



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Wednesday, December 1, 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	Excused	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Remote	
Kevin Fitch	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Valerie Puma	Cortland Standard	Reporter	Present	

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Nov 2, 2021 9:00 AM

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

RESOLUTIONS

DISCUSSION ITEMS

1. Buildings and Grounds Activities and Budget Reports

RESULT:	COMPLETED
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2. Court House Roof Estimate

RESULT:	COMPLETED
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3. IT Monthly Reports

RESULT:	COMPLETED
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ACTION ITEMS

1. Authorize Buildings and Grounds Department to Move Forward with Next Steps for Courthouse Roofing Project

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

ADJOURNMENT

The meeting was closed at 9:31 AM



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, November 2, 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	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Thomas McGrath	Cortland County, NY	Deputy Director, Information Technology	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Valerie Puma	Cortland Standard	Reporter	Remote	

Minutes Acceptance: Minutes of Nov 2, 2021 9:00 AM (MINUTES)

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Oct 12, 2021 9:00 AM

RESULT: **ACCEPTED [6 TO 0]**
MOVER: Ann Homer, Vice Chair
SECONDER: George Wagner, Committee Member
AYES: Wagner, Harbin, Homer, Bischoff, Fitch, Nauseef
REMOTE: Kelly L. Fairchild-Preston

ACTION ITEMS

1. Department of Information Technology Request for American Rescue Plan Funds

RESULT: **APPROVED [6 TO 0]**
MOVER: Ann Homer, Vice Chair
SECONDER: Joseph Nauseef, Committee Member
AYES: Wagner, Harbin, Homer, Bischoff, Fitch, Nauseef
REMOTE: Kelly L. Fairchild-Preston

RESOLUTIONS**AGENDA ITEM NO. 1 – Authorize Agreement for Network Assessment - Information Technology**

RESULT: **APPROVED [6 TO 0]**
Next: 11/9/2021 10:00 AM
MOVER: Ann Homer, Vice Chair
SECONDER: Kevin Fitch, Committee Member
AYES: Wagner, Harbin, Homer, Bischoff, Fitch, Nauseef
REMOTE: Kelly L. Fairchild-Preston

ON MOTION OF HARBIN**RESOLUTION NO.****Authorize Agreement for Network Assessment - Information Technology**

WHEREAS, quotes were requested for consulting services to evaluate Cortland County's network infrastructure, AND

WHEREAS, quotes were received from the following:

Company	Address	Amount
DRCS	7085 Manlius Center Rd., East Syracuse, NY 13057	\$5,400
Advizex	50 Square Dr., Suite 200, Victor, NY 14564	\$9,200
Dyntek	5241 California Ave., Suite 150, Irvine, CA 92617	\$16,500

, AND

WHEREAS, Advizex, 50 Square Dr., Suite 200, Victor, NY 14564 submitted the lowest responsible quote, NOW THEREFORE BE IT

RESOLVED, that Advizex, 50 Square Dr., Suite 200, Victor, NY 14564 is hereby awarded the contract to perform an evaluation of Cortland County's network infrastructure according to the terms laid out in the Scope of Work, 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 Advizex, 50 Square Dr., Suite 200, Victor, NY 14564 for an evaluation of Cortland County's network infrastructure.

MONTHLY REPORTS

1. Buildings and Grounds Activities and Budget Reports

RESULT:	COMPLETED
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2. IT Monthly Report - October

RESULT:	COMPLETED
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3. IT Monthly Budget Report - October

RESULT:	COMPLETED
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COMMITTEE APPROVAL

1. Authorize Buildings and Grounds Department to Implement Operation Greenlight in Cortland County

RESULT:	APPROVED [6 TO 0]
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Kevin Fitch, Committee Member
AYES:	Wagner, Harbin, Homer, Bischoff, Fitch, Nauseef
REMOTE:	Kelly L. Fairchild-Preston

