COMMON COUNCIL MEETING
April 3, 2012

7:00 P.M. Call Meeting to Order
Salute to the Flag of the United States
Public Comments
Minutes of March 20, 2012
Bills
Ward Reports
Mayor's Report
PINK SHEET Sign off

AGENDA:

1. Consideration of a Resolution to approve an exotic pet permit to Donald Greene for a Macaw in place of a Quaker Parrot at 73 Central Avenue. (Alderman Michales)

2. Consideration of a Resolution to approve a sound device permit for the March for Jesus on May 19, 2012. (Main Street and Court House Park). (Breck Aspinwauld)

3. Consideration of a Resolution authorizing the Cortland Professional Fire Fighters Association (CPFFA) to hold the "Fill the Boot" campaign for the Muscular Dystrophy Association on Saturday, May 12, 2012, at the corner of Tompkins Street and Broadway. (Derek Reynolds)

4. Consideration of a Resolution approving the request from St. Anthony's to close a portion of Pomeroy Street from Central Avenue on the South end to Elm Street on the North end to through traffic for the annual St. Anthony's Festival celebration on Sunday, June 17, 2012 from 6:00 A.M. to 9:00 P. M. and to approve the sound permit. (Carl Fadale)

5. Consideration of a Resolution authorizing the Mayor to enter into a contract with Terri Trevits to operate the Yaman Park Concession Stand from May 26, 2012 to September 4, 2012 subject to review of Corporation Counsel. (John McNerney)

6. Resolution authorizing the waiving of the permit fee and allowing local registered not-for-profit entities to vend at the City's Dairy Parade if all application criteria are met and permits are obtained from the City Clerk's Office. (Mayor Tobin)

7. Consideration of a Resolution by which the City of Cortland adopts an addition to its New York State and Local Employees' Retirement System standard work day listing: (Mack Cook)

Mayor – Six (6) hours

8. Consideration of a Resolution to approve the attached item of the Mayor's appointments to fill vacancies on the City Boards and Commissions for the term indicated. (Mayor Tobin)

9. Consideration of a Resolution to approve the Agreement between the City of Cortland and the Volunteer Companies of the Cortland Fire Department (Board of Engineers) and authorizes the Mayor to sign the contract upon review by Corporation Counsel. (Chief Glover)

10. Discussion regarding the scheduling of a monthly Council work session on the second Council meeting date of each month. (Mayor Tobin)

City Council Minutes
The City of Cortland
March 20, 2012

Council Meeting #6
March 20, 2012
Regular Session
City Hall
7:00 PM

Present: Acting Mayor Dye, Aldermen Bird, Silliman, Bennett, Quail, Ferrer, Ferguson and Michales

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

Acting Mayor Dye called the sixth Common Council meeting of the year to order at 7:00 P.M. He explained that Mayor Tobin was at a national swim meet in Indiana.

PLEDGE OF ALLEGIANCE

Public Comment

Ron Dolly spoke in support of the increase in the taxi fare rate. He explained that the last raise was in 2004 and that there had only been a seventy-five ($.75) cent raise in fares in the past twenty-six years. He outlined the various cost increases that his business has incurred over the years as well as the increased cost of gas.

David Losier spoke in support of the increase in taxi rates. He stated that he made thirteen thousand ($13,000) dollars last year and has no health insurance or retirement. He would like to make a decent living working less than sixty to seventy hours a week. He spoke about the proposed senior discount being too large. He felt some of the increases were too high and he reviewed them with the Council.

Tom Gobel spoke about the dump truck traffic in Wards 7 and 8. He was concerned that they were dumping water from the dump inside of the City and asked if it was legal. Alderman Michales noted that it had been going on for a number of years.

Elsie Ferro would like to see Denti Way fixed. She explained that water lines on the street leaked and as a good taxpayer and voter, she asked for relief.

Mike Dexter referred to the Cortland Standard editorial about placing Health Department kiosks around the City to take care of needles and syringes. He felt that the Council should ask the Health Department about the placement of the kiosks and why they are

going in those locations. He felt that there was a problem in the City with drugs and more information should be obtained about these kiosks before they go in.

RESOLUTION #50 OF 2012 - Minutes – March 6, 2012 as amended.

Alderman Michales noted some changes.

By:	Alderman Ferrer
Seconded:	Alderman Bird
Approved:	Ayes – 7 Nays - 0

Bills were reviewed and filed.

Ward Reports

Ward 5 – Alderman Quail

Alderman Quail noted a continuing trash issue on South Main Street. He reported that the Efficient Government meeting was held and Aldermen Bennett and Ferrer met. He stated that minutes would be done and distributed to the Council for discussion.

Ward 6 - Alderman Ferrer

Alderman Ferrer noted that the Ward has been quiet. He announced that a combination Ward 1 and Ward 6 meeting will be held on Sunday, March 25 at 4:00 PM at the Armory.

Ward 7 – Alderman Ferguson

Alderman Ferguson asked to give the final report.

Ward 2 – Alderman Silliman

Alderman Silliman stated that she and Alderman Michales were in the process of reconvening the Housing Committee. She publicly thanked Chief Catalano and the Police Department for all of their hard work this last St. Patrick's Day weekend. She noted that the Hill was crazy and many calls were responded to in that area.

Ward 1 – Alderman Bird

Alderman Bird spoke about the joint Ward meeting scheduled for Sunday, March 25.

Ward 8 – Alderman Michales

Alderman Michales noted that he has been contacted by some constituents regarding an early clean up of the City parks, especially Court House Park, since we are enjoying such

nice weather. He would like to see a clean up and reseeding of the lawn at Court House Park before this year's event season begins.

Alderman Quail would like to get a community clean up organized with the Chamber of Commerce.

Ward 4 – Alderman Bennett

Alderman Bennett reported on the Ward 4 meeting. He noted that it centered mostly about the comment period time for the SUNY construction issue. He thanked the residents who responded and he thanked Mack Cook for attending the meeting, noting that he was helpful and very thorough. He noted that the setting up of a phone tree for the Neighborhood Watch was also discussed and he would like to join that with the Ward 5 phone tree. He thanked the City Police for the job they did over St. Patrick's Day weekend.

Ward 7 – Alderman Ferguson

Alderman Ferguson stated that she thanked Ward 7 resident Mary Lou Bordwell for her generosity and time donated to the City and she and John McNerney presented her with an appreciation plaque. John McNerney noted that volunteers are not paid and they are priceless and he thanked Mary Lou for her volunteerism at Dexter Park. She transformed the park building by caulking and painting the exterior of the park building and did this at her own expense. He explained that she also had landscaped around the building and as winter set in she worked extensively on the interior of the building. Mary Lou Bordwell spoke about being a pro-active volunteer and encouraged others to volunteer. She noted that she is currently working with Mike Dexter and she is cleaning every veteran's grave at the Cortland Rural Cemetery. She again called for others to volunteer and she thanked everyone for the plaque.

Mike Dexter added that he was very appreciative of the work that Mary Lou has done and he thanked her.

Mayor's Report

Acting Mayor Dye read Mayor Tobin's report. He noted that the Mayor will give the State of the City address at the TC3 Extension at 7:00 PM next Tuesday, March 27th.

Employee Service Recognitions

Chief Catalano recognized Pam Barden for her thirty (30) years of service in the Police Department - Records Division and thanked her for her service.

