



City Council Minutes The City of Cortland March 5, 2013

Council Meeting #5
March 5, 2013
Regular Session
City Hall
7:00 PM

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

Absent: Alderman Quail

Staff Present: Corporation Counsel Kelly Colasurdo, Director of Administration & Finance Mack Cook, Police Chief Frank Catalano, Fire Chief Chuck Glover and City Clerk Judi Chamberlin

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

PLEDGE OF ALLEGIANCE

Public Comments

Mayor Tobin asked that public comments be limited to 3 minutes, address concerns that can be addressed by the Council, and be addressed to the Council as a whole.

Susan Williams was present to speak about the Suggett Park Garden. Ms. Williams is a resident of Katy Silliman's ward and asked that the Council consider approving the proposed garden in Suggett Park. She had attended the forum Thursday night, spoke briefly there, and had sent emails to each Common Council member. She recognized the various concerns from some neighbors of the Park, but expressed her reasons why she thought the entire Community should support the idea.

Next to speak was Jim Reeners to speak on behalf of the City Housing Committee regarding the paving plan, which he believed Mack Cook was putting forward. Mr. Reeners stated that one of the few things that the City can do visibly for everyone is to maintain the streets. Well maintained streets affects the value on homes and businesses, but it also reflects directly upon the stewardship of the City and how the City is cared for. The Committee was supportive of the million dollar five-year revolving credit to fund street paving, but Mr. Reeners thought the City should have a better plan, work on establishing a long-term fund just for street repair to allow repaving of a few streets every year.

Next to speak was Anthony Stevens, a resident of Van Hoesen Street, in regards to the Wickwire Pool Trust Fund. He presented a donation to add to the Fund. Mr. Stevens stated that he was a life long resident of Cortland and thinks the Pool is an important Community asset.

Regarding the Community Garden in the Park, he felt that allowing this garden could lead to other organizations wanting to do the same. Mr. Stevens felt the park should be used for organized sports and simple games that children play there.

Lastly to speak was Tom Gobel with questions concerning grants and their usage. He wondered if the City might be able to apply for a grant to repair the Wickwire Pool.

MINUTES

RESOLUTION #30 of 2013 – Resolution to approve the minutes of the February 19, 2013 Meeting.

Motion By: Alderman Silliman
Seconded By: Alderman Bird

Approved: Ayes – 7
Nays – 0

Bills were reviewed.

Alderman Dye questioned cleaning cost (Advantage).
Mack Cook explained Advantage is used now rather than doing it in-house.

Ward Reports

Ward 4 – Alderman Bennett

Fourth Ward was quiet.

Ward 8 – Alderman Michales

The Eight Ward meeting is still on schedule for next Wednesday at City Hall. It was brought to Alderman Michales attention a couple days ago regarding towing fees the City charges; complaints have been made that people were charged with fees beyond the fees of the contract. He asked if it involved one towing company or all companies the City contracts with.

Police Chief Catalano responded

Ward 3 – Alderman Dye

He attended the meeting for the Community Garden on Thursday night; about 50 people were present.

Ward 2 – Alderman Silliman

She was dismayed to hear there was so much opposition at the meeting on the Garden. A lot of residents would like to see a Community Garden in the Park. Two of her constituents contacted her to say they do not want cameras on Main Street.

Ward 1 – Alderman Bird

The First Ward met on February 28th to voice their concerns and opinions on the Community Garden, the majority not happy with the location. She commended Sara Watrous and the Committee for all their hard work, and listening to the constituents.

Ward 7 – Alderman Ferguson

Some of the issues are the sort that she did not wish to speak about now, but had discussed with Chief Catalano. She also had people contact her to let her know they were not in favor of cameras on Main Street. Her idea was to look into a canine unit.

Ward 6 – Alderman Ferrer

Nothing to report.

Mayor's Report

There was a press conference last Wednesday on the federal budget sequestering, which will have an impact on school districts and potential impact on several programs that serve the needy, the people least likely to afford such an impact. Cuts would be made in such programs as Head Start, FEMA (Federal Emergency Management Agency), and Home Energy Assistance Program. Loss of funds for Teacher Aids, Special Education, and funds for expensive equipment for small municipalities will have a huge impact in the near future.

