



City Council Minutes The City of Cortland April 3, 2012

Council Meeting #7
April 3, 2012
Regular Session
City Hall
7:00 PM

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

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

Mayor Tobin called the seventh Common Council meeting of the year to order at 7:05 P.M.

PLEDGE OF ALLEGIANCE

Public Comment

Rose Ann Coville spoke about Thoma's previous Loan Subordination and thanked the Council for their assistance in the past and asked for their support on an increase in her loan amount to accomplish some much needed repairs for her garage.

Tom Gobel spoke about the Jones Building on Main Street. He had heard eminent domain proceedings were taking place on the building and if that were true, was there an open bid process to restore the building.

Mayor Tobin stated that the City was not in the process of eminent domain for that building and there were no current plans to do so.

Mike Dexter spoke about the planting of trees in the City. He noted that there were sixty (60) free trees available and so far there has not been a great demand for these trees. He thanked Diane Batzing for her grant work. He stated that the grant deadline for requesting the trees is April 13, 2012. He noted that the City has been recognized for the fifth (5th) straight year as a Tree City USA and read a letter from the Arbor Day Foundation which congratulated Cortland for this recognition. He noted that a tree will be planted on April 27, possibly on Church Street, to honor Arbor Day.

Mayor Tobin noted that the trees are free and will be planted by the City. The only responsibility the property owner has is to regularly water the tree.

RESOLUTION #65 OF 2012 - Minutes of March 20, 2012 as amended

By: Alderman Bird
Seconded: Alderman Bennett

Approved: Ayes – 7
Nays - 0

Bills were reviewed.

Ward Reports

Ward 4 – Alderman Bennett

Alderman Bennett reminded everyone that with the nice weather and everyone outside biking and walking, that drivers slow down on Tompkins Street and obey the speed limit. He wished everyone a Happy Easter.

Ward 8 – Alderman Michales

Alderman Michales stated that the Redistricting Committee will be meeting within the next week. He explained that the Committee's intentions were to keep the same number of Wards within the City. He reported that he met with our Congressman this week for about an hour and there are some interesting things in the works.

Ward 1 – Alderman Bird

Alderman Bird reported that on Saturday, March 31, she had the opportunity to attend the 12th Annual Easter Egg Hunt sponsored by the Youth Bureau, the YMCA and CAPCO at Beaudry Park. She noted that over three hundred (300) excited children were lined up to search for the many eggs and to enjoy the face painting and other activities and music. Alderman Bird spoke with John McNerney and he wished to thank the thirty (30) SUNY Cortland student volunteers who helped with the Egg Hunt. She noted that it was a good time had by all. Alderman Bird noted that on Saturday, April 7, the twenty-third Annual Phil Clarke Musicians' Benefit will be held at the Blue Frog at 7:00 PM and a donation will be taken at the door. She gave information regarding the program.

Ward 3 – Alderman Dye

Alderman Dye reported that after the last Council meeting he received calls from residents on Atkins and Elwood regarding the gas main that was put in and asking if the company that did the work was returning to redo the lawns. Alderman Dye also received some calls regarding trees and he gave them information on how to apply for the trees. He also thanked everyone for the well wishes expressed while his wife was in the hospital and reported that she is home and doing well.

Ward 2 – Alderman Silliman

Alderman Silliman received a call regarding removal of a tree. She contacted Mr. Dexter and he will report back to her. She hoped that another tree will be planted in its place if that tree is removed. She reported that Aldermen Michales, Ferguson and herself, who serve on the Housing Committee, will be meeting this Thursday with Mack Cook to establish priorities and that the Committee will meet the following week.

Ward 7 – Alderman Ferguson

Alderman Ferguson noted that her Ward had had more than their share of complaints in the past month and she thanked the City service departments for their prompt response in correcting these. She thanked the DPW, the Code Office, the Police and Mack Cook. She also thanked the Youth Bureau for the signage repairs done at Dexter Park.

Ward 6 – Alderman Ferrer

Alderman Ferrer reported on the shared Ward meeting. He thanked the DPW and Public Safety for their rapid response to a sign issue.

Mayor's Report

Mayor Tobin reported that he met this morning with Thoma Development, Homer Mayor Suits and Cortlandville Town Supervisor Tupper about the development of the Route 11 corridor from Homer through the City to Cortlandville. They were looking at their different Comprehensive Plans to form a committee to start working on that development. He is looking for some representatives from the Council to serve on that committee.

He reported that the Council has begun work within their committees including Image, Housing and Strategic Planning and they are starting work on some of our high priorities. Alderman Ferguson reported on Saturday's Image Committee meeting and the issues they will be addressing to beautify Cortland.