Proclamations

Acting Mayor Dye read a proclamation declaring April as Fair Housing Month in the City of Cortland.

PINK SHEET Sign Off

AGENDA:

RESOLUTION #51 OF 2012 – Resolution to amend the City Code of Ordinance governing Taxi Cab Fees and Rates, §258-5 & § (Deputy Chief Sandy)

Deputy Chief Sandy noted that the current statute is a mess and he has been meeting with Corporation Counsel to try to address some of the issues. He explained what some of the issues were and noted that March is traditionally when cab license renewals are done. He stated that these were modest increases in fees and were necessary to cover City costs and also to give the cab company owners a raise in their allowable fares. He hopes to continue to fix the problems with this ordinance over the next year. He noted that the senior citizen rate is the area that has received the most opposition.

Alderman Michales noted that back in 2004 the seniors had the most objections to the fee increase. Deputy Chief Sandy explained that these fees are only for within the City limits and the City has no control of fees charged for travel outside of the City.

Alderman Bennett asked Deputy Chief Sandy about the permit or medallion program used by other cities. He asked Deputy Chief Sandy how many registered cab companies were within the City. Deputy Chief Sandy stated that there were nine (9) companies, there are thirty (30) taxi drivers and there are sixteen (16) registered taxis, which may change by the end of the month. Alderman Ferguson asked if the taxi companies shared drivers. Deputy Chief Sandy stated that typically they did not share and drivers shouldn't be driving for more than one (1) company and should notify the Police Department if they switch companies. She noted that this is a tough issue.

Alderman Bennett had a problem with the City setting the rate and he felt as a businessman, that this did away with open competition. Deputy Chief Sandy noted that these were maximum rates, but a company could charge less if they chose to. He also noted that the Council could abolish the entire fee schedule if they chose.

Alderman Michales asked if the amount of cabs in the City was excessive. Deputy Chief Sandy noted that there was business out there, but not all companies operated seven (7) days a week, twenty-four (24) hours a day. He noted that if their income was increased they would be able to maintain better vehicles and recruit more drivers.

Alderman Ferguson asked if there was a higher rate charged for a wheel chair passenger or by the number of bags of groceries. Company owners present stated that their companies did not charge more. Deputy Chief Sandy noted that it was not regulated. Discussion ensued regarding waiting time and moving time charges.

Alderman Bennett stated that a minimum rate could be set allowing the cab owners to adjust their rates if their costs increased and opening the market up for competition. Deputy Chief Sandy noted that in the past there have been a few who charged a fuel surcharge and that was not allowed. He noted that a fuel surcharge could be built in if the Council chose to do that. Alderman Bennett explained some of the costs that cab

companies incurred based on their clientele. He believed in an open marketplace and that the City shouldn't control the fees cab companies could charge. Chief Catalano felt that the reason cab fees were regulated was by instituting them, the City could regulate and inspect the vehicles to be sure that they were safe for their commodity which was people. Deputy Chief Sandy felt that an increase was better than not doing anything and in the next year, the companies should get together and come up with a proposal to the Council to negotiate their fees on an annual basis.

Alderman Silliman asked if the cab companies had any input in this amendment proposal. Deputy Chief Sandy stated that all were contacted by mail and he received only one (1) response and that was in support of this proposal. He did here a negative from three (3) companies recently and that was about the decrease in the senior rate. Alderman Silliman thought the licensing rate increase would eat up any raise that they receive. Deputy Chief Sandy felt that the increase in rates would help the company, but noted that the cab license increase would go on to the driver. He also explained the inspection process done by the City Police. Alderman Silliman asked for comments from cab company owners in the audience.

Dave Losier explained how competitive the business was and difficulties incurred in organizing the cab companies. Alderman Bennett noted that perhaps a rate structure was not necessary if the business was so competitive. Alderman Ferguson expressed concerns for constituents that need and use the cab service and their ability to pay. She did support the cab companies' efforts.

Alderman Michales noted that the newest taxi on the list was a 2004 model and he felt companies were operating under a hardship. He asked company owners to speak up now and voice their concerns and opinions. Dolly Losier noted that seniors found the taxi service cheaper than having to buy a car. Alderman Bird asked if the taxi company charged Medicaid and Medicare for services or if it was just a cash business. Mr. Losier stated that they used to do all of the transport for Medicaid until the bus service began and now he pretty much has done away with it.

Alderman Ferguson asked if women with young children had to provide their own car seats. Mr. Losier noted that there were seat belts, but car seats were not provided.

By: Alderman Quail
Seconded: Alderman Bennett

Approved: Ayes – 6
Nays – 1 (Bennett)

RESOLUTION #52 OF 2012 – Resolution authorizing an interest free loan of $13,000 to the Cable Commission to fund a portion of the total cost to buy updated camera and audio equipment used to record programs to be aired on public access television Channel 2 (i.e., Common Council meetings, etc.) subject to finalization of the Cable contract. (Mack Cook)

Alderman Quail questioned the prices for some of the items on the list. Alderman Ferrer noted that the technology was expensive. Council members agreed that constituents did

watch the public access showing of the Council meetings. Alderman Ferrer asked if the other townships were agreeable with the cost split. Director of Administration and Finance Cook explained that this was our agreement.

By: Alderman Silliman
Seconded: Alderman Bennett

Approved: Ayes – 7
Nays – 0

RESOLUTION #53 OF 2012 – Resolution to enter into an easement agreement with New York State Electric and Gas (NYSEG) at Suggett Park to allow the installation of a new natural gas main and authorizing the Mayor to sign the agreement subject to review by Corporation Counsel. (Chris Bistocchi)

Chris Bistocchi explained the easement changes from the last agreement. He noted that no trees would be disturbed and there would be little impact on the park. Alderman Dye asked about the path of the easement. Mr. Bistocchi explained that it was coming from Madison Street across the parking lot and would cut between some of the swing set area and the soccer fields and then dog legs left and goes underneath the creek and there will also be a spur that will go to the chlorination building.

Alderman Silliman expressed concerns regarding repaving after the work is done. She asked for a guarantee that it would be paved properly. Chris Bistocchi stated that he doesn't have a guarantee, but he has a meeting with NYSEG tomorrow morning regarding tonight's decision and he will negotiate the repaving requirements at that time. Alderman Quail expressed concerns about the repaving on his street done by NYSEG. Chris Bistocchi hopes that will be addressed soon. Alderman Silliman also expressed concerns regarding the grass along her street. Mr. McNerney noted by allowing NYSEG to begin work ASAP, there would be little disruption to park activities and minimum interruption to Parker School activities.

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 7
Nays – 0

RESOLUTION #54 OF 2012 - Resolution to approve the Project, the City of Cortland's entry into this agreement, has appropriated necessary funds in the amount of $6,250 in connection with any applicable Municipal/Sponsor Deposit identified in applicable Schedules A and authorizes the Mayor to sign and submit the Federal-Aid Local Project Agreement (Comptroller's Contract #D033780/Project ID 375533) subject to review by Corporation Counsel. (Chris Bistocchi)

Alderman Dye asked for an explanation. Chris Bistocchi explained to the new Council members that back on January 13, 2011, the Council agreed to enter into an agreement to participate in this Federal Highway Administration Program bridge program. He explained

how the program worked and the various phases of the Program. He noted that Phase I is to commit to the design costs which is $6,250 to the City and Phase II will come in 2013 when we will commit to twenty percent (20%) or one hundred twenty-five thousand dollars ($125,000) for our portion of the cost of the four (4) bridges. Alderman Dye asked which bridges they were. Chris Bistocchi stated they were Rickert Street, Madison at Holland Avenue, Groton Avenue at Byrne Dairy/Otter Creek and Homer Avenue/Brown Avenue bridge. Alderman Quail noted that if the Council didn't do this, the City could potentially pay six hundred thousand dollars ($600,000) for this.

