



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 12, 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	Remote	
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 of the Legislature	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
John Banewicz	Cortland County, NY	County Treasurer	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Valerie Puma	Cortland Standard	Reporter	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Sep 7, 2021 9:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with Sixth Judicial District for Court Cleaning & Maintenance Services - Buildings & Grounds Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/19/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	George Wagner, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch
EXCUSED:	Joseph Nauseef

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Agreement with Sixth Judicial District for Court Cleaning & Maintenance Services - Buildings & Grounds Department

WHEREAS, 1995 New York State Legislation, Senate Bill # 4428-b, allowed for changes in Section 39-b of the Judiciary Law and amends Sections 54-j and 94920 of the State Finance Law, affecting the Maintenance & Operating procedure for the New York State Unified Court System's 6th Judicial Court District as it relates to Cortland County, AND

WHEREAS, the New York State Unified Court System 6th Judicial District has presented an agreement to the County covering the period of April 1, 2018 through May 31, 2023, AND

WHEREAS, the New York State Unified Court System 6th Judicial District has submitted an annual contract renewal letter dated 9/21/21, which reflects a 2021-2022 Budget amount of \$308,193.00, which is budgeted under account #A162043.43021, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review of the County Attorney or designee, to execute the proposed renewal agreement presented by the New York State Unified Court System, Sixth Jurisdiction.

DISCUSSION ITEMS

1. County Office Building Entryway Dedication Plaque

RESULT: COMPLETED

MONTHLY REPORTS

1. Buildings and Grounds Monthly Reports

RESULT: COMPLETED

2. Information Technology Monthly Reports

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 9:49 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, September 7, 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	Excused	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Committee Member	Excused	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Susan Wilson	Cortland County, NY	Board Member	Late	9:07 AM
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Present	

Minutes Acceptance: Minutes of Sep 7, 2021 9:00 AM (MINUTES)

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Aug 10, 2021 9:00 AM

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

Resolutions

AGENDA ITEM NO. 1 – Authorize Contract Direct Energy for Natural Gas - Buildings and Grounds

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/14/2021 10:00 AM
MOVER:	Ann Homer, Vice Chair
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Wagner, Harbin, Homer, Bischoff, Nauseef
EXCUSED:	Kelly L. Fairchild-Preston, Kevin Fitch

ON MOTION OF HARBIN**RESOLUTION NO.****Authorize Contract Direct Energy for Natural Gas - Buildings and Grounds**

WHEREAS, Resolution No. 44-11 authorized the Municipal Electric and Gas Alliance (MEGA) to represent Cortland County in a bid for natural gas, AND

WHEREAS, MEGA in conjunction with Genesee County, NY issued invitations to bid, AND

WHEREAS, MEGA's consulting firm Energy Next evaluated the bids on behalf of alliance members including Cortland County, AND

WHEREAS, upon careful review and analysis it was determined that Direct Energy, One Hess Plaza, Woodbridge, N.J. 07095 was the lowest responsible bidder, and a program agreement was executed with Direct Energy Corporation, AND

WHEREAS, the Cortland County Buildings and Grounds and Finance and Administration Committees have recommended selecting Direct Energy's price protection program which will provide the County with natural gas at \$-.- per decatherm for 36 months commencing on July 1, 2021 and ending June 30, 2024, with the option of extensions, NOW THEREFORE BE IT

RESOLVED, that Cortland County renew the agreement with Direct Energy Corporation for 112 River St, 159 Main St, 60 Central Ave, 49 Grant St, 54 Greenbush St, 7 Clayton Ave, 4267 Traction Drive, 999-B Tompkins St, 37 Church St, 922 State Route 222, 99 Main St, 137 Pendleton St, and 4267 Traction Drive HB4, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorize the County Administrator, upon the approval of the County Attorney or designee, to authorize an agreement, change, or renewal with Direct Energy Corporation, One Hess Plaza, Woodbridge N.J., 07095 for natural gas.

