COMMON COUNCIL MEETING
March 6, 2012

6:30 P.M. Work Session – Reapportionment - Dan Dineen, County Planning

7:00 P.M. Call Meeting to Order
Salute to the Flag of the United States
Public Comments
Minutes of February 21, 2012
Bills
Ward Reports
Mayor's Report
Proclamations
PINK SHEET Sign off

AGENDA:

1. Consideration of a Resolution to amend the City Code of Ordinances §11-165 (A)(1) et al, Highway Regulations and corresponding State arterial highway signage. (Mack Cook)

2. Consideration of a Resolution to amend the City Code of Ordinances §11-165 (B)(1)(a) et al, Highway Regulations and corresponding State arterial highway signage. (Mack Cook)

3. Consideration of a Resolution to amend the City Code of Ordinances by adding to §11-165 (B)(1)(b) et al, Highway Regulations and corresponding State arterial highway signage. (Mack Cook)

4. Consideration of a Resolution to amend the City Code of Ordinances §11-166 (A)(1) et al, Highway Regulations and corresponding State arterial highway signage. (Mack Cook)

5. Consideration of a Resolution to amend the City Code of Ordinances by removing a section of §11-165 (B)(1)(b) et al, Highway Regulations and corresponding State arterial highway signage. (Mack Cook)

6. Consideration of a Resolution to amend the City Code of Ordinances §11-168 (A)(2) et al, Highway Regulations and corresponding State arterial highway signage. (Mack Cook)

7. Consideration of the following actions relating to the American Cancer Society's Relay for Life "Paint the Town Purple" festivities:

   A. Use of Yaman Park on Sunday, May 6, 2012.

B. Permission for the American Cancer Society's Relay for Life team to place purple ribbons on Main and Court Streets, Courthouse Park and the Water Works in recognition of "Paint the Town Purple" week April 30 through May 6, 2012.

8. Consideration of a Resolution to approve the early discharge of City second mortgage on property located at 39 East Court Street, purchased under City's CDBG Homeownership Program, to facilitate refinance of first mortgage and property improvements. (Thoma Development)

9. Consideration of a Resolution authorizing the Mayor to enter into a contract with Thoma Development Consultants contingent upon Corporation Counsel review of the contract to provide Administrative and Program Delivery services for the City's recently awarded Economic Development Community Development Block Grant for assistance to ALPLA (#285ED4510-11) based on Thoma's response to a Request for Proposals. (Mayor Tobin)

10. Consideration of a Resolution authorizing the Mayor to enter into a contract with Thoma Development Consultants contingent upon Corporation Counsel review of the contract to provide administrative and program delivery services for the City's recently awarded fiscal year 2011 Community Development Block Grant (#285HR146-11) for assistance to purchase and rehabilitate multi-family homes to expand opportunities to low income renters in the City based on Thoma's response to a Request for Proposals. (Mayor Tobin)

11. Consideration of a Resolution to authorize the following actions to close out Fiscal year 2011 in the General Fund: (Lori Crompton)

    A. Authorizing several transfers between departments to close out accounts with either unexpended or overdrawn balances.

    B. Authorizing the reservation of Fund Balance requests from the Youth Bureau and DPW.

    C. Authorizing 2011 General Fund encumbrance requests from various Departments.

12. Consideration of a Resolution to approve the following budget modifications: (Lori Crompton)

    A. Recognize Fire Dept. DHS Grant funds of $195,938 for the final payment on the Rescue/Pumper and appropriate as follows:

A4389 Federal Grant – Fire	$195,938.00
A3410-20600 Fire – Tools, Op. Equip.	$195,938.00

B. Recognize Youth Bureau Donation for $100.00 and appropriate as follows:

A2705 Youth Bureau Donations	$100.00
A7550-40500 Celebrations	$100.00

13. Consideration of a Resolution to authorize approval of the Cortland Fire Department to participate in the Cortland County Mutual Aid Plan. (Chief Glover)

Executive Session:

Contractual Matters
Litigation

City Council Minutes
The City of Cortland
February 21, 2012

Council Meeting #4
February 21, 2012
Regular Session
City Hall
7:00 PM

Present: Mayor Tobin, Aldermen Silliman, Dye, Bennett, Quail, Ferrer and Michales

Staff Present: Director of Administration and Finance Mack Cook, Corporation Counsel Kelly Colasurdo and City Clerk Judith Chamberlin

Mayor Tobin called the fourth Common Council meeting of the year to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

Public Comment

Tom Gobel spoke about developing more affordable income based senior housing. Mayor Tobin noted that work is continuing on the Comprehensive Plan to evaluate community needs and this is something that needs to be addressed.

Machell Phelps, Executive Director of the Regional Sports Council, spoke about the Senior Games. She let the Council know that they now have secured a five (5) year agreement to hold the Senior Games in Cortland. She stated that appreciated the support of the City and more PR will be forthcoming. Mayor Tobin thanked her for continuing to keep the games in the City.

Mike Dexter noted that for the fifth (5th) consecutive year, the City of Cortland has been recognized as a Tree City USA and it involves a lot of work to be recognized. He noted that there is no money involved in this recognition, but they did receive a DEC grant award. The Landscape and Design Commission wrote their own grant and received fifteen thousand ($15,000) dollar award and they hope they will get the matching grant for a total of twenty-five (25) to thirty (30) thousand dollars so that they can plant twice as many trees. He hopes to have tree planting applications for available for homeowners this spring.

Mike Dexter informed them that the people in the northwest quadrant of the City, that National Grid and Nelson Tree Trimming Company will be in the City for the next few weeks trimming trees. He has gone around with Nelson Tree and marked hazardous trees for removal at no expense to the City. He recognized Jim Maloney and Brian Skinner from

National Grid, who were present, and thanked them for all of their hard work in growing our urban forest.

Barrie Gawanter commented on Agenda Item No. 5 regarding signage. She thanked Corporation Counsel Colasurdo for working with her on this and she noted that it represented a lot of compromise. She urged the Council to support that item. She asked Corporation Counsel Colasurdo to clarify two (2) areas of interpretation. One was window area coverage and the other was a time limit in the beginning, which was forty-five (45) days prior to an election.

RESOLUTION #28 OF 2012 - Minutes – February 7, 2012 as amended

By:	Alderman Ferrer
Seconded:	Alderman Silliman
Approved:	Ayes – 6 Nays - 0

Bills were reviewed.

Ward Reports

Ward 6 – Alderman Ferrer

Alderman Ferrer expressed thanks for the street light repairs. He asked for confirmation or follow up on website reporting of street light outages when a request is made for repairs. Mayor Tobin noted that residents could report a street light out by using a link on the City website.

Ward 2 – Alderman Silliman

Alderman Silliman will be having a Ward meeting on Monday, February 27 at 6:30 at 9 Main Street (Beard Building).

Ward 3 – Alderman Dye

Alderman Dye stated that he has spoken to a couple of people regarding City and County redistricting and none of it has been positive.

Ward 8 – Alderman Michales

Alderman Michales stated that he attended the League of Women Voters Forum held last Wednesday at the Beard Building. He noted that the meeting will be televised and he urged people to watch it on public television.

Ward 4 – Alderman Bennett

Alderman Bennett did not report.

Mayor's Report

Mayor Tobin reported that he has been attending various City Board and Commission meetings to try to get a better grasp on what they do for the City. This has given him a better grasp on what is going on in the City and an opportunity to introduce himself to those doing volunteer service by serving on those committees. He spoke at the League of Women Voters Forum and it was an opportunity to talk about some of the challenges and ideas for consolidation. He noted that Mike Parks, Chair County Legislature and Dick Tupper, Cortlandville Supervisor, also participated. He noted a lot of enthusiasm and felt there would be a lot of good things coming as discussions like this continue.

Mayor Tobin spoke to Leadership Cortland and he met with Gen Suits, the Mayor of Homer to discuss similar issues faced by them both. He will be hosting an "Open House" on Friday, February 24 from 7:00-8:00 AM and 11:00 AM-2:00 PM. He asked that those interested please call the Mayor's Office at (607) 753-0872 to reserve a fifteen (15) minute time frame.

Mayor Tobin asked to have an item added to tonight's agenda regarding the reappointment of the six (6) Environmental Advisory Committee members.

Mayor Tobin stated that Brian Skinner and Jim Maloney were present this evening from National Grid. The grant Program is 10,000 Trees and it is a reimbursement program. The Landscape and Design Commission representatives were present to accept the grant money.

Presentation by National Grid. Mike Dexter reported that this money comes back to the City for the planting of trees under National Grid's wires. Trees planted are compatible with the wiring and National Grid gives back fifty dollars ($50) for every tree found that is acceptable underneath the wires. He noted that Jim Maloney will be meeting with DPW employees to assist them in the trimming of the trees in the City. He stated that no City employees were qualified or trained to trim trees and Jim will go out with DPW employees tomorrow morning to teach them how to properly trim trees. He hopes this will result in fewer complaints.

An explanation was given about the inception of this grant program. Brian Skinner, Senior Arborist for National Grid, presented the City with a check for nine hundred fifty ($950.00) dollars as part of National Grid's 10,000 Trees Program.

PINK SHEET Sign Off

AGENDA:

Item No. 1 – Announcement of Holiday Lighting contest Winners. (East End Community Center)

Richard Stock of the East End Community Center presented the East End Lighting Contest Awards. He noted that this was the fourth (4th) year of the Citywide Contest and many participated. He thanked all those who participated.

He announced that the second runner up was Bonnie & John Toomey, who were awarded with a prize from Commando's Restaurant. He announced the first runner up was Paul Sweger and Family, who were awarded a prize from the Ramada Inn. He announced that the first prize went to Donna Davis-Howard Family, who were awarded a prize from O'Shea Tire. He announced that the People's Choice Award was given to Leon Harvey who is ninety (90) years old and always participates. He was awarded a prize donated by the Local Fraternal Order of the Eagles. A plaque will be hung in City Hall listing all of the winners. He thanked all of the sponsors and the Mayor for allowing them time to announce all of the winners of the contest. He noted that many local businesses donated gift certificates awarded to the twenty (20) families who participated. He noted that names and pictures will be posted on the East End Community Center website.

Mayor Tobin expressed appreciation for all who volunteered to work for the East End Community Center.

Item No. 2 – Discussion regarding Mike Dexter's contract renewal

RESOLUTION #29 OF 2012 - Consideration of a Resolution to renew the City's contract with Mike Dexter. (Mayor Tobin)

Alderman Michales noted that Mr. Dexter has performed this service for a number of years and that he did an excellent job. Alderman Quail noted the wonderful job done at the Water Works. Alderman Dye noted college students and their families were amazed with the job Mr. Dexter did at the Water Works. Alderman Bennett noted that Mr. Dexter had his utmost respect and he never gets tired of visiting the Water Works and he thanked Mr. Dexter. The Council thanked Mr. Dexter.

By: Alderman Ferrer
Seconded: Alderman Quail

Approved: Ayes – 6
Nays – 0

Item No. 3 – Discussion of the City Charter's requirement that the Council appoint a committee to review the existing Ward boundaries and propose any changes, if needed, based upon the 2010 federal census. (Mayor Tobin)

Mayor Tobin noted that this committee would be charged with keeping the Wards equal by population. Alderman Quail noted that the County had proposed some drastic changes and he would like County Planning to do a map indicating the current wards and their populations to use as a baseline. He would like to meet with Dan Dineen of County Planning for a work session to discuss the City boundaries and where the County is going so we can have information as a starting point. Alderman Dye noted concern that that the City population had grown by about two thousand (2,000) people, but the County wanted

to reduce the number of City wards to seven (7). Alderman Quail also noted the same concern, especially when negotiating a sales tax agreement. Alderman Dye called for setting up a committee so that the City could be heard on this topic at the County level.

