



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 11, 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	Present	
Ann Homer	Cortland County, NY	Vice Chair	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Present	9:15 AM
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Eric Mulvihill	Cortland County, NY	Clerk, County Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Jack Hess	Cortland County, NY	Director, Information & Technology	Remote	
Thomas McGrath	Cortland County, NY	Deputy Director, Information & Technology	Remote	
Paul Heider	Cortland County, NY	Chair, Legislature	Remote	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Remote	
Andrea Herzog	Cortland County, NY	Finance Director	Remote	

MINUTES

Buildings & Grounds Committee - Committee Meeting - Apr 6, 2021 9:00 AM

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

OLD BUSINESS

AGENDA ITEM NO. 1 – Adopt Cortland County Weapons Policy

RESULT:	TABLED [UNANIMOUS]
	Next: 6/8/2021 9:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	George Wagner, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

ON MOTION OF HARBIN

RESOLUTION NO.

Adopt Cortland County Weapons Policy

WHEREAS, it has been deemed necessary that the Cortland County Legislature must 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, NOW THEREFORE BE IT

RESOLVED, that the County of Cortland Buildings Weapons Policy is hereby adopted by Cortland County Legislature and that said policies and procedures become effective immediately.

Monthly Reports

1. Information Technology Monthly Activity Report

RESULT: COMPLETED

2. Information Technology Monthly Activities Report

RESULT: COMPLETED

3. Buildings and Grounds Departmental Activity Report - May

RESULT: COMPLETED

4. Buildings and Grounds Department Monthly Budget Report

RESULT: COMPLETED

Discussion Items

5. Replacement of Server Room Air Conditioning System

RESULT: COMPLETED

6. Vietnam Veterans' Memorial Refurbishment

RESULT: COMPLETED

7. City Tree Commision Tree Planting on County Property

RESULT: COMPLETED

8. Replacement of Jail Boilers

RESULT: COMPLETED

9. Update on Office Space Relocations

RESULT: COMPLETED

10. Elevator Repairs/Replacements

RESULT: COMPLETED

11. Mammogram Van at County Office Building

RESULT: COMPLETED



Buildings & Grounds Committee

Committee Meeting

~ Minutes ~

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

Tuesday, April 6, 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	Present	
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	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Remote	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Eric Mulvihill	Cortland County, NY	Clerk, County Legislature	Present	
Andrea Herzog	Cortland County, NY	Finance Director	Remote	
Jack Hess	Cortland County, NY	Director, Information & Technology	Remote	
Tom McGrath	Cortland County, NY	Deputy Director, Information & Technology	Remote	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Remote	
Christopher Newell	Cortland County, NY	Board Member	Present	9:44 AM

Minutes Acceptance: Minutes of Apr 6, 2021 9:00 AM (MINUTES)

MINUTES

Buildings & Grounds Committee - Committee Meeting - Mar 9, 2021 9:00 AM

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

RESOLUTIONS

Building & Grounds

Information Technology

Safety Office

AGENDA ITEM NO. 1 – Amend the Cortland County Tent Policy - Buildings & Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/22/2021 6:00 PM
MOVER:	Ann Homer, Vice Chair
SECONDER:	George Wagner, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

ON MOTION OF HARBIN

RESOLUTION NO.

Amend the Cortland County Tent Policy - Buildings & Grounds

WHEREAS, the Cortland County Legislature adopted Resolution 347-16 which established the Cortland County Tent Policy, AND

WHEREAS, there is a need to review and amend the Cortland County Tent Policy, as the referenced New York State 2015 International Fire Code is no longer in compliance, AND

WHEREAS, New York State has adopted the 2020 International code system as of April of 2020, AND

WHEREAS, the Legislature's Buildings and Grounds Committee has reviewed the amendment and recommends adopting the amendment, NOW THEREFORE BE IT,

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator upon review and approval of the County Attorney to update this document for compliance with New York State's current 2020 code.

