



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, July 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	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	Excused	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk, County Legislature	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Richard Stock	Cortland County, NY	Board Member	Present	
Valerie Puma	Cortland Standard	Reporter	Present	
Susan Wilson	Cortland County, NY	Board Member	Present	9:22 AM

MINUTES

Buildings & Grounds Committee - Committee Meeting - Jun 8, 2021 8:30 AM

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

RESOLUTIONS

OLD BUSINESS

AGENDA ITEM NO. 1 – Adopt Cortland County Weapons Policy

Mr. Harbin MADE A MOTION to amend the Weapons Policy as follows:

1. Strike Section II, Subsection 6
2. Strike the second paragraph of Section III

Ms. Homer SECONDED THE MOTION, and after a unanimous voice-vote of members present, the amendment was ACCEPTED.

RESULT:	APPROVED [4 TO 2]
	Next: 7/22/2021 6:00 PM
MOVER:	Ann Homer, Vice Chair
SECONDER:	George Wagner, Committee Member
AYES:	George Wagner, Beau Harbin, Ann Homer, Kevin Fitch
NAYS:	Kelly L. Fairchild-Preston, Cathy Bischoff
EXCUSED:	Joseph 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

Buildings & Grounds Monthly Activities and Budget Reports

RESULT:	COMPLETED
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Information Technology Monthly Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS

Jail Boiler Replacement

RESULT:	COMPLETED
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Discussion Regarding City Court Moving to County Courthouse

RESULT:	COMPLETED
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March Associates Proposal for Legislative Chambers

RESULT:	COMPLETED
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American Rescue Plan Funds Use Discussion

RESULT:	COMPLETED
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COMMITTEE APPROVAL

Authorize Buildings and Grounds to Construct a Canopy Over the New Entrance to the County Office Building

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

Appoint Savannah Hempstead as Point Person for Legislative Chambers Redesign and Modernization

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Beau Harbin, Chairman
SECONDER:	George Wagner, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch
EXCUSED:	Joseph Nauseef

Committee Approval to Restore Legislative Chambers to Pre-COVID Layout

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

ADJOURNMENT

The meeting was closed at 10:03 AM



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 Acceptance: Minutes of Jun 8, 2021 8:30 AM (MINUTES)

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

Minutes Acceptance: Minutes of Jun 8, 2021 8:30 AM (MINUTES)

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

Minutes Acceptance: Minutes of Jun 8, 2021 8:30 AM (MINUTES)

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

Minutes Acceptance: Minutes of Jun 8, 2021 8:30 AM (MINUTES)

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

Minutes Acceptance: Minutes of Jun 8, 2021 8:30 AM (MINUTES)

