



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, August 10, 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	Departed
George Wagner	Cortland County, NY	Committee Member	Excused		
Beau Harbin	Cortland County, NY	Chairman	Present		
Ann Homer	Cortland County, NY	Vice Chair	Present		
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Excused		
Cathy Bischoff	Cortland County, NY	Committee Member	Present		
Kevin Fitch	Cortland County, NY	Committee Member	Present		
Joseph Nauseef	Cortland County, NY	Committee Member	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Paul Heider	Cortland County, NY	Chair, Legislature	Present		
Savannah Hempstead	Cortland County, NY	Clerk, County Legislature	Present		
Jack Hess	Cortland County, NY	Director, Information Technology	Present		
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Present		
Valerie Puma	Cortland Standard	Reporter	Present		
Francis J. Casullo	Cortland County, NY	County Attorney	Present	9:12 AM	9:18 AM
Susan Wilson	Cortland County, NY	Board Member	Present	9:26 AM	

MINUTES

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

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid/Authorize Contract for Jail Boiler Replacement - Buildings & Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/17/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Harbin, Homer, Bischoff, Fitch, Nauseef
EXCUSED:	George Wagner, Kelly L. Fairchild-Preston

ON MOTION OF HARBIN

RESOLUTION NO.

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

AGENDA ITEM NO. 2 – Authorize Agreement for Secure Website Form Submission - Information Technology

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/17/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	Kevin Fitch, Committee Member
AYES:	Harbin, Homer, Bischoff, Fitch, Nauseef
EXCUSED:	George Wagner, Kelly L. Fairchild-Preston

ON MOTION OF HARBIN

RESOLUTION NO.

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.

AGENDA ITEM NO. 3 – Amend 2021 Budget to Accept 2021 Elections Cyber Security Remediation Grant Agreement - Information Technology

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/17/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	Kevin Fitch, Committee Member
AYES:	Harbin, Homer, Bischoff, Fitch, Nauseef
EXCUSED:	George Wagner, Kelly L. Fairchild-Preston

ON MOTION OF HARBIN

RESOLUTION NO.

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.

AGENDA ITEM NO. 4 – Amend 2021 Budget to Accept 2020 State Homeland Security Grant and Authorize Required Grant Agreement - Information Technology

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/17/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	Kevin Fitch, Committee Member
AYES:	Harbin, Homer, Bischoff, Fitch, Nauseef
EXCUSED:	George Wagner, Kelly L. Fairchild-Preston

ON MOTION OF HARBIN

RESOLUTION NO.

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
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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, AND BE IT FURTHER

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

MONTHLY REPORTS

1. Buildings & Grounds Monthly Reports

RESULT:	COMPLETED
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2. Information Technology Monthly Budget Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:02 AM



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

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.

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

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

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



WEBSITE PROPOSAL

Why FreshySites

2,200+

Website projects delivered since 2011

300+

Five star reviews on Google

19+

Top notch WordPress experts on our team

1.

Experience

We have worked on over 2,200 website projects since our launch in 2011. As one of the largest website design groups on the east coast we are adding around 30 sites per month to our active client roster.

2.

In-house staff

With a team of 19 top notch WordPress Experts in house, we manage all project details, design, and development with excellence.

3.

WordPress experts

Our team lives and breathes WordPress. We build all of our websites on WordPress and the latest frameworks so that you have a fluid user and management experience.

4.

Process driven design

We have honed our process over the past 8 years to ensure timely and attractive design elements and experiences.

5.

Customer service

Our team is here to put your goals, objectives, and needs first. We are a platform built on solid customer service, it is our primary focus.

6.

Ongoing support

We have a full time support staff works every day to ensure all of our current customers are happy. We provide any/all support needed to keep things running smoothly for you. Our average support ticket turnaround time is under 8 minutes.

