

COMMON COUNCIL MEETING

December 18, 2012

7:00 P.M. Call Meeting to Order
Salute to the Flag of the United States
Public Comments
Minutes of December 4, 2012
Bills
Mayor's Report
PINK SHEET Sign off

AGENDA:

1. Consideration of a Resolution to authorize the Mayor to execute agreement between the City of Cortland and the Town of Cortlandville for services rendered by the Cortland Youth Bureau from January 1, 2013 through December 31, 2013 (John McNerney)
2. Consideration of a Resolution to recognize as revenue \$30,543 received from FEMA for reimbursement of costs expended for the City's Fire Prevention Smoke Detector Program grant and appropriate said monies (Chief Glover)
3. Consideration of a Resolution to authorize the trade-in surplus equipment valued at \$9,500 towards the purchase of one Massy Ferguson tractor equipped with broom attachment and spray brine tank at a cost of \$18,800 and expend from the Capital Fund the residual balance of the purchase cost of \$9,300. (Julie Bird, Alderperson and Chair of the City Crow Committee)
4. Consideration of a Resolution to abolish the position of Park Supervisor and create the position of Deputy Superintendent of Public Works (Chris Bistocchi)
5. Consideration of a Resolution to authorize the appointment of Nicholas Dovi, a current employee, to the position of Deputy Superintendent of Public Works effective January 1, 2013 (Chris Bistocchi)
6. Consideration of a Resolution for Grant Support and Acceptance for LGRMIF 2012-2013 – Phase Two of Records Management Plan (Chief Glover)
7. Consideration of a Resolution to accept and recognize the donations to the Wickwire Pool Trust Fund from local business and individuals (John McNerney)
8. Consideration of a Resolution to authorize lifting the hiring freeze in order to fill a vacant and budgeted position in the Police Department (Chief Catalano)
9. Consideration of a Resolution to fill the vacant and budgeted position in the Police Department (Chief Catalano)

10. Consideration of a Resolution to lift hiring freeze to hire a temporary hourly employee for the Mayor's office (Ken Dye)
11. Consideration of a Resolution to add Sara Watrous to the Environmental Advisory Committee (Ken Dye)
12. Consideration of a Resolution to approve General Fund Budget for the year 2013 and appropriating monies therefore (Mack Cook)
13. Consideration of a Resolution to approve Waste Water Fund Budget for the year 2013 and appropriating monies therefore (Mack Cook)
14. Consideration of a Resolution to approve Water Fund Budget for the year 2013 and appropriating monies therefore (Mack Cook)
15. Consideration of a Resolution to adopt Tax Levy for year 2013 (Mack Cook)

Executive Session: Discussion of strategy for contract negotiations



City Council Minutes
The City of Cortland
December 4, 2012

Council Meeting #22
December 4, 2012
Regular Session
City Hall
7:00 PM

Present: Mayor Brian Tobin, Aldermen John Bennett, Thomas Michales, Julie Bird, Kenneth Dye, Kathryn Silliman, Linda Ferguson, Carlos Ferrer, and Daniel Quail

Staff Present: Corporation Counsel Kelly Colasurdo, Director of Administration & Finance Mack Cook and Joyce Nadge from the Clerk's office.

Public Hearing – 6:30 PM

William Wood was signed in to speak at the Public Hearing, but he stated he would wait until the Mayor had arrived. Mayor Tobin arrived at 6:45.

Regular Session

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

PLEDGE OF ALLEGIANCE

Public Comment

To speak was William Wood, owner of Woodman's Pub. The tax levy was a concern to him, and wondered how a city like Oneida could only levy \$7.70 per thousand and the City of Cortland's tax rate was \$15.28 per thousand. He wanted to know if the Council was still following the resolution that was approved years ago in regards to Council approving any travel expenses, budgeted or not, before paying them. He felt the City wants to prosper, more needs to be done to make living here more affordable.

Minutes

There was a brief discussion regarding each Ward submitting the Ward Report to the City Clerk's office by email so they can easily be attached or cut and pasted into the minutes.

Mayor Tobin suggested making reports brief and bulleting the main points. It was agreed to type up reports from the recording from the last meeting, and going forward, attaching Ward reports to the minutes.

Resolution #205 of 2012 - to approve the minutes of November 20, 2012, contingent to including the missing Ward reports as an addendum.

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes - 8
Nays - 0

Bills were reviewed.

Nuisance wild life removal was in question. Director of Administration Cook explained the dams were built in the creeks, causing concern, and the beavers were trapped and relocated.

Mayor Tobin noted that the dams were a concern during the storm due to possible flooding and if the dams were taken apart, the beavers would just rebuild them, so it was necessary to remove the beavers.

Ward 4 – Alderman Bennett

Alderman Bennett noted it was quiet in his ward.

Ward 8 – Alderman Michales

Alderman Michales noted he had received several calls and emails regarding the crow situation. The crow committee now has an idea of what works and what doesn't work. He is waiting to hear back from the crow committee to see what they might come up with, but people are growing impatient. A petition of 72 signatures of residents in his ward was presented tonight.