Alderman Quail asked if the Council could meet with the information before a committee is formed, so everyone could be fully informed. Mayor Tobin also would like to schedule a work session with Dan Dineen before the next Council meeting. It was agreed that a work session would be scheduled on March 6, 2012, for 6:30 PM prior to the next Council meeting. Mayor Tobin stated that he would contact Mr. Dineen. Alderman Silliman noted that the Charter required that the Council appoint a committee. Alderman Dye noted that the ward boundaries have been the same since about 1980. There was some discussion about what a committee would do and if one should be formed.

Alderman Dye would like to get the County here to discuss what their objective is. Alderman Bennett would like to gather more information. Alderman Michales asked if there was a time frame involved with all of this. Mayor Tobin stated that there was and he would check in the Charter. Alderman Quail found the section in the Charter and it was noted that it was within six (6) months after the completion of the census. Mayor Tobin noted that they were a bit behind in getting a committee started, but they would proceed with that task.

Item No. 4 – Discussion of the City being the fiscal authority for the Assistance to Firefighter Grant in the amount of $440,452.00. As the fiscal authority the grant proceeds will be held in trust separate and apart from the City's General Fund and expended per the grant provisions for the benefit of the participating fire department. (Chief Glover)

Chief Glover noted that this was about the radios. He noted that this will provide better coverage between all agencies. He reported on the success of the grant application. Alderman Michales noted that this wasn't a one hundred percent (100%) matching grant. Chief Glover stated that it was a ten percent (10%) matching share and each department is being assessed a portion based upon the number of portable radios that they will need and receive. Alderman Silliman asked if the City was responsible if another fire department didn't pay their share. Chief Glover noted that in the grant application there were memorandums of understanding submitted by the other departments for commitment of their assessed portion.

Mayor Tobin noted that this was countywide initiative and benefit. He noted that it was an excellent job done by the City Fire Department in securing this grant and supported the acceptance of the grant proceeds. Chief Glover explained that this was in response to the Council's request for more intermunicipal cooperation. Mayor Tobin noted that no resolution was necessary and Chief Glover stated that this was a courtesy to let the Council know about the receipt of the grant.

RESOLUTION #30 OF 2012 – Consideration of a Resolution to adopt an Ordinance amending the City Code of Ordinances – Zoning – Chapter 300, Article XI - §300-100 et al – Signs. (Mayor Tobin)

There was some discussion regarding size and it was noted that there had been much discussion regarding this amendment and compromise. Mayor Tobin noted that this was not a Local Law, but an amendment to an Ordinance and Corporation Counsel Colasurdo's research indicated that it could be done by resolution.

By: Alderman Silliman
Seconded: Alderman Dye

Approved: Ayes – 6
Nays – 0

Item No. 6 – Discussion regarding City lead agency status for the SUNY Student Life Complex building project. (Mayor Tobin)

Mayor Tobin provided background on this. Alderman Bennett continues learning about this situation and opposes the building of the entire project. He noted that there was a State Law exempting SUNY from going before any local codes, so we cannot stop them that way. He noted concerns at how SUNY approached this project. He would like to see the City continue to be the lead agency, but if not, that does not stop the City from being involved. He stated that the City will continue to bring the opinions and the concerns of the public to SUNY Cortland. He stated that within the SEQR process was something called the environmental impact statement which is a major part of the SEQR. He would like to put before SUNY that no matter who is appointed lead agency, that he would like to request that an independent engineering firm be appointed to do the environmental impact statement, not representatives from the SUNY Construction Fund and he would like that engineering firm to be one of the City's choosing. He noted major concerns have been expressed about the aquifer, the well heads and impact on the neighborhoods. He noted that in the environmental assessment statement done by SUNY, they have rated this as a negative impact on the neighborhoods and he doesn't believe that they are considering the best interests of the community. Alderman Silliman noted that SUNY did change that to be a positive impact.

Mayor Tobin noted that Nasrin Parvizi was present from SUNY and she will confirm that SUNY issue a positive declaration and would go through the EIS. Pat Reidy from Soil & Water was also present to answer questions. Director of Administration and Finance Cook and Corporation Counsel Colasurdo have also done some research on this.

Alderman Silliman has heard from many people who felt that they are being steamrolled on this and many feel that the neighborhood next to the project has been the last consideration. She feels that the City should be lead agency regardless of the cost. She wants the City to be seen as holding businesses to a standard of working in cooperation with the City to protect the essential integrity of the neighborhoods and the people who live in those neighborhoods. She explained that after discussing this with Alderman Bennett and Director of Administration and Finance Cook that she would propose that the Council not seek lead agency status if SUNY Cortland agreed not to oppose our request to the DEC to be deemed an involved party. She explained that as an involved party the City will be able to challenge their findings. She noted that their findings would have to be written down and show no impact on the neighborhood in terms of noise, traffic, light pollution, etc.

She noted that why it was being pursued so strongly was because they kept hearing from people and felt that the University is moving along with this plan and it will have an impact and the City needs to check what's going on. She noted that a lead agency cannot stop them in their tracks. Alderman Bennett noted that the DEC has final say if a project can go forward, so it doesn't matter who is lead agency. He explained that if there is conflicting interests within the impact statement and it does not come to a resolution, then the DEC will take charge and look into the situation and projects have been stopped because of that. Alderman Silliman noted that this won't set a precedent.

Alderman Quail noted concerns about the cost to the City by becoming lead agency and he supports being the involved agency. He noted that the SEQR process has to be thought out and dealt with in detail. Alderman Quail noted that the issues had to be communicated with SUNY Cortland.

Alderman Bennett noted that if the Council wanted to pursue lead agency status, the cost can be passed on to the applicant. He noted that the one advantage to being an involved agency was that they could ask the County to be an involved agency and thereby involving Soil and Water and the Health Department. He noted that we could have other partners working with us. Alderman Quail expressed concerns regarding the time commitment. Alderman Dye noted that originally the SEQR process was going to be circumvented and that's why the Council talked about becoming a lead agency, so that the SEQR would be done correctly. He noted that now that SUNY is saying that they are going to do the SEQR process, we can be an involved agency. Alderman Silliman noted that Fred Pearse stated that if we did not interfere with them being lead agency that SUNY will not interfere with our application to be an involved partner and we will still have a strong voice in the process. Alderman Bennett noted that Mr. Pearse was just Public Relations and this is not necessarily confirmed.

Alderman Michales noted that the Council could ask SUNY to confirm Mr. Pearse's email. Alderman Bennett asked that SUNY have someone from the Construction Fund to confirm that and he has no desire to speak to Mr. Fred Pearse.

Mayor Tobin noted that there was no one present representing the SUNY Construction Fund. Nasrin Parvizi from SUNY was asked if she could confirm the information stated by Mr. Pearse.

Nasrin Parvizi stated that she could not speak on behalf of SUNY Construction Fund, but they had involved many City agency departments. She noted SUNY Cortland was the applicant and not the SUNY Construction Fund. Alderman Silliman noted her concerns because Mr. Pearse works for SUNY Cortland and not the Construction Fund, so the Council has to find out if he can speak for the Construction Fund. Alderman Ferrer noted that no answer had been received from Mr. Pearse.

Alderman Silliman read the email from Fredrick Pearse re: tonight's meeting noting that the Council would vote to agree to SUNY being the lead agency if they would agree to the following.

1. SUNY Cortland Construction Fund would agree not to oppose the City's request to the DEC to be deemed an involved party.
2. That the EIS be prepared by a qualified party, independent of both SUNY Cortland and the SUNY Construction Fund.
3. A quiet wall between the Pearl Street residences and Pashley Drive.

Mr. Pearse noted that he did not know what a quiet wall was and that he could not speak for the College officially on this, but he thought that he first two were doable.

Alderman Dye felt that if they could get this confirmed by them, that a resolution could be drafted. The Council noted that they were not trying to stall. Alderman Bennett noted that the deadline was tomorrow to notify SUNY Construction if the Council still wished to be lead agency who would notify the DEC of such. Alderman Silliman noted that it was important that if SUNY Construction became lead agency that there be a third party evaluating everything. It was hoped that the DEC looked at everything very seriously. Alderman Silliman asked if SUNY Cortland had answered the questions presented to them when the Council members met with their representatives. It was agreed that nothing had been answered. Alderman Bennett noted that there were a number of issues that had not been addressed and no detailed plans had been produced.

Further discussion ensued regarding drafting a resolution as to whether the City wants to be lead agency or an involved agency.

Mr. Reidy of County Soil and Water addressed the Council. He stated that his department had received conceptual plans, but not a lot of detail. He noted that they had identified three (3) water quality concerns. One was the geothermal wells, but those have gone away and are no longer an issue. Another was storm water run off. He noted that the project involved a large building with a small parking lot, but the building itself wasn't a major threat from pollutants from storm water run off, but the parking lot and loading area were. He noted that the State has regulations that have a lot of design criteria to protect water quality and he noted that if the storm water treatment system is properly designed, well constructed and maintained, the aquifer would be adequately protective of the aquifer. He admitted that he hasn't seen a design, but noted a good design could be done. He noted that the sanitary sewer beneath the property is old and the project has agreed to replace that. He noted that if properly designed, sized and constructed and they work with the City to see that it fits in with the City's collection system, it would fix that problem. He has heard that drainage and flooding have been an issue in the past and the State storm water regulations now address that for new construction project. He believes that if the storm water system is well designed, constructed and maintained that there will be no worsening of drainage problems in the area and it might even make things better. He noted that if they do go to an environmental impact statement, the Council should consider doing a scoping session to better define what it is that will be addressed in the environmental impact statement as it will be a very large document. He noted that it was best to agree on what they were going to be looking at. Alderman Silliman noted that they could request that as well.

Alderman Silliman noted that they had suggested to SUNY that they move the building and their response was that they'd have to put in a big parking lot instead and that would be

worse. She asked Mr. Reidy if he had any thoughts on that. Mr. Reidy had no thoughts on why they would have to put a parking lot there, but noted that the building by itself didn't represent a threat to the aquifer, but a parking lot did. He stated that a twenty-three (23) car lot versus a two hundred (200) car parking lot would present more of a risk in his opinion.

Mayor Tobin noted that the Environmental Advisory Committee could also be a voice for the City and that is why he has added their appointments to tonight's agenda.

Frank Kelly, Environmental Advisory Committee member, reported that they had discussed the lead agency status of the City. He noted that the Committee believed the City needed to be involved and that the piece meal approach would not work. He noted that if the SUNY Construction Fund was the decision maker and the Council had a piece of paper from Mr. Fred Pearse and he's not nervy enough to make a statement without consulting with his boss, but why not go to the decision makers and say this is what we want. He told the Council to go for them and be definitive. The Council members agreed. He noted that the Committee supported the Council's involvement in this.

Mayor Tobin noted that a potential resolution has been drafted; it was read, discussed and fine tuned.

RESOLUTION #31 OF 2012 – Consideration of a Resolution that the City of Cortland will not seek lead agency as long as SUNY Cortland and SUNY Construction Fund would agree not to oppose the City's request to the DEC to be deemed an involved agency and that the EIS is prepared by a qualified firm, independent of both SUNY Cortland, the SUNY Construction Fund of the City's choosing.