Minutes Acceptance: Minutes of Apr 6, 2021 9:00 AM (MINUTES)

DISCUSSION/REPORTS

Discussion Items

1. Update on the Renovations at 22 West Court Street

RESULT: COMPLETED

2. IT Monthly Budget Report

RESULT: COMPLETED

3. Information Technology Monthly Activities Report

RESULT: COMPLETED

4. Buildings and Grounds Departmental Activity Report

RESULT: COMPLETED

5. Safety Office Budget Report

RESULT: COMPLETED

6. Buildings and Grounds Budget Report

RESULT: COMPLETED

7. Elevator Capital Plan & Equipment Proposals

RESULT: COMPLETED

Minutes Acceptance: Minutes of Apr 6, 2021 9:00 AM (MINUTES)

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 Buildings & Grounds: Any structure intended for shelter, housing, or enclosure of persons, animals, or chattels owned by the County of Cortland. This includes, but is not limited to, parking lots, and lots, grounds, and real property leased or owned by the County
- 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 or upon any vehicle, building, structure, parking lot, or park owned by the County of Cortland when that person is not invited or permitted to do so.

2.6 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.

2.7 Possess: To have or hold as property; to seize and take control of property.

2.8 Weapon: Something (such as a club, knife, or gun) used to injure, defeat, or destroy another person and/or property.

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*.

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. Scanning Requirements:

4.1: If a building entrance is equipped with a weapons scanning device or magnetometer, then all persons, except those listed under Section 5 Scanning Exceptions, infra, entering the building will be subjected to the weapons scanning device to insure that no one is allowed to enter a County building with a weapon or a deadly weapon.

4.2: All persons, except those listed under Section 5 Scanning Exceptions, infra, must subject themselves to screening procedures or be allowed to voluntarily leave the County building.

4.3: All persons entering County buildings through a magnetometer will be advised to remove any change or metal objects within the person's possession for this purpose.

4.4: The container will be at the entrance of the walk-through magnetometer and at all times the container will be kept in full view of the owner of the container contents.

4.5: If items are being carried, including, but not limited to, pocket books, purses, briefcases, then the person shall remove any metal objects and place them into the container. Otherwise, the person will be required to open the carried items and remove any objects, at the officer's discretion, to provide unobstructed view of the contents of the carried items.

4.6: When the officer is satisfied that there are no weapons or deadly weapons enclosed, the person will be allowed to proceed into the walk-through magnetometer.

4.7: If the person does not activate the alarm, then the person will be allowed to retrieve the items and enter the County building.

4.8: If the alarm is activated, then the officer is required to ask the person to remove any metal objects that the person may have forgotten.

4.9: The person will be asked to go through the magnetometer again.

4.10: If the alarm is not activated, then the person may then proceed in the County building.

4.11: If the alarm is activated again, then the officer will use the hand-held magnetometer to do a complete body scan to locate the cause of the alarm activation.

4.12: Any knives or potentially dangerous objects, even though legal to possess, will be taken from the person attempting to enter the County building.

4.13: Any employee or member of the public who is found to be in possession of a weapon or deadly weapon while attempting to enter a County building will have the weapon or deadly weapon taken into possession by the officer on duty.

4.14: When the officer is satisfied that the person is not carrying any weapon(s) or deadly weapon(s), the person will then allow the person to proceed into the County building.

4.15: The officer will provide a receipt for all items taken. This receipt will list the owner's name and a notice that the officer will secure the item(s).

4.16: All items will be returned to the rightful owner at the completion of the person's business with the County.

4.17: In the event a person refuses to go through the magnetometer and that person has a good reason as determined by the officer-in-charge, then that person will be checked by the hand-held magnetometer.

4.18: If the person has no reason, or an unacceptable reason, for not submitting to the magnetometer screening, then the person will be informed that the person is being denied access to the County building based on their failure to comply with screening for weapons.

4.19: If the officer-in-charge denies building access to an individual for failure to submit to screening for weapons, the officer will write a memorandum regarding this incident with copies submitted to the Personnel Office, Department Head (if an employee), and the Sheriff.

4.20: If the officer determines that the item is contraband, illegal weapon, or illegal deadly weapon, then the officer will take the appropriate actions and initiate the necessary criminal charges.