Mayor Tobin reported on the State of the City address and he outlined his three (3) main priorities. He explained that he is working on Main Street and the housing stock and the third priority will be working on youth development despite the budget crunch. He wants to provide strong, viable options for the City's youth.

He reported that he met with the downtown business owners this past Tuesday to listen to their concerns. He noted that there was a strong turnout of forty (40) to fifty (50) business owners and others who came in to discuss their concerns. He noted that some of the main topics were snow removal in the winter, trash removal, parking, overall attractiveness and occupancy for second and third stories. They came up with some ideas and are proceeding on them and will continue to have discussions to put together further suggestions.

Mayor Tobin spoke about the tree program noting that it was a great opportunity to beautify properties. He reported that there will be a discussion regarding a proposal to be presented at the next Council meeting for the potential hiring of a paralegal for the Law

Department. He explained the research that has been done on this already and that the information will be presented regarding that.

PINK SHEET Sign Off

AGENDA:

RESOLUTION #66 of 2012 – 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)

Alderman Michales reported that he did a home visit and that it is being well cared for. He recommended that the permit be issued.

Alderman Silliman asked if the owner was present, expressing concern for the neighbors regarding noise. Alderman Michales indicated that the bird was very quiet during his visit.

By: Alderman Silliman
Seconded: Alderman Ferrer

Approved: Ayes – 7
Nays – 0

RESOLUTION #67 OF 2012 – Resolution to approve a sound device permit for the March for Jesus on May 19, 2012. (Main Street and Court House Park). (Breck Aspinwauld)

Alderman Silliman asked about the location of the sound device. Mayor Tobin reported that it is an annual event and that last year the device was fixed. Alderman Michales asked for information regarding the park. Chief Catalano reported that last year was the first time for this event. He explained that he had not seen the parade route for this year, but did not have concerns. Alderman Michales questioned that it was a six (6) hour event. Mayor Tobin noted that it was a side walk march from Main Street to the Court House Park and the majority of the event would take place in the park and there was no request for a street closure.

Alderman Michales asked for clarification on permits issued in 2011 for church events. Chief Catalano reported that last year there was a Hip Hop Fest in the park and it was very loud, but that was not this event. Alderman Michales noted his support if that was the case.

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 7
Nays – 0

RESOLUTION #68 OF 2012 – Resolution to authorize 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)

Mayor Tobin reported on a meeting with Derek Reynolds and the Regional Director of the MDA explaining that this was an annual event which takes place on the weekend of the SUNY Cortland graduation. He noted that this was discussed at the Department Heads meeting where the chief concern was to keep traffic moving on that day. Alderman Silliman supported this program. Aldermen Michales and Ferrer explained that this has been done for a number of years and has gone well.

By: Alderman Ferrer
Seconded: Alderman Michales

Approved: Ayes – 7
Nays – 0

RESOLUTION #69 OF 2012 – 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)

Alderman Silliman noted that this is a long standing annual event and that Chief Catalano expressed that there were no issues or complaints.

By: Alderman Ferrer
Seconded: Alderman Bird

Approved: Ayes – 7
Nays – 0

RESOLUTION #70 OF 2012 – 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)

Alderman Ferrer was reviewing the contract. Alderman Silliman asked what the applicant’s experience was. Mayor Tobin explained that this is a new applicant and that John McNerney was enthusiastic about having these people run the concession. Alderman Silliman noted that the rental fee was low and that this seemed like a good opportunity for the applicant. Alderman Michales asked about item #6 on page 4 of the contract regarding structural alterations and asked if there were going to be any structural changes. It was reported that there would not be any changes.

By: Alderman Dye
Seconded: Alderman Ferrer

Approved: Ayes – 7
Nays - 0

RESOLUTION #71 OF 2012 – 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)

Alderman Dye noted that this began two (2) years ago. Mayor Tobin noted that there was an organization that had already inquired about vending this year. He noted that candy cigarettes are banned from sale at the Dairy Parade. Alderman Bird asked if for-profit vendors had to pay permit fees. Mayor Tobin stated that this waiver was just for the not-for-profits.

By: Alderman Ferrer
Seconded: Alderman Bird

Approved: Ayes – 7
Nays – 0

RESOLUTION #72 OF 2012 – 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

Mayor Tobin noted that this is housekeeping and was similar to what had been done in the past for Council members and Corporation Counsel.

Alderman Dye asked if this was for alderpersons who are already in the retirement system. Mack Cook explained that a standard work day had not been established for the position of Mayor and subsequently placed on the list.