MONTHLY REPORTS

1. Buildings & Grounds Activity Report

RESULT:	COMPLETED
----------------	------------------

2. Information Technology Monthly Reports

RESULT:	COMPLETED
----------------	------------------

ADJOURNMENT

The meeting was closed at 9:58 AM

ON MOTION OF BEAU HARBIN, CHAIRMAN**AGENDA ITEM NO. 1****Authorize Agreement with Sixth Judicial District for Court Cleaning & Maintenance Services -
Buildings & Grounds Department**

WHEREAS, 1995 New York State Legislation, Senate Bill # 4428-b, allowed for changes in Section 39-b of the Judiciary Law and amends Sections 54-j and 94920 of the State Finance Law, affecting the Maintenance & Operating procedure for the New York State Unified Court System's 6th Judicial Court District as it relates to Cortland County, AND

WHEREAS, the New York State Unified Court System 6th Judicial District has presented an agreement to the County covering the period of April 1, 2018 through May 31, 2023, AND

WHEREAS, the New York State Unified Court System 6th Judicial District has submitted an annual contract renewal letter dated 9/21/21, which reflects a 2021-2022 Budget amount of \$308,193.00, which is budgeted under account #A162043.43021, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review of the County Attorney or designee, to execute the proposed renewal agreement presented by the New York State Unified Court System, Sixth Jurisdiction.

**Unified Court System
Court Cleaning and Minor Repairs Proposed Budget Form**

(Appendix B to a contract between a local government entity and the NYS Unified Court System pursuant to Chapter 686, Laws of 1996)

State Fiscal Year: 2021-2022

Name of County or City: County of Cortland

List Court Buildings: Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Total Building Net Usable Square Feet	Court Spaces to be Cleaned and Repaired Pursuant to this Budget Court Related	
			Net Usable Sq. Ft.	Aid Eligible Percentage
Cortland County Courthouse [CH] 46 Greenbush St. Cortland, New York 13045	owned	41,577	25,873	62%

Note: Divide Court SF by Total SF for percent

Anticipated Changes in Location or Space Utilization:

Name and Address of Affected Building(s)	Nature of Changes	Target Date
Cortland County Courthouse [CH]	Additional space on 1st floor	10/01/21

1 Cleaning Costs:**1(a) Service Contracts**

Budget Line #	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
1	NYSID	Uniforms	CH	\$580	76%	\$441
2				\$0		
3				\$0		
4				\$0		
5				\$0		
6				\$0		
1(a) Subtotal:						\$441

1(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
7	0.5	CH	\$13,549	\$4,049	\$17,598	76%	\$13,374
8	1	CH	\$38,087	\$13,620	\$51,707	76%	\$39,297
9	1	CH	\$18,650	\$10,722	\$29,373	76%	\$22,323
10	0.5	CH	\$9,296	\$1,089	\$10,384	76%	\$7,892
11	1	CH	\$20,972	\$6,040	\$27,012	76%	\$20,529
12							
1(b) Subtotal:							\$103,416

1(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
13	Misc. Cleaning Supplies	CH	LUMP SUM	\$5,887	76%	\$4,474
14	COVID Supplies	CH	LUMP SUM	\$3,500	76%	\$2,660
15	Safety Supplies (Shoes)	CH	LUMP SUM	\$197	76%	\$149
16				\$0		
17				\$0		
18				\$0		
1(c) Subtotal:						\$7,284

1(d) - Total Cleaning Costs (1a+1b+1c): **\$111,140**

2 Trash Removal and Disposal**2(a) Trash Removal**

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19	Waste Management	CH	TOTAL	\$2,870	76%	\$2,182
20				\$0		
21				\$0		
22				\$0		
23				\$0		
2(a) Total:						\$2,182

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity / Unit	Costs	Aid Eligible Percentage	Budget Request
24	N/A			\$0		
25				\$0		
26				\$0		
27				\$0		
28				\$0		
2(b) Total:						\$0