ADJOURNMENT

The meeting was closed at 9:50 AM

Cortland County

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS				REMAINING REVENUE			
ORIGINAL ESTIM REV				ESTIM REV ADJ REV ACTUAL YTD REVENUE			
							% COLL
A16205 51005	PERSONAL SERVICES						
	718,674.78	0.00	718,674.78	534,231.51	184,443.27	74.3%	
A16205 51020	OVERTIME PAY	0.00	15,000.00	10,911.05	4,088.95	72.7%	
A16205 51025	SHIFT DIFFERENTIAL PAY	0.00	11,644.50	6,819.68	4,824.82	58.6%	
A16205 51035	OTHER COMPENSATION & RAISES	0.00	3,059.00	9,490.77	-6,431.77	310.3%*	
A16205 52025	REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	.0%	
A16205 52080	COUNTY CAPITAL PROJECTS	-10,961.00	0.00	0.00	0.00	.0%	
A16205 52320	BUILDING IMPROVEMENTS	-25,000.00	0.00	0.00	0.00	.0%	
A16205 54000	TELEPHONE	4,538.38	4,538.38	4,427.01	111.37	97.5%	
A16205 54004	COMPUTER SOFTWARE	0.00	6,300.00	3,216.61	2,333.39	63.0%	
A16205 54005	Office Materials & Supplies	0.00	5,420.00	3,425.93	1,994.07	63.2%	
A16205 54007	Janitorial Materials & Supp	0.00	200.00	109.18	90.82	54.6%	
A16205 54013	SAFETY SUPPLIES	-366.37	47,633.63	18,473.50	22,088.76	53.6%	
A16205 54015	Maintenance Agreements	0.00	2,000.00	0.00	2,000.00	.0%	
A16205 54020	POSTAGE	9,100.00	49,543.00	37,012.40	12,530.60	74.7%	
A16205 54021	INSPECTIONS/PERMITS	50.00	75.00	29.38	45.62	39.2%	
A16205 54022	BOILER SYSTEM MTN	-600.00	0.00	0.00	0.00	.0%	
A16205 54023	SECURITY SYSTEM MTN	-5,000.00	0.00	0.00	0.00	.0%	
A16205 54024	FIRE EXTINGUISHER MTN	-3,600.00	0.00	0.00	0.00	.0%	
A16205 54025	UTILITIES	-500.00	0.00	0.00	0.00	.0%	
A16205 54030	TOOLS	0.00	300,000.00	207,356.43	25,167.33	91.6%	
A16205 54035	EDUCATION & TRAINING	-800.00	0.00	0.00	0.00	.0%	
A16205 54050	Equip. Repairs & Maintenance	0.00	300.00	0.00	300.00	.0%	
	4,500.00	0.00	4,500.00	3,574.33	160.67	96.4%	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS							REMAINING REVENUE		% COLL
	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD	REVENUE				
A16205 54060	50.00	LEGAL NOTICES / ADVERTISING	250.00	207.79	42.21	83.1%			
A16205 54065	1,000.00	EQUIP RENT / LEASES	2,000.00	798.25	652.50	67.4%			
A16205 54070	38,560.35	INSURANCE	38,560.35	51,654.13	-13,093.78	134.0%*			
A16205 54074	1,279.21	VEHICLE INSURANCE	1,279.21	1,389.32	-110.11	108.6%*			
A16205 54076	145,000.00	Building Repairs and Maint	172,762.73	122,661.56	39,736.65	77.0%			
A16205 54077	4,000.00	Cons & Maint Materials & Supp	16,070.99	8,157.50	4,979.28	69.0%			
A16205 54078	7,100.00	Fuel]	7,100.00	3,592.69	3,507.31	50.6%			
A16205 54085	7,625.52	CLOTHING AND UNIFORMS	7,625.52	4,227.41	1,788.11	76.6%			
A16205 54100	13,000.00	TAXES	13,000.00	6,132.54	6,867.46	47.2%			
A16205 54213	810.96	I/D COPIER	810.96	675.80	135.16	83.3%			
A16205 54300	3,600.00	Vehicle Repairs & Maintenance	3,600.00	3,531.59	68.41	98.1%			
A16205 54301	22,527.84	Vehicle Rent/Lease	22,527.84	17,815.03	2,373.03	89.5%			
A16205 54444	0.00	FEES & PERMITS	600.00	0.00	600.00	.0%			
A16205 54625	19,358.85	GARBAGE COLLECTION/DISPOSAL	19,358.85	13,974.05	4,010.42	79.3%			
A16205 58020	104,173.00	RETIREMENT	104,173.00	0.00	104,173.00	.0%			
A16205 58030	56,923.00	FICA	56,923.00	39,974.76	16,948.24	70.2%			
A16205 58040	35,910.00	WORKERS COMP	35,910.00	36,387.30	-477.30	101.3%*			
A16205 58060	180,520.69	HEALTH INS	180,520.69	157,537.35	22,983.34	87.3%			
A16205 58062	1,263.36	DENTAL INS	1,263.36	946.44	316.92	74.9%			
A16205 58065	215.60	VISION CARE BENEFITS	215.60	158.28	57.32	73.4%			
A16205 97100	235,000.00	SMMT SERIAL BOND PRINCIPAL	235,000.00	235,000.00	0.00	100.0%			
A16205 97110	108,238.00	SMMT SERIAL BOND INTEREST	108,238.00	55,293.75	0.50	100.0%			

