

1. Agenda

Documents:

[AGENDA.4.02.2019.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC 2019.04.02.PDF](#)

COMMON COUNCIL AGENDA April 2, 2019

7:00 PM Public hearing for fiscal year 2019 Community Development Block Grant applications pursuant to CDBG citizen participation requirements, to include applications for housing and economic development.

- Call Meeting to Order
- Salute to the Flag of the United States
- Public Comments
- Ward Reports
- Mayor’s Report – Chief Catalano – 35 years
- Minutes – Approval of minutes
- Proclamation –

AGENDA:

Item #1 – Presentation on the Opioid use in Cortland. (Matt Whitman)

Item #2 – Consideration of Resolution to authorize the City to submit an application to New York State for CDBG economic development funds of up to \$750,000 for the purpose of facilitating the expansion of New York Hemp Oil; and further authorizing the Mayor to sign said application and enter into a grant agreement with the State if the funds are awarded. (Thoma Development)

Item #3 – Consideration of a Resolution to approve the special event application for the Arts and Wine Festival on Saturday August 3, 2019 from 10AM – 5PM. (Mayor Tobin)

Item #4 – Consideration of a Resolution to waive the fees for the special event application for the Arts and Wine Festival on Saturday August 3, 2019 from 10AM – 5PM. (Mayor Tobin)

Item #5 – Consideration of a Resolution to approve the Abolishment of City Code Chapter 258 regarding Taxi regulations. (Ric VanDonsel)

Item #6 – Consideration of a Resolution to accept, recognize and appropriate the following donations to the Youth Bureau. (John Mc Nerney)

Donation	Amount	Event/Project	Budget Line
Todd & Michelle Funk	\$500.00	Youth Center	A-7330.5400
Total	\$500.00		

Item #7 – Consideration of a Resolution to amend Resolution #284 of 2018 to read: *Resolution authorizing the encumbrance within the capital fund 100% of the Federal and State eligible costs for a transportation federal Aid Project PIN3756.13, Contract # D035285 in the amount of \$717,358.00 for construction and construction inspection for the replacement of Madison St Bridge over Dry Creek (BIN 22007800).* (Ric VanDonsel, Chris Bisticchi)

Item #8 – Consideration of a Resolution to amend Resolution #103 of 2017 to read: *Resolution authorizing the encumbrance within the Capital Fund 100% of the Federal and State eligible costs for a transportation Federal Aid Project PIN 3756.13, contract #D035285, in the amount of \$717,358.00 to fund construction and inspection for the replacement of Madison St Bridge over Dry Creek (BIN2207800).* (Ric VanDonsel, Chris Bistocchi)

Item #9 – Consideration of a Resolution to waive the \$10,000 in accrued Code Enforcement Receivable and interest thereon for vacant building penalties on property owned by NYC REO LLC, at 26 Cleveland St, (Tax ID 087-37-01-19.00000) to sell said property to a responsible owner to facilitate the process of returning the property to productive use. (DC Knickerbocker)

Item #10 – Consideration of a Resolution to encumber \$220,000 in the General Fund Contingencies Account (A1990) for the following purposes and amounts: (Mack Cook)

- Snow and Ice Removal in Fall/Winter 2019 \$ 60,000
- Police Department Personnel 2018-19 Retro Pay per Contract settlement \$ 50,000
- Retirement settlements Police and Fire Departments \$ 110,000
- Remaining un-encumbered balance in the Contingencies Account \$ 46,612

Item #11 – Consideration of a Resolution authorizing Mayor to execute 1 year extension of contract with Manasse Auctions for the upcoming 2019 Tax Sale Auction date to be determined (Mack Cook)

Item #12 – Consideration of a Resolution amending City of Cortland Electrical code to update and comport with NYS Electric code guidelines (DC Knickerbocker)

Item #13 – Consideration of a Resolution to authorize Director of Administration and Finance to charge and collect from the County of Cortland a fee in an amount equal to 1.5% of the gross amount of property taxes collected for the County district during the calendar year ending December 31, 2019. (Mack Cook)

Item #14 – Consideration of a Resolution to authorize Director of Administration and Finance to charge from the City of Cortland Enlarged School District a fee in an amount equal to 1.5% of the gross amount of property taxes collected for the school District during the calendar year ending December 31, 2019. (Mack Cook)