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c)**\$2,182****3 HVAC Cleaning Costs****3(a) Duct Work Cleaning and Filter Changing By Service Contract**

	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
29	N/A					
30				\$0		
31				\$0		
32				\$0		
33				\$0		
34				\$0		
3(a) Subtotal:						\$0

3(b) Duct Work Cleaning and Filter Changing by Local Payroll

	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
35	N/A		\$0	\$0	\$0		
36					\$0		
37					\$0		
38					\$0		
39					\$0		
40					\$0		
3(b) Subtotal:							\$0

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
41	N/A			\$0		
42				\$0		
43				\$0		
44				\$0		
45				\$0		
46				\$0		
					3(c) Subtotal:	\$0

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d)

\$0

4 GRAND TOTAL - ALL "CLEANING COSTS":

Grand Total Boxes 1d + 2c + 3d:

4

\$113,322

- 5 **Proposed "Tenant" Work** Use the following codes: a - Flooring and Carpeting
b - Painting
c - Interior Ceilings
d - Bathrooms
e - Fixtures
f - Minor Renovation
g - Other (Identify)

Work to be Performed:

	Code	Building	Describe Work	Total Costs	Aid Eligible Percentage	Budget Request
47	f	CH	Pipe cover for Masler Chambers	\$1,000	100%	\$1,000
48	g	CH	Blinds for Masler Chambers	\$6,000	100%	\$6,000
49	g	CH	Staff Work Orders	\$2,000	100%	\$2,000
50	f	CH	Additional 1st floor space reno	\$98,138	100%	\$98,138
51	g	CH	Additional 1st floor space cabling	\$40,000	100%	\$40,000
52						
53						
54						
55						
56						
57						
Total (5):						\$147,138

6 **TOTAL - 100% REIMBURSIBLE EXPENSES:**
(Cleaning Costs & Tenant Work)

Total (4+5) 6: **\$260,460**

7 Building and Property Maintenance:

7(a) Service Contracts

Use Codes A-G:

a - Pest Control

e - Security & Alarm Systems

b - Elevators

f - Property Maintenance

c - HVAC

g - Other (Identify)

d - Telephone Wiring

	Code	Contractor	Type Work Performed	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
58	E	Pleasant Valley	Fire Alarm Monitoring	ch	\$312	76%	\$237
59	E	Johnson Controls	Fire Alarm Testing	ch	\$728	76%	\$553
60	F	EPS	Generator Maintenance	ch	\$598	76%	\$454
61	B	KONE	Elevator Service/Repair	ch	\$2,160	76%	\$1,642
62	F	Jerome Fire	Fire Extinguishers	ch	\$71	76%	\$54
63	F	Mettalo	Sprinkler System Mnt/Rep	ch	\$1,560	76%	\$1,186
64	G	NYSID	Uniforms	ch	\$2,781	76%	\$2,114
65							
66							
67							
68							
7(a) Subtotal:							\$6,239

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69	1	CH	\$15,039	\$6,310	\$21,349	76%	\$16,225
70	1	CH	\$15,197	\$6,322	\$21,519	76%	\$16,354
71	1	CH	\$16,301	\$6,423	\$22,724	76%	\$17,270
72	1	CH	\$11,234	\$6,032	\$17,266	76%	\$13,122
73	1	CH	\$8,176	\$2,505	\$10,681	76%	\$8,118
74	1	CH	\$12,175	\$931	\$13,106	76%	\$9,961
75	1	CH	\$12,785	\$6,154	\$18,939	76%	\$14,394
76							
7(b) Subtotal:							\$95,444

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77	Misc. Supplies & Equip	CH	LUMP SUM	\$34,150	76%	\$25,954
78	Tools	CH	LUMP SUM	\$331	76%	\$251
79	Equipment Main.	CH	LUMP SUM	\$1,029	76%	\$782
80	Equipment Ven Trac	CH	LUMP SUM	\$4,682	76%	\$3,558
81						
7(c) Subtotal:						\$30,546