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:	ORIGINAL	ESTIM	REVISED	ACTUAL	REMAINING	PCT
1620 BUILDING & GROUNDS	ESTIM REV	ADJUSTMENTS	EST REV	REVENUE	REVENUE	COLL
AL162042 42450 COMMISSIONS	-2,800	0	-2,800	-486.23	-2,313.77	17.4%*
AL162042 42620 MISC B&G REVENUE	-12,526	0	-12,526	-4,412.59	-8,113.06	35.2%*
AL162043 43021 COURT FACILITIES	-135,263	0	-135,263	-120,787.00	-14,476.00	89.3%*
AL162046 42502 CHAMBER OF COMMER	0	0	0	-2,886.90	-2,886.90	100.0%*
AL162046 42504 COOPERATIVE EXTEN	-73,723	0	-73,723	-36,861.50	-36,861.50	50.0%*
AL16205 51005 PERSONAL SERVICES	718,675	0	718,675	286,934.84	431,739.94	39.9%*
AL16205 51020 OVERTIME PAY	15,000	0	15,000	9,622.00	5,378.00	64.1%*
AL16205 51025 SHIFT DIFFERENTIAL	11,645	0	11,645	3,684.38	7,960.12	31.6%*
AL16205 51035 OTHER COMPENSATION	3,059	0	3,059	9,452.96	-6,393.96	309.0%*
AL16205 52025 REPAIR & MAINTENAN	10,961	-10,961	0	.00	.00	.0%*
AL16205 52080 COUNTY CAPITAL PRO	25,000	-25,000	0	.00	.00	.0%*
AL16205 52320 BUILDING IMPROVEME	0	4,538	4,538	.00	4,538.38	.0%*
AL16205 54000 TELEPHONE	6,300	0	6,300	1,614.31	4,685.69	25.5%*
AL16205 54004 COMPUTER SOFTWARE	5,420	0	5,420	.00	5,420.00	.0%*
AL16205 54005 Office Materials &	200	0	200	51.87	148.13	25.9%*
AL16205 54007 Janitorial Material	48,000	634	48,634	9,537.01	39,096.99	19.7%*
AL16205 54013 SAFETY SUPPLIES	2,000	0	2,000	.00	2,000.00	.0%*
AL16205 54015 Maintenance Agreem	40,443	9,100	49,543	30,633.48	18,909.52	61.8%*
AL16205 54020 POSTAGE	25	50	75	26.83	48.17	35.8%*
AL16205 54021 INSPECTIONS/PERMIT	600	-600	0	.00	.00	.0%*
AL16205 54022 BOILER SYSTEM MTN	5,000	-5,000	0	.00	.00	.0%*
AL16205 54023 SECURITY SYSTEM MT	3,600	-3,600	0	.00	.00	.0%*
AL16205 54024 FIRE EXTINGUISHER	500	-500	0	.00	.00	.0%*
AL16205 54025 UTILITIES	300,000	0	300,000	112,590.37	187,409.63	37.5%*
AL16205 54030 TOOLS	800	-800	0	.00	.00	.0%*
AL16205 54035 EDUCATION & TRAINI	300	0	300	.00	300.00	.0%*
AL16205 54050 Equip. Repairs & M	4,500	0	4,500	2,475.96	2,024.04	55.0%*
AL16205 54060 LEGAL NOTICES / AD	50	200	250	152.21	97.79	60.9%*
AL16205 54065 EQUIP RENT / LEASE	1,000	0	1,000	.00	1,000.00	.0%*
AL16205 54074 VEHICLE INSURANCE	38,560	0	38,560	51,654.13	-13,093.78	134.0%*
AL16205 54076 Building Repairs a	1,279	0	1,279	1,389.32	-110.11	108.6%*
AL16205 54077 Cons & Maint Mater	145,000	27,763	172,763	39,261.57	133,501.43	22.8%*
AL16205 54078 Fuel	4,000	12,071	16,071	4,289.23	11,781.77	26.7%*
AL16205 54085 CLOTHING AND UNIFO	7,100	0	7,100	2,092.30	5,007.70	29.5%*
AL16205 54100 TAXES	7,626	0	7,626	1,904.33	5,721.67	25.1%*
AL16205 54213 I/D COPIER	13,000	0	13,000	6,132.54	6,867.46	47.2%*
AL16205 54300 Vehicle Repairs &	811	0	811	337.90	473.06	41.7%*
AL16205 54301 Vehicle Rent/Lease	3,600	0	3,600	1,721.80	1,878.20	50.8%*
AL16205 54444 FEES & PERMITS	22,528	0	22,528	10,290.04	12,237.76	45.7%*
AL16205 54625 GARBAGE COLLECTION	0	600	600	.00	600.00	.0%*
AL16205 58020 RETIREMENT	19,359	0	19,359	7,410.00	11,949.00	38.3%*
AL16205 58030 FICA	104,173	0	104,173	.00	104,173.00	.0%*
AL16205 58030 FICA	56,923	0	56,923	22,014.80	34,908.20	38.7%*

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:		ORIGINAL	ESTIM	REVISED	ACTUAL	REMAINING	PCT
1620	BUILDING & GROUNDS	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
A16205	58040 WORKERS COMP	35,910	0	35,910	36,387.30	-477.30	101.33%
A16205	58060 HEALTH INS	180,521	0	180,521	87,956.90	92,563.79	48.7%
A16205	58062 DENTAL INS	1,263	0	1,263	546.24	717.12	43.2%
A16205	58065 VISION CARE BENEFIT	216	0	216	89.28	126.32	41.4%
A16205	97100 SMWT SERIAL BOND PR	235,000	0	235,000	235,000.00	.00	100.0%
A16205	97110 SMWT SERIAL BOND IN	108,238	0	108,238	55,293.75	.50	100.0%
TOTAL BUILDING & GROUNDS		1,963,872	8,495	1,972,367	865,113.43	960,731.19	43.9%
TOTAL REVENUES		-224,312	0	-224,312	-165,434.22	-58,877.43	
TOTAL EXPENSES		2,188,184	8,495	2,196,678	1,030,547.65	1,019,608.62	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	1,963,872	8,495	1,972,367	865,113.43	960,731.19	43.9%