Alderman Silliman asked if the bridge designs would help with the flooding situation. Chris Bistocchi noted that the bridge openings would remain the same and that the repairs would all be structural not changes in design. He noted that the flooding was caused by culverts.

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 7
Nays – 0

RESOLUTION #55 OF 2012 - Resolution to approve the undertaking authorizing Dept. of Public Works Superintendent Christopher Bistocchi to act as the City's authorized agent to receive permits from the New York State Department of Transportation and otherwise conduct activities and operations upon highways and/or within right-of-way controlled by the State of New York for such purposes as the obstruction, installation, construction, maintenance and/or operation of facilities, subject to review by Corporation Counsel. (Chris Bistocchi)

Chris Bistocchi noted that this was a housekeeping resolution to update the resolution made in 1995 as required by the State of New York.

By: Alderman Quail
Seconded: Alderman Michales

Approved: Ayes – 7
Nays – 0

RESOLUTION #56 OF 2012 – Resolution to approve the request by the Cultural Council of Cortland County to use the South Side of Court House Park for the Cortland Arts & Wine Festival to be held on Saturday, August 4, 2012 from 10:00 AM to 6:00 PM. Wine tasting will be confined to a contained area with the appropriate permits. (Sheila Cohen)

Alderman Quail asked Chief Catalano if there were any concerns. Chief Catalano stated that there were none.

By: Alderman Silliman
Seconded: Alderman Bird

Approved: Ayes – 7

Nays – 0

RESOLUTION # 57 OF 2012 - Resolution to approve the request from the Central New York Mustang & Ford Club to close Main Street from Groton Avenue to Tompkins Street (with Court Street remaining open to traffic) on Sunday, May 20 2012 from 2:00 PM to 6:00 PM to hold their "Cruise Night" event. (Bill O'Gorman)

Alderman Quail noted that he has attended some of these events and the club did a nice job and brought a lot of people downtown. Alderman Michales asked if anything else was scheduled for that weekend. Chief Catalano noted that the SUNY graduation was the weekend before this event.

By: Alderman Quail
Seconded: Alderman Silliman

Approved: Ayes – 7
Nays – 0

RESOLUTION #58 OF 2012 - Resolution authorizing the Mayor to enter into an agreement with the New York State Department of Environmental Conservation for funding under the Urban and Community Forestry Program and indicating the amount of $15,295 as the City's match subject to review by Corporation Counsel. (Thoma Development)

Alderman Dye asked Mike Dexter if this was part of the tree grant. Mike Dexter noted that this was the DEC grant that had been received last year.

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 7
Nays – 0

Diane Batzing, Landscape and Design Commissioner, noted that in past years there was a tree lottery and this year, because of this grant, they will be going door to door offering residents to sign up for a free tree to be planted between the sidewalk and the curb. She noted that several streets are being targeted as underserved areas. She noted that there will be sixty (60) trees available and the majority will go to the underserved areas. Applications may be submitted to Thoma Development or to the Landscape and Design Commission.

Alderman Silliman asked if the Commission asked who would be planting the trees. Diane Batzing stated that the trees are free and in the past, a contractor has been hired to plant the trees, but this year, the present administration has decided to let the DPW plant the trees. She noted that this will be a cost savings and an in-kind form of payment and the DPW is available due to the mild winter. She noted that one contractor that was used in the past to plant trees was surprised not to have received a bid package and she will let him know that the City will be doing the work.

Alderman Quail noted that if the brochure was scanned, he could easily get it out to many of his constituents. Alderman Ferguson wanted to be sure that people who weren't in the targeted areas could still apply for a tree. Diane Batzing felt that perhaps twenty-five (25) trees would be for all residents and the rest will be given to underserved areas or priority will be given to residents who have had a tree taken down. Public Safety will be providing a list to the Landscape and Design Commission of those properties where a tree has been removed.

RESOLUTION #59 OF 2012 - Resolution to authorize the Mayor to sign and submit a Brownfield Opportunity Area grant application to the NYS Department of State for the "southeast Cortland Redevelopment Strategy" subject to review by Corporation Counsel. (Rich Cunningham)

Rich Cunningham of Thoma Development gave a Power Point presentation about the grant application. He noted that this is a project to put vacant, under-utilized property or contaminated sites back into active use, such as for residential, commercial, residential, etc. He stated that the areas identified amounted to about five hundred forty (540) acres. He described the three step identification process, noting that because of the background work done by the City, it was going to be able to enter into the program at Step 2.

Rich Cunningham outlined what is eligible in Step 2 including doing site surveys, ownership determination and status, building condition, infrastructure determination, etc., but does not include onsite work. He further explained that once the best use of those sites is determined, the City can work with the property owner to see what can be done for redevelopment. He noted that there will be a public hearing scheduled for this Thursday at 6:00 PM at the Business Development Corporation and the public is invited as well as the Council. A full outline of the project will be given at that time. He explained that final details will be worked out once the grant is received.

Mr. Cunningham noted that this was not a quick process and decisions on award funding may be six to twelve months away. He explained that project cost could be in the range of $400,000 to $500,000 and the grant phase would pay for ninety (90) percent of that cost and can be paid for with in-kind services. Alderman Dye asked what the submission deadline was. Mr. Cunningham stated that it was due in next Wednesday and felt that they were putting together a pretty strong application. Alderman Silliman noted that alderpersons in the Wards affected should alert their residents about the upcoming Public Hearing.

By: Alderman Ferrer
Seconded: Alderman Quail

Approved: Ayes – 7
Nays – 0

RESOLUTION #60 FOR 2012 - Resolution to establish a Reapportionment Review Committee and to appoint the following to said committee: (Mayor Tobin)

Alderman Quail reported that he attended a meeting of the County Legislature and this was one of the topics of discussion. He noted that County Chair Parks did not have enough polled votes to reduce the number of districts, but would probably reconfigure districts instead. Alderman Dye noted that perhaps they listened to the people's input on this.

Alderman Ferguson
Alderman Michales
Alderman Bird

By: Alderman Quail
Seconded: Alderman Silliman

Approved: Ayes – 7
Nays – 0

RESOLUTION #61 OF 2012 - Resolution to recognize a donation of $24,000.00 from James J. Yaman for Yaman Park improvements and equipment needs and to appropriate the funds to the Youth Bureau Operating budget line. (John McNerney)

A7110.407 - Parks $24,000.00

Mr. McNerney reviewed the projects that the donation covered. He thanked Mr. Yaman for his most generous donation. Alderman Quail praised Mr. Yaman's many donations over the years and there was applause from the rest of the Council.

By: Alderman Ferrer
Seconded: Alderman Bennett

Approved: Ayes – 7
Nays – 0

RESOLUTION #62 OF 2012 - Resolution to approve the attached item of the Mayor's appointment to fill a vacancy on the City Boards and Commissions for the term indicated. (Mayor Tobin)

By: Alderman Ferrer
Seconded: Alderman Bennett

Approved: Ayes – 7
Nays – 0

RESOLUTION #63 OF 2012 - Resolution to authorize an encumbrance request from the Sewer Fund.