By: Alderman Ferrer
Seconded: Alderman Bird

Approved: Ayes – 7
Nays – 0

RESOLUTION #73 OF 2012 – 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)

Mayor Tobin explained that these appointments were for the Cortland Housing Authority Board. Alderman Ferguson asked if these were reappointments. Mayor Tobin explained that their terms were expiring and that she was correct in saying that they were reappointees.

By: Alderman Silliman

Seconded: Alderman Bennett

Approved: Ayes – 7
Nays – 0

RESOLUTION #74 OF 2012 – 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)

Mayor Tobin explained that this provides liability coverage for the Volunteers. Alderman Ferrer noted that it also pays for the insurance, clothing, etc., for retention of current members. He explained that the companies get their portion based on responses as a group and the other portion goes to the Board of Engineers to cover activities and awards. Alderman Bennett asked about the length of the contract. Alderman Ferrer explained that it was a one (1) year contract.

Alderman Silliman asked if this was already budgeted for. Alderman Bird asked if this was the same as last year. Alderman Ferrer stated that it was. Alderman Michales noted his involvement with the Service Award Committee in the past.

Alderman Ferrer explained that the committee would be meeting soon. He discussed the point system for service credits for retirement if certain criteria were met. Alderman Silliman asked about the company names listed on the back of the contract. Alderman Ferrer explained that they were the names of the five (5) current volunteer companies explaining that they were historical names, with the number of members per each company and the number of responses each company made in the past year. Alderman Ferrer explained that the contract is renewed from January through December, but the gathering of the annual report numbers takes until March.

Alderman Silliman asked how many people this involved. Alderman Ferrer explained that there were about sixty (60) individuals between administration and active members.

By: Alderman Dye
Seconded: Alderman Ferguson

Approved: Ayes – 6
Nays – 0
Abstain – 1 (Ferrer)

Item No. 10 – Discussion regarding the scheduling of a monthly Council work session on the second Council meeting date of each month. (Mayor Tobin)

Mayor Tobin explained that if the Council was able to limit the Mayor's and Ward reports to monthly reports, they could get together in work sessions and work groups to discuss different topics.

Alderman Michales asked if these work sessions would take place before or after scheduled Council meetings. Mayor Tobin noted that the general public expectation was that the Council meetings should continue to begin at 7:00 PM. He also noted that starting work sessions prior to the Council meeting, might inconvenience some and work sessions following the Council meeting might be more appropriate. Alderman Ferguson agreed noting concern for those who worked.

Alderman Bennett expressed concern if there were an extremely long executive session. Mayor Tobin agreed and would like to try to schedule executive sessions at the first meeting of the month when possible. Alderman Silliman noted that the lighter Council agenda mentioned by the Mayor earlier, would assist the Council on work session days.

Alderman Dye noted that Mack Cook had explained that the second meeting of the month the Council could be brought up to date on an issue then discuss it and only emergency items would be voted on at that second meeting. Alderman Dye supported that idea. Alderman Silliman liked the idea, but expressed a concern that the first meeting of the month would have a very large number of items on the agenda. Alderman Bennett noted that this was something to consider in the future, where it could be put before the public to speak about this and maybe be here at 6:00 PM or 6:30 PM at the first meeting of the month. He felt that more things had to be worked out in detail before it began.

Alderman Silliman noted that tonight's agenda had ten (10) items and was taking about an hour. Alderman Bennett noted that come fall when the Council began work on the budget, the Council meetings got longer. Mayor Tobin noted that the Council was already in the habit of scheduling those work sessions for the budget on the alternate Tuesdays. He noted that by cutting back on the Mayor's and Ward reports, as well as proclamations to once a month, they could cut back on the length of that part of the meeting by twenty (20) to twenty-five (25) minutes. He felt that with the newly established committees that this would give the opportunity for guest speakers and allow further discussion and breaks up the formality of the regular meeting and involves more public input. Mayor Tobin noted that he and the staff had taken great effort to supply as much information as possible in the packets regarding agenda items and if more could be done, to let him know because if there were thirty (30) or more agenda items, they could make a decision with few questions because questions would have been answered beforehand. Alderman Michales noted that there was time left after this meeting.

Alderman Ferguson noted that the work sessions could be rescheduled if a Council meeting did go long. Alderman Silliman felt that it was worth a try. Alderman Dye agreed to give it a try.