The Mayor also had an opportunity to speak to Leadership Cortland and present City government in general and about some of the good things in City government.

He would like to add to the agenda, after some discussion with some Council members, after item #7, an Executive Session to discuss final contract negotiations and current litigation.

Pink Sign off Sheet

RESOLUTION #31 OF 2013 – Resolution to allow the Mayor to appoint the District Attorney's secretary Donna Johnson, staff Mary Lou Pai and Tammy Bergmark as Commissioner of Deeds (Mayor Tobin)

The Mayor noted that Commissioner of Deeds is important to the DA's office. These are reappointments.

Motion By: Alderman Ferrer
Seconded By: Alderman Ferguson

Approved: Ayes – 7
Nays – 0

RESOLUTION #32 OF 2013 – Resolution to authorize the establishment of a one million dollar five-year revolving line of credit to fund street paving and repairs and pledge the annual allocation of CHIPS funding for repayment. (Mack Cook and Chris Bistocchi)

Mack Cook explained that the plan is to use the City's allocation of CHIPS money that comes from New York State, which originates from the State and Federal gasoline tax money that is paid at the pump. The money is restrictive and is not free money. The Department of Public Works would draw against the line of credit for the funds needed for paving. Mr. Cook gave an overview of the plan and the debt service.

Chris Bistocchi explained the planned paving schedule and fielded questions from the Council.

Real estate agent Jamie Yaman also spoke in favor of the repaving of City streets as needed in order to preserve perceived property values in the City.

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes – 7
Nays – 0

RESOLUTION #33 OF 2013 – Resolved to retain Benefits Consulting Group to file application with and pursue from Medicare Services the Medicare Retiree Drug Subsidiary for an annual fee not to exceed \$8,000.00 (Mack Cook)

Motion By: Alderman Bennett
Seconded By: Alderman Silliman

Approved: Ayes – 7
Nays – 0

Mack Cook explained that when Medicare Part B came into law back in 2004, there was always an incentive in both the private and public sector that offered so that employers would continue to offer retiree drug care. The Government offered to subsidize a portion of the employer's cost.

RESOLUTION #34 OF 2013 – Resolution to transfer responsibility to assign street numbers from the City Assessor to the County Planning Department. (Chief Glover)

Motion By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes – 7
Nays – 0

Mayor Tobin noted that this pertains to street numbers for new properties, of which the City has very few. The City Assessor has assigned only one house number in the past three years.

Dan Dineen of the County Planning Department explained that when the 911 emergency system was first implemented, there were no cell phones and calls were tied to a land line. The State has now implemented an enhanced 911 service which ties a call to an address.

RESOLUTION #35 OF 2013 – Resolution to have monies reimbursed from FEMA for the SAFER grant and to be appropriated to the fire department budget line as follows: (Chief Glover)

Account # A3410-415 (contractual)
Amount: \$28,040

Motion By: Alderman Ferrer
Seconded By: Alderman Bird

Approved: Ayes - 7
Nays – 0

RESOLUTION #36 OF 2013 - to accept and recognize the following donations from local businesses and individuals and request the funds be deposited into the Wickwire Pool Trust Fund. (John Mc Nerney)

Matthew McSherry	-	\$ 250.00
Donald & Catherine Smith	-	\$ 100.00
Margarette Kabanuk	-	\$ 50.00
Calendar Sales	-	\$ 260.00
Anthony Stevens		
	Total:	\$ 660.00

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes - 7
Nays – 0

Item # 7 - Discussion of blue bags (Chris Bistocchi)

Mayor Tobin stated there had been some discussion on the color of the garbage bags and whether the color might deter the crows, but apparently color does not affect crows. Cost of changing the color was also a factor, which would be more expensive to change from blue to yellow. The recommendation was for the Department of Public Works to contact the supplier to ask for a few samples of different colored bags to try. To minimize the chance of crows tearing into the bags, the bags should be in a container until picked up by the hauler.

Executive Session

To discuss final contract negotiations and current litigation.

