



CITY OF CORTLAND COMMON COUNCIL

JANUARY 3, 2023 – 6:00 PM

City Hall, 25 Court Street, Cortland NY 13045

And via Zoom

MINUTES

PUBLIC HEARINGS

Public Hearing No. 1

Application for Restore New York Funding for the Potential Redevelopment of the Building Which Formerly Housed Parker Elementary School Located at 85-99 Madison Street (Tax Parcel ID 86.49-01-02.000)

A public hearing was opened at 6:01 p.m. regarding an application for Restore New York funding for the potential redevelopment of the former Parker School Building. There being no one present to speak on the matter, the public hearing was closed at 6:02 p.m.

CALL TO ORDER – ROLL CALL

Mayor Steve called the meeting to order at 6:03 p.m., and the City Clerk called the roll. The following Common Council members were in attendance:

Wayne Schutt – First Ward Alderperson
Katy Silliman – Second Ward Alderperson
Mary Clare Pennello – Third Ward Alderperson
Patricia Lane – Fourth Ward Alderperson
Seth Thompson - Fifth Ward Alderperson
William Carpenter – Sixth Ward Alderperson
Troy Beckwith – Seventh Ward Alderperson
Thomas Michales – Eighth Ward Alderperson

SALUTE TO THE FLAG

MOMENT OF SILENCE/REFLECTION

OATH OF OFFICE

Oaths of Office

Volunteer Fire Officers

Mayor Steve issued the oath of office to Deputy Chief Charles Sherman, Assistant Chief Scott Fairbanks, Assistant Chief Thomas Casterline, and Fire Policeman Dannie Reynolds.

PROCLAMATIONS

Proclamation No. 1

Declaring January 14, 2023 a Day in Honor of Dan McNeil, Jr. in the City of Cortland

WHEREAS, Dan McNeil, Jr. is known in the City of Cortland as a visionary and admired businessman and developer, dutiful citizen, discerning mentor, and steadfast friend; AND

WHEREAS, his mission as a businessman and developer has served the community through the renovation and creation of properties that have encouraged revitalization and provided business and employment opportunities; AND

WHEREAS, Dan has also served his community through his support of and active engagement in philanthropic and civic organizations and the Rose and Dan McNeil Foundation with a focus of supporting music in the Cortland community; AND

WHEREAS, Dan is a person for and with others, meeting everyone he encounters in humility and generosity of spirit; AND

WHEREAS, the legacy of Dan’s contributions to the community extend far into the future and are carried forward through his children; AND

WHEREAS, Dan will celebrate his 100th birthday on January 14, 2023; NOW, THEREFORE, BE IT

RESOLVED, I, Scott Steve, Mayor of the City of Cortland, do hereby proclaim January 14, 2023 as a Day in Honor of Dan McNeil, Jr. in the City of Cortland in commemoration of his 100th birthday and in gratitude for his benefaction; AND BE IT FURTHER

RESOLVED, that the City of Cortland will honor Dan McNeil, Jr. with a flag raising ceremony at 9:00 a.m. January 13, 2023 in front of City Hall.

Motioned by: Council Member Beckwith

Seconded by: Council Member Carpenter

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

PRIVILEGE OF THE FLOOR

Connie Sorrells reported that city employees made a \$500 donation to Loaves and Fishes prior to Christmas.

Dan Tagliente, for member of the Common Council said that the blue bag trash system which he helped implement had been cost effective for the City and residents, and expressed concern with implementation of the new tote system.

FINANCE REPORT

Mayor Steve indicated that financial statements and grant project updates were provided to Council members and posted publicly to the City website in advance of the meeting.