Team overview



Ben Giordano
Founder



Vincent Consumano
Founder



Kelsey Moore
Operations Manager



Erin Cortazar
Director of Support
Services



Tim Burford
Creative Director



Jon Fuller
Lead Web Developer



Tod Anderson
Web Designer



Emily Petko
Support Success Lead



Karina Lenartowicz
Web Designer



Liz Jachimowicz
Project Manager



Chelsey Buttrey
Web Designer



Michael Alderson
Support Specialist

Team overview



Jorge Mata
Project Manager



Binh Ehrler
Project Manager



Givanna Bernardo
Digital Marketing
Specialist



Don Schindler
Account Manager



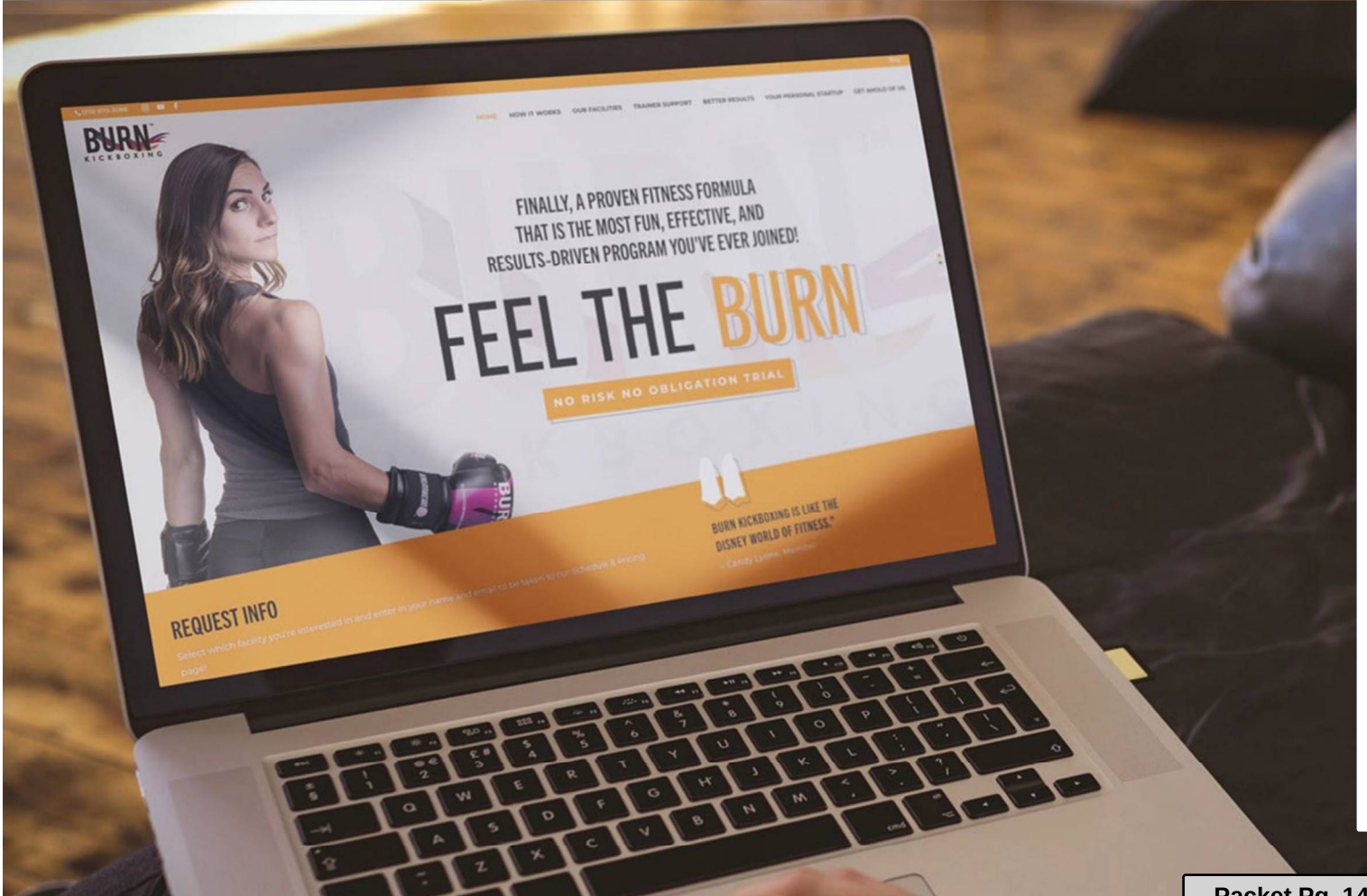
Jen Schindler
Account Manager

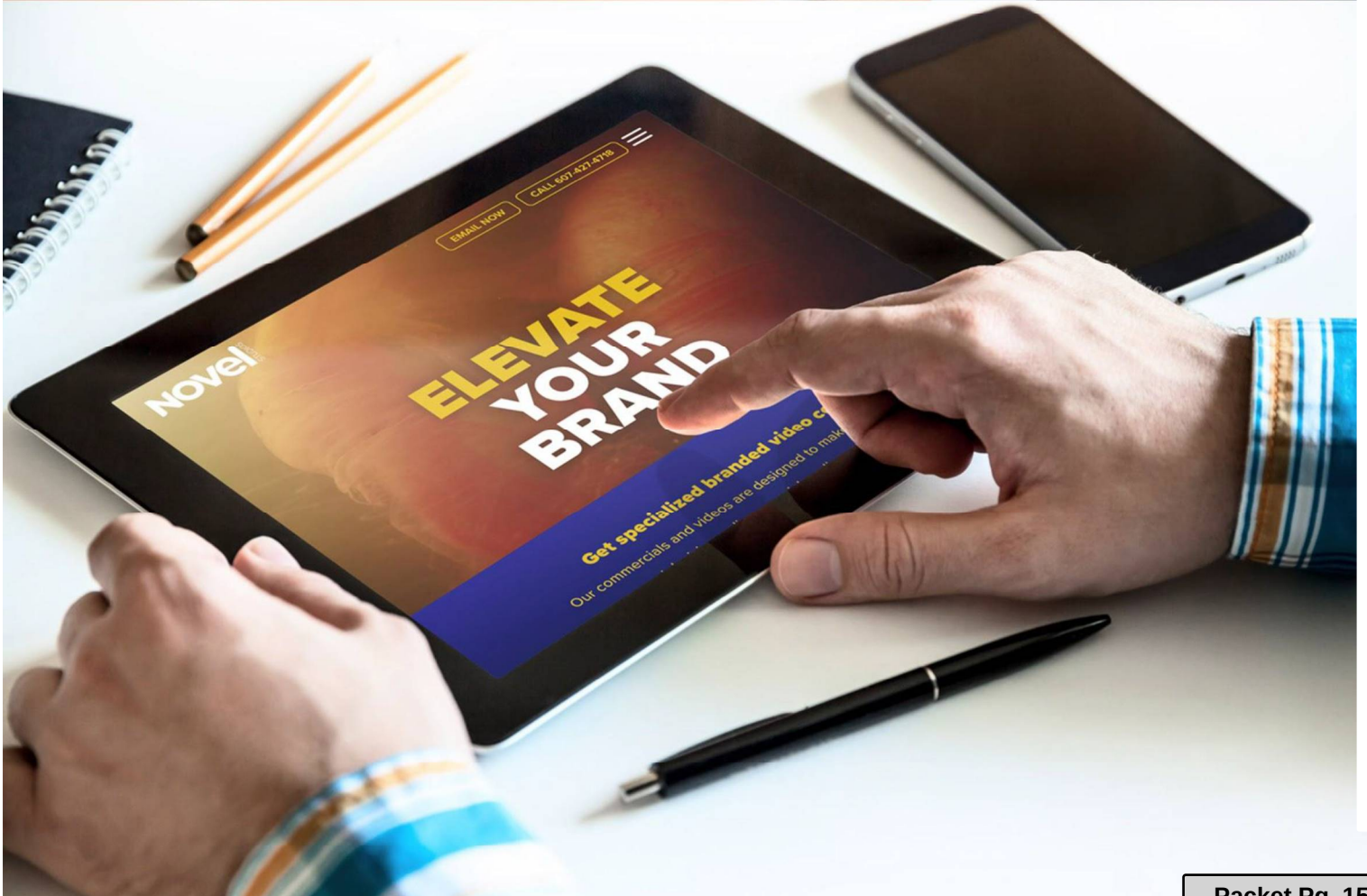
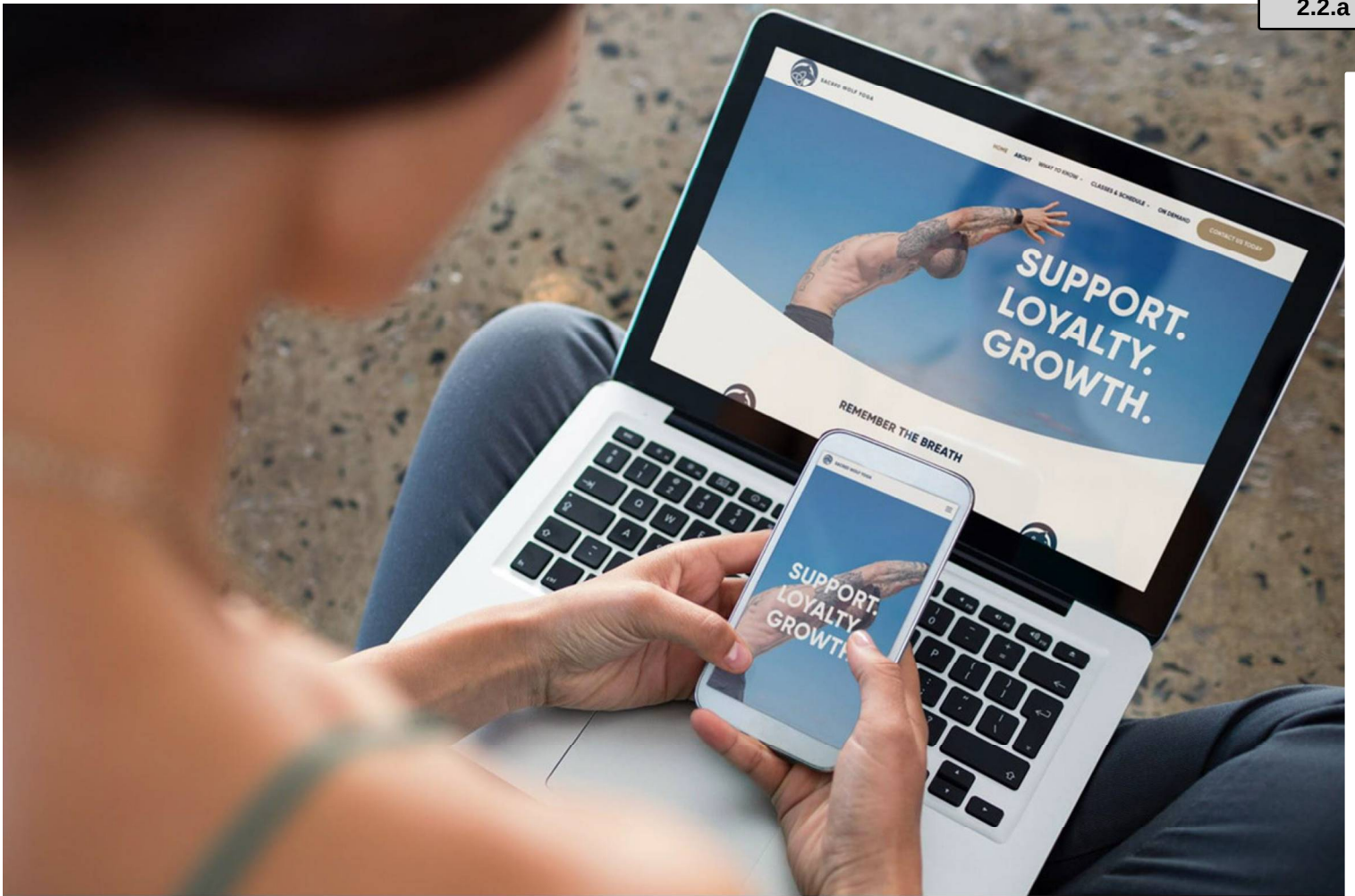
**We have an amazing
team at FreshySites, we love
what we do — and it shows.**