Motion to go into: Alderman Bennett
Seconded By: Alderman Ferrer

Motion to come out of: Alderman Bennett
Seconded By: Alderman Ferrer

RESOLUTION #37 OF 2013 - Resolution to approve the collective bargaining agreement with the Civil Service Employee Association, Local 1000 (CSEA) Union covering the time period from January 1, 2012 through December 31, 2015 and further authorizing the Mayor to sign said Agreement. (Kelly Colasurdo)

Motion By: Alderman Silliman
Seconded By: Alderman Bird

Approved: Ayes - 7
Nays - 0

Resolution #38 OF 2013 - Resolution to retain Allen Peterman, Esq. of the firm Hiscock & Barclay to represent the City in two grievances filed: the demand for overtime pay by members of CSEA Union for work done to clean up Main Street in preparation for various events such as the NY Jets Training Camp, and additional duties assigned to union members since the dissolution of the Public Safety Department.
(Mayor Tobin)

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes - 7
Nays - 0

RESOLUTION #39 OF 2013 – Resolution to retain Alan Peterman, Esq. of the firm Hiscock & Barclay to represent the City in the demand for overtime pay by members of CSEA Union for work done to clean up Main Street in preparation of the NY Jets training camp.

Motion by: Alderman

Seconded By: Alderman

Approved: Ayes – 7
Nays – 0

RESOLUTION #40 OF 2013 – Resolution to hire Alan Peterman to represent the City in legal action where the CSEA is challenging the City’s right to assign responsibilities.

Motion By: Alderman
Seconded By: Alderman

Approved: Ayes –
Nays -

Adjournment

Motion By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes - 7
Nays – 0

I, JUDITH CHAMBERLIN, CITY CLERK OF THE CITY OF CORTLAND, NEW YORK DO HEREBY CERTIFY THAT SAID RESOLUTIONS WERE ADOPTED BY THE COMMON COUNCIL AT A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF CORTLAND, HELD ON THE 5th DAY OF MARCH, 2013. 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 APRIL 01, 2013

CLAIMANT	DESCRIPTION	CODE NUMBER	VENDOR #	AMOUNT	TOTAL
MAYOR					
MULLEN OFFICE OUTFITTERS	SPINDLE, WHITEOUT	A-1210-403-00	42000	\$29.98	\$29.98
ASSESSMENT					
DAVID BRIGGS	CONTRACT - APRIL	A-1355-415-00	6830	\$1,600.00	\$1,600.00
PRINTING AND ADVERTISING					
CORTLAND STANDARD	TAX NOTICE	A-1362-415-00	15400	\$105.55	\$105.55
CITY CLERK					
MULLEN'S OFFICE OUTFITTERS	ENVELOPES,INK LABELS	A-1410-403-00	42000	\$117.54	\$117.54
CORTLAND STANDARD	LEGAL NOTICE	A-1410-405-00	15400	\$195.04	\$312.58
LAW					
HISCOCK & BARCLAY	PROFESSIONAL SERVICES	A-1420-415-00	28643	\$940.00	\$940.00
BUILDING AND GROUNDS					
NORTHERN SAFETY & INDUSTRIAL	CLEANING SUPPLIES	A-1620-405-01	45120	\$637.56	\$637.56
AMBS LINEN	KWIK WASH	A-1620-405-02	2500	\$172.00	\$172.00
ADVANTAGE CLEANING	CLEANING 02/04/ - 02/25/13	A-1620-415-00	1509	\$320.00	\$320.00
ADVANTAGE CLEANING	CLEANING 01/28/13 - 02/22/13	A-1620-415-00	1509	\$2,988.00	\$2,988.00
AIR TEMP	MAINT. YOUTH	A-1620-415-00	1822	\$747.21	\$747.21
AMBS LINEN	MATS	A-1620-415-00	2500	\$161.24	\$161.24
STANLEY ACCESS TECH LLC	FRONT ENTRY DOORS	A-1620-415-00	58489	\$164.00	\$164.00
THYSSENKRUPP ELEVATOR CORP.	MAINT. CONTRACT 03/01 - 05/31/13	A-1620-415-00	18515	\$1,047.23	\$1,047.23
UPSTATE TEMPERATURE CONTROL	HVAC MAINT. CONTRACT	A-1620-415-00	64350	\$1,150.00	\$7,387.24
CENTRAL SERVICE/ COPY MACHINES					
COMDOC	COPIER LEASE- FINANCE	A-1670-415-00	11452	\$256.47	\$256.47
EASTERN MANAGED PRINT NETWORK	COPIES - FINANCE	A-1670-415-00	19375	\$113.94	\$113.94
EASTERN MANAGED PRINT NETWORK	COPIES - MAYOR	A-1670-415-00	19375	\$6.09	\$376.50
DATA PROCESSING					
THE CORTLAND CONNECTION	WEB DESIGN	A-1680-415-00	60055	\$600.00	\$600.00
UNALLOCATED INSURANCE					
MCNEIL & CO	INSTALLMENT #2	A-1910-400-00	40007	\$375.00	\$375.00
MCNEIL & CO	INSTALLMENT #2	A-1910-400-00	40007	\$8,255.25	\$8,255.25
MCNEIL & CO	INSTALLMENT #2	A-1910-400-00	40007	\$4,505.25	\$4,505.25
THE PARTNERS	INSTALLMENT #2	A-1910-400-00	40007	\$25,985.85	\$39,121.35
ANIMAL CONTROL					
CORTLAND COUNTY SPCA	CONTRACT - APRIL	A-3510-415-00	13400	\$6,708.34	\$6,708.34
DPW					
CASSELLA WASTE SYSTEMS	CONTRACT	A-8160-415-00	52201	\$19,478.05	\$19,478.05
CASSELLA WASTE SYSTEMS	FRONT LOADING	A-8160-415-00	52201	\$665.00	\$20,143.05
TOTAL					\$77,324.59