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	
TOTAL BUILDING & GROUNDS						
2,188,183.66	8,494.73	2,196,678.39	1,599,193.32	449,306.57	72.8%	
TOTAL EXPENSES						
2,188,183.66	8,494.73	2,196,678.39	1,599,193.32	449,306.57		

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
2,188,183.66					
GRAND TOTAL		8,494.73	2,196,678.39	1,599,193.32	449,306.57
					72.8%

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

REPORT OPTIONS

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Year/Period: 2021/12
Print MTD Version: N
Roll projects to object: N
Carry forward code: 1
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Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 3620 SAFETY OFFICE		ESTIM REV ADJ REVISED ESTIM REV ACTUAL YTD REVENUE				REMAINING REVENUE	% COLL
ORIGINAL ESTIM REV							
A36205 54013	SAFETY SUPPLIES	6,400.00	0.00	6,400.00	1,047.37	4,653.86	27.3%
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	78.10	121.90	39.1%
TOTAL SAFETY OFFICE		36,130.00	0.00	36,130.00	1,125.47	34,305.76	3.1%
TOTAL EXPENSES		36,130.00	0.00	36,130.00	1,125.47	34,305.76	



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	1,125.47	34,305.76	3.1%

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

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 accs: 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

Find Criteria
Field Name Field Value

Org
Object
Project
Rollup code
Account type
Account status

A36205

Year/Period: 2021/12
Print MTD Version: N

Roll projects to object: N
Carry forward code: 1



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



4.1.c

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: 11/23/2021

SUBJECT: Activities Report for November 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 continue to find 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 as well as now major shortages in the work force. 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 is complete, continue to assist them with needs as they settle in.
- 2) I have investigated incidents for the Safety office, and recorded over 15+ reports. Fire drills and inspections scheduled, discussing need with Attorney's office with more MVA incidents being reported.
- 3) Nearing completion of renovations to move weights and measures and begin renovations for breast feeding space.
- 4) Completed employee wage review comparing to similar Counties, results included with this packet.
- 5) Still assisting with memorial renovations, assisted with needs for ceremony. Dedication of the memorial was a huge success on Veterans Day.
- 6) Jail boiler project is complete.
- 7) RFP for elevator renovation is yet once again held up, of the 3 companies I have contacted they are just too busy to work with me at this time.
- 8) 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, have 2 possibilities to quiet units in chambers and other areas.
- 9) Continue to interview to fill vacant position. Received one application since I last reported.
- 10) Safety inspections continue, correcting issues found, working with One-Group on employee and building safety, worked with their staff on safety compliance, fire extinguisher annual certification complete, ANSUL systems testing and certification is now complete for 2021.
- 11) Continue to work with Ms. Haskins of Office of Aging on layout and renovations, needs etc. for new South Main St. senior Center as well as retained equipment from the outer centers. Also working with City Code officials on change of occupancy and compliance of new space continues, awaiting City approval.
- 12) 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, met twice in October to discuss options, talks continue, also identifying ADA access issues for new employee.
- 13) Communication issues with alarm panels, intrusion alarm panel at DMV/BOE is complete; getting estimate Dwyer park is the last reporting issue and is being addressed.
- 14) Dedication plaque for Mr. Hartnett and Mr. Wheelock should be done and is scheduled for presentation at the November Legislative session.
- 15) Mau have a lead on what has been causing damage to County Cars in the back lot. Now working towards a solution with County Attorney's office.
- 16) Continue to Prepare and, test, and service winter equipment and plows to be ready for the season