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

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

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

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print full or short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: Y

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/ 7

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/12

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Field Name Find Criteria
Field Value

Org
Object
Project
Rollup code
Account type
Account status

AI620*

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:		ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
3620	SAFETY OFFICE	ESTIM REV	ADJUSTMTS	EST REV	REVENUE	REVENUE	COLL
A36205	54013 SAFETY SUPPLIES	6,400	0	6,400	945.75	5,454.25	14.8%
A36205	54035 EDUCATION & TRAINI	500	0	500	.00	500.00	.0%
A36205	54040 ASSOC/MEMBERSHIP D	30	0	30	.00	30.00	.0%
A36205	54055 PROFESSIONAL SERVI	29,000	0	29,000	.00	29,000.00	.0%
A36205	54078 Fuel	200	0	200	.00	200.00	.0%
TOTAL SAFETY OFFICE		36,130	0	36,130	945.75	35,184.25	2.6%
TOTAL EXPENSES		36,130	0	36,130	945.75	35,184.25	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	36,130	0	36,130	945.75	35,184.25	2.6%

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

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

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

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print full or short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: Y

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund balance: N

Print journal detail: N

From Yr/Per: 2021/1

To Yr/Per: 2021/7

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/12

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Field Name	Find Criteria	Field Value
Org		A3620*
Object		
Project		
Rollup code		
Account type		
Account status		



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



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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: 6/29/2021

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) Working with DA to do a move that does not impede his ability to administer Job duties.
- 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.
- 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 is nearly complete Health Department concerns addressed, cart lift delivered and installed and in use, room is 90% completed.
- 8) Have received reimbursement for services for 20-21 State fiscal year total is \$121,787.00 which included special treatments done for COVID, met with State Courts to address the upcoming changes and budget process.
- 9) Continue to work on County budget process for 2022.
- 10) Boilers at Jail, we are now bids and options for replacement.
- 11) Still working with Elevator Companies for renewing the County Office Building elevator.
- 12) Continue to work with Josall Roofing to schedule completion of what we started last year on our roofs.
- 13) Dwyer Park, working on plumbing issues, sprinkler system repairs, communication issues, (phone lines), added sanitary receptacles to women's lav.
- 14) IT air conditioning issues repaired, system maintaining an acceptable temperature.
- 15) Continue to work with the Veterans volunteers and soon to begin renovation of the entire memorial site, set to be completed in August.
- 16) Began interview process to fill vacant positions. Got 3 applications so far for 3 open positions.
- 17) Began parking lot repairs as needed for upcoming sealing and striping.
- 18) Safety inspections resumed, correcting issues found, working with One-Group on employee safety.
- 19) Prepping for reopening of Main entrance to County Office Building.

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

Attachment: Departmental activities report 6-2021 (8660 : Buildings & Grounds Monthly Activities and Budget Reports)

06/30/2021 08:36
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Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY
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FOR 2021 06