The housing Committee met last Wednesday and did have a good discussion on standardizing forms used in the Code Office, as well as exploring ways in which the Code Office can be more efficient. The committee will be reaching out to the Code Office for any suggestions on how this may be achieved. The intention is to invite Capt. Knickerbocker to the next meeting.

Ward 1 – Alderman Bird

Alderman Bird said her ward was pretty quiet, but just a reminder of the Crow Committee meeting on Thursday night at 7 PM in the Mayor's Conference Room. We are trying different things, but participation is needed. The crow issue will be discussed later in tonight's agenda.

Ward 3 – Alderman Dye

Alderman Dye stated his ward had been quiet, and wanted to thank Mack Cook and the Department Heads for the hard work on the budget and the 1.06% increase, which is much better than anticipated.

Ward 2 – Alderman Silliman

Alderman Silliman noted there was a meeting last night of the second and third ward, a productive meeting, and she thanked Mack Cook for being there to present the budget as it currently stands. She thanked Mack Cook and Ken Dye for attending. Mr. Cook gave a very good budget presentation and answered several questions.

She also thanked the DPW for contracting with someone to trap the beavers that were damming up the creeks in her ward. The work seems to be finished on Clayton Ave on the gas line by NYSEG, most of the equipment is gone, sidewalks look nice, but a porta-john still needs to be taken away.

Ward 7 – Alderman Ferguson

Alderman Ferguson noted that a ward meeting will be held on December 17th at 7:00 in the Beard Building: topics including Neighborhood Watch, Time Warner Cable, and Marietta. Residents in her ward are very upset over Time Warner. Other than that, the ward has been quiet.

Ward 6 – Alderman Ferrer

Alderman Ferrer said his ward has been quiet, but wanted to echo Alderman Dye's comments and thank Department Heads and Mack for working on the budget.

Ward 5 – Alderman Quail

Alderman Quail stated his ward has also been quiet. He would like to connect on having a fifth an eight ward budget meeting, possibly next Thursday night, December 13th. Alderman Michales stated he would not be available to meet until December 17th.

Mayor's Report

The Mayor said he attended a big meeting a couple weekends ago after the big football game up at the College and there were a number of people that represented businesses in town, a couple representatives from the College, Ken Dye and John Bennett were there. He apologized to Katy Silliman but the meeting was scheduled for the morning so that the majority of people could be there. They had a discussion about some of the issues that arise from the football rivalry between Cortland and Ithaca, and how some of those issues might be managed and better promote our community. He thought there might be a way to manage some of that energy surrounding the event.

AGENDA

Item #1 - Consideration of a Resolution to accept the Cortland Downtown Partnership's request for the 2013 "First Light" New Year's Eve countdown celebration. (Downtown Partnership – Adam Megivern)

Motion By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes – 8
Nays – 0

Adam Megivern was present to answer any questions that might arise, tentatively closing the section of Main Street from Court Street to Port Watson Street on Monday, December 31st as deemed appropriate by the Police Department and Department of Public Works. There will be a DJ playing music from 9:30PM to 12:15 AM, a large screen to provide a visual for the Times Square countdown in New York City, and fireworks display at the Youth Bureau parking lot.

RESOLUTION #206 OF 2012 - Resolution to accept the Cortland Downtown Partnership's request for 2013 "First Light" New Year's Eve countdown celebration. (Downtown Partnership – Adam Megivern

Item #2 - Consideration of a Resolution to abandon the alley way situated between 12 and 14 William Street (Ron Walsh)

Motion By: Alderman Quail
Seconded By: Alderman Michales

To speak was Ron Walsh, attorney for the applicant. He gave an explanation of the intention of the applicants, to allow the two properties to each have its own driveway rather than sharing the one. Mr. Walsh asked that Common Council set a Public Hearing. He noted the situation is similar to the abandonment a few years ago on the other side of Williams Street to benefit Tompkins Community College. Abandonment of the alley would be that piece of property on the tax rolls, in the best interest of the City.

Mayor Tobin asked if motions were withdrawn. Aldermen Quail and Michales withdrew Their motions.

A Public hearing will be scheduled for **January 15, 2013**.

Item 3 - Approval for a saxophone quartet from Grace Christian Fellowship playing Christmas music on December 7, 2012 outside of 18 Main St. 5:30 p.m. – 7:30 p.m.

Mayor Tobin noted that no permit is required since there will be no sound device used, that it's more of an informational item, and could provide good advertising for the event.

Item #4 - Consideration of a Resolution for the Common Council to appropriate proceeds from the auction of abandoned vehicles from the Police Impound Lot and the auction of miscellaneous obsolete equipment in the amount of \$5,268.07 to Account A3120.206.00/Operational Equipment. (Deputy Chief Paul Sandy).