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c)

7(d):

\$132,229

8 Total - Building and Property Maintenance Costs:

8

\$132,229

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%)

9

\$33,057

10 Total Proposed Direct Costs (Item 6 + Item 9):

10

\$293,517

11 Overhead Costs (Item 10 x .05):

11

\$14,676

12 Total Proposed Contract Amount (Item 10 + Item 11):

12

\$308,193

13 Local Government Certification:

I hereby certify that the cost estimates contained herein were developed using the best available information and that the proposed budget amounts are just, true and correct to the best of my knowledge.

Name:

Title:

Signature:

Date:

County or City:

Address:

Phone:

ENDNOTES:

Use budget line numbers for reference and include remarks or explanations below.

Line No. Explanation:

THIS ENTRYWAY IS DEDICATED IN THE MEMORY OF

Legislator Thomas P. Hartnett

Legislator Gordon Wheelock

**And their efforts as Chairs of the Buildings
and Grounds committee**

**In creating a safer environment for
employees and public**

October 28th, 2021



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



4.1.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: 10/4/2021

SUBJECT: Activities Report for September 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.

NOTE: We are still finding it difficult to locate materials, equipment, and many other items we use. Vendors and Contractors alike are experiencing delays that go from weeks to months. We have a plan to get us through this difficult time and maintain stability, once wait time decreases for these; we will revisit areas that are in serious delay due to these issues.

We had 0 days of full staff due to time off and medical as well as open positions

- 1) 37 Church DA move should be completed by this meeting date, October 2nd and 3rd were marked for the move.
- 2) I have investigated incidents for the Safety office, and recorded over 20+ reports. Fire drills and inspections scheduled, some implemented. GO2BLU training slide show has now been added to our OneGroup training menu to accommodate all those with computer access.
- 3) Completed construction of new office space for Assigned Council and completed moving them in.
- 4) Completed 2022 budget and turned in, review of budget with Administrator and Treasurer has already taken place.
- 5) Renovations of office space to relocate another portion of DSS is completed in B2, staff should be occupying that space by this meeting date.
- 6) Still assisting with memorial renovations, installation of flag and light poles as well as tree removal around the memorial.
- 7) Boilers at Jail, by this meeting date both boilers should be replaced, we had been waiting for vendor to secure the 2nd boiler.
- 8) RFP for elevator renovation at the County office building to be posted in October, shortly after this meeting.
- 9) Working with Ms. Hempstead and my HVAC staff to supply a system to support quiet during legislative session, as well as space needs as they develop.
- 10) Continue to interview to fill vacant position. Received one application since I last reported.
- 11) Sealing and Striping of the lots continues, near completion.
- 12) Safety inspections continue, correcting issues found, working with One-Group on employee and building safety, worked with their staff on safety compliance.
- 13) Working with administrator Corpora on plan for Grant St, more developments soon to come as we gather information.
- 14) Working with Ms. Haskins of Office of Aging on layout and renovations, needs etc. for new South Main St. senior Center as well as retaining equipment from the outer centers. Also working with City Code officials on change of occupancy and compliance of new space.
- 15) Working on a re-opening date for the gym, it may happen before this meeting takes place, meeting with John McNerney from the youth center, Personnel staff, to accommodate scheduling for sports as well as Civil Service examinations.
- 16) Renovations of one of our shops is nearing completion, gave up space to accommodate Assigned Council, we have relocated to across the hall and tied our office together, Weights and Measures will soon have office space in our office and we will begin renovations

Attachment: Departmental activities report 9-2021 (9922 : Buildings and Grounds Monthly Reports)



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



4.1.a

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

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

- 17) Working with State Court system for planning of City Courts relocation to our County Court House, they are already occupying more space that is increasing our reimbursement for services.
- 18) Working on communication issues with fire alarm panels, all are operating but have had some problems since our switchover to Allmode.