REAL PROPERTY TAX LAW SECTION 421-m

SUMMARY

- **Establishes a new program which provides a city, town or village (by vote of their legislative body) , the ability to adopt a real property tax exemption program for new and substantially rehabilitated buildings with an affordable housing component, which are located within a municipally designated area.**
- **The affordable housing component will require that at least 20% of the units must be affordable to low and moderate income families (90% of AMI) and such residents more than 30% of their AGI in rent.**
- **The housing must be constructed or rehabilitated with the assistance of grants, loans, or subsidies for the construction or substantial rehabilitation of affordable housing from any federal , state, or local agency or instrumentality thereof.**
- **Where the exemption is applied to a mixed use property which encompasses commercial as well as other uses, at least 50% of the building must be used for housing and 20% of that housing must be affordable.**
- **Municipalities who implement the program must develop an income monitoring procedure for implementation**
- **A city, town or village (outside of NYC) may establish a local law to provide for a designated area where they will target their exemption program and institute the program.**
- **Any other municipal corporation, including a school district, may opt into the tax exemption program.**

EXEMPTION

- **Exemption is for qualifying buildings within the designated area and includes an exemption from tax assessments and ad valorem levies.**
- **Exemption applies to the difference between the assessed value of the property prior to the new construction or improvements and the assessed value at the start of the exemption.**

QUALIFYING BUILDINGS

- **New construction or substantially rehabilitated buildings on land which is vacant, predominantly vacant, or under utilized or with a non conforming use or land containing one or more substandard or structurally unsound dwellings, or an unsanitary dwelling.**

EXEMPTION SCHEDULE

- **During construction or rehabilitation(up to 3 Years).....100%**
- **Year 1-12.....100%**
- **13-14.....80%**
- **15-16.....60%**
- **17-18.....40%**
- **19-20.....20%**

Mack Cook

From: Mack Cook
Sent: Friday, March 08, 2013 11:32 AM
To: Brian Tobin; ward1 (ward1@cortland.org); ward2 (ward2@cortland.org); ward3 (ward3@cortland.org); ward4 (ward4@cortland.org); ward5; ward6 (ward6@cortland.org); ward7 (ward7@cortland.org); ward8 (ward8@cortland.org)
Cc: Sherrie Massmann (cityclerk@cortland.org)
Subject: Agenda Item Program Delivery and Administrative Services award
Attachments: RFP for Program Services CDBG Grant 285HR136-12.pdf; Hope US Housing.pdf; Thoma Development.pdf

On the agenda Council's meeting of March 19th the following resolution will appear:

Resolution that the City accepts the proposal submitted by Thoma Development Consultants for Program Delivery and Administrative Services in conjunction with CDBG Grant #285HR136-12

The basis to resolution follows;

To: Mayor and Members of Common Council
From: Mack Cook
RE: RFP for Program Delivery and Administrative Services
Date: March 8, 2013

The City requested RFP's from interested entities for Program Delivery and Administrative Services in conjunction with a CDBG grant #285HR136-12. (See attached RFP). The is a \$400,000 program for the rehabilitation of 12 owner-occupied substandard low to moderate income residential dwellings located within the City. This program is funded with a \$137,703 CDBG grant and \$262,297 in City CDBG Program Income.

