

1. Agenda

Documents:

[AGENDA.10.6.2020.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2020.10.06.PDF](#)

COMMON COUNCIL AGENDA
October 6, 2020
Via Zoom video conference
Meeting ID: 892 739 1872

7:00 PM Public hearing for the City of Cortland’s Fiscal Year 2018 Microenterprise Community Development Block Grant #285ME178-18

Public hearing for the City of Cortland’s Fiscal Year 2018 Microenterprise Community Development Block Grant #285HR33418

- Call Meeting to Order
- Salute to the Flag of the United States
- Public Comments
- Ward Reports
- Mayor’s Report
- Proclamation - Domestic Violence Awareness Month (October)
 - Fire Prevention Week (October 4-10, 2020)
- Minutes – Approval of minutes

AGENDA:

Item #1 – Presentation on the Crisis Intervention Team (Lt Guerrero)

Item #2 – Consideration of a Resolution to approve the Street Closure Application for Saturday, October 31 from 4PM-9PM for trick-or- treating. (Melissa Kiser)

Item #3 – 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
Seven Valley Crossfit	\$500.00	Youth Center Activities	A-7310.5405
Kings Daughters	\$500.00	Youth Center Activities	A-7310.5405
Cortland Women’s Softball	\$950.00	Jim Partigianoni Scholarship Fund	Trust \$ Agency Fund
Total	\$1,950.00		

Item #4 – Consideration of a Resolution to acknowledge and recognize a \$500.00 donation to the Cortland City Police K9 Fund to assist with Dental work on K9 Lummel from John Brown. (DC Sandy)

Item #5 – Consideration of a Resolution to acknowledge and recognize \$656.29 in donations to the Cortland City Deer Fund to assist with habitat improvement and health of the captive white tail herd, made through generous donations of bottles and cans from the public. (DC Sandy)

Item #6 – Consideration of a Resolution to acknowledge and recognize certain vehicles at the Cortland City Police Impound lot as abandoned and of no use to the Cortland City Police, allowing they be sold for either

scrap or Auctioned off to public, via Auctions international, and utilizing the funds to offset the maintenance issues with the Cortland City Police fleet. (DC Sandy)

Item #7 – Consideration of a Resolution to acknowledge and recognize a \$6,000.00 grant to the Cortland City Police Department from Cortland Area Communities that Care for the express purpose of hiring overtime officers to perform special details for the enforcement of incidents pertaining to alcohol and narcotic abuse, thereby moving the funds from the revenue line to the Overtime line 5104.00 in the Cortland City Police Budget. (DC Sandy)

Item #8 – Consideration of a resolution to authorize the Mayor to enter into a contract with the Town of Homer for Assessor services. (Ric VanDonsel)

Item #9 – Consideration of a Resolution to amend the 2020 General Fund Budget to provide \$13,607.00 in NYS CHIPS Revenue (A5010 43501) and appropriate same amount to NYS CHIPS expenditures (A5110 541500). (Mack Cook)

Item #10 – Discussion regarding making the Charter and Administrative Code gender neutral, and set date for public hearing on Local law. (Ric VanDonsel)

Item #11 – Environmental Review of replacing Water lines on North Greenbush and Washington. (Ric VanDonsel)

Item #12 – Update on Cortland Forward Committee.

Item #13 – COVID19 and Response

Adjournment

CITY OF CORTLAND

**FY 2018 Small Cities Community Development Block Grant #285HR334-18
Citywide Owner-Occupied, Housing Rehabilitation Program**

Second Public Hearing, October 6, 2020

Program: The City received \$500,000 in Community Development Block Grant (CDBG) funds to be used for the rehabilitation of substandard properties owned and occupied by low-to-moderate income (LMI) households in the City of Cortland. To be eligible, the owner had to meet certain qualifications and conditions noted below. If you met the qualifications and terms, financial assistance was available for the rehabilitation of the property in accordance with New York State's definition of rehabilitation. The goal of the Program is to remedy code violations and hazardous situations, and to provide adequate living conditions and weatherization for homes owned and occupied principally by persons of low-to-moderate income.

Since the demand for housing rehabilitation generally exceeds the supply of funds, priority is given to households with the lowest incomes combined with the most urgent housing need using an established point system taking these two criteria into account.