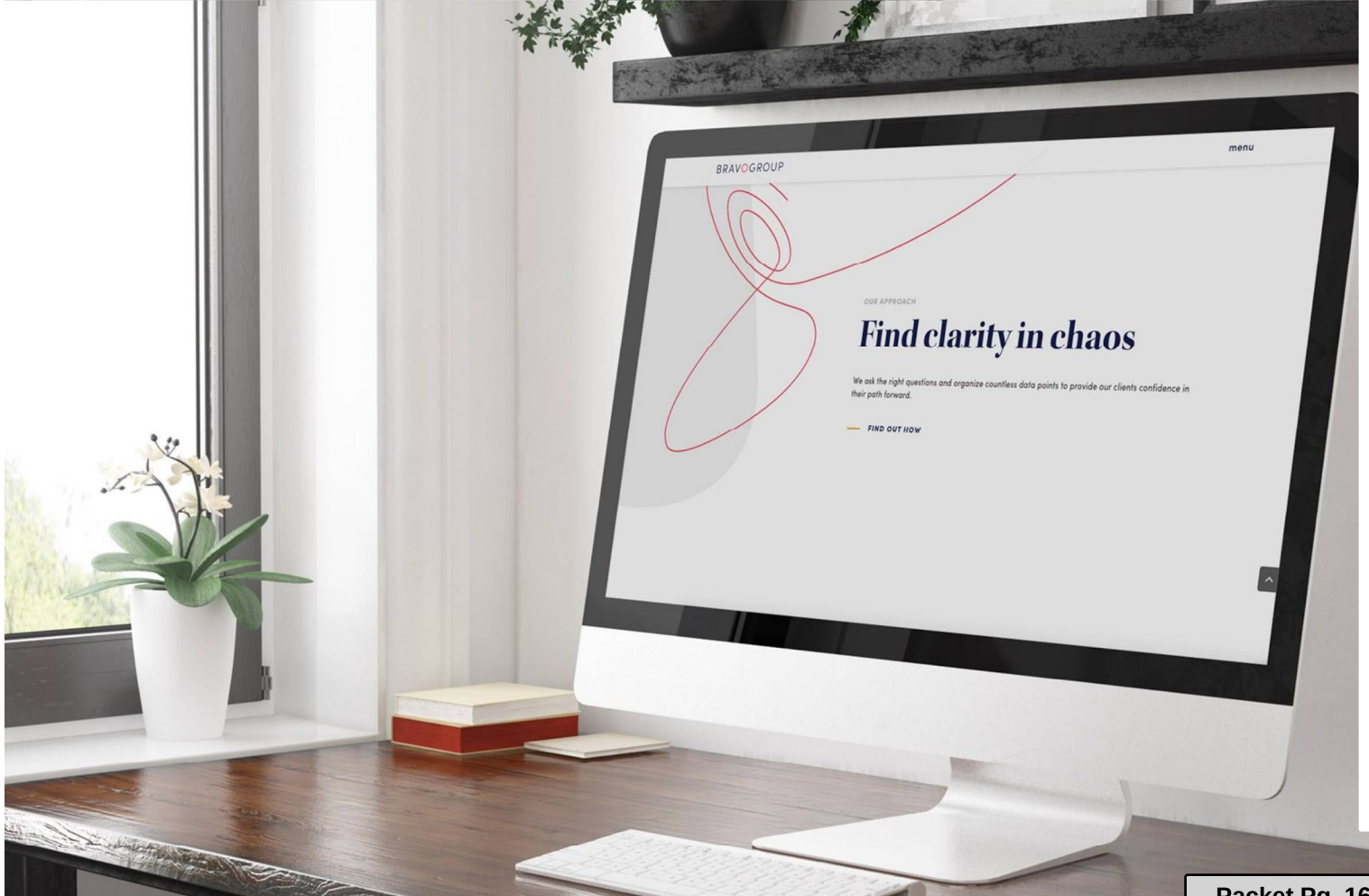
Our product value is defined by our customers, not us.

We are not selling websites, we are selling a team of people that help guide small business owners and organizations through the maze that is the current digital landscape. Everything we do, every team member we have, every process we add or remove, should further that mission and value proposition.











Scope of work

Cortland County

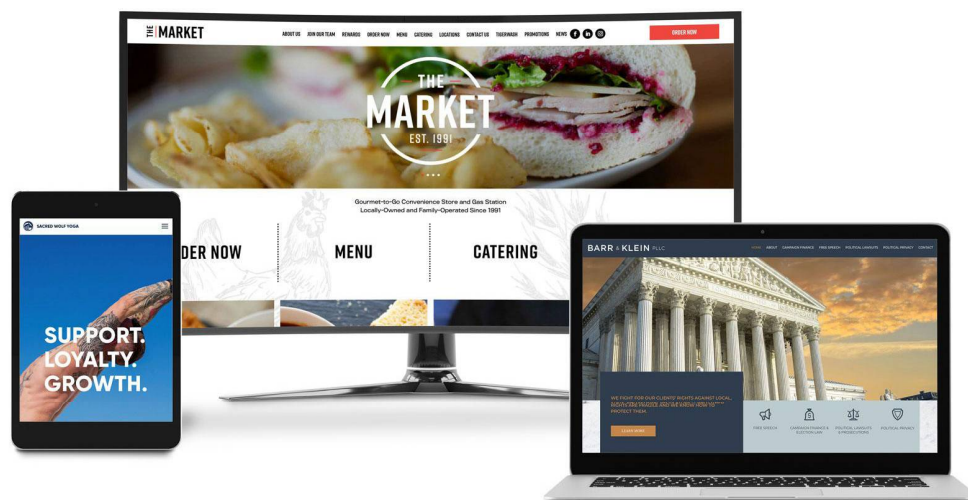
April 12, 2021

Overview

Thank you for the opportunity to present this proposal and for considering FreshySites to support your website and website development needs.

FreshySites specializes in providing businesses and organizations with professional and powerful digital marketing services. We utilize unique concepts, high-end talent and fresh online tools to make sure our client projects exceed expectations.

Please find attached our proposed approach, scope of work, estimated fees and payment schedule. Please take your time in reviewing this proposal and contact us with any questions or concerns. We look forward to working with you.



Specifications

Website Project Briefing, Website Design Mockups, Mockup Revisions, Website Development & Coding, Website Revisions, Launch, & Optimization

Scope of Work: Setup

Website Design & Development

\$16,500

- Project Overview Meeting & Project Briefing Form
 - Review of Company, Brand, Content, & Messaging
 - Sitemap Development
 - Home Page Wireframe Development
- Home Page Mockups and Layout Design
 - Development and Presentation Home Page Mockups
 - Three Revision Rounds – Not to Exceed 6 Hours
- Website Content Management System and Framework
 - Installation of the WordPress Content Management System
 - Customization of the CMS to Fit Project Needs
 - Website Framework Installation
 - Content Integration and Layout
- Functionality Requirements
 - Client to provide LAMP Stack Server with WordPress Installed
 - Up to 12 Pages of Content and Layout Work
 - Various Secure Forms Including:
 - Application for Employment
 - Application for Representation
 - Other applications built out (at additional costs)

Fully Responsive Mobile-First Design

- Website style sheets customization for multi-device usage
- Website file set customization for multi-device usage
- Mobile-First Navigation Layout and UX

Website Presentation Phase

- Present Fully Working Website on Development Domain
- Up to Three Revision Rounds – Not to Exceed 18 Hours
- Finalized Website Presentation & Launch

Quarterly Plugin & Theme Management

\$375/qtr

- Managed plugin and theme updates
 - Scheduled on a recurring quarterly basis
 - Includes up to 30 mins of troubleshooting per quarter
 - Does not include support requests, additions or updates to website
- freshysites.com/monthly-management

Professional design process



1. Kickoff & creative brief: We dive in deep to learn about your organization, brand, mission, and more. We work together to build a project overview document and creative blueprint that will guide the website design and development.



