



# CITY OF CORTLAND COMMON COUNCIL MEETING

**FEBRUARY 21, 2023 - 6:00 PM**

## **MINUTES**

### **MEETING LOCATION**

**CITY HALL  
25 COURT STREET  
CORTLAND, NY 13045**

### **ZOOM MEETING ROOM**

**923 566 4700  
[ZOOM LINK](#)**

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### **MAYOR**

SCOTT STEVE

### **COUNCIL MEMBERS**

WAYNE SCHUTT  
KATY SILLIMAN  
MARY CLARE PENNELLO  
PAT LANE  
SETH THOMPSON  
BILL CARPENTER  
TROY BECKWITH  
TOM MICHALES

### **CITY CLERK**

ANDY JEWETT

### **CORPORATION COUNSEL**

A.J. MELDRIM

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### **CONTACT**

ANDY JEWETT, CITY CLERK  
607-758-8331  
[cityclerk@cortland.org](mailto:cityclerk@cortland.org)

### **ADOPTED RESOLUTIONS**

- Resolution No. 46 Set Public Hearing on Local Law No. 12 of 2023 to Amend Chapter 300 to Allow for Building or Property Repurpose that Serves a Substantial Public Benefit .....2
- Resolution No. 47 Set Public Hearing on Local Law No. 13 of 2023 to Amend Applicable City of Cortland Charter and Administrative Code Provisions Relative to Code Enforcement to Comply with the Latest New York State Local Code Requirements .....2
- Resolution No. 48 Abolish Payroll Clerk Position and Create Payroll/Benefits Manager Position within the Department of Administration & Finance .....3
- Resolution No. 49 Approve Special Event Permit and Sound Device Permit for the Overdose Awareness Candle Vigil.....3
- Resolution No. 50 Authorize Memorandum of Agreement with Cortland County Health Department for Operation of Closed Points of Distribution .....3
- Resolution No. 51 Establish Property Compliance Certificate Fee for Certification Reports Conducted by the Code Enforcement Division.....3
- Resolution No. 52 Affirm Annual Service and Maintenance Agreements for Department of Public Works.....4
- Resolution No. 53 Affirm Annual Service and Maintenance Agreements for Police Department.....4
- Resolution No. 54 Accept and Recognize Donations to Cortland Youth Bureau.....5
- Resolution No. 55 Authorize Agreements with Absolutely Clean for Custodial Services at the Youth Bureau Offices and Wickwire Pool House .....5
- Resolution No. 56 Authorize Contract with Chimera for Fire and Intrusion Monitoring System at the Beaudry Park Building and Youth Bureau Offices.....5
- Resolution No. 57 Authorize Contract with Chimera for Access Control System at the Beaudry Park Building.....6



## CITY OF CORTLAND COMMON COUNCIL MEETING

FEBRUARY 21, 2023 – 6:00 PM

### MINUTES

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#### CALL TO ORDER – ROLL CALL

Acting Mayor Tom Michales 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  
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

The following Council Member was recorded absent:

Katy Silliman – Second Ward Alderperson

#### SALUTE TO THE FLAG

#### MOMENT OF SILENCE/REFLECTION

#### PRIVILEGE OF THE FLOOR

Tom Larson, a member of the City Zoning Board of Appeals (ZBA) asked the Council if the ZBA would continue to have oversight of building or property repurpose projects that serve a substantial public benefit under the provisions of the proposed local law. Acting mayor Michales replied that it would.

#### MAYOR'S REPORT

Acting Mayor Tom Michales advised that smaller size garbage and recycling totes would be delivered soon. He thanked Congressman Marc Molinaro for hosting a recent public forum in Cortland.

#### WARD REPORTS

- Ward 1: Council Member Schutt said that DPW answered questions from a constituent. He also thanked Congressman Molinaro and commented that it was well conducted.
- Ward 3: Council Member Pennello said a trash collection issue on Melvin Ave. was resolved and thanked DPW for quickly repairing damage caused to a Water Works fencing pillar on Broadway by an automobile accident.
- Ward 4: Council Member Lane said a constituent expressed concern about the safety of her daughter crossing Tompkins St. to and from school. Ms. Lane suggested that a flashing yellow light may be

appropriate. She has received calls from constituents requesting smaller garbage and recycling totes. Mayor Steve. Lane also said she found a hypodermic needle on her Tompkins St. lawn.

Ward 6: Council Member Carpenter said he spoke several times recently with the owner of Blue Moose, which provides the City's trash and recycling pickup, about questions and concerns raised by residents. Mr. Carpenter commented that approximately 6,000 pickups have taken place since January 2, 2023 and that the new program is running well. He also noted that contract negotiations with the Cortland Professional Fire Fighters Association begin March 1, 2023.