MAYOR’S REPORT

Mayor Steve provided an updated on implementation of the new tote trash and recycling collection program, indicating that overall implementation is going well and that identified problems are being addressed. The Mayor also said that the Cortland SPCA informed the City that it would terminate services to the City unless the City

agreed to increase the City's payment by \$80,000

WARD REPORTS

- Ward 1: Council Member Schutt said that trash pickup in the ward during the first week of the new program went well and that resident response was generally positive.
- Ward 2: Council Member Silliman expressed concern about street lights on W. Court St. not working. Nic Dovi, DPW Superintendent explained the joint repair work being undertaken by the City and utility company. She asked that people be reminded to put garbage and recycling totes away by the end of the day after pickup. Mayor Steve. Silliman conveyed a Maple Ave. resident's concern about the future of the former Parker Elementary School building and that additional rental units were not needed in the neighborhood.
- Ward 3: Council Member Pennello said that she has responded to several trash and recycling concerns.
- Ward 4: Council Member Lane said that she has also responded to several trash and recycling concerns. She noted that the old blue recycling bins are not recyclable.
- Ward 5: Council Member Thompson said that he has responded to several trash and recycling concerns including about how to dispose of glass. He said that additional education was needed to inform people that glass should either be placed in the trash or taken to the County recycling center. Mr. Thompson also expressed concern about some street erosion from winter conditions that will need repair in the spring.
- Ward 6: Council Member Carpenter said that some residents are waiting for smaller size totes due to supply chain issues but that the new trash and recycling program is going well.
- Ward 7: Council Member Beckwith complimented Mayor Steve on his many accomplishments during his first year in office and that he looks forward to good teamwork continuing to keep projects should as the Main St. renovations moving forward. He also thanked the Mayor for the holiday party held for members of City boards and commissions.
- Ward 8: Council Member Michales said that as deputy mayor he was pleased with the work accomplished and progress achieved on construction projects the past year. He said it is a pleasure to work with Mayor Steve and looks forward to the year ahead. Mr. Michales said that a speed radar cart has been requested on Jefferson Rd. as well as consideration of a reduced speed limit due to reports of speeding. He commented on a well-attended and enjoyable Midnight on Main New Year's Eve event and congratulated the 8th ward residents who won the Christmas decorating contest.

APPROVAL OF THE MINUTES FOR DECEMBER 20, 2022

The minutes of the December 20, 2022 Council meeting were approved by a vote of 8-0 on motion of Council Member Beckwith, seconded by Council Member Schutt.

RESOLUTIONS

Resolution No. 1 Set 2023 Common Council Meeting Schedule

WHEREAS, Section C3-7 of the City Charter provides that the Common Council shall hold regular meetings on the first and third Tuesday evenings of each month and special meetings at such other times as it may designate;

AND

WHEREAS, in accordance with this schedule, the Common Council would meet on June 6, 2023 and July 4, 2023;
AND

WHEREAS, June 6, 2023 is the date on which the Cortland County Dairy parade is held, and July 4, 2023 is a City, State and Federal Holiday; NOW, THEREFORE, BE IT

RESOLVED, that during the year 2023 the City of Cortland Common Council shall hold regular meetings at 6:00 p.m. on the first and third Tuesday of each month except that the Common Council does hereby cancel its meetings which would otherwise be held on June 6, 2023 and July 4, 2023; AND BE IT FURTHER

RESOLVED, that in accordance with Section C3-7 of the City Charter, a special meeting of the Common Council may be scheduled by the Mayor or any three Councilpersons upon not less than 24 hours' notice when such need exists.

Motioned by: Council Member Schutt

Seconded by: Council Member Silliman

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 2 Authorize Agreement with Thoma Development Consultants for Program Delivery Services as Part of the Community Development Block Grant

WHEREAS, the City of Cortland was awarded a Community Development Block Grant Project No. 285WS315-22 ("Grant") pursuant to Title I of the Housing and Community Development Act of 1974, as amended ("Act") in the amount of \$500,000 to enable the City of Cortland to provide assistance to fund a water and sewer lateral replacement program for single family owner occupied and income properties and for administrative and program delivery services; AND

WHEREAS, the City of Cortland has entered into an agreement ("Grant Agreement"), which governs the administration of the Grant with the New York State Housing Trust Fund Corporation; AND

WHEREAS, the Grant Agreement and/or regulations of the CDBG Program require grantees to issue a Request for Proposals (RFP) for administrative and program delivery services of the Grant if not administered by the municipality; AND

WHEREAS, the City has chosen to use a third party to administer the Grant and, accordingly, issued said RFP receiving one response from Thoma Development Consultants (the "Consultant"); AND