Mayor Tobin asked if the Council had a topic of concern for the first work session, to let him know. Alderman Dye stated that it be blue bags and trash collection and to email questions and concerns to the Mayor's assistant, Steven Rhea, so that individuals who can answer questions and visitors can be invited to the work session.

Alderman Silliman thanked the City of Cortland for the Council business cards and the tablets. She noted that this would cut down on the cost of printing, mailing and warehousing. Mayor Tobin asked Alderman Ferrer for his thoughts on the tablets.

Alderman Ferrer noted that he attended a NYCOM meeting last year where the significant savings to municipalities using tablets was outlined and he made the recommendation that this medium be looked into. He noted that this was also a recommendation from the State Comptroller's Office and that more and more municipalities are going this route to save money. He felt that it was a good idea, but noted it was going to take some time to get used to. He stated that he finds it simpler to work with.

Alderman Silliman noted that this was not her personal tablet, but the City of Cortland's tablet and the Council can't put personal items or apps on it. Alderman Ferrer agreed that it was a City owned item and must be returned to the City when each Alderman no longer held their position. He noted that it would provide the incoming person with notes and information that they might not have been given in the past. It was noted that not all alderpersons had received their tablets and some requested more training be made available.

Mayor Tobin noted that there would be no mail delays once the process of using the tablets began and that tablet training would be arranged. There was continuing discussion regarding training. Mayor Tobin thanked Mack Cook and Dave Stathis, the IT professional for all the work they did in putting this together.

Alderman Michales asked if the Council should go into an Executive Session regarding the Coville request. Alderman Ferguson thought it would be more helpful to have Linda Armstrong from Thoma Development present. Mayor Tobin noted that this would be put forward until the next meeting for a potential Executive Session.

Adjournment

By: Alderman Ferrer
Seconded: Alderman Silliman

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 3rd DAY OF APRIL 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, CITY CLERK

MAYOR TOBIN

ABSTRACT OF AUDITED VOUCHERS, TO BE PAID MAY 01, 2012

CLAIMANT	DESCRIPTION	CODE NUMBER	VENDOR #	AMOUNT	TOTAL
MAYOR					
	QUICK PRINT	A-1210-403-00	51100	\$352.00	\$352.00
FINANCE					
	BUSINESS CARDS - 1-8	A-1210-403-00	51100	\$352.00	\$352.00
STAPLES INC. AND SUB. ARMORY ASSOCIATES LLC BONADIO & CO LLP					
	FOLDERS AND SUPPLIES	A-1325-403-00	58475	\$51.95	
	2011 GASB 45 VALUATION	A-1325-415-00	1500	\$1,500.00	
	PAYING 1/2 IN FULL SETTLEMENT	A-1325-415-00	6310	\$960.00	\$2,511.95
ASSESSMENT					
	CONTRACT - MAY	A-1355-415-00	6830	\$1,600.00	\$1,600.00
CITY CLERK					
	LEGAL NOTICE	A-1410-405-00	15400	\$24.43	\$24.43
CORTLAND STANDARD					
	LEGAL NOTICE	A-1410-405-00	15400	\$24.43	\$24.43
LAW					
	PROFESSIONAL SERVICE	A-1420-415-00	3045	\$47.00	
	LAW SUB. ONLINE -	A-1420-415-00	66000	\$354.20	
	LAW SUB. ONLINE -	A-1420-415-00	66000	\$354.20	\$755.40
BUILDING AND GROUNDS					
	FUEL - MARCH	A-1620-402-00	13300	\$265.04	
	LINERS,TOILET TISSUE,TOWELS	A-1620-405-00	53548	\$290.63	
	LAUNDRY SERVICE	A-1620-405-02	2500	\$121.00	
	GAUZE PADS,SANI HANDS,TONGUE	A-1620-405-02	39625	\$753.90	
	INSIDE PLATE - HELMETS	A-1620-405-02	45120	\$0.75	
	COURT RM WORK	A-1620-415-00	335	\$280.00	
	MAT SERVICE	A-1620-415-00	2500	\$161.24	
	ON SITE SHREDDING	A-1620-415-00	45182	\$52.07	
	LEAKY URINAL - POLICE GARAGE	A-1620-415-00	34600	\$127.93	
	TOILET 1ST FLR. WOMEN'S RM	A-1620-415-00	34600	\$138.65	
	COURT ROOM MAT.	A-1620-415-00	900	\$215.92	
	INSPECTION FIRE, TESTING & RECHG.	A-1620-415-00	53800	\$182.00	
	PAINTING COURT ROOM	A-1620-415-00	58857	\$900.00	
	TOILET 3RD FLOOR WOMEN'S	A-1620-415-00	62600	\$75.00	
	REPAIRED ROOF - ARMORY	A-1620-415-01	31610	\$343.20	\$3,907.33
CENTRAL SERVICE					
	COPIES - MAYOR	A-1670-415-00	19375	\$5.02	
	COPIES - FINANCE	A-1670-415-00	19375	\$86.11	
	POSTAGE METER LEASE	A-1670-415-00	49407	\$162.54	
	COPY PAPER	A-1670-415-00	58475	\$412.20	\$665.87

