



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, June 8, 2021

8:30 AM

Board Room

CALL TO ORDER

The meeting was called to order at 8:30 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	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Mark Helms	Cortland County, NY	Sheriff	Present	
Savannah Hempstead	Cortland County, NY	Deputy Clerk, County Legislature	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Paul Sandy	City of Cortland, NY	Chief of Police	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Valerie Puma	Cortland Standard	Reporter	Present	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Remote	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	8:44 AM

MINUTES

Buildings & Grounds Committee - Committee Meeting - May 11, 2021 9:00 AM

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

RESOLUTIONS

Building & Grounds

AGENDA ITEM NO. 1 – Award Bid/Authorize Contract for Parking Lot Sealing and Striping - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/15/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	Kevin Fitch, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

ON MOTION OF HARBIN

RESOLUTION NO.

Award Bid/Authorize Contract for Parking Lot Sealing and Striping - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued for the Sealing and Striping of County Owned parking lots

WHEREAS, bids were received from the following:

Company	Address	Amount
Superior Sealcoating	2610 Geiger Road Scipio Center, NY 13147	\$31,680

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that bid be awarded to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that Superior Sealcoating of 2610 Geiger Road, Scipio Center, New York 13147 is here by awarded the bid for parking lot sealing and striping, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with Superior Sealcoating of 2610 Geiger Road, Scipio Center, New York 13147 for the sealing and striping of County parking lots.

AGENDA ITEM NO. 2 – Award Bid/Authorize Contract for IT Server Room Additional A/C Unit- Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/15/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	Kevin Fitch, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

Award Bid/Authorize Contract for IT Server Room Additional A/C Unit- Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued for the addition of a redundant A/C unit to maintain acceptable Server Room temperature, AND

WHEREAS, bids were received from the following:

Company	Address	Amount
Robert L. Kistler Service Corp.	5615 Business Ave. Syracuse, NY 13039	\$96,980
Air Temp Heating & Air Conditioning, Inc.	1165 Front Street Binghamton, NY 13901	\$98,107

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that bid be awarded to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that Robert L. Kistler Service Corp. of 10425 of 5615 Business Avenue, Syracuse, NY 13039 is here by awarded the bid for the addition of a redundant A/C unit to maintain acceptable Server Room temperature, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with Robert L. Kistler Service Corp. of 10425 of 5615 Business Avenue, Syracuse, NY 13039 for the addition of a redundant A/C unit to maintain acceptable Server Room temperature.

AGENDA ITEM NO. 3 – Authorize Agreement with Sure Temp Company Inc. for Planned Maintenance Agreement Dwyer Park Pavilion Air Handling System - Buildings & Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/15/2021 10:00 AM
MOVER:	Kevin Fitch, Committee Member
SECONDER:	Ann Homer, Vice Chair
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

Authorize Agreement with Sure Temp Company Inc. for Planned Maintenance Agreement Dwyer Park Pavilion Air Handling System - Buildings & Grounds

WHEREAS, a request to Sure Temp was made for a 5 year planned maintenance agreement on the new Air Handling equipment installed in the Dwyer Memorial Park Pavilion, AND

WHEREAS, a proposal was received from Sure Temp to service and inspect this equipment for the following cost annually:

2021/22 - \$2,266.16
 2022/23 - \$2,334.14
 2023/24 - \$2,404.17
 2024/25 - \$2,476.29
 2025/26 - \$2,550.58

, AND

WHEREAS, based upon the results of the agreement, the Building and Grounds Committee recommends that this agreement be approved, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a service agreement with Sure Temp Company Inc., 43 Lake Ave. , Binghamton NY, 13905, for the period July 1st, 2021 through June 30th 2026.

Information Technology

AGENDA ITEM NO. 4 – Award Bid for ManageEngine Desktop Central Licensing - Information Technology

Ms. Homer MADE A MOTION to amend the resolution to add a second WHEREAS clause stating "WHEREAS, the funding for this acquisition shall be provided through grants, AND", the MOTION was SECONDED by Mr. Wagner, and unanimously APPROVED by all members.

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/15/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	Kevin Fitch, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

ON MOTION OF HARBIN

RESOLUTION NO.

