COMMON COUNCIL MEETING
August 21, 2012

6:30 P.M. Public Hearings

Water Detention Pond at the Water Works

Local Law No. 1 of 2012 – Rental Registry Permit Law Amendment

7:00 P.M. Call Meeting to Order
Salute to the Flag of the United States
Public Comments
Minutes of August 7, 2012
Bills
PINK SHEET Sign off

AGENDA:

Executive Session

Personnel Matters

1. Presentation by Dave Law, of CNY Equipment, regarding his State contract New Holland equipment trade-in program.

2. Consideration of a Resolution to approve the bid award for the Wastewater Treatment Plant Blower Replacement Project to Koester Associates, Canastota, NY in an amount not to exceed $470,000.00 and to authorize the Mayor to enter into and sign the contract subject to review by Corporation Counsel. (Bruce Adams)

3. Consideration of a Resolution to approve a budget modification to appropriate auction proceeds from the sale of a 2006 Chevrolet Tahoe by the Cortland Police Department, for a total of $7,000.00, toward the purchase of new police vehicles in 2013 as follows: (Deputy Chief Sandy)

   A3120.206.00 Operational Equipment $7,000.00

4. Consideration of a Resolution to authorize the following actions in support of the 17th Annual Great Cortland Pumpkinfest:

   A. Permission to use the City's portion of Courthouse Park from October 5, through October 8, 2012.

   B. Permission to place promotional signs at or near the City's entrance signs.

C. Permission to operate the Micro Brew Tasting on October 6, 2012 from 1:00-5:00PM in the Courthouse Park.

5. Consideration of a Resolution to transfer seventeen thousand dollars ($17,000) from the Contingency line to the A1420.415.00 Contractual line for the Law Department to pay ongoing expenses. (Kelly Colasurdo)

6. Consideration of a Resolution to approve a budget transfer of one thousand dollars ($1,000) from G8120.415.00 to G8120.405.00 to cover a shortfall in that line for manhole covers. (Chris Bistocchi)

7. Consideration of a Resolution to approve a budget transfer of five thousand dollars ($5,000) from A5110.406.00 to A8140.405.00 to complete two (2) repair projects; the Youth Bureau parking lot storm drain and Perplexity Creek. (Chris Bistocchi)

8. Consideration of a Resolution to approve two budget transfers: a transfer for one thousand dollars ($1,000) from A3010.402.00 to A3010.405.00 to cover a shortfall in that line for paint and a second transfer of five hundred dollars ($500) from A3010.404.00 to A3010.407.00 to cover a shortfall in that line for signs. (Tom Tobin)

9. Consideration of a Resolution to approve a budget transfer of one thousand dollars ($1,000) from the Contingency line to A1210.403.00 for office supplies. (Mayor Tobin)

10. Discussion regarding the establishment of a Department of Public Works administration fee schedule for each appliance which the City collects if the appliance contains a hazardous substance as defined by the Environmental Protection Agency of the United States Government, excess brush and/or bulky items pickup or out-of-cycle and/or contaminated bulky items pickup or items placed curbside prior to the scheduled collection day. (Chris Bistocchi)

11. Consideration of a Resolution authorizing Mayor Tobin to enter into and sign a Comprehensive Contract with Thoma Development from June 1, 2012 to May 31, 2014 subject to review by Corporation Counsel. (Thoma Development)

12. Consideration of a Resolution to approve the request to close Main Street from W. Court Street to Tompkins Street from noon until midnight on August 25, 2012 to hold a concert on Main Street. (Mayor Tobin)

13. Consideration of a Resolution to waive the open container regulation from 4:00 PM to 8:00 PM on August 25, 2012, in the contained Main Street to Tompkins Street area during the concert on Main Street. (Mayor Tobin)

14. Discussion to lift the hiring freeze to fill the budgeted, but vacant position in the Police Department. (Chief Catalano)

City Council Minutes
The City of Cortland
August 7, 2012

Council Meeting #14
August 7, 2012
Public Hearing and Regular Session
City Hall
6:30 PM

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

Staff Present: Director of Administration & Finance Mack Cook and City Clerk Judith Chamberlin

Public Hearing

Mayor Tobin opened the Public Hearing at 6:30 PM on the City of Cortland's Local Law No. 1 of 2012 – Rental Registry Permit Law Amendment

James Reeners, a member of the Housing Committee, spoke about his review of this law and noted some changes he'd like to have made to it to strengthen it. He stated that this law is needed. He recommended that another public hearing be scheduled if the changes that he gave to the Mayor are made to this law and hoped that it's passed soon.

Mayor Tobin stated that he would distribute copies of the recommended changes to the Council and City Administration for review.

Steve Muka stated that he has reviewed the proposed law and has also noted some small changes that he would like to recommend. He outlined some concepts for consideration. He noted that he would like to see the Zoning Board of Appeals have the ability to allow for an appeals process so that a landlord could appeal the revocation of a permit. He also noted that revocation of a rental permit should be in writing and that a definition of "nuisance property" be included in the definitions section. He suggested a wording change from tenant to owner in the section regarding disabling of carbon monoxide detectors. He also suggested that consideration be given to issuing a partial permit to encourage investors to purchase and upgrade properties.

There was no one further to speak and therefore Mayor Tobin closed the Public Hearing at 6:42 PM.

Regular Session

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

PLEDGE OF ALLEGIANCE

Public Comment

Tom Gobel commented on the July 28 assault on Main Street. He asked if cameras could be installed on Main Street for additional safety and as an aide to the Police Department.

Ruth Grunberg spoke about finances and the issue of trust funds. She thanked Director of Administration and Finance Cook for posting to the City website a listing of trust funds transactions. She noted that the public should be more informed about trust funds. She also asked the Council's support for the fund request being made by the Cable Commission for the purchase of equipment. She noted that this will allow continuation of public access television.

RESOLUTION #140 OF 2012 – Minutes of July 17, 2012.

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

Bills were reviewed.

Ward Reports

Ward 4 – Alderman Bennett

Alderman Bennett noted the hope of the closing off of the walk-through between Warren and Pearl Street before college starts. He reported that the College has given permission to go ahead and use their posts to install a fence to eliminate parking and pedestrian issues on Pearl Street. He noted that SUNY has informed them that construction will begin on the Student Life Center in late October or early November. He noted that other than the Jets being in town, his Ward is quiet.