Item #15 – Consideration of a Resolution to encumber the following amounts from the 2018 General Fund and Water Budgets to the 2019 General Fund and Water Budgets: (Mack Cook)

Department	Account Title	Account Number	Amount
Police Department	Operational Equipment	A3120-520600	\$ 7,000.00
Police Department	Uniform, Safety Equip	A3120-540800	\$ 5,000.00
Police Department	Training	A3120-541601	\$ 6,000.00
Youth Bureau/Parks	Operating Equipment	A7140-540500	\$ 23,480.00
Fire Department	Haz-Mat operations	A3410-542002	\$ 8,419.48
Total – General Fund			\$ 41,480.00
Water	Deer Fund Donations	FX-42706	\$ 903.71

Item #16 – DRI update

Item #17 – Task Force update

Adjournment

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CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

MEMORANDUM

TO: Mayor Brian Tobin and Common Council Members

FROM: Thoma Development Consultants

DATE: March 19, 2019

SUBJECT: 2019 Economic Development Application – New York Hemp Oil

The City of Cortland is proposing to submit an application to the New York State Office of Community Renewal (OCR) to facilitate the expansion of New York Hemp Oil. The application will be in an amount not to exceed \$750,00, which if approved, will facilitate the expansion of the company and the creation of approximately 47 new jobs, 51% of which will be available to low-to-moderate income persons.

Attached you will find a resolution that we are asking you to adopt at your April 2, 2019 Common Council meeting. This resolution authorizes the Mayor to sign a Community Development Block Grant (CDBG) application for the purposed project noted above, which we are preparing on behalf of the City, and for him to enter into an agreement with the State should the grant be awarded. The City must first submit a pre-application followed by a final application, if OCR invites the City to submit one.

Allan Gandelman (Main Street Farms) has purchased JTS Lumber. He and his investors will be moving New York Hemp Oil to this facility to enable expansion of the business and creation of the new jobs, subject to CDBG assistance. New York Hemp Oil produces CBD oil products.

The City will be holding a public hearing prior to your April 2nd meeting as the first step toward the submission of this application. We expect Allan to attend the hearing and the Council meeting to answer any questions you may have. In the meantime, if you want to talk to Allan prior to the meeting, you can reach him at his Main Street Farms number, 749-0086 or by email at info@mainstreetfarms.com. You can also contact Dan Ellis in our office at 753-1433, or by email at Dan@thomadevelopment.com for discussion.

Attachment – Draft Resolution

"The Crown City"

PROPOSED CERTIFIED RESOLUTION

RESOLVED:

That the City of Cortland is hereby authorized and directed to file an application for economic development funds with the New York State Office Of Community Renewal (OCR) under the U.S. Department of Housing and Urban Development's Community Development Block Grant Program for Fiscal Year 2019 funds, in an amount not to exceed \$750,000; and that the Mayor of the City of Cortland is hereby authorized to sign said application on behalf of the City and upon approval of said request, is authorized to enter into and execute a grant agreement with the State for such financial assistance to the City of Cortland.

Signed: City Clerk

Dated:

Municipal Seal



March 6, 2019

Brian Tobin, Mayor
City Hall
25 Court Street
Cortland NY 13045

Dear Mayor Tobin,

Once again, the Cultural Council is beginning to plan for our annual Arts & Wine Festival, to be held this year on Saturday, August 3, 2019 from 10am-5pm. More complete information about the event can be found at <https://www.culturalcouncilofcortlandcounty.org/artsandwine>.

We would like the Cortland City Council's approval for use of the Courthouse Park, and to be granted a waiver of the open container law. Alcoholic beverages, of course, will be restricted to the Wine Tent, with proof of age required for entry. I have already reserved the park with the John McNerny, Cortland Youth Bureau. As in prior years, we will set up tents and other equipment in the park on the Thursday and/or Friday evening before the Festival, in coordination with John McNerny, and we will tear down and clean up the day of the Festival. Attached please find The City of Cortland Special Events Application and Sound Device Permit Application forms.

Also, as in past years, all required Cortland County and New York State permits will be obtained. Insurance arrangements are being handled by Jeremy Boylan at Bailey Place.

