



Buildings & Grounds Committee

Committee Meeting

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

~ Agenda ~

Tuesday, August 10, 2021

9:00 AM

Board Room

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member George Wagner	☐	☐	☐	
Chairman Beau Harbin	☐	☐	☐	
Vice Chair Ann Homer	☐	☐	☐	
Committee Member Kelly L. Fairchild-Preston	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Kevin Fitch	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	

MINUTES

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

RESOLUTIONS

ON MOTION OF HARBIN

AGENDA ITEM NO. 1

Award Bid/Authorize Contract for Jail Boiler Replacement - Buildings & Grounds

WHEREAS, a Request for Proposal was issued to replace both boilers, controls and venting in the Cortland County Jail, AND

WHEREAS, one valid proposal was received from Reagan-Riter Boiler Works, Inc. in the amount of \$47,419.00, AND

WHEREAS, based upon the results of the RFP, the Building and Grounds Committee recommends Reagan-Riter Boiler Works, Inc. be awarded the contract, AND

WHEREAS, resolution #313-15 created a Jail Project Reserve for repairs, construction, capital projects or other related expenses for the correctional facility, with a current balance of \$1,364,107, and it is the recommendation of the Buildings and Grounds Committee to utilize reserve funds for the boiler replacement, 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 Contract with Reagan-Riter Boiler Works Inc., P.O. Box 228, 4739 Carroway Hill Road, Homer, NY 13077, for the replacement of these boilers, not to exceed \$47,419.00, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature approves the use of Jail Project Reserve funds, up to \$47,419.00 for the replacement of both boilers in the County Jail, AND BE IT FURTHER

RESOLVED, the 2021 budget be amended as follows:

INCREASE:		
A31505.52320	Building Improvements	\$47,419.00
A351100	Appropriated Reserves	\$47,419.00

ON MOTION OF HARBIN

AGENDA ITEM NO. 2

Authorize Agreement for Secure Website Form Submission - Information Technology

WHEREAS, quotes were requested for the creation of a secure website to accept and process forms for various departments, AND

WHEREAS, quotes were received from the following:

Company	Address	Amount
IMM, LLC	28 Michigan Hollow Road, Spencer, NY 14883	\$4,675
Freshy Sites	306 S. Meadow Street, Ithaca NY 14850	\$16,500

, AND

WHEREAS, IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 submitted the lowest responsible quote, NOW THEREFORE BE IT

RESOLVED, that IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 is hereby awarded the contract for the development of a secure web site to accept and process forms for various departments, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, subject to appropriation by the Legislature, is hereby authorized to enter into a contract with IMM, LLC of 28 Michigan Hollow Rd Spencer, NY 14883 for the development of a secure web site to accept and process forms for various departments.

ON MOTION OF HARBIN

AGENDA ITEM NO. 3

Amend 2021 Budget to Accept 2021 Elections Cyber Security Remediation Grant Agreement - Information Technology

WHEREAS, the New York State Board of Elections (NYS BOE) has awarded Cortland County Information Technology a Elections Cybersecurity Remediation Program grant in the amount of \$73,397.81, resulting in no new County costs, in support of NYS BOE projects, AND

WHEREAS, the fiscal period for this grant is December 21, 2019 to December 31, 2021, with no extensions allowed by NYS Board of Elections, NOW THEREFORE BE IT

RESOLVED, that Cortland County Information Technology is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget is amended as follows:

		Current	Change	Revised
A16805.43089.BOE	BOE Grant	0	73,397.81	73,397.81
A16805.52060.BOE	Technical Equipment	0	56,397.81	56,397.81
A16805.54055.BOE	Consulting Services	0	17,000	17,000

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Board of Elections, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to subsequent year(s) budget covered by the grant, per approved grant agreements.

ON MOTION OF HARBIN

AGENDA ITEM NO. 4

Amend 2021 Budget to Accept 2020 State Homeland Security Grant and Authorize Required Grant Agreement - Information Technology

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County Information Technology a grant in the amount of \$50,000, resulting in no new county costs, in support of State Cyber Security Projects, CFDA #97.063, AND

WHEREAS, the fiscal period for this grant is April 1, 2021 to August 31, 2022, with no extensions allowed by NYS DHSES, NOW THEREFORE BE IT

RESOLVED, that Cortland County Information Technology is hereby directed to expend the grant funds according to the stated grant guidance, AND BE IT FURTHER

RESOLVED, that the 2021 budget is amended as follows:

	Current	Increase	Revised
A16805.44389.DHSES Other Public Safety-Federal	0	50,000	50,000
A16805.52060.DHSES Capital Computer Equip	0	25,186	25,186
A16805.54055.DHSES Professional Svcs	0	24,814	24,814

, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services.

MONTHLY REPORTS

1. Buildings & Grounds Monthly Reports
2. Information Technology Monthly Budget Report

ADJOURNMENT