Director of Administration and Finance Cook outlined that the encumbrance was for a necessary upgrade in the computer system that runs the plant and will be paid out of last year's funds.

By: Alderman Quail
Seconded: Alderman Ferrer

Approved: Ayes – 7
Nays – 0

RESOLUTION #64 OF 2012 - Resolution to temporarily restructure loan repayments from a Community Development Borrower per recommendation of the City's Loan Committee. (Thoma Development)

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 7
Nays – 0

Item No. 15 - Discussion regarding the scheduling of a monthly Council work session on the second Council meeting date of each month. (Mayor Tobin)

The Council requested that this be discussed at the next meeting. Alderman Quail thought it was a good idea. Alderman Silliman would like to have the work session scheduled after the meeting, rather than before. Director of Administration and Finance Cook explained that the plan was to keep the second meetings of the month very short as far as the business side and give the Council an opportunity to discuss items and exchange ideas without the pressure of having to cast votes.

Executive Session:

Legal Advice of Counsel
Contractual Negotiations

Motion to go into:

By: Alderman Ferrer
Seconded: Alderman Quail

Approved: Ayes – 7
Nays – 0

Motion to come out of:

By: Alderman Ferrer
Seconded: Alderman Quail

Approved: Ayes – 7
Nays - 0

Adjournment

By: Alderman Ferrer
Seconded: Alderman Quail

Approved: Ayes – 7
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 20th DAY OF MARCH 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 APRIL 15 , 2012

CLAIMANT	*DESCRIPTION*	*CODE NUMBER*	*VENDOR #*	*AMOUNT*	*TOTAL*
BUILDING AND GROUNDS					
NORTHERN SAFETY	HARD HATS	A-1620-405-00	45120	$79.31	
GRAINGER	BLOWER	A-1620-405-01	25070	$130.68	
NORTHERN SAFETY	FIBRE METAL WELDING MASK	A-1620-405-02	45120	$25.19	
NORTHERN SAFETY	INSIDE PLATE - HELMET	A-1620-405-02	45120	$0.76	
AIR TEMP	FILLED CHILLER LOOP, STARTED	A-1620-415-00	1822	$378.50	**$614.44**
CENTRAL SERVICE/ COPY MACHINE					
COMDOC	COPIER LEASE - MAYOR	A-1670-415-00	11452	$90.00	**$90.00**
DATA PROCESSING					
CDW GOVERNMENT	TONER	A-1680-403-00	10631	$393.37	
CDW GOVERNMENT	PHOTOCONDUCTOR	A-1680-405-00	10631	$27.68	
HEWLETT PACKARD	5 COMPUTERS	A-1680-405-00	28561	$3,265.00	
CITRIX ONLINE	GOTOASSIST EXPRESS SERVICE	A-1680-415-00	10780	$69.00	**$3,755.05**
UNALLOCATED INSURANCE					
THE PARTNERS	INSTALLMENT # 2	A-1910-400-00	62633	$25,485.21	
THE PARTNERS	INSTALLMENT # 2	A-1910-400-00	62633	$1,504.00	**$26,989.21**
DPW					
CASELLA WASTE SYSTEMS	FRONT LOADING	A-8160-415-00	52201	$665.00	**$665.00**
				TOTAL	**$32,113.70**

APPLICATION MUST BE COMPLETED & PRESENTED TO CITY CLERK WITHIN 30 DAYS

CITY OF CORTLAND
OFFICE OF CITY CLERK

25 COURT STREET • CORTLAND, NY 13045
PHONE (607) 756-6521 • FAX (607) 756-4644

CHERYL A. MASSMANN
DEPUTY CITY CLERK

EXOTIC PET PERMIT APPLICATION

Date of Application: 3-15-20012

Owner's Name: Donald Greene

Owner's Address: 73 Cenael AV Cortland NY 13045

Phone Number: 607-345-3848

Type of Pet: Blue & Green Macaw (Yellow)

Property Owner (if not self) AL Barbieri
Property Owner (if not self) Address: 3904 West Road
Cortland, NY 13045

Property Owner (if not self) Phone: 597-9797

X Complete Exotic Pet Permit Application & Return it to City Clerk's Office
X Contact Animal Committee for premises inspection - Thomas Michales - 753-8920 & placement on Council agenda upon approval.
X Permission to harbor letter from landlord/property owner - on file
X Letters from building residents & neighbors indicating knowledge of exotic pet - on file
___ Clerk's Office will contact Common Councilor from your Ward
___ Issue a letter of approval from Common Council
___ All ferrets must have current rabies vaccination certificates on file
___ Present letter of approval from Common Council and $5 fee to Cortland City Clerk, 25 Court Street, Cortland, New York 13045.

Once a permit is granted, the annual permits are issued from January through December of a given year. Renewal notices will be sent out each December. Exotic pets must be under the control of their owners at all times and not allowed at public places without prior approval.

The Large Macaw FAQ
by
Jodi Giannini
<giannini@nova.umd.edu>

There is probably no other tropical bird so "tropical" as a macaw. Whether we see them on travelogues, tropical shirts or airline commericials (United airlines used a piano-playing Blue and Gold), we immediately think of lush, exotic, and far-away places. But why go far away? A macaw, aside from being colorful, can also be a loyal, loving, (if somewhat raucous) lifelong companion.

Most of the macaw species tend to be five things, big and loud, and loud and big, and demanding. Even the "mini-macaws" can be loud and demanding. They are smart birds, and need attention and toys to keep them busy. The macaws are also vigorous chewers. Keep this in mind if you have heirloom furniture or small children. (I'm kidding!) But I am serious about the furniture. Chewing is the macaw's hobby.

Aquiring a baby macaw is the best bet, although a number of breeders whom I talked to suggested getting a weaned baby, especially if you've never hand-fed before. But this depends on your gumption. I know of some people whose very first bird was a still-feeding macaw. Breeders are generally the safest course, because they have dealt with the birds from hatchdate on. They will also usually offer a health guarantee, advice, and help if you have problems.

The macaws most commonly available as pets (in order) are:

Ara ararauna Blue and Gold Macaw, Blue and Yellow Macaw 32-34 inches

Forehead and front top of crown is an emerald green, which blends into a bright blue for the rest of the head. The throat has a black "beard" and the rest of the underside of the bird is a bright, saffron yellow. The cheeks of the bird are bare (as are the cheeks of most macaws) with black stripes of tiny feathers. Primaries are a dark, almost royal blue, the tail coverts a light electric blue, and the bill is black, the feet dark grey. Babies have dark eyes, while adult eyes are an ice-blue.

This is the most available macaw. They are adaptable, and enjoy being in social situations. Blue and Golds are innately curious, seemingly more so than other macaws. They readily become adept at performing tricks, and seem to love doing so. Cost:$900-1400

City of Cortland
25 Court Street
Cortland, New York 13045
(607) 756-6521

SOUND DEVICE PERMIT

DATE REQUESTED: MAY 19, 2012 ISSUANCE DATE: _____

NAME: CORT CITY MARCH FOR JESUS EXPIRATION DATE: _____

ADDRESS: PO BOX 5015 CORTLAND, NY 13045 TELEPHONE: 607 591-2587

TYPE OF SOUND DEVICE: AMPLIFIED CHRISTIAN MUSIC

NON-PROFIT: X Hours of event 9AM to 4PM

(*Please check if you are a non-profit group therefore no licensing fee applies)

LICENSE FEE: Fixed Location-$250 Mounting upon Motor Vehicle-$500

Fixed Location: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place from any one fixed location and not in, or mounted upon a motor vehicle, the sum of **$250** for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances]

Mounting upon motor vehicle: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place to be used in, or mounted upon, a motor vehicle, the sum of $500 for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances]

RESTRICTIONS, IF ANY:

Buch Aspinwall 3/15/12

Signature of Applicant Date

APPLICATION MUST BE FILED AT LEAST TWO (2) WEEKS BEFORE FUNCTION TO ALLOW TIME FOR PROCESSING.