Eligible property owners are those who: (1) own and reside in a single family, substandard structure in the City of Cortland; (2) are current on all City taxes and/or charges; (3) are willing to improve their property to levels that meet New York State's and City program standards; (4) are in compliance with all City ordinances; and (5) agree to abide by all the terms and conditions of the Program including giving the City a mortgage for the financial assistance provided.

Financial assistance for individual homeowners to pay for rehabilitation is provided in the form of a 100% deferred payment loan (dpl), which is similar to a grant in that there is no monthly repayment as long as the participant remains as an owner-occupant. The financial assistance is forgiven after five years. The income limits for a qualifying household is based on family size and HUD's median income limits for Cortland County. To be eligible for assistance, a household's income can not exceed 80% of median income as follows (as of April 2020):

HOUSEHOLD SIZE	MAXIMUM INCOME LIMIT (Gross Annual Income)
1	\$40,500
2	\$46,300
3	\$52,100
4	\$57,850
5	\$62,500
6	\$67,150
7	\$73,750
8	\$76,400

Applications: The City received 57 applications; nine applicants were over income and one dropped out of the Program. The City committed funds to sixteen projects; 6 of the 16 projects are completed with 10 in progress. There are 31 applicants on a waiting list.

CDBG Revised Budget:

<u>Activity</u>	<u>Budget</u>	<u>Total</u>
Rehabilitation	\$410,000	
Program Delivery	65,000	
Administration	25,000	\$500,000

Goals: The grant applicant established a goal of completing 15-16 structures. Rehabilitation of 16 structures will be completed, meeting the established goal.

Project Completion Date: As of the end of September, \$335,459 has been expended (67%) and all remaining funds committed to projects. The Program will be completed by January 25, 2021 in keeping with the grant agreement issued to the City.

CITY OF CORTLAND

**FY 2018 Small Cities Community Development Block Grant #285ME178-18
Microenterprise Assistance Program**

**Second Public Hearing/Administrative Phase
October 6, 2020**

Program: The City received \$200,000 in Community Development Block Grant (CDBG) funds to provide assistance to and training for Microenterprises located in or wishing to locate in the City of Cortland. A Microenterprise (ME) is a business with five or fewer employees, including the owner/owners, based on head count. Grants of up to \$35,000 could be provided. The Program meets the national objective of benefit to low and moderate income (LMI) persons by providing assistance to an LMI owner or a Non-LMI owner that will be creating an LMI-available job(s). Funds can be used for a myriad of things including, but not limited to, inventory, equipment, furniture and fixtures, and working capital. Half the funds awarded to the City had to be awarded to start-ups, new business or one that has been in existence for less than six months at the time of application. Owners were required to attend a training program for entrepreneurs.

Since the demand for funds generally exceeds the amount available, the City established a rating and ranking system. The system was established to provide points for priority applicants, or for projects in certain areas, such as the central business district. Points were also awarded for other purposes. The City's consultants received and reviewed applications and then the rating sheet was completed. An executive summary was prepared and forwarded to the City's Microenterprise Review Committee along with the rating sheets and pertinent submittals. The Committee met to discuss the applications make a recommendation for funding to the Common Council, reject the request, or request additional information. The final decision on funding and amounts was made by the City's Common Council at a public meeting.

Owners had to complete the training program before funding could be set up. Project owners also executed a deferred payment loan agreement with the City prior to disbursement of any funds. Security was taken based on the assistance provided.

The income limits for qualifying an LMI owner is based on family size and HUD's median income limits for Cortland County. To be eligible as an LMI owner, the owner's "family income", could not exceed 80% of Cortland County median income. The limits below are the limits in place at the time of grant award:

HOUSEHOLD SIZE	MAXIMUM Gross Annual Income
1	\$38,400
2	\$43,850
3	\$49,350
4	\$54,800

5	\$59,200
6	\$63,600
7	\$68,000
8	\$72,350

<u>Approved Budget:</u>	<u>Activity</u>	<u>Budget</u>	<u>Total</u>
	Microenterprise Assistance	\$170,000	
	Program Delivery	20,000	
	Administration	10,000	\$200,00

Goals: 8 projects, 10 FTE jobs. These goals were based on the pre-applications received when the application was prepared. A total of 6 projects were funded. Due to the number of LMI owners, who do not have to create jobs, the number of jobs is below the projected number.