Award Bid for ManageEngine Desktop Central Licensing - Information Technology

WHEREAS, a Request for Proposals (RFP) was issued for the acquisition of ManageEngine Desktop Central UEM, AND

WHEREAS, the funding for this acquisition shall be provided through grants, AND

WHEREAS, bids were received from the following:

Company	Address	Amount
Digital Information Services, LLC	10425 Dalebrooke Lane Potomac, Maryland 20854	\$24,551.99
DynTek Services, Inc.	5241 California Avenue, Suite 150 Irvine, CA 92617	\$28.802
AKA Comp Solutions	5875 N. Lincoln Ave. Suite 132 Chicago, IL 60659	\$25,801.92
vPrime Tech, Inc.	1400 Broadfield Blvd., Suite 200 Houston, TX 77084-5162	\$25, 776.62

WHEREAS, based upon the results of the bid, the Building and Grounds Committee recommends that bid be awarded to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that Digital Information Services, LLC of 10425 Dalebrooke Lane, Potomac, Maryland 20854 is here by awarded the bid for the acquisition of ManageEngine Desktop Central UEM and one year of maintenance, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with Digital Information Services, LLC, 10425

Dalebrooke Lane, Potomac, Maryland 20854 is here by awarded the bid for the acquisition of ManageEngine Desktop Central UEM and one year of maintenance.

OLD BUSINESS

AGENDA ITEM NO. 5 – Adopt Cortland County Weapons Policy

Chairman Harbin MADE A MOTION to strike Section II, Number 4 from the Building Weapons Policy, Mr. Fitch SECONDED the MOTION and it was unanimously APPROVED by roll call vote.

	AYE	NAY
Bischoff (LD3)	X	
Fitch (LD8)	X	
Harbin (LD2)	X	
Homer (LD7)	X	
Nauseef (LD12)	X	
Preston (LD10)	X	
Wagner (LD 15)	X	

Ms. Homer MADE A MOTION, and Ms. Bischoff SECONDED the MOTION, to amend the Building Weapons Policy to add language stating that "All individuals entering the County Office Building, whether a visitor, employee or elected official, shall have to enter through the magnetometer." After Ms. Homer "CALLED THE QUESTION", the MOTION was unanimously APPROVED by roll call vote.

	AYE	NAY
Bischoff (LD3)	X	
Fitch (LD8)	X	
Harbin (LD2)	X	
Homer (LD7)	X	
Nauseef (LD12)	X	
Preston (LD10)	X	
Wagner (LD 15)	X	

Ms. Homer MADE A MOTION, and Mr. Fitch SECONDED THE MOTION, to CALL THE QUESTION on all previous questions, and it was unanimously APPROVED by roll call vote.

	AYE	NAY
Bischoff (LD3)	X	
Fitch (LD8)	X	
Harbin (LD2)	X	
Homer (LD7)	X	
Nauseef (LD12)	X	
Preston (LD10)	X	
Wagner (LD 15)	X	

After the MOTION made by Ms. Homer, and a SECOND by Mr. Wagner on Agenda Item No. 5 - Adopt Cortland County Weapons Policy, as amended, a roll call vote of all members was taken; MOTION FAILED.

	AYE	NAY
Bischoff (LD3)		X
Fitch (LD8)		X
Harbin (LD2)	X	
Homer (LD7)		X
Nauseef (LD12)		X
Preston (LD10)	X	
Wagner (LD 15)		X

RESULT: **FAILED [2 TO 5]**
MOVER: Ann Homer, Vice Chair
SECONDER: George Wagner, Committee Member
AYES: Beau Harbin, Kelly L. Fairchild-Preston
NAYS: Wagner, Homer, 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.

DISCUSSION/REPORTS

1. 2020-2021 State Reimbursement Update

RESULT: **COMPLETED**

2. Buildings & Grounds Monthly Reports

RESULT: **COMPLETED**

ADJOURNMENT

The meeting was closed at 10:00 AM



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 Acceptance: Minutes of May 11, 2021 9:00 AM (MINUTES)

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.

