

1. Agenda

Documents:

[AGENDA.1.02.2018.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2018.01.02.PDF](#)

COMMON COUNCIL AGENDA January 2, 2018

7:00 PM

- Call Meeting to Order
 - Salute to the Flag of the United States
 - Public Comments
 - Ward Reports
 - Mayor's Report
 - Proclamation – Mentoring Month - January
 - Minutes – Approval of minutes
- Oath of Office:** Swearing in of Fire Police and BOE Officers (Fire Chief Glover)

AGENDA:

Item #1 – Consideration of a Resolution to approve re-appointments (list attached) of various City Commissions. (Mayor Tobin)

Item #2 – Consideration of a Resolution to appoint Mike Urtz and Richard Platt to the Public Works Board for a three year term. (Mayor Tobin)

Item #3 – Consideration of a Resolution to approve the re-appointment of Richard VanDonsel for the position of Corporation Counsel for a two year term commencing January 1, 2018. (Mayor Tobin)

Item #4 – Consideration of a Resolution to approve the re-appointment of Raymond Parker for the position of City Clerk for a two year term commencing January 1, 2018. (Mayor Tobin)

Item #5 – Consideration of a Resolution to approve the re-appointment of Mack Cook for the position of Director of Administration and Finance for a two year term commencing January 1, 2018. (Mayor Tobin)

Item #6 – Consideration of a Resolution to approve the appointment of Alderman John Bennett to the position of Acting Mayor for a two year term commencing January 1, 2018. (Mayor Tobin)

Item #7 – Consideration of a Resolution to designate Lori Crompton and Tracy Hatfield as the signatories on all accounts. (Mack Cook)

Item #8 – Consideration of a Resolution to designate the 'Cortland Standard', the 'Shopper', and the 'Cortland Area Tribune' as official newspapers of the City of Cortland. (Mack Cook)

Item #9 – Consideration of a Resolution to designate the following bank depositories for City funds. (Mack Cook)

- o NBT Bank
- o J. P. Morgan Chase Bank N.A.
- o M&T Bank
- o Tompkins Trust Company

Item #10 – Consideration of a Resolution to designate Joyce Nadge as a Registrar of Vital Statistics for the City Clerk’s Office for a two year term commencing January 1, 2018. (Raymond A. Parker)

Item #11 – Consideration of a Resolution to designate Julie Gross as a Deputy Registrar of Vital Statistics for the City Clerk’s Office for a two year term commencing January 1, 2018. (Raymond A. Parker)

Item #12 – Consideration of a Resolution to designate Devon Rainbow as a Subregistrar of Vital Statistics for the City Clerk’s Office for a two year term commencing January 1, 2018. (Raymond A. Parker)

Item #13 – Consideration of a Resolution to designate Annette Huskins, Program Manager for Thoma Development Consultants IWC as the City’s Fair Housing Officer for a two year term commencing January 1, 2018. (Mayor Tobin)

Item #14 – Consideration of a Resolution to designate Robert Rhea as a Zoning Officer for a two year term commencing January 1, 2018. (Mayor Tobin)

Item #15 – Consideration of a Resolution to approve the contract agreement with Mark Nitti to perform Removal Services to Code Office. (Mayor Tobin)

Item #16 – Discussion on Zoning Board of Appeals.

Item #17 – DRI update (Mayor Tobin)

Adjournment

Reappointments for January 2018

Environmental Advisory Board (2 year term)

Anna Ehrlich Bennett (2/2018 – 2/2020)

Judd Olshan (2/2018 – 2/2020)

Frank Kelly (2/2018 – 2/2020)

Donna Lieberman (2/2018 – 2/2020)

Ethics Committee (3 year term)

Justin Guernsey (1/2018 – 1/2021)

Fire Board (3 year term)

Paul Quinlan (1/2018 – 1/2021)

Historic & architectural Board (3 year term)

Dan Dineen (1/2018 – 1/2021)

Pam Abbott (1/2018 – 1/2021)

Landscape & Design (3 year term)

Mike Dexter (1/2018 – 1/2021)

Anne Doyle (1/2018 – 1/2021)

Plumbing Board (3 year term)

Gary Howe (1/2018 – 1/2021)

Public Safety/ DPW Commission (3 year term)

Patrick O'Mara (1/2018 – 1/2021)

Wastewater Treatment Board (3 year term)

John Troy (1/2018 – 1/2021)

Todd Morris (1/2018 – 1/2021)

William Starr (1/2018 – 1/2021)

Youth Bureau (3 year term)

Cynthia Eberhart (1/2018 – 1/2021)

Andrea Tobin (1/2018 – 1/2021)

