

1. Agenda

Documents:

[AGENDA.05.01.2018.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2018.05.01.PDF](#)

COMMON COUNCIL AGENDA May 1, 2018

- 7:00 PM Public hearing on a Local Law pertaining to the City of Cortland skate park operation.
- 7:03 PM Public Hearing on a Local Law prohibiting the use of hand held metal detectors in City Parks.

- Call Meeting to Order
- Salute to the Flag of the United States
- Public Comments
- Ward Reports
- Mayor's Report
- Proclamation – May is Mental Health Month (May)
 - Building Safety Month (May)
 - National Day of Prayer (May 4, 2018)
 - Arson Awareness Week (May 7-13, 2018)
 - Peace Officer/Police Week (May 13-19, 2018)
- Minutes – Approval of minutes

AGENDA:

Item #1 – Consideration of a Resolution to approve the Special Event Application including all permits for the End of the Year BBQ Collaboration help on Friday, May 4, 2018 from 3:30PM – 6:30PM at Yaman Park. (Mayor Tobin)

Item #2 – Consideration of a Resolution to waive the application fees for End of the Year BBQ Collaboration. (Mayor Tobin)

Item #3 – Consideration of a Resolution to approve the Special Event Application including all permits for the Dairy Parade on June 5, 2018 from 6:30PM – 8:00Pm. (Mayor Tobin)

Item #4 – Consideration of a Resolution to waive the City's Open Container Ordinance during The Crush, Chamber of Commerce "Business after Hours" event June 13 at Beaudry Park. (Mayor Tobin)

Item #5 – Consideration of a Resolution to lift the hiring freeze to fill a recent vacancy for the Police Department effective April 29, 2018. (Chief Catalano)

Item #6 – Consideration of a Resolution to hire a new officer to fill the vacancy. (Chief Catalano)

Item #7 – Consideration of a Resolution to recognize the following donation into the Fire Department Trust and Agency Account (T-44). (DC Friedman)
\$1,000.00 from Stephen Valentine (on behalf of his father)

Item #8 – Consideration of a Resolution to lift the hiring freeze to fill a vacancy for the Administrative Aide Position assigned to the Code Department effective April 20, 2018. (DC Knickerbocker)

Item #9 – Consideration of a Resolution to hire a new Administrative Aide to fill the vacancy. (DC Knickerbocker)

Item #10 – Consideration of a Resolution to accept the bid from M. Hubbard Construction, Inc. of Mottville NY in the amount of \$159,500.00 for the SBR Effluent Pump Retrofit project. M. Hubbard submitted the low bid and the submission is recommended for approval by Cedarwood Engineering Services, PLLC. (Bruce Adams)

Item #11 – Consideration of a Resolution to deem 7 vehicles and items of equipment as surplus to be placed on Auctions International for sale. (Nic Dovi)

1999 international 4700 Lopro Dump Truck
1999 international 4700 Lopro Dump Truck
2001 Dodge Ram 2500
1999 Chevy 3500 Reg. Cab Pick-up Truck
1973- Gas Ford Tractor
1999 3500 Chevy Dump Truck
2000 Ford Expedition XLT

Equipment/scrap metal
Model 150 d 14-5 Crop Sprayer
Pile of Scrap metal from abandoned Aqua tech b-10 Trucker Tank

Item #12 – Consideration of a Resolution to award the contract for Administrative Services for a \$100,000 NYS CDBG Economic Development/Small Business Grant Program (Project #285SB901-18) to assist a local company with economic stabilization and development to Thoma Development Consultants for the fee of \$4,200 in accordance with the terms and conditions contained in bid submitted March 15, 2018. (Mack Cook)

Item #13 – Consideration of a Resolution to authorizing the Mayor to enter into a contract #C1000136 with the State of New York Master Contract for Grants Face Page. (Ric VanDonsel)

Adjournment



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION Mental Health Month 2018

WHEREAS, mental health is essential to everyone’s overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

**WHEREAS, prevention is an effective way to reduce the burden of mental health conditions;
and**

**WHEREAS, there is a strong research that diet, exercise, sleep, and stress management can
help all Americans protect their health and well-being; and**

WHEREAS, mental health conditions are real and prevalent in our nation; and

**WHEREAS, with effective treatment, those individuals with mental health conditions can
recover and lead full, productive lives; and**

**WHEREAS, each business, school, government agency, healthcare provider, organization and
citizen shares the burden of mental health problems and has a responsibility to
promote mental wellness and support prevention efforts.**

**THEREFORE, I Brian Tobin, do hereby proclaim May 2018 as Mental Health Month in the city
of Cortland. As the Mayor of Cortland, I also call upon the citizens, government
agencies, public and private institutions, businesses and schools in Cortland to
recommit our community to increasing awareness and understanding of mental
health, the steps our citizens can take to protect their mental health, and the
need for appropriate and accessible services for all people with mental health
conditions.**

Mental Health Month 2018 “Mindful Matters”

IN WITNESS WHEREOF, I have hereunto set
my hand this 1st day of May, in the year of
two thousand eighteen, and of Cortland
New York.