2. Website mock-ups & design: Our world class design team brings concepts to life in our mockup process. Interactive feedback tool and revision rounds add value and help us manage the design process as a team.



3. Website development: Our expert web design and development team builds your approved designs into the industry-leading drag-and-drop system for easy updating and ongoing maintenance. All sites are always fully responsive for all screen sizes and devices.



5. Revisions & launch: Our revision rounds are an opportunity for us to work with clients to key in any changes to the development link prior to launch, we work until it's perfect.



6. Hosting, security, & support: We provide ongoing hosting on the world's leading WordPress managed infrastructure. Our CDN, Backups, SSL, and security scanning ensure your site is always updated, fast, and available for your visitors.

WordPress & WooCommerce expert

World's most powerful website platform, fully drag and drop, simple to update, easy to maintain.

Important notes

Client Owns Website & All Assets/Content: All content is solely owned by client upon project completion and final payment. This proposal does include initial configuration and setup. However, it does not include ongoing website management, ongoing support management, or ongoing management of any kind. FreshySites is proposing the above with the understanding that the client will be maintaining and managing the content, updates, changes, ongoing marketing efforts, etc. Any items outside of the initial setup will be subject to FreshySites' hourly rate of \$185/hr.

All Ongoing Fees Start at Project Onset: In order to design and develop your new website we need to create and host a new installation instance. Therefore, all ongoing fees commence at project onset.

Development Notes: FreshySites cannot move forward with the build process without content. A revision round at any phase requires an approximate one week turn around. Any additional revisions may add to the estimated timeline. Expedited website development and revisions can be procured at an increased rate.

DNS Management: At FreshySites, we utilize Cloudflare (<https://www.cloudflare.com/>) to manage our client DNS records. This allows us to make the technical changes as needed and fully leverage the Cloudflare CDN and DDOS Mitigation systems.

Basic Training Documentation Included – Advanced Training Available: Training available upon request and will be billed separately. Free videos and training documentation provided by FreshySites.

Support of Website: FreshySites provides approximately an hour of basic support a month for simple content updates, changes, etc. Additions to your website and major changes would be scope separately at our hourly rate.

Dormant Projects: If client becomes unresponsive for over 2 months a restart fee of 15% of project budget may be applied due to inactivity. If over 6 months of inactivity FreshySites reserves the right to cancel the project.

Professional references

Sarah Rayle

Tioga State Bank
tiogabank.com
srayle@tiogabank.com
 (607) 589-7600

Sarah Son

American College of Obstetricians
womenspreventivehealth.org
sson@acog.org
 (800) 673-8444

Anthony Maione Jr.

Core Management Services
coreamerica.com
afmaione@coreamerica.com
 (877) 583-9292

James B. Reed

Ziff Law Firm
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 (607) 733-8866

Erik Briceno

V2 Systems
v2systems.com
e.briceno@v2systems.com
 (703) 361-4606 x 105

Kim Shanahan

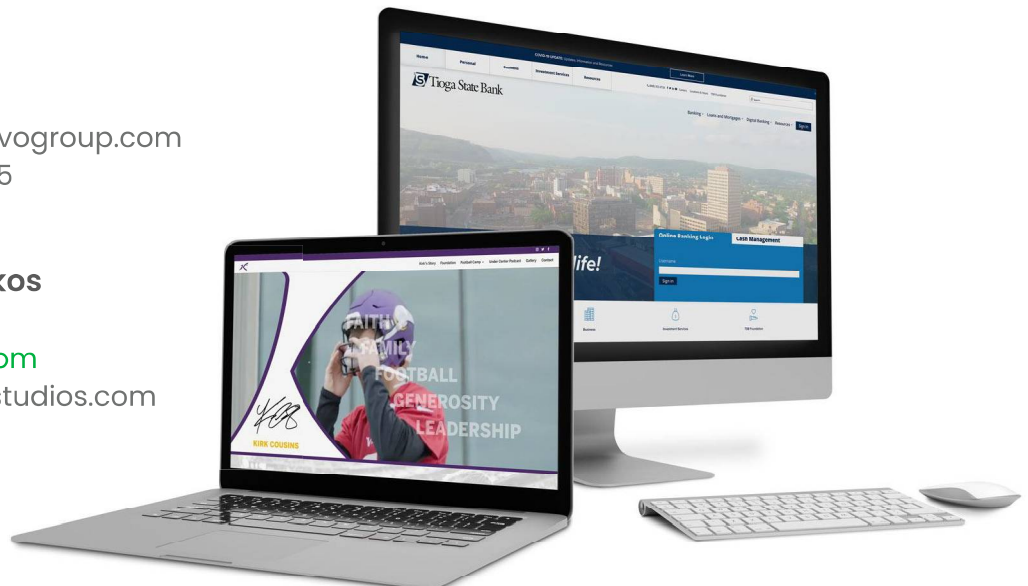
AccelHRate
accelhrate.com
kim.shanahan@accelhrate.com
 (571) 599-2242

Rhett Hintze

Bravo Group
bravogroup.us
hintze@thebravogroup.com
 (888) 224-9955

Howey Mitsakos

Novel Studios
novelstudios.com
howey@novelstudios.com
 (607) 427-4718



Our clients love us

Don't just take our word for it. Over the years, we've gotten some great positive feedback from our happy customers. Below are just a few.