ABSTRACT OF AUDITED VOUCHERS, TO BE PAID MAY 01, 2012

CLAIMANT	DESCRIPTION	CODE NUMBER	VENDOR #	AMOUNT	TOTAL
DATA PROCESSING					
PROGRESSIVE TECH. GROUP	12 MONTH IBM HARDWARE MAINT.	A-1680-415-00	50602	\$479.00	\$479.00
UNALLOCATED INSURANCE					
MCNEIL & CO. THE PARTNERS THE PARTNERS	ADDED CHEVY TAHOES POLICY CHANGE POLICY CHANGE	A-1910-400-00 A-1910-400-00 A-1910-400-00	40007 62633 62633	\$1,796.05 \$407.20 \$202.50	\$2,405.75
ANIMAL CONTROL					
CORTLAND COUNTY SPCA	CONTRACT - MAY	A-3510-415-00	13400	\$6,708.33	\$6,708.33
DPW					
CASELLA WASTE SYSTEMS	CONTRACT 03/01/12 - 03/31/12	A-8160-415-00	52201	\$21,509.29	\$21,509.29
HOSPITAL / MEDICAL INS.					
EMPLOYEE NETWORK INC.	SAP, EAP APRIL - JUNE	A-9060-800-00	20440	\$2,162.00	\$2,162.00
	TOTAL				\$43,081.35

NAME AND TITLE	Total Three Months Hours	% 3	Average Month	% Standard Work Day	Average Days per Month
Brian Tobin - Mayor	310.5	3	103.5	6	17.25
Julie Bird - Alderman	118.5	3	39.5	6	6.58
Kelly Colasurdo - Corp. Counsel	308.75	3	102.9167	6	17.15



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution

RS 2417-A

(12/10)

BE IT RESOLVED, that the City of Cortland / Location code 20011 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

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									
Mayor	Brian Tobin	8757	42669267	6	1/1/12-12/31/13	N	17.25	<input type="checkbox"/>	<input type="checkbox"/>
Alderman	Julie E. Bird	5106	40656969	6	1/1/12-12/31/13	N	6.58	<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials									
Corporation Counsel	Kelly Colasurdo	9383	50572494	6	1/3/12-12/31/13	N	17.15	<input type="checkbox"/>	<input type="checkbox"/>

If additional rows are needed, please use form RS2417-B and attach.

On this _____ day of _____, 20____ Date enacted: _____
 (Signature of clerk)

I, Judith Chamberlin, clerk of the governing board of the City of Cortland, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the City of Cortland
 (Name of Employer)

This document consists of one page(s) (see additional RS2417-B forms attached).



(seal)

City Clerk

From: "Steven Rhea" <srhea@cortland.org>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Tuesday, April 10, 2012 10:35 AM
Subject: FW: CITY Application for Commission (Cliff Kostuk)
I believe this is what you're looking for.

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

-----Original Message-----

From: Cliff Kostuk [mailto:ckostuk@cortlandschools.org]
Sent: Thursday, April 05, 2012 11:51 AM
To: sue@cortlandny.com
Cc: mayor
Subject: CITY Application for Commission (Cliff Kostuk)

Name: Cliff Kostuk

Email Address: ckostuk@cortlandschools.org

Street Address: 12 Cedar Street

City/State/Zip: Cortland, NY 13045

Phone: 607.753.3608

Commission or Board you would like to be considered for: Public Works

Why are you interested in this position? Was asked by the chairman if I had an interest & willingness to serve on this commission, which I do. Giving back to the community is something I think all citizens should consider if asked.

What qualifications do you have for this position? Served on the Southend Advisory Committee Spring 2006-Early Winter 2007.