Brian Tobin, Mayor of Cortland, New York



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PROCLAMATION

Building Safety Month — May, 2018

- WHEREAS,** The City of Cortland continuing efforts to address the critical issues of safety, energy efficiency, water conservation, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound; and
- WHEREAS,** our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, trades people, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings; and
- WHEREAS,** these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play; and
- WHEREAS,** Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings; and
- WHEREAS,** “Resilient Communities Start with Building Codes” the theme for Building Safety Month 2018, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, water safety and conservation; energy efficiency and new technologies in the construction industry. Building Safety Month 2018 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies,
- THEREFORE,** I, Brian Tobin, Mayor, of the City of Cortland, NY do hereby proclaim the month of May 2018 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of May, two thousand eighteen, and of Cortland New York.

Brian Tobin, Mayor of Cortland, New York



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PROCLAMATION

NATIONAL DAY OF PRAYER

- WHEREAS;** Americans have long turned to prayer both in times of joy and times of sorrow. Americans have prayed as a means of uniting, guiding, and healing. In times of hardship and tragedy, and in periods of peace and prosperity, prayer has provided reassurance, sustenance, and affirmation of common purpose.
- Whereas;** Prayer brings communities together and can be a wellspring of strength and support. In the aftermath of senseless acts of violence, the prayers of countless Americans signal to grieving families and a suffering community that they are not alone. Their pain is a shared pain, and their hope a shared hope. Regardless of religion or creed, Americans reflect on the sacredness of life and express their sympathy for the wounded, offering comfort and holding up a light in an hour of darkness.
- Whereas;** All of us have the freedom to pray and exercise our faiths openly. Our laws protect these God-given liberties, and rightly so. Today and every day, prayers will be offered in houses of worship, at community gatherings, in our homes, and in neighborhoods all across our country. Let us give thanks for the freedom to practice our faith as we see fit, whether individually or in fellowship.
- Whereas;** On this day, let us remember in our thoughts and prayers Let us pray for the police officers, firefighters, and other first responders who put themselves in harm's way to protect their fellow Americans. Let us also pray for the safety of our brave men and women in uniform and their families who serve and sacrifice for our country. Let us come together to pray for peace and goodwill today and in the days ahead as we work to meet the great challenges of our time.

NOW, THEREFORE BE IT RESOLVED that I, Brian Tobin, Mayor for the City of Cortland hereby proclaim May 4, 2018, as a National Day of Prayer. I join the citizens of our Nation in giving thanks, in accordance with our own faiths and consciences, for our many freedoms and blessings, and in asking for God's continued guidance, mercy, and protection

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of May, in the year two thousand eighteen, in the Cortland New York.

Brian Tobin
Mayor of Cortland, New York



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PROCLAMATION 2018 National Arson Awareness Week

- WHEREAS;** according to the U.S. Fire Administration, from 2010-2012, an estimated 17,400 intentionally set fires in residential buildings were reported to U.S. Fire Departments each year, resulting in 275 civilian deaths, 800 civilian injuries, and \$513 million in property loss. For this same time period, an estimated 9,000 intentionally set fires occurred in nonresidential buildings each year resulting in \$282 million in property loss; and
- WHEREAS;** according to the FBI over the last five years (2009-2013), there has been an average of 53,127 arsons reported with an average dollar loss of \$15,086 per incident; and
- WHEREAS;** we will use the week of May 7-13 to focus on the value and contribution accelerant detection canines make to fire departments, law enforcement agencies, and their communities; and
- WHEREAS;** an accelerant detection canine saves time and money; there are fewer but more accurate evidence samples, which reduces expenditures at the lab, speeding up investigations and providing a higher conviction rate;
- WHEREAS;** it is important that the Cortland Fire Department remain committed to educating personnel to new fire investigative standards, to the fullest extent necessary to maintain this essential service;
- THEREFORE,** BE IT PROCLAIMED, that the International Association of Arson Investigators, Inc. Board of Directors meeting in Executive Session on November 1, 1985, in Atlanta, Georgia, hereby proclaims the week, beginning on May 4, 1986, as National Arson Awareness Week, and the first full week of May shall be so designated each year hereafter.

2018 NATIONAL ARSON AWARENESS WEEK

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of May, two thousand eighteen, and of Cortland New York.

Brian Tobin, Mayor of Cortland, New York



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PROCLAMATION

- WHEREAS,** The congress and President of the United States have designated May 15th as Peace Officer Memorial Day, and the week in which May 15th falls as National Police Week; and
- WHEREAS;** the members of the law enforcement agency of the City of Cortland plan an essential role in safeguarding the rights and freedoms of Cortland; and
- WHEREAS;** It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting their innocent against deception and the weak against oppression; and
- WHEREAS;** the men and women of the law enforcement agency of the City of Cortland unceasingly provide a vital public service; and
- THEREFORE,** I, Mayor Brian Tobin, Mayor of Cortland, call upon all citizens of the City of Cortland and upon all patriotic, civic and educational organizations to observe the week of May 13-19, 2018 as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the City of Cortland to observe Monday, May 15, 2018 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognized and pay respect to the survivors of our fallen heroes.