Progress:

Applications received: 13; 7 existing, 6 start-ups
 ME Projects committed: 6; 3 existing, 3 start-ups
 LMI Owners/Awarded: 3
 Non-LMI Owners: 3
 Jobs: 7

Project Completion: All funds have been committed with 67% of the grant expended as of the end of September. The program must be fully expended and all activities completed by December 17, 2020. It is expected that the City will meet that deadline.



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

PROCLAMATION

October 2020 Domestic Violence Awareness Month

- WHEREAS,** 1 in every 4 women will experience domestic violence during her lifetime, and Approximately 15.5 million children are exposed to domestic violence every year;
- WHEREAS,** when a family member is abused, it can have long-term damaging effects on the victim that also leave marks on family, friends, and the community at large;
- WHEREAS,** domestic violence is widespread and is devastating to society as a whole, but particularly women and children; violence against women and children is a prevalent social ill due to the historical imbalance of power in gender and age;
- WHEREAS,** the problem of domestic violence is not confined to any group or groups of people, but crosses all economic, racial, gender, educational, religious, and societal barriers, and is sustained by societal differences;
- WHEREAS,** the crime of domestic violence violates an individual's privacy, dignity, security, and humanity due to the systemic use of physical, emotional, sexual, psychological, and economic control and/or abuse;
- WHEREAS,** victims should have help to find the compassion, comfort, and healing they need, and domestic abusers should be punished to the full extent of the law;
- WHEREAS,** it is important to recognize the compassion and dedication of the individuals who provide services to victims of domestic violence and work to increase public understanding of this significant problem;
- WHEREAS,** we are a community that treats people with respect and dignity, and as equals,

NOW THEREFORE, in recognition of the important work done by domestic violence programs and victims' service providers, I, Brian Tobin, Mayor of the City of Cortland do hereby proclaim the month of October 2020 as Domestic Violence Awareness Month and urge all citizens to actively participate in the scheduled activities and programs sponsored by the YWCA's Aid to Victims of Violence to work towards the elimination of violence against women and girls.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of October, in the year of two thousand twenty, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York



City of Cortland
City Hall
Mayor Brian Tobin

PROCLAMATION

OCTOBER 2020 NATIONAL BREAST CANCER AWARENESS MONTH

- Whereas;** this year, more than 268,600 women and 2,670 men will be diagnosed with breast cancer in America. The heartache and the pain of this disease will touch too many of our mothers, fathers, daughters, and sisters, and too many families will bear these burdens. During National Breast Cancer Awareness Month, we recognize all those who know the anguish of breast cancer, and we stand behind the efforts to improve care and bring attention to this disease.
- Whereas;** when breast cancer is caught early, treatments work best and survival rates increase. That is why all women and men should be familiar with the risk factors and symptoms of this disease and speak with their health care provider about the risk of breast cancer and the importance of recommended mammograms. All Americans can learn more by visiting www.Cancer.gov.
- Whereas;** today, more Americans are surviving breast cancer than ever before, but there is more work to do, Researchers are working every day to improve the lives of breast cancer patients, survivors, and their families; This month, as we honor those lost to breast cancer, let us join with the loved ones who celebrate their memory and the patients who battle this disease every day, as well as our Nation's advocates, medical researchers, and health care providers. Together, we renew our commitment to better prevent, detect, and treat breast cancer, and we continue our work toward a future free from cancer in all its forms.

NOW THEREFORE, in recognition of the importance of bringing awareness to this disease and of early detection I, Brian Tobin, Mayor of the City of Cortland do hereby proclaim the month of October 2020 as Breast Cancer Awareness Month and urge all citizens to join in activities that will increase awareness of what Americans can do to prevent breast cancer.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of October, in the year two thousand twenty, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York

City of Cortland, NY Mayor's Proclamation: Fire Prevention Week 2020 Proclamation

WHEREAS, the city of Cortland, NY is committed to ensuring the safety and security of all those living in and visiting Cortland; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, fire departments in the United States responded to 357,000 home fires in 2017; and