Ward 1 – Alderman Bird

Alderman Bird has received a few comments. She noted a report of weeds in Dry Creek and that the DPW will knock them down. She also received a concern about parking on Van Hoesen. She personally contacted the residents and the majority indicated that they would like the parking to remain as it is. She received a comment regarding the removal of a tree on Hamlin Street and Public Safety reported that it will be removed by National Grid, but a date has not been set for removal.

Alderman Bird reported that the Image Committee will meet on Thursday, August 9 at 6:30 PM.

Ward 3 – Alderman Dye

Alderman Dye reported on the Ward 1, 2 & 3 joint Ward meeting. He asked that if residents see any suspicious or questionable activity to notify the Police Department. Alderman Bird noted that attendance at the meeting was good and many concerns were expressed.

Ward 7 – Alderman Ferguson

Alderman Ferguson reported that she had received a complaint regarding lights at Dexter Park as well as baseballs landing on private property which could result in damage. A meeting was held with City officials and these issues are now being worked on. Alderman Ferguson noted that residents have indicated that they would like to see the Council members express their personal views on issues by having more discussion during meetings. Alderman Ferguson announced that she is organizing a Ward meeting to discuss the future of Dexter Park and will announce the date and time of that meeting soon. She thanked Marietta for relocating their tanker trucks that had been casting glare reflections into Elm Street neighbor's homes.

Ward 6 – Alderman Ferrer

Alderman Ferrer reported that his Ward has been quiet and noted that he will be working on a complaint that he received this evening.

Ward 5 – Alderman Quail

Alderman Quail reported that he will be holding a Ward meeting on Thursday, August 16 at 6:30 PM at the TC3 Extension Center. He noted that the main topic will be Neighborhood Watch, but discussion will be had regarding other pertinent City issues. He reported that his Ward has been mostly quiet. He noted that there have been some reports of barking dogs which have created some challenging community issues and he will continue to work on that.

Mayor's Report

Mayor Tobin reported on the Jets welcoming event. He noted that it was well received and the event was well attended. He reported that many contributed to making the event a success on such short notice. He noted that he would like to see the event organized again for next year, but hopes to expand activities so that attendees can enjoy Downtown more.

Mayor Tobin reported that he attended Access for Independence's picnic in celebration of American's with Disabilities Act and just before the event began, a large limb from one of the trees in the Court House Park fell off. He has asked the Landscape and Design Committee to meet and evaluate the condition of the trees that are on City property. He has asked them to make recommendations as to whether some trees should be taken down and which varieties of trees should be planted that will be suitable replacements in

those locations. He reported that there were no injuries or damage, but he is concerned about safety.

Mayor Tobin noted that Alderman Bennett had reported on the closure of Warren Street, which will decrease the issue of parking and noise pollution in that neighborhood. He noted that it will be safer for pedestrians.

Mayor Tobin reported that he met with the Superintendent of Public Works regarding the water retention pond at the Water Works. He noted that this was also discussed at a Ward meeting. He announced that a Public Hearing will be scheduled on August 21, 2012 to provide public information and to hear some concerns from the public about the water retention pond and what is being proposed to prevent flooding on the North end of the City. He is looking forward to having a tangible resolution to this long time issue.

Mayor Tobin reported that a meeting was held regarding fundraising for the Wickwire Pool. More information will be provided in the future.

Mayor Tobin reported that representatives from Access to Independence, YWCA, Family Counseling Services will attend the next Council meeting to make a presentation about their Cortland Community Mentors Program. He explained that it's a mentoring program of community youth who are looking for role models.

Mayor Tobin noted that the Image Committee is moving forward on the crow issue. He explained that he's also looking to form a Codes Commission and Aldermen Ferguson and Ferrer will be involved in that along with others.

Mayor Tobin reported that the issue of cameras on Main Street has come up a number of times and he expressed support for this. He explained that he has spoken with the Police Chief and Deputy Police Chief and noted that it could greatly assist the police force to build better cases, and to be a deterrent, as well as to assist in tracking down suspects.

Alderman Ferrer commented that he has spoken with the David Eman from College Security. He reported that the College has over one hundred (100) cameras in use and Mr. Eman noted that campus crime has gone down.

Mayor Tobin stated that in many cases things are already being recorded by today's technology and that the City should explore the opportunity to report things to help enforce the law and to ensure safety to residents. He noted that preliminary discussions have taken place regarding fire pull boxes and how there are other cost effective options to alert emergency services in the event they're needed. He echoed District Attorney Suben's comment of, "Don't give up the streets." He stated that residents should not live in fear due to an occasional incident, but asked that they report concerns.

Mayor Tobin added two (2) Executive Sessions to tonight's agenda. He noted that the two (2) topics were, potential litigation for two (2) issues and discussion regarding the tenure of two (2) retiring employees.

Alderman Bird thanked all of the volunteers who came out for the clean up day on July 21 prior to the arrival of the Jets. She also thanked Bruce Adams for conducting the tour of the Waste Water Treatment Plant for Council members.

Alderman Quail reported that past Alderman Leonard built and replaced some benches by the Blue Frog at his own expense. Alderman Dye thanked Aldermen Bennett and Silliman for the installation of the signs directing visitors to Downtown.

PINK SHEET Sign Off

AGENDA:

Item No. 1 – Presentation of the 2011 Audited Financial Statements by the City Auditors, the Bonadio Group.

Mayor Tobin introduced Auditor Randall Shepard, who made the presentation. Mr. Shepard reported that the audit report statements had been thoroughly reviewed last week with the Audit Review Committee of the City Council. He explained various changes and estimates made and then explained the auditor's comments. He noted that no audit adjustments were necessary this year and that numbers being received monthly from the Finance Department are accurate. Auditor Shepard explained that the Management Letter dealt with internal controls to make sure that these controls are designed and operating correctly. He reported that no internal weaknesses were found. He noted that the two (2) items the Council should consider are actuarial assumptions regarding post employment benefit obligations and the discount rate that's used which is four (4) percent. He also noted that the other comment was in regards to the lack of a formal written credit card policy and procedures. He asked that the Council formalize their policy and distribute it to all employees.

Auditor Shepard reviewed the auditors' report and explained to the Council the various financial statements.

RESOLUTION #141 OF 2012 – Resolution to accept the 2011 Audited Financial Statement by the City Auditors, the Bonadio Group.