Have served on and chaired many committees as a part of the Cortland City School District. Have also served on boards for both my church as well as the Boy Scouts of America

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Date/Time: 2012-04-05 08:51:15 PDT
Sender IP: 170.158.3.250 [United States] | qjvbu9w0374imlpf
Referrer: <http://www.cortland.org/city/commissions/application.htm>

I Jay R. Abney would
like to be considered for
the Journeyman opening
on the Plumbing Book

Sincerely,

Jay R. Abney

RECEIVED

APR 11 2012

CODE ENFORCEMENT

COUNTY CLERK'S OFFICE – CORTLAND COUNTY

Courthouse

46 Greenbush Street, Suite 105

Cortland NY 13045

(607) 753-5021

Fax (607) 753-5378



ELIZABETH LARKIN
County Clerk

TAMMY L LOCKE
Deputy County Clerk

ANTHONY CAMILLI
Director, Motor Vehicles

Motor Vehicle (607) 753-5023

Fax(607) 758-5500

elarkin@cortland-co.org

MEMO

TO: City Council
RE: Animal Population Control Program in Cortland County
DATE: April 3, 2012
FROM: Elizabeth Larkin, County Clerk

Due to the fact that Cortland County's spay/neuter facilities received NO reimbursements for spay/neuter costs for almost two years, even though our local clerks continued to send money collected for this purpose to NYS, Cortland County exercised the option of creating their own spay/neuter collection of these fees to be disbursed to our local spay/neuter facilities. The option to exempt the county from the state's program came about at the end of 2010 after then Governor Patterson disbanded the state's spay/neuter program. Unless a county has chosen to be exempt, the town/city clerks collect these fees, send them to NYS and NYS distributes the fees to the ASPCA who administers a grant program. Spay/neuter facilities that are located in counties that are not exempt from this program may apply to the ASPCA for grants to fund their facilities. Due to the history of lack of funds returned to Cortland County, the town clerks, county clerk, the local SPCA and CNYSNAP met to develop Cortland County's own spay/neuter collection and disbursement plan. The total amount of money that would be collected in Cortland County annually would be between \$6,000.00-\$7,000.00. Due to the delay of the county's ability to apply for this exemption (the county could not begin the application until September of 2011) and perhaps misunderstanding that if a county is exempt then neither facility could apply to the ASPCA for additional grant money, both the SPCA and CNYSNAP applied for and received money for grants from the ASPCA. Because the money received from these grants was greater than what Cortland County would collect in several years collection period, the town clerks, SPCA and CNYSNAP have agreed that it would be more profitable to terminate the exemption and apply directly to the ASPCA for funding.

The town clerks' and county clerk's and city clerk's main goal was to aid our local spay/neuter facilities financially. I believe that goal was met although it may have taken a round about route. The town clerks and city clerk in Cortland County made their voices clear to the state and the ASPCA and their concerns for the lack of funding for our local facilities.

I have included a Termination Agreement that would effectively cancel the previous agreement for the town clerk to send the spay/neuter funds to the county. Beginning with the month of May, 2012 all spay neuter fees will be sent by the town clerk/city clerk to NYS Department of Agriculture and Markets to be disbursed to the ASPCA for administering the grants for spay/neuter facilities.

Dog Municipal Agreements

	Contract	Signed
City of Cortland	X	11/30/2011
Cincinnati	X	1/16/2012
Cortlandville	X	12/7/2011
Cuyler		
Freetown		
Harford		
Homer	X	12/15/2011
Lapeer	X	12/14/2011
Marathon		
Preble		
Scott		Resolution only
Solon	X	12/19/2011
Taylor	X	12/30/2011
Truxton	X	12/21/2011
Virgil	X	12/10/2011
Willet	X	1/16/2012

TERMINATION OF MUNICIPAL AGREEMENT

WHEREAS, in 2010, the governor disbanded the Animal Population Control Spay/Neuter Program and appointed the ASPCA to administer the program, and the option for counties to apply for an exemption to collect and retain these fess from local municipal clerks AND

WHEREAS, by Resolution 278-11, Cortland County exercised this exemption option and entered into municipal agreements with the towns for the County Clerk to collect these fess, AND

WHEREAS, the spay/neuter facilities in Cortland County have been guaranteed money to be received from the ASPCA above and beyond the yearly collection in Cortland County, AND

WHEREAS, the municipal clerks of Cortland County and the spay/neuter facilities of Cortland County have agreed it would be more financially beneficial to rescind the exemption of Cortland County from the spay/neuter program in NYS, NOW THEREFORE, BE IT

RESOLVED, that the Municipal Agreement, entered into on the _____ day of _____, 201_, by and between the **County of Cortland, 60 Central Ave, Cortland NY** and the **TOWN/CITY** of _____ with offices located at _____

_____ is hereby terminated and that the funds thus far collected by Cortland County will be forwarded to the NYS Department of Agriculture and Markets, Licensing Bureau and all future money collected by the town clerks for the spay/neuter fee will be sent to the NYS Department of Agriculture and Markets, Licensing Bureau and further that the exemption of Cortland county from the spay/neuter program in NYS is hereby rescinded.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate (2 copies) each of which shall be deemed an original on the date written,

COUNTY OF CORTLAND

Michael R park

Date: _____

State of New York
County of Cortland

On the ____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said State, personally appeared, _____ personally know 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 acknowledged to me that he/she/they executed the same in his/her/their capacity and that by his/her/their signature on the instrument, the individual or the person upon behalf of which the individual acted executed the instrument.