The Council appreciates your assistance in helping to make this event possible.

Please let me know if there is additional information that you need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Weiss', is written over a printed name and title.

Jim Weiss, Secretary, Board of Directors, Cultural Council of Cortland County (CCCC)
Member, Arts & Wine Festival Committee
(landjweiss@frontiernet.net)

cc (by email): Kat McCarthy, CCCC Executive Director
John McNerny, Director, Cortland Youth Bureau

enclosure: Special Event Application
Sound Device Permit Application
2019 Arts and Wine Festival Rack Card

607-753-1188 • www.culturalcouncilofcortlandcounty.org • culturalcouncil3@gmail.com

Board of Directors

David Beale, *President* • Tina Minervini, *Vice President* • Jim Weiss, *Secretary* • Stacey Goldyn-Moller, *Treasurer*
Martha Beck, Mary Coffey, Sheila Cohen, Sherry Dans, Emily Gibbons, Richard Mitchell,
Lois Meyer, Benjamin Sandberg, Dorothy Troike

Ex Officio: Kat McCarthy, *Exec. Director* • Bob Haight, *Executive Director Cortland Chamber of Commerce*

Advisors: Russ Ruthig, *Esquire* • Peter VanderWoude

City of Cortland Special Event Application

Event Name: ARTS & WINE FESTIVAL Today's Date: 3/6/19
 Event Contact: JIM WEIKS CDP Member? Yes No
 Address: 3533 HORIE GORGE FREETOWN RD New Event Existing Event
 Email: jaad.weiks@fronternet.net Phone: 607 849-3687
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No
 If yes, name the charitable causes: CULTURAL CNCL CORT CNTY Non-profit Tax ID: 23-7269008

Event Information

NAME OF EVENT: ARTS & WINE FESTIVAL
 TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): FESTIVAL
 EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth:

DATE DAY 1: <u>Aug 3, 2019</u>	DATE DAY 2: <u>X</u>
<input checked="" type="checkbox"/> STREET CLOSURE: Start Time: <u>8 AM</u> End Time: <u>5 PM</u> no parking Street: <u>GREENWICH (NEXT TO PARK)</u>	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>10 AM</u> End Time: <u>5 PM</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: COURTHOUSE PARK END LOCATION: _____
 EXPECTED # OF PARTICIPANTS: 2000 # OF SPECTATORS: _____ # OF VEHICLES: 20*
 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: Yes / Don't know (a few)

Event Components

- Location/Safety**
- City park use
 - City streets blocked
 - City sidewalks blocked
 - City parking lots closed
 - City barricades
 - City cones
 - Animal ban
 - Animals are part of the event
 - EMTs needed on site
 - Police escort requested
- Waste Management**
- City litter pickup
 - City street sweeping

- Structures**
- Temporary structures
 - Canopies up to 10' x 10'
 - Grounded tents over 10' x 10'
 - Beer and/or wine garden
 - Street banner requested
 - Rides or amusements
 - Showmobile rental requested
 - Portable restrooms
 - Seating area
- Sound**
- Fireworks
 - Amplified sound or music
 - Ceremonial Gun Salute

- Food**
- Food cooked on-site
- Alcohol**
- Alcohol sold on-site (only in sealed bottles)
 - Alcohol served - only tasting
- Vending**
- Vending of goods
 - Vending of food
- Power Source**
- City electricity use
 - Generator use
- Insurance**
- General Liability insurance certificate
 - Liquor Liability insurance certificate - each winery has own

Other components not listed: _____

 Marketing budget: \$4,000 Admission Fee: Free
 (except wine Tent)

Fire Approval: _____
 CPD Approval: _____
 Council Approval: _____

* Vehicles - winery transport

SOUND DEVICE PERMIT APPLICATION

DATE REQUESTED: 8/3/19 ISSUANCE DATE: _____
NAME: CULTURAL COUNCIL OF COERTLAND CTY EXPIRATION DATE: _____
ADDRESS: P.O. Box 5133 TELEPHONE: _____
COERTLAND, NY 13045

TYPE OF SOUND DEVICE: Stage ampl. (low level) Times: 10 AM - 5 PM
NON-PROFIT:

(*Please check if you are a non-profit group therefore no licensing fee applies)

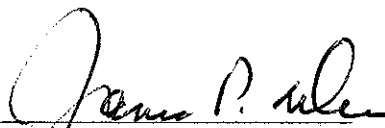
LICENSE FEE: Fixed Location-\$250 Mounting upon Motor Vehicle-\$500

FOR BUSINESS: \$100

Fixed Location: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place from any one fixed location and not in, or mounted upon a motor vehicle, the sum of **\$250** for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

Mounting upon motor vehicle: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place to be used in, or mounted upon, a motor vehicle, the sum of **\$500** for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

Business permit fee: For the use or operation of any radio, phonograph, microphone or other device by which sound is magnified and caused to be heard over any public street or public place from any one fixed location and not mounted on a motor vehicle, the sum of **\$100** for up to 6 events, as approved by Common Council in 2015.


Signature of Applicant

3/6/19
Date

APPLICATION MUST BE FILED WITH APPLICATION FEE AT LEAST TWO (2) WEEKS BEFORE FUNCTION AND ONE (1) WEEK PRIOR TO COMMON COUNCIL MEETING TO ALLOW TIME FOR APPROVAL.

IF APPROVED, YOUR PERMIT WILL BE MAILED TO YOU.

IF NOT APPROVED, YOUR APPLICATION FEE WILL BE RETURNED TO YOU.

**CITY OF CORTLAND, NEW YORK
LOCAL LAW NO. ____ OF THE YEAR 2019
ABOLISH CITY CODE CHAPTER 258**

Section 1. Enactment and Title.

A local law abolishing City Code Chapter 258.

Section 2. Authorization, Purpose and Intent.

The purpose of this law is to abolish the City Code Chapter 258 to eliminate regulation of Taxicab, Livery and Independent Transportation providers.

Section 3. Findings.

After review of the Chapter 258 regulation and the state legislation; Which prohibits local regulation of a sector of the transportation market - council has determined it should abolish the present regulations.

- 1.) The City of Cortland hereby abolishes all regulation contained in Chapter 258 (a copy of the regulations is attached)

Effective Date.

This Local Law shall take effect upon filing in the Office of the New York Secretary of State in accordance with the Municipal Home Rule Law.

I hereby certify that the Local Law annexed hereto, designated as Local Law No. ____ of 2019 of the City of Cortland was duly passed by the City Council on _____, 2019, in accordance with the applicable provisions of law.

I further certify that I have compared the preceding Local Law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original Local Law, and was finally adopted in the manner indicated in the above paragraph.

(Seal) Date: _____

STATE OF NEW YORK
COUNTY OF CORTLAND

I, the undersigned, hereby certify that the foregoing Local Law contains the correct text and that all proper proceedings have been had or taken for the enactment of the Local Law annexed hereto.

_____ City Attorney



CORTLAND YOUTH BUREAU

35 Port Watson Street • Cortland, NY 13045 • (607) 753-3021 • Fax: (607) 753-3023 • www.cortland.org

TO: Mayor Brian Tobin
Members of the City Council
Mack Cook, Director of Administration and Finance
Lori Crompton, Finance Department

FROM: John McNerney, Youth Bureau Director

RE: CYB Donations

DATE: March 22nd, 2019

I would like to ask the common council to accept and recognize the following donations. The donation should be appropriated to the Youth Bureau operating budget.

Donation	Amount	Event/Project	Budget Line
Todd & Michelle Funk	\$500.00	Youth Center	A-7330.5400
Total =	\$500.00		

Attached is a copy of the checks and supporting details on the donation for your records. Feel free to contact the Youth Bureau with any questions at 753-3021.



City of Cortland
City Hall – Mayor's Office
Mayor Brian Tobin
25 Court Street, Cortland, New York 13045
Website: www.cortland.org

Phone: 607-758-8374

Fax: 607-756-4644

STATE OF NEW YORK:

ss

COUNTY OF CORTLAND:

I, Raymond A. Parker, City Clerk in and for the City of Cortland, New York, do hereby certify that the attached resolution was duly adopted at a regular session of the Common Council of the City of Cortland, New York held on December 4th, 2018 and that such resolution appears in the minutes of that date in meetings of the Common Council.