With my initial vision, coupled with vague instructions, the FreshySites team was able to capture the **exact look and feel we wanted** when redesigning our WordPress website, as part of a rebranding strategy. The team was on top of every detail, had open lines of communication, and patience when we were combing through the final product and correct the smallest of details.

Professional creativity and service exudes from this very BIG small business! The products and services of a much larger firm, but the attention and investment into their client, as if a 1-person start up! **If you dream it, they will build it.** Job well done."

Jordan Patch, Animal Adventure Park



Thank you so much for all your work on our new United Way website. **We all absolutely love it** and are so grateful that we will be able to showcase our work and the work of our community partners through such a beautiful website. We look forward to working with you in the near future. Thank you again."

Maria Cataldo, United way of Broome County



I had a **great experience working with FreshySites** on various projects – including logo, business card design and website development. The team was incredibly professional and very easy to work with. They were all responsive and the final products were exactly what I wanted (even better, actually). I will recommend them to friends and would **wholeheartedly recommend them to anyone else**. I plan on using them again in the future."

Patricia Marti Rop, Vine Ventures, Inc.



Best website company period! **They have over-delivered time after time.** When we need anything updated, it is done asap! Even though they are a large company, **they make you feel like you are their most important client** because of their attentiveness."

Kevin Webb, KW Fitness



[View all testimonials](#)

Agreement

Cortland County (hereafter known as "Client") agrees to enter into the marketing program update initiative as outlined above. Client agrees to FreshySites terms of service located at <https://freshysites.com/terms/>. Any changes or deviations to the scope of work may result in additional fees. FreshySites, will not adjust or modify the scope of work outlined in this proposal without the prior consent of Client. Further, Client understands that the agreement of the outlined timeline for this project is contingent on certain expectations of Client to gather and provide necessary information and data to FreshySites. In addition, to the fullest extent permitted by law the client shall indemnify and hold harmless FreshySites from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work. Client agrees to pay FreshySites all project fees at project onset. Client agrees to start monthly services at project onset with a corporate credit card.

To Accept This Agreement Please Click the Button Below and Complete the Form:

Start Here!



Form Development, WordPress Install and Maintenance for Cortland County

By Jonathan Meyerhoff – Founder/Senior Consultant for IMM
4/26/'21

The goals of this project will be to:

Allow public users to enter information on an application to be submitted to the appropriate department for processing. This information will be hosted on an in-house (County) web server. Specifications will include:

- The use of WordPress as a platform to develop and maintain the forms
- Development of a secure form for the following uses:
 - Application for employment for the Personnel Department
 - If a certain box is checked, the applicant must fill out an additional form
 - Form will be rejected without submission of the additional form
 - The ability to accept payment for any fees via GovPay
 - If there is an application fee, user must confirm they have submitted payment by entering purchase confirmation number.
 - Other requirements to be determined
 - Application for representation for the Assigned Counsel Department
 - Requirements to be determined
 - Other application development for use within the County as business rules dictate

Project Details

IMM will take the following steps to complete the project:

A – IMM will perform the development on its development server, so we will set up an account and do a fresh install of WordPress (most likely Divi theme).

B – Have an initial kick off meeting with CC personnel and gather specifications on the forms and any other expectations

C – Install Gravity Forms plugin (www.gravityforms.com). This is the most trusted and flexible form maker available for WordPress (\$59 per year). There are free plugin forms, but we would not recommend them for CC.

D – Install Wordfence Firewall and Security Scanner

- Web Application Firewall identifies and blocks malicious traffic.
- Protects the web site at the endpoint, enabling deep integration with WordPress. Unlike cloud alternatives does not break encryption, cannot be bypassed and cannot leak data.
- Integrated malware scanner blocks requests that include malicious code or content.
- Protection from brute force attacks by limiting login attempts.

E – Prior to building out the forms, IMM will share the various form designs available. There will be option for IMM to create a custom designed form if CC would like. This will add an additional 10–12 hours for the project.

F – Build out both the application for employment and application for representation for the Assigned Counsel Department.

The employment application will have the following specifications:

- If a certain box is checked, the applicant must fill out an additional form
- Form will be rejected without submission of the additional form
- The ability to accept payment for any fees via GovPay
- If there is an application fee, user must confirm they have submitted payment by entering purchase confirmation number.
- Other requirements to be determined

The application for representation for the Assigned Counsel Department will be determined.

G – Link AllPaid/GovPay payment gateway for users to make payments (<https://www.govpaynow.com/gps/user/cyg/welcome>).

H – Integrate responsive design, test for continuity with mobile design and the four major browsers (Chrome, FireFox, Safari, Explorer).

I – Once the forms are completed, IMM will share a development URL with CC for review i.e., cortlandcounty.immllcdev.com

J – When the forms have been approved IMM will then need ftp/Cpanel logins to the CC server and will move the WordPress theme with forms over to the CC server.

The minimum recommended hardware requirements for running WordPress are:

- Disk Space: 1GB+
- Web Server: Apache or Nginx
- Database: MySQL version 5.0.15 or greater or any version of MariaDB
- RAM: 512MB+
- PHP: Version 7.3 or greater
- Processor: 1.0GHz+

K – Once everything has been transferred IMM will test and as we do, try and break things!

Fees

IMM will charge it's local/regional small business rate of \$85 per hour.

Steps A–K above, including project management, startup meetings, system administration and all development, will take roughly 50–55 hours give or take depending on the specifications of the application for representation for the Assigned Counsel Department (content is TBD) or \$4,200–\$4,675

Again, if custom design is desired for the form templates this will accrue additional hours/cost.

Yearly fee for Gravity Forms – \$59

Ongoing maintenance

IMM will maintain a mirror copy of the website on its development server. As new theme updates are available, in the event an update might potentially conflict with any of the installed plugins i.e., Gravity Forms, IMM can test on the development website first prior to performing the update on the production site. IMM will add its admin management email to the WordPress theme in order to receive notifications for updates (hosting@imm-llc.com).