WHEREAS, nationally, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

WHEREAS, locally, the Cortland Fire Department responded to 152 cooking fires from 2006-2016, which was the highest fire response call type for that time period; and

WHEREAS, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, the City of Cortland Fire Department is dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, the 2020 National Fire Protection Association Fire Prevention Week theme™, **"Serve Up Fire Safety in the Kitchen!!"** effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

THEREFORE, I, Brian Tobin, Mayor of the City of Cortland do hereby proclaim October 4-10, 2020, as Fire Prevention Week throughout the City, and I urge all the people of the City of Cortland by checking their kitchens for fire hazards and using safe cooking practices during Fire Prevention Week 2020, and to support the many public safety activities and efforts of City of Cortland Fire Department.

APPLICATION
For Street Closings.
PLEASE PRINT ALL INFORMATION

Today's Date: September 28, 2020

Address of Street Closing: Greenbush St. (closed at Fort Watson, William's and Randall).

Describe Event: No event - to allow social distancing for Halloween.

Applicant: Kiser Melissa N Ph #: (607) 283-6628
Last First MI (home) (work)

Address: 78 Greenbush St. E-mail address: _____
Street

Portland NY 13045
City State Zip Code

Date of Street Closing 10-31-20 Alternate Rain Date 11-1-20

Start time: 4 pm Finish time: 9 p.m.
(no earlier than 9:00 a.m.) *no later than 8:00 p.m.)

(*unless altered by Common Council)

Estimated # of persons attending: N/A

Will amplified music be provided? NO

(if yes, refer to requirement #8 for compliance)

City Ordinance Sct. 193-5 requires Common Council permission; Sct. 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.



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: September 22nd, 2020

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 or the Trust and Agency funds outlined below.

Donation	Amount	Event/Project	Budget Line
Seven Valley Crossfit Dana Murdock	\$500.00	Youth Center Activities	A-7310.5405
Kings Daughters	\$500.00	Youth Center Activities	A-7310.5405
Cortland Women's Women's Softball	\$950.00	Jim Partigianoni Scholarship Fund	Trust & Agency Fund

Total = \$1,950.00

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.



mayorofc

From: Mack Cook
Sent: Wednesday, September 30, 2020 10:10 AM
To: mayorofc
Subject: RE: Invoice for Greenbush St

Back up for Council packet Agenda Item 8

From: Chris Bistocchi
Sent: Tuesday, September 29, 2020 8:21 AM
To: Mack Cook <mcook@cortland.org>
Cc: Nicholas Dovi <ndovi@cortland.org>
Subject: Invoice for Greenbush St

Mack,

I have coded and requisitioned this invoice, paying for it out of A5110.540500.

We need to put together a resolution putting this money back into the same pay line or I will not have enough cash to get through the year.

If you feel we should pay for this out of a different pay line, reject the requisition I have entered and let me know where to take it from?

Thank you,

AGREEMENT

THIS AGREEMENT, made and entered this ____ day of June, 2020, by and between:

THE City of Cortland, New York, a municipal corporation under the law of the State of New York (herein sometimes called "City"), with offices located at 25 Court Street, Cortland, NY 13045.

AND

THE Town of Homer, New York, a municipal corporation under the law of the State Of New York (herein sometimes called "Homer"), with offices located at 31 North Main Street, Homer, NY 13077.

WITNESSETH:

WHEREAS, the City and Homer are empowered to enter into agreement on a contractual basis for the provision of an Assessor and assessing services to the City pursuant to Section 119-0 of the General Municipal Law of the State of New York, subject to approval by both the City of Cortland and the Town of Homer; and

WHEREAS, the following provisions have been duly approved by a majority vote of the City Council of Cortland and by a majority vote of the Town Board of the Town of Homer, the parties agree as follows;