Present: Mayor Brian Tobin, Aldermen Katy Silliman, Gary Thomas, John C. Bennett, Thomas Michaels, Troy Beckwith, Carlos Ferrer, and William Carpenter

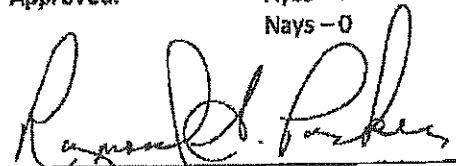
Absent: Alderman Michelle Mastropolo

Staff Present: Corporation Counsel Ric VanDonsel, Director of Administration and Finance Mack Cook, Police Chief Catalano, City Clerk Raymond A. Parker, and Confidential Secretary Devon Rainbow.

~~Resolution #284 – Resolution authorizing the implementation and funding of a State "Matchell" program-aid eligible transportation federal aid project to fully fund the local share of federal and state-aid eligible and ineligible project costs and appropriating funds for drainage and pedestrian access on Madison St bridge~~

Motioned by: Alderman Silliman
Seconded by: Alderman Bennett

Approved: Ayes – 7
Nays – 0


City Clerk, Raymond A. Parker

Resolution #284 - Resolution authorizing the encumbrance within the capital fund 100% of the Federal and State eligible costs for a transportation federal Aid Project PIN3756.13, Contract # D035285 in the amount of \$717,358.00 for construction and construction inspection for the replacement of Madison St Bridge over Dry Creek (BIN 22007800).

REPLACE WITH THIS

REPLACE WITH THIS



City of Cortland
City Hall – Mayor’s Office
Mayor Brian Tobin
25 Court Street, Cortland, New York 13045
Website: www.cortland.org

Phone: 607-758-8374

Fax: 607-756-4644

STATE OF NEW YORK:

§§

COUNTY OF CORTLAND:

I, Raymond A. Parker, City Clerk in and for the City of Cortland, New York, do hereby certify that the attached resolution was duly adopted at a regular session of the Common Council of the City of Cortland, New York held on April 18, 2017 and that such resolution appears in the minutes of that date in meetings of the Common Council.

Present: Mayor Brian Tobin, Aldermen Katy Silliman, John Bennett, Gary Thomas, Bill Carpenter, Carlos Ferrer, Adam Megivern, and Thomas Michales

Excused: Alderman Michelle Mastropolo

Staff Present: Director of Administration and Finance Mack Cook, Fire Chief Charles Glover, City Clerk Raymond A. Parker, Corporation Counsel Ric VanDonsel, and Confidential Secretary to the Mayor Devon Rainbow

Resolution #103 of 2017 -- Resolution authorizing the encumbrance within the Capital Fund 100% of the Federal and State eligible costs for a transportation Federal Aid Project PIN 3756.13, contract #D035285, in the amount of \$710,000 to fund construction and inspection for the replacement of Madison St Bridge over Dry Creek (BIN2207800).

Motioned By: Alderman Carpenter

Seconded By: Alderman Thomas

Approved: Ayes – 7
Nays – 0

Dated April 21, 2017

City Clerk, Raymond A. Parker

MEL MANASSE
AUCTIONEERS & LICENSED REAL ESTATE BROKER
P.O. BOX 738, WHITNEY POINT, NY 13862
Telephone: (607) 692-4540 or 1-800-MANASSE, Fax (607)-692-4327
AGREEMENT FOR SALE OF REAL PROPERTY BY AUCTION

THIS AGREEMENT made the 19th day of February, 2019 between Mel Manasse, Licensed Real Estate Broker, of P.O. Box 738, Whitney Point, NY 13862 and Matt Manasse, Licensed Real Estate Broker, of P.O. Box 738 Whitney Point, NY 13862, herein called the "Auctioneers", and City of Cortland of 25 Court Street, Cortland, NY herein called the "Owner".