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	-19,520.40	.00	-24,827.60	44.0%*
TOTAL DATA PROCESSING	-44,348	0	-44,348	-19,520.40	.00	-24,827.60	44.0%
A16805 DATA PROCESSING							
A16805 51005 PERSONAL SERVICES	518,129	0	518,129	221,368.37	.00	296,760.63	42.7%
A16805 51020 OVERTIME PAY	0	0	0	55.16	.00	-55.16	100.0%*
A16805 52015 Department Specifi	5,000	215	5,215	1,978.15	50.68	3,186.66	38.9%
A16805 52060 Capital Computer E	110,600	7,570	118,170	45,166.59	1,219.27	71,783.80	39.3%
A16805 54000 TELEPHONE	1,200	0	1,200	549.91	.00	650.09	45.8%
A16805 54002 COMPUTER MTN/AGREE	99,049	-99,049	0	.00	.00	.00	.0%
A16805 54004 COMPUTER SOFTWARE	55,100	687	55,787	25,903.16	5,112.24	24,771.60	55.6%
A16805 54005 Office Materials &	600	450	1,050	967.56	34.58	47.86	95.4%
A16805 54014 RENEWALS MTN AGREE	6,800	-6,800	0	.00	.00	.00	.0%
A16805 54015 Maintenance Agreeem	0	104,299	104,299	26,314.32	4,696.13	73,288.55	29.7%
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	1,302.44	166.00	1,031.56	58.7%
A16805 54055 PROFESSIONAL SERVI	2,000	0	2,000	480.00	240.00	1,280.00	36.0%
A16805 54060 LEGAL NOTICES / AD	0	1,182	1,182	1,100.00	.00	81.76	93.1%
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	15,971.89	.00	23,665.02	40.3%
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	46,875.37	.00	77,802.93	37.6%
A16805 58062 DENTAL INS	632	0	632	231.99	.00	399.69	36.7%
A16805 58065 VISION CARE BENEFIT	137	0	137	23.49	.00	113.71	17.1%
TOTAL DATA PROCESSING	1,064,652	8,472	1,073,124	409,553.94	11,518.90	652,051.42	39.2%
TOTAL GENERAL FUND	1,020,304	8,472	1,028,776	390,033.54	11,518.90	627,223.82	39.0%
TOTAL REVENUES	-44,348	0	-44,348	-19,520.40	.00	-24,827.60	
TOTAL EXPENSES	1,064,652	8,472	1,073,124	409,553.94	11,518.90	652,051.42	

Attachment: IT_YTD_BudgetReport-062021 (002) (9712 : Information Technology Monthly Reports)



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

June 30, 2021

Information Technology June 2021 Monthly Report

Executive Summary

- IT
 - COVID-19 Response
 - As of June 30th all IT personnel will be back on site.
 - Voice and data changes
 - Verizon is still troubleshooting connectivity issues.
 - Applied for a .GOV domain name.
 - Cortland County will be moving from its cortland-co.org domain name to cortlandcountyny.gov.
 - Renew the County's wildcard certificate.
 - Applied the SSL certificate to our public facing servers.
 - Requested quotes for a replacement uninterruptable power supply.
 - This is in our budget and will replace a 15+ year old UPS in the NOC.
 - Purchased patch management software.
 - ManageEngine will be installed on county assets to monitor and install software patches and updates.
 - Discuss the viability of using 5G technology for internet redundancy.
 - Met with representatives from T-Mobile and AT&T.
- DERC
 - Work on Spillman server SSL certificate issues.
- DA
 - Testified in a trial as to chain of custody for a video from the county's security cameras.
- County Administration
 - Responded to a request for video of a possible accident in the parking lot.

Attachment: 2021_06_Monthly_Report - IT (9712 : Information Technology Monthly Reports)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting will be scheduled after the Director's return from vacation.

Upgrade the internet bandwidth available to the county

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

Cyber Security

- Status: In Process
 - Purchased ManageEngine to handle patch management.

Disaster recovery and business continuity planning

- Status: In Process
 - Switches, servers and upgraded software is now place to support disaster recovery and continuity. At this time we are using the PSB as our redundant site.