Director of Administration and Finance Cook noted that the DEC was the only one that could oppose the City's request.

Alderman Silliman asked if the Council needed to charge them with notifying the DEC. Alderman Dye noted that this had to be done tonight, because the decision was due tomorrow.

By:	Alderman Dye
Seconded:	Alderman Silliman
Approved:	Ayes – 6 Nays – 0

RESOLUTION #32 OF 2012 – Consideration of a Resolution to approve the Mayor's listing of re-appointments to the Environmental Advisory Committee for two (2) year terms to expire January 31, 2014 terms starting February 21, 2012.

Mayor Tobin noted that the appointments were Anna Bennett, Ralph Hesse, Frank Kelly, Denise Hotchkiss, Donna Lieberman and Ron Powell.

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 6
Nays – 0

Executive Session

Contract Negotiations
Current Litigation
Personnel – Employee Performance

Motion to go into:

By: Alderman Ferrer
Seconded: Alderman Bennett

Approved: Ayes – 6
Nays – 0

Motion to come out of:

By: Alderman Ferrer
Seconded: Alderman Bennett

Approved: Ayes – 6
Nays - 0

Adjournment

By: Alderman Quail
Seconded: Alderman Silliman

Approved: Ayes – 6
Nays – 0

I, JUDITH CHAMBERLIN, CITY CLERK OF THE CITY OF CORTLAND, NEW YORK DO HEREBY CERTIFY THAT SAID RESOLUTIONS WERE ADOPTED BY THE COMMON COUNCIL AT A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF CORTLAND, HELD ON THE 21st DAY OF FEBRUARY 2012. I FURTHER CERTIFY THE FOREGOING RESOLUTIONS WERE PRESENTED TO THE MAYOR IN THE TIME REQUIRED FOR HIS CONCURRENCE IN ADOPTION OR REJECTION BY VETO POWER.

Judith Chamberlin

JUDITH CHAMBERLIN, CITY CLERK **MAYOR TOBIN**

ABSTRACT OF AUDITED VOUCHERS, TO BE PAID MARCH 15 , 2012

CLAIMANT	DESCRIPTION	CODE NUMBER	VENDOR #	AMOUNT	TOTAL
MAYOR					
STAPLES	FOLDERS,LEGAL PADS,CLIPS	A-1210-403-00	58475	$102.41	
STAPLES	POST IT NOTES	A-1210-403-00	58475	$13.48	**$115.89**
FINANCE					
DAVELLE OFFICE EQUIP.	CONTRACT 2012	A-1325-415-00	9890	$72.00	**$72.00**
CITY CLERK					
DAVELLE OFFICE EQUIPMENT	CONTRACT 2012	A-1410-407-00	9890	$72.00	**$72.00**
BUILDING AND GROUNDS					
BIRD B GONE INC.	IB50-PCOM CHASE SUPER SONIC	A-1620-405-00	5985	$235.00	
RILEY MAINT. SYSTEMS INC.	LINERS,TOILET TISSUE,MULTIFOLD	A-1620-405-00	53548	$188.54	
RILEY MAINT. SYSTEMS INC.	REPAIR,HOSE LOWER PROTEAM	A-1620-405-00	53548	$36.88	
STANLEY ACCESS TECH. INC.	DOOR CLOSER FOR POLICE	A-1620-405-00	58489	$104.40	
CARDIAC LIFE PRODUCTS INC.	POWERHEART,CARRY CASE,DIFIB.	A-1620-405-02	9395	$1,435.43	
J J KELLER	ALCHOL & DRUG TIST NORTIFICATION	A-1620-405-02	34305	$54.35	
EDCO	DUSTLOK	A-1620-415-00	19805	$448.58	**$2,503.18**
CENTRAL SERVICE/ COPY MACHINE					
COMDOC INC.	COPIER LEASE - MAYOR	A-1670-415-00	11452	$90.00	**$90.00**
DATA PROCESSING					
CDW GOVERNMENT	LEXMARK TONER	A-1680-403-00	10631	$68.50	
STAPLES	7 OUTLET SURGE PROT.	A-1680-403-00	58475	$32.98	
STAPLES	USB CABLE	A-1680-403-00	58475	$12.50	
DELL MARKETING	SERVER FOR POLICE	A-1680-405-00	17274	$3,947.78	
DELL MARKETING	SERVER O/S	A-1680-405-00	17274	$454.21	
CDW GOVERNMENT	IOGEAR MINIVIEW EXTRME	A-1680-405-00	10631	$107.24	
STAPLES	N ROUTER,DUAL BAND,NETGEAR	A-1680-405-00	58475	$47.73	
DELL MARKETING	NXT DAY ONLINE TECH SUPPORT	A-1680-415-00	17274	$850.29	
IV4	COMPUTER SUPPORT -POLICE WEBM	A-1680-415-00	31600	$202.50	**$5,723.73**
CODE					
DAVELLE OFFICE EQUIPMENT	CONTRACT - 2012	A-3621-407-00	9890	$72.00	**$72.00**
DPW					
DAVELLE OFFICE EQUIPMENT	CONTRACT 2012	A-5010-415-00	9890	$72.00	**$72.00**
YOUTH					
DAVELLE OFFICE EQUIPMENT	CONTRACT 2012	A-7010-405-02	9890	$96.00	**$96.00**
				TOTAL	**$8,816.80**

City of Cortland,
New York

PROCLAMATION

WHEREAS, an estimated 107,260 New York residents are diagnosed with cancer each year, and 34,350 will not survive, and

WHEREAS, in Cortland County, five individuals are diagnosed with cancer each week and two individuals die from cancer each week; and

WHEREAS, this City is joining over 5,000 other communities worldwide to host the American cancer society's Relay For Life, an event to celebrate cancer survivors and remember those who are no longer with us, and

WHEREAS, Relay For Life raises funds to help the American Cancer Society create a world with less cancer and more birthdays by helping people stay well, get well, find cures, and fight back, therefore

THEREFORE, I, Brian Tobin, Mayor of the City of Cortland by virtue of the authority vested in me, do hereby proclaim April 30 through May 6, 2012 as

The American Cancer Society's May Day For Relay

and the official kick off of Relay For Life in this City. In doing so, I urge citizens to celebrate cancer survivorship, remember loved ones lost to the disease, honor caregivers and join Cortland's fight against cancer. Only together will we find a cure.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Cortland, New York this 30th day of April.

_____

Brian Tobin
Mayor of Cortland, New York

City of Cortland,
New York

PROCLAMATION

WHEREAS, The American Red Cross is synonymous with helping people, and has been doing so for more than 130 years. Throughout this past year, the local and National American Red Cross played a vital caretaking role in the fall flooding in our region. Additionally, hundreds of disaster relief operations were launched throughout the country to help people affected by fires, floods, hurricanes and tornadoes. The American Red Cross also supported major international disasters, including the Japan earthquake and tsunami response, while continuing its work on the 2010 Haiti earthquake response and recovery.

WHEREAS, In Cortland County, and throughout the region, the Red Cross works tirelessly through its employees and volunteers to support its neighbors when disaster strikes, when someone needs life-saving blood, or the comfort of a helping hand. It provides 24-hour support to members of the military, veterans and their families, and provides training in CPR, aquatics safety, and first aid.

WHEREAS, For nearly 100 years, United States presidents have called on the American people to support the Red Cross and its humanitarian mission. Our community depends on the American Red Cross and because it is not a government agency, the Red Cross depends on support from the public to continue its humanitarian work. This is especially important in these challenging economic times – which impact the Red Cross and many people in our community and across the nation.

THEREFORE, I, Brian Tobin, Mayor of Cortland, by virtue of the authority vested in me by the Constitution and laws of the City of Cortland in New York State do hereby proclaim March 2012 as

American Red Cross Month

The American Red Cross has touched many lives in Cortland County and the South Central New York Region, as well as across the country and around the world.

During American Red Cross Month, we thank those who contribute to the mission of the Red Cross, whether through time, money or blood, and we invite others to support the Red Cross in helping people in need down the street, across the country and around the world.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Cortland, New York this 8th day of March.

_____

Brian Tobin
Mayor of Cortland, New York

To: Members of City Council

From: Mack Cook

Re: Resolutions pertaining to Street signage and designation

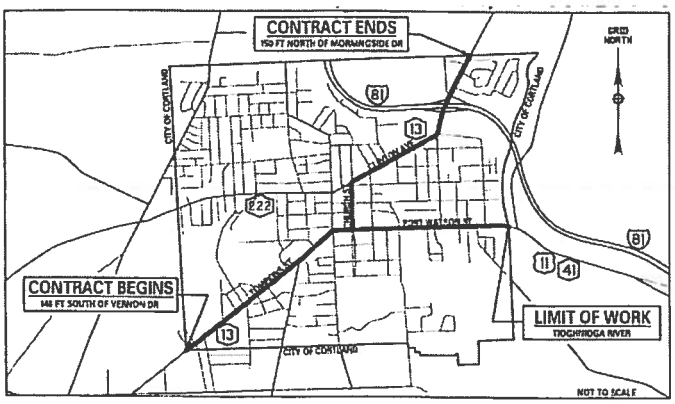
Date: January 10, 2012

This past summer the New York Department of Transportation reviewed "No Parking" and "No Standing Any Time" signage on US and State Roadways within the City. Correspondence to Mr. Tom Tobin, Cortland Public Safety Department from Ms. Janet Dziergas, NYSDOT expresses concerns regarding the signage found in the review. The communication provides an example from Tompkins across from Vernon Dr. At this location there is a single "No Standing Any Time Sign" that is illustrated to the left.

The DOT representative suggests that the sign at this location is deficient for two reasons. First the 'no standings zone' does not have defined limits. She suggests that a better signage arrangement would incorporate two signs. The left sign should indicate that the no standing sign begins to the viewer's right. The proper sign would be: The sign to the viewer's right would indicate that the no standing area ends immediately left of the sign.

The other deficiency noted by Ms. Dziergas is that the designated 'no standing zone' is not provided for by City Ordinance. Pursuant to the State's Vehicle and Traffic Law the State must approve a city's ordinance before signs on State highways are effective, Therefore as several 'no standing zones' and one 'no parking zone' are not provided by Ordinance there is nothing for the State to approve hence the signage in those areas have no effect. (V&T Law, Article 39 Regulation of Traffic by Cities and Villages, Sec. 1684)

The first noted deficiency will be corrected this coming summer under NYDOT's 2012 Small Sign Replacement Contract for Cortland. (Contract D261792). This work shall encompass sign installations and replacement along US Route 11 and NY Routes 13 & 41 beginning approximately 140 ft. south of Vernon Drive and ending 150 ft north of Morningside Drive with work along US 11 & 41 (Port Watson Street) Ending at the Tioughnioga River. I have the detail schematics in my office for review.

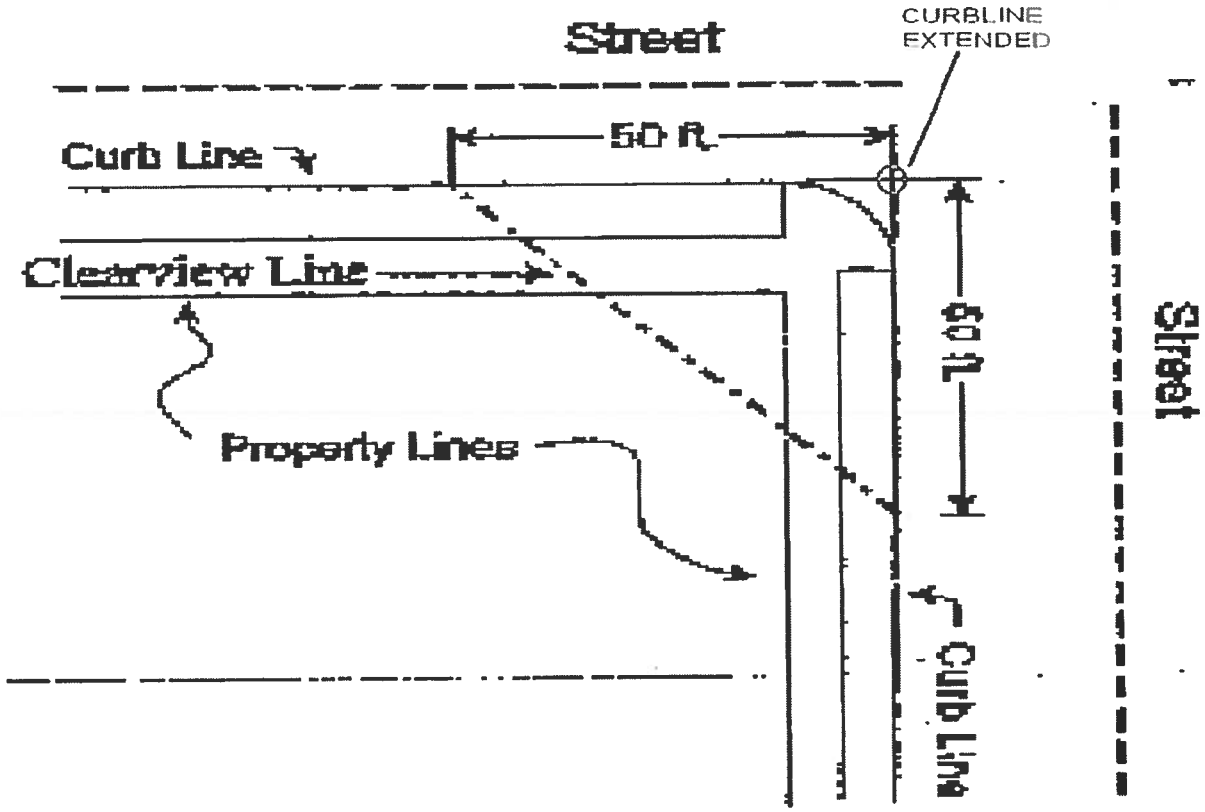


The attached Resolutions addresses the second noted deficiency.

Attached are two worksheets pertaining to the Resolutions that will be presented to Common Council from approval. The first worksheet lists the streets addressed in the Resolutions in the order that they are presented in the Resolutions. The second worksheet contains all the affected streets sorted by Ward.

As indicted in the worksheets only one of the streets, Clinton Ave at the intersection of Hubbard Street, changes the current usage of the street. This change extends the 'no standing area' and impacts a vehicle repair building. Mr. Tobin has discussed this proposed change with the business owner who accepts the reason for the change.

The diagram below is provided to aid the understanding of the measurements accompanying each street.



It would be helpful if each Alderperson could review the affected street within their Wards to access the impact the Resolution may have on commercial interest and residents. Should any proposed change affect commercial interest and in discussion it is found that valid and objective reasons exists to object to the proposed change please bring these to my attention with a recommended course of action. Upon receipt of such it will be bought to the attention of the NYDOT. Your assistance will be greatly appreciated.

The final resolution amends the City Ordinance to reflect that Elm Street is now a two-way street.

The tentative date for formal Council action on this matter will be _____ .

Respectfully submitted for your consideration.

Tom Tobin

Mack Cook

RESOLUTIONS AMENDING THE HIGHWAY REGULATIONS, AND CORRESPONDING HIGHWAY SIGNAGE EXPRESSING SUCH REGULATIONS, FOR NEW YORK STATE HIGHWAY ARTERIALS TRANSVERSING THE CITY OF CORTLAND AND THE ABUTTING SIDE STREETS THERETO

Proposed by Mayor Tobin Date_____

WHEREAS, the City of Cortland has the authority to restrict parking and regulate traffic within the City of Cortland, pursuant to New York Vehicle and Traffic Law (VTL), Article 39 Regulation of Traffic by Cities and Villages; and,

WHEREAS, the City of Cortland has received approval from the New York State Department of Transportation (DOT) to creating an ordinance, rule, or regulation affecting parking along state highways maintained by the state.

RESOLUTION #___ Of 2012 – Resolution to add the following highway, side-street and boundaries to the City of Cortland Code, § 11-165 (A)(1), Parking, standing and stopping prohibited in designated locations:

(1) The parking of vehicles is hereby prohibited at all times in any of the following locations:

Highway	**Side-street**	**Boundaries**
Tompkins Street	South	Between a point 329 feet east of the east curbline of Levydale Park and a point 596 feet east of the east curbline of Levydale Park, a distance of 267 feet.

Seconded by Councilor_____

Alderman	Ayes	Nays
1st Ward Mr. Julie E. Bird.		
2nd Ward Kathryn J. Silliman		
3rd Ward Mr. Ken Dye		
4th Ward Mr. John G. Bennett Jr.		
5th Ward Mr. Daniel E. Quail		
6th Ward Mr. Carlos Ferrer		
7th Ward Ms. Linda A. Ferguson		
8th Ward Mr. Thomas Michaels		

_____
Brian Tobin, Mayor, City of Cortland

RESOLUTION #___ OF 2012 – Resolution to add the following highway, side-street, and boundaries to the City of Cortland Code, § 11-165 (B)(1)(a), Standing of vehicles prohibited at all times in any of the following locations:

(a) The standing of vehicles is hereby prohibited at all times in any of the following locations:

Highway	**Side**	**Boundaries for a Distance**
Cedar Street	West	40± feet south of its intersection with Port Watson Street
Central Ave	North	100± feet east of the east curbline of Church Street
Central Ave	South	50± feet east of the east curbline of Church Street
Cherry Lane	North	40± feet west of the west curbline of Clinton Avenue Extension
Cherry Lane	South	40± feet west of the west curbline of Clinton Avenue Extension
Cleveland Street	East	40± feet west of the southwest curbline of Clinton Avenue
Cleveland Street	West	40± feet west of the southwest curbline of Clinton Avenue
Elm Street	North	65± feet east of the east curbline of Church Street
Elm Street	South	50± feet east of the east curbline of Church Street
Grange Place	East	50± feet west of the northeast curbline of Clinton Avenue
Grange Place	West	50± feet west of the northeast curbline of Clinton Avenue
Greenbush Street	East	90± feet south of the south curbline of Clinton Avenue
Greenbush Street	West	120± feet south of the south curbline of Clinton Avenue
Hubbard Street	East	50± feet south of the southwest curbline of Clinton Avenue

Hubbard Street	West	120± feet south of the southwest curbline of Clinton Avenue
Kennedy Parkway	North	40± feet east of the east curbline of Clinton Avenue Extension
Kennedy Parkway	South	40± feet east of the east curbline of Clinton Avenue Extension
Locust Avenue	North	60± feet west of the west curbline of Clinton Avenue Extension
Locust Avenue	South	60± feet west of the west curbline of Clinton Avenue Extension
Morningside Drive	North	60± feet east of the east curbline of Clinton Avenue Extension
Morningside Drive	South	60± feet east of the east curbline of Clinton Avenue Extension
North Greenbush Street	West	60± feet north of the north curbline of Clinton Avenue
Parkwood Circle	North	40± feet east of the east curbline of Clinton Avenue
Parkwood Circle	South	40± feet east of the east curbline of Clinton Avenue
Pashley Drive	East	40± feet north of the north curbline of Tompkins Street
Pashley Drive	West	40± feet north of the north curbline of Tompkins Street
Pendleton Street	East	50± feet south of the southwest curbline of Clinton Avenue
Pendleton Street	West	50± feet south of the southwest curbline of Clinton Avenue
Rickard Street	East	50± feet north of the northeast curbline of Clinton Avenue

Rickard Street	West	50± feet north of the northeast curbline of Clinton Avenue
Sheridan Drive	North	45± feet west of the west curbline of Clinton Avenue Extension
Sheridan Drive	South	45± feet west of the west curbline of Clinton Avenue Extension
South Franklin Street	East	88± feet south of its intersection with Port Watson Street
Washington Street	East	50± feet north of the northeast curbline of Clinton Avenue
Washington Street	West	50± feet north of the northeast curbline of Clinton Avenue

Seconded by Councilor_____

Alderman	Ayes	Nays
1st Ward Mr. Julie E. Bird.		
2nd Ward Kathryn J. Silliman		
3rd Ward Mr. Ken Dye		
4th Ward Mr. John G. Bennett Jr.		
5th Ward Mr. Daniel E. Quail		
6th Ward Mr. Carlos Ferrer		
7th Ward Ms. Linda A. Ferguson		
8th Ward Mr. Thomas Michaels		

_____

Brian Tobin, Mayor, City of Cortland

RESOLUTION #___ OF 2012 – Resolution to add the following highway, side-street, and boundaries to the City of Cortland Code, § 11-165 (B)(1)(b), as regulated arterial highways:

(b) Arterial highways.

Highway	**Side**	**Boundaries for a Distance**
Clinton Avenue	Southeast	233± feet; from 50± feet southwest of the west curbline of Greenbush Street to 183± feet northeast of the east curbline of Greenbush Street
Clinton Avenue	Southeast	107± feet; from 20± feet southwest of the west curbline of Washington Street extended to 60± feet northeast of the east curbline of Washington Street extended
Clinton Avenue	Southeast	115± feet; from 15± feet southwest of the west curbline of Rickard Street extended to 68± feet northeast of the east curbline of Rickard Street extended
Clinton Avenue	Southeast	100± feet; from 50± feet southwest of the west curbline of Hubbard Street to 150± feet southwest of the west curbline of Hubbard Street
Clinton Avenue	Northwest	120± feet northeast of the east curbline of North Greenbush Street
Clinton Avenue	Northwest	90± feet; from 40± feet southwest of the west curbline of Rickard Street to 50± feet northeast of the east curbilne of Rickard Street
Clinton Avenue	Northwest	90± feet; from 20± feet northeast of the east curbline of Pendleton Street extended to 40± feet southwest of the west curbline of Pendleton Street
Clinton Avenue	Northwest	225± feet; from 40± feet northeast of the east curbline of Grange Place to 145± feet southwest of the west curbline of Grange Place
Clinton Avenue	Northwest	95± feet; from 25± feet northeast of the east curbline of Cleveland Street extended to 45 ± feet southwest of the west curbline of Cleveland Street extended
Clinton Avenue	Northwest	400± feet southwest of the west curbline of Clinton

		Avenue
Clinton Avenue	East	111± feet; from 40± feet south of the south curbline of Kennedy Parkway to 40± feet north of the north curbline of Kennedy Parkway
Clinton Avenue	East	111± feet; from 40± feet south of the south curbline of Parkwood Circle to 40± feet north of the north curbline of Parkwood Circle
Clinton Avenue	East	111± feet; from 40± feet south of the south curbline of Morningside Drive to 40± feet north of the north curbline of Morningside Drive
Clinton Avenue	West	140± feet; from 55± feet north of the north curbline of Sheridan Drive to 55± feet south of the south curbline of Sheridan Drive
Clinton Avenue	West	130± feet; from 40± feet north of the north curbllne of Cherry Lane to 63± feet south of the south curbline of Cherry Lane
Clinton Avenue	West	510± feet; from 319± feet north of the north curbline of Locust Avenue to 170± feet south of the south curbline of Locust Avenue
Port Watson Street	North	96± feet; from 32± feet west of the west curbline of Cedar Street extended to 36± feet east of the east curbline of Cedar Street
Port Watson Street	North	100± feet; from 43± feet east of the east curbline of Bartlett Avenue extended to 30± feet west of the west curbline of Bartlett Avenue extended
Port Watson Street	South	120± feet; from 40± feet east of the east curbline of Hyatt Street extended to 70± feet west of the west curbline of Hyatt Street Extended
Port Watson Street	South	120± feet; from 40± feet east of the east curbline of Bartlett Avenue to 70± feet west of the west curbline of Hyatt Street
Port Watson Street	South	340± feet; from 40± feet east of the east curbline of Hyatt Street to 380± feet west of the west curbline of Hyatt Street

Port Watson Street	North	205± feet; from 50± feet west of the west curbline of Pomeroy Street to 255± feet west of the west curbline of Pomeroy Street
Port Watson Street	North	95± feet west of the west curbline of East Avenue to the west curbline of East Avenue
Port Watson Street	North	395± feet; from 95± feet east of the east curbline of East Avenue to 70± feet west of the west curbline of River Street
Port Watson Street	North	70± feet west of the west curbline of River Street to the west curbline of River Street
Tompkins Street	South	From a point 50± feet west of the west curbline of Abdallah Avenue to the City line
Tompkins Street	North	215± feet; from 140± feet west of the west curbline of Levydale Park extended to 40± feet east of the east curbline of Levydale Park extended
Tompkins Street	North	313± feet; from 153± feet east of the east curbline of Pashley Drive to 120± feet west of the west curbline of Pashley Drive
Tompkins Street	North	155± feet; from 26± feet west of the west curbline of Pearl Street extended to 130± feet west of the west curbline of Pearl Street
Tompkins Street	North	300± feet west of the west curbline of Broadway to the west curbline of Broadway
Tompkins Street	North	130±; from 100± feet east if the east curbline of Broadway to 40± feet west of the west curbline of Water Street
Tompkins Street	South	740± feet west of the west curbline of Delaware Avenue to the west curbline of Delaware Avenue
Tompkins Street	South	400± feet east from the east curbline of Delaware Avenue
Tompkins Street	North	115± feet east from the east curbline of Water Street
Tompkins Street	South	192± feet east from the east curbline of Frank Street

Tompkins Street	North	162± feet west of the west curbline of Sands Street to the west curbline of Sands Street
Tompkins Street	North	123± feet: from 46± feet west of the west curbline of Duane Street extended to 52 ± feet east of the east curbline of Duane Street
Tompkins Street	South	80± feet: from 22± feet west of the west curbline of James Street extended to 31 ± feet east of the east curbline of James Street extended
Tompkins Street	North	385± feet; from 108± feet east of the east curbline of Reynolds Avenue extended to 246± feet west of the west curbline of Reynolds Avenue extended
Tompkins Street	North	40± feet east of the curbline of Prospect Terrace to the east curbline of Prospect Terrace
Tompkins Street	South	60± feet west of the curbline of Prospect Terrace extended

Seconded by Councilor_____

Alderman	Ayes	Nays
1st Ward Mr. Julie E. Bird.		
2nd Ward Kathryn J. Silliman		
3rd Ward Mr. Ken Dye		
4th Ward Mr. John G. Bennett Jr.		
5th Ward Mr. Daniel E. Quail		
6th Ward Mr. Carlos Ferrer		
7th Ward Ms. Linda A. Ferguson		
8th Ward Mr. Thomas Michaels		

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Brian Tobin, Mayor, City of Cortland

RESOLUTION #___ Of 2012 – Resolution to add the following highway, side-street and boundaries to the City of Cortland Code, § 11-166 (A)(1), Parking time limited in certain locations:

The Parking of vehicles is hereby prohibited between the hours of 8:00 a.m. to 9:00 p.m., for a period of longer then 15 minutes in any of the following locations:

Highway	**Side**	**Boundaries**
Tompkins Street	West	80± feet; from 59 ± feet west of the west curbline of Levydale Park to 139± feet west of the west curbline of Levydale Park

Seconded by Councilor_____

Alderman	Ayes	Nays
1st Ward Mr. Julie E. Bird.		
2nd Ward Kathryn J. Silliman		
3rd Ward Mr. Ken Dye		
4th Ward Mr. John G. Bennett Jr.		
5th Ward Mr. Daniel E. Quail		
6th Ward Mr. Carlos Ferrer		
7th Ward Ms. Linda A. Ferguson		
8th Ward Mr. Thomas Michaels		

_____
Brian Tobin, Mayor, City of Cortland

RESOLUTION #___ OF 2012 – Resolution to remove the following highway, side-street, and boundaries from the City of Cortland Code, § 11-165 (B)(1)(b), as regulated arterial highways:

(b) Arterial highways.

Highway	**Side**	**Boundaries for a Distance**
Port Watson Street	South	90± feet west of the west curbline of Pomeroy Street extended to the west curbline of Pomeroy Street extended
Tompkins Street	North	40± feet east from the east curbline of Reynolds Avenue

Seconded by Councilor_____

Alderman	Ayes	Nays
1st Ward Mr. Julie E. Bird.		
2nd Ward Kathryn J. Silliman		
3rd Ward Mr. Ken Dye		
4th Ward Mr. John G. Bennett Jr.		
5th Ward Mr. Daniel E. Quail		
6th Ward Mr. Carlos Ferrer		
7th Ward Ms. Linda A. Ferguson		
8th Ward Mr. Thomas Michaels		

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Brian Tobin, Mayor, City of Cortland

RESOLUTION #___ OF 2012 – Resolution to remove the following highway from designation as a One Way Street within the City of Cortland Code, § 11-168 (A)(2):

(2) Elm Street, from Clinton Avenue to Church Street, in an easterly direction.

Seconded by Councilor_____

Alderman	Ayes	Nays
1st Ward Mr. Julie E. Bird.		
2nd Ward Kathryn J. Silliman		
3rd Ward Mr. Ken Dye		
4th Ward Mr. John G. Bennett Jr.		
5th Ward Mr. Daniel E. Quail		
6th Ward Mr. Carlos Ferrer		
7th Ward Ms. Linda A. Ferguson		
8th Ward Mr. Thomas Michaels		

_____
Brian Tobin, Mayor, City of Cortland

RESOLUTION #___ OF 2012 – Resolution to amend the following highway, side-street, and boundaries from the City of Cortland Code, § 11-165 (B)(1)(b), as regulated arterial highways:

(b) Arterial highways.

Highway	**Side**	**Boundaries for a Distance**
Port Watson Street	South	~~50±~~70± feet west of the west curbline of Hyatt Street to the west curbline of Hyatt Street

Seconded by Councilor_____

Alderman	Ayes	Nays
1st Ward Mr. Julie E. Bird.		
2nd Ward Kathryn J. Silliman		
3rd Ward Mr. Ken Dye		
4th Ward Mr. John G. Bennett Jr.		
5th Ward Mr. Daniel E. Quail		
6th Ward Mr. Carlos Ferrer		
7th Ward Ms. Linda A. Ferguson		
8th Ward Mr. Thomas Michaels		

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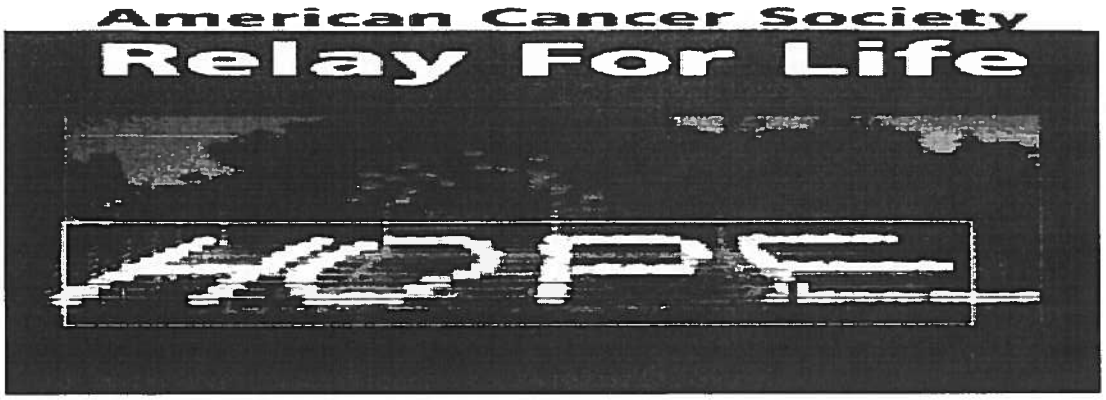
Brian Tobin, Mayor, City of Cortland



January 15, 2012

Mayor Brian Tobin and
City Council Representatives
25 Court Street
Cortland, New York 13045

Dear Mayor Tobin & City Council Representatives:

We are writing to you today on behalf of the Cortland County Relay For Life - Activity Committee. Last year at this time our committee approached you requesting the use of Court House Park for "Paint the Town Purple" festivities; thank you for your approval, unfortunately the weather did not allow us to use Court House Park – thus we moved our festivities to Yaman Park and had an outstanding event.

This year we are writing to once again request the use of the park, Yaman Park. The festivities are scheduled for Sunday, May 6th, and again this year we will host some traditional "May Day" activities and invite vendors/crafters to come share their wares. This year marks the 4th anniversary of Paint the Town Purple. . . not only to raise awareness for the Relay For Life in Cortland County but also raise awareness of the affects of cancer in our area and how we as a community can "Celebrate, Remember, and Fight Back."

Your permission to use this great resource would once again, be greatly appreciated. If we can answer any questions you may have, please feel free to contact us via one of the ways listed below. Thank you for considering our request.

Most Sincerely,

Michelle Baker, Activities Co-Chair
607-749-8452 or mcbaker@earthlink.net
Sheryl Small, Activities Co-Chair
607-334-8563 or sherrylee1951@yahoo.com
Tammy MacMyne, ACS Staff Partner
tammy.macmyne@cancer.org or 607.766.6915

City Clerk

From: "Rob Brooks" <RBrooks@nyshcr.org>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Cc: "Mack Cook" <mcook@cortland.org>
Sent: Tuesday, February 28, 2012 8:53 AM
Subject: CDBG Project 285HR146-11 Procurement for Administrative Services

Dear Deputy City Clerk Massmann,

I have reviewed the materials you sent in regard to the City's solicitation for administrative services related to the City's 2011 NYS Office of Community Renewal grant no. 285HR146-11. It does appear that the City has followed appropriate procedures in advertising and soliciting for such services including making direct contact with minority and women owned businesses, advertising encouraging such businesses, and low-income businesses and persons apply and providing a sufficient time for response to the offer. Although the City only received a single response to this solicitation (from Thoma Development), if the City believes it has received a reasonable offer from a qualified entity and that re-advertising would not significantly change the result and may cause unnecessary delays, we would have no objections to the City entering into an agreement with the sole bidder for these services.

I would recommend you keep a printed copy of this correspondence as part of your project files.

If I can be of further assistance or you have questions please do not hesitate to contact me.

Rob Brooks
Senior Community Developer
NYS Homes and Community Renewal
Office of Community Renewal
Hampton Plaza, 9th Floor, 38-40 State Street
Albany, NY 12207-2804

email: rbrooks@nyshcr.org
website: *www.nysocr.org*
Tel: 518-474-2057
FAX: 518-474-5247

From: City Clerk [mailto:cityclerk@cortland.org]
Sent: Monday, February 27, 2012 3:09 PM
To: Rob Brooks
Cc: Mack Cook
Subject: DOC_20120227150224.pdf - Adobe Reader

CDBG Administrative Services Info

******With the integration of nyhomes and NYS DHCR, the email domain has been changed to "@nyshcr.org". The email address of anyone at nyhomes or NYS DHCR is "JDoe@nyshcr.org". Please begin using this new email address immediately and correct your address book to reflect this change.******

×

City Clerk

From: "Dan Brown" <DBrown@nyshcr.org>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Tuesday, February 28, 2012 10:35 AM
Subject: RE: DOC_20120227150258.pdf - Adobe Reader

This looks ok to move forward.

From: City Clerk [mailto:cityclerk@cortland.org]
Sent: Monday, February 27, 2012 3:15 PM
To: Dan Brown
Subject: DOC_20120227150258.pdf - Adobe Reader

Grant Administration Services Info

******With the integration of nyhomes and NYS DHCR, the email domain has been changed to "@nyshcr.org". The email address of anyone at nyhomes or NYS DHCR is "JDoe@nyshcr.org". Please begin using this new email address immediately and correct your address book to reflect this change.******

City of Cortland
Finance Dept.

Memo

To: Mayor Tobin, Mack Cook, Common Council

From: Lori Crompton

CC:

Date: 2/28/2012

Re: Encumbrance Requests

Admin. & Finance

I am requesting to encumber the balances in our Towing (A1325-41400) and Impound Lot (A1325-41401) lines. For both programs, the City collects towing fees from the violators and the towing companies bill the City for their services. At the end of the year, the balances were $500.00 and $2,270.00 respectively, which was collected in December for towing services billed in January 2012.

I am also requesting to encumber $6,853.79 in *In Rem* fees (A1325-41502) collected in 2011. This is the third year of the program, and the City has seen a significant improvement in tax collections as a result. These fees are due to Phillips Lytle in 2012 upon the filing of the judgment and transferring of the parcels to the City for Auction.

Lastly, I am requesting to encumber $4,053.35 from A1325-10000 (Personal Services), $1,221.25 from A1325-41500 (Contractual), and $1,452.40 from A1325-41600 (Travel, Educ. & Training) to cover the 2011 retro salary adjustment paid in 2012.

Building & Grounds

I am requesting to encumber $2,500.00 from A1620-10000 to cover the 2011 retro salary adjustment paid in 2012.

In 2010, the City entered into a lease agreement with 4545 Properties, LLC to lease the lot at 15 Court Street (the former Ames Linen property) for a five year term at an annual rental of $3,400 payable in advance on or before Oct. 1 of each year, with a provision to increase the annual rent in an amount equal to the most recent increase

GENERAL FUND ENCUMBRANCE REQUESTS 2011

Administration & Finance			
Personal Services	A1325.10000	$	4,053.35
Towing Fees (Boot Pgm.)	A1325.41400	$	500.00
Towing Fees (Armory Impound Lot)	A1325.41401	$	2,270.00
Legal Fees - In Rem	A1325.41502	$	6,853.79
Contractual (Encumber to A1325.10000)	A1325.41500	$	1,221.25
Travel. Educ., & Training (Encumber to A1325.10000)	A1325.41600	$	1,452.40
Building & Grounds			
Personal Services	A1620.10000	$	2,500.00
Contractual	A1620.41500	$	3,539.16
I/T			
Personal Services	A1680.10000	$	1,875.00
Public Safety			
Motor Equip. Operations	A3010.40100	$	145.03
Motor Equip. Operations (Encumber to A3010.40500)	A3010.40100	$	166.00
Office Equip. (Encumber to A3010.40500)	A3010.40400	$	465.00
Police Dept.			
Personal Services	A3120.10100	$	5,587.75
Personal Services - School Crossing Guards	A3120.10300	$	12,000.00
Operational Equipment	A3120.20600	$	9,254.82
Radio Repair	A3120.40701	$	2,000.00
Rental/Professional	A3120.41501	$	10,687.70
Firearms Training	A3120.41603	$	250.00
Fire Dept.			
Personal Services (Encumber $2,732 to A3621-10000)	A3410.10100	$	7,267.72
Professional/Contractual	A3410.41500	$	12,000.00
Code Enforcement			
Personal Services (Included above in FD request)	A3621.10000	$	2,732.28
Office Equipment	A3621.40301	$	1,218.86
DPW			
Personal Services	A5010.10000	$	2,548.00
Youth Bureau			
Personal Services	A7010.10000	$	2,500.00
TOTAL REQUESTED			***$ 93,088.11***

in property taxes. I am requesting to encumber $3,539.16 from the Building & Grounds Dept. to pay the second annual payment, covering Oct. 1, 2011 – Sept. 30, 2012, adjusted to the amount of property taxes due as provided for in the lease agreement.

I/T

I am requesting to encumber $2,500.00 from A1620-10000 to A1680-10000 to cover the 2011 retro salary adjustment paid in 2012.

Police

In addition to the requests in the memo from Chief Catalano, the Police Dept. is requesting to encumber $12,000.00 from A3120-10300 for the possibility of 2 years retro salary for the School Crossing Guards should their contract be settled in 2012.

Code Enforcement

A portion of Chief Glover's encumbrance request for retro salaries will be encumbered to A3621-10000 to cover the retro salary adjustment paid in 2012.

DPW

I am requesting to encumber $2,548.00 from A5010-10000 to cover the 2011 retro salary adjustment paid in 2012.

Youth Bureau

I am requesting to encumber $2,500.00 from A7010-10000 to cover the 2011 retro salary adjustment paid in 2012.

LEASE

LEASE made as of October 1, 2010 between 4545 Properties, LLC., a New York Limited Liability Company with offices at 45 West Court Street Cortland. New York, hereinafter referred to as "Landlord" and

THE CITY OF CORTLAND, NEW YORK a municipal corporation with offices at 25 Court Street, Cortland. New York, hereinafter referred to as "Tenant"

RECITALS:

Landlord owns a parcel of property at 15 Court Street in the City of Cortland. Cortland County. New York (the "Premises"). Landlord wishes to lease to Tenant and Tenant wishes to take from Landlord said property more particularly described by the City of Cortland tax map number 86.58-04-04.00, for the purpose of creating public municipal parking lot or similar purpose for a five-year term commencing on October1, 2010 and ending on September30, 2015, on the following terms and conditions:

FIRST: The annual rental for the Premises shall be Three Thousand Four Hundred Dollars ($3,400.00), payable in advance on or before October 1 of each year during the term of this Lease. Landlord may increase the annual rent each year in an amount equal to the most recent combined increase in City, School and County property taxes assessed to the Premises.

SECOND: Tenant will, at its own expense, take good care of the Premises and appurtenances thereto. and will surrender them to Landlord at the termination of this Lease in as good condition and

PUBLIC SAFETY COMMISSION

17 South Franklin Street Cortland, New York 13045 (607) 753-1957

TO: Mack Cook , Lori Crompton

FROM: Public Safety Commission

Re: Year end encumbrance

The Public Safety Department would like to encumber the amount of $448.93 from the 2011 A3010- 401 account to cover vehicle and equipment gasoline and diesel fuel costs that are remaining and have yet to be billed for which the exact amount payable is not known at this time. This is the remaining amount budgeted for in the year 2011.

Thank you for the consideration.

Tom

Reduced to actual amount $145.03.
LJC

Thomas Tobin
City of Cortland
Public Safety Department
17 South Franklin St
Cortland , NY 13045
(607)753-1957
publicsaf@cortland.org

PUBLIC SAFETY COMMISSION

17 South Franklin Street Cortland, New York 13045 (607) 753-1957

TO: Mack Cook
FROM: Public Safety Department
Re: End of year encumbrance

In the fall of 2011, National Grid removed all old metal light poles on North Main Street, and replaced them with wooden poles with new lights attached. In doing so, National Grid reconfigured how the power for the lights is delivered. The new configuration has left our school zone flasher pole on the east side of N. Main St. in need of new attachment point for the power feed. This requires a 6' extension be welded onto the pole currently in use, and a new point of attachment be added to support the new service feed, and new feed wires to be installed to the flasher. The quotes I received from the pole fabricator and the installer totaled $631.00 collectively. I would like to request an encumbrance for that amount from the unencumbered total of the 2011 budget, and added to the 2012 budget in the 405 or 415-account line.

Respectfully,

Thomas Tobin
City of Cortland
Public Safety Department
17 South Franklin St
Cortland , NY 13045
(607)753-1957
publicsaf@cortland.org

Date 12/27/11

PROPOSAL

Homer Iron Works L.L.C.
5130 Route 11 - Homer, NY 13077
(607) 749-3963 – (607) 749-8469 Fax
homeironworks@hotmail.com

Attention: Tom Tobin **Fax: 758-8391**

Submitted To: City of Cortland- public safety **Phone:**

Address: **Job Name: pole extension**

We Hereby Submit Specifications And Estimates Valid for 30 Days For:

To supply 6ft of 4 ''sch 40 pipe welded to pole by St Mary's

Total $411,00

We Here By Propose to Furnish Material and Labor to the Above Specifications for the Sum of: $_____

Payment to be Made as Follows: _____

All material is guaranteed to be as specified. Any Alterations from above will be in writing and will become an additional charge over and above this estimate.

Authorized Signature: _____

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are here by accepted. You are authorized to do the work and payment will be as agreed above.

Authorized Signature: _____

PROPOSAL

Tim's Consulting & Troubleshooting
467 Sears Road
Cortland, N.Y. 13045
Call / text 607-543-1527
e-mail tim@timsetcs.com

Number 11301101

PROPOSAL SUBMITTED TO:

NAME	City of Cortland	PHONE	607-423-6891	DATE	11/30/2011
STREET	25 Court Street	JOB NAME	St. Mary's South warning light		
CITY	Cortland	STREET	North Main Street		
STATE	New York 13045	CITY	Cortland	STATE	NY 13045

I propose to furnish all materials and perform all labor necessary to complete the following:

Rewire pole after pole is extended by others.

All of the work to be completed in a substantial and workmanlike manner for the sum of Two Hundred Twenty Dollars

Insurance Certificate supplied at acceptance.

Payment to made

The entire amount of the contract to be paid 10 days after completion.

Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written order for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Authorized Signature _____

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for which _____ agree to pay the amount mentioned in said proposal and according to the terms thereof.

Date: _____ Signature: _____

CORTLAND POLICE DEPARTMENT

2011 Budget Encumbrance Requests

December 30, 2011

TO: Mack Cook, Director of administration & Finance
FROM: Deputy Chief Paul A. Sandy
RE: Encumbrance of Funds from 2011 Police Budget

CHIEF & DEPUTY CHIEF PAYROLL: (A3120.101.00 account – Police Payroll)

We are requesting to encumber $5,587.75 from this account, which represents the retroactive payroll for the Chief of Police and Deputy Chief of Police, as proposed by Mack Cook, Director of Administration & Finance. This encompasses $2,500.00 payroll increase each for the two administrators, as well as $587.75 in payroll adjustments for time the two had turned in for payment during the 2011 calendar year at a rate of $1.20 an hour. The Chief of Police will receive $337.05 and the Deputy Chief will receive $250.00, above the $2,500.00 payroll increase.

$5,587.75 actual $5586.20

POLICE VEHICLES:(A3120.206.00 account – Operational Equipment > $5,000.00)

We are requesting to encumber $9,254.82 from this account, which represent the proceeds from the 2011 auction of three police vehicles, which were replaced by 2011 models. These funds will be directly applied toward the purchase of three new 2012 police vehicles approved in the 2012.

These funds were specifically transferred to the police department by the Common Council for this purpose.

$9,254.82

RADIO UPGRADES: (A3120.415.01 – Rental & Professional Fees)

We are requesting to encumber $10,~~660~~687.70 from this account, which represents the amount necessary to replace a damaged radio repeater for the police department radio system, and upgrade the radio system to meet FCC mandates for 2013.

On December 23, 2004, the Federal Communication Commission passed legislation mandating all emergency response agencies to be capable of broadcasting radio transmissions via narrow band by January 1, 2013. The Cortland Police Department has progressively worked towards this goal over the past several years by purchasing and utilizing radio equipment which is narrow band capable. However, there are still upgrades which need to be implemented to make the police department fully capable of complying with this mandate.

All mobile radio units in the marked and unmarked police vehicles, all portable radios, and the main desk console are capable of utilizing narrow band at this time. However, there are three areas which need new equipment:

A) REPEATER: A new Kenwood VHF repeater with a 50 watt continuous duty Amp would be mounted in a 42" locking cabinet at the State University of New York at Cortland Library, thereby replacing the current repeater in use today. The existing Duplexer and Antenna would be utilized with the new repeater.

New York State Purchase Contract # PT62491 on Kenwood Communication provides a 20% savings, which would bring the total cost of the equipment and installation to:

$5,693.60

B) BACK-UP CONSOLE RADIO: A new TK-7150 VHF Mobile, 136-174 MHZ, 50 Watt, 32 System Trunked/128 Channel Conventional radio would be installed at the desk, and at the 911 Center, to keep the radio operations at the Cortland Police Department fully functional in an emergency situation.

New York State Purchase Contract # PT62491 on Kenwood Communication provides a 20%savings, which would bring the total cost of equipment and installation to:

$3,967.10

C) NEW ANTENNA: A new antenna will be installed at the State University of New York at Cortland, on the roof of the Library. This will enhance the operability of the system to the maximum potential, without causing interference with other users who occupy the same area.

$1,027.00

Grand Total to make Cortland Police Department FCC compliant: **$10,687.70**

FIREARMS TRAINING: (A3120.416.03 – Firearms Training)

We are requesting to encumber $250.00 from this account, which represents the cost of necessary supplies needed for 2012, which have been ordered and not yet received.

The police department patrol rifles (AR-15) will be fitted with new single point attachment slings, which are tactically superior to the existing slings in use. These new slings were purchased and will be installed during the annual spring firearms training, when officers must be recertified with the rifle and new sling. A special swivel attachment is required and has been ordered, but not yet received.

$250.00

POLYGRAPH: (A3120.407.01 – Radio Repair)

We are requesting $2,000.00 from this account, which represents the amount necessary to purchase a new, high-end laptop computer for the polygraph system that will be implemented in 2012.

Sergeant Daniel Johnson recently completed extensive training in Pennsylvania and became a certified polygraph operator. Funding ($6,606.04) was secured from the Cortland County Drug Task Force to purchase a new Lafayette Instrument Model LX 5000-SW computerized polygraph system for this agency. However, a laptop computer is needed to operate the system and it was agreed this agency would be responsible for this purchase. Initially, it was believe the IT Department would have available funding for this purchase, but this is not the case.

$2,000.00

CORTLAND FIRE DEPARTMENT

ENCUMBRANCE REQUEST

2011 TO 2012

(1)
DATE: 12/29/11

ACCOUNT #: A3410-101 – Personal Services

IN THE AMOUNT OF: $10,000 ✓

7267.72 Fire
2732.28 Code
$10,000.00

REASON FOR ENCUMBRANCE:
Encumbering for probable retro active payments for fiscal year 2011.

(2)
DATE: 12/29/11

ACCOUNT #: A3410-415 Professional / Contractual

IN THE AMOUNT OF: $12,000 ✓

REASON FOR ENCUMBRANCE:
Encumbering professional services for fire department management software as contracted with the Cortlandville Fire District for inter-municipal operations.

APPROVED BY: _____
Charles S. Glover, Fire Chief

City of Cortland
Fire Department
Code Enforcement

William F. Knickerbocker
Deputy Fire Chief
Director of Code Enforcement

25 Court Street
Cortland, New York 13045

Phone: 607.753.1741
Fax: 607.753.6051
Email: knick@cortland.org

To: Lori Crompton, Deputy Director of Finance

From: William Knickerbocker, Deputy Fire Chief and Director of Code Enforcement

Date: December 22, 2011

RE: ENCUMBRANCES OF FUNDS

Please accept this formal request to encumber the following accounts:

The 403-01 line's intent was for the purchase of computer equipment, specifically a laptop and tablet hand held devices for field work. We initially held off spending the money in this line as it was used to help fund our vacant building program. Once the reimbursements were made back into the account we worked researching an electronic device that would meet our needs. We tested the I-pad and had great difficulty pairing the I-pad software with our current software. We sent the product back. We are now looking at an Android Tablet and have scheduled a meeting with the representatives on January 6. If the Android Tablet is not compatible with our software, we will be purchasing two laptops, as we originally planned. We would like to encumber this money totaling $1218.86 to cover the products.

OK

The 414 line is the line used to cover the snow, garbage and grass removal that our office has been charged with enforcing as per the Code of Ordinances. We would like to encumber the current amount left in the account totaling $1452.02 so that any billings that the contractor submits for work performed in the 2011 year can be paid with the monies from the 2011 account.

NO

last pd. 12/15
as of 2/10
nothing
for 2012
No
encumbrance

I would like to thank you in advance for your consideration of this request. Please feel free to contact me with any questions.

City of Cortland
Finance Dept.

Memo

To: Mayor Tobin, Common Council, Mack Cook

From: Lori Crompton

CC:

Date: 2/29/2012

Re: 2011 End of Year Budget Transfers

Attached is a list of transfers necessary to bring several budget lines into the positive. Most are minor, with the exception of Hospital/Medical Insurance. The reason for this transfer is because we have taken into account the anticipated liability resulting from the Contingent Premium Plan the City opted for in 2011. Under this plan, the premium was billed at 90%, but if actual claims exceed the premium paid, the City is responsible for the difference, capped at 105%. It was the recommendation of our Broker to budget the premium at 100% in the 2011 Budget to limit our exposure, but it was budgeted at 90%, increasing our exposure. Although we will not know with certainty the amount of the liability for a few months, with the information we have it appears that actual claims will exceed the premium. We are assuming the maximum liability, and when the actual amount is known it can be adjusted during the audit. Please refer to the attached documents.

2011 TRANSFER REQUESTS, GENERAL FUND			
ACCOUNT #		***TRANSFER TO***	***TRANSFER FROM***
INTER- DEPT. TRANSFER REQUESTS:			
A1620-10000	Building & Grounds - Personal		1,875.00
A1680-10000	I/T - Personal Services	1,875.00	
A3410-10100	Fire - Personal Services		2,732.28
A3621-10400	Code Enforcement - Personal Services	2,732.28	
A1910-40000	Unallocated Insurance		2,108.54
A9010-80000	Employees Retirement System		72,634.13
A9015-80000	Police/Fire Retirement		158,095.00
A9030-80000	Social Security		49,937.92
A9040-80000	Workers Comp.		217.33
A9050-80000	Unemployment Insurance	2,119.64	
A9060-80000	Hospital/Medical Insurance	345,081.61	
A9554-00000	Transfer to Capital		64,208.33
		351,808.53	351,808.53

BLUE CROSS BLUE SHIELD			**2011**			
		$ -	**$ 4,851.09**	**A1010 Total**		
		$ 2,620.60	**$ 4,851.09**	**A1325 Total**		
		$ 1,310.30	**$ 1,617.03**	**A1410 Total**		
		$ -	**$ 3,234.06**	**A1620 Total**		
		$ -	**$ 1,617.03**	**A1680 Total**		
		$ -	**$ 4,851.09**	**A3010 Total**		
		$15,068.45	**$ 69,532.29**	**A3120 Total**		
		$14,413.30	**$ 85,702.59**	**A3410 Total**		
		$ 655.15	**$ -**	**A3410 Total**		
		$ 655.15	**$ 3,234.06**	**A3621 Total**		
		$ 5,241.20	**$ 38,808.72**	**A5010 Total**		
		$ 655.15	**$ 8,085.15**	**A7010 Total**		
		$ -	**$ 6,468.12**	**A7110 Total**		
		$ 655.15	**$ -**	**A7140 Total**		
		$ -	**$ 1,617.03**	**A7180 Total**		
		$ 655.15	**$ 1,617.03**	**A7310 Total**		
		$ 655.15	**$ 3,234.06**	**F8310 Total**		
		$ -	**$ 1,617.03**	**F8320 Total**		
		$ 1,965.45	**$ 11,319.21**	**F8340 Total**		
		$ 1,310.30	**$ 3,234.06**	**G8110 Total**		
		$ 1,310.30	**$ 9,702.18**	**G8130 Total**		
		$47,170.80	**$265,192.92**	**Grand Total**		
			$312,363.72			
		GF	$278,015.98	89%	567,000.00	504,651.00
		W	$ 18,790.90	6%	567,000.00	34,109.00
		WW	$ 15,556.84	5%	567,000.00	28,239.00
			312,363.72			566,999.00

Estimated Liability for Contingent Premium:

2011 Expense:

A9060-80000	Hospital/Med. Ins.	$ 3,400,000.00	Billed at 90% premium
		$ 3,777,778.00	100% Premium
		$ 3,966,667.00	105% Cap
		$ 566,667.00	Anticipated Liability
		$ 567,000.00	Liability Recorded at 12/31/11 (Allocated to 3 funds - see attached)

City of Cortland
Finance Dept.

Memo

To: Mayor Tobin, Common Council, Mack Cook

From: Lori Crompton

CC: Chief Glover

Date: 2/28/2012

Re: 2011 Year End Budget Modification

The Fire Dept. received $8,300.00 in FEMA Grant Funds for their new Bunker Program in early January. They are requesting to recognize and appropriate it in the 2011 Budget to offset related expenditures as follows:

A510 Estimated Revenues	$8,300.00	
A960 Appropriations		$8,300.00
A3410-40500 Op. Supplies/Bldg. Maint.	$8,300.00	
A4389 Federal Grant – Fire		$8,300.00

City of Cortland
Finance Dept.

Memo

To: Mayor Tobin, Mack Cook, Common Council

From: Lori Crompton

CC:

Date: 2/28/2012

Re: Request to Reserve Fund Balance

Youth Bureau

The Youth Bureau received several generous donations in 2011, some of which were not fully expended by year-end. John McNerney is requesting to reserve Fund Balance in the amount of $5,400.00 to allow him to utilize the funds for their intended purpose in 2012. Please refer to the attached memo.

DPW

In March of 2011, $35,000 was appropriated from Fund Balance to the DPW's Snow & Ice budget after the harsh winter of 2010-11 depleted most of the budgeted appropriations. Fortunately, Mother Nature has been kinder to us in 2011-12, and there is now a surplus in Snow & Ice. In order to prepare the City for future winter weather fluctuations, Mack has suggested setting up a reserve. At the end of the year, $53,764.27 remains unspent in A5142 Snow & Ice and we are requesting to reserve that amount.

CORTLAND
YOUTH BUREAU

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

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

FROM: John McNerney, Youth Bureau

DATE: December 21st, 2011

RE: Year End Encumbrances

The Youth Bureau would like to request the transfer of the following funds from the 2011 budget accounts to the 2012 budget accounts. We have three encumbrance request for 2012.

Account	Amount	Intention
A7310.405	$1,500.00	Various donations to the Youth Center (See the attached for source/intention)
Encumbrance 7110 ~~A7180~~.100	$2,500.00	PMA - request (2011 Retro)
A7110.206	3900.00 ~~$4,900.00~~	Donations from Cortland Leadership "11 Cabanas in twenty 11" leftover funds earmarked for Rotary Shelter repairs.

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

CORTLAND
YOUTH BUREAU

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

We are requesting an overall encumbrance of $1,500 from the 7310.405 line to our 2012 budget. Below are the itemized amounts, the source of the donation and our intention with the funds during the 2012 year.

Amount and month of donation	Source of donation	Intentions
$500 (January 2011)	Todd and Michelle Funk	Donor requests that fund go to an educational field trip to Washington D.C. or similar area. A tentative trip is planned for April 2012.
$150 (January 2011)	Mental Health Association	This donation was made towards our youth programming. If encumbered these funds will go towards our 2012 field trips.
$350 (January 2011)	Kings Daughters	The donor made this donation after we requested assistance with our educational dinner program. Due to the rising cost of groceries we are requesting that these funds be encumbered to assist with our dinner program in 2012.
$500 (September 2011)	Todd and Michelle Funk	Donor requests that fund go to an educational field trip to Washington D.C. or similar area. A tentative trip is planned for April 2012.

Respectfully submitted,

Erica Danega
Youth Service Supervisor

CITY OF CORTLAND
BUDGET STATUS

BUDGET	APPROPRIATION	TRANSFER	NET APPRO	EXPENSES	REIMBURSE	NET EXPENSE	UNENCUMBERED
DPW SNOW & ICE CONTROL							
A-5142-100-00	208,558.00	332.68-	208,225.32	180,187.82	4,072.89	176,114.93	32,110.39
A-5142-401-00	20,000.00	11,807.00	31,807.00	31,867.37		31,867.37	60.37-
A-5142-402-00	25,000.00	10,000.00	35,000.00	32,498.97	6,131.93	26,367.04	8,632.96
A-5142-405-00	90,000.00	45,000.00	135,000.00	125,856.26	3,829.92	122,026.34	12,973.66
A-5142-408-00	3,600.00	1,433.00-	2,167.00	2,147.01		2,147.01	19.99
A-5142-415-00	1,000.00	390.00-	610.00	522.36		522.36	87.64
	348,158.00	64,651.32	412,809.32	373,079.79	14,034.74	359,045.05	53,764.27
	348,158.00	64,651.32	412,809.32	373,079.79	14,034.74	359,045.05	53,764.27

CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

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

MEMORANDUM

TO: Mayor Tobin and Members of the City's Common Council

FROM: Thoma Development

RE: Request for mortgage discharge on Community Development project

DATE: February 23, 2012

Attached please find a letter from Ike and Rebecca Barrows requesting City approval of an "early discharge" on a mortgage the City received on their home in consideration of Community Development homeownership assistance.

In 2000, the City secured Community Development funding to assist income eligible, first-time homebuyers purchase and rehabilitate two or three unit properties. The program required subsequent occupancy by the owner and rental of the additional units to other low-to-moderate income persons (Multi-Family Affordable Homeownership Program or MFAHP). The City awarded funds to Ike Barrows and his former wife, Natasha, under the fiscal year 2000 MFAHP. As a condition of the Program, the City takes a second mortgage on the property subordinate to the first lender. The mortgage stipulates that there is no repayment of the Community Development funds unless or until the program participant sells the property or it is no longer the participant's primary residence. A Mortgage rider stipulates the amount due to the City in the event repayment is triggered. At the end of 10 years, or 120 months, there is no balance due and the mortgage is discharged.

The way the reduction is calculated allows for half year's credit. Therefore, although the mortgage is technically not "dischargeable" until the 120 months is up, the balance due the City after 114 months is zero. This reduction scenario is based on another State program administered by the NYS Affordable Housing Corporation and has been used since the early 1980s in all the City's homeownership programs.

Ike Barrows and his current wife, Rebecca, contacted our office last year to request subordination of the City's mortgage. They wanted to refinance their home (1) to secure a new mortgage with a lower interest rate, and (2) to take equity from the home for needed improvements and to pay down debt. The City has a "subordination policy" that allows subordination to lower interest rate and/or to facilitate necessary home improvements. Generally, however, the policy precludes subordination to pay consumer debt. The Barrows executed the mortgage in September 12, 2002. Technically the mortgage expires September 12, 2012, but as of March 12, 2012, there is nothing owned the City (114 months). Linda Armstrong advised the Barrows that if they could wait until March 2012, we would recommend to the City an early discharge. This is based on precedent in the same program when the City granted an early discharge to a participant in May of 2011 to allow the sale of a home purchased under the MFAHP.

Since there will be no funds due the City as of March 12, 2012 and since a portion of the funds will be used to improve the property, the City gains nothing by leaving the mortgage intact. It will, however, gain an improved property by granting the early discharge. Accordingly, we would recommend approval of the request.

Linda will be at the March 6, 2012 Council meeting to answer any questions you may have. If you have any questions prior to that time, Linda can be reached at 753-1433 or via email at Linda@thomadevelopment.com

Attachment

February 7, 2012

Ike R. Barrows, Jr.
39 East Court Street
Cortland, NY 13045

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

Dear Mayor & Common Council members,

I am writing to request that the City of Cortland approve an early mortgage discharge as it relates to my loan with the City on property located at 39 East Court Street. My wife, Rebecca Barrows, and I are working towards refinancing our home in order to primarily reduce our interest rate, undertake several needed repairs to the home and consolidate some old debt.

The home was originally purchased with my ex-wife under the City's Homeownership Program. The City has a second mortgage on the home. When we divorced, my ex-wife gave me a quit claim deed for the home, but her name still appears on the bank's and City's mortgages. The refinance will remove her name from the mortgage, completing a process begun a while ago. In addition to this change, I have been offered a 3.669% interest rate on a new mortgage through CFCU Community Credit Union. My current mortgage rate through First Niagara is 6.875%.

In addition to funds to pay off the existing first mortgage, I am also requesting funds for home repairs and updates. The list of payoffs/repairs is as follows: (the driveway and roofs have estimates from contractors)

- First Niagara (first mortgage)-$29,433
- Driveway repair-$2,100
- House & Barn roof repair-$6,500

Some of the funding requested in the refinance will be used to pay off and consolidate credit card debt held by my wife as required by the bank for the approval of this refinance. She will be named as borrower on the new mortgage.

Last, I am listing additional work that needs to and may be done with any funds remaining after the refinance, repairs to the drive and roofs, and repayment on debt. These repairs will help stabilize the house for the future and include:

- Foundation work
- Floor & Ceiling repair
- Replace front gate crossbeam
- Repair/replace barn doors
- New barn/house windows
- Repair/replace outside light that is non-functioning
- Replace railing on back steps
- Replace bedroom light that is non-functional

I contacted Linda Armstrong, Program Manager for Thoma Development Consultants, in December of last year requesting subordination. This was a process that had been going on for several months and finally in December it was suggested by Thoma that we wait until March and request an early discharge since the amount due to the City at that time would be $0. Linda advised that she would provide a memo to the City explaining this issue, so I will let her memo provide that needed detail.

Based on the fact that my balance with the City will be $0 as of March 2012, along with the information provided above relating to refinance, I am requesting that the City consider an early discharge on my behalf. I thank you in advance for taking my request into consideration. Please contact me at (607) 745-1638 or my wife, Rebecca Barrows, at (607) 745-1011 with any questions. I look forward to hearing your response.

Sincerely,

Ike R. Barrows Jr.

Rebecca L. Barrows

Cc: Linda Armstrong, Thoma Development Consultants

City of Cortland
Fire Department

Charles S. Glover
Fire Chief

21 Court Street
Cortland, New York 13045

Phone: 607.756.5613
Fax: 607.758.8585
Email: cglover@cortland.org

TO: Brian Tobin, Mayor
Mack Cook, Dir. Admin. & Finance

FROM: Chief Glover

DATE: February 28, 2012

RE: County Mutual Aid Agreement

Each year the various fire departments and fire districts throughout Cortland County need to sign the Cortland County Mutual Aid Agreement. This is an essential document for the operations of all fire departments and districts of the County with the continual loss of manpower the fire service has seen over the past couple of decades. The Mutual Aid we provide as well as the mutual aid we receive from the neighboring fire districts is essential in providing a safe fire ground for operating at the scene of the various emergencies we respond to. The mutual aid we receive n part reduces the amount of career personnel we are required to recall to man reserve apparatus in the event of a second emergency arising while operating at another.

I have attached the latest version of the Cortland County Mutual Aid Plan for your perusal.

Therefore, I am requesting the resolution contained herein be added to the next available Common Council meeting agenda.

" Alderman_____ of the Common Council of the City of Cortland, New York offered the following resolution and moved its adoption for the Cortland Fire Department to participate in the Cortland County Mutual Aid Plan as now in force and amended from time to time and certifies to the Cortland County Legislature through the Cortland County Fire Coordinator that no restriction exists against "outside service" by such fire department or fire company within the meaning of Section 200 of the General Municipal Law which would affect the power of such fire department or fire company to participate in such Plan.

Also attached is the certification page to be signed by Mayor Tobin upon adoption of the resolution.

Please feel free to call me if you have any questions in this regard.

CONFIRMATION BY THE AUTHORITY HAVING JURISDICTION AFFIRMING ANNUAL PARTICIPATION IN THE CORTLAND COUNTY FIRE MUTUAL AID PLAN:

The _____ Fire Department for the calendar year of _____ agrees to participate in the Cortland County Mutual Aid Plan as now in force and certifies to the Cortland County Legislature through the Cortland County Fire Coordinator that no restriction exists against "outside service" by such fire department or fire company within the meaning of Section 200 of the General Municipal Law which would affect the power of such fire department or fire company to participate in such plan.

Authority having Jurisdiction Representative Signature

Signed: _____

By: _____

Title: _____

Date: _____

Chief of Department

Signed: _____

By: _____

Title: _____

Date: _____

Note: Definitions of Authorities having Jurisdiction

Villages: The Board of Fire Commissioners, if any should adopt the resolution; if there is not a Board of Fire Commissioners, and then the resolution should be adopted by the full Village Board.

Towns: The Town Board should adopt the resolution when the fire department has their headquarters outside villages and or Fire Districts are located in Fire Protection or Fire Alarm Districts.

Fire Districts: The Board of Fire Commissioners should adopt the resolution.