It is agreed as follows:

1. EMPLOYMENT: Auctioneer shall sell by public auction at City Of Cortland, City Hall
2. on the 12th day of June, 2019 Or ASAP, Real Estate known as City Of Cortland's Real Property Tax Foreclosed Properties situated in City of Cortland, County of Cortland, State of NY and being Tax Map No. Multiple Properties / Multiple Tax Map Nos.
3. COMPENSATION: As compensation for his services, Auctioneer shall receive a commission at the rate of 7 ½ per cent of the sale price, herein known as a Buyers Premium. Buyers Premium is to be added to the sales price, which becomes the purchase price.
4. ADVERTISING: All Advertising, including print ads, direct mailings, unlimited free catalogs for interested bidders, press releases and internet advertising, all placed at the expense of the auction company.
5. All services outlined in the scope of work, including research of the sale properties, catalog publishing, customized web pages for the auction, setup of the auction, conducting the auction, collecting proceeds from high bidders, detailed financial reporting from the auction.
6. Unlimited sale catalogs will be designed and printed at the auctioneer's expense. Catalogs will initially be delivered to City Facilities 15 days before the auction, for distribution to the public, and more catalogs will be provided as needed. Open houses will be held at vacant properties, that the City & Auction Company feels beneficial. Auction Company Staff will be at hope houses to answer questions. Auction Company will need help from the City to gain access to the properties.
7. All signs on sale properties will be removed by auction staff within 10 days after the auction is completed.
8. Auction staff will be provided to register bidders, clerk the bids, collect proceeds, answer questions from customers, assist City Staff, set up and tear down the tables, projectors, chairs, registration signs, PA system, and all other equipment required to conduct the auction.
9. Comprehensive sales reports will be provided to the City immediately after the Auction, including bidder list, item-by-item transaction report, and sale summary.
10. CANCELLATION: This auction shall not be cancelled or adjourned without the written consent of the Auctioneer.
11. TITLE: Premises are sold "As Is" and no representation as to the marketable title is made by the City.
12. DEFAULT BY PURCHASER: Auctioneer has the authority to sell to back bidder or other qualified buyer and is entitled to keep the buyers' premium from buyers' that default.
13. AUTHORITY OF AUCTIONEERS: The Auctioneer shall have full authority to sign any memorandum of sale on the behalf of the Owner and to receive from purchaser a deposit to be given as earnest money to bind the purchase.

14. This Agreement can be extended for a one (1) year period by mutual agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate (2 copies) each of which shall be deemed an original on the date written.

CITY OF CORTLAND

DATE: _____

BY: _____

Name Printed: _____

Title: _____

Acknowledgement

STATE OF NEW YORK)

COUNTY OF CORTLAND) SS.:

On this ____ day of _____, 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally know to be or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

MEL MANASSE AUCTIONEERS &
LICENSED REAL ESTATE BROKERS

DATE: _____

BY: _____

Name Printed: _____

Title: _____

Acknowledgement

STATE OF NEW YORK)

COUNTY OF CORTLAND) SS.:

On this ____ day of _____, 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally know to be or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

Resolution # of 2019 – Resolution to Amend Electrical Standards

Chapter 122. Electrical Standards

§ 122-3. Compliance with National Electrical Code required.

[Amended 9-18-1972 by Ord. No. 1972-13]

All electrical installations described in § 122-2 shall be made in conformity with the requirements of the National Electrical code, except where the provisions of this chapter or any other local law, ordinance or building code of the City shall differently prescribe, in which event compliance with the provisions of such local law, ordinance or building code shall be recognized as proper compliance with this chapter. The requirements of the National Electrical Code shall be those known as the "National Fire Protection Association Pamphlet No. 70, 20__ Edition, and as amended or updated in the future, "as approved and adopted by the National Fire Protection Association.

Certified: _____
Ray Parker



**CITY OF CORTLAND
OFFICE OF CORPORATION COUNSEL
RICHARD VAN DONSEL, ESQ.**

25 Court Street, Cortland, New York 13045 | Ph. 607.844.7167 | Fx. 607.756.4644
www.cortland.org / lawdept@cortland.org

December 13, 2018

Kevin Whitney
Chair Cortland County Legislature
60 Central Avenue
Cortland, NY 13045

re: Charge for collection of real property tax payments

Dear Mr. Whitney:

Beginning January 1, 2019 the City of Cortland will begin charging the County and District for the collection of real property tax payments.