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

Item No. 2 – Consideration of a Resolution to adopt a City of Cortland Policy Regarding Use of City-issued Credit Cards as recommended by the Bonadio Group, City Auditors. (Mack Cook)

Mayor Tobin noted that this would be a discussion of a proposed policy regarding the usage of City-issued credit cards. He explained that not every City employee had a credit

card, but a short list of Department Heads and sub-Department Heads which are utilized in certain instances. He outlined the proposed policy.

Alderman Quail expressed a concern regarding the statement about holding an employee's paycheck. Alderman Ferguson asked that this be continued as a discussion item. Alderman Bennett noted that he would also like to review this and discuss it further. Alderman Bennett asked if the issued credit cards had limits. Director of Administration and Finance Cook indicated that they did. Alderman Ferguson asked if receipts were turned in on a monthly basis. Director of Administration and Finance Cook noted that they did and card usage would be reported monthly.

Item No. 3 – Discussion regarding rental of office and training facilities at the Armory to Madison/Cortland ARC. (Mack Cook)

Director of Administration and Finance Cook reported that the City had been approached by Madison/Cortland ARC to rent on a monthly basis an office (which is available) plus use of our training facilities subordinate to any City use. He reported that the rental amount would be five hundred ($500) dollars per month plus they would take over janitorial services in the building as well as full responsibility for shoveling snow from the front sidewalks. He explained that the office space is vacant due to a pending retirement and noted that the City Police and the Volunteer Fire Department did use the training space. He reported that he had spoken with both the Volunteer Fire Department and the Police Department and to his knowledge, there is no interference and there are no objections.

Alderman Ferrer explained that when he heard of this proposal, he approached the Board of Engineers of the Volunteers and there was no opposition to this proposal and they look forward to the help with the janitorial items. He explained that there is a kitchen area that can be shared by all. Alderman Ferguson asked where the five hundred ($500) dollars would be utilized. Director of Administration and Finance Cook explained that it would go into the General Fund. Alderman Quail asked if there was any liability. Director of Administration and Finance Cook explained that they would have to provide the standard million dollar policy coverage indemnifying the City. He also noted that the City is required to maintain heat in the building during the winter and currently the building is underutilized by the City during the daytime hours. He explained that the rental income would offset some of the expense of heating the building and a copy of the rental agreement would be provided to the Council for their review before they make their decision.

Alderman Ferrer explained that they would be utilizing the meeting room at the Armory for their training and the office space would be the area currently used by Rob Avery who is retiring. Alderman Bird inquired about Ward 1's ability to use that room as a polling place. Director of Administration and Finance Cook explained that the proposed use would be subordinated to any usage the City required of the space. Alderman Ferrer explained that the use of the area by the Volunteers was in the evening.

RESOLUTION #142 OF 2012 - Resolution to authorize and direct the Mayor to file an application for funds from the New York State Office for Community Renewal under the U.S. Dept. of Housing and Urban Development's Small Cities Community Development Block Grant (CDGB) for fiscal year 2012, in an amount not to exceed four hundred

thousand ($400,000) dollars and to authorize the Mayor to sign said application on behalf of the City and upon approval of said request, to enter into and execute a grant agreement for such financial assistance with the State subject to review by Corporation Counsel. (Thoma Development)

By: Alderman Ferrer
Seconded: Alderman Bird

Approved: Ayes – 6
Nays – 0

RESOLUTION #143 OF 2012 - Resolution to authorize an expenditure of three thousand five hundred ($3,500) dollars by the Cable Commission for the purchase of telecast equipment to be used to record programs to be aired on public access television Channel 2 (i.e. Common Council meetings, etc.). (Dick Menapace)

Alderman Quail asked if Cortlandville was sharing the cost. Mayor Tobin explained that the original request was thirteen thousand ($13,000) dollars which was going to be paid by a one (1) cent charge by the cable company. Director of Administration and Finance Cook explained that did not come to fruition which left the Cable Commission with dated equipment. He explained that Cortlandville has stepped forward to cover half the cost of updated telecast equipment and they are looking to the City, as the other major user of the service, to provide the other thirty-five hundred ($3,500) dollars. He noted that a list of equipment had been provided. Mayor Tobin read the list of equipment and itemized cost to the Council.

Alderman Bennett asked if Time Warner was going to contribute. Director of Administration and Finance Cook explained that they weren't under any legal obligation to do so. Alderman Bennett expressed disappointment that Time Warner Cable wouldn't help the locality. Alderman Ferguson noted that many in her Ward used the public access channel to watch the Council meetings and she supported the update in equipment. Alderman Dye asked if the Council had to rescind the resolution made in March for a loan of thirteen thousand ($13,000) dollars. Director of Administration and Finance Cook stated that the resolution was contingent upon the franchise agreement being in place and with that not being in place, that resolution, by its own terms, is not in place. Alderman Ferrer wanted to be sure that the City had the funds to provide for this.

By: Alderman Quail
Seconded: Alderman Bennett

Approved: Ayes – 6
Nays – 0

Mayor Tobin noted that volunteers gave of their personal time to record the Council meetings and he thanked them for their hard work.

RESOLUTION #144 OF 2012 - Resolution to approve a request to close Pearl Street from 4 Pearl Street to 12 Pearl Street for the Annual Pearl Street Picnic to be held on September 3, 2012 from 8:00 AM to 5:00 PM. (Mayor Tobin)

By: Alderman Ferrer
Seconded: Alderman Bennett

Approved: Ayes – 6
Nays – 0

RESOLUTION #145 OF 2012 - Resolution to approve a request to close Euclid Avenue from the medical center driveway to the end of the street for the Annual Euclid Avenue Picnic to be held on August 18, 2012 from 11:00 AM to 8:00 PM. (Alderman Ferrer)

By: Alderman Ferrer
Seconded: Alderman Bird

Approved: Ayes – 6
Nays – 0

RESOLUTION #146 OF 2012 - Resolution to approve a request to close Brown Avenue from 4 Brown Avenue to 20 Brown Avenue for the Brown Avenue Block Party to be held on August 26, 2012 from 1:00 PM to 5:00 PM. (Alderman Silliman)

By: Alderman Ferrer
Seconded: Alderman Bird

Approved: Ayes – 6
Nays – 0

RESOLUTION #147 OF 2012 - Resolution to authorize the Mayor to enter into a contract with Phillips Lytle, LLP for the 2011 *IN REM* process and authorize Mayor Tobin to sign the contract subject to review by Corporation Counsel. (Mack Cook)

Mayor Tobin noted that this was a continuation of an agreement and noted a good working relationship with Phillips Lytle, LLP.