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

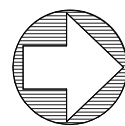
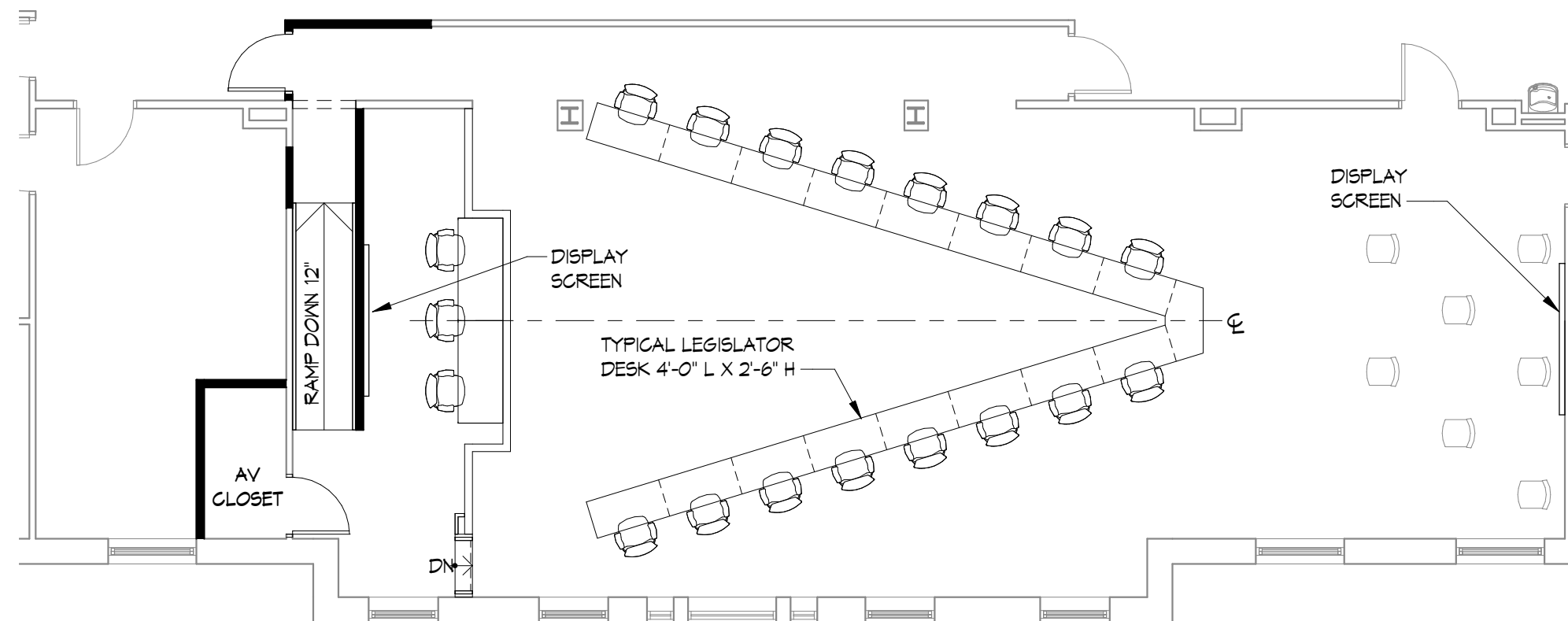
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|-------------------------|------------------------|--|
| • Aging | • District Attorney | • Public Defender |
| • Assigned Counsel | • Elections | • RPTS |
| • Buildings and Grounds | • Finance | • Recycling |
| • CAC | • Grant Administration | • Sheriff |
| • 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. |
| • Toshiba Business Sol. | Copier/Printers | \$63,000/year | 9/30/2022 | Info. |
| • GoDaddy | SSL Certificate | \$450/year | 7/15/2023 | Info. |
| • Momentum | Phones – Service | \$10,991/year | 3/31/2026 | Info. |
| • Nitel | Internet Service | \$12,000/year | 12/31/2026 | Info. |
| • Verizon | Internet Service | \$12,000/year | 12/31/2026 | Info. |
| • All Mode | Phones - Support | \$15,699/year | 12/31/2026 | Info. |