Minutes Acceptance: Minutes of May 11, 2021 9:00 AM (MINUTES)

Monthly Reports

1. Information Technology Monthly Activity Report

RESULT:	COMPLETED
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2. Information Technology Monthly Activities Report

RESULT:	COMPLETED
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3. Buildings and Grounds Departmental Activity Report - May

RESULT:	COMPLETED
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4. Buildings and Grounds Department Monthly Budget Report

RESULT:	COMPLETED
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Discussion Items

5. Replacement of Server Room Air Conditioning System

RESULT:	COMPLETED
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6. Vietnam Veterans' Memorial Refurbishment

RESULT:	COMPLETED
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7. City Tree Commision Tree Planting on County Property

RESULT:	COMPLETED
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8. Replacement of Jail Boilers

RESULT:	COMPLETED
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9. Update on Office Space Relocations

RESULT:	COMPLETED
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10. Elevator Repairs/Replacements

RESULT:	COMPLETED
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11. Mammogram Van at County Office Building

RESULT:	COMPLETED
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Minutes Acceptance: Minutes of May 11, 2021 9:00 AM (MINUTES)



SURE TEMP

COMPANY, INC.

HEATING • AIR CONDITIONING • REFRIGERATION

3.a

Planned Maintenance Agreement

Proposal for:

**Cortland County Building and Grounds
60 Central Avenue
Cortland, NY 13045**

Covered Facility Site:

**Cortland Repertory Theatre
6799 Little York Lake Road
Preble, NY 13141**

Sure Temp Co., Inc.

**43-47 Lake Avenue
Binghamton, NY 13905
Phone: 607-729-6800
Fax: 607-797-5943**

6/3/2021

Attachment: Service Agreement Sure Temp Dwyer Park (8631 : Authorize Agreement Sure Temp - Maintenance Agreement Dwyer Park Pavilion



Sure Temp Co., Inc. would like to thank Cortland Repertory Theatre for this opportunity to propose the following custom-tailored mechanical maintenance solution for your heating, ventilation, air conditioning and refrigeration (HVACR) equipment.

Benefits of Planned Services

The Planned Services Maintenance Agreement you are about to review is the optimum choice for Cortland Repertory Theatre to maintain its HVAC equipment operation at peak efficiency. This program is customized to meet all of the unique requirements of your specific HVAC equipment. Cortland Repertory Theatre will experience many benefits from a well-designed and implemented Planned Services Maintenance Agreement such as the one we are offering here.

Sure Temp Co., Inc.'s maintenance program is designed to help you reduce the cost of operating and maintaining your HVAC systems. Studies have shown that our type of maintenance program can help you:

- **Avoid expensive downtime, employee productivity losses, or tenant turnover**
- **Avoid utility waste costs by up to 5-20%**
- **Extend the useful life of your equipment by 20% or more**
- **Reduce administrative costs associated with managing HVAC services**

Our goal is to help you control your overall maintenance costs via an optimum blend of predictive, diagnostic, and scheduled maintenance services. With this Planned Services Maintenance Agreement, Cortland Repertory Theatre will receive the following benefits:

Energy Dollar Savings

Planned Services keep Cortland Repertory Theatre's equipment in peak operating condition, thereby reducing energy consumption. Our program will provide the proper maintenance procedures such as cleaning all heat transfer surfaces and calibrating your equipment to operate at peak performance.

Operating Cost Savings

Our program will save you money! As we implement this Planned Services Maintenance Agreement, system efficiency is returned to an optimum level, and operating costs and productivity losses are reduced to a minimum.

Elimination of Expensive Down Time

Properly functioning equipment means money in your pocket. This Planned Services Maintenance Agreement provides the manufacturer's recommended maintenance procedures for your equipment on a predetermined schedule. Our program reduces equipment failures and costly equipment downtime while increasing employee productivity.



Extended Equipment Life

Planned maintenance keeps your equipment in optimum condition. This maintenance program is custom tailored to increase the life expectancy of your equipment over that of improperly maintained equipment. This results in the deferral of costly replacement expenditures.