4.21: An incident report will be filed by the confiscating officer and forwarded to the Personnel Office, appropriate Department Head, and the Sheriff for review. If deemed necessary, appropriate charges and/or disciplinary action(s) will be then initiated.

4.22: All contents of memoranda and incident reports generated as a result of this Policy will be deemed to be confidential in nature.

4.23: Any person who has been checked through the security system and then leaves the County building must be processed through the security precautions again before the person is allowed to re-enter the building.

5. Scanning Exceptions:

5.1: Law Enforcement Personnel:

5.1.1: All law enforcement personnel who are in a County building in an official capacity will be allowed to bypass the screening procedures, provided law

enforcement personnel produces both an official shield and employee identification card.

5.1.2: Law enforcement personnel who are in a County building in other than an official capacity are prohibited from carrying weapons in County buildings. If armed prior to entering the building, these individuals will be required to deposit all weapons as noted in Section 4.13, supra.

5.2: All judicial and non-judicial employees will be allowed to bypass the screening procedures, provided the employee produces an employee identification card.

5.4: Disabilities:

5.4.1: People in wheelchairs or with physical disabilities that, because of these disabilities, will be allowed to proceed around the magnetometer, but only at the direction of the officer operating the magnetometer; however, the person will still be subject to a complete body scan with the hand-held magnetometer.

5.4.2: People who have pacemakers or who are pregnant will also be allowed to proceed around the magnetometer, but only at the direction of the officer operating the magnetometer; however, the person will still be subject to a complete body scan with the hand-held magnetometer.

5.5: All carried items will be visually inspected by the office and will be verified as not containing either weapons or deadly weapons by the hand-held magnetometer, if possible.

5.6: Special Exceptions:

5.6.1: All requests for special exceptions need to be approved by the Personnel Director, appropriate Department Head, and the Sheriff, or the person's appropriate designees.

5.6.2: Justification must accompany a special exception request, including circumstances that distinguish a particular location from all others.

5.6.3: Prior to approval, the Personnel Director and the Sheriff, or the person's appropriate designees, will evaluate the operation and where applicable may recommend alternate screening procedures in lieu of further exceptions.

5.7: It is the responsibility of the officer operating the magnetometer to personally check the magnetometer on a daily basis to determine whether the magnetometer is in working order.

6. Construction:

6.1: 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.



APPLICATION TO CARRY A FIREARM / WEAPON ON COUNTY PROPERTY

COUNTY EMPLOYEE? (____) YES (____) NO

TODAY'S DATE: _____

NAME: _____

JOB TITLE (if applicable): _____

LOCATION(S) TO BE COVERED BY THIS REQUEST: _____

PERIOD OF TIME COVERED BY THIS REQUEST: _____

REQUEST RATIONALE (attach additional pages if necessary): _____

PLEASE INDICATE THE TRAINING YOU HAVE HAD SPECIFIC TO THE WEAPON YOU ARE REQUESTING TO CARRY:

APPLICABLE LICENSE(S): _____
(submit copies)

SIGNATURE: _____

*Return completed application and permit copies to: DEPUTY PERSONNEL OFFICER, COUNTY OFFICE BUILDING,
60 CENTRAL AVENUE, CORTLAND, NY 13045*

IF YOUR APPLICATION IS DENIED, YOU HAVE THE RIGHT TO APPEAL THE DECISION IN WRITING TO A COMMITTEE COMPRISED OF THE FOLLOWING INDIVIDUALS: THE PERSONNEL OFFICER, THE CORTLAND COUNTY ATTORNEY, AND THE CHAIRMAN OF THE LEGISLATURE.

FOR OFFICE USE ONLY

APPLICATION APPROVED (____) YES (____) NO

DATE: _____

BY: _____
Deputy Personnel Officer Safety Officer Chair of Legislature

A list of approved exceptions will be maintained by the PERSONNEL OFFICER. Only the following individuals will be granted access to the list: Department Heads (only to verify approval for own staff members), the Cortland County Sheriff or his/her designee (for investigation and follow-up related to reports of weapons on/in County property), and the Appeal Committee (if the application was denied and is being appealed).