By: Alderman Ferrer
Seconded: Alderman Quail

Approved: Ayes – 6
Nays – 0

Item No. 10 - Discussion regarding the purchase of high speed turbo blowers and air distribution equipment for an upgrade to the Wastewater Treatment Plant. (Bruce Adams)

Bruce Adams introduced John Peterson of Cedarwood Engineering. Bruce Adams outlined the scope of the project and the energy cost savings at the plant. Mayor Tobin asked about effective cost savings.

Mr. Adams indicated that in cost savings alone there would be a less than seven (7) year payback as well as savings associated with lower maintenance costs. He noted that they would also be eligible for a NYSERDA rebate associated with the energy savings. He explained that the City Waste Water Plant was sought out to participate.

Mr. Adams felt that the number provided in the handout were very good in terms of the project costs. Mr. Peterson agreed with that. Mr. Adams noted that the Deputy Chief Operator was very good at utilizing plant staff resources to do projects to save the plant a large amount of money. He gave some recent examples. Alderman Bennett asked about plant malfunctions number. Mr. Adams explained he had arrived at the number by querying the budget database. He noted that the typical malfunctions had to do with blower vibrations and control system problems also caused by vibration. He noted that they anticipated not having those types of problems going forward.

Alderman Bennett asked if this would be paid for by bonding. Mr. Adams explained that payment would come from unexpended funds from the 2006 bond issue, which the City was already paying interest on.

RESOLUTION #148 OF 2012 - Resolution to approve the Mayor's appointment of Jaroslava Prihodova to the Landscape and Design Commission to fill a current vacancy for a term ending January 31, 2013. (Mayor Tobin)

Alderman Ferrer inquired about a recommendation versus an application as had been done in the past. Mayor Tobin indicated that he would follow up on that suggestion.

By: Alderman Quail
Seconded: Alderman Bird

Approved: Ayes – 6
Nays – 0

RESOLUTION #149 OF 2012 - Resolution to amend the City Code of Ordinance Section Article XVII – Section 11-165 – (B)(1)(b) – to omit: (Tom Tobin)

Port Watson Street – North - 160± feet east from the east curbline of Pendleton Street

Port Watson Street – South - 50± feet east of the east curbline of Pendleton St. as recommended by the Public Safety Commission.

Mayor Tobin noted that these are housekeeping items referenced to changes made earlier in the year. He explained that these are not changes, but what is currently is in place, but were unintentional omissions in that long list which was passed back in April.

By: Alderman Ferguson

Seconded: Alderman Ferrer

Approved: Ayes – 6
Nays – 0

RESOLUTION #150 OF 2012 - Resolution to amend the City Code of Ordinance Section Article XVII – Section 11-165 – (B)(1)(b) – to add: (Tom Tobin)

Clinton Avenue – Southeast - 100± feet; from 50± feet northeast of the east curbline of Church Street to 150± feet northeast of the east curbline of Church Street

Clinton Avenue – East - 110± feet; from 40± feet south of the south curbline of Sheridan Drive extended to 35± north of the north curbline of Sheridan Drive extended

Clinton Avenue – West - 100± feet; from 45± feet north of the north curbline of Morningside Drive extended to 25± feet south of the south curbline of Morningside Drive extended

Port Watson Street – North - 182± feet east of the east curbline of Pendleton St

Port Watson Street – North - 133± feet; from 182± feet east of the east curbline of Pendleton Street to 315± east of the east curbline of Pendleton St

Port Watson Street – South - 133± feet east of the east curbline of Pendleton Street to the east curbline of Pendleton Street

Port Watson Street – South - 265± feet; from 133 ±east from the east curbline of Pendleton Street to 398± feet east of the east curbline of Pendleton Street

Port Watson Street – South - 340± feet; from 40± feet east of the east curbline of Hyatt Street to 380± feet east of the east curbline of Hyatt Street

Port Watson Street – North - 435± feet; from 50± feet east of the east curbline of East Avenue to 70± feet west of the west curbline of River Street

Port Watson Street – South - 125± feet; from 40± feet west of the west curbline extended of River St to 50± feet east of the east curbline of River St

Clinton Avenue – Northwest - 90± feet; from 40± feet southwest of the west curbline of Washington Street to 50± feet northeast of the east curbline of Washington Street

Clinton Avenue – Northwest - 225± feet; from 145± feet northeast of the east curbline of Grange Place to 40± feet southwest of the west curbline of Grange Place

By: Alderman Ferrer
Seconded: Alderman Bennett

Approved: Ayes – 6
Nays – 0

RESOLUTION #151 OF 2012 - Resolution to amend the City Code of Ordinance Section Article XVII – Section 11-166 – (A)(1) – to add: (Tom Tobin)

Tompkins Street – North – 85 ± feet from 45 ± feet east of the east curbline of Reynolds Avenue extended to 130 ± feet east of the east curbline of Reynolds Avenue.

By: Alderman Bird
Seconded: Alderman Quail

Approved: Ayes – 6
Nays – 0

Executive Session

Pending Litigation (2)
Tenure of Two (2) Retiring Employees

Motion to go into:

By: Alderman Ferrer
Seconded: Alderman Bird

Approved: Ayes – 6
Nays – 0

Motion to come out of:

By: Alderman Ferrer
Seconded: Alderman Bird

Approved: Ayes – 6
Nays – 0

Adjournment

By: Alderman Ferrer
Seconded: Alderman Quail

Approved: Ayes – 6
Nays – 0

I, JUDITH CHAMBERLIN, CITY CLERK OF THE CITY OF CORTLAND, NEW YORK DO HEREBY CERTIFY THAT SAID RESOLUTIONS WERE ADOPTED BY THE COMMON COUNCIL AT A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF CORTLAND, HELD ON THE 7th DAY OF AUGUST 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 SEPTEMBER 01 , 2012