The services sought are enumerated in the attached RFP.

In response to the RFP the City received two submissions from:

Hope US Housing
217 Kirk Avenue Syracuse, NY 13205
315-876-7079
&
Thoma Development Consultants
34 Tompkins Street
Cortland, NY 13045
607-753-1433

Each submission complied with the submission requirements set forth in the RFP.
Both submissions are attached to this e-mail for review

Evaluation:

The evaluation factors are set forth in the RFP. Each evaluation was evaluated based upon a weighted average using the following point and percentage tables:

Points	Guidance
10	Couldn't imagine a better response
9-8	Excellent, insightful response

7-6	More than adequate response
5-4	Adequate response, no special insights
3-2	Inadequate response
1-0	Totally inadequate response
0	No response given

Factor	Weight
Qualification and references; including experience in similar Community Development projects administration	30%
Management and availability: including project schedules, management plan, level of services provided, physical proximity to organization's personnel	20%
Cost and reasonableness of fee	25%
Ability to interface with existing grants administration; including working with consultant currently administrating Community Development programs to insure continuity in overlapping areas such as Program Income and reporting requirements	20%
Previous experience with the Consultant	5%

Scoring:

Based upon the responses submitted the two submissions were scored as follows:

EVALUATION FACTOR	Hope 4 US Housing	% of Importance	Total	Thoma Development Consultants	% of Importance	Total
Qualification and references; including experience in similar Community Development projects administration	4	30%	1.2	5	30%	1.5
Management and availability: including project schedules, management plan, level of services provided, physical proximity to organization's personnel	9	20%	1.8	8	20%	1.6
Cost and reasonableness of fee	5	25%	1.25	7	25%	1.75
Ability to interface with existing grants administration; including working with consultant currently administering Community Development programs to insure continuity in overlapping areas such as Program Income and reporting requirements	0	20%	0	6	20%	1.2
Previous experience with the Consultant	0	5%	0	5	5%	0.25
Total	18	100%	4.25	31	1.00	6.30

Based upon the above, the recommendation is tendered for your consideration to accept the proposal submitted by Thoma Development Consultants for Program Delivery and Administrative Services in conjunction with CDBG Grant #285HR136-12.

CITY OF CORTLAND
Request for Proposals

CDBG PROGRAM

1. **Request:** The City of Cortland, located in Cortland County, is seeking proposals from qualified consultants or consulting firms to provide Program Delivery and Administrative Services in conjunction with a CDBG Grants #285HR136-12. The relevant information is set forth below.

2. **Description of Grants:** The \$400,000 program will be used to rehabilitate 12 owner-occupied substandard low to moderate income housing structures on a City-wide basis. The program is funded with a \$137,703 CDBG and \$262,297 in City CDBG Program Income.

3. **Services to be Provided:**

A. Rehabilitation Grant:

1. Provide final design for all rehabilitation activities;
2. Establish or update eligible contractors list;
3. Identify all eligible properties and contact homeowners;
4. Establish rehabilitation guidelines;
5. Provide client intake and qualification;
6. Perform preliminary property inspections, prepare work write-ups and cost estimates;
7. Assist homeowners in contractor selection;
8. Bid all work;
9. Encumber contracts;
10. Prepare loan documents or deferred payment agreements;

11. Work with City's Corporation Counsel placing mortgages on project properties, if required;
12. Provide all necessary final inspections;
13. Act as liaison between City, property owner, and contractor;
14. Monitor total expenditures on all properties and provide data on program for all reports.
15. Provide an EPA Lead Based Paint Risk Assessor to assure program complies with Lead Based Paint Hazard requirements.

B. General Administration:

1. Prepare all necessary contract and payment documentation;
2. Develop and maintain separate grant accounting systems;
3. Prepare and submit necessary financial reports to NYS;
4. Prepare and submit status of fund reports and other reports to City as directed;
5. Work with City's Deputy Finance Director to assure all accounting is included in City accounting system.