PEACE OFFICERS' MEMORIAL DAY & POLICE WEEK 2018

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of May, in the year of two thousand eighteen, and of Cortland New York.

Brian Tobin, Mayor of Cortland, New York

City of Cortland Special Event Application

(Advisor)

Event Name: End of the Year BBQ Collaboration Today's Date: 4/18/2018
 Event Contact: Lima STAFFORD CDP Member? Yes No
 Address: 401 Corey Union, Cortland NY New Event Existing Event
 Email: lima.stafford@cortland.edu Phone: 607 345 7968
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No If yes, name the charitable causes: _____ Non-profit Tax ID: _____

Event Information

NAME OF EVENT: End of the Year BBQ Collaboration (SUNY Cortland)
 TYPE OF EVENT: BBQ
 (i.e., walkathon, street fair, festival, etc.):
 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:	DATE DAY 2:
<input type="checkbox"/> STREET CLOSURE: Start Time: <u>3:30</u> End Time: <u>6:30</u> Street: <u>Yaman 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 type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: Yaman Par END LOCATION: _____
 EXPECTED # OF PARTICIPANTS: 100 # OF SPECTATORS: _____ # OF VEHICLES: 20 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: _____

Event Components

- | | | |
|--|---|---|
| Location/Safety
<input type="checkbox"/> City park use
<input type="checkbox"/> City streets blocked
<input type="checkbox"/> City sidewalks blocked
<input type="checkbox"/> City parking lots closed
<input type="checkbox"/> City barricades
<input type="checkbox"/> City cones
<input type="checkbox"/> Animal ban
<input type="checkbox"/> Animals are part of the event
<input type="checkbox"/> EMTs needed on site
<input type="checkbox"/> Police escort requested
Waste Management
<input type="checkbox"/> City litter pickup
<input type="checkbox"/> City street sweeping | Structures
<input type="checkbox"/> Temporary structures
<input type="checkbox"/> Canopies up to 10' x 10'
<input type="checkbox"/> Grounded tents over 10' x 10'
<input type="checkbox"/> Beer and/or wine garden
<input type="checkbox"/> Street banner requested
<input type="checkbox"/> Rides or amusements
<input type="checkbox"/> Showmobile rental requested
<input type="checkbox"/> Portable restrooms
<input type="checkbox"/> Seating area
Sound
<input type="checkbox"/> Fireworks
<input checked="" type="checkbox"/> Amplified sound or music <u>Am Car</u>
<input type="checkbox"/> Ceremonial Gun Salute | Food
<input checked="" type="checkbox"/> Food cooked on-site <u>Catered from Fat Jacks Restaurant</u>
Alcohol
<input type="checkbox"/> Alcohol sold on-site
<input type="checkbox"/> Alcohol served
Vending
<input type="checkbox"/> Vending of goods
<input type="checkbox"/> Vending of food
Power Source
<input type="checkbox"/> City electricity use
<input type="checkbox"/> Generator use
Insurance
<input type="checkbox"/> General Liability insurance certificate
<input type="checkbox"/> Liquor Liability insurance certificate |
|--|---|---|

Other components not listed: _____

 Marketing budget: _____ Admission Fee: \$0

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

SOUND DEVICE PERMIT APPLICATION

Date of request 4/18/2018

Date of issue 5/4/2018

(Advisor) Name LIMA STAFFORD

Address 401 Corey Union
Cortland, NY 13215

Phone # 607 345 7968

Type of sound device Music from Car Days of the request 1 Hours 4 hours

Non-Profit

License Fee: Fixed location - \$250

Mounted on a motor vehicle - \$500

For a 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 8/5/69 as Ch.12, Art.VI, of the 1969 Code of Ordinances])

Mounted 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 195-5 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

4/18/2018

Date

APPLICATION MUST BE FILED WITH THE 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.

Music will be played from car speaker or Bluetooth speaker device.

End of Year Collaborative (BEP)
(Caribbean Student Association)
Men of Value & Excellence
PRIOR
women of colour
Know Your Roots

City of Cortland Special Event Application

Event Name: Cortland County June Dairy Parade **Today's Date:** 4-12-18
Event Contact: Brenda Brooks **CDP Member?** Yes No
Address: 6438 E. Homer-Balt. Rd. Homer, NY 13077 New Event Existing Event
Email: brooks1593@hotmail.com **Phone:** 753-1593
Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No **If yes, name the charitable causes:** _____
Non-profit Tax ID: _____

Event Information

NAME OF EVENT: Cortland County June Dairy Parade
TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): Parade
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.

