Auditorium Stage Storage Proposal

The Committee discussed the proposed project to add a 960 square foot storage room on the County Office Building Auditorium stage. Mr. Miller indicated the project would cost between \$7 and \$8 thousand dollars. Mr. Harbin said that this storage facility could be removed in the future if the auditorium were to be re-purposed for other uses and that there would continue to be sufficient stage space for performances.

RESULT: COMPLETED

Action Items

1. Authorize Auditorium Stage Renovation / Storage Project

Following a discussion regarding the proposed storage facility for DSS records on the existing auditorium stage Ms. Homer made a motion to approve the project, Ms. Bischoff seconded the motion. All voting in favor, none opposed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ann Homer, Vice Chair
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef



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



1.1.a

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: 3/2/2021

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.

We had 0 days of full staff due to time off and medical as well as open positions. Also, continuous snows during the month slowed our goal progress.

- 1) Entry ways currently complete minus entry canopy, quotes and styles have started to come in.
- 2) Current estimated date from Bob Haight is now mid-March or later for possible move for Chamber but says it looks like this date is pretty firm.
- 3) 37 Church renovation and moves of some of the DA's staff will start soon, weather has postponed the process currently.
- 4) We continue to prioritize cleaning/sanitizing and hot spot wipe downs in all County Properties. This to continue until further notice, more deep cleans were done to possible exposure levels.
- 5) I have investigated incidents for the Safety office, and recorded over 25+ reports. Fire drills and inspections scheduled, some implemented.
- 6) Continue to move shipments received throughout the County offices
- 7) Set ups for Civil Service exams in County Office Building gym.
- 8) Recent COVID exposure on County properties continues to affect our work force numbers; it has also pulled us in other directions attending to disinfecting and sanitizing work areas. Fogging, cleaning etc. and those actions continue as we try to minimize exposure to internal employees as well as assisting with Vaccination PODS with equipment, setup, and product delivery.
- 9) Continue to work on space issues and ideas with County Administrator and Committee Chair, progress in my opinion is going to happen on many fronts consolidating entities back into County owned properties and minimizing financial impact moving forward long term.
- 10) Interviews still taking place for vacancies' in custodial department, sighting a severe lack of applicants and list issues.
- 11) Budget spending continues to be held to the bare minimum, some things will be put off again until next year to help with current financial situation.
- 12) Reconditioning of space in Nutrition Freezer rooms has begun to address Health Department concerns, with installation of lift for Meals on Wheels drivers to move food up and out of the basement.
- 13) More spit guards and Lexan separation being built weekly
- 14) Snow removal has been quite steady since the middle of January and hauling of snow has been necessary
- 15) Still Working on square footage of departments with Venesky and Ms. Herzog to correct/change those that are not accurate or have changed
- 16) Continue to work with Admin and Court system on new occupation and City Court space, and annual budget claim.
- 17) Elevator at the Jail has suffered a catastrophic failure, as I write this KONE is working hard to return it to operation.

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

Attachment: B & G Reports March (8345 : Buildings & Grounds Department Monthly Reports)