- (1) Statement of Agreement: Homer agrees to provide its Assessor and his assessing services to City during the term of this Agreement, and City agrees to engage Homer by and through its Assessor to provide such service in accordance with the terms of this agreement.
- (2) Legal Basis: This Agreement is authorized pursuant to and by Article 5-G, Section 119-0, of the General Municipal Law of the State of New York.
- (3) Delivery of Services:
 - a. Service Area: Homer shall provide Assessor to assess all real property located within the City of Cortland.
 - b. Assessing Responsibilities: The Assessor of Homer shall provide City an assessment roll in accordance with the provisions of the Real Property Tax Laws. As part of his duties, Assessor shall supervise all staff in the assessor's office and review and advise the City Council and City Attorney concerning any tax certiorari suits commenced against the City. Additionally, the Homer Assessor shall attend any and all meetings of the Board of Assessment Review of City, as City shall require and at such meetings submit all such information as may be necessary to support any assessment or assessments determined by the Homer Assessor which may be under review by the City's Board of Assessment Review.
 - c. Personnel Policies: The Assessor shall direct, supervise and oversee all employee(s) of the assessor's office and be responsible for overall administration of the department.

- d. Dispute Resolution: Any conflict between the parties concerning the extent or matter of the performance of assessing service delivered to City not set out in the agreement shall be resolved through mediation by the Regional Director of the NYS Office of Real Property Services in Batavia, New York.
- e. Dedication of Time: Homer's Assessor shall devote at least 6 hours per week during normal business hours to City assessing, and shall be present at Homer's offices or in the field for its benefit for such time period. Homer's assessor shall provide an additional 6 hours per week to City assessing during non-traditional business hours.

(4) Resources:

- a. If there is a revaluation in any municipality, all costs associated with that revaluation shall be borne by that municipality, including the assessor's time.
- b. Individual Ownership: City and the Town of Homer shall retain title to all property and electronic files which it has acquired in the operation of its assessing department, and which it hereafter requires during the term of this Agreement, to fulfill its obligations under this Agreement.
- c. Office Expenses: All ordinary expenses for printing, copying, postage and other individual charges (example-office equipment and computers) shall be shared among all participating municipalities on the basis of parcel percentage of total parcels which should be adjusted annually by the Assessor.
- d. Liabilities of City: City shall bear all liabilities associated with any erroneous, illegal or inappropriate assessment made by Homer Assessor while performing his duties pursuant to this Agreement, and shall hold Homer harmless with respect thereto.

Similarly, City shall pay any and all costs associated with any revaluation of City property ordered by any court or which may be ordered by the City Council of City on any and all real property located within City.

Additionally, City shall be solely responsible for any and all legal expenses incurred in defending any litigation which may accrue as a result of any assessment imposed by Assessor and/or Board of Assessment Review of the City, and shall further pay any and all costs associated with any appraisal of real property located in the City by Homer Assessor, after consultation with the City Council of City, to supplement any assessment determination made by the Assessor.

- e. Records of City: All assessing records of City shall be maintained at, and all assessing functions of City shall be conducted by Homer Assessor at the City's office during regular office hours.
- f. Designation of Assessor: The Assessor of Homer, Brian Fitts, shall by resolution of the City be designated as City's assessor.

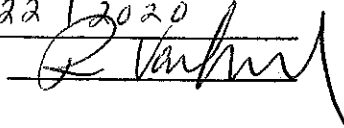
(5) Fees:

- a. Homer will pay the Assessor the annual sum of \$70,000.00. This fee shall be reviewed annually by the participating municipalities and may be adjusted upon their unanimous approval.
- b. Homer shall pay the worker's compensation of the assessor.

- c. Manner of Payment: The City shall choose either regular monthly payments based on total projections or quarterly payments due on February 15, May 15, August 15, and November 15, based on total projections.
 - d. Delinquency: In the event that City does not make payment within ten (10) days after the due date, Homer may terminate this agreement. City shall be liable for assessing services rendered to the time of termination on a prorated basis.
- (6) Term: The term of this Agreement shall be from October 1, 2019 to September 30, 2025. Either party may terminate this agreement after 36 months or within 6 months written notice holding neither party liable. Any breach of the contract will terminate this agreement if not cured within 30 days of written notice.
- (7) Authorization: This Agreement is made and executed pursuant to a resolution of the City Council of the City of Cortland adopted on _____, and the Town of Homer adopted _____.
- (8) Notices: Any notices under this agreement shall be sent to the Mayor of the City of Cortland and the Supervisor of the Town of Homer.
- (9) Additional Participants: Any additional parties joining this Coordinated Assessment Plan must be agreed to by both the Town of City and the Town of Homer.
- (10) Execution: The parties hereto have executed this Agreement the day and year first above written.