#### APPROVAL OF THE MINUTES

The minutes of the February 7, 2023 Council meeting were approved.

Motioned by: Council Member Carpenter

Seconded by: Council Member Beckwith

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

#### RESOLUTIONS

**Resolution No. 46 Set Public Hearing on Local Law No. 12 of 2023 to Amend Chapter 300 to Allow for Building or Property Repurpose that Serves a Substantial Public Benefit**

RESOLVED, that, pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, a public hearing shall be held prior to the Common Council's scheduled regular meeting at 6:00 p.m. on March 7, 2023 at City Hall, 25 Court Street, Cortland NY on a proposed local law to allow for building or property repurpose that serves a substantial public benefit; AND BE IT FURTHER

RESOLVED, that the City Clerk shall publish notice of such public hearings in the official newspaper of the City of Cortland.

Motioned by: Council Member Beckwith

Seconded by: Council Member Schutt

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 47 Set Public Hearing on Local Law No. 13 of 2023 to Amend Applicable City of Cortland Charter and Administrative Code Provisions Relative to Code Enforcement to Comply with the Latest New York State Local Code Requirements**

RESOLVED, that, pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, a public hearing shall be held prior to the Common Council's scheduled regular meeting at 6:00 p.m. on March 7, 2023 at City Hall, 25 Court Street, Cortland NY on a proposed local law relative to code enforcement to comply with the latest New York State local code requirements; AND BE IT FURTHER

RESOLVED, that the City Clerk shall publish notice of such public hearings in the official newspaper of the City of Cortland.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 48 Abolish Payroll Clerk Position and Create Payroll/Benefits Manager Position within the Department of Administration & Finance**

RESOLVED, that the Common Council does hereby abolish the position of Payroll Clerk and create the position of Payroll/Benefits Manager within the Department of Administration & Finance; AND BE IT FURTHER

RESOLVED, that the newly created position of Payroll/Benefits Manager shall be considered a management position, and in accord with the job description filed with the Cortland County Personnel/Civil Service Department.

Motioned by: Council Member Pennello

Seconded by: Council Member Beckwith

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 49 Approve Special Event Permit and Sound Device Permit for the Overdose Awareness Candle Vigil**

RESOLVED, that the Common Council does hereby approve a Special Event Permit and a Sound Device Permit without fee for the Overdose Awareness Candle Vigil to be held on August 31, 2023 from 5:00 p.m. to 9:00 p.m. in Courthouse Park.

Motioned by: Council Member Schutt

Seconded by: Council Member Carpenter

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 50 Authorize Memorandum of Agreement with Cortland County Health Department for Operation of Closed Points of Distribution**

RESOLVED, that the Common Council does hereby authorize Mayor Steve to enter into a Memorandum of Agreement on behalf of the City of Cortland with the Cortland County Health Department for the purpose of the City conducting planning and training for, and operating Closed Points of Distribution (PODs) to administer Medical Counter Measures (MCMs) to City employees and their families during public health emergencies.

Motioned by: Council Member Carpenter

Seconded by: Council Member Beckwith

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 51 Establish Property Compliance Certificate Fee for Certification Reports Conducted by the Code Enforcement Division**

RESOLVED, that the Common Council does hereby authorize the Code Enforcement Division to establish and

charge a fee for property compliance certifications in the amount of \$25.00 for residential properties and \$50.00 for commercial properties.

Motioned by: Council Member Schutt

Seconded by: Council Member Lane

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]

Nays – 0

**Resolution No. 52 Affirm Annual Service and Maintenance Agreements for Department of Public Works**

RESOLVED, that the Common Council does hereby affirm and authorize the service and maintenance agreements the City of Cortland Department of Public Works maintains with vendors as listed below:

- AccuGPS
- Advantage Commercial Cleaning (Janitorial)
- Air Temp (Armory HVAC)
- Air Temp (Youth Bureau HVAC)
- Cummins Northeast (Generators)
- Employee Network
- Esri (GIS Software)
- Facility Dude/Brightly (Software)
- Madison-Cortland ARC Lease
- Mike Dexter Contract
- MIS of America (Boiler Treatment)
- Orkin Pest Control (City Hall)
- Syracuse Time and Alarm (City Hall and Armory Alarm Monitoring System)
- Thyssen Krupp (City Hall Elevator)
- Upstate Temperature Control (HVAC Service)
- Upstate Temperature Control (HVAC Mechanical)

Motioned by: Council Member Carpenter

Seconded by: Council Member Thompson

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]