City of Cortland
25 Court Street
Cortland, New York 13045
(607) 756-6521

NON-PROFIT ORGANIZATIONS

NUMBER_____

VENDOR'S APPLICATION

NAME OF ORGANIZATION CPFFA Local # 2732 DATE 3/23/12

ADDRESS 21 Court Street Cortland NY 13045

PURPOSE OF FUND RAISING To go To the MDA

5/12/12 - Event Date

Length of time: From 8:00 am To 4:00 pm

NOTE: Non-Profit organizations must furnish identification with number of license on it.

APPLICATION MUST BE FILED AT LEAST TWO (2) WEEKS PRIOR TO SOLICITATION OR FUND RAISING EVENT.

Form of solicitation: House to House_____

Main Street Coner of Tompkins and Broadway

Derek Reynolds Vice President
Name of Applicant/Title

3/23/2012
Date

License Approved_____
(Date)

APPLICATION
For Street Closings
PLEASE PRINT ALL INFORMATION

Today's Date: March 27, 2012

Address of Street Closing: 50 Pomeroy St Cortland

Describe Event: St. Anthony's Celebration

Applicant Fadale Carl PH # 749-2125
Last First MI (Home) (Work)

Address: 46 N. Fulton St E-mail Address: _____
Street

Homer, NY 13077
City State Zip Code

Date of Street Closing: June 17, 2012 Alternate or Rain Date: —

Start Time: 6:00 AM or PM Finish Time: 9:00 ~~AM or~~ PM
* (No earlier than 9:00 AM) * (No later than 8:00 PM)

(*Unless altered by Common Council)

Estimated # of persons attending: 2,000

Will amplified music be provided?: Yes
(If yes, refer to requirement #8 for compliance)
City Ordinance Sct. 193-5 requires Common Council permission; SCT. 193-7 requires $250 fee - Waive Fee

Will alcohol be available? Yes
If so, which address(es) will have alcohol? 50 Pomeroy St. Parking Lot

---

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

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

3/27/12 - NO ISSUES WITH THE POLICE DEPT. FCM Cortlandt
CHIEF OF POLICE

CORTLAND
YOUTH BUREAU

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

TO: Mayor Brian Tobin
Members of the City Council
Mack Cook, Director or Administration and Finance
Sherrie Massmann, City Clerk

FROM: John McNerney, Youth Bureau Director

RE: Concession Stand Operator Agreement at Yaman Park

DATE: March 27th, 2012

This memorandum and included agreement is to provide the Common Council with background information on the Yaman Park Concession Stand. On Tuesday, March 27, 2012, I will ask the Common Council to adopt a resolution authorizing the mayor to enter into a contract agreement with Terri Trevits to operate the Yaman Park concession stand from May 26, 2012 – September 4th, 2012.

I have personally met with Terri Trevits and Dan Trevits and based upon their experience in the food service industry feel they will be a successful operator. In 2011, we did not have a concession stand operator because the lack of interested vendors. The concessionaire responsibilities include: obtain food service health permits, proof of liability insurance, provide own equipment and create an account for power utility.

As you review the information feel free to contact me with any questions relating to the Concession stand operation at 753-3021.

Terri Trevits

18 James St.

Dryden, NY 13053

607-351-0167

Re: Yaman Park Concessions

Concession stand bid for 2012 season use $150.00

Concession stand will be operated by Terri Trevits/ dba DTTooling at above address.

Electric utilities will be responsibility of leasee.

Appropriate liability insurance coverage will be maintained during operation of concession stand by leasee.

Leasee will have one soda vending machine installed in vicinity of concession stand. Only unbreakable containers will be vended.

Items to be sold from stand will include but not be limited to; snack food items, candy, soda and non-alcoholic beverages(all served in unbreakable containers), hot dogs, frozen drinks, ice cream, nacho chips.

Concession stand will comply with all Health Department and City code regulations in daily operations.

Concession stand will be operated in professional manner providing a service to the Yaman Park customers.

Sincerely,

Terri Trevits

AGREEMENT

THIS AGREEMENT, made and executed this _____ day of April, 2012, by and between the **CITY OF CORTLAND,** a municipal corporation duly incorporated under the laws of the State of New York, having its principal place of business at 25 Court Street, Cortland, New York, hereinafter termed "City," and **Terri Trevits**, hereinafter termed "Concessionaire."

WITNESSETH:

WHEREAS, the City is the owner of the premises commonly known as Yaman Park; and

WHEREAS, the City has constructed upon the aforesaid premises a concession stand; and

WHEREAS, Concessionaire is desirous of leasing said concession stand to operate a food concession on said leased premises and to be the sole party who can operate the food concession in all of Yaman Park, and this Agreement covering the right of Concessionaire to be the sole party having the power to contract with and cater to organizations having picnics in Yaman Park, except as such right is hereinafter excluded,

NOW, THEREFORE, in consideration of the promises, covenants and terms and conditions herein contained, the parties hereto mutually agree:

1. The demised premises is a portion of the public bathhouse as designated in the building plan for the public bathhouse as accepted by the City, and is the location of the only concession.

2. The duration of this Agreement shall be for the period of May 26, 2012 through September 4, 2012. Concessionaire shall have reasonable time prior to the official opening date and subsequent to the official closing date of Yaman Park to install and remove all of his own equipment, such time for installation and removal to be determined by the Youth Bureau, acting on behalf of the City.
3. Concessionaire shall pay, as rental to the City, the sum of One Hundred Fifty and 00/100 Dollars ($150.00), for the period of May 26, 2012 through September 4, 2012.
4. Concessionaire shall keep accurate records of all sales and receipts in accordance with generally recognized bookkeeping systems of such nature as to allow easy inspection of all business carried on by Concessionaire at Yaman Park; and the City shall have the right to inspect all records, books and inventories of Concessionaire within two (2) months after the closing of Yaman Park for the season, such inspection to be done by any duly authorized person of the City.
5. Concessionaire shall provide food service to the general public at large. Sales shall be limited to the following articles: ice cream, popcorn, unshelled peanuts, candy, fruit, frost drinks, sandwiches, hamburgers, frankfurters, hot sausage, coffee, tea, milk, soda, cookies, french fries, pizza and fish. Additional merchandise may be sold, if approved in writing by the Youth Bureau, acting on behalf of the City, which approval shall not be

unreasonably withheld.

All liquids are to be dispensed in paper cups. No bottles shall be permitted to leave the stand.

At no time shall Concessionaire sell or give away any alcoholic beverages or allow any alcoholic beverages to be consumed on the premises, except as may be permitted by the Youth Bureau, acting on behalf of the City.

The Concessionaire shall not sell any gum or gum products.