On a good note, we received a certificate of appreciation from the Finger Lakes Chapter of the Vietnam Veterans Association, thanking us for our current and ongoing assistance with the rebuild of the Memorial in Court House Park. This would not have been possible without the commitment from you to do so. They wanted me to be sure and say THANK YOU!

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

Attachment: Departmental activities report 9-2021 (9922 : Buildings and Grounds Monthly Reports)

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS				REMAINING REVENUE			
ORIGINAL ESTIM REV				ESTIM REV ADJ REVISED ESTIM REV ACTUAL YTD REVENUE			
							% COLL
A162042 42450		COMMISSIONS					
	-2,800.00		0.00	-2,800.00	-885.51	-1,914.49	31.6%*
A162042 42620		MISC B&G REVENUE					
	-12,525.65		0.00	-12,525.65	-12,943.87	418.22	103.3%
A162043 43021		COURT FACILITIES INCENTIVE					
	-135,263.00		0.00	-135,263.00	-120,787.00	-14,476.00	89.3%*
A162046 42502		CHAMBER OF COMMERCE RENT					
	0.00		0.00	0.00	-2,886.90	2,886.90	100.0%
A162046 42504		COOPERATIVE EXTENSION RENT					
	-73,723.00		0.00	-73,723.00	-55,292.25	-18,430.75	75.0%*
A16205 51005		PERSONAL SERVICES					
	718,674.78		0.00	718,674.78	429,258.24	289,416.54	59.7%
A16205 51020		OVERTIME PAY					
	15,000.00		0.00	15,000.00	10,368.74	4,631.26	69.1%
A16205 51025		SHIFT DIFFERENTIAL PAY					
	11,644.50		0.00	11,644.50	5,467.28	6,177.22	47.0%
A16205 51035		OTHER COMPENSATION & RAISES					
	3,059.00		0.00	3,059.00	9,490.77	-6,431.77	310.3%*
A16205 52025		REPAIR & MAINTENANCE					
	10,961.00		-10,961.00	0.00	0.00	0.00	.0%
A16205 52080		COUNTY CAPITAL PROJECTS					
	25,000.00		-25,000.00	0.00	0.00	0.00	.0%
A16205 52320		BUILDING IMPROVEMENTS					
	0.00		4,538.38	4,538.38	3,629.01	18.54	99.6%
A16205 54000		TELEPHONE					
	6,300.00		0.00	6,300.00	2,816.67	3,212.04	49.0%
A16205 54004		COMPUTER SOFTWARE					
	5,420.00		0.00	5,420.00	3,425.93	1,994.07	63.2%
A16205 54005		Office Materials & Supplies					
	200.00		0.00	200.00	51.87	148.13	25.9%
A16205 54007		Janitorial Materials & Supp					
	48,000.00		633.63	48,633.63	16,041.02	31,877.86	34.5%
A16205 54013		SAFETY SUPPLIES					
	2,000.00		0.00	2,000.00	0.00	2,000.00	.0%
A16205 54015		Maintenance Agreements					
	40,443.00		9,100.00	49,543.00	32,162.67	14,610.35	70.5%
A16205 54020		POSTAGE					
	25.00		50.00	75.00	29.38	45.62	39.2%
A16205 54021		INSPECTIONS/PERMITS					
	600.00		-600.00	0.00	0.00	0.00	.0%
A16205 54022		BOILER SYSTEM MTN					
	5,000.00		-5,000.00	0.00	0.00	0.00	.0%
A16205 54023		SECURITY SYSTEM MTN					
	3,600.00		-3,600.00	0.00	0.00	0.00	.0%