Attachment: Departmental activities report 11-2021 (10140 : Buildings and Grounds Activities and Budget Reports)



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



4.1.c

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

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

- 17) Cleaned up yards, leaves and did a final mowing, also cleaned up West Court St. and covered new graffiti on building.
- 18) NO TOUCH initiative, we have started replacing all our paper towels dispensers with pull down no touch dispensers, it is our hope to replace much of the old equipment that is hard touch in light of what has taken place with COVID and be safer moving forward.

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

Attachment: Departmental activities report 11-2021 (10140 : Buildings and Grounds Activities and Budget Reports)



October 26, 2021

To: Chuck Miller
Cortland County Facilities Director

From: Kevin Gilbert
Soprema

Re: Scope of Work/Budget Cortland County Courthouse

Soprema proposes the following Scope of Work and Budget for the Cortland County Courthouse via National Roofing Partners Omnia Contract # R180901. Three Soprema certified contractors/National Roofing Partners contractors can provide formal Omnia Proposal for below Scope of Work. Pre Bid meeting would be required.

- I. Mobilization and Staging: Access points and methods TBD. Staging and waste areas TBD.
- II. Restoration of upper roof EPDM: 144 Square Feet (apprx)
Clean EPDM free of debris, dirt and carbon output.
Prime EPDM with Alsan SP Primer
Install Butyl Tape with Fleece to all vertical and horizontal seams.
Apply Alsan 402 SIL at rate of three (3) gallons per square.
- III. Restoration of TPO roof: 3,800 Square Feet (apprx)
Clean TPO free of debris, dirt and calcium carbonate output.
Prime TPO with Alsan SP Primer
Install Butyl Tape with Fleece to all vertical and horizontal seams.
Apply Alsan 402 SIL at rate of three (3) gallons per square.
- IV. Skylights: Sealant repair: 1200 Linear Feet
Clean existing vertical and horizontal seams.
Prime all seams with Polyether Primer
Apply 1.5" bead of Soprema SP1 Polyether Sealant, tool to smooth finish
- V. Remove existing shingle roof(s): 4 areas, 6,600 Square Feet (apprx)
Install Soprema Underlayment to wood deck.
Install 30 Year Architectural Shingle, color to match existing

Provide 30 Year Shingle Warranty + 20 Year Soprema Warranty (Roof Restorations and Sealant).

Costs are based upon current material costs.

Costs are based upon Prevailing Wage Rates.

Above is a Brief Scope of Work. Restoration Specification and Details Drawings to be provided at Pre Bid Conference.

Architectural Design not included. Not necessary for Restoration.

Budget: \$350,000.00

Attachment: Cortland Sope Budget_Omnia (10141 : Court House Roof Estimate)



11/22/2021 11:12
jhess
Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY
P
glytdbud 1