Motion By: Alderman Bennett
Seconded By: Alderman Ferrer

Alderman Quail suggested considering this as income and reducing expenses so that next year's budget will not reflect misinformation.

Approved: Ayes – 8

Nays - 0

RESOLUTION #207 OF 2012 - Resolution for the Common Council to appropriate proceeds from the auction of abandoned vehicles from the Police Impound Lot and the auction of miscellaneous obsolete equipment in the amount of \$5,268.07 to Account A3120.206.00/Operational Equipment. (Deputy Chief Paul Sandy)

Item #5 - Consideration of a Resolution to appropriate a deposit received from FEMA (\$2,066) for reimbursement for costs associated with the SAFER grant to A3410-415 Account (Contractual) – (Chief Glover)

Motion By: Alderman Quail
Seconded By: Alderman Bird

Mayor Tobin noted that Chief Glover was present to answer any questions and the fact that this item was tabled at the last Common Council meeting because there were some questions about it. The Council asked for a breakdown of dollars spent from the SAFER grant.

Approved: Ayes – 8
Nays - 0

RESOLUTION #208 OF 2012 – Resolution to appropriate a deposit received form FEMA (\$2,066) for reimbursement for costs associated with the SAFER grant to A3410-415 Account (Contractual) – (Chief Glover)

Item #6 - Consideration of a Resolution to transfer \$1,710.00 from 7310.100 to 7310.415 to cover the cost of AmeriCorps Cost-Share Contribution for the 2012-2013 for a one quarter-time position with the Institute for Civic Engagement. (John McNerney)

Motion By: Alderman Silliman
Seconded By: Alderman Ferrer

John McNerney was present to speak, explaining that it would be a quarter-time employee to work at the Youth Bureau approximately 12 hours per week in support of the local AmeriCorps project. At very little cost to the City Youth Bureau, the Bureau will save thousands of dollars by utilizing this federally funded staff person.

Approved: Ayes – 8
Nays - 0

RESOLUTION #209 OF 2012 - Resolution to approve a transfer \$1,710.00 from 7310.100 to 7310.415 to cover the cost of AmeriCorps Cost-Share Contribution for the 2012-2013 for a one quarter-time position with the Institute for Civic Engagement. (John McNerney)

Item #7 - Discussion to lift the hiring freeze to fill one position in the Police Department. (Chief Catalano)

Police Chief Catalano stated that he had a Police officer transfer to the Town of Vestal, leaving an open position. He asked Council to lift the hiring freeze in order to allow him to begin a long process of replacing that officer. The council questioned the reason the officer left, the fact that the City paid for his training, and the possibility of recouping some of the costs involved.

Mayor Tobin asked the Council if they would like to place this item on the December 18th agenda for consideration.

Item #8 Discussion regarding crows in the city (Tom Michales)

Alderman Michales looked for information from the Crow Committee. The idea of chasing the crows is not accomplishing anything, it only serves to chase them from one ward to another and back again.

Alderman Bird noted that more CD's will be placed higher in the trees, and her research is continuing on how to solve the problem.

Several residents from 42 Church Street were in attendance and expressed concerns of the crow feces, if the health of people and pets were in jeopardy with so much excrement on the sidewalks and getting tracked inside. Vehicles are a constant mess.

The Mayor noted that sidewalks remain under the responsibility of landowners and suggested the tenants should talk to the person responsible for the upkeep of the senior building. He suggested setting up a time to come to 42 Church Street and meet with some of the concerned residents, or they would be welcome to attend the next Crow committee meeting.

Mack Cook stated that the past few nights, the Courthouse has not been lit and the numbers of crows in that area have diminished.

Item #9 - Consideration of a Resolution to authorize the Mayor to enter into a lease agreement with the New York Susquehanna and Western Railway Corporation for the Central Avenue Passenger Station. (Mack Cook)

Motion By: Alderman Ferrer
Seconded By: Alderman Bird

Mayor Tobin stated that this would be a great opportunity for some community use. The Railroad uses a very small part of the station for their work crews, Mack Cook explained that the Railroad has spent about ¼ million dollars on the façade and the interior of the building. Discussions on what the Railroad intended to do with that building suggest it would be perfect for a civic purpose, not one particular group, but any civic purpose. The lease is not us leasing to another entity, it is a no cost lease for five years between the City and the Railroad. If the City decides that civic use is not possible, ninety days notice would end the lease and the property would go back to the Railroad. The railroad would be responsible for plowing the lot, and the City would only be responsible for clearing a small section of sidewalk. What organizations might be a good fit to use the station will be a future discussion.

Approved: Ayes – 8

Nays - 0

RESOLUTION #210 OF 2012 – Resolution to authorize the Mayor to enter into a lease agreement with the New York Susquehanna and Western Railway Corporation for the Central Avenue Passenger Station. (Mack Cook)

Item #10 - Discussion regarding a request from the Housing Committee for an update of the rental registration law and the three unrelated lawsuits (Law Dept.)