WHEREAS, the City reviewed the Consultant's response and has determined it is acceptable, meeting all qualifications for administration and delivery of said Grant; AND

WHEREAS, the City forwarded the information pertinent to its RFP process for review by the NYS Office of Community Renewal (OCR), which administers the NYS CDBG Program; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council authorizes Mayor Steve to execute an agreement with Thoma Development Consultants for Program Delivery Services as part of the Community Development Block Grant (Project No. 285WS315-22) in the amount of \$88,000 pursuant to the Consultant's response to the Request for Proposal and pending review and approval by the NYS Office of Community Renewal.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 3 Set Public Hearing on Proposed Local Law Relating to Planning Commission Membership

WHEREAS, Article X, Section C10-2 of the City Charter and Section 300-181 of the City of Cortland Administrative Code establish the City Planning Commission and provide for membership and terms of office; AND

WHEREAS, Section 300-181 of the City of Cortland Administrative Code states that Planning Commission membership shall be in accordance with New York State General City Law Section 27; AND

WHEREAS, the City Charter provides that the Planning Commission consists of seven (7) members appointed for three (3) year terms by the Common Council; AND

WHEREAS, New York State General City Law Section 27 provides that the appointment of Planning Commission members shall be for a term of office equal in years to the number of Planning Commission members; AND

WHEREAS, the Common Council seeks to amend the City Charter and Administrative Code to make Planning Commission members' terms of office consistent with General City Law; NOW, THEREFORE, BE IT

RESOLVED, that, pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, a public hearing on a proposed local law to amend the City Charter and Administrative Code relating to the terms of office of Planning Commission members shall be held prior to the Common Council's scheduled regular meeting at 6:00 p.m. on January 17, 2023 at City Hall, 25 Court Street, Cortland NY and that the City Clerk shall publish notice of such hearing in the official newspaper of the City of Cortland.

Motioned by: Council Member Silliman

Seconded by: Council Member Beckwith

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 4 Set Public Hearing on Proposed Local Law Relating to Zoning Board of Appeals Membership

WHEREAS, Section 138-20 of the City of Cortland Administrative Code establishes the City Zoning Board of Appeals; AND

WHEREAS, the City Charter and Administrative Code do not specify the number of board members or their terms of office; AND

WHEREAS, New York State General City Law Section 81 provides that a Zoning Board of Appeals shall consist of three or five members as determined by local law, and that terms of office shall be equal in years to the number of board members; AND

WHEREAS, the Common Council seeks to amend the Administrative Code to make Zoning Board of Appeals membership and terms of office consistent with General City Law; NOW, THEREFORE, BE IT

RESOLVED, that, pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, a public hearing on a proposed local law to amend the City's Administrative Code relating to membership and terms of office of Zoning Board of Appeals shall be held prior to the Common Council's scheduled regular meeting at 6:00 p.m. on January 17, 2023 at City Hall, 25 Court Street, Cortland NY and that the City Clerk shall publish notice of such hearing in the official newspaper of the City of Cortland.

Motioned by: Council Member Pennello

Seconded by: Council Member Beckwith

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 5 Set Public Hearing on Proposed Local Law Relating to Police Commission Membership and Duties

WHEREAS, New York State Governor Andrew M. Cuomo signed Executive Order 203 on June 12, 2020 requiring each local government in New York State to perform a comprehensive review of police department policies and practices; AND

WHEREAS, the City of Cortland convened a committee of Cortland residents to conduct such as review and issue a report and recommendations; AND

WHEREAS, the Common Council approved the committee’s report and recommendations pursuant to Resolution No. 71 adopted on March 16, 2021; AND

WHEREAS, the recommendations of the committee have been implemented by the City of Cortland and the City Police Department; AND

WHEREAS, the Common Council wishes to update Section C12-3 of the City Charter relating to Police Commission membership and Section C12-4 relating to duties of the Police Commission to reflect these policies and practices; NOW, THEREFORE, BE IT

RESOLVED, that, pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, a public hearing on a proposed local law to amend the City Charter relating to Police Commission membership and duties shall be held prior to the Common Council’s scheduled regular meeting at 6:00 p.m. on January 17, 2023 at City Hall, 25 Court Street, Cortland NY and that the City Clerk shall publish notice of such hearing in the official newspaper of the City of Cortland.