FOR 2021 11

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	-37,142.98	.00	-7,205.02	83.8%*
TOTAL DATA PROCESSING	-44,348	0	-44,348	-37,142.98	.00	-7,205.02	83.8%
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	440,232.83	.00	77,896.17	85.0%
A16805 51020 OVERTIME PAY	0	0	0	615.08	.00	-615.08	100.0%*
A16805 51035 OTHER COMPENSATION	0	0	0	1,284.57	.00	-1,284.57	100.0%*
A16805 52015 Department Specific	5,000	215	5,215	5,115.31	68.76	31.42	99.4%
A16805 52060 Capital Computer E	110,600	6,970	117,570	67,202.61	28,166.97	22,200.08	81.1%
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	909.91	.00	290.09	75.8%
A16805 54002 COMPUTER MTN/AGREE	99,049	-99,049	0	.00	.00	.00	.0%
A16805 54004 COMPUTER SOFTWARE	55,100	687	55,787	46,683.40	3,022.02	6,081.58	89.1%
A16805 54005 Office Materials &	600	1,050	1,650	1,420.76	.00	229.24	86.1%
A16805 54014 RENEWALS MTN AGREE	6,800	-6,800	0	.00	.00	.00	.0%
A16805 54015 Maintenance Agreem	0	103,299	103,299	62,017.04	12,499.78	28,782.18	72.1%
A16805 54020 POSTAGE	50	0	50	9.10	.00	40.90	18.2%
A16805 54035 EDUCATION & TRAINI	1,000	-1,000	0	.00	.00	.00	.0%
A16805 54040 ASSOC/MEMBERSHIP D	50	0	50	50.00	.00	.00	100.0%
A16805 54045 Travel & Sustenanc	1,450	-1,250	200	200.00	.00	.00	100.0%
A16805 54047 MILEAGE REIMBURSEM	200	-200	0	.00	.00	.00	.0%
A16805 54050 Equip. Repairs & M	2,500	0	2,500	1,773.24	555.45	171.31	93.1%
A16805 54055 PROFESSIONAL SERVI	2,000	-840	1,160	720.00	.00	440.00	62.1%
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	-1,391	2,109	2,109.14	.00	.00	100.0%
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	31,825.01	.00	7,811.90	80.3%
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	96,750.22	.00	27,928.08	77.6%
A16805 58062 DENTAL INS	632	0	632	447.75	.00	183.93	70.9%

Attachment: IT_YTD_BudgetReport-112021 (10169 : IT Monthly Reports)



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jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY

P
glytdbud 2

FOR 2021 11

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A16805 58065 VISION CARE BENEFI	137	0	137	48.96	.00	88.24	35.7%
TOTAL DATA PROCESSING	1,064,652	2,973	1,067,625	805,335.79	44,312.98	217,976.39	79.6%
TOTAL GENERAL FUND	1,020,304	2,973	1,023,277	768,192.81	44,312.98	210,771.37	79.4%
TOTAL REVENUES	-44,348	-123,398	-167,746	-37,142.98	.00	-130,602.83	
TOTAL EXPENSES	1,064,652	126,371	1,191,023	805,335.79	44,312.98	341,374.20	

Attachment: IT_YTD_BudgetReport-112021 (10169 : IT Monthly Reports)



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

November 22, 2021

Information Technology November 2021 Monthly Report

Executive Summary

- IT
 - Replacement uninterruptable power supply.
 - This will be delivered and installed in early December.
 - Discuss the viability of using 5G technology for internet redundancy.
 - Contacted T-Mobile for a proof of concept loaner device to test 5G connectivity with their service.
 - Discuss cyber security insurance limits and coverage with McNeil Insurance.
 - We have submitted an application for enhanced coverage.
 - Phone resiliency.
 - To better ensure our phones stay up we will be segmenting our phone system so that half of our available external access lines reside in the COB NOC and the other half in the PSB equipment room.
 - Update our county's firewall
 - A vulnerability was reported in our current firewall operating system. The updated operating system was downloaded and installed.
- Assigned Counsel/Personnel
 - Work has begun on web site to allow for secure form submission and payment acceptance.
- Elections
 - Work is proceeding on segmenting Elections network infrastructure per state guidelines.
- County Clerk
 - Attended the Records Advisory Committee meeting.

Attachment: 2021_11_Monthly_Report (10169 : IT 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
 - Nothing to report

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 estimates that the new AC unit will be delivered in November or December.

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)

- | | | | | |
|-------------------------|-----------------------|---------------|------------|-------|
| • 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. |
| • Barracuda | Email archiver maint. | \$5,000/year | 11/30/2022 | 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 | 3/31/2024 | 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. |