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS				REMAINING REVENUE			
ORIGINAL ESTIM REV		ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD	REVENUE	% COLL	
A16205 54024	FIRE EXTINGUISHER MTN	500.00	-500.00	0.00	0.00	.0%	
A16205 54025	UTILITIES	300,000.00	0.00	300,000.00	177,590.85	89.6%	70.1%
A16205 54030	TOOLS	800.00	-800.00	0.00	0.00	.0%	
A16205 54035	EDUCATION & TRAINING	300.00	0.00	300.00	0.00	.0%	
A16205 54050	Equip. Repairs & Maintenance	4,500.00	0.00	4,500.00	2,911.96	64.7%	
A16205 54060	LEGAL NOTICES / ADVERTISING	50.00	200.00	250.00	207.79	83.1%	
A16205 54065	EQUIP RENT / LEASES	1,000.00	0.00	1,000.00	0.00	.0%	
A16205 54070	INSURANCE	38,560.35	0.00	38,560.35	51,654.13	134.0%	
A16205 54074	VEHICLE INSURANCE	1,279.21	0.00	1,279.21	1,389.32	108.6%	
A16205 54076	Building Repairs and Maint	145,000.00	27,762.73	172,762.73	97,543.60	62.9%	
A16205 54077	Cons & Maint Materials & Supp	4,000.00	12,070.99	16,070.99	6,279.66	45.1%	
A16205 54078	Fuel	7,100.00	0.00	7,100.00	2,751.52	38.8%	
A16205 54085	CLOTHING AND UNIFORMS	7,625.52	0.00	7,625.52	3,515.30	57.5%	
A16205 54100	TAXES	13,000.00	0.00	13,000.00	6,132.54	47.2%	
A16205 54213	I/D COPIER	810.96	0.00	810.96	540.64	66.7%	
A16205 54300	Vehicle Repairs & Maintenance	3,600.00	0.00	3,600.00	3,281.67	98.1%	
A16205 54301	Vehicle Rent/lease	22,527.84	0.00	22,527.84	15,154.81	67.3%	
A16205 54444	FEES & PERMITS	0.00	600.00	600.00	0.00	.0%	
A16205 54625	GARBAGE COLLECTION/DISPOSAL	19,358.85	0.00	19,358.85	11,348.43	58.6%	
A16205 58020	RETIREMENT	104,173.00	0.00	104,173.00	0.00	.0%	
A16205 58030	FICA	56,923.00	0.00	56,923.00	32,328.65	56.8%	
A16205 58040	WORKERS COMP	35,910.00	0.00	35,910.00	36,387.30	101.3%	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS									
ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL	YTD REVENUE	REMAINING REVENUE	% COLL			
A16205 58060	HEALTH INS	0.00	180,520.69	129,188.99	51,331.70	71.6%			
A16205 58062	DENTAL INS	0.00	1,263.36	779.40	483.96	61.7%			
A16205 58065	VISION CARE BENEFITS	0.00	215.60	128.28	87.32	59.5%			
A16205 97100	SMWT SERIAL BOND PRINCIPAL	0.00	235,000.00	235,000.00	0.00	100.0%			
A16205 97110	SMWT SERIAL BOND INTEREST	0.00	108,238.00	55,293.75	0.50	100.0%			
TOTAL BUILDING & GROUNDS		8,494.73	1,972,366.74	1,189,354.64	679,547.06	60.3%			
TOTAL REVENUES		0.00	-224,311.65	-192,795.53	-31,516.12				
TOTAL EXPENSES		8,494.73	2,196,678.39	1,382,150.17	711,063.18				

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
1,963,872.01		8,494.73	1,972,366.74	1,189,354.64	60.3%

GRAND TOTAL

679,547.06

60.3%

Cortland County



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: 2021/12
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
Object
Project
Rollup code
Account type
Account status
A1620*