Mayor Tobin confirmed with Corporation Counsel that this should be discussed in Executive Session. The question was directed to the Council if the 3 unrelated law could be enforced at this time, to Which Kelly Colasurdo said no, not until it is passed as a law.

Motion to go into: Alderman Dye
Seconded By: Alderman Silliman

Approved: Ayes – 8
Nays - 0

To discuss ongoing litigation.

Motion to come out of Alderman Dye
Seconded By Alderman Silliman

Approved: Ayes – 8
Nays – 0

New Business

No new business to discuss.

Adjournment

Motion By: Alderman Quail
Seconded By: Alderman Bird

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 18th DAY OF SEPTEMBER, 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 DECEMBER 31, 2011

CLAIMANT	DESCRIPTION	CODE NUMBE	VENDOR #	AMOUNT	TOTAL
COMMON COUNCIL					
QUICK PRINT	BUSINESS CARDS - KS	A-1010-403-0C	51100	\$44.00	\$44.00
LAW					
HISCOCK & BARCLAY WEST GROUP PAYMENT	PROFESSIONAL SERVICES LAW BOOKS	A-1420-415-0C A-1420-415-0C	28643 66000	\$1,859.50 \$383.00	\$2,242.50
BUILDING AND GROUNDS					
AMES LINEN SERVICE AMES LINEN SERVICE THYSSENKRUPP ELEVATOR CORP.	KWIK WASH MATS CONTRACT - ELEVATORS	A-1620-405-02 A-1620-415-00 A-1620-415-00	2500 2500 18515	\$153.00 \$161.24 \$1,016.73	\$1,330.97
CENTRAL SERVICE					
EASTERN COPY PRODUCTS EASTERN COPY PRODUCTS	11/01/12 - 12/01/12 COPIES - MAYOR	A-1670-415-00 A-1670-415-00	19375 19375	\$98.62 \$10.98	\$109.60
DATA PROCESSING					
THE CORTLAND CONNECTION THE CORTLAND CONNECTION	UPDATING ENT. & COMM. SECA-1680-411-00 MONTHLY SERVICE		60055 60055	\$150.00 \$600.00	\$750.00
DPW					
CASELLA WASTE SYSTEMS CASELLA WASTE SYSTEMS	CONTRACT - 11/01/-11/30/1:A-8160-415-00 FRONT LOADING		52201 52201	\$22,369.23 \$665.00	\$23,034.23
	TOTAL				\$27,511.30

CORTLAND FIRE DEPARTMENT

BUDGET MEMORANDUM

DATE: 12/10/12

The Cortland Fire Department is in receipt of a deposit from FEMA in the amount of \$30,543 for reimbursement for costs associated with the Fire Prevention: Smoke Detector Program grant. I am requesting the monies be appropriated as follows:

TRANSFERRED TO

ACCOUNT #: A3410-415 (Contractual)

AMOUNT: \$30,543

APPROVED BY:



Charles S. Glover, Fire Chief

**City of Cortland
Fire Department
Code Enforcement**



**Shelley A. Knickerbocker
Administrative Aide**

25 Court Street
Cortland, New York 13045

Phone: 607.753.1741

Fax: 607.753.6051

Email: sknick@cortland.org

TO : Mayor Tobin
Common Council Members

FROM: Shelley Knickerbocker, Administrative Aide

DATE: December 11, 2012

RE: Resolution for Grant Support and Acceptance for LGRMIF 2012-2013

The Code Enforcement Office applied for State Archives funding for Phase Two of our Records Management Plan in February of 2012.

On Thursday, November 29, 2012, we were tentatively awarded the grant and we are kindly asking that you consider supporting the attached resolution at your December 18, 2012 Common Council meeting and authorize the Mayor to sign the resolution on behalf of the City of Cortland.

In summary, our Records Management Plan is as follows:

The State mandates all record retention requirements for building documents, maps, complaint and inspections forms, various certificates, paper notes, interdepartmental forms, ZBA, Planning Board, and Historic Review Board decisions, etc. that are associated with managing the City's Code Office and its 5100 property parcels. This results in 170 cubic feet of paper records in addition to 100 cubic feet of large format maps. These records occupy some 75 legal file drawer cabinets located in City Hall, with maps being stored at the Records Retention Center. The Code Office has an annual growth rate of 16 cubic feet of records per year.

Phase One of the Records Management Plan was to purchase software that would interface with Real Property Services and that was compatible with the backfile conversion software that we would be performing in Phase Three. We purchased IPS software in 2010.

Phase Two of the Records Management Plan is for the Code Enforcement Office to hire one temporary staff person using grant funding. This person will work with the existing property file information while it is prepared, including removing clips, staples, arranging papers, removing duplicates, addressing misfiled information and purging records that have met their minimum retention period according to the State MU-1 schedule. This will prepare the files for Phase Three.