TOWN/CITY OF _____

Date: _____

State of New York
County of Cortland

On the ____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said State, personally appeared, _____ personally know 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 acknowledged to me that he/she/they executed the same in his/her/their capacity and that by his/her/their signature on the instrument, the individual or the person upon behalf of which the individual acted executed the instrument

Memo

To: Mayor Tobin, Common Council, Mack Cook

From: Lori Crompton

CC:

Date: 4/10/2012

Re: Miscellaneous Revenue Budget

Attached is a copy of the tentative 2012 Miscellaneous Revenue Budget. As I think most of you are aware, there is not much money left to fund the budget. As of 4/5/12, there is a balance of \$120,928. The account is replenished from MR Loan repayments, which will give the City the option to continue funding some of the projects/entities.

In response to the dwindling funds, a couple of the items were placed in the General Fund Budget in 2011: \$10,000 for the Website and \$9,000 for landscaping. The Tree & Stump money, which is handled by Public Safety, is also being paid from the General Fund. A couple of scenarios are presented for the Council's review:

The first column for the 2012 Budget includes most items at the same level of funding as the 2011 Budget, with the exception of additional funding for Ads and Postage at the request of Linda Armstrong. Also, funding for Tree Planting was revised this year. The Landscape & Design Commission is the recipient of a NYSUCF Grant that will reimburse the City for the purchase of the trees. DPW workers will plant the trees as the City's match to the UCF Grant. In addition to the cost of the trees (which will be reimbursed), the line includes \$2500 for mulch/misc. and \$100 for membership in the NYSUCF Council as requested by the Landscape & Design Commission.

The second column for the 2012 Budget has a 10% reduction in the Miscellaneous Expenses category, at the discretion of the Council. For the past two years, we have warned the CRSC and Downtown Partnership of the anticipated decrease in available funding.

Money appropriated for the Downtown Music Series and the Jets Downtown was new to the budget in 2010. Although it was budgeted for 2011, it was not spent due to the cancellation of the Jets Training Camp last year.

**COMMUNITY DEVELOPMENT
MISCELLANEOUS REVENUE OPERATING BUDGET
2012**

10%
Reduction
for Misc.

	<u>2009 Adopted</u>	<u>2009 Actual</u>	<u>2010 Adopted</u>	<u>2010 Modified</u>	<u>2010 Actual</u>	<u>2011 Adopted</u>	<u>2011 Actual</u>	<u>2012 Tentative</u>	<u>2012 Tentative</u>
Encumbrances as of 12/31/11:	\$950.00	\$950.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00
Appropriations from Reserve	\$91,400.00	\$91,400.00	\$102,200.00	\$102,200.00	\$102,200.00	\$55,400.00	\$46,960.83	\$46,250.00	\$43,300.00
National Grid Tree Planting Program	\$0.00	\$0.00	\$0.00	\$6,060.00	\$6,060.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00
Urban & Community Forestry Grant									
Total Funding	\$92,350.00	\$92,350.00	\$102,200.00	\$108,260.00	\$108,260.00	\$56,100.00	\$46,960.83	\$55,250.00	\$52,300.00
<u>Appropriations and Encumbrances</u>									
Thomas Development Consultants	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
Encumbrances from prior year	\$950.00	\$950.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00
Beautification Program									
Tree Planting	\$12,000.00	\$15,344.00	\$12,000.00	\$18,060.00	\$18,025.00	\$12,000.00	\$11,794.40	\$11,600.00	\$11,600.00
Sidewalk Repairs/Dexter Park Sidewalk	\$17,500.00	\$15,724.00	\$11,000.00	\$11,000.00	\$10,210.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00
Tree & Stump Removal	\$17,000.00	\$18,620.00	\$22,000.00	\$22,000.00	\$21,960.00	\$0.00	\$0.00	\$0.00	\$0.00
Landscaping	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$8,263.40	\$0.00	\$0.00	\$0.00	\$0.00
Beardy Park Landscaping	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$55,500.00	\$58,688.00	\$59,000.00	\$65,060.00	\$58,488.40	\$23,000.00	\$22,794.40	\$22,600.00	\$22,600.00
Miscellaneous Expenses									
Cortland Regional Sports Council	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$11,250.00
Downtown Music Series	\$0.00	\$0.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,000.00	\$0.00	\$5,000.00	\$4,500.00
2010 JETS Downtown	\$0.00	\$0.00	\$4,300.00	\$4,300.00	\$4,300.00	\$4,000.00	\$0.00	\$4,000.00	\$3,600.00
Web Site Maintenance	\$10,000.00	\$10,005.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Ads & Postage	\$1,000.00	\$430.44	\$500.00	\$500.00	\$494.32	\$500.00	\$500.00	\$750.00	\$750.00
Downtown Partnerships Dues	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$7,975.00	\$8,000.00	\$7,200.00
Contingency	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$91.43	\$0.00	\$0.00
Total	\$33,500.00	\$30,935.44	\$40,800.00	\$40,800.00	\$40,784.32	\$30,000.00	\$21,066.43	\$30,250.00	\$27,300.00
Total appropriations and Encumbrances	\$92,350.00	\$92,973.44	\$102,200.00	\$108,260.00	\$101,652.72	\$56,100.00	\$46,960.83	\$55,250.00	\$52,300.00