Concessionaire shall not use or permit the concession stand premises to be be used for any other purpose, or any unlawful, immoral or indecent activity.

Concessionaire shall confine its activity to the area rented by it under the terms of this Agreement, except as expressly or explicitly hereinafter allowed.

6. The Youth Bureau, acting on behalf of the City, reserves the right (exclusive of any right on the part of the Concessionaire) to grant responsible organizations such as, but not limited to, churches, schools and charitable organizations, the right to sell merchandise comparable to that stated herein at annual picnics or other activities which they may hold in Yaman Park; it being understood that the sale and consumption of said merchandise is to be used for the exclusive use of members or guests of the respective organization. Concessionaire shall have the exclusive right and power to contract with and cater to any group using the facilities of Yaman Park where said group is not employees, servants, agents or customers. Concessionaire shall keep and maintain the stand and the immediate surrounding area of the

walkway in a clean and sanitary condition and shall comply with all rules and regulations of the Cortland County Health Department and any other governmental body or agency regarding the purchase, preparation and dispensing of the articles and products mentioned above. If said Health Department shall require any structural alterations to the concession stand before issuance of any permit or license, the City will pay all costs. Concessionaire shall provide adequate garbage and refuse containers for use within the concession stand.

7. Within seven (7) days after the opening of the demised premises, Concessionaire shall provide the Youth Bureau, acting on behalf of the City, with a complete list of employees assigned to work at Yaman Park. Such list shall include the employee's names and addresses. Concessionaire shall furnish such information periodically as requested by the Youth Bureau, and shall update and report said information to the Youth Bureau when employment changes occur.

8. Concessionaire shall employ and maintain sufficient help to properly and adequately serve the public at all times.

   The City reserves the right to require Concessionaire to remove any employee from working at Yaman Park who, in the opinion of the Youth Bureau, acting on behalf of the City, is incompetent, inappropriate or disorderly.

   Concessionaire shall not install any vending machines, music boxes,

mechanical games, picture machines, or other similar equipment without the express consent of the Director of the Youth Bureau, except that the Concessionaire is allowed the use of one snack vending machine (no gum products to be sold), sand vending machine to be located at a site agreeable to both Concessionaire and Youth Bureau, acting on behalf of the City, but if agreement as to site is not reached, there shall be no use of vending machines.

9. The Concessionaire may operate the concession only during those hours Yaman Park is open to the public.

10. Concessionaire shall not sublet the whole or any part of the premises, nor assign, hypothecate or mortgage the demised premises, or any other part of this Agreement or any or all of its rights hereunder, without the prior written consent of the City.

11. If, during the duration of this Agreement, the demised premises are destroyed or damaged by acts of God or other catastrophe, so that the same is unfit for occupancy or use for a period in excess of fifteen (15) days, the Concessionaire may cancel this Agreement by giving written notice to the City.

12. Concessionaire shall comply with all laws, ordinances, rules and regulations of federal, state and municipal authorities and departments relating to or affecting any and all parts of this Agreement, and shall, at its own cost and expense, secure and obtain any and all permits and licenses that may be necessary in connection herewith.

13. Concessionaire shall save, hold harmless and indemnify the City from and against all suits or claims that may be based upon any alleged injury to any person or property that may occur, or that may be alleged to have occurred, in the course of the performance of this Agreement by Concessionaire, wherein such claims shall be made by an employee or Concessionaire, or by a third person, and wherein or not it shall be claimed that the alleged injury was caused through a negligent act or omission of Concessionaire, and the Concessionaire shall, at its own cost and expense, pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the City in any action or actions, Concessionaire shall, at its own cost and expense, satisfy and discharge same. Simultaneously with the exception of this Agreement, the Concessionaire shall furnish proof of liability, bodily and personal injury, and products liability insurance policies in the minimum amount of One Million ($1,000,000.00) Dollars, and proof of Workman's Compensation Insurance covering any employee of the Concessionaire in the operation of this Agreement. The City of Cortland shall be named as an "additional insured" on such policy.

14. Neither this Agreement nor any interest herein is assignable or transferable by operation of law. If any proceeding under the Bankruptcy Act as amended is commenced by or against Concessionaire, or Concessionaire is adjudged insolvent, or if Concessionaire makes any assignment for the benefit of its

creditors, or if a writ of execution is levied on any item or items of the equipment and is not released or satisfied within five (5) days thereafter, or if a receiver is appointed in any proceeding or action to which Concessionaire is a party with authority to take possession or control of any item or items of equipment, the City may, without restriction or limitation, exercise any one or more of its legal or equitable remedies; and this Agreement shall, at the option of the City, without notice, immediately terminate, and shall not be treated as an asset of Concessionaire after exercise of said option.

15. In the event of any breach of any of the terms or provisions of this Agreement, the City shall have, in addition to any other recourse, the right to terminate this Agreement, to enter and obtain possession of the entire demised premises, and to remove and exclude any and all persons from the demised premises, and to remove and exclude all property of Concessionaire therefrom, as well as from the entire site known as Yaman Park, without resort to legal process and without any legal liability on its part, but such action can be taken only after five (5) days notice served on Concessionaire by the City.

16. The City shall have the right to make inspection of Concessionaire's operation under this Agreement both in the demised premises and the whole of Yaman Park, if Concessionaire's operation is not restricted to the demised premises at some time, at any reasonable time to insure compliance with this Agreement.

17. Upon the termination of this Agreement, Concessionaire shall peaceably surrender and deliver up possession to the City of the demised premises, including all improvements or additions thereto, in good order and condition, reasonable wear and tear expected.

18. This Agreement contains all that has been agreed upon by and between the parties hereto, and both parties covenant and agree that there exists no written or oral representation outstanding at the time of the execution of this Agreement which in any way does, or may, alter any of the provisions of this Agreement. This Agreement or any part thereof may be amended in writing subscribed by the party to be charged therewith.

19. This Agreement shall bind the parties hereto, and its respective executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereunto have set its hands and seals the day and year above written.

CITY OF CORTLAND

By: _____
Brian Tobin, Mayor

CONESSIONAIRE

By: _____
Terri Trevits

STATE OF NEW YORK)
COUNTY OF CORTLAND) ss:

On April ____, 2012, before me, the undersigned, personally appeared Brian Tobin, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument, and he acknowledged to me that he executed the same, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

_____
Notary Public

STATE OF NEW YORK)
COUNTY OF CORTLAND) ss:

On April ____, 2012, before me, the undersigned, personally appeared Terri Trevits, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument, and she acknowledged to me that she executed the same, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

_____
Notary Public

CITY OF CORTLAND
OFFICE OF CITY CLERK

25 COURT STREET • CORTLAND, NY 13045
PHONE (607) 756-6521 • FAX (607) 756-4644

JUDITH CHAMBERLIN
CITY CLERK

CHERYL A. MASSMANN
DEPUTY CITY CLERK

STATE OF NEW YORK:
ss
COUNTY OF CORTLAND:

I, Cheryl A. Massmann, Deputy City Clerk in and for the City of Cortland, New York, do hereby certify that the attached resolution was duly adopted at a regular meeting of the Common Council of the City of Cortland, New York held on May 17, 2011, and that such resolution appears in the minutes of that date in Meetings of the Common Council.