Improved Indoor Air Quality

This program is designed to allow your equipment to operate within the original design environmental specifications they were engineered to provide. The first line of defense against possible perceived or real environmental complaints is proof of a verifiable maintenance program that provides for proper ventilation, filter changes, and comfort control. Our program will help you meet these challenges while providing an environment that is healthy for your tenants.

Increased Comfort Control

Consistent comfort control keeps your tenants happy, which studies have shown increases productivity levels to peak performance.

Air Filter Maintenance

Included in your program are (1) air filter changes per year unless otherwise stated. Sure Temp Co., Inc. will provide the labor, materials, and disposal of the used filters.

Scheduled Inspections

Sure Temp Co., Inc. will provide 1 Annual (comprehensive) and 0 Operational inspections per. The manufacturer's recommendations, equipment application, and our extensive experience determine the maintenance procedures, which our technicians precisely follow. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these procedures. Also included is replacement of any belts that are found to be worn or broken.

Emergency and Trouble Call Coverage

Even with the comprehensive care provided in this program, occasional failures can occur. This contract includes maintenance labor and materials only. Terms and conditions apply. Under this Agreement, we will provide emergency response between scheduled visits, Monday through Sunday, including holidays, 24 hours per day to minimize downtime. The costs of emergency service labor and materials outside of normal business hours is not included in the cost of the program. Emergency repairs labor will be invoiced at standard prevailing rates less 10% contract discount.

Service Documentation

We will document all scheduled and unscheduled service work showing the time, date, name of service technician, equipment identification, and brief description of work. This documentation will be made available upon request.



List of Maintained Equipment

The following HVAC equipment and services were identified during our survey and will be covered as a part of Cortland Repertory Theatre's Planned Services Maintenance Agreement.

Equipment Type	Description	Qty	Model	Serial Number
Mini-Split	OUTDOOR UNIT	1	MUYD36NA	7000670T
Mini-Split	OUTDOOR UNIT	1	MUYD36NA	8000536T
Mini-Split	OUTDOOR UNIT	1	MUYD36NA	8000532T
Mini-Split	OUTDOOR UNIT	1	MUYD36NA	8000533T
Mini-Split	OUTDOOR UNIT	1	MUYD36NA	9200100T
Mini-Split	OUTDOOR UNIT	1	MUYD36NA	8003009T
Mini-Split	INDOOR UNIT	1	MSYD36NA	9000186T
Mini-Split	INDOOR UNIT	1	MSYD36NA	9000278T
Mini-Split	INDOOR UNIT	1	MSYD36NA	9000285T
Mini-Split	INDOOR UNIT	1	MSYD36NA	9000301T
Mini-Split	INDOOR UNIT	1	MSYD36NA	9000587T
Mini-Split	INDOOR UNIT	1	MSYD36NA	9000776T
Mini-Split	OUTDOOR UNIT	1	MUYGL12NA	96C01967
Mini-Split	OUTDOOR UNIT	1	MUYGL12NA	96C01977
Mini-Split	OUTDOOR UNIT	1	MUYGL12NA	96C02034
Mini-Split	INDOOR UNIT	1	MSYGL12NA	97E07227
Mini-Split	INDOOR UNIT	1	MSYGL12NA	97E07232
Mini-Split	INDOOR UNIT	1	MSYGL12NA	97E07237

The covered equipment is located at:

Cortland Repertory Theatre
 6799 Little York Lake Road
 Preble, NY 13141



Your Planned Services Annual Investment is \$2,266.16

This Planned Services Maintenance Agreement will be for an original term of 5 year(s), beginning on 6/15/2021. At the end of the original term of this Agreement, the program will automatically renew from year to year. Either party may terminate this Agreement with written notice forty-five (45) days before the end of the renewal term. Cortland Repertory Theatre's annual investment in this program is shown below:

TERM	PRICE	% ADJUSTMENTS
Year 1	\$2,266.16	
Year 2	\$2,334.14	3%
Year 3	\$2,404.17	3%
Year 4	\$2,476.29	3%
Year 5	\$2,550.58	3%

PLEASE CHECK PAYMENT OPTION BOX:

- ☐ PREPAYMENT IN FULL, REFLECTING 2% DISCOUNT
☐ QUARTERLY
☐ MONTHLY
☐ OTHER (specify) _____

The annual Agreement prices shown above can only be adjusted if equipment is added to or deleted from the original Agreement. Payment terms will be thirty (30) days after date of invoice. Sure Temp Co., Inc. reserves the right to discontinue its service anytime payments have not been made as agreed. Failure to make payments when due or impairment of customer's credit shall relieve Sure Temp Co., Inc. of any and all obligations pertaining to work or performance of work. All past due invoices are subject to finance fees of 1.5% per month. All returned checks are subject to a \$20 service fee. We would appreciate your signature in the space provided below as your acceptance of this Agreement. By signing below, you agree to the terms of this agreement and it is deemed a valid contract. The undersigned guarantees they are authorized to approve contracts.

Terms and Conditions

- A. Planned and/or routine maintenance services provided under this Agreement will be performed during normal working hours.
- B. The guarantees and services provided under the scope of this Agreement are conditioned upon operating and maintaining systems/equipment. Cortland Repertory Theatre will do so according to industry accepted practices and in consideration of our recommendations.
- C. Cortland Repertory Theatre will provide and permit reasonable access to all covered equipment. Sure Temp Co., Inc. will be allowed to start and stop equipment as necessary to perform its services and be permitted use of existing facilities and building services.
- D. This proposal assumes that all pieces of equipment are in proper operating condition. Sure Temp Co., Inc. shall inspect and report to Cortland Repertory Theatre any malfunctions and defects within thirty (30) days after commencement of the contract. If the equipment cannot be operated within the thirty (30) day period due to seasonal conditions or other factors beyond our control, the period for initial

Sure Temp Co., Inc.

Customer Initial _____



inspection will be extended for a mutually agreed upon period. Upon completion of the inspection, it shall be the responsibility of Sure Temp Co., Inc. to make recommendations and to assist Cortland Repertory Theatre in restoring the equipment to proper operating condition. However, all of the restoration costs shall be borne by Cortland Repertory Theatre unless otherwise stated in this proposal. Any piece of covered equipment will be excluded from liability if the reported recommendations from the inspection are not accepted and repair work not performed.

- E. It is agreed that the repair, replacement, and emergency service provisions apply only to the functional internal components and parts of equipment listed in Appendix A. Repair and replacement of unserviceable portions, such as duct work, furnace heat exchangers, shell and tube heat exchangers, all diffusers, cabinetry, inter-connecting piping, main power service and electrical distribution system, valve bodies, coils, pipe insulation, glycol, storage tanks, piping systems, structural supports, etc. are excluded. In the case of refrigeration system(s) such as walk-in boxes, reach-in boxes, etc., this Agreement does not include the repair or replacement of hardware such as door handles, closing mechanisms, or related parts. In no case shall Sure Temp Co., Inc. include repair or replacement of door, cabinet, or door/cabinet gaskets. All repairs will be invoiced at standard prevailing rates less 10% contract discount. No repairs will be made without prior approval from Cortland Repertory Theatre authorized person.
- F. Any repairs or services resulting from power failures, freezing, roof leaks through curbs or equipment, or air side corrosion will be paid for by Cortland Repertory Theatre in accordance with Sure Temp Co., Inc.'s currently established rates.
- G. In the unlikely event of failure to perform its obligations, Sure Temp Co., Inc.'s liability is limited to repair or replacement, at its option, and such shall be Cortland Repertory Theatre's sole remedy. Under no circumstances will Sure Temp Co., Inc. be responsible for loss of use, loss of profits, increased operating or maintenance expense, claims of Cortland Repertory Theatre's tenants or clients, or any special, indirect, or consequential damages.
- H. The Agreement does not include responsibility for system design deficiencies, such as, but not limited to, poor air distribution, water flow imbalances, etc. It does not include responsibility for system, equipment, and component obsolescence, electrical failures, unserviceable equipment, and operating the system(s).
- I. Sure Temp Co., Inc. will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or any cause beyond reasonable control.
- J. Sure Temp Co., Inc. is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
- K. The Agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Sure Temp Co., Inc.
- L. This Agreement does not include any services occasioned by improper operation, negligence, vandalism, alterations or modifications, abuse or misuse, or repairs to equipment not performed by Sure Temp Co., Inc. Also excluded is the furnishing of materials and supplies for painting or refurbishing equipment.
- M. Sure Temp Co., Inc. shall not be required to furnish any items of equipment, labor, or make special tests recommended or required by insurance companies, Federal, State, Municipal, or other authorities except as otherwise included in this Agreement.
- N. This Agreement does not include the cleaning of any air passages, grilles, or air balancing of systems.
- O. In the event either party must commence a legal action in order to enforce any rights under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim, as the case may be.