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
1620 BUILDING & GROUNDS						
A162042 42450 COMMISSION	-2,800	-2,800	.00	.00	-2,800.00	.0%
A162042 42620 MISC	-12,526	-12,526	.00	.00	-12,525.65	.0%
A162043 43021 CRT FAC IN	-135,263	-135,263	.00	.00	-135,263.00	.0%
A162046 42502 COC RENT	0	0	-1,924.60	.00	1,924.60	100.0%
A162046 42504 CO-OP RENT	-73,723	-73,723	.00	.00	-73,723.00	.0%
A16205 51005 PERS SERV	718,675	718,675	88,489.65	.00	630,185.13	12.3%
A16205 51020 OVERTIME	15,000	15,000	6,785.33	.00	8,214.67	45.2%
A16205 51025 SHIFT PAY	11,645	11,645	1,197.00	.00	10,447.50	10.3%
A16205 51035 OTHER COMP	3,059	3,059	1,263.50	.00	1,795.50	41.3%
A16205 52025 REPAIR &MT	10,961	0	.00	.00	.00	.0%
A16205 52080 CO CAPITAL	25,000	0	.00	.00	.00	.0%
A16205 54000 TELEPHONE	6,300	6,300	91.32	.00	5,985.08	5.0%
A16205 54004 SOFTWARE	5,420	5,420	.00	.00	5,420.00	.0%
A16205 54005 Off Supp	200	200	11.94	.00	154.24	22.9%
A16205 54007 Jan Supp	48,000	48,000	2,441.48	.00	43,101.64	10.2%
A16205 54013 SAFETY SUP	2,000	2,000	.00	.00	2,000.00	.0%
A16205 54015 Maint Agmt	40,443	49,543	15,738.48	.00	33,204.52	33.0%
A16205 54020 POSTAGE	25	25	11.38	.00	13.62	45.5%
A16205 54021 INSPECT/PR	600	0	.00	.00	.00	.0%
A16205 54022 BOILER	5,000	0	.00	.00	.00	.0%
A16205 54023 SECURITY	3,600	0	.00	.00	.00	.0%
A16205 54024 FIRE EXTGR	500	0	.00	.00	.00	.0%

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
AL6205 54025 UTILITIES	300,000	300,000	16,163.56	.00	207,000.00	31.0%
AL6205 54030 TOOLS	800	0	.00	.00	.00	.0%
AL6205 54035 ED & TRAIN	300	300	.00	.00	300.00	.0%
AL6205 54050 Equip R&M	4,500	4,500	1,947.39	.00	2,063.80	54.1%
AL6205 54060 LEGAL ADV	50	50	.00	.00	50.00	.0%
AL6205 54065 RENT/LEASE	1,000	1,000	.00	.00	1,000.00	.0%
AL6205 54070 INSURANCE	38,560	38,560	52,045.72	.00	-13,485.37	135.0%
AL6205 54074 INS-AUTO	1,279	1,279	1,389.32	.00	-110.11	108.6%
AL6205 54076 Bldg R&M	145,000	170,000	10,526.60	.00	151,523.91	10.9%
AL6205 54077 C&M Supp	4,000	15,761	.00	.00	15,531.10	1.5%
AL6205 54078 Fuel	7,100	7,100	358.52	.00	6,741.48	5.0%
AL6205 54085 UNIFORM AL	7,626	7,626	214.87	.00	7,290.67	4.4%
AL6205 54100 TAXES	13,000	13,000	6,132.54	.00	6,867.46	47.2%
AL6205 54213 I/D COPIER	811	811	67.58	.00	743.38	8.3%
AL6205 54300 Veh. R&M	3,600	3,600	.00	.00	3,350.00	6.9%
AL6205 54301 Veh lease	22,528	22,528	3,594.44	.00	18,933.40	16.0%
AL6205 54444 FEES/PERMI	0	600	.00	.00	600.00	.0%
AL6205 54625 GARBAGE	19,359	19,359	2,470.00	.00	16,888.85	12.8%
AL6205 58020 RETIREMENT	104,173	104,173	.00	.00	104,173.00	.0%
AL6205 58030 FICA	56,923	56,923	6,918.98	.00	50,004.02	12.2%
AL6205 58040 WRKS COMP	35,910	35,910	36,387.30	.00	-477.30	101.3%
AL6205 58060 HEALTH INS	180,521	180,521	28,336.74	.00	152,183.95	15.7%

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
A16205 58062 DENTAL INS	1,263	1,263	182.08	.00	1,081.28	14.4%
A16205 58065 VISION INS	216	216	30.26	.00	185.34	14.0%
A16205 97100 SMMT BOND PRINC	235,000	235,000	.00	.00	.00	100.0%
A16205 97110 SMMT BOND INT	108,238	108,238	.00	.00	.50	100.0%
TOTAL BUILDING & GROUNDS	1,963,872	1,963,872	280,871.38	.00	1,250,574.21	14.3%
TOTAL REVENUES	-224,312	-224,312	-1,924.60	.00	-222,387.05	
TOTAL EXPENSES	2,188,184	2,188,184	282,795.98	.00	1,472,961.26	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	1,963,872	1,963,872	280,871.38	.00	1,250,574.21	14.3%