see attached

DATE DAY 1:	DATE DAY 2:
STREET CLOSURE: Start Time: _____ End Time: <u>8 pm</u> Street: _____	STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
AMPLIFIED MUSIC: Start Time: _____ End Time: _____	AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: corner of N. Main St. + Grant St. **END LOCATION:** Corner of S. Main St. + Huntington St.
EXPECTED # OF PARTICIPANTS: 200? **# OF SPECTATORS:** 500? **# OF VEHICLES:** 100? **HOTELS:** Is this event expected to generate area overnight stays? If so, estimated # of rooms: _____

Event Components

- | | | |
|--|---|--|
| Location/Safety
<input type="checkbox"/> City park use
<input checked="" type="checkbox"/> City streets blocked
<input type="checkbox"/> City sidewalks blocked
<input type="checkbox"/> City parking lots closed
<input checked="" type="checkbox"/> City barricades
<input type="checkbox"/> City cones
<input type="checkbox"/> Animal ban
<input checked="" type="checkbox"/> Animals are part of the event
<input type="checkbox"/> EMTs needed on site
<input checked="" type="checkbox"/> Police escort requested
Waste Management
<input type="checkbox"/> City litter pickup
<input type="checkbox"/> City street sweeping
Other components not listed: _____ | Structures
<input type="checkbox"/> Temporary structures
<input type="checkbox"/> Canopies up to 10' x 10'
<input type="checkbox"/> Grounded tents over 10' x 10'
<input type="checkbox"/> Beer and/or wine garden
<input type="checkbox"/> Street banner requested
<input type="checkbox"/> Rides or amusements
<input checked="" type="checkbox"/> Showmobile rental requested
<input type="checkbox"/> Portable restrooms
<input type="checkbox"/> Seating area
Sound
<input type="checkbox"/> Fireworks
<input type="checkbox"/> Amplified sound or music
<input type="checkbox"/> Ceremonial Gun Salute | Food
<input type="checkbox"/> Food cooked on-site
Alcohol
<input type="checkbox"/> Alcohol sold on-site
<input type="checkbox"/> Alcohol served
Vending
<input type="checkbox"/> Vending of goods
<input type="checkbox"/> Vending of food
Power Source
<input type="checkbox"/> City electricity use
<input type="checkbox"/> Generator use
Insurance
<input checked="" type="checkbox"/> General Liability insurance certificate
<input type="checkbox"/> Liquor Liability insurance certificate |
|--|---|--|

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

Marketing budget: _____ **Admission Fee:** _____

APPLICATION
For Street Closings.
PLEASE PRINT ALL INFORMATION

Today's Date: 4-12-18
Address of Street Closing: see attached sheet
Describe Event: Cortland County June Dairy Parade
Applicant: Brooks Brenda L. Ph #: 753-1593
Last First MI (home) (work)
Address: 6438 E. Homer - Baltimore Rd E-mail address: brooks1593@hotmail.com
Street
Homer NY 13077
City State Zip Code

meup starts
at 5:30 pm
parade
starts at
6:30 pm

Date of Street Closing Tuesday June 5, 2018 Alternate Rain Date _____
Start time: 6:30 pm (no earlier than 9:00 a.m.) Finish time: 8:00 p.m. *no later than 8:00 p.m.
(*-unless altered by Common Council)

Estimated # of persons attending: ~700?

Will amplified music be provided? No
(if yes, refer to requirement #8 for compliance)
City Ordinance Sect. 193-5 requires Common Council permission; Sect. 193-7 requires \$250 fee

Will alcohol be available? No
If so, which address(es) will have alcohol? _____

Alcohol is only allowed on private property. All state and city alcohol laws still apply during Street Closings.

A Street Closing permit does not allow the sale of alcohol or the consumption of alcohol on public property or by persons younger than 21 years of age.

Street Closures requested

Line up begins at 5:30pm and the last division leaves about 7:30pm

North Main St. - Groton Ave. to Arthur Ave.

Lincoln Ave. - North Main St. to Homer Ave.

Maple Ave. - North Main St. to Homer Ave.

Jewett Ave. - North Main St. to Homer Ave.

Madison St. - North Main St. to Homer Ave.

Arthur Ave. - North Main St. to Homer Ave.

The parade begins at 6:30pm and ends about 8pm

Main Street

South Main St. to Huntington St.

CORTLAND POLICE DEPARTMENT Parade Permit Application

This application must be filed with the Chief of Police of the City of Cortland, New York, in compliance with Chapter 199, section 199-1 of the Code of Ordinances of the City of Cortland, New York, fifteen (15) days prior to the event.

Brenda Brooks - Dairy Parade CoChairman
Name of Applicant/Title

4-15-18
Application Date

6438 E. Homer - Baltimore Rd. Homer, NY 13077
Address of Applicant

753-1593
Telephone Number

Cortland County Dairy Promotion Committee
Name of Organization Sponsoring Parade/Demonstration

753-1593
Telephone Number

Address of Organization

June 5, 2018
Date of Event

Tuesday
Day of Week

6:30 pm
Start Time

8:30 pm
Finish Time

Parade Route/Demonstration Location: The parade will begin to line up at 5:30 pm on the following streets: N. Main St., Lincoln Ave., Maple Ave., Jewett Ave., Madison St. and Arthur Ave. The parade will start promptly at 6:30 pm proceeding south on Main St. to Huntington St. where the parade will turn left and proceed east on Huntington St. to disband.