CLAIMANT	DESCRIPTION	CODE NUMBER	VENDOR #	AMOUNT	TOTAL
MAYOR					
CORTLAND PRESS	YOUTH COUNCIL LETTER	A-1210-403-00	14950	$18.75	
STEVEN RHEA	MAYOR'S YOUTH COUNCIL MTG.	A-1210-403-00	52300	$53.67	**$72.42**
CITY CLERK					
CDW GOVERNMENT	TONER	A-1410-403-01	10631	$68.50	
CORTLAND STANDARD	LEGAL ADS	A-1410-405-00	15400	$56.26	
BUSISINESS AUTOMATION	VITAL STATISTIC SYSTEM	A-1410-407-00	7629	$395.00	
BUSISINESS AUTOMATION	BAS CLERK LICENSING	A-1410-415-00	7629	$1,140.00	**$1,659.76**
FINANCE					
MAX GRAPHICS	RECEIPT / SALES BOOKS	A-1325-403-00	39645	$349.50	
QUICK PRINT	WINDOW ENVELOPES	A-1325-403-00	51100	$318.00	
STAPLES	INDEX,AND BINDERS	A-1325-403-00	58475	$99.05	
STAPLES	RIBBONS ,FILE FOLDERS,RUBBER BA	A-1325-403-00	58475	$100.06	**$866.61**
ASSESSMENT					
DAVID BRIGGS	CONTRACT - SEPTEMBER	A-1355-415-00	6830	$1,600.00	**$1,600.00**
LAW					
HICKEY & GATES	DISBURSEMENTS -PROF. SERVICES	A-1420-415-00	28567	$58.95	
WEST PAYMENT CENTER	ONLINE SUB.	A-1420-415-00	66000	$354.20	**$413.15**
BUILDING AND GROUNDS					
CORTLAND COUNTY HIGHWAY DEPT.	FUEL - JULY	A-1620-402-00	13300	$207.91	
JOHNSTON PAPER	LINERS,ROLL TOWELS,SOAP MOPS	A-1620-405-00	33147	$1,107.29	
GRAINGER	SAFEY VESTS	A-1620-405-01	25070	$196.10	
GRAINGER	EYE WASH,AIR FILTERS	A-1620-405-01	25070	$110.12	
MICROFLEX	GLOVES	A-1620-405-01	40109	$721.80	
NORTHERN SAFEY	EYE CLR LENS,SMOKE,LENS,EAR P	A-1620-405-01	45120	$217.45	
NYTECH SUPPLY CO.	GLOVES	A-1620-405-01	42452	$385.00	
AMES LINEN	KWIK WASH	A-1620-405-02	2500	$139.00	
AMES LINEN	MAT SERVICE	A-1620-415-00	2500	$118.97	
CORTLAND WHOLESALE ELEC.	ELECTRIC SUPPLIES FUSES	A-1620-415-00	15800	$80.28	
D&T COMMUNICATIONS	ADDED EXT.	A-1620-415-00	17060	$361.38	
D&T COMMUNICATIONS	NEW EXT	A-1620-415-00	17060	$132.70	
D&T COMMUNICATIONS	REPLACE CITY PHONE	A-1620-415-00	17060	$55.00	
D&T COMMUNICATIONS	NEW PROSTAR SET	A-1620-415-00	17060	$184.38	
FRADON LOCK	REG DUPLICATE	A-1620-415-00	22299	$10.20	
I D BOOTH	FOUNTAIN REPAIRS	A-1620-415-00	30100	$27.41	
M.I.S. OF AMERICA	NON ACID CLEANER	A-1620-415-00	36237	$252.75	
VIKING MECHANICAL SYSTEMS	ROOFTOP CHILLER	A-1620-415-00	64746	$692.75	
VIKING MECHANICAL SYSTEMS	SERVICE CALL LIQ. WATER TREAT.	A-1620-415-00	64746	$508.75	
BLACK MOUNTAIN LANDSCAPE	SPRING MAINT. , FLOWER INSTALL.	A-1620-415-02	6010	$1,809.70	
BLACK MOUNTAIN LANDSCAPE	SPRING MAINT. , FLOWER INSTALL.	A-1620-415-02	6010	$1,425.60	
BLACK MOUNTAIN LANDSCAPE	SPRING MAINT. , FLOWER INSTALL.	A-1620-415-02	6010	$1,586.00	
BLACK MOUNTAIN LANDSCAPE	SPRING MAINT. , FLOWER INSTALL.	A-1620-415-02	6010	$2,126.60	**$12,457.14**

3865 US ROUTE 11

CORTLAND, NY 13045

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NEW HOLLAND CONSTRUCTION

Chris Bistocchi

Cortland DPW

Thank you for allowing me to meet with the Council to propose an opportunity to re-introduce our company as the local distributor of light industrial and ground maintance equipment.

My main focus will be to consolidate several of the current machines that have become aged and require high maintenance, into less and more productive units with the option of renewing these units on a much more frequent basis for better cash flow at budget time.

I look forward to this meeting and will be very brief and informal, approximately 15 minutes, unless questions develop from the Council.

Thank you,

Dave Law

CNY Farm Supply

Cortland, NY

CORTLAND POLICE DEPARTMENT

2012 Police Vehicle Auction Proceeds

August 2, 2012

TO: **Mack Cook, Director of administration & Finance**
FROM: **Deputy Chief Paul A. Sandy**
RE: **Request for Proceeds from Police Vehicle Auction**

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

We are requesting the Common Council appropriate proceeds from the auction of one (1) retired police vehicle from the City of Cortland Police fleet, which has been replaced with a 2012 vehicle. The vehicle was a 2006 Chevrolet Tahoe, which had been a marked police vehicle, utilized by the Sergeants. The Tahoe netted $7,000.00, after all necessary fees were paid, and we are requesting the total $7,000.00 be appropriated to the above noted account. If appropriated the proceeds will be directly applied toward the purchase of new police vehicles in 2013.

$7,000.00

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PAUL HILTBRAND LTD.
R.D. 1
ELBRIDGE, NY 13060

29-7/213

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28938

DATE July 11, 2012

PAY TO THE ORDER OF City of Cortland $ 7,000.00

Seven Thousand 00/100 DOLLARS

Security Features Included. Details on Back.

KEY BANK NATIONAL ASSOCIATION
2801 JAMES STREET
SYRACUSE, NY 13206
EASTWOOD OFFICE

MEMO 06 Chevy Tahoe

H Brand

MP

⑆021300077⑆ 2240094291⑈ 8938

SALE OF CHEV 06
TAHO AT AUCTION
7/11/12 ADESA SYR.
TO PAUL HILTBRAND.

August 10, 2012

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

Dear Mayor Tobin,

As part of the permit application to serve alcohol at The Great Cortland Pumpkinfest Micro Brew Tasting to take place this year on October 6st from 1pm to 5pm, we are required to include a letter from the City granting us permission to use Court House Park. If you could forward a letter of permission it would be greatly appreciated. This activity will be held in accordance with local ordinances and New York State laws governing such an event.