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 3620 SAFETY OFFICE				REMAINING REVENUE		% COLL
	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE		
A36205 54013		SAFETY SUPPLIES				
	6,400.00	0.00	6,400.00	961.39	5,352.63	16.4%
A36205 54035		EDUCATION & TRAINING				
	500.00	0.00	500.00	0.00	500.00	.0%
A36205 54040		ASSOC/MEMBERSHIP DUES				
	30.00	0.00	30.00	0.00	30.00	.0%
A36205 54055		PROFESSIONAL SERVICES				
	29,000.00	0.00	29,000.00	0.00	29,000.00	.0%
A36205 54078		Fuel				
	200.00	0.00	200.00	0.00	200.00	.0%
TOTAL SAFETY OFFICE						
	36,130.00	0.00	36,130.00	961.39	35,082.63	2.7%
TOTAL EXPENSES						
	36,130.00	0.00	36,130.00	961.39	35,082.63	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
36,130.00	0.00	36,130.00	961.39	35,082.63	2.7%

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

Cortland County



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: 2021/12

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 A3620*

Object

Project

Rollup code

Account type

Account status



01010111 01100101 00100111
01110010 01100101 00100000
01101000 01100101 01110010
01100101 00100000 01110100
01101111 00100000 01101000
01100101 01101100 01110000
00100001

**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

September 27, 2021

Information Technology September 2021 Monthly Report

Executive Summary

- IT
 - Voice and data changes
 - The Verizon is circuit is now online.
 - Replacement uninterruptable power supply.
 - This will be delivered and installed in early December.
 - Discuss the viability of using 5G technology for internet redundancy.
 - AT&T provided a 5G device for proof of concept testing and it has not performed up to expectations. We are working with AT&T to see if there a problem that can be resolved or if there is just insufficient 5G coverage in our area.
 - Discuss cyber security insurance limits and coverage with McNeil Insurance.
 - I have finally connected with a representative to answer questions about our coverage.
 - Upstream problem with the phone system.
 - Momentum, who handles our phone service, has reported that there is an ongoing problem upstream of them with a major phone interchange. The company was subjected to a distributed denial of service (DDoS) attack that has disrupted service not just for Momentum for many companies with traffic through that company.
- DA
 - Worked with B&G on moving the DA to 37 Church Street.
- Elections
 - Implement cyber security remediation efforts.
 - Install and configure patch management software.
 - Isolate and segment Elections workstations and resources.
 - Work with the Commissioners on completing NYSBOE's certification of our compliance with their regulations around elections security

Attachment: 2021_09_Monthly_Report (9950 : Information Technology Monthly Reports)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting has not yet been scheduled.

Upgrade the internet bandwidth available to the county

- Status: In Process
 - Verizon is on line and we will be discontinuing service with FirstLight after our testing is complete.

Cyber Security

- Status: In Process
 - Purchased and installed ManageEngine

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

- | | | |
|-------------------------|------------------------|--|
| • 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)

- | | | | | |
|-------------------------|-----------------------|---------------|------------|-------|
| • 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. |
| • Cisco | WebEx | \$10,000/year | 6/30/2022 | Info. |
| • Palo Alto | Firewall maint. | \$8,000/year | 8/9/2022 | 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 | 3/31/2024 | Info. |
| • Nitel | Internet Service | \$12,000/year | 12/31/2024 | Info. |
| • Verizon | Internet Service | \$12,000/year | 12/31/2024 | Info. |
| • All Mode | Phones - Support | \$15,699/year | 12/31/2024 | Info. |
| • Westlaw | Online Legal Search | \$17,000/year | 8/31/2026 | Info. |