C. Miscellaneous:

1. Attend Common Council and Department Head meetings, as necessary;
2. Advise Common Council and Mayor in all matters relating to grants and NYS regulations;
3. Prepare amendments as necessary;
4. Prepare Environmental Reviews pursuant to NEPA and SEQRA guidelines;
5. Prepare and submit Status and Annual Performance Reports as required by NYS;

6. Prepare and submit MWBE and Section 3 Reports;
7. Prepare all closeout documentation required by NYS for grant upon completion of each;
8. Coordinate FY 2012 Programs with other OCR Programs as necessary.

4. **Submission Requirements:**

- A. Statement of qualifications, including identification of at least five similar housing rehabilitation programs that have been administered including program that have used CDBG program income;
- B. Relevant references (minimum of five) including staff members from NYS OCR that are aware of work experience;
- C. Management Plan including identification and description of the location in the City of Cortland where client services will be provided;
- D. Timetable for completion of projects;
- E. Cost Proposal using attached form.

5. **Evaluation Factors:** The following will be reviewed by the Mayor and Director of Administration and Finance for purposes of evaluation of responses and selection:

- A. Qualifications and references; including experience in similar Community Development projects administration (Minimum Qualifications are providing Program Delivery and Administrative services for at least one Rehabilitation Program funded by OCR that used CDBG program income;
- B. Management and availability; including project schedules, management plan, level of services provided, physical proximity to organization's personnel;
- C. Cost and reasonableness of fee; consideration of fee as related to service, charges for reimbursables;

- D. Ability to interface with existing grants administration; including working with consultant administering current Community Development programs to insure continuity in overlapping areas such as Program Income and reporting requirements;
- E. Other factors deemed important by the community, including previous experience with the consultant;

6. **Submission of Proposals**: The City of Cortland will accept proposals from qualified consultants and consulting firms until Noon on February 21, 2013. Proposals should be clearly marked "RFP-CDBG REHABILITATION GRANT-2012" on the outside and received in the City Clerk's Office, which is located on the main floor of City Hall, 25 Court Street, Cortland, New York 13045.

7. **Selection and award of contract**: Proposals will be reviewed immediately upon receipt. Selection will be made on or about March 5, 2013 with contracts awarded after appropriate OCR review.

8. **Questions about this RFP** : Please direct all questions about this RFP to Mack Cook, Director of Administration and Finance at (607) 756-7312.

CITY OF CORTLAND
 CDBG Administration and Program Delivery Services
 Cost Proposal

<u>Cost Per Hour</u> <u>Job Categories</u>	<u>Pay Rate</u>	<u>Fringe*</u>	<u>Overhead**</u>	<u>Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* % Fringe Benefits - _____ %
 ** % Overhead - _____ %

<u>Estimated Hours</u> <u>Job Categories</u>	<u>Total Hours</u>	<u>Hourly Fee</u>	<u>Total Cost</u>
_____	_____ x	_____ =	_____
_____	_____ x	_____ =	_____
_____	_____ x	_____ =	_____
_____	_____ x	_____ =	_____
TOTAL =			_____

<u>Proposed Profit Added</u>		
<u>Total Cost</u>	<u>Profit</u>	<u>Total Proposed Cost</u>
_____ +	_____ =	_____

1. Attach list of reimbursable costs and method of charging.
2. Attach schedule for disbursement of fee.
3. Attach explanation of percent of profit.
4. Attach fee for Lead Based Paint Risk Assessment.

NAME: _____ SIGNATURE: _____

Response to:

Request for Proposals

City of Cortland

Administrative and Program Delivery Services

City-wide Housing Rehabilitation Program
2012 Community Development Block Grant

February 21, 2013



Our Company

Thoma Development Consultants is a community development consulting firm established as a sole proprietorship by Bernard Thoma in 1980. For 32 years we have been partnering with communities for a better tomorrow. Since Thoma Development Consultants' beginning, Mr. Thoma has served as the firm's President and Senior Consultant. Although the staff of Thoma Development Consultants has grown over the years, Mr. Thoma maintains personal responsibility for each customer and provides a hands-on approach to each project.