Attachment: Application to Carry Weapons on County Property (7908 : Adopt Cortland County Weapons Policy)



Cortland County Administrative Policy Manual

Building Weapons Policy

Policy/Procedure Number:

Modified Date (s):

Resolution No.:

Effective Date:

Next Review:

Objective: 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.

Reference (All applicable federal, state, and local laws): New York State Penal Law §265.00

Legislative Policy Statement: 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.

Responsible Department: Personnel Department

General Information:

I. Definitions:

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.

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.



Cortland County Administrative Policy Manual

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.

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.

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.

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.

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

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

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

II. Policy:

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.



Cortland County Administrative Policy Manual

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. 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 law enforcement officers required to carry firearms or Cortland County security personnel.

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.

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

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.

III. Procedure:

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.

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.

04/29/2021 13:32
jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY

P
glytdbud 1

FOR 2021 04

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	-5,112.24	.00	-39,235.76	11.5%*
TOTAL DATA PROCESSING	-44,348	0	-44,348	-5,112.24	.00	-39,235.76	11.5%
A16805 DATA PROCESSING							
A16805 51005 PERSONAL SERVICES	518,129	0	518,129	141,596.25	.00	376,532.75	27.3%
A16805 52015 Department Specifi	5,000	215	5,215	640.39	.00	4,575.10	12.3%
A16805 52060 Capital Computer E	110,600	7,570	118,170	13,162.81	18,398.00	86,608.85	26.7%
A16805 54000 TELEPHONE	1,200	0	1,200	346.05	.00	853.95	28.8%
A16805 54002 COMPUTER MTN/AGREE	99,049	-99,049	0	.00	.00	.00	.0%
A16805 54004 COMPUTER SOFTWARE	55,100	687	55,787	7,042.34	9,487.40	39,257.26	29.6%
A16805 54005 Office Materials &	600	0	600	411.21	.00	188.79	68.5%
A16805 54014 RENEWALS MTN AGREE	6,800	-6,800	0	.00	.00	.00	.0%
A16805 54015 Maintenance Agreem	0	104,749	104,749	11,520.45	.00	93,228.55	11.0%
A16805 54020 POSTAGE	50	0	50	.00	.00	50.00	.0%
A16805 54035 EDUCATION & TRAINI	1,000	-82	918	.00	.00	918.24	.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	1,212.44	.00	1,287.56	48.5%
A16805 54055 PROFESSIONAL SERVI	2,000	0	2,000	160.00	.00	1,840.00	8.0%
A16805 54060 LEGAL NOTICES / AD	0	1,182	1,182	1,181.76	.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	10,239.90	.00	29,397.01	25.8%
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	28,900.35	.00	95,777.95	23.2%
A16805 58062 DENTAL INS	632	0	632	148.70	.00	482.98	23.5%
A16805 58065 VISION CARE BENEFIT	137	0	137	14.51	.00	122.69	10.6%
TOTAL DATA PROCESSING	1,064,652	8,472	1,073,124	237,842.70	27,885.40	807,396.16	24.8%
TOTAL GENERAL FUND	1,020,304	8,472	1,028,776	232,730.46	27,885.40	768,160.40	25.3%
TOTAL REVENUES	-44,348	0	-44,348	-5,112.24	.00	-39,235.76	
TOTAL EXPENSES	1,064,652	8,472	1,073,124	237,842.70	27,885.40	807,396.16	

Attachment: IT_YTD_BudgetReport-042021 (8490 : Information Technology Monthly Activity Report)



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

April 29, 2021

Information Technology April 2021 Monthly Report

Executive Summary

- IT
 - COVID-19 Response
 - IT continues to operate with a rotation of workers.
 - Voice and data changes
 - Verizon to come on line sometime in April.
 - 2019 Cyber Security Grant
 - Cortland County was awarded \$50,000.
 - Web based form/application submission
 - Personnel, Assigned Counsel and Highway have expressed interest in a secure web based forms submission process
 - An RFQ was distributed to interested vendors.
- Health
 - Continued support for the POD doing vaccinations at SUNY Cortland.
 - Attend twice weekly status conference calls.
- Legislature
 - Discuss funding ideas for NYS DCJS Discovery Reform Grant
- Elections
 - Complete grant contract for cyber security remediation efforts.
- Mental Health
 - Had discussions with Cornell Capstone/Weill Cornell about data dashboard solutions.