- Inventory of 170 cubic feet of records at 1 cubic foot per hour. It will pay a temporary person \$10 per hour to complete this work. $170 \times \$10 = \$1,700$
- 10 hours included for training $10 \text{ hours} \times \$10 = \$100$

- 17 hours are needed to identify and dispose of the anticipated 20% of records that have exceeded their minimum retention schedule $17 \times \$10 = \170
- This is a total of \$1800
- This is a total of \$2000 (rounded)

Phase Three of the Records Management Plan will be to convert these files to electronic format and integrate them into the IPS system that we currently use. Once these files are converted electronically, the original forms can either be stored or destroyed.

Thank you for your consideration.

RESOLUTION

SUPPORT AND ACCEPTANCE FOR THE CITY OF CORTLAND
2012-2013 LOCAL GOVERNMENT
RECORDS IMPROVEMENT FUND

RESOLVED, that we, the members of the City of Cortland Common Council, by vote at our regular meeting held on December 18, 2012, fully support and accept the 2012-2013 Local Government Records Improvement Fund Grant.

I Brian Tobin do hereby certify, as the
(printed name)

Mayor of the City of Cortland that I am authorized to sign
(title)

my name on behalf of the City of Cortland Common Council
(organization)

certifying this resolution.

Name: _____
(Signature)

Date: _____

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

Subject: LGRMIF 2012-13 Announcements - Fund (PD)
From: Frank Campione <FCAMPION@MAIL.NYSED.GOV>
To: William Knickerbocker <knick@cortland.org>
CC:

November 29, 2012

Project Director: William Knickerbocker

Institution: City Of Cortland
Project Number: 0580-13-3923
Category: Inactive Records
Amount Requested: \$2000

Dear William,

After reviewing your proposal for a Local Government Records Management Improvement Fund (LGRMIF) grant, the New York State Archives, a unit of the New York State Education Department (SED) is pleased to inform you it has tentatively awarded your organization a grant in the amount of \$2000. This was a highly competitive year for grants, with only \$4,594,593 in funding available.

Do not initiate any work until you receive final notice of approval of your award from our Grants Finance Unit. All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. SED has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.

You will receive payment for this grant as follows:

1. 50% of the award, which you should receive in approximately four weeks. Note that the NYS Archives no longer requires the submission of a Grant Acceptance Form to begin this process.
2. Up to 40% of the grant will be released when you submit form FS-25 Request for Funds for a Federal or State Project to SED's Grants Finance Unit. Please note applicants must submit these requests now based on anticipated expenditures for the next month only, as the State Education Department can no longer accept requests based on anticipated expenditures for the next quarter.
3. The remaining 10% will be released when the Final Narrative Report and the Final Statistical Report have been submitted via eGrants, and the Final Expenditure Report (FS-10-F) Short Form has been submitted to the Grants Administration Unit of the New York State Archives and approved by SED's Grants Finance Unit.
4. You must complete all project work and expend all funds no later than June 30, 2013.

If you have any questions regarding this offer, you may contact the Grants Administration Unit at (518) 474-6926.

Sincerely,

Frank Campione
Grants Administration Unit
NYSED/NYS Archives

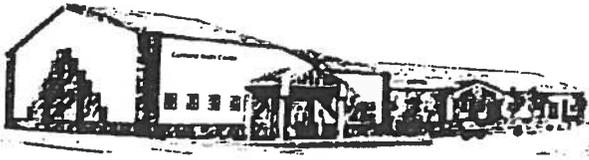
Decision Notes:

N/A

Budget Summary Approved:

15 - Professional Salaries: \$0
16 - Support Staff Salaries: \$2000
40 - Purchased Services: \$0
45 - Supplies and Materials: \$0
46 - Travel Expenses: \$0
80 - Employee Benefits: \$0
49 - BOCES Services: \$0
30 - Minor Remodeling: \$0
20 - Equipment: \$0

Total Award Amount: \$2000



CORTLAND YOUTH BUREAU

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

TO: Mayor Brian Tobin
Members of the City Council
Mack Cook, Director of Administration and Finance
Lori Crompton, Finance Department

FROM: John McNerney, Youth Bureau Director

RE: Wickwire Pool Trust Fund Deposit

DATE: December 10, 2012

As you are fully aware the Wickwire Pool Fundraising committee has been busy seeking donation for the renovation of Wickwire Pool. I would like to ask the common council to accept and recognize the following donations from local business and individuals:

<i>Donation</i>	<i>Amount</i>
<i>Cortland Community Foundation</i>	<i>\$2,000.00 (\$1,000. Diane & Barry Batzing)</i>
<i>Lawrence J. Knickerbocker</i>	<i>\$150.00</i>
<i>Timothy Herman</i>	<i>\$200.00</i>
<i>Ashley Ellefson</i>	<i>\$100.00</i>
<i>Kenneth & Janet Vorstadt</i>	<i>\$50.00</i>

Total Donations = \$2,500.00

Funds should be deposited into the Wickwire Pool Trust Fund. Attached are copies of the checks and letter from the Cortland Community Foundation for your records. Feel free to contact me with any questions at 753-3021 ext.23.