WORK SESSION

3. Names and Titles of Persons Supervising this position. (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
Kelly Colasurdo	Corporation Counsel	
Brian Tobin	Mayor	

4. Names and Titles of Persons Supervised by Employee in this position

NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	TYPE OF SUPERVISION

6. What minimum qualifications do you think should be required for this position? *See Attached*

Education: High School _____ years
 College _____ years, with specialization in _____
 Other _____ years, with specialization in _____

Experience: (list amount and type)

Essential knowledges, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: *March 19, 2012* Title: *Mayor* Signature: *Brian Tobin*

CERTIFICATE OF CIVIL SERVICE ACTION

8. In accordance with the provisions of Civil Service Law, Section 22, the PERSONNEL OFFICER certifies that the appropriate civil service title for the position described is *Paralegal*,
competitive class.
 Jurisdictional Classification Title

Date: *3/19/12* Signature: *Shirley Barber, Personnel Officer*

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted: 10/20/05
Revised: 05/14/07; 06/08/07; 01/03/08

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing paralegal duties and a variety of tasks that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques to facilitate the preparation of legal documents and matters for litigation. Depending upon the Department involved, the incumbent's specific duties will vary within the broad framework of paralegal skills. The work is performed under the general supervision of the department's attorneys with considerable leeway allowed for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Organizes material and information for pleadings, orders, petitions, motion papers, demands for discovery, bills for particular contracts, resolutions and other legal documents;
- Conducts routine correspondence on matters where policies and procedures have been defined;
- Processes, indexes, and sorts records and maintains correspondence files necessary for the operation of the Attorney's office;
- Conduct interviews with witnesses and when appropriate, prepares and takes sworn statements or depositions;
- Subpoenas witnesses, officers and others to obtain statements or testimony at trials;
- Prepares petitions, court orders, and other legal documents required for Court calendar and arranges for scheduling of cases;
- Obtains legal reference material and conducts research regarding questions of law or regulation under supervision of an attorney;
- Answers telephone, schedule appointments, receive callers and refer them to the proper persons, and answers requests for various information;
- May appear in court with the department's attorneys;
- May meet with staff to obtain information regarding matters before the Court to determine what evidence, witness or materials would be required to continue processing of the case;
- May review client applications to determine eligibility for legal services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of general legal principles, practices and procedures;
- Good knowledge of modern office terminology, procedures, equipment and business English;
- Working knowledge of the functions and procedures of Courts;

PARALEGAL – contd.

2

Working knowledge of the laws pertaining to legal proceeding;
Skill in investigative and interviewing techniques and report preparation as applied to legal proceedings;
Ability to understand and carry out complex oral and written directions;
Ability to communicate effectively both orally and in writing;
Ability to efficiently gather facts through investigation and interviews;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher and possession of a Paralegal certificate or higher from a regionally accredited or New York State registered institution approved by the American Bar Association; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher in Paralegal Studies and one (1) year of experience as a Paralegal or legal secretary and one (1) year of clerical experience which involved the operation of a computer for word processing, database or spreadsheet application; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience in a law office which shall have involved drafting motions, contracts and doing legal research; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

Note: Verifiable part-time and/or volunteer experience may be prorated toward meeting full-time requirements.