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

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:		ORIGINAL	REVISED	ACTUAL YTD	ACTUAL MTD	REMAINING	PCT
3620	SAFETY OFFICE	ESTIM REV	EST REV	REVENUE	REVENUE	REVENUE	COLL
A36205	54013 SAFETY SUP	6,400	6,400	.00	.00	6,316.40	1.3%
A36205	54035 ED & TRAIN	500	500	.00	.00	500.00	.0%
A36205	54040 DUES/SUB	30	30	.00	.00	30.00	.0%
A36205	54055 PROF SERV	29,000	29,000	.00	.00	29,000.00	.0%
A36205	54078 Fuel	200	200	.00	.00	200.00	.0%
TOTAL SAFETY OFFICE		36,130	36,130	.00	.00	36,046.40	.0%
TOTAL EXPENSES		36,130	36,130	.00	.00	36,046.40	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	36,130	36,130	.00	.00	36,046.40	.0%

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



CORTLAND CNTY

Jack Hess
Director

Director

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**Information
Technology**

February 26, 2021

Information Technology February 2021 Monthly Report

Executive Summary

- IT
 - COVID-19 Response
 - IT continues to operate with a rotation of workers.
 - Voice and data changes
 - Momentum will replace Spectrum for our phone service on or around March 15th.
 - Nitel will be replacing Spectrum as one of our ISP's after ironing out some technical issues.
 - Verizon to come on line by the end of March.
 - Hired a Deputy Director
 - Starts March 15, 2021
 - Started the process of forming an IT Steering Committee
- Health
 - Continued support for the POD doing vaccinations at SUNY Cortland.

Attachment: 2021_02_Monthly_Report (8357 : Information Technology Monthly Reports)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - Assembling a cross section of users to constitute the committee.

Upgrade the internet bandwidth available to the county

- Status: Completed
 - Nitel will replace Spectrum after sorting out some technical issues, on or March 15th
 - Verizon is scheduled to come on line by the end of March

Change the county's voice services provider

- Status: Completed
 - Momentum is scheduled to respace Spectrum as of March 15th.

Hire a Deputy IT Director

- Status: Completed
 - Tom McGrath will start on March 15th.

Cyber Security

- Status: In Process
 - No update

Disaster recovery and business continuity planning

- Status: In Process
 - No update

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

- Status: In Process
 - No update

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)

- | | | | |
|------------------------------|-----------------------|---------------|------------|
| • Toshiba Business Solutions | Copier/Printers | \$63,000/year | 9/30/2022 |
| • Trebron | Anti-Virus | \$7,110/year | 5/25/2022 |
| • Pitney Bowes | Postage Meter | \$5,820/year | 6/30/2022 |
| • All Mode | Phones - Support | \$15,699/year | 12/31/2026 |
| • Lexis Nexis | Online Legal Search | \$20,449/year | 8/31/2021 |
| • Momentum | Phones - Service | | |
| • Nitel | Internet Service | \$12,000/year | 12/31/2023 |
| • Verizon | Internet Service | \$12,000/year | 12/31/2023 |
| • SHI | SAN maintenance | \$24,000/year | 12/31/2021 |
| • Barracuda | Load balancer maint. | \$5,000/year | 3/28/2022 |
| • Barracuda | Email archiver maint. | \$5,000/year | 11/30/2021 |
| • Palo Alto | Firewall maint. | \$8,000/year | 8/9/2021 |
| • Radwin | Radio maint. | \$5,000/year | 3/13/2022 |