Departmental Priorities and Focus

60 Central Ave. Cortland, NY 13045 . (607) 753-5042

Create a clear vision of IT for the future

- Status: In Process
 - First committee meeting scheduled for May 4th.

Upgrade the internet bandwidth available to the county

- Status: In Process
 - Verizon is scheduled to come on line shortly.

Change the county's voice services provider

- Status: Completed
 - Momentum has replaced Spectrum.

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
 - Chuck Miller will be discussing the quotes he received.

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)

- | | | | | |
|-------------------------|-----------------------|---------------|------------|-------|
| • Palo Alto | Firewall maint. | \$8,000/year | 8/9/2021 | Info. |
| • Lexis Nexis | Online Legal Search | \$20,449/year | 8/31/2021 | Info. |
| • Barracuda | Email archiver maint. | \$5,000/year | 11/30/2021 | Info. |
| • SHI | SAN maintenance | \$24,000/year | 12/31/2021 | Info. |
| • 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. |
| • Nitel | Internet Service | \$12,000/year | 12/31/2026 | Info. |
| • Verizon | Internet Service | \$12,000/year | 12/31/2026 | Info. |
| • Toshiba Business Sol. | Copier/Printers | \$63,000/year | 9/30/2022 | Info. |
| • All Mode | Phones - Support | \$15,699/year | 12/31/2026 | Info. |
| • Momentum | Phones – Service | \$10,991/year | 3/31/2026 | Info. |



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



1.3.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: 5/3/2021

SUBJECT: Activities Report for April 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

- 1) Chamber has vacated 37 Church now working downstairs and with IT for security measures, move to follow
- 2) Continue to move shipments received throughout the County offices
- 3) 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.
- 4) I have investigated incidents for the Safety office, and recorded over 25+ reports. Fire drills and inspections scheduled, some implemented. GO2BLU finalization in progress for Panic System. Have done some instruction for departments and am working with the Company for a County Wide test.
- 5) 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 as we; as trash disposal.
- 6) 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.
- 7) 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
- 8) Reconditioning of space in Nutrition Freezer rooms are nearly complete Health Department concerns are being addressed, with installation of lift, (awaiting delivery), for Meals on Wheels drivers to move food up and out of the basement, as well as an enlarged freezer room.
- 9) Still Working on square footage of departments with Venesky and Ms. Herzog to correct/change those that are not accurate or have changed
- 10) Have nearly completed the recapitulation of State Court System budget for reimbursement for services for 20-21 State fiscal year.
- 11) Continue to work on County budget process for 2022.
- 12) Storage room for DSS is ahead of schedule, is being painted and finished as I write this. Occupation of that space will likely start before we have this meeting.
- 13) Boilers at Jail starting to become an issue. Suggest we look at replacing both now before they become more of a financial burden.
- 14) Contacted and currently working with Elevator Companies for renewing the County Office Building elevator.
- 15) Working with Josall Roofing to schedule completion of what we started last year on our roofs.
- 16) Began doing some spring repair at Dwyer Park.
- 17) Putting together RPF spec for IT Air condition unit purchase and install
- 18) Working vaccination clinics as often as time allows, and supplying locations and picking up waste and sharps disposal.