From: noreply@civicplus.com
Sent: Friday, December 15, 2017 1:16 PM
To: mayorofc
Subject: Online Form Submittal: Application to Serve on a Board or Commission

Application to Serve on a Board or Commission

Name	Mike Urtz
Email	mike.urtz@cortland.edu
Phone	607/758-3558
Address	8 Edgemont Dr
City	Cortland
State	NY
Zip Code	13045
Commission or Board You Would Like to be Considered For	Public Works
Why are you interested in this position?	Give back to community
What qualifications do you have for this position?	I serve as Director of Athletics at the college, and have experience sitting on boards and committees, both on campus and with the NCAA.
Resume Upload	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Sunday, December 17, 2017 8:47 PM
To: mayorofc
Subject: Online Form Submittal: Application to Serve on a Board or Commission

Application to Serve on a Board or Commission

Name	Richard Gregory Platt
Email	richardgplatt@gmail.com
Phone	Home 607 756-8000 Cell 607 345-8879
Address	178 Groton Ave.
City	Cortland
State	New York
Zip Code	13045
Commission or Board You Would Like to be Considered For	Water Advisory Board
Why are you interested in this position?	I am semi-retired and would like to become involved in Cortland City Government.
What qualifications do you have for this position?	I have a lifetime of experience in construction. I have worked with Town and County government for many years. My resume describes my experience.
Resume Upload	Resume.pdf

Email not displaying correctly? [View it in your browser.](#)

Statement of Work

Mark A. Nitti

Haulin' Out
22 Samson St.
Cortland, NY 13045



Statement of Work to Perform Removal Services to Code Enforcement Office

Date	Services Performed By:	Services Performed For:
December 14, 2017	Mark A. Nitti Haulin' Out 22 Samson St. Cortland, NY 13045	Code Enforcement Office City of Cortland 25 Court St. Cortland, NY 13045

This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between Code Enforcement Office ("Client") and Mark A. Nitti ("Service Provider"), effective January 1, 2018 (the "Agreement"). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

Period of Agreement

The Services shall commence on January 1, 2018 and shall continue through December 31, 2018. Upon termination of this agreement, the Director of the Code Enforcement Office will have the option to renew this agreement.

Bill To Address	Code Enforcement Office, City of Cortland
City of Cortland 25 Court St. Cortland, NY 13045	Deputy Fire Chief William Knickerbocker

Scope of Work

Service Provider shall provide the Services as follows:

- Cutting of grass/vegetation
- Removal of snow/ice from sidewalks
- Removal of bagged garbage
- Clean-up and removal of bulk/garbage items from property
- Removal of uncollected refuse or waste material in the right-of-way (ROW)
- Removal of bulk items in the right-of-way (ROW)



Service Provider Responsibilities

Service Provider shall provide the Services as follows:

- Appropriate liability insurance coverage as deemed necessary by Client; a two-man crew may require additional coverage
- Sidewalks must be measured and cleared at the sidewalk width and down to the concrete
- Communicate with Client if special fee assessment is required for the completion of work assignment prior to beginning work
- Take date and time stamped before and after color pictures for each Work Order
- Work Orders shall be completed within twenty four (24) hours of assignment unless otherwise agreed upon
- Not engage in any confrontational situations with any property owner or representative at any Work Order request location
- Be courteous at all times and refrain from using profane language; perform work as quietly as possible
- Use discretionary judgment with all Work Orders
- If Work Order appears to have been completed, or the homeowner is preparing to complete the work, or is asked to leave; stop and call to get direction from the Code Enforcement Office

Client Responsibilities

Client shall provide the Services as follows:

- Supply a magnetic sign for the work vehicle to identify the company as being contracted by the City of Cortland to deter confrontational situations
- Email Work Order(s) to email address provided by Service Provider
- If an emergency situation arises, Client shall call the Service Provider directly with Work Order and send it via email

Fee Schedule

Item Description	Resources to be Used	Rate
Grass Cutting	Lawnmower, weed eater, hedge trimmers, rake	\$30/hr.; \$32/hr. for a two-man crew
Snow/Ice removal	Snow blower, shovel, pick, salt	\$0.70/linear ft.; \$0.80/linear ft. (if area includes curb cut)
Bagged garbage removal		\$3 per 30 gal. bag
General Labor; Cleaning/removal of un-bagged garbage	Gloves, shovel	\$25/hr.
ROW (removal of bulk items in Right of Way between curb and sidewalk)	Gloves	\$50/half load; \$90/full load
Dated color pictures – before and after	Digital camera	\$3.00/set

Out-of-Pocket Expenses / Invoice Procedures

Client will be invoiced dumping fee costs associated with services provided and it shall be listed on the invoice as a separate line item. Invoices shall be submitted upon completion of services performed, referencing the address indicated above. Each invoice will reflect charges for the time period being billed. Service Provider shall provide Client with sufficient details to support invoices, including dump receipts and/or additional materials needed/used to complete a job. Payments for services invoiced are to be received by Service Provider **within 10-days** from date of invoice.