I've enclosed a copy of a previous letter for your convenience.

Thank you for your assistance.

Sincerely,

Jim Dempsey
The Great Cortland Pumpkinfest Committee

JD:db
Enclosure

37 Church Street • Cortland, NY 13045 • 607/753-8463

City Clerk

From: "Mack Cook" <mcook@cortland.org>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Cc: "Wilma Vandee" <wvandee@cortland.org>
Sent: Wednesday, August 15, 2012 9:03 AM
Subject: FW:

Sherrie

Agenda item

From: Wilma Van Dee [mailto:wvandee@cortland.org]
Sent: Friday, August 10, 2012 12:23 PM
To: Lori Crompton
Cc: Mack Cook
Subject:

We would like to transfer $1,000 from 8120.415 to 8120.405. We have a voucher for $800+ to pay from the 405 line but there is only a balance of $537. If we transfer $1,000, hopefully that will get us through the year in this account.

Wilma Van Dee
Administrative Assistant
City of Cortland, DPW
607-756-6221

City Clerk

From: "Mack Cook" <mcook@cortland.org>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Cc: "Wilma Vandee" <wvandee@cortland.org>
Sent: Wednesday, August 15, 2012 9:05 AM
Subject: FW: Storm Sewer Funds

Sherrie

Agenda item

From: Wilma Van Dee [mailto:wvandee@cortland.org]
Sent: Monday, July 30, 2012 2:39 PM
To: Mack Cook; Lori Crompton
Cc: Chris Bistocchi
Subject: Storm Sewer Funds

The Department of Public Works has 2 outstanding projects to complete.
The first one is Perplexity Creek (which we have already begun) due to the damage from recent flooding.
It will cost approximately $2,500 for materials to complete this project.
The second project is the storm drain in the City parking lot on Port Watson Street (Youth Bureau).
We believe it will cost about $2,000 for the materials to install a structure there.
Chris figures $5,000 total would include any unforeseen circumstances which may arise.

If we postpone replacing 2 doors in the garage until next year, we could transfer the $5,000 from the 5110.406
(building maintenance) budget line into the storm sewer line (8140.405) to cover these costs.

Wilma Van Dee
Administrative Assistant
City of Cortland, DPW
607-756-6221

City Clerk

From: "Mack Cook" <mcook@cortland.org>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Wednesday, August 15, 2012 9:12 AM
Subject: FW: departmental budget transfers
Agenda item

From: Thomas Tobin [mailto:publicsaf@cortland.org]
Sent: Monday, August 13, 2012 1:22 PM
To: Mack Cook
Cc: Brian Tobin
Subject: departmental budget transfers

Mack,
in order to pay for the paint we used this year, there needs to be some transfer of money around within the Public Safety Department budget. There is a bill for paint in the amount of $2886.99. There is currently a little over $2200 in the 405 (functional operating) account. I would like to ask to have $1000 transferred from the 402 account (vehicle maintenance), and so that the bill could get paid. I would also like to ask to transfer $500 from the 404 (office equipment) account to the 407 (signs and electric) account to cover the cost of some additional new signs that are needed for the up coming school year. So to recap,

Public Safety A3010—

From account	amount	To account
402	$1000	405
404	$ 500	407

If you have any questions, or issues with this request, please let me know.
Thank you.
Tom

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

City Clerk

From: "Mack Cook" <mcook@cortland.org>
To: "Wilma Vandee" <wvandee@cortland.org>
Cc: "Chris Bistocchi" <cbistocchi@cortland.org>; "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Wednesday, August 15, 2012 9:04 AM
Subject: RE: Administrative Fee for Special Trash Collections

Wilma/Chris

Do you folks what to put this on next Tuesday's agenda?

From: Wilma Van Dee [mailto:wvandee@cortland.org]
Sent: Wednesday, August 01, 2012 8:35 AM
To: Mack Cook
Cc: Chris Bistocchi
Subject: RE: Administrative Fee for Special Trash Collections

Good morning Mack,

From the feedback I have we received, everybody seems to think this is a good idea. Can we get this on the agenda in the near future? I seem to be sending out invoices on a regular basis for this service now, 38 so far this year.

Thank you,

Wilma Van Dee
Administrative Assistant
City of Cortland, DPW
607-756-6221

From: Mack Cook [mailto:mcook@cortland.org]
Sent: None
To: Wilma Vandee; Brian Tobin
Cc: ward1; ward2; ward3; ward4; ward5; ward6; ward7; ward8; Chris Bistocchi; lawdept
Subject: RE: Administrative Fee for Special Trash Collections

Admin. Fees in solid waste are common. Pasted a few examples below. To put into effect should be added to Code by resolution.

The town shall assess an administrative fee for each appliance which the town collects if the appliance contains a hazardous substance as defined by the Environmental Protection Agency of the United States Government. The amount of the administrative fee shall be the amount the town must pay to dispose of this item, so long as the fee does not exceed one hundred fifty dollars ($150.00) per item. The town administrator shall provide for procedures for notifying the resident and owner of the property from which the appliance is collected regarding the administrative fee and for collecting this fee. After due notice to the resident and/or the owner of the property, if the fee remains unpaid for three (3) business days from the date the notice is sent, the town administrator may place a lien against the owner of such real property for such cost and shall notify the owner of such lien. Unless the resident or owner shows cause in writing to the town administrator within five (5) working days of the date of such notice, the town administrator shall proceed to collect the fee by entering the charge on the tax records of

the real property from which the appliance was collected as a tax upon that real property or by suit if deemed necessary, or both.

City Ordinance states that a special pickup fee will be charged for trash and recycling placed curbside prior to 4 p.m. on the day before the normal collection day. A special pickup fee of $50 will be charged to the account holder or property holder for each offense. This fee is added to the monthly utility statement for that address and becomes the responsibility of the account holder or property holder.

The City Ordinance states an additional collection fee for trash, recyclables, and yard waste improperly placed curbside prior to 4 p.m. on the day preceding normal collection will be billed to the account holder or property holder. For residents who are unable to place trash out for collection on the normal day, please make alternate arrangements with a friend or neighbor. This policy does not affect individuals with certified medical problems who have prior arrangements for trash collected at the house. Yard waste not properly packaged that remains curbside 48 hours after the normal day of collection, is collected and charged the additional collection fee. Limbs and brush must be in bundles four feet or less and not greater than two feet in diameter.