Scheduled stops along the route and reason for stop: There will be a "reviewing stand" in front of the Market Place Mall where the showmobile will be parked the day of the parade at 7:00 am, leaving room for the Cortland High School Video truck.

Is a police escort required: yes no, because:

Number of people scheduled to participate:

500+?

Number of vehicles in line of march:

~100

Number of horses in line of march:

~20

Number of animals (not being transferred):

none

Is any other noise making unit scheduled to participate:

yes

If yes, explain:

Marching bands and possible floats with music

Will guns (explosives) be fired and spent shells ejected:

yes no

Will bicycles be allowed in line of march:

yes no

Number of persons scheduled for parade/demonstration control:

Specific organization engaged for control:

Cortland City Police Department

Indemnity Agreement

By signing below, Applicant agrees that the Sponsoring Organization will indemnify and hold harmless the City of Cortland with respect to any and all claims for personal injury or property damage arising from the activity which is the subject of this application, and represents that the Applicant is duly authorized to bind the Sponsoring Organization in that regard.

By signing below, as a condition of the issuance of this permit, Applicant agrees to furnish the City of Cortland with a copy of the Sponsoring Organization's insurance certificate listing the City as an additional insured in accordance with the City of Cortland's requirements, such insurance certificate to be provided in time for the City's insurance advisor to review and approve it before this permit is issued.

By signing below, Applicant agrees that the Sponsoring Organization will pay the actual cost of restoring any area damaged as a proximate result of the event which is the subject of this application, to as good a condition as it was before the event, and represents that he or she is duly authorized to make this promise, as well.

Brenda Brooks
Applicant's Signature

The foregoing application has been reviewed, and has been:

____ approved

____ denied

Chief of Police

Date

Remarks: _____

Certificate of insurance on file:

____ yes

____ no

**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: Mayor Tobin, Members of the Common Council
FROM: D/C Friedman *WCF*
DATE: April 25, 2018
RE: Agenda Items for 5/1/18

- 1- *Consideration of a Resolution to recognize and appropriate the following donation into the Fire Department Trust and Agency Account (T-44)*

\$1,000 from Stephen Valentine (on behalf of his father)

Donations received by the department traditionally go into this account as it is used for future purchases of Automatic External Defibrillators (AED's).



April 19, 2018

City of Cortland Common Council
City Hall – 2nd Floor Council Chambers
25 Court Street
Cortland, NY 13045

**RE: City of Cortland Wastewater Treatment Plant SBR Effluent Pump Retrofit Project
(Contract CC-M-2018)**

Members of the Council:

Cedarwood Engineering Services, PLLC (Cedarwood) has reviewed the bids submitted and opened on April 12, 2018 for the City of Cortland WWTP SBR Pump Retrofit project (Contract CC-M-2018). There were two bidders for the project: M. Hubbard Construction, Inc. and Grant Street Construction, Inc. Our review of the two bids submitted included evaluation of the bid forms, certifications, qualifications and other affidavits to help assess their submission. Through our review, we also evaluated the bidders past performances, references and qualifications necessary to complete this project.

The bid tabulations are summarized below:

M. Hubbard Construction, Inc.:	
Work Item G-1, Mobilization/Demobilization:	\$7,500
Work Item G-2, Installation:	\$152,000
Total Bid Price:	\$159,500
Grant Street Construction, Inc.:	
Work Item G-1, Mobilization/Demobilization:	\$9,000
Work Item G-2, Installation:	\$187,000
Total Bid Price:	\$196,000

The engineering estimate for this project is \$200,000 and both bids were deemed reasonable and complete. We recommend that the City award the Contract (CC-M-2018) to M. Hubbard Construction, Inc. of Mottville NY as the lowest bidder with all the required supporting documentation, for the base bid contract price of \$159,500. Cedarwood has reached out to M. Hubbard Construction, Inc. to discuss the project and confirm their understanding of the scope of work. If the City agrees with this recommendation to award, the following actions will take place to award a contract and commence with construction:

1. Complete City Council resolution to award contract to M. Hubbard Construction, Inc.
2. Complete Notice of Award of Contract
3. Complete and submit Executed Agreement with original signatures for each contract
4. Issue Notice to Proceed, which will allow construction to commence.

**Warrensburg, NY: 3903 Main Street, Warrensburg, NY 12885. (P) 518.623.5500
Oneonta, NY: 8-12 Dietz Street, Suite 302, Oneonta, NY 13820. (P) 607.441.3246**

Please feel free to contact me at (518-623-5500) or by email at bsuozzo@cedarwoodengineering.com with any questions.