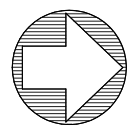
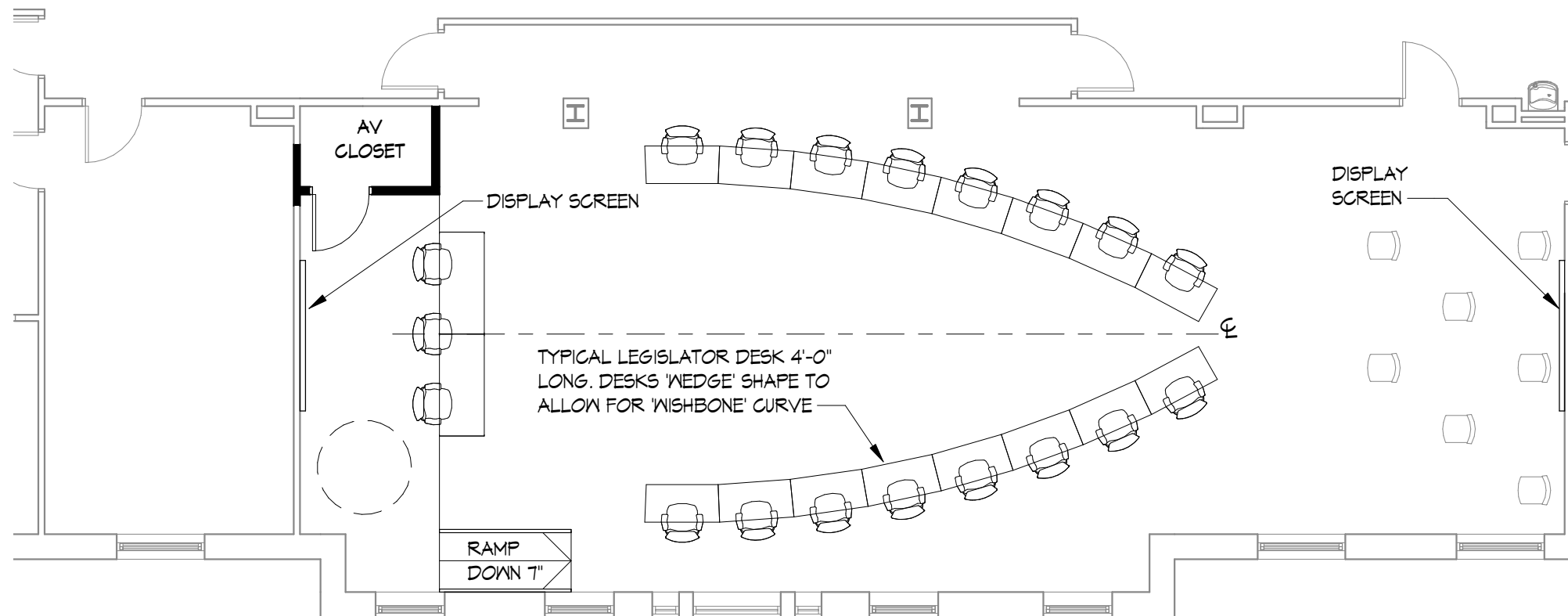


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EXISTING CHAMBER RENOVATION - OPTION 1 - V DESK

SCALE: 1/8" = 1'-0"

- 'V' SHAPE DESK CONFIGURATION PROVIDES OPTIMAL SITE LINES BETWEEN ALL LEGISLATORS AND CHAIRMAN, AS WELL AS TO DESKS ON OPPOSITE WING OF 'V'. SITE LINES TO ADJACENT LEGISLATORS WILL BE CHALLENGING.
- CHAIRMAN DESK IS RAISED UP 12" FOR ENHANCED SITELINES TO LEGISLATORS AND PUBLIC. RAISED PLATFORM IS ACCESSED BY RAMP CONCEALED BEHIND A DISPLAY WALL AS WELL AS STAIRS.
- AV CLOSET IS RELOCATED TO BEHIND CHAIRMAN'S DESK AND EXTENDS INTO ADJACENT OFFICE.
- ENTRANCE INTO CHAMBER IS EXTENDED INTO CORRIDOR TO ALLOW ACCESS TO RAMP TO PLATFORM.
- UNIT VENTILATORS REMOVED TO CREATE MORE SPACE FOR LEGISLATIVE DESKS AND ALLOW FOR MORE ACCOUSTICALLY APPROPRIATE HVAC.