Excess Brush and/or Bulky Items Pickup

Residential customers who place more than ten cubic yards of brush weekly and/or more than ten cubic yards of bulky items monthly will be charged for collection of the excess. Fees will be charged to your water bill and are as follows:

- $10 administrative fee, plus
- $65 per 5 cubic yards of excess materials*

Out-of-Cycle and/or Contaminated Bulky Items Pickup

Customers who place bulky items at the curb before or after the set city schedule for pickup in their area will be charged for the collection of the material. In addition, customers who put plastic garbage bags, leaves in plastic bags or other unacceptable items in a bulky pile will be charged for collection. Fees will be charged to your water bill and are as follows:

- $10 administrative fee, plus
- $65 per 5 cubic yards of materials*

From: Wilma Van Dee [mailto:wvandee@cortland.org]
Sent: Thursday, June 14, 2012 2:26 PM
To: Brian Tobin
Cc: ward1; ward2; ward3; ward4; ward5; ward6; ward7; ward8; Mack Cook; Chris Bistocchi
Subject: Administrative Fee for Special Trash Collections

Brian,

It has come to my attention that when we ask for a special trash collection to be done for illegal trash at the curb, the trash is being added to our regular pick up loads whereas it used to be picked up by a separate truck. Currently we only bill the property owner for the charge Casella charges us. Thus we are paying the tipping fee for the property owner. Normally the tonnage wouldn't be very much but when it's furniture that is being picked up, it can be substantial. Since we do not charge an administrative fee at all, we would like to start charging one to cover the tonnage fee and our time for taking pictures, billing for the pick up, etc.

Wilma Van Dee
Administrative Assistant
City of Cortland, DPW
607-756-6221

City Clerk

From: "Mack Cook" <mcook@cortland.org>
To: "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Wednesday, August 15, 2012 2:49 PM
Attach: Comp Contract10.doc; ATT00001.htm
Subject: FW: Thoma development "comp" contract
Another Agenda item

From: Linda Armstrong [mailto:linda@thomadevelopment.com]
Sent: Wednesday, August 15, 2012 2:15 PM
To: Brian Tobin; Mack Cook
Subject: Fwd: Thoma development "comp" contract

Mack and Brian:

The City has not acted on extending comp contract with our firm as discussed in the email below dated May 10, 2012. Bernie asked that I bring this to your attention for discussion at Dept Head meeting tomorrow morning. Wanted to give you a heads up on this. We have and will continue our work on behalf of the City, but thought this should be addressed.

Linda Armstrong

Begin forwarded message:

From: Linda Armstrong <linda@thomadevelopment.com>
Date: May 10, 2012 4:46:15 PM EDT
To: Brian Tobin <btobin@cortland.org>, Mack Cook <mcook@cortland.org>
Cc: Bernie Thoma <bernie@thomadevelopment.com>
Subject: Thoma development "comp" contract

Brian:

As you may recall from your time on the Council and from discussions with our office, we have worked with the City under a number of contracts that are "grant specific" the past 30+ years and a comprehensive contract, or "comp" contract for probably the last 20 years. The comp contract was suggested by Thoma and the City over 20 years ago to cover work required by having an on-going community development program and related activities that are not covered by grant specific contracts. For instance, the comp contract covers our writing a CDBG grant each year, or HOME and other specified grants, also monitoring the repayments for loans, or marketing the loan program. There are a number of other activities that we provide to the City that are covered under the comp contract (including TREES!!) and I have attached the most recent contract under which we are currently working for your review.

The attached contract is for a two year period, which expires May 31, 2012. The monthly payment is $3,600, which is paid from program income ($3,400) and misc. revenue ($200). Bernie is proposing to execute a contract with the City at the same cost for the period June 1, 2012 through May 31, 2014. Please advise if the City accepts this proposal and how you want to proceed; i.e. approval by Council and then approval of contract by Corporation Counsel?

We are currently marketing for and working on the application for the proposed

Microenterprise Program, which is due to the State by July 16, 2012. We are also doing the up-front work for the proposed City-wide Housing Rehabilitation Program to be submitted under the CDBG Program, although the State has not set a date for submissions. We will continue this work, as well as the other activities covered by the comp contract, beyond the May 31, 2012 date until this can be brought to the Council, if you want Council approval. I know there is no early June meeting, so approval would need to wait until the third Tuesday in June at this point I assume.

Please advise.

Thanks, Linda Armstrong

AGREEMENT BETWEEN
CITY OF CORTLAND AND
THOMA DEVELOPMENT CONSULTANTS

For good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, Thoma Development Consultants (the "Consultant") and the City of Cortland ("City") hereby agree to the conditions set forth below. The Consultant shall be responsible for work as set forth in Paragraph I below. For the purpose of this contract, the City's representative is the Mayor.

I. Scope of Services:

A. Loan Portfolio Management, including:

1. Monitoring of all community development loans: Services shall include monitoring for repayment and compliance with loan agreement.

2. Assisting loan recipients and City Corporation Counsel with any problems or restructuring of loans.

B. Fair Housing Officer: The Consultant shall serve as the Fair Housing Officer and his office as the Fair Housing Office for the City of Cortland. The Fair Housing Office duties shall be the following:

1. Advertising and publicizing the Fair Housing Program.

2. Handling citizen complaints concerning fair housing.

3. Carrying out activities as necessary under City's Fair Housing Plan.

C. Community Development Business Loan Program: The Consultant's duties shall include:

1. Marketing the availability of the program.

2. Serving as an intake point for businesses wishing to make formal application for the program.

3. Assisting prospective borrowers in preparing a package for review by the Loan Committee.

4. Coordinating the activities of the Loan Committee.

5. Assisting the borrowers and the City's Corporation Counsel with loan closings.

6. Monitoring the disbursement of all loan funds

D. Programs: The Consultant's duties will include the administrative and technical responsibility necessary to operate all components of the following City programs: Sidewalk, Tree Planting, Water Lateral and Emergency Repair.

E. Grant Applications: Upon notification of the City's representative, the Consultant's duties shall include the preparation of grant applications for the following:

1. OCR Community Development Block Grant – Competitive and Economic Development.

2. ARC and EDA Applications.

3. HOME and AHC Applications.

For all other grant applications, the Consultant will charge the City at the following hourly rates for grant applications authorized by the City's representative. The Consultant will provide the City up to four hours of grant opportunity research for each potential application at no cost.