09/30/2021 15:56
jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY

P
glytdbud 1

FOR 2021 09

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	-24,632.64	.00	-19,715.36	55.5%*
TOTAL DATA PROCESSING	-44,348	0	-44,348	-24,632.64	.00	-19,715.36	55.5%
A16805 DATA PROCESSING							
A16805 43089 BOE STATE AID - GEN	0	-73,398	-73,398	.00	.00	-73,397.81	.0%*
A16805 44389 DHSES OTHER PUBLIC	0	-50,000	-50,000	.00	.00	-50,000.00	.0%*
A16805 51005 PERSONAL SERVICES	518,129	0	518,129	363,969.58	.00	154,159.42	70.2%
A16805 51020 OVERTIME PAY	0	0	0	55.16	.00	-55.16	100.0%*
A16805 52015 Department Specifi	5,000	215	5,215	4,950.31	165.00	100.18	98.1%
A16805 52060 Capital Computer E	110,600	6,970	117,570	54,278.74	33,748.64	29,542.28	74.9%
A16805 52060 BOE Capital Compute	0	56,398	56,398	24,551.99	.00	31,845.82	43.5%
A16805 52060 DHSES Capital Compu	0	25,186	25,186	.00	.00	25,186.00	.0%
A16805 54000 TELEPHONE	1,200	0	1,200	765.91	.00	434.09	63.8%
A16805 54002 COMPUTER MTN/AGREE	99,049	-99,049	0	.00	.00	.00	.0%
A16805 54004 COMPUTER SOFTWARE	55,100	687	55,787	40,497.84	7,637.98	7,651.18	86.3%
A16805 54005 Office Materials &	600	1,050	1,650	1,086.54	69.03	494.43	70.0%
A16805 54014 RENEWALS MTN AGREE	6,800	-6,800	0	.00	.00	.00	.0%
A16805 54015 Maintenance Agreem	0	104,299	104,299	47,809.42	2,731.56	53,758.02	48.5%
A16805 54020 POSTAGE	50	0	50	.00	.00	50.00	.0%
A16805 54035 EDUCATION & TRAINI	1,000	-182	818	-8,922.70	.00	9,740.94	-1090.5%
A16805 54040 ASSOC/MEMBERSHIP D	50	0	50	50.00	.00	.00	100.0%
A16805 54045 Travel & Sustenanc	1,450	200	1,650	200.00	.00	1,450.00	12.1%
A16805 54047 MILEAGE REIMBURSEM	200	-200	0	.00	.00	.00	.0%
A16805 54050 Equip. Repairs & M	2,500	0	2,500	1,660.48	445.45	394.07	84.2%
A16805 54055 PROFESSIONAL SERVI	2,000	0	2,000	720.00	.00	1,280.00	36.0%
A16805 54055 BOE PROFESSIONAL SE	0	17,000	17,000	.00	.00	17,000.00	.0%
A16805 54055 DHSES PROFESSIONAL	0	24,814	24,814	.00	.00	24,814.00	.0%
A16805 54060 LEGAL NOTICES / AD	0	1,282	1,282	1,207.90	.00	73.86	94.2%
A16805 54065 EQUIP RENT / LEASE	3,500	0	3,500	2,109.14	.00	1,390.86	60.3%
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	26,223.15	.00	13,413.76	66.2%
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	78,373.05	.00	46,305.25	62.9%
A16805 58062 DENTAL INS	632	0	632	378.15	.00	253.53	59.9%
A16805 58065 VISION CARE BENEFIT	137	0	137	39.59	.00	97.61	28.9%
TOTAL DATA PROCESSING	1,064,652	8,472	1,073,124	660,165.22	44,797.66	368,161.38	65.7%

Attachment: IT_YTD_BudgetReport-092021 (9950 : Information Technology Monthly Reports)

09/30/2021 15:56
 jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY
P
glytdbud ²
FOR 2021 09

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND	1,020,304	8,472	1,028,776	635,532.58	44,797.66	348,446.02	66.1%
TOTAL REVENUES	-44,348	-123,398	-167,746	-24,632.64	.00	-143,113.17	
TOTAL EXPENSES	1,064,652	131,870	1,196,522	660,165.22	44,797.66	491,559.19	

09/30/2021 15:56
 jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY
P
glytdbud **3**
FOR 2021 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,020,304	8,472	1,028,776	635,532.58	44,797.66	348,446.02	66.1%

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