 Mayor, City of Cortland
 City Hall
 25 Court Street
 Cortland, NY 13045

 Supervisor, Town of Homer
 Town Hall
 31 North Main Street
 Homer, NY 13045

APPROVED AS TO FORM
 RICHARD VANDONSEL, ESQ.
 DATE 9/22/2020
 SIGNATURE 

10/1/2020
DRAFT

CITY OF CORTLAND, NEW YORK
LOCAL LAW NO. ____ OF THE YEAR 2020
Filed with the NEW YORK STATE DEPARTMENT OF STATE ON _____ 2020
RUTH BADER GINSBERG GENDER NEUTRAL AMENDMENT TO THE
CODE AND CHARTER LOCAL LAW

Whereas, the City of Cortland is determined and authorized to eliminate institutional basis in its function and service to public,

Whereas, Upon the passing of Supreme Court Justice Ruth Bader Ginsberg, it desires to reaffirm this commitment and to eliminate bias in any form including in its Charter and Administrative Code.

Whereas, the City shall make efforts in the future to modify existing policy statements General Orders and/or Department protocols that include gender bias in its language.

Therefore, the City of Cortland resolves to amend its Charter and Code shall be amended where applicable pursuant to Section 3 of this local law.

Section 1. Enactment and Title.

This local law shall be entitled "Ruth Bader Ginsberg Gender Neutral, Code and Charter Local Law"

Section 2. Authorization, Purpose and Intent.

The City has determined that it needs to amend the Municipal Code to make it gender neutral.

Section 3. Definitions.

- a. The word "Alderman" shall be deleted in each place that it appears and shall be replaced by the word "Councilperson".
- b. In each place that the word "he" appears without being followed by the word "she" or the words "or she", the words "or she" shall be immediately added after the word "he". If the reference is to "he/she", it shall be amended to read "he or she".
- c. In each place that the word "his" appears without being followed by the word "her" or the words "or her", the words "or her" shall be immediately added after the word "him". If the reference is to "his/her", it shall be amended to read "his or her".
- d. In each place that the word "him" appears without being followed by the word "her" or the words "or her", the words "or her" shall be immediately added after

the word "him". If the reference is to "him/her", it shall be amended to read "him or her".

- e. In each place that the word "himself" appears without being followed by the word "herself" or the words "or herself", the words "or herself" shall be immediately added after the word "himself". If the reference is to "himself/herself", it shall be amended to read "himself or herself".
- f. The word "Chairman" shall be deleted in each place that it appears and shall be replaced by the word "Person", including where it is preceded by the word "Vice".
- g. The word "Fireman" shall be deleted in each place that it appears and shall be replaced by the word "Fire Fighter".
- h. The word "Policeman" shall be deleted in each place that it appears and shall be replaced by the word "Police Officer".
- i. The word "salesman" shall be deleted in each place that it appears and shall be replaced by the word "sales". The word "salesman" shall be deleted and replaced by the word "sales".
- j. Fraternal organization shall have added Fraternal or Sororal organization.
- k. Man-made shall be changed to manufactured.

Section 4. Effective Date.

This Local Law shall take effect immediately 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 2020 of the City of Cortland was duly passed by the City Board on _____, 2020, 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

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Water Main Replacement Washington and North Greenbush Streets			
Project Location (describe, and attach a location map): City of Cortland NY			
Brief Description of Proposed Action: Both streets will have their water mains replaced. Upon completion all streetscape will return to its original state. The disruption of the roadway will be temporary.			
Name of Applicant or Sponsor: City of Cortland	Telephone: 607-844-7167		
	E-Mail: lawdept@kortland.org		
Address: 25 Court Street			
City/PO: Cortland	State: NY	Zip Code: 13045	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 1 acres			
b. Total acreage to be physically disturbed? _____ 1 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 5 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe:		

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u>City of Cortland</u> Date: <u>10/ /2020</u>		
Signature: _____ Title: <u>Mayor</u>		

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project: _____

Date: _____

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

City of Cortland

10/ /2020

Name of Lead Agency

Date

Brian Tobin

Mayor

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

PRINT FORM