Present:	Alderman Craig, Hayes, Dye, Tobin, Ferrer and Michales
Staff Present:	Mayor Feiszli Corporation Counsel Patrick Perfetti City Clerk Shawn C. Smith Interim Director of Admn. & Finance Reagan Deputy Director of Admn. & Finance Crompton

RESOLUTION #97 OF 2011 – Resolution authorizing the waiving of the permit fee and allowing Relay for Life, Access to Independence, Eastern Star and any other local registered not-for-profit entity to vend at the City's Dairy Parade if all application criteria are met.

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

DATED: March 28, 2012

Cheryl A. Massmann

Cheryl A. Massmann
Deputy City Clerk

SEAL

City Clerk

From: "Angelina Cole" <angelinac@jmmurray.com>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Monday, March 26, 2012 3:37 PM
Subject: RE: Cortland Dairy parade

Thank you so much. My Pastor's wife is wondering if you have to have a photo id for any adult who might be helping or just the one or two who will be in charge. Her concern is, if we submit phodo ID's then one of the people ends up sick and someone else steps in to help. Also where I go to bring the letter? I have never been to the town clerks office. Is it in the court house?
Thanks again,
Angelina Cole
Abundant Life Church

-----Original Message-----
From: City Clerk [mailto:cityclerk@cortland.org]
Sent: Friday, March 23, 2012 7:56 AM
To: Angelina Cole
Subject: Re: Cortland Dairy parade

Good Morning. The City Clerk's Office handles the permitting for the Dairy Parade, if you have permission to be in a certain location. We also will need a letter from you on church letterhead explaining what you will be selling and copies of photo ID from the adults participating. Last year there was no charge for non-profits and I believe that will be the case again this year. Cheryl Massmann, Deputy City Clerk

----- Original Message -----
From: Angelina Cole
To: Sherrie Massmann
Sent: Friday, March 23, 2012 7:42 AM
Subject: Cortland Dairy parade

I have been trying to get in touch with the appropriate person or persons to find out about needing a permit or not to sell some crafts at the Dairy Parade. The children of my church are planning to make some crafts to sell as fundraisers. I have been in touch with two people now trying to find out if I needed a permit or not. The last person let me know I probably would but then told me I needed to contact the City of Cortland, But I have no clue who I need to try to reach. Would you be able to point me in the proper direction?

Thank you for your time,

Angelina Cole

Abundant Life Church

IMPORTANT NOTICE: This message and any attachments are solely for the intended recipient and may contain confidential information which is, or may be, legally privileged or otherwise protected by law from further disclosure. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this e-mail and any attachments is prohibited. If you have received this communication in error, please notify the sender by reply e-mail and immediately and permanently delete this e-mail and any attachments.

CITY OF CORTLAND
OFFICE OF CITY CLERK

25 COURT STREET • CORTLAND, NY 13045
PHONE (607) 756-6521 • FAX (607) 756-4644

JUDITH CHAMBERLIN
CITY CLERK

CHERYL A. MASSMANN
DEPUTY CITY CLERK

To: Mack Cook
Director of Administration & Finance

From: Sherrie Massmann, Deputy City Clerk

Subject: Update to Standard Workday Hours List

Date: March 22, 2012

The Common Council needs to do a resolution at their April 3, 2012 meeting to add the position of Mayor to the standard workday hours list for elected and appointed positions. The workday hours had not been established and added to the listing for the positions of Mayor as the previous electee was not a member of the New York State Retirement System and had not been a part of the monthly reporting done by Payroll. This was not a reporting requirement prior to August 12, 2009.

All other positions have already had standard workday hours established for them as required. These hours are used as part of a reporting formula and do not reflect actual hours spent working. The only number of hours choices available to be used as part of the formula are six (6) hours, seven (7) hours or eight (8) hours. All part time positions, including those of Mayor and Alderman, are six (6) hours.

cc: J. Chamberlin

Instructions for completing the Standard Work Day and Reporting Resolution

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials									
Supervisor	John Smith	0000	01010101	8	01/01/2010-12/31/2013	N	26.50		
Receiver of Taxes	Michael Jones	2222	03030303	8	01/01/2010-12/31/2010	Y	N/A		
Town Justice	Michael Hall	3333	04040404	6.25	01/01/2010-12/31/2011	N			X
Board Member	Tim LeMont	5555	06060606	6	01/01/2010-12/31/2013	N	6.98		
Appointed Officials									
Planning Board Member	Edward Whitt	8888	09090909	7	01/01/2010-12/31/2011	N	N/A	X	
Treasurer	James R Foxx	9999	12121212	7.50	01/01/2010-12/31/2011	N	5		
Assessor	William H. Molitar	1010	13131313	7	01/01/2010-12/31/2011	N	17.50		

A. **Title:** All elected and appointed officials (who are active members of the Retirement System) should be listed. However, only those appointed officials who have policy making authority need to be included. For example, you do not need to list appointed titles such as Laborer or Lunch Monitor on the Resolution.

B. **Name:** The official's complete first and last name must be included for identification purposes.

C. **Social Security Number (Last 4 digits):** The last four digits of the official's Social Security Number must be included for identification purposes.*

D. **Registration Number:** The official's Registration Number must be included on the Resolution for identification purposes.*

E. **Standard Work Day (Hrs/day):** The minimum number of hours that can be established for a standard workday is six, while the maximum is **eight**. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member is only required to attend one three-hour board meeting a month, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

F. **Term Begins/Ends:** All officials listed on the Resolution must have a specified Term End date. Leaving the Term Begins/ Ends column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the end date for the official who appointed them to the position should be used.

G. **Participates in the Employer's Time Keeping System (Y/N):** If the official **participates** in the time keeping system, Y (Yes) should be listed in this column. These officials are not required to keep a record of activities and the 'Days/Month (Based on Record of Activities)' column should either be left blank or have an indication of N/A (Not Applicable). If the official **does not participate** in the time keeping system, N (No) should be listed in this column. These officials are required to keep a record of activities and the 'Days/Month (Based on Record of Activities) column must list the number of days worked as calculated using the three-month record of activities.

H. **Days/Month (Based on Record of Activities):** The actual average number of days worked per month using the individual official's three-month record of activities calculation should be listed (not the number of days that will be reported on the monthly report based on payroll frequency).**

I. **Tier 1:** If the official is a Tier 1 member then this box should be checked. Tier 1 members are not required to keep a record of activities.

J. **Not Submitted:** If an official is not part of a timekeeping system and has not submitted a record of activities within the 150 day requirement, then this column should be checked regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitting a record of activities.

Once the Resolution is passed, it must be posted on your public website for at least 30 days or, if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office.

* For security purposes, the Registration Number and last four digits of the Social Security Number can be omitted from the publicly-posted version.