The City will perform the following tasks:

The administration consists of, but is not limited to, multiple communications with property owners, escrow agents, real estate agents, title companies, insurance underwriters, attorneys and banking institutions; sorting and mailing of tax bills; maintaining physical custody of tax bills, payment records, legal filings, change of property owners, addresses, escrow holders and exemption statuses; responding to in-person, telephone, e-mail, faxed and mailed inquiries; tacking civil and governmental liens placed upon property; managing from start to finish, the complicated and time sensitive in-Rem process; maintaining and supporting tax administration software, accounting for and distributing tax collections; identifying, locating and communicating with parties responsible for payment of taxes on abandoned and vacant properties.

As and for consideration the County and District shall compensate the City as a processing fee an amount equal to 1.5% of the gross amount property taxes collected for the County District during the calendar year ending December 31, 2019.

Payment will be deducted from the amount collected.

Thank-you for your anticipated cooperation.

Very Truly yours,

Richard Van Donsel

RCV/tas

GENERAL FUND ENCUMBRANCE REQUESTS 2018

			<i>Requested</i>
Administration & Finance			
Legal Fees - In Rem NONE COLLECTED FOR 2019	A1325.541502	\$	-
Common Council			
Public Information	A1010-51900	\$	-
Police Dept.			
Operational Equipment	A3120.520600	\$	7,000.00
Uniform, Safety Equip. (Ballistic Vests)	A3120-540800	\$	5,000.00
Training	A3120-541601	\$	6,000.00
Fire Dept.			
FF Gear - Career	A3410.542000	\$	-
FF Gear - Volunteer	A3410.542001	\$	-
Youth Bureau			
Funct. Operating Equipment	A7140.540500	\$	23,480.00
Funct. Operating Equipment	A7550.40500	\$	-
Funct. Operating Equipment	A7550.40500	\$	-
TOTAL REQUESTED			<u>\$ 41,480.00</u>

WATER FUND ENCUMBRANCE REQUESTS 2018

Deer Fund Donations	FX0-42706	\$	903.71
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CORTLAND POLICE DEPARTMENT

2018 Budget Encumbrance Requests



December 28, 2018

TO: Mack Cook, Director of Administration & Finance
FROM: Deputy Chief Paul A. Sandy
RE: Encumbrance of Funds from 2018 Police Budget

POLICE VEHICLES:(A3120.5206.00 account–Operational Equipment > \$5,000.00)

We are requesting to encumber \$7,000.00 from this account, which represents a portion of the remaining balance, which are being requested to be placed in the 2019 Police Budget in the same line. These funds are remaining proceeds from sale of police vehicles removed from service, as well as scrapped vehicle sales and auction vehicles from the impound lot, for the year of 2018. These funds will be directly applied toward the purchase and equipping of new 2019 police vehicles.

These funds were specifically transferred to the police department by the Common Council for this purpose in 2018, and will assist with covering the ever increasing expense of purchasing and equipping police vehicles.

Encumbrances and appropriation of sale proceeds back to this line allow the agency to continue to obtain new vehicles and maintain the vehicle rotation instituted several years ago, thereby reducing liability and maintenance costs, and not burdening taxpayers.

\$7,000.00

Ballistic Vests:(A3120.5408.00 account–Uniform & Safety)

We are requesting to encumber \$5,000.00 from this account, which represents a portion of the remaining balance, which are being requested to be placed in the 2019 Police Budget in the same line.

Currently this agency will be hiring three new police officers in 2019, with the strong likelihood that number will rise. Each new hire will require a ballistic vest purchased by the agency, which is mandated by the state. In addition, each new hire is entitled to a higher clothing allotment their first year, which aids in purchasing all the required equipment. The requested funds will help offset the additional burden which will be placed on the 2019 budget line, which does not account for these added expenditures.

\$5,000.00

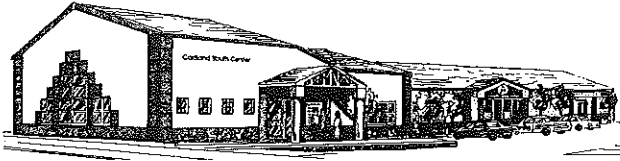
TRAINING:(A3120.5416.01 account–Schools & Seminars)

We are requesting to encumber \$6,000.00 from this account, which represents a portion of the remaining balance, which are being requested to be placed in the 2019 Police Budget in the same line.