Motioned by: Council Member Beckwith

Seconded by: Council Member Carpenter

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 6 Authorize the Code Enforcement Office to Enter Into Contract for Snow and Garbage Removal Services

WHEREAS, the City of Cortland strives to promote a vibrant welcoming community through Code Enforcement and regulatory efforts that support property maintenance and safety for all residents of Cortland; AND

WHEREAS, all efforts made to establish this safe, welcoming and vibrant community through regulatory efforts designated by the City Charter and administered for compliance through the City of Cortland Code Enforcement Office do not always achieve success; AND

WHEREAS, non-compliance requires specific remedy through local law, policies and procedures administered by the Code Enforcement Office which includes using contractors to remove garbage, mow lawns, shovel sidewalks, and provide other miscellaneous services; AND

WHEREAS, the City of Cortland Clerks Office sent notice of a bid proposal for these services which was printed on December 19, 2022 in the City’s official newspaper; AND

WHEREAS, a deadline to submit bid proposals was set for December 27, 2022 at 2:00 p.m. with one bid had received; AND

WHEREAS, the sole bid was submitted by the current contractor for these services, Matthew Taylor: AND

WHEREAS, for the past two years Mr. Taylor has provided exemplary service to the Code Enforcement Office as the contractor for the above mentioned services, NOW, THEREFORE, BE IT

RESOLVED, the City of Cortland Common Council authorizes Mayor Steve or his designee to enter into an agreement for garbage, snow and other miscellaneous removal services with Matthew Taylor for a rate of \$65.00 per hour and \$.80 (80¢) per linear foot of sidewalk cleared of snow beginning on January 9, 2023 through January 10, 2024.

Motioned by: Council Member Schutt

Seconded by: Council Member Thompson

Discussion: Council Member Silliman noted that homeowners are responsible for costs incurred by the City when the homeowner does not comply with Code requirements for snow removal and grass mowing.

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

DISCUSSION ITEMS

Discussion Item No. 1 Parker School

Mayor Steve said that a meeting of the Parker School advisory committee will be scheduled next week.

Discussion Item No. 2 Director of Administration & Finance Search Update

Mayor Steve provided the Council an update on the City Administrator search committee's progress and timeline.

The following milestones have been achieved:

- Determine search strategy and timeline goals
- Identify and contract with search/hiring support
- Validate job description
- Validate experience and qualification requirements
- Validate key accountabilities
- Identify technical competencies

The following milestones are in progress and will be achieved next week:

- Identify desired behavioral profile/personality type
- Identify organizational and community challenges and opportunities
- Create formal recruitment brochure and job advertisement

Targeted recruitment and broader advertisement placement will be launched January 12, 2023 with an initial application deadline of February 2, 2023. Additional milestones leading to hiring of a City Administrator are:

- Screen candidates, background reviews Jan 12 – Feb 28

- Qualify / assess top 3 candidates to profile March 2
- Interview top 3 candidates on site March 16 - 23
- Final review; recommendations to Mayor; negotiations March 24-31
- Council resolution to confirm hiring April 4

ADJOURNMENT

The meeting was adjourned at 6:53 p.m. on motion of Council Member Schutt and approved by a vote of 8-0.

I, ANDREW T. JEWETT, CITY CLERK FOR THE CITY OF CORTLAND, NEW YORK, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT RECORD OF THE MOTIONS AND PROCEEDINGS OF A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF CORTLAND HELD JANUARY 3, 2023. I FURTHER CERTIFY THAT THE AFORESAID RESOLUTIONS ADOPTED BY THE COMMON COUNCIL WERE PRESENTED TO THE MAYOR IN ACCORDANCE WITH ARTICLE III OF THE CITY CHARTER FOR HIS APPROVAL OR REJECTION BY VETO POWER.

ANDREW T. JEWETT, CITY CLERK

I, SCOTT STEVE, MAYOR OF THE CITY OF CORTLAND, NEW YORK, DO HEREBY APPROVE THE AFORESAID RESOLUTIONS ADOPTED BY THE COMMON COUNCIL ON JANUARY 3, 2023.

SCOTT STEVE, MAYOR