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 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	-44,348	0	-44,348	-1,704.08	.00	-42,643.92	3.8%
TOTAL DATA PROCESSING	-44,348	0	-44,348	-1,704.08	.00	-42,643.92	3.8%
A16805 DATA PROCESSING							
A16805 51005 PERSONAL SERVICES	518,129	0	518,129	63,952.63	.00	454,176.37	12.3%
A16805 52015 Department Specifi	5,000	0	5,000	598.20	-173.30	4,575.10	8.5%
A16805 52060 Capital Computer E	110,600	0	110,600	7,569.66	-5,286.59	108,316.93	2.1%
A16805 54000 TELEPHONE	1,200	0	1,200	89.36	.00	1,110.64	7.4%
A16805 54002 COMPUTER MTN/AGREE	99,049	-99,049	0	1,929.80	.00	-1,929.80	100.0%
A16805 54004 COMPUTER SOFTWARE	55,100	0	55,100	2,508.36	11,928.56	40,663.08	26.2%
A16805 54005 Office Materials &	600	0	600	173.57	219.72	206.71	65.5%
A16805 54014 RENEWALS MTN AGREE	6,800	-6,800	0	.00	.00	.00	.0%
A16805 54015 Maintenance Agreem	0	104,749	104,749	8,888.14	.00	95,860.86	8.5%
A16805 54020 POSTAGE	50	0	50	.00	.00	50.00	.0%
A16805 54035 EDUCATION & TRAINI	1,000	0	1,000	.00	.00	1,000.00	.0%
A16805 54040 ASSOC/MEMBERSHIP D	50	0	50	50.00	.00	.00	100.0%
A16805 54045 Travel & Sustenanc	1,450	200	1,650	.00	.00	1,650.00	.0%
A16805 54047 MILEAGE REIMBURSEM	200	-200	0	.00	.00	.00	.0%
A16805 54050 Equip. Repairs & M	2,500	0	2,500	48.00	.00	2,452.00	1.9%
A16805 54055 PROFESSIONAL SERVI	2,000	0	2,000	.00	.00	2,000.00	.0%
A16805 54060 LEGAL NOTICES / AD	0	1,100	1,100	1,100.00	.00	.00	100.0%
A16805 54065 EQUIP RENT / LEASE	3,500	0	3,500	1,054.57	.00	2,445.43	30.1%
A16805 54070 INSURANCE	3,842	0	3,842	3,988.83	.00	-146.94	103.8%
A16805 58020 RETIREMENT	72,538	0	72,538	.00	.00	72,538.13	.0%
A16805 58030 FICA	39,637	0	39,637	4,619.32	.00	35,017.59	11.7%
A16805 58040 WORKERS COMP	15,960	0	15,960	16,172.14	.00	-212.14	101.3%
A16805 58060 HEALTH INS	124,678	0	124,678	13,558.32	.00	111,119.98	10.9%
A16805 58062 DENTAL INS	632	0	632	69.60	.00	562.08	11.0%
A16805 58065 VISION CARE BENEFIT	137	0	137	6.00	.00	131.20	4.4%
TOTAL DATA PROCESSING	1,064,652	0	1,064,652	126,376.50	6,688.39	931,587.22	12.5%
TOTAL GENERAL FUND	1,020,304	0	1,020,304	124,672.42	6,688.39	888,943.30	12.9%
TOTAL REVENUES	-44,348	0	-44,348	-1,704.08	.00	-42,643.92	
TOTAL EXPENSES	1,064,652	0	1,064,652	126,376.50	6,688.39	931,587.22	

Attachment: IT_YTD_BudgetReport-022021 (8357 : Information Technology Monthly Reports)

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,020,304	0	1,020,304	124,672.42	6,688.39	888,943.30	12.9%

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

COUNTY OF CORTLAND

BUILDINGS WEAPONS POLICY

1. PURPOSE:

The Legislature hereby finds and determines that it is necessary for the security, safety, protection, and general well-being of the County's employees and the public at large to place restrictions on the bearing and possession of firearms and other deadly weapons or instruments by individuals while entering into and being present in buildings owned, leased, and/or operated by the County of Cortland, including, but not limited to, parking lots, and lots, grounds, and real property leased or owned by the County. Therefore, the purpose of this policy is to prohibit individuals from carrying any weapons or dangerous instruments into buildings owned, leased, and/or operated by the County of Cortland, including, but not limited to parking lots, and lots, grounds, and real property leased or owned by the County, unless otherwise provided.

2. DEFINITIONS:

2.1 Building: Any structure. When a building consists of two (2) or more units separately secured or occupied, each unit shall be deemed both a separate building in itself, and a part of the main building.