Sure Temp Co., Inc.

Customer Initial _____



- P. Sure Temp Co., Inc. shall not be liable for the operation of the equipment nor for injuries to persons or damage to property, except those directly due to the negligent acts or omissions of its employees, and in no event shall it be liable for consequential or speculative damages. It shall not be liable for expense incurred in removing, replacing, or refinishing any part of the building structure necessary to the execution of this Agreement. It shall not be held liable for any loss by reason of strikes or labor troubles affecting its employees who perform the service called for herein, delays in transportation, delays caused by priority or preference rating, orders or regulations established by any government authority, unusual delays in procuring supplies, or for any other cause beyond its reasonable control.
- Q. Only Sure Temp Co., Inc.'s personnel or agent are authorized to perform the work included in the scope of this Agreement. Sure Temp Co., Inc. may, at its option, cancel or waive its obligations under this Agreement should non-authorized individuals perform such work.
- R. This Agreement and all rights hereunder shall not be assignable unless approved by Sure Temp Co., Inc.
- S. In the event of additional freight, labor, or material costs resulting from Cortland Repertory Theatre's request to avoid delays with respect to the equipment warranties, or accelerated delivery of parts and supplies, Cortland Repertory Theatre agrees to pay these additional costs at Sure Temp Co., Inc.'s currently established rates.
- T. Sure Temp Co., Inc.'s scope of work shall not include the identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Sure Temp Co., Inc. encounters such material in performing its work, Sure Temp Co., Inc. will have the right to discontinue work and remove its employees until the hazard is corrected or it is determined no hazard exists.
- U. This Agreement contains the entire Contract and the parties hereby agree that this Agreement has been agreed to and the entire Agreement is then accepted and approved by an authorized person for both parties. No statement, remarks, agreement, or understanding, oral or written, not contained herein, will be recognized or enforced.
- V. Cortland Repertory Theatre agrees that in the event that there shall have been passed a federal and/or state law which shall compel Sure Temp Co. Inc. to contribute to a federal and/or state health plan for its employees, then the terms of this Agreement shall be subject to adjustment. Contract adjustment would reflect the cost of such mandated contributions and offset the cost of performing this contract.
- W. Cortland Repertory Theatre agrees that in the event that there shall have been passed a federal and/or state law which shall compel Sure Temp Co., Inc. to contribute to a federal and/or state health plan for its employees, then the terms of this Agreement shall be subject to adjustment. Contract adjustment would reflect the cost of such mandated contributions and offset Sure Temp Co., Inc.'s cost of performing this contract.
- X. Cortland Repertory Theatre acknowledges and agrees that any purchase order issued in accordance with this Agreement, is intended only to establish payment authority for internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement. No term or condition included in the purchase order will have any force or effect.
- Y. Should the contract be canceled, Cortland Repertory Theatre shall pay Sure Temp Co., Inc. 25% of the annual price in addition to any previous amount paid.

PROPOSAL DATE: JUNE 3, 2021

Sure Temp Co., Inc.

Customer Initial _____

**CUSTOMER ACCEPTANCE****ACCEPTED BY:****PRINTED NAME:****TITLE:****DATE:****P.O. #:****SURE TEMP CO., INC. ACCEPTANCE****ACCEPTED BY:****TITLE:****DATE:**

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.