We have expertise in grant writing, grant management, and planning. Our public sector customers are primarily towns, villages, cities, and counties in non-metropolitan areas of upstate New York. We have assisted customers from Lake Ontario to the Pennsylvania border, from the foothills of the Catskills, to the Finger Lakes, and are familiar with the unique issues and concerns of upstate communities. Thoma is a small firm of 12 persons, and we enjoy building close, trusted relationships with our customers. Our staff lives and works in the same types of New York communities that we work for, allowing us to know them in a manner that other firms may not. We customize planning efforts to our customers' needs, rather than providing boilerplate products. Our Team members are readily accessible and strive to provide individualized, personal attention to each of our customers.

Thoma Development Consultants is located at 34 Tompkins Street in the City of Cortland's downtown historic district. Cortland is an ideal location for Thoma Development Consultants' main office as it is the geographic heart of New York State. This allows us to remain in close physical proximity to our customers, which is key to maintaining the level of service our customers have come to expect.

In 2002, New York State Secretary of State Randy Daniels recognized Thoma as a "Quality Community Award Winner" based on our commitment to the customers we serve. We were nominated for the award by the Cortland County Business Development Corporation and several of our municipal customers. In 2006 Thoma was recognized as the "Medium Sized Business of the Year" in Cortland County by the Cortland County Chamber of Commerce.

More information regarding our company, our staff, and our customers can be found on the web at www.thomaddevelopment.com.

Our Grant Management Philosophy and Experience

Thoma Development Consultants' roots lie in grant writing and management and are integral components of the many services we provide. Our expertise in grantsmanship is evidenced by over \$100 million in project funding that Thoma has secured for our customers since 1992. We have experience working with more than 30 different State, federal, and private funding sources.

For many communities, implementing a grant can often be as challenging as securing funding. Thoma is a leader in grant project implementation and management, with particular expertise in the administration of Community Development Block Grants, including housing rehabilitation, homeownership, infrastructure, public facilities, and economic development projects, in addition to loan portfolio management. Thoma has worked extensively with a software developer to create a customized software package specifically designed to manage grant administration, with particular emphasis in administering housing rehabilitation programs.

Thoma Development Consultants approaches grant administration work with two main focuses: (1) partnering with our communities for the successful implementation and completion of their grant program by lending our expertise in meeting the regulations of the funding source, while recognizing that it is the customer's program; and (2) recognizing that program applicants will most likely need our assistance in navigating the program guidelines and process. Thoma is sensitive to these needs and strives to provide the utmost in technical assistance.

Thoma Development Consultants' staff includes both a Grant Writing/Planning Team and a Grant Management Team. It is our Grant Management Team that will undertake the project described herein. Their resumes and job expertise are included following in this proposal. Over the course of 32 years, this Team has honed its skills in helping communities implement and complete their grant programs, which results in positive change for the community.

Our Grant Management Team will perform, but not be limited to, such grant implementation tasks as completing the necessary environmental reviews; establishing filing systems; assisting with the financial management of grant funds; acting as a liaison between our customer and the funding source; assisting with grant program monitoring; working with local contractors; processing all required paperwork in a timely manner; discussing all grant issues with our customers; working with other involved entities such as engineering firms; and answering the day-to-day questions that arise. Thoma team members will also work closely with program applicants, making them feel comfortable with the process. Thoma provides professional, personal, and friendly attention to each of our customers. Our expertise and our commitment to customer service have resulted in a number of municipalities being repeat customers.

In order to do their jobs, our staff remains current and knowledgeable in the building trades; maintains the proper certification to address such issues as code, lead paint, and mold; has persons on staff who are knowledgeable in grant program requirements such as Fair Housing; and have the proper financial management background, to name a few of the team's skills.

Our References

Thoma Development Consultants has a significant number of current customers that we think will provide excellent references. The references that follow are a partial listing of our customers for whom we have done similar work, any of whom will give an honest assessment of our organization. We encourage you to contact them.

<u>Name</u>	<u>Contact Person and Title</u>	<u>Main Phone</u>
Village of Waterloo	Ted Young Mayor	315-539-9131
Village of Groton	Jeff Evener Mayor	607-898-3966
Town of Sterling	Lonny Palmieri Supervisor	315-947-6104
Village of Marathon	John Pitman Mayor	607-849-3812
Town of Colesville	Ed Mosher Supervisor	607-693-1794
Village of Whitney Point	David Downs Mayor	607-692-4907
Town of Cortlandville	Richard Tupper Supervisor	607-756-5725
Town of Lisle	Edward Gehm Supervisor	607-849-6969
Village of Homer	Genevieve Suits Mayor	607-749-3322
Village of Mount Morris	Harold Long Mayor	585-658-4160
Office of Community Renewal	Chris Leo Vice President	518-474-2057
NYS DHCR	Richard Baldwin	315-478-7179

Our Project Team

Thoma Development Consultants' Grant Management Team has the skills and experience to implement a grant program that meets or exceeds your expectations. A listing of the team members is included below. Some or all of the individuals may be assigned to your funded housing rehabilitation program:

Bernie Thoma, Senior Consultant – Project Oversight

Linda Armstrong, Program Manager – Client intake, financial management, monitoring issues, program regulations, homeownership management and home counseling, management of infrastructure projects including bidding and Davis Bacon requirements

Annette Huskins, Program Manager – Customer service, client intake, general grant coordination, financial management

Matt Gross, Program Manager – Oversight of assigned rehabilitation projects, work scope development in consultation with program applicant, lead paint and other environmental issues

Tina Hall, Program Assistant – Insurance regulations, grant agreements, file management, customer service

Steve Triolo, Program Assistant – Oversight of rehabilitation projects, lead clearance tests.

Pam LeFever, Bookkeeper – Financial management, grant monitoring

Resumes for each Project Team Member follow.



BERNIE THOMA
SENIOR CONSULTANT

Military:

US Army
1972-1974

Education:

AAS, Tompkins
Cortland Community
College, 1975

BA, SUNY Cortland
1978

MS, SUNY
Cortland 1980

Affiliations:

NYS Economic
Development
Council

National Trust Main
Street Center

SUNY Cortland
Foundation

Relevant Project Experience:

Bernie is responsible for the overall management of all planning, grant writing, and administration projects. This includes directing of all staff assignments, assuring compliance with the scope of services, data analysis, and project scheduling. Bernie is also involved in research, community outreach, and writing for many assignments. Listed below are his relevant project experiences:

- 1980 to Present – Project oversight for all HUD Community Development Block Grants for numerous housing rehabilitation programs administered by Thoma. Includes both direct administration by HUD and administration through the Office of Community Renewal (OCR).
- 1980 to Present – Project oversight for numerous HUD and OCR administered public facilities grants including water, sewer, new senior citizen center, road reconstruction, sidewalks, parking improvements, etc.
- 1980 to Present – Project oversight, applicant review and recommendation for numerous HUD and OCR economic development projects including equipment purchase, acquisition, working capital, etc.
- 1990 to Present – Project oversight for numerous federal HOME Program grant awards made by the NYS Division of Housing and Community Renewal for homeownership and rehabilitation
- 2005 to Present – NY Main Street program oversight in City of Cortland and Villages of Homer, Whitney Point and Hancock under both NYS DHCR and OCR
- Project oversight for Comprehensive Plans: City of Cortland, Town of LaFayette, and Villages of Dryden, Milford, and Homer



LINDA ARMSTRONG
PROGRAM MANAGER

Education:
BSE, SUNY
Cortland 1976

**With Thoma
since:** 1980

Affiliations:
Neighborhood
Reinvestment
Corporation
Certified
Housing
Counselor

SUNY Cortland
College Council

Treasurer,
Great Cortland
Pumpkinfest

Relevant Project Experience:

Linda started with the company and worked for many years in a grant writing capacity. Her years of grant writing experience, coupled with her current position on the Grant Management Team, provides a unique and varied experience. Her current responsibilities include administration of low-income homeownership programs, including working with lenders, realtors, and attorneys on behalf of the applicant; management of economic development opportunities in the City of Cortland; administration of public facilities projects, especially federal labor compliance; and federal reporting requirements. Listed below are examples of relevant project experiences:

- 1982 to Present – Design and Implementation of City of Cortland’s Community Development Business Loan Program and Microenterprise Grant Programs
- 2012 to 2013 – Village of Port Dickinson Municipal Building Handicapped Accessibility Project
- 2011 to 2013 – City of Cortland Multi-Family Acquisition and Rehabilitation Program
- 2011 City of Cortland ALPLA Inc. Economic Development