Cortland Community Foundation
P.O. Box 466
3334 NYS Route 215
Cortland, NY 13045
Phone No. (607) 758-9553

FIRST NIAGARA BANK
1 NORTH MAIN STREET
CORTLAND, NY 13045
50-7044/2223

1439

12/5/2012

PAY TO THE
ORDER OF

Cortland Youth Bureau

\$ 2,000.00

Two Thousand and 00/100

DOLLARS

Cortland Youth Bureau
John McNeerney, Director
35 Port Watson Street
Cortland, NY 13045

Donald P. Reed Sr

MEMO

National Philanthropy Day Donation

© 2005 INTUIT INC. # 965 1-800-433-8870

LAWRENCE J KNICKERBOCKER
ATTORNEY-AT-LAW
70 PORT WATSON ST
CORTLAND, NY 13045

11165

50-7044/2223
201

DATE 12/6/12

PAY TO THE ORDER OF Wickwire Pool Trust Fund

\$ 150.00

One hundred fifty 00/100

DOLLARS



FOR

Lawrence J. Knickerbocker

TIMOTHY B. HERMAN
BETHANY J. HERMAN
PH 607-843-8814
3300 ROUTE 15
TRUSTON NY 13158

3594

2-1/12

NOVEMBER 25 2012

Pay to the Order of CITY OF CORTLAND

\$ 200.00

TWO HUNDRED AND 00/100

Dollars



Central National Association
1000-1000-1000

Key Privilege

For Wickwire Pool 2012

Timothy B. Herman

10 TAGS - A PET'S TICKET HOME

C. ASHLEY ELLEFSON
BEVERLY B. ELLEFSON
23 CHESTNUT ST. PH. 607-756-6153
CORTLAND, NY 13045

THE HUMANE SOCIETY
OF THE UNITED STATES

4288

19 Nov. 2012
Date

Pay to the Order of Cortland South Bureau \$ 100.00
One hundred and 00/100 Dollars

FIRST NIAGARA

For Anna Beverly B. Ellefson

Human Society

Kenneth C. Vorstadt
Janet L. Vorstadt
24 James St.
Dryden, NY 13053

50-716-218

3969

Nov 17 2012

Pay to the Order of Wickewick Pool Trust Fund \$ 50.00
Fifty dollars 00/100 Dollars

FIRST NATIONAL BANK OF DRYDEN
DRYDEN, NEW YORK 13053

For Pool Fund Janet L. Vorstadt

© KATHY DAVIS DESIGN



Cortland Community Foundation

P.O. Box 466
3334 NYS Route 215
Cortland, NY 13045

Phone: (607) 758-9559
Fax: (607) 758-9511

e-mail: CCF@twny.ny.com

Board of Directors:

Thomas Gallagher
President

Bud Ames
Vice President

F. Michael Stapleton
Treasurer

Donald Reed
Secretary

Donald Armstrong

Jackie McCloskey
Administrative Assistant

December 5, 2012

Cortland Youth Bureau
John McNerney, Director
35 Port Watson Street
Cortland, NY 13045

Dear Mr. McNerney,

In celebration of National Philanthropy Day on November 15th, the Cortland Community Foundation gifted the community with an opportunity to double their donations to their favorite charities.

Due to an overwhelming response from the community, the funds made available for matching were quickly depleted. All eligible donations were matched and sent to the charities. Donations received but not matched were, by donor request, forwarded to the charities or returned to the donors.

Please find enclosed a check for \$2,000.00 in support of the Cortland Youth Bureau, with the funds being restricted to the Wickwire Pool Fund. Attached is the list of donor(s) who supported the Cortland Youth Bureau through the Foundation's celebration of National Philanthropy Day.

Sincerely,

Jackie McCloskey
Administrative Assistant

Cortland Youth Bureau

Donor	Address	Gift	Special Designation
Diane & Barry Batzing	70 Church Street Cortland, NY 13045	\$1,000.00	Wickwire Pool Fund
Cortland Community Foundation	P.O. Box 466 Cortland, NY 13045	\$1,000.00	Wickwire Pool Fund
Check Total		\$2,000.00	

Application for Position on City Commissions or Boards (city residents only)

Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

Commission or Board you would like to be considered for:

- Board of Assessment Review
- Cable Commission
- Cortland Housing Authority
- Environmental Advisory Committee
- Ethics Board
- Fire Commission
- Landscape and Design
- Planning Commission
- Police Commission
- Public Safety
- Public Works
- Wastewater Treatment Board
- Water Advisory Board
- Youth Bureau
- Zoning Board of Appeals

Why are you interested in this position?

What qualifications do you have for this position?

You may include your bio or resume with this application if you wish.