Sincerely,

Brian T. Suozzo

Brian T. Suozzo
CEDARWOOD ENGINEERING SERVICES, PLLC



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Bruce Adams, Superintendent of Wastewater
Industrial Pretreatment Coordinator

April 24, 2018

Re: Bid for SBR Effluent Pump Retrofit Project

To the Common Council,

On the agenda for the 5/1/2018 Council meeting is an item to approve a bid in the amount of \$159,500 for a pump project. The bid from M. Hubbard Construction is for the purchase and installation of two pumps and associated piping and electrical supply and control. The purpose of the pumps is to allow us to use our secondary clarifiers while operating the new Sequencing Batch Reactor (SBR) process. You'll recall the SBR process occurs entirely within the aeration basins. However, our basins are short and wide compared to what one would do if one were designing an SBR facility from scratch. When Chief Operator Ed Poole has run the SBR process, it works well for a week or three but eventually we end up with filamentous bacteria which negatively affects settleability. Poor settleability means some of our biomass ends up leaving in our effluent, which at best degrades the quality of the water we discharge into the river and at worst can cause violations of our operating permit. In short, we need to be able to use a clarifier while we're optimizing the process for our particular installation. These pumps will let us do that.

The bidder has agreed to let us pay for this project in three equal payments over the course of three years. This way we can get this project we need without borrowing any more money. For this year's payment I will utilize unbudgeted revenues. Specifically, the income from selling our MBR equipment and revenue from accepting Chobani whey. For 2019 and 2020 I will include the payments in my O&M budget.

This low-cost project will make a huge difference in the quality of our effluent when operating the SBR process. I heartily recommend approving the bid. Should you have any questions regarding this project, please don't hesitate to contact me.

Sincerely,

Bruce

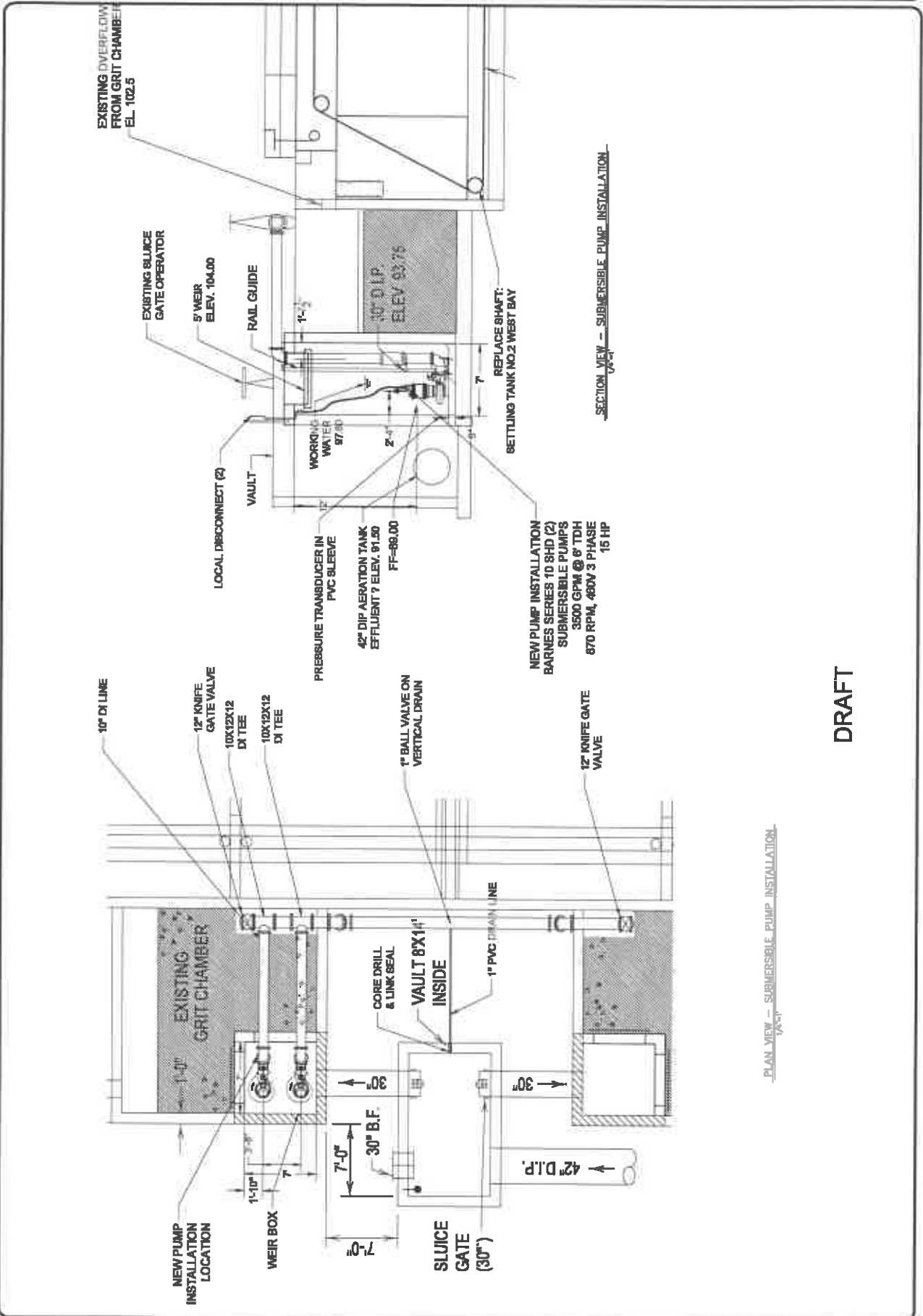


PROJECT	DATE
DESCRIPTION	SCALE
DRAWN BY	CHECKED BY
DESIGNED BY	APPROVED BY
FOR	

CITY OF CORTLAND
 STATE OF NEW YORK
 WWT
 CORLAND WWT
 COUNTY

CITY OF CORTLAND
 SBR TO SECONDARY
 CLARIFIER PUMP INSTALL

M-1



DRAFT

PLAN VIEW - SUBMERSIBLE PUMP INSTALLATION
 1/4"=1'

Vehicles DPW are selling are:

#5- 1999 International 4700 Lopro Dump

#6- 1999 international 4700 Lopro Dump

#2- 2001 Dodge Ram 2500

#222- 1999 Chevy 3500 Reg Cab Pick-up Truck

#43- 1973- Gas Ford Tractor

No # -1999 3500 Chevy Dump Truck

Old #1- 2000 Ford Expedition XLT

Equipment/scrap metal

Model 150 d 14-5 Crop Sprayer

Pile of Scrap metal from abandoned Aqua tech b-10 trucker tank

Public Notice
CITY OF CORTLAND
Request for Proposals

The City of Cortland is seeking proposals from qualified firms or individuals to provide Administrative Services in conjunction with a recently awarded \$100,000 CDBG Economic Development/Small Business Program Grant. (NYS CDBG Project #285SB901-18). M/WBE firms and Section 3 businesses are strongly encouraged to respond. Proposals must be submitted no later than Noon on March 15, 2018. They can be mailed or delivered in person to the City Clerk's Office, City Hall, Cortland, NY 13045.

For more information and a copy of the complete "Request for Proposals" packet, please contact the Deputy City Clerk, City of Cortland, City Hall, Cortland, New York 13045, (607) 756-6521.

- 1. Run one time as legal notice as soon as possible.**
- 2. One copy of proof of publication to the address below please**
- 3. Bill: City of Cortland
Office of Community Development
25 Court Street
Cortland, NY 13045
AC COUNT #2068**

CITY OF CORTLAND
Request for Proposals

CDBG Economic Development/Small Business Program Award

1. Request: The City of Cortland, located in Cortland County, is seeking proposals from qualified consultants or consulting firms to provide Administrative Services in conjunction with a \$100,000 NYS CDBG Economic Development/Small Business Program award. The relevant information is set forth below.

2. Description of Grants: \$100,000 was awarded to assist with a local company located within the City economic stabilization and development.

3. Services to be Provided:

General Administration:

- 1. Prepare all necessary contract and payment documentation;**
- 2. Develop and maintain separate grant accounting systems;**
- 3. Prepare and submit necessary financial reports to NYS;**
- 4. Prepare and submit status of fund reports and other reports to City as directed;**
- 5. Work with City's Deputy Finance Director to assure all accounting is included in City accounting system.**

C. Miscellaneous:

- 1. Attend Common Council meetings, as necessary;**
- 2. Advise Common Council and Mayor in all matters relating to grant and NYS regulations;**
- 3. Prepare amendments as necessary;**
- 4. Prepare Environmental Reviews pursuant to NEPA and SEQRA guidelines;**

5. **Prepare and submit all program reports requires by NYS and/or the City of Cortland;**
6. **Prepare all closeout documentation required by NYS for grant upon completion of each;**

4. **Submission Requirements:**

- A. **Statement of qualifications, including identification of at least five similar housing rehabilitation programs that have been administered;**
- B. **Relevant references (minimum of five) including staff members from NYS HCR that are aware of work experience;**
- C. **Management Plan including identification and description of the location in the City of Cortland where client services will be provided;**
- D. **Timetable for completion of project;**
- E. **Cost Proposal using attached form.**

5. **Evaluation Factors: The following will be reviewed by the Mayor and Director of Administration and Finance for purposes of evaluation of responses and selection:**

- A. **Qualifications and references; including experience in similar community development projects administration (Minimum Qualifications are providing Administrative services for at least one Program funded by HCR that used CDBG funding);**
- B. **Management and availability; including project schedules, management plan, level of services provided, physical proximity to organization's personnel;**
- C. **Cost and. reasonableness of fee; consideration of fee as related to service, charges for reimbursables;**
- D. **Ability to interface with existing grants administration; including working with consultant administering current Community Development programs to insure continuity in overlapping areas such as Program Income and reporting requirements;**

E. Other factors deemed important by the community, including previous experience with the consultant;

6. Submission of Pro Doses: The City of Cortland will accept proposals from qualified consultants and consulting firms until Noon on March 15, 2018. Proposals should be clearly marked "RFP-ECONOMIC DEVELOPMENT/SMALL BUSINESS AWARD-2018 " on the outside and received in the City Clerk's Office, which is located on the main floor of City Hall, 25 Court Street, Cortland, New York 13045.

7. Selection and award of contract: Proposals will be reviewed immediately upon receipt. Selection will be made on or about March 20, 2018.

8. Questions about this RFP : Please direct all questions about this RFP to Mack Cook, Director of Administration and Finance at (607) 756-7312.

**CITY OF CORTLAND
 NYS CDBG ECONOMIC DEVELOPMENT/MALL BUSINESS PROGRAM
 AWARD
 Cost Proposal**

Cost Per Hour

Job Categories Pal. Rate Fringe* Overhead Total**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* % Fringe Benefits - _____ %

** % Overhead - _____ %

Estimated Hours

Job Categories Total Hours Hourly Fee Total Cost

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL = _____

Proposed Profit Added

Total Cost Profit Total Proposed Cost

_____	_____	_____
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1. Attach list of reimbursable costs and method of charging.
2. Attach schedule for disbursement of fee.
3. Attach explanation of percent of profit.

NAME: SIGNATURE: _____

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY:</p> <p>NYS Department of State One Commerce Plaza 99 Washington Avenue – Suite 1010 Albany, NY 12231</p>	<p>BUSINESS UNIT/DEPT ID: DOS01/3800000</p> <p>CONTRACT NUMBER: C1000136</p> <p>CONTRACT TYPE: <input type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input checked="" type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p>CORTLAND CITY OF</p>	<p>TRANSACTION TYPE: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment - NCTE</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p> <p>n/a</p>	<p>PROJECT NAME:</p> <p>Southeast Cortland - Step 2</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS VENDOR ID Number: 1000002571 Federal Tax ID Number: 15-6000405 DUNS Number (if applicable): n/a</p>	<p>AGENCY IDENTIFIER: CNY</p> <p>CFDA NUMBER (Federally Funded Grants Only): n/a</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>City of Cortland 25 Court Street Cortland, NY 13045</p> <p>CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality, Code: <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number: n/a</p> <p>Exemption Status/Code: 3A/02</p> <p><input type="checkbox"/> Sectarian Entity</p>

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>CURRENT CONTRACT TERM: FROM: 2/1/2015 TO: 1/31/2018</p> <p>CURRENT CONTRACT PERIOD: FROM: 2/1/2015 TO: 1/31/2018</p> <p>AMENDED TERM: FROM: 2/1/2015 TO: 1/31/2019</p> <p>AMENDED PERIOD: FROM: 2/1/2015 TO: 1/31/2019</p>	<p>CONTRACT FUNDING AMOUNT: (<i>Multi-year</i> – enter total projected amount of the contract; <i>Fixed Term/Simplified Renewal</i> – enter current period amount)</p> <p>CURRENT: \$359,500.00</p> <p>AMENDED:</p> <p>FUNDING SOURCES:</p> <p style="padding-left: 40px;"> <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other </p>
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FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:
 (Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

ATTACHMENTS PART OF THIS AGREEMENT:

- | | |
|---|--|
| <p><input type="checkbox"/> Attachment A:</p> <p><input type="checkbox"/> Attachment B:</p> <p><input type="checkbox"/> Attachment C: Work Plan</p> <p><input type="checkbox"/> Attachment D: Payment and Reporting Schedule</p> <p><input type="checkbox"/> Other:</p> | <p><input type="checkbox"/> A-1 Program Specific Terms and Conditions</p> <p><input type="checkbox"/> A-2 Federally Funded Grants</p> <p><input type="checkbox"/> B-1 Expenditure Based Budget</p> <p><input type="checkbox"/> B-2 Performance Based Budget</p> <p><input type="checkbox"/> B-3 Capital Budget</p> <p><input type="checkbox"/> B-1(A) Expenditure Based Budget (Amendment)</p> <p><input type="checkbox"/> B-2(A) Performance Based Budget (Amendment)</p> <p><input type="checkbox"/> B-3(A) Capital Budget (Amendment)</p> |
|---|--|

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

City of Cortland
25 Court Street
Cortland, NY 13045

By: _____

Printed Name

Title: _____

Date: _____

STATE AGENCY:

NYS Department of State
One Commerce Plaza
99 Washington Avenue – Suite 1010
Albany, NY 12231

By: _____

Printed Name

Title: _____

Date: _____

STATE OF NEW YORK

COUNTY OF _____

On the ____ day of _____, _____, before me personally appeared _____, to me known, who being by me duly sworn, did depose and say that he/she resides at _____, that he/she is the _____ of the _____, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor name on the face page of this Master Contract.

(Notary) _____

ATTORNEY GENERAL'S SIGNATURE

By: _____

Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

By: _____

Printed Name

Title: _____

Date: _____