IMM has a ticket system, managed daily between 7AM–6PM EST available for clients to use when any specific needs or questions arise.

WordPress managed website maintenance – \$250 per year

This includes updating the theme and plugins, monitoring the Wordfence plugin and addressing any alerts etc.

Additional development needs moving forward

As CC has additional development needs, IMM will quote the projects as they arise at the rate of \$85 per hour. IMM has a deep resource of developers for multiple different platforms/languages to tap into. IMM is currently working on building an app for one of its national clients based in Cortland.

IMM LLC
28 Michigan Hollow Rd
Spencer, NY 14883
www.imm-llc.com
607-330-1547



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



3.1.a

Chuck Miller, B&G Superintendent 607-753-5068

David Clay Jr., BM Foreperson 607-753-5190

TO: B&G Committee

FROM: Chuck Miller, Superintendent, Safety and Code Enforcement Officer

DATE: 8/3/2021

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) 37 Church completions still pending arrival of materials, due in August 8th.
- 2) 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 project completion date mid-August. Have done more instruction for departments and am currently working with the Company and our IT department for installs and issues.
- 3) 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.
- 4) 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.
- 5) Reconditioning of space in Nutrition Freezer rooms is complete Health Department concerns addressed, cart lift installed and in use, room is 100% completed.
- 6) Had budget meeting with State Courts for services for 21-22 State fiscal year. Projecte total is \$151,440.00 which does not factor percentage increase for City Courts.
- 7) Continue to work on County budget process for 2022.
- 8) Boilers at Jail, Bids are in, we are going to award the bid.
- 9) Still working with Elevator Companies for renewing the County Office Building elevator, should have something going by September, with RFP out in August.
- 10) Continue to work with Josall Roofing to schedule completion of what we started last year on our roofs.
- 11) Dwyer Park, continue working on issues, sprinkler system repairs, communication issues, (phone lines),
- 12) IT air conditioning issues repaired, system continues maintaining an acceptable temperature, now working with Kistler to schedule install of new unit.
- 13) Continue to work with the Veterans volunteers and soon to begin renovation of the entire memorial site, set to be completed in August.
- 14) Began interview process to fill vacant positions. Filled 2 now need more apps to complete.
- 15) Sealing and Striping of the lots has started.
- 16) Safety inspections resumed, correcting issues found, working with One-Group on employee safety, conducting a safety survey of all properties with One-Group also.
- 17) Opening of the new main entrance is complete, we are working with staff to accommodate special needs and space for the secured entrance.

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

Attachment: Departmental activities report 7-2021 (9774 : Buildings & Grounds Monthly Reports)

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1620 BUILDING & GROUNDS						
AL62042 42450 COMMISSIONS	-2,800	0	-2,800	-782.81	-2,017.19	28.0%*
AL62042 42620 MISC B&G REVENUE	-12,526	0	-12,526	-12,943.87	418.22	103.3%*
AL62043 43021 COURT FACILITIES	-135,263	0	-135,263	-120,787.00	-14,476.00	89.3%*
AL62046 42502 CHAMBER OF COMMERCE	0	0	0	-2,886.90	2,886.90	100.0%*
AL62046 42504 COOPERATIVE EXTENSION	-73,723	0	-73,723	-55,292.25	-18,430.75	75.0%*
AL6205 51005 PERSONAL SERVICES	718,675	0	718,675	356,159.67	362,515.11	49.6%*
AL6205 51020 OVERTIME PAY	15,000	0	15,000	9,932.21	5,067.79	66.2%*
AL6205 51025 SHIFT DIFFERENTIAL	11,645	0	11,645	4,519.28	7,125.22	38.8%*
AL6205 51035 OTHER COMPENSATION	3,059	0	3,059	9,490.77	-6,431.77	310.3%*
AL6205 52025 REPAIR & MAINTENANCE	10,961	-10,961	0	0.00	0.00	0.0%*
AL6205 52080 COUNTY CAPITAL PROJECTS	25,000	-25,000	0	0.00	0.00	0.0%*
AL6205 52320 BUILDING IMPROVEMENTS	0	4,538	4,538	1,776.47	1,540.06	66.1%*
AL6205 54000 TELEPHONE	6,300	0	6,300	2,175.96	4,088.54	35.1%*
AL6205 54004 COMPUTER SOFTWARE	5,420	0	5,420	0.00	5,420.00	0.0%*
AL6205 54005 Office Materials & Janitorial Materials	200	0	200	51.87	148.13	25.9%*
AL6205 54007 SAFETY SUPPLIES	48,000	634	48,634	12,546.69	33,770.34	30.6%*
AL6205 54013 Maintenance Agreement	2,000	0	2,000	0.00	2,000.00	0.0%*
AL6205 54015 POSTAGE	40,443	9,100	49,543	31,595.23	17,947.77	63.8%*
AL6205 54020 INSPECTIONS/PERMITS	25	50	75	27.85	47.15	37.1%*
AL6205 54021 BOILER SYSTEM MTN	600	-600	0	0.00	0.00	0.0%*
AL6205 54022 SECURITY SYSTEM MT	5,000	-5,000	0	0.00	0.00	0.0%*
AL6205 54023 FIRE EXTINGUISHER	3,600	0	3,600	0.00	3,600.00	0.0%*
AL6205 54024 UTILITIES	500	-500	0	0.00	0.00	0.0%*
AL6205 54025 TOOLS	300,000	0	300,000	139,169.58	113,702.97	62.1%*
AL6205 54030 EDUCATION & TRAINING	800	-800	0	0.00	0.00	0.0%*
AL6205 54035 Equip. Repairs & Maintenance	300	0	300	300.00	0.00	100.0%*
AL6205 54050 LEGAL NOTICES / ADVERTISING	4,500	0	4,500	2,475.96	2,024.04	55.0%*
AL6205 54060 EQUIP RENT / LEASE	50	200	250	152.21	97.79	60.9%*
AL6205 54065 INSURANCE	1,000	0	1,000	0.00	1,000.00	0.0%*
AL6205 54070 VEHICLE INSURANCE	38,560	0	38,560	51,654.13	-13,093.78	134.0%*
AL6205 54074 Building Repairs & Maintenance	1,279	0	1,279	1,389.32	-110.11	108.6%*
AL6205 54076 Cons & Maint Mater	145,000	27,763	172,763	53,470.45	106,718.13	38.2%*
AL6205 54077 Fuel	4,000	12,071	16,071	6,279.66	9,791.33	39.1%*
AL6205 54078 CLOTHING AND UNIFORMS	7,100	0	7,100	2,300.95	4,799.05	32.4%*
AL6205 54085 TAXES	7,626	0	7,626	2,238.13	5,387.87	29.3%*
AL6205 54100 I/D COPIER	13,000	0	13,000	6,132.54	6,867.46	47.2%*
AL6205 54300 Vehicle Repairs & Maintenance	811	0	811	405.48	405.48	50.0%*
AL6205 54301 Vehicle Rent/Lease	3,600	0	3,600	1,721.80	1,878.20	54.8%*
AL6205 54444 FEES & PERMITS	22,528	0	22,528	11,911.63	10,616.37	53.3%*
AL6205 54620 GARBAGE COLLECTION	0	600	600	0.00	600.00	0.0%*
AL6205 58020 RETIREMENT	19,359	0	19,359	8,722.81	10,636.19	45.1%*
AL6205 58020 RETIREMENT	104,173	0	104,173	0.00	104,173.00	0.0%*
AL6205 58030 FICA	56,923	0	56,923	27,018.55	29,904.45	47.5%*