Nays – 0

**Resolution No. 53 Affirm Annual Service and Maintenance Agreements for Police Department**

RESOLVED, that the Common Council does hereby affirm and authorize the service and maintenance agreements the City of Cortland Police Department maintains with vendors as listed below:

<u>Vendor</u>	<u>System or Service</u>	<u>Effective Dates</u>
Eastern Copy	Copiers and Printers	Unspecified
Passport Parking	Parking software	Unspecified
Planit/Power	Scheduling software	Unspecified
TEC solutions	Cyber evidence keys	01/20/2023 - 02/202023

Itouch Biometrics	Livescan fingerprinting	03/03/2022 - 03/02/2023
Ltron	Oscr 360 evidence camera	06/18/2021 - 06/17/2023
Leonardo Elsag	License Plate Reader	12/10/2022 - 12/09/2023
Vigilant Motorola	License Plate Reader	03/01/2023 - 02/28/2024
Watchguard Motorola	In car camera system	11/01/2022 - 11/01/2023
Wilmac	Telephone recording system	12/09/2022 - 12/09/2027
Leads on line	Total property tracking system	01/01/2023 - 12/31/2023
Mettler Toledo	Digital evidence scales	01/21/2022 - 01/20/2024
Johnson Controls	Security video recording software	06/14/2021 - 06/14/2023
Car Fax	Crash reporting/investigation software	11/01/2021 - Unspecified
Voyager Fleet	Fleet gas account	Unspecified
TLO	Internet investigative search engine	02/01/2023 - 01/31/24

Motioned by: Council Member Schutt

Seconded by: Council Member Carpenter

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
 Nays – 0

**Resolution No. 54 Accept and Recognize Donations to Cortland Youth Bureau**

RESOLVED, that the Common Council accepts the donations listed below, and appropriates funds to the Cortland Youth Bureau operating budget accounts outlined below.

<u>Donor</u>	<u>Amount</u>	<u>Project/Event</u>	<u>Budget Line</u>
Beth Jacobsen	\$50.00	Cathy Stage Softball League	7140.5405

Motioned by: Council Member Thompson

Seconded by: Council Member Beckwith

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
 Nays – 0

**Resolution No. 55 Authorize Agreements with Absolutely Clean for Custodial Services at the Youth Bureau Offices and Wickwire Pool House**

RESOLVED, that the Common Council does hereby authorize Mayor Steve to enter into an agreement on behalf of the City of Cortland with Absolutely Clean for custodial services at the Youth Bureau for a monthly amount of \$792.00 for a period beginning March 1, 2023 and ending December 31, 2023; AND BE IT FURTHER

RESOLVED, that the Common Council does hereby authorize Mayor Steve to enter into an agreement on behalf of the City of Cortland with Absolutely Clean for custodial services at Wickwire Pool House at Suggett Park for a monthly amount of \$900.00 for a period beginning June 24, 2023 and ending August 20, 2023.

Motioned by: Council Member Carpenter

Seconded by: Council Member Pennello

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
 Nays – 0

**Resolution No. 56 Authorize Contract with Chimera for Fire and Intrusion Monitoring System**

**at the Beaudry Park Building and Youth Bureau Offices**

RESOLVED, that the Common Council does hereby authorize Mayor Steve to enter into an agreement on behalf of the City of Cortland with Chimera for fire and intrusion monitoring system at the Beaudry Park Building and Youth Bureau Offices for a monthly cost of \$35.00 per facility for a period beginning March 1, 2023 and ending December 31, 2023.

Motioned by: Council Member Carpenter

Seconded by: Council Member Schutt

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 57 Authorize Contract with Chimera for Access Control System at the Beaudry Park Building**

RESOLVED, that the Common Council does hereby authorize Mayor Steve to enter into an agreement on behalf of the City of Cortland with Chimera for installation of an OpenPath Cloud Access Control System at the Beaudry Park Building.

Motioned by: Council Member Schutt

Seconded by: Council Member Carpenter

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

DISCUSSION ITEMS

**Discussion Item No. 1 Director of Administration & Finance Search Update**

Milestones leading to screening of City Administrator candidates have been achieved. Remaining milestones are:

Milestones	Status	Target Dates
Qualify / assess top 3 candidates to profile	In Process	Feb 20-25
Interview top 3 candidates virtually	Scheduled	March 2, 3
Finalist in-person visits		March 10-16
Final review, recommendations to Mayor and negotiations		March 16-31
Council resolution to confirm hiring		April 4

ADJOURNMENT

The meeting was adjourned at 6:38 p.m.

Motioned by: Council Member Lane

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 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 FEBRUARY 21, 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.**

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**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 FEBRUARY 21, 2023.**

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**SCOTT STEVE, MAYOR**