Attachment: Departmental activities report 4-2021 (8514 : Buildings and Grounds Departmental Activity Report - May)



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



1.3.a

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 4-2021 (8514 : Buildings and Grounds Departmental Activity Report - May)

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

ACCOUNTS FOR: 1620	BUILDING & GROUNDS	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
A162042 42410	RENTAL OF REAL PROPE	0	0	-15,358.29	-15,358.29	15,358.29	100.0%
A162042 42450	COMMISSIONS	-2,800	-2,800	-1,640.10	-572.23	-1,159.90	58.6%*
A162042 42620	MISC B&G REVENUE	-2,500	-2,500	.00	15,548.84	-2,500.00	.0%*
A162043 43021	COURT FACILITIES INC	-142,526	-142,526	-145,800.00	.00	3,274.00	102.3%
A162046 42500	BDC/IDA RENT	-19,651	-19,651	.00	.00	-19,651.44	.0%*
A162046 42502	CHAMBER OF COMMERCE	-11,548	-11,548	-11,547.60	-962.30	-.40	100.0%*
A162046 42503	CONVENTION & TOURISM	-11,150	-11,150	.00	.00	-11,150.04	.0%*
A162046 42504	COOPERATIVE EXTENSIO	-73,723	-73,723	-73,723.00	.00	.00	100.0%
A162046 42599	CITY OF CORTLAND-GYM	-5,225	-5,225	.00	.00	-5,225.00	.0%*
A162047 42701	REFUND APPROP EXPENS	0	0	-297.74	.00	297.74	100.0%
A16205 42665	SALE OF EQUIPMENT	0	0	-68.00	.00	68.00	100.0%
A16205 51005	PERSONAL SERVICES	794,150	794,150	722,675.93	79,607.50	71,473.94	91.0%
A16205 51020	OVERTIME PAY	15,000	15,000	14,932.59	1,893.39	67.41	99.6%
A16205 51025	SHIFT DIFFERENTIAL PA	12,693	12,693	9,948.98	1,010.25	2,743.62	78.4%
A16205 51035	OTHER COMPENSATION &	3,059	3,059	45,975.60	798.00	-42,916.60	1503.0%*
A16205 52000	1622 CAPITAL EQUIPMENT	174,000	455,520	546,790.61	.00	-91,270.74	120.0%*
A16205 52025	REPAIR & MAINTENANCE	10,961	10,861	10,827.28	.00	33.72	99.7%
A16205 52080	COUNTY CAPITAL PROJEC	25,000	17,800	17,620.00	.00	180.00	99.0%
A16205 52320	BUILDING IMPROVEMENTS	0	40,000	34,591.03	6,705.59	5,408.97	86.5%
A16205 54000	TELEPHONE	100	100	103.84	8.44	-3.84	103.8%*
A16205 54004	COMPUTER SOFTWARE	4,665	5,419	5,418.71	.00	.00	100.0%
A16205 54005	Office Materials & Su	200	600	569.81	163.56	30.19	95.0%