Completion Criteria

Service Provider shall submit, either via email or thumb drive to the Client, the following upon completion of each work order:

- Invoice for services performed including the date and location the services were performed
- Completed Work Order
- Date and time stamped before and after color pictures of services
- Any dump receipts that may be associated with particular services

This is not a contract or agreement but only a statement of terms of service.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.



Mark A. Nitti

12/14/2017

Date

**CITY OF CORTLAND
REQUEST FOR PROPOSAL
Contracting Services 2018**

The City of Cortland is requesting proposals from contracting firms with regard to grass cutting, snow /ice removal and garbage/bulk item removal. The service provided will be to abate violations of the ordinance of the above listed services.

Scope of Services

The individual or firm selected will undertake the following services when assigned:

1. Cutting of grass/vegetation:
2. Removal of snow/ice from sidewalks.
3. Removal of bags of garbage.
4. Cleanup and removal of garbage/bulk items from property.
5. Removal of uncollected refuse or waste material in right of way.
6. Removal of bulk item in right of way.

Selection Process

The applicant will be selected based upon the bids for all services. Bids for individual services will be rejected.

Cost - The total cost of providing contracting services in relation to other factors. Applicant's ability, and willingness to comply with procurement and cost documentation requirements.

Experience/Track Record - The number of years and type of experience in working in relevant projects, prior employment history, and record of successfully completing for clients.

Submission Requirements

Interested applicants should submit a written proposal to include, but not be limited to:

1. Price per hour for grass cutting.
2. Price per linear foot of snow/ice removal from sidewalks (indicate equipment anticipated to be used for services).
3. Price per bag of garbage removed (including current tipping fee).
4. Price per hour for cleaning/removal of garbage.

5. Price per item for bulk items (including current tipping fee).
6. Contractors response time from work assignment receipt until commencement of assignment. (Indicate method of receipt of work assignments)
7. Color before and after photos of assignments, printed with date and time.

Note: Bids for individual services will be rejected. Successful bidder shall meet the minimum insurance requirements of the City of Cortland.

This agreement will commence January, 2018 and will terminate December 31, 2018. At the time of the termination of the agreement, it will be under the discretion of the Director of the Code Enforcement Office whether to renew the agreement or to place the work out for bid again.

Contact Deputy Fire Chief William Knickerbocker, Director of Code Enforcement, at 607-753-1741 if you have any questions.

The City of Cortland reserves the right to reject any and all proposals.

Proposals will be accepted until 2:00p.m. December 27, 2017. Proposals must be in a sealed envelope with the company name and addressed "Code Enforcement Contracting Services Proposal" and must include this page. Proposals can be hand delivered or mailed to the following address and must reach the address by the above time and date:

City Hall
25 Court Street
Cortland NY 13045
Attn: Code Office/Bid Proposal

I, Mark A. Netti, of Haulin' Out, agree to the terms as specified in the proposal and that the above design cost proposal was done free of any collusion with any other contracting firms.

Mark A Netti, owner
Signature & Title

12/14/2017
Date

Scott Steve
5 Ridgeview Avenue
Cortland, NY 13045

August 1, 2017

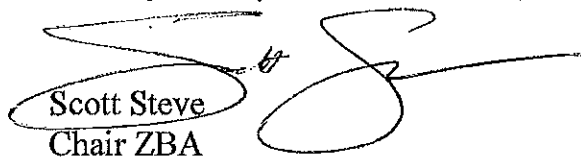
To The Honorable Mayor Tobin and The Honorable Common Council members;

On July 10th The Zoning Board of Appeals for City of Cortland unanimously voted to submit the recommendation to the Mayor and Common Council, after thorough investigation of the prospect and consideration of the members thereof, that the board size be reduced from seven members to five members.

This recommendation is consistent with state recommendations and guidelines that frame the conduct and structure of similar organizations, and has been strongly supported.

As volunteers for board positions have become increasingly difficult to maintain at the current demand of seven positions, it is being strongly encouraged that Common Council consider the resolution to reduce the board member count by two positions. Difficulty in holding a quorum as well as majority vote become an issue unfair to applicants and become a larger concern with just one member excused.

Thank you for your consideration,


Scott Steve
Chair ZBA