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
A162042	42450 COMMISSIONS	-2,800	-2,800	-486.23	.00	-2,313.77	17.4%*
A162042	42620 MISC B&G REVENUE	-12,526	-12,526	-4,412.59	.00	-8,113.06	35.2%*
A162043	43021 COURT FACILITIES INC	-135,263	-135,263	.00	.00	-135,263.00	.0%*
A162046	42502 CHAMBER OF COMMERCE	0	0	-2,886.90	.00	2,886.90	100.0%
A162046	42504 COOPERATIVE EXTENSIO	-73,723	-73,723	-36,861.50	.00	-36,861.50	50.0%*
A16205	51005 PERSONAL SERVICES	718,675	718,675	238,759.17	.00	479,915.61	33.2%
A16205	51020 OVERTIME PAY	15,000	15,000	9,282.30	.00	5,717.70	61.9%
A16205	51025 SHIFT DIFFERENTIAL PA	11,645	11,645	3,084.38	.00	8,560.12	26.5%
A16205	51035 OTHER COMPENSATION &	3,059	3,059	4,607.35	.00	-1,548.35	150.6%*
A16205	52025 REPAIR & MAINTENANCE	10,961	0	.00	.00	.00	.0%
A16205	52080 COUNTY CAPITAL PROJEC	25,000	0	.00	.00	.00	.0%
A16205	52320 BUILDING IMPROVEMENTS	0	4,538	.00	.00	4,538.38	.0%
A16205	54000 TELEPHONE	6,300	6,300	1,527.23	.00	4,256.62	32.4%
A16205	54004 COMPUTER SOFTWARE	5,420	5,420	.00	.00	5,420.00	.0%
A16205	54005 Office Materials & Su	200	200	51.87	.00	148.13	25.9%
A16205	54007 Janitorial Materials	48,000	48,634	8,467.97	.00	39,062.03	19.7%
A16205	54013 SAFETY SUPPLIES	2,000	2,000	.00	.00	2,000.00	.0%
A16205	54015 Maintenance Agreement	40,443	49,543	30,633.48	.00	18,909.52	61.8%
A16205	54020 POSTAGE	25	75	26.83	.00	48.17	35.8%
A16205	54021 INSPECTIONS/PERMITS	600	0	.00	.00	.00	.0%
A16205	54022 BOILER SYSTEM MTN	5,000	0	.00	.00	.00	.0%
A16205	54023 SECURITY SYSTEM MTN	3,600	0	.00	.00	.00	.0%

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 54024 FIRE EXTINGUISHER MTN	500	0	.00	.00	.00	.0%
A16205 54025 UTILITIES	300,000	300,000	97,098.19	.00	117,640.75	60.8%
A16205 54030 TOOLS	800	0	.00	.00	.00	.0%
A16205 54035 EDUCATION & TRAINING	300	300	.00	.00	300.00	.0%
A16205 54050 Equip. Repairs & Main	4,500	4,500	2,475.96	.00	2,024.04	55.0%
A16205 54060 LEGAL NOTICES / ADVER	50	250	81.76	.00	97.79	60.9%
A16205 54065 EQUIP RENT / LEASES	1,000	1,000	.00	.00	1,000.00	.0%
A16205 54070 INSURANCE	38,560	38,560	51,654.13	.00	-13,093.78	134.0%*
A16205 54074 VEHICLE INSURANCE	1,279	1,279	1,389.32	.00	-110.11	108.6%*
A16205 54076 Building Repairs and	145,000	172,763	35,232.25	.00	120,030.32	30.5%
A16205 54077 Cons & Maint Material	4,000	16,071	4,289.23	.00	11,781.76	26.7%
A16205 54078 Fuel	7,100	7,100	1,762.01	.00	5,337.99	24.8%
A16205 54085 CLOTHING AND UNIFORMS	7,626	7,626	1,904.33	.00	4,654.98	39.0%
A16205 54100 TAXES	13,000	13,000	6,132.54	.00	6,867.46	47.2%
A16205 54213 I/D COPIER	811	811	270.32	.00	540.64	33.3%
A16205 54300 Vehicle Repairs & Mai	3,600	3,600	1,241.62	.00	2,108.38	41.4%
A16205 54301 Vehicle Rent/Lease	22,528	22,528	8,668.45	.00	11,507.19	48.9%
A16205 54444 FEES & PERMITS	0	600	.00	.00	600.00	.0%
A16205 54625 GARBAGE COLLECTION/DI	19,359	19,359	6,175.00	.00	11,948.85	38.3%
A16205 58020 RETIREMENT	104,173	104,173	.00	.00	104,173.00	.0%
A16205 58030 FICA	56,923	56,923	18,141.74	.00	38,781.26	31.9%
A16205 58040 WORKERS COMP	35,910	35,910	36,387.30	.00	-477.30	101.3%*