Mail completed application to:

Mayor, City of Cortland
City Hall
25 Court St.
Cortland NY 13045

City Clerk

From: "Brian Tobin" <btobin@cortland.org>
To: "Frank Kelly" <mrfrankjkelly@yahoo.com>
Cc: "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Tuesday, December 11, 2012 3:11 PM
Subject: Re: Filling our EAC Vavancy

Frank,

Please ask Sara to fill out the online questionnaire, and I will attempt to have her nomination on the council agenda for Tuesday!

Connected by Motorola

Frank Kelly <mrfrankjkelly@yahoo.com> wrote:

Mayor,

For some time, the City's Environmental Advisory Committee (EAC) has been operating with six members, which is one less than the number authorized by the legislation that created the committee. At our December 6, 2012 meeting, the committee voted to nominate Sara Watrous of 42 N. Church Street, Cortland, NY to fill this vacancy.

Since you referred Sara to us earlier this year, she has been working with us on a number of projects, including: community gardens, reusable shopping bags, Styrofoam, energy savings (*Light It Up Cortland*) and a regional conference on climate change being planned for April 2013. She has attended meetings and contributed to our discussions as well as our research.

Sara is a graduate of Homer High School and has a Masters Degree in Political Science. She is actively involved in a number of community organizations and has worked as a substitute teacher and tutor in local schools. She is about to begin her second year as an AmeriCorps Volunteer and Program Coordinator for Sustainable Cortland. Being under 30, Sara brings a fresh new perspective to our deliberations.

Please advise us as how to proceed from here and whether Sara should submit personal information on the City's website.

Respectfully,

Frank Kelly, Co-Chair
City Environmental Advisory Committee
607-745-0123 cell

To: Mayor and Members of Common Council
From: Mack Cook
Re: Resolutions Pertaining to 2013 Budget
Date: December 11, 2012

Action Required:

Adoption of the 2013 budget requires passage of the attached four (4) resolutions: including appropriation resolutions for the three budgeted funds and adoption of the tax levy.

Relation to City's Mission Statement and Council's Goals and Objectives:

The attached resolutions reflect the final steps necessary to adopt the 2013 budget. As noted in the budget message, staff believes this is the most responsive, responsible approach to delivering on the City's mission statement of enabling the City to dedicate resources towards providing efficient services that ensure a safe community, promote pride in neighborhoods and foster sustainable growth.

Key changes from the Mayor's proposed budget, as presented to City Council on October 2, 2013:

- Decrease of the proposed tax levy from 2 percent to .68 percent.
- Adjustment of all budgeted expenditures impacted from settlement of three collective bargaining agreements.
- Adjustment for final agreement with the Tompkins County Health Care Consortium for 2013 Health Insurance Premiums.
- Adjustment for the Center of Medicare Services' acceptance of the City's application into the Retiree Drug Subsidiary program.
- Transfer of proposed staff in the Zoning office to contingency pending further discussion
- Eliminate any change in current employment hours for employees in the IT department and Youth Bureau.
- Refinement of Pension Contributions for Fire and Police based upon information provided by the New York State and Local Retirement System.

Impact of Council's Goals and Objectives for 2013:

All strategic imperatives are impacted positively by this budget as noted in the Budget Message

Alternatives:

Council may amend the budget as deemed appropriate.

Financial Impact:

Fund are balance with a .68% increase in the 2013 tax levy from 2012, a 3 percent increase in domestic sewer rates and a 83 cents per quarter increase in the minimum user charge for water.

RESOLUTION # _____

RESOLUTION APPROVING GENERAL FUND BUDGET FOR THE YEAR 2013 AND APPROPRIATING MONIES THEREFORE

WHEREAS, the General Fund Budget of the City of Cortland for the year 2013 has been submitted to the Common Council for its approval, and

WHEREAS, it appears that the General Fund Budget as it is presently presented should be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Cortland, New York, that the General Fund Budget as presently presented be hereby adopted, and that a copy of the General Fund Budget as hereby adopted be set forth in full in the minutes of this meeting, and

FURTHER, BE IT RESOLVED that the several sums in the General Fund budget for the year 2013 as appropriations for expenditures, in the total amount of \$18,370,388 are hereby appropriated in the amounts and for the several purposes therein specified as follows:

COMMON COUNCIL	\$ 37,778
MAYOR	\$ 72,529
ADMINISTRATION AND FINANCE	\$ 414,703
ASSESSMENT	\$ 78,797
PRINTING AND ADVERTISING	\$ 1,500
CITY CLERK	\$ 66,543
LAW DEPARTMENT	\$ 93,226
BUILDINGS - CITY HALL AND ARMORY	\$ 231,936
CENTRAL SERVICE - COPY MACHINE	\$ 22,500
CENTRAL DATA PROCESSING	\$ 108,386
SPECIAL ITEMS	\$ 244,265
TOTAL GENERAL GOVERNMENT SUPPORT	<u>\$ 1,372,162</u>
TRAFFIC DEPARTMENT	\$ 92,200
POLICE DEPARTMENT	\$ 5,242,657
FIRE DEPARTMENT	\$ 3,783,511
VOLUNTEER FIREFIGHTERS AWARDS	\$ 13,000
ANIMAL CONTROL	\$ 80,000
BUILDING INSPECTION, HOUSING	\$ 450,956
TOTAL PUBLIC SAFETY	<u>\$ 9,662,324</u>
STREET ADMINISTRATION	\$ 305,372
DPW STREET MAINTENANCE	\$ 879,115
GARAGE	\$ 170,952
DPW SNOW & ICE CONTROL	\$ 155,823
STREET LIGHTING	\$ 345,000
OTHER ACTIVITIES	
RECREATION ADMINISTRATION	\$ 222,522
PARKS	\$ 261,413
PLAYGROUND & RECREATION CENTER	\$ 332,692
BEACH & POOL	\$ 140,765
SKATE PARK	\$ 8,488
YOUTH PROGRAMS	\$ 81,208
GED, TUTORING PROGRAMS	\$ -
YOUTH CENTER ACTIVITIES	\$ 3,500
CELEBRATIONS	\$ 11,700
TOTAL CULTURE AND RECREATION	<u>\$ 1,064,288</u>
SANITARY SEWERS	
TRASH COLLECTION	\$ 450,817
DPW STREET CLEANING	\$ 15,090
TOTAL HOME AND COMMUNITY SERVICES	<u>\$ 482,157</u>
EMPLOYEE BENEFITS	\$ 2,991,550
TOTAL TRANSFER TO CAPITAL FUND	\$ -
TOTAL DEBT SERVICE	\$ 941,644
TOTAL APPROPRIATIONS	<u>\$ 18,370,388</u>

RESOLUTION # _____

RESOLUTION APPROVING WASTE WATER FUND BUDGET FOR THE YEAR 2013 AND APPROPRIATING MONIES
THEREFORE

WHEREAS, the Waste Water Fund Budget of the City of Cortland for the year 2013 has been submitted to the Common Council for its approval, and

WHEARAS, it appears that the Waste Water Fund Budget as presently presented should be adopted.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Cortland, New York, that the Waste Water Fund Budget as presently presented hereby adopted, and that a copy of the Waste Water Fund Budget as hereby adopted be set forth in the minutes of this meeting, and

FURTHER, BE IT RESOLVED that the several sums in the Waste Water Fund Budget for the year 2013 as appropriations for expenditures, in the total amount of \$3,896,459 are hereby appropriated in the amounts and for the several purposes therein specified as follows:

SPECIAL ITEMS	\$ 35,000
ADMINISTRATION	\$ 426,766
SANITARY SEWERS	\$ 51,820
SEWAGE TREATMENT & DISPOSAL	\$ 1,451,603
EMPLOYEE BENEFITS	\$ 167,547
DEBT SERVICE	\$ 1,165,382
INTER-FUND TRANSFER	\$ 598,341
TOTAL APPROPRIATIONS	<u>\$ 3,896,459</u>

RESOLUTION # _____

RESOLUTION APPROVING WATER FUND BUDGET FOR THE YEAR 2013 AND APPROPRIATING MONIES THEREFORE

WHEREAS, the Water Fund Budget of the City of Cortland for the year 2013 has been submitted to the Common Council for its approval, and

WHEREAS, it appears that the Water Fund Budget as presently presented should be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Cortland, New York, that the Water Fund Budget as presently presented is hereby adopted and that a copy of the Water Fund Budget as hereby adopted be set forth in the minutes of this meeting, and

FURTHER, BE IT RESOLVED that the several sums in the Water Fund Budget for the year 2013 as appropriations for expenditures, in the total amount of \$1,828,663 are hereby appropriated in the amounts and for the several purposes therein specified as follows:

ADMINISTRATION	\$	188,911
SOURCE OF SUPPLY AND PUMPING	\$	336,135
TRANSMISSION AND DISTRIBUTION	\$	458,511
EMPLOYEE BENEFITS	\$	195,769
DEBT SERVICE	\$	329,404
INTER-FUND TRANSFER	\$	319,933
TOTAL APPROPRIATIONS	\$	<u>1,828,663</u>

RESOLUTION _____

RESOLUTION ADOPTING TAX LEVY FOR THE YEAR 2013

WHEREAS, the Common Council of the City of Cortland has heretofore adopted a budget for the year 2013, and appropriated the several sums in the budget for the year 2013 in the total amount of \$18,370,333, and

WHEREAS, in accordance with the adoption of said budget the amount necessary to be raised by taxation upon the real property subject to taxation by the City of Cortland \$8,027,234 for General Fund expenditures.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Cortland, New York, that the amount necessary to be raised by taxation to defray the expenses of the City of Cortland for the year 2013 is \$8,027,234 and that the said \$8,027,234 be and the same hereby is levied upon all real property subject to tax by the City of Cortland according to the valuations thereof as shown on the final assessment roll.