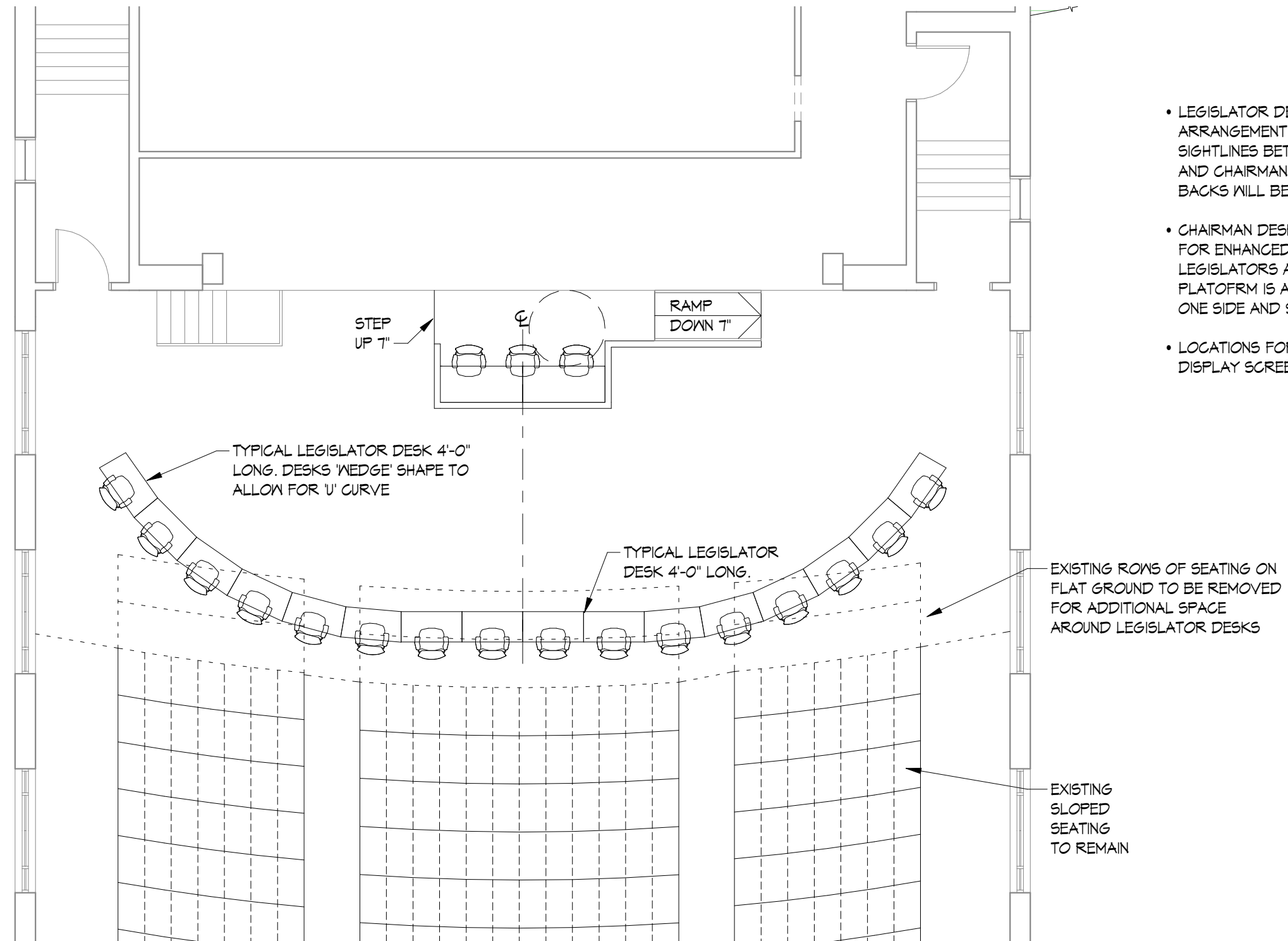


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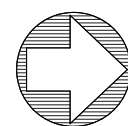
EXISTING CHAMBER RENOVATION - OPTION 2 - WISHBONE DESK

SCALE: 1/8" = 1'-0"

- 'WISHBONE' DESK CONFIGURATION PROVIDES OPTIMAL SITE LINES BETWEEN ALL LEGISLATORS AND CHAIRMAN, AS WELL AS BETWEEN ALL LEGISLATOR DESKS.
- CHAIRMAN DESK IS RAISED UP 7" (1 STEP) FOR ENHANCED SITELINES TO LEGISLATORS AND PUBLIC. RAISED PLATFORM IS ACCESSED BY RAMP ALONG WINDOWS AND STEP ALONG FRONT FACE.
- AV CLOSET IS RELOCATED TO BE NEXT TO CHAIRMAN'S DESK WITHIN THE FOOTPRINT OF THE EXISTING ROOM.
- UNIT VENTILATORS REMOVED TO CREATE MORE SPACE FOR LEGISLATIVE DESKS AND ALLOW FOR MORE ACOUSTICALLY APPROPRIATE HVAC.