2.2 Carry and Display: The possession or transport by any person of a weapon as hereinafter defined, except where such possession or transportation is consistent with an authorized activity or function at the specific County building where such possession occurs.

2.3 County Buildings: All buildings owned, leased, or operated by the County of Cortland, which are accessible by Cortland County employees, or private citizens who seek services or do business with the County of Cortland.

2.4 Deadly Weapons: Any weapon, which is readily capable of producing death or other serious physical injury, may be discharged, including, but not limited to, pistol, revolver, derringer, shot gun, rifle, and deadly weapons also include switchblade knife, gravity knife, pilum ballistic knife, dagger, billy, blackjack, or metal knuckles. This also includes any explosive device or substance, lethal or debilitating chemical or gas.

2.5 Enter or Remain Unlawfully: A person enters or remains unlawfully in a County building when that person is not licensed or privileged to be in that location. A person who, regardless of his/her intent, enters or remains in a County building, which is at a time open to the public, does so with license and privilege unless he/she defies a lawful order not to enter or remain in the County building. This lawful order must be personally communicated to him/her by an authorized person. A person licensed or privileged to enter or remain in a County building, which is only partly open to the

public is not licensed or privileged to enter, or remain, in that part of the County building, which is not open to the public.

2.6 Noxious or Flammable Chemicals: Any chemical agent in any form (solid, liquid, or gas) that can be harmful and pose a danger to the health or physical well-being of a person.

2.7 Law Enforcement Officer: Any police officer, deputy sheriff, Court officer, or peace officer whose special duties include maintaining order and security in buildings owned, leased, and/or operated by the County of Cortland.

2.8 Possess: To have physical possession or otherwise to exercise dominion or control over tangible property.

2.9 Weapon: The word weapon as used in this policy are those as defined in New York State Penal Law (PL), § 265.00.

3. POLICY:

3.1: All Cortland County employees, clients, vendors, and members of the public are expressly prohibited from bringing, storing, concealing, or possessing any dangerous weapon, including but not limited to, guns, knives (except guns and knives used in the course of the employee's job), any implement designed or intended to be used as a weapon or explosive, on the county's premises, including parking lots; in a county vehicle; in an employee's vehicle while it is being used for work related purposes or while the employee is performing that employee's job duties at a client's facility.

3.2: This policy applies to all employees regardless of the employee's status and to all visitors to Cortland County premises (e.g., vendors, clients, and members of the public.) Any employee found to be carrying firearm/weapon on/in County property without the required approval shall be subject to disciplinary action ranging from a verbal warning up to and including termination and/or legal action. Any client or visitor found to be carrying a firearm/weapon on/in County property without the required approval may be asked to leave the property; repeated violations may result in further action.

3.3: Employees who believe another employee or non-employee has violated this policy must immediately report that information to a supervisor or another member of management as soon as possible. Failure to provide such information may be grounds for disciplinary action. The prohibitions contained in this policy do not apply to off-duty peace officers required to carry firearms or Cortland County security personnel.

3.4: Exceptions for firearms and weapons possession are granted for those who are required to carry firearms or weapons in accordance with a person's job responsibilities and/or for anyone who, with proper licensing, has received the required approval to carry a firearm or weapon due to an extreme circumstance. In order to obtain approval to be considered an exception, the petitioner must provide proof of appropriate licensing and

complete an *Application to Carry a Firearm/Weapon on County Property*. Notification of all approved applications shall be shared with the Cortland County Sheriff upon approval.

3.5: Questions regarding this policy should be directed to the Cortland County Personnel Officer.

3.6: Cortland County reserves the right to conduct searches or inspections under this policy of all property, including personal property, located on Cortland County premises, when there is legitimate cause for the search. The failure of an employee to cooperate with Cortland County's request for a search or inspection may result in disciplinary action, including termination of employment.

4. Construction:

4.1: If any part or provision of this policy or the application thereof to any person or circumstance be adjudged invalid by any Court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Law or the application thereof to other persons or circumstances.

4.2: The Cortland County Sheriff's "County Office Building Security Policy," including any and all amendments made thereto, shall be referred to and incorporated within this policy.