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 58060 HEALTH INS	180,521	180,521	74,298.90	.00	106,221.79	41.2%
A16205 58062 DENTAL INS	1,263	1,263	469.68	.00	793.68	37.2%
A16205 58065 VISION CARE BENEFITS	216	216	77.28	.00	138.32	35.8%
A16205 97100 SMWT SERIAL BOND PRINC	235,000	235,000	235,000.00	.00	.00	100.0%
A16205 97110 SMWT SERIAL BOND INTER	108,238	108,238	.00	.00	.50	100.0%
TOTAL BUILDING & GROUNDS	1,963,872	1,972,367	834,543.37	.00	920,231.01	42.3%
TOTAL REVENUES	-224,312	-224,312	-44,647.22	.00	-179,664.43	
TOTAL EXPENSES	2,188,184	2,196,678	879,190.59	.00	1,099,895.44	

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	1,972,367	834,543.37	.00	920,231.01	42.3%
** END OF REPORT - Generated by Chuck Miller **						

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 SUPPLIES	6,400	6,400	945.75	.00	5,454.25	14.8%
A36205	54035 EDUCATION & TRAINING	500	500	.00	.00	500.00	.0%
A36205	54040 ASSOC/MEMBERSHIP DUES	30	30	.00	.00	30.00	.0%
A36205	54055 PROFESSIONAL SERVICES	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	945.75	.00	35,184.25	2.6%
TOTAL EXPENSES		36,130	36,130	945.75	.00	35,184.25	

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	945.75	.00	35,184.25	2.6%
** END OF REPORT - Generated by Chuck Miller **						





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



2.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: 6/2/2021

SUBJECT: Activities Report for May 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) Components are now in, will work with IT on 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 do to possible exposure levels.
- 4) I have investigated incidents for the Safety office, and recorded over 20+ reports. Fire drills and inspections scheduled, some implemented. GO2BLU finalization in progress for Panic System. Have done more instruction for departments and am currently working with the Company and our IT department for installs and issues.
- 5) Continue to work on space issues and ideas with County Administrator and Committee Chair, Chairman progress in my opinion is going to happen on many fronts consolidating entities back into properly sized and manageable space, minimizing financial impact moving forward long term.
- 6) Budget spending continues to be held to a minimum, but we are now starting to address needed issues that have been tabled for a period of time.
- 7) Reconditioning of space in Nutrition Freezer rooms are nearly complete Health Department concerns are being addressed, we are now waiting on delivery of the cart lift, room is 70% completed including demolition of an interior wall and expansion of square footage.
- 8) Have completed the recapitulation of State Court System budget for reimbursement for services for 20-21 State fiscal year, scheduled meeting with state to address the upcoming changes and budget process.
- 9) Continue to work on County budget process for 2022.
- 10) Storage room for DSS is complete and all records, filing cabinets and accessories have been moved to the new records storage on the stage.
- 11) Boilers at Jail, we are now awaiting options for replacement.
- 12) Still working with Elevator Companies for renewing the County Office Building elevator.
- 13) Working with Josall Roofing to schedule completion of what we started last year on our roofs.
- 14) Dwyer Park, completed new electrical install of lights and fans in renovated dressing room, completed plumbing, work with Mr. Sudbrink on various plumbing issues with current lavatories.
- 15) IT air conditioning issues continue, staff works to maintain an acceptable temperature.
- 16) Working with the Veterans volunteers and soon to begin renovation of the entire memorial site, set to be completed in August.

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

Attachment: Departmental activities report 5-2021 (8617 : Buildings & Grounds Monthly Reports)