Hourly Rate:

Senior Consultant	$80 per hour
Program Manager	$55 per hour
Clerical	$25 per hour

F. General Planning: The Consultant's duties shall include providing services that will implement City policy in the following areas:

1. Encouraging economic development.

2. Encouraging housing development.

G. General Administration: The Consultant's duties shall include:

1. Assisting the City in the budget process for miscellaneous revenues and program income.

2. Maintaining ledgers and handling bookkeeping and disbursements for all program income expenditures.

3. Requests to HUD for expenditures of Program Income for City approved projects outside the scope of the Block Grant activities.

H. Other Duties: Based upon the mutual agreement of the Consultant and the City's representative, the Consultant shall provide services related to economic and community development not listed above.

II. Items Not Covered Under This Contract:

A. Administration of grants received by the City: If administrative services are required by the City, a separate agreement would be necessary. It is within the scope of this agreement to provide advice and guidance to City Departments who might be administering grants received.

B. General Planning: Master, comprehensive, housing or economic development plans would not be included. However, input from the Consultant would be provided to assist in the development of such plans.

III. Support Services Provided by the City:

It is understood that the City of Cortland shall provide support services as approved by the City's representative, if available and necessary, which will assist in the undertaking of the Consultant's activities. Such services shall be negotiated between the Consultants and the City's representative on an as needed basis when deemed necessary to further the goals of the City's Community Development work.

IV. Time and Performance:

A. The services of the Consultant shall commence as of June 1, 2010.

B. Subject to budgetary appropriations approved by the Common Council this contract shall be in force until May 31, 2012.

V. Compensation:

As compensation in full for the services to be provided by the Consultant, the City agrees to pay the Consultant $86,400 over the life of this contract not including hourly charges as identified in E above. Payments of $3,600 will be due in equal monthly installments. In addition to the contract amount, the Consultant may bill at cost for reasonable reimbursable expenses that would include postage, long distance phone calls, photography, copying, office supplies, and general expenses incurred by the Consultant in carrying out this contract.

VI. Method of Billing and Payment:

A. Bills will be submitted to the City's representative on a monthly basis. An appropriate City voucher will accompany the bill. Each bill will detail the amount to be paid from Miscellaneous Revenues and from Program Income. Each bill will detail any hourly charges for approved grant applications.

B. It is expressly agreed and understood that the fees provided for herein and the payment to be made is compensation for service actually performed, and payment becomes due the Consultant only by virtue of the services performed during the payment period.

C. All reimbursable expenses will be detailed on the bill and will be charged to the City at cost.

VII. Evaluation:

On a regular basis the Consultant and the City's representative will review the activities performed under this contract.

VIII. Termination:

Either the Consultant or the City upon 30 days written notice may terminate this Agreement prior to the end of the contract. The Consultant and the Consultant's services will continue until the end of the month following the notice.

IX. Equal Employment Opportunity:

The Consultant will comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

X. Anti-Kickback Act:

The Consultant will comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor Regulations (29 CFR, Part 3), which provides that the Consultant shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

XI. Access to Records:

The City of Cortland, the U.S. Department of Housing and Urban Development, the U.S. Comptroller General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Consultant which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. Such records will be maintained for a minimum of three years after final grant payments and all other pending matters are closed.

XII. Acceptance:

The Contractor agrees to indemnify and save the City of Cortland (the "City"), its officers, agents and employees harmless from any liability imposed upon the City, its officers, agents and/or employees arising from the negligence, active or passive, of the Contractor.

An authorized signature below will indicate acceptance by the City and the Consultant of this contract and all conditions placed hereon:

City of Cortland:

_____ _____

Date

Thoma Development Consultants:

_____ _____

Date

Cortland Police Department

Memorandum

TO: Brian Tobin, Mayor
Mack Cook, Director of Administration and Finance
Common Council Members

FROM: F. Michael Catalano, Chief of Police

DATE: August 14, 2012

RE: Consideration to lift Hiring Freeze to fill vacant Police Officer position.

With the city's hiring freeze, the Cortland Police Department has left a budgeted police officer position vacant for nearly four years. The vacant position was due to the retirement of our designated training officer in October of 2008 and his duties have been piecemealed with other personnel ever since that time.

While we have been trying to cover the responsibilities of the training officer, we also have a detective assigned full time to the Cortland County Drug Task Force who is becoming overwhelmed with the number of illegal drug investigations and complaints, to the point where it is nearly impossible to keep up. Along with the myriad of other law enforcement duties the Department must perform, this understaffed situation is being negatively felt by both the Police Department and the community residents.

I am requesting the freeze to be lifted in order to hire an entry level police officer and have the ability to reassign personnel in the Police Department. This will allow for more adequate coverage of the patrol shifts, the expanding demands on drug investigations and the ever so important training division duties for the Department's officers. Hiring another police officer will bring the Police Department to its fully authorized and budgeted strength of 43 sworn members.

I implore you to grant this request as the needs of the department and the community require appropriate staffing levels in order to maintain the level of service and safety that each demand.

F. MICHAEL CATALANO
CHIEF OF POLICE
(607) 758-8302

DEPARTMENT OF POLICE

CITY HALL • 25 COURT STREET
CORTLAND, NY 13045
TELEPHONE: (607) 753-3001
DEPT. FAX: (607) 758-3658
RECORDS FAX: (607) 758-8399

PAUL A. SANDY
DEPUTY CHIEF OF POLICE
(607) 758-8302

August 14, 2012

Mr. Brian Tobin, Mayor
Mr. Mack Cook, Director Finance and Administration
City of Cortland Common Council
25 Court Street
Cortland, New York 13045

Dear Mr. Mayor, Mr. Cook, and Council Members:

As the chairman of the Board of the Police Commission, I would like to formally express my complete support, and the agreement of the Police Commission Board, for the consideration to lift the hiring freeze to fill the vacant police officer position.

For too long we have watched the upward trend of illegal drug arrests, drug trafficking and the violence associated with it. While the Police Department proactively works to subdue these activities, history has shown the Department is consistently operating understaffed, making this a formidable and difficult task.

I strongly urge the leaders of the City of Cortland to lift the freeze, allow Chief Catalano to initiate the hiring process as quickly as possible, and provide the necessary personnel to uphold the law in these troubling times.

Sincerely,

Thomas R. O'Mara

Thomas R. O'Mara, Chairman
Board of Police Commission