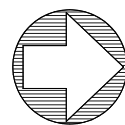
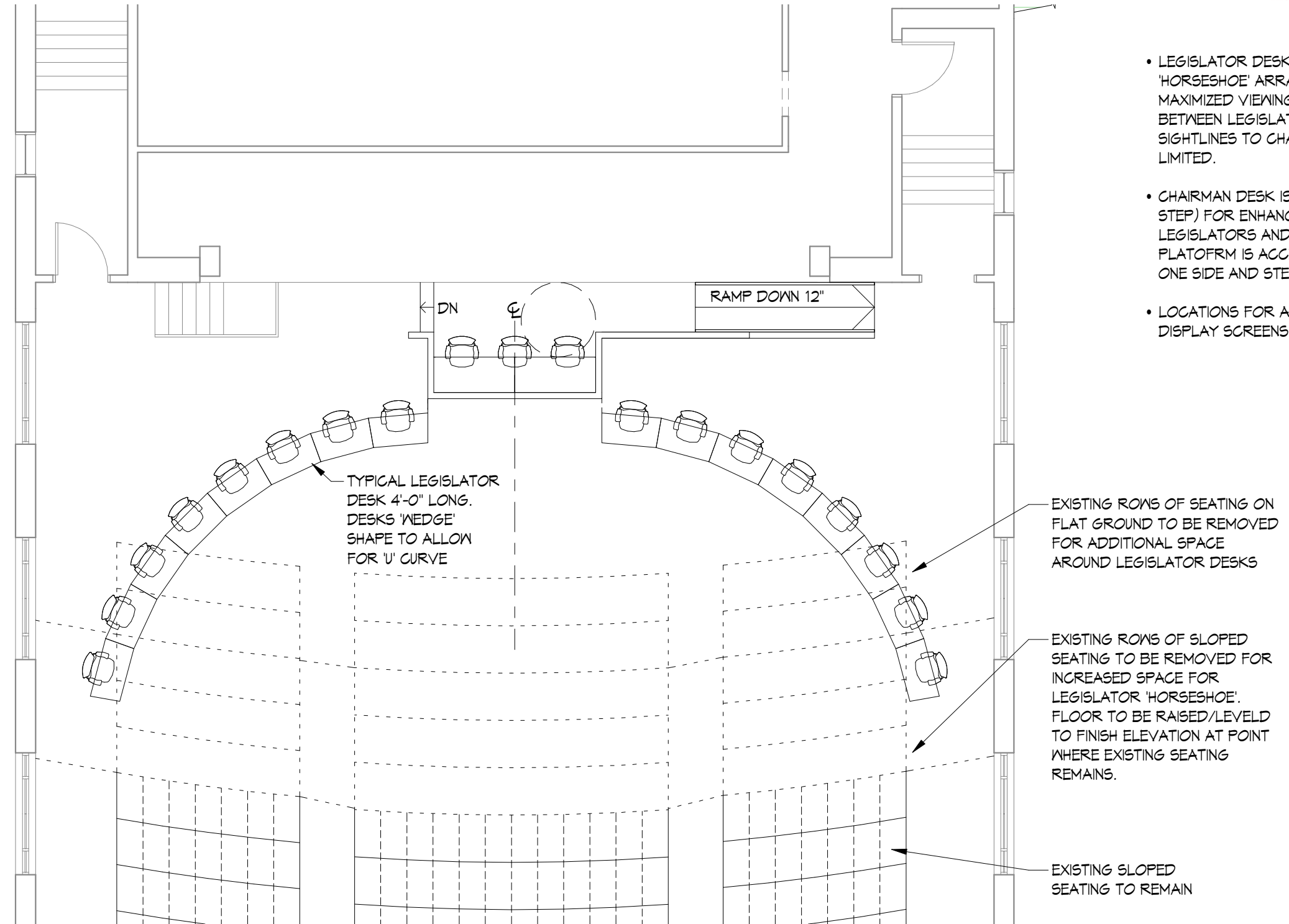
- LEGISLATOR DESKS CONFIGURED IN 'U' ARRANGEMENT FOR MAXIMIZED SIGHTLINES BETWEEN ALL LEGISLATORS AND CHAIRMAN. ALL LEGISLATORS BACKS WILL BE TO THE PUBLIC.
- CHAIRMAN DESK IS RAISED UP 7" (1 STEP) FOR ENHANCED SITELINES TO LEGISLATORS AND PUBLIC. RAISED PLATFORM IS ACCESSED BY RAMP ON ONE SIDE AND STEP ON OTHER.
- LOCATIONS FOR AV EQUIPMENT AND DISPLAY SCREENS TO BE DETERMINED.



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AUDITORIUM CONVERSION - OPTION 1

SCALE: 1/8" = 1'-0"



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A106

AUDITORIUM CONVERSION PLAN - OPTION 2

SCALE: 1/8" = 1'-0"