Currently this agency will be sending a minimum of three new hires to Police Academy and at least two officers to Supervisor School during the spring of 2019. In addition to the cost of the academy/school, there will be added costs for travel, food, ammunition and other related supplies & materials.

This is an unusual situation for this agency to send so many to these two trainings, but are state mandated trainings, which cannot be supported by our 2019 Police Budget training account without seriously impacting crucial training which our officers attend on an annual basis.

\$6,000.00



CORTLAND YOUTH BUREAU

35 Port Watson Street • Cortland, NY 13045 • (607) 753-3021 • Fax: (607) 753-3023 • www.cortland.org

TO: Lori Crompton, Finance Dept.
Mack Cook, Administration and Finance
Brian Tobin, Mayor

FROM: John McNerney, Youth Bureau Director

DATE: January 18th, 2019

RE: Year End Encumbrances

The Youth Bureau would like to request the transfer of the following funds from the 2018 budget accounts to the 2019 budget accounts.

<u>Account</u>	<u>Amount</u>	<u>Intention</u>
A-7140.5405	\$6,591.00	23,480.00 Funding for 266 yards of new fibar playground wood chips- Dexter Park and fence gate repair. (Spring 2019)
A-7140.5405	\$16,889.00	

Feel free to call me with any questions or concern with my request.





CORTLAND POLICE DEPARTMENT

2018 Encumbrance Requests



December 26, 2018

TO: Mack Cook, Director of Administration & Finance
FROM: Deputy Chief Paul A. Sandy
RE: Encumbrance of Funds from 2018 Deer Fund

DEER FUND:(FXO-42706 account)

I am requesting to encumber ~~\$1,091.99~~ ^{903.71} in this account in the Water Department Budget, which represents the remaining balance as of this date. These funds are the result of donations to maintain the Water Works Deer Herd from the public, bottle and can drive, and bicycle sales. These funds are not a result of normal budgetary process, however, must be encumbered or lost, according to the Finance Department.

This fund was specifically established by the Common Council for this purpose of providing an avenue for the public to donate to the deer herd and habitat improvement.

~~\$1,091.99~~

903.71

**City of Cortland
Fire Department**



**Wayne C. Friedman
Deputy Fire Chief**

21 Court Street
Cortland, New York 13045

Phone: 607-758-8383
607-756-5612

Fax: 607.758.8385
Email: friedman02@hotmail.com

To: Mack Cook, Director of Finance & Administration
From: D/C Friedman
RE: 2018 Encumbrances
Date: March 27, 2019

1-The Fire Department would request your consideration of the following encumbrances from 2018 to the 2019 fiscal budget:

A3410-42665 *Sale of Equipment* to A3410-540501 *Tools and Equipment* **\$2,500**

2-We have also received reimbursement for a Haz-Mat response in 2018. We would like to recognize this and appropriate it to our special operations line (A3410-542002). Although these expenditures were in 2018, the reimbursement was not received until this year. We need to replace HAZ MAT suits and this allocation of monies, as we were not able to utilize any of the County HAZ-MAT contract monies, is crucial. It should not have negative effect on FY 2018.

Total: \$8419.48

3- Future considerations for 2020 budget and beyond:

1- Personal Protective Equipment (turnout gear):

This gear will reach its useful life as interior structural firefighting gear in 2020. We anticipated this and attempted to encumber monies for a number of years to absorb some of this large purchase. In the past some of this was purchased with grant money. For 2019, that encumbered money was not appropriated. A plan will be needed to acquire this gear by the end of 2020 for an approximate total of \$100,000.

2- Self-Contained Breathing Apparatus (SCBA):

Our current SCBA were purchased in 2010 with a grant. We anticipated needing to replace this in 2025. We will solicit for another grant but they will be reaching an age of useful service in regards to safety upgrades and newer technology.

A plan will be needed to acquire this gear by the end of 2025 for an approximate amount of \$300,000.

3- Staff vehicles:

We have not replaced any staff/ems vehicles in 2 years. We have 3 vehicles that are of concern: FID VAN, Fire Police Utility Truck, EMS Response Jeep at station 2. We need to continue to replace vehicles