Report generated: 04/29/2021 14:37
User: cmiller
miller

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

ACCOUNTS FOR: 1620	BUILDING & GROUNDS	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
A16205 54007	Janitorial Materials	48,000	42,506	30,438.63	2,251.54	11,433.69	73.1%
A16205 54013	SAFETY SUPPLIES	2,400	2,000	1,258.42	694.90	741.58	62.9%
A16205 54015	Maintenance Agreement	38,819	38,819	35,381.27	140.00	3,437.73	91.1%
A16205 54020	POSTAGE	25	50	27.65	.50	22.35	55.3%
A16205 54021	INSPECTIONS/PERMITS	600	600	.00	.00	600.00	.0%
A16205 54022	BOILER SYSTEM MTN	4,978	5,978	5,870.57	.00	107.43	98.2%
A16205 54023	SECURITY SYSTEM MTN	3,300	3,300	2,935.62	900.00	364.38	89.0%
A16205 54024	FIRE EXTINGUISHER MTN	500	1,375	1,374.99	1,083.50	.00	100.0%
A16205 54025	UTILITIES	300,000	300,000	313,971.97	72,038.64	-13,971.97	104.7%*
A16205 54030	TOOLS	800	3,600	3,474.83	2,986.99	125.17	96.5%
A16205 54035	EDUCATION & TRAINING	300	275	.00	.00	275.00	.0%
A16205 54048	COVID19 Prog Spec Materi	0	27,000	26,328.03	209.70	671.97	97.5%
A16205 54050	Equip. Repairs & Main	4,500	5,000	4,697.58	.00	302.42	94.0%
A16205 54055	PROFESSIONAL SERVICES	0	0	4,790.00	.00	-4,790.00	100.0%*
A16205 54060	LEGAL NOTICES / ADVER	50	51	50.11	.00	.89	98.3%
A16205 54065	EQUIP RENT / LEASES	1,000	1,000	538.90	363.90	461.10	53.9%
A16205 54070	INSURANCE	43,680	43,680	37,437.23	.00	6,242.77	85.7%
A16205 54074	VEHICLE INSURANCE	2,207	2,207	1,241.95	.00	964.93	56.3%
A16205 54076	Building Repairs and	145,000	139,153	95,053.91	6,461.49	41,336.72	70.3%
A16205 54077	Cons & Maint Material	4,000	3,000	1,258.85	746.93	1,181.16	60.6%
A16205 54078	Fuel	7,072	7,072	3,699.70	324.11	3,372.30	52.3%
A16205 54085	CLOTHING AND UNIFORMS	7,626	7,626	6,901.58	1,440.11	723.94	90.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
A16205 54100 TAXES	10,000	10,000	4,786.45	.00	5,213.55	47.9%
A16205 54212 I/D PHONE	972	972	972.00	81.00	.00	100.0%
A16205 54213 I/D COPIER	811	811	811.49	67.58	-.53	100.1%*
A16205 54300 Vehicle Repairs & Mai	3,600	4,700	4,230.76	19.95	469.24	90.0%
A16205 54301 Vehicle Rent/Lease	33,488	33,488	24,387.45	1,868.23	9,100.23	72.8%
A16205 54399 CELL PHONES	5,800	5,800	3,858.06	623.32	1,941.94	66.5%
A16205 54625 GARBAGE COLLECTION/DI	13,321	15,015	15,015.45	1,235.00	.00	100.0%
A16205 58020 RETIREMENT	102,381	102,381	116,609.35	116,609.35	-14,228.26	113.9%*
A16205 58030 FICA	60,247	60,247	56,384.38	6,073.43	3,862.95	93.6%
A16205 58040 WORKERS COMP	47,900	47,900	39,438.75	.00	8,461.25	82.3%
A16205 58060 HEALTH INS	229,232	229,232	219,055.63	19,881.00	10,176.05	95.6%
A16205 58062 DENTAL INS	1,534	1,534	1,383.00	196.32	151.08	90.2%
A16205 58065 VISION CARE BENEFITS	255	255	224.70	37.95	30.10	88.2%
A16205 97100 SMWT SERIAL BOND PRINC	225,000	225,000	225,000.00	.00	.00	100.0%
A16205 97110 SMWT SERIAL BOND INTER	112,838	112,838	112,837.50	55,293.75	.50	100.0%
TOTAL BUILDING & GROUNDS	2,232,939	2,570,542	2,562,746.41	380,471.94	3,839.58	99.7%
TOTAL REVENUES	-269,123	-269,123	-248,434.73	-1,343.98	-20,688.75	
TOTAL EXPENSES	2,502,063	2,839,666	2,811,181.14	381,815.92	24,528.33	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	2,232,939	2,570,542	2,562,746.41	380,471.94	3,839.58	99.7%
** END OF REPORT - Generated by Chuck Miller **						

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

ACCOUNTS FOR: 3620 SAFETY OFFICE	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
A36205 54013 SAFETY SUPPLIES	6,500	6,470	1,380.00	.00	5,090.00	21.3%
A36205 54040 ASSOC/MEMBERSHIP DUES	0	30	30.00	.00	.00	100.0%
A36205 54055 PROFESSIONAL SERVICES	29,000	29,000	29,000.00	.00	.00	100.0%
TOTAL SAFETY OFFICE	35,500	35,500	30,410.00	.00	5,090.00	85.7%
TOTAL EXPENSES	35,500	35,500	30,410.00	.00	5,090.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	35,500	35,500	30,410.00	.00	5,090.00	85.7%
** END OF REPORT - Generated by Chuck Miller **						