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	YTD REVENUE	REVENUE	COLL
A16205	58040 WORKERS COMP	35,910	0	35,910	36,387.30	-477.30	101.3%*
A16205	58060 HEALTH INS	180,521	0	180,521	108,443.90	72,076.79	60.1%
A16205	58062 DENTAL INS	1,263	0	1,263	661.08	602.28	52.3%
A16205	58065 VISION CARE BENEFIT	235,000	0	235,000	107.28	108.32	49.8%
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	986,519.68	861,374.75	50.0%
TOTAL REVENUES		-224,312	0	-224,312	-192,692.83	-31,618.82	
TOTAL EXPENSES		2,188,184	8,495	2,196,678	1,179,212.51	892,993.57	



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	986,519.68	861,374.75	50.0%

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

Cortland County

Attachment: Budgets and Safety July B&G Budgets and Grounds Monthly Reports



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

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

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Find Criteria

Field Name Field Value

A1620*

Org
Object
Project
Rollup code
Account type
Account status

Year/Period: 2021/12

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:		ORIGINAL	ESTIM	REVISED	ACTUAL	REMAINING	PCT
3620	SAFETY OFFICE	ESTIM REV	ADJUSTMENTS	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 **

Cortland County

Attachment: Budgets and Safety Buildings & Grounds Monthly Reports



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

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

Find Criteria
 Field Name Field Value

Org A36205
 Object
 Project
 Rollup code
 Account type
 Account status

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Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY

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FOR 2021 07

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	-21,224.48	.00	-23,123.52	47.9%*
TOTAL DATA PROCESSING	-44,348	0	-44,348	-21,224.48	.00	-23,123.52	47.9%
A16805 DATA PROCESSING							
A16805 51005 PERSONAL SERVICES	518,129	0	518,129	281,197.46	.00	236,931.54	54.3%
A16805 51020 OVERTIME PAY	0	0	0	-165.54	.00	165.54	100.0%
A16805 52015 Department Specifi	5,000	215	5,215	2,922.78	911.10	1,381.61	73.5%
A16805 52060 Capital Computer E	110,600	6,970	117,570	46,979.74	.00	70,589.92	40.0%
A16805 54000 TELEPHONE	1,200	0	1,200	621.91	.00	578.09	51.8%
A16805 54002 COMPUTER MTN/AGREE	99,049	-99,049	0	.00	.00	.00	.0%
A16805 54004 COMPUTER SOFTWARE	55,100	687	55,787	30,193.44	12,996.86	12,596.70	77.4%
A16805 54005 Office Materials &	600	1,050	1,650	1,002.14	72.28	575.58	65.1%
A16805 54014 RENEWALS MTN AGREE	6,800	-6,800	0	.00	.00	.00	.0%
A16805 54015 Maintenance Agreeem	0	104,299	104,299	40,154.86	.00	64,144.14	38.5%
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	1,481.46	179.02	839.52	66.4%
A16805 54055 PROFESSIONAL SERVI	2,000	0	2,000	720.00	.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	20,250.82	.00	19,386.09	51.1%
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	60,337.67	.00	64,340.63	48.4%
A16805 58062 DENTAL INS	632	0	632	294.63	.00	337.05	46.6%
A16805 58065 VISION CARE BENEFIT	137	0	137	30.18	.00	107.02	22.0%
TOTAL DATA PROCESSING	1,064,652	8,472	1,073,124	508,387.09	14,159.26	550,577.91	48.7%
TOTAL GENERAL FUND	1,020,304	8,472	1,028,776	487,162.61	14,159.26	527,454.39	48.7%
TOTAL REVENUES	-44,348	0	-44,348	-21,224.48	.00	-23,123.52	
TOTAL EXPENSES	1,064,652	8,472	1,073,124	508,387.09	14,159.26	550,577.91	

Attachment: IT_YTD_BudgetReport-072021 (9782 : Information Technology Monthly Budget Report)

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jhess

Cortland County
 YEAR-TO-DATE BUDGET REPORT
 INFORMATION TECHNOLOGY

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FOR 2021 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,020,304	8,472	1,028,776	487,162.61	14,159.26	527,454.39	48.7%

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