** To convert the record of activities result to a weekly or bi-weekly monthly report figure, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website: http://www.osc.state.ny.us/retire/employers/elected_appointed_officials/index.php

CITY OF CORTLAND
STANDARD WORK DAY FOR NYS RETIREMENT REPORTING PURPOSES
APPROVED 5/17/11

Department	Standard Day Hours
DPW	
MEO Heavy	8
MEO Light	8
MEO Mechanic	8
MEO – Sewer	8
Auto Mechanic	8
Public Works Supervisor	8
Engineering Technician	8
Laborer	8
Recreation Maintenance Supervisor	8
Recreation Maintenance Worker	8
Administrative Assistant	7
Superintendent of Public Works	8
Youth Bureau	
Youth Bureau Director	8
Asst. Youth Bureau Director (P/T)	6
Stenographer	7
Youth Services Supervisor	8
Youth Services Specialist	8
Sr. Account Clerk/Typist	7
Laborer (P/T)	6
Recreation Supervisor	8
Recreation Attendant (Seasonal)	8

Department	Standard Day Hours
Water Department	
Water Distribution Maintenance Worker	8
Water Distribution Maintenance Superv.	8
Chief Water Treatment Plant Operator	8
Chief Water Systems Operator	8
Account Clerk/Typist	7
Clerk	7
Wastewater Treatment Department	
WWTP Operator I	8
WWTP Operator II	8
WWTP Maintenance Mechanic	8
Laborer	8
Deputy Chief WWTP Operator	8
Chief WWTP Operator	8
Administration & Finance Department	
Payroll Clerk	7
Sr. Account Clerk/Typist	7
Finance & Administration Assistant	7
Deputy Director of Admin & Finance	7
Director of Administration & Finance	8
Sr. Keyboard Specialist	7
Account Clerk Stenographer	7
Keyboard Specialist	7
City Clerk	
Account Clerk/Typist	7
Clerk (P/T)	7

Department	Standard Day Hours
Deputy City Clerk	7
City Clerk (P/T)	6
Corporation Counsel	
Confidential Secretary to Corp. Counsel	8
Corporation Counsel (P/T)	6
Buildings and Grounds	
Cleaner (P/T)	6
Building Maintenance Supervisor	8
Systems Administration	
Systems Administrator (P/T)	6
Public Safety	
Public Safety Electrician	8
Superintendent of Public Safety	8
Police Department	
Police Officer	8
Police Sergeant	8
Police Lieutenant	8
Deputy Police Chief	8
Police Chief	8
Confidential Secretary to Police Chief	8
Administrative Aide	8
Parking Enforcement Officer (P/T)	6
School Crossing Guard (P/T)	6
Records Clerk	8
Court Attendant (P/T)	6

Department	Standard Day Hours
Fire Department (includes Code)	
Firefighter	8
Fire Captain	8
Assistant Fire Chief I	8
Assistant Fire Chief II	8
Fire Chief	8
Zoning Officer (P/T)	6

ELECTED OFFICIALS

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Employer Record of Time Worked (Y/N)
Alderperson	Brian Tobin	6	1/1/2010 - 12/31/2011	No
Alderperson	Stephanie Hayes	6	1/1/2010 - 12/31/2011	No
City Clerk	Carol Tytler	6	1/5/2010 - 1/4/2012	No
Corporation Counsel	Ronald Walsh	6	1/5/2010 - 1/4/2012	No
Assessor	David Brigg	7	Oct. 1 2007- Sept. 30, 2013	Yes

City Clerk

From: "Steven Rhea" <srhea@cortland.org>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Tuesday, March 27, 2012 2:36 PM
Subject: Appointments to the Cortland Housing Authority Board

Hi Sherrie:

The following two individuals have terms that will expire on May 31st, 2012, and have agreed to renew their service.

Warren S. Eddy, of 33 William Street,
Mary Jane Cory, of 87 Tompkins Street,

Would you like me to remind you closer to the date of expiration?

Best,

Steven Rhea
Assistant to the Mayor of Cortland
City Hall, 25 Court Street
Cortland NY 13045
W: (607) 758-8374 | F: (607) 753-0385
srhea@cortland.org

AGREEMENT

THIS AGREEMENT, made this _1st.__ Day of January 2012, BETWEEN THE CITY OF CORTLAND, Cortland County, State of New York (hereinafter called the "City"), party of the first part, and Cortland Volunteer Fire Department, 21 Court Street Cortland, New York (hereinafter called the "Board of Engineers"), a duly organized and existing fire companies of the City of Cortland, party of the second part;

WITNESSETH:

WHEREAS, the party of the first part is a municipal corporation responsible for protecting the citizens of Cortland and their property from the hazards of fire, and further is dependent in part for such protection on volunteer fire companies organized within the City of Cortland, and

WHEREAS, the Fire Company is equipped to provide firefighting services and further is obligated to provide portions of its personnel with certain clothing, equipment, ect., and

WHEREAS, the Fire Company does not have sufficient funds of its own to provide such items,

NOW THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

That the City hereby agrees to pay to the party of the second part a basic share of Thirty Thousand Six Hundred Forty Dollars (30,640.00), (hereinafter known as "base amount") which sum shall remain upon receipt with the Board of Engineers of the Cortland Fire Department plus a further sum to be determined by multiplying the

amount of city funds for 2012 of $60,000.00 minus $29,360.00 allocated for the Fire Companies, by the percentage of alarm response activity for which the Fire Companies was responsible in the previous year (hereinafter known as "pro-rata share"), as said alarm response activity appears from Alarm Response Rosters maintained by the Cortland Fire Department, a copy of which for 2011 is annexed hereto as schedule "A" and incorporated herein by reference for such uses as are hereinafter set forth.

That the party of the second part hereby agrees to use the aforementioned sum of money to provide the supplies and other requirements of the volunteer firefighters at the Fire Company Headquarters, 21 Court Street, Cortland, New York as follows:

a) the base amount of $30,640 shall remain with the Board of Engineers to help fund the general obligations of the fire companies incurred collectively including but not limited to expenses for such items such as annual inspections, parades, volunteer chiefs allowances, operations of the Board of Engineers, certain insurance policies and other supplies for the benefit of the volunteer companies.

b) the pro-rata share, without limitations, be used for the purchase, cleaning, and maintenance of uniforms, paging radios, funds for Fire Police activities, retention activities for maintaining the current membership, and supplies incidental to the operation of the Fire Company and such miscellaneous items that are deemed necessary for the welfare of the Company.

This contract shall remain in full force and effect for the year 2012 and shall expire on December 31, 2012 at 11:59 p.m. Negotiations concerning the creation of a successor agreement for this contract shall be conducted in good faith during 2012.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized officers have caused this instrument to be executed on the _____ day of _____ 2012.

CITY OF CORTLAND

BY: _____
Mayor

CORTLAND VOLUNTEER FIRE DEPARTMENT, BOARD OF ENGINEERS

BY: _____
Presiding Officer

COMPANY PARTICIPATION

	RESPONSES	PERCENTAGE
WATER WITCH STEAMER & HOSE COMPANY #1	639	27.92%
ORRIS HOSE COMPANY #2	530	23.15%
EXCELSIOR HOOK & LADDER COMPANY #3	579	25.29%
EMERALD HOSE COMPANY #4	101	4.41%
HITCHCOCK HOSE COMPANY #6	440	19.22%
	2289	100.00%

2011 CITY CONTRACT AMOUNT $60,000.00

CONTRACT DISTRIBUTION

	BOE ALLOCATION BASE AMOUNT	PRO-RATA SHARE	CONTRACT AMOUNT
WATER WITCH STEAMER & HOSE COMPANY #1	$6,128.00	$8,196.17	$14,324.17
ORRIS HOSE COMPANY #2	$6,128.00	$6,798.08	$12,926.08
EXCELSIOR HOOK & LADDER COMPANY #3	$6,128.00	$7,426.58	$13,554.58
EMERALD HOSE COMPANY #4	$6,128.00	$1,295.48	$7,423.48
HITCHCOCK HOSE COMPANY #6	$6,128.00	$5,643.69	$11,771.69
	$30,640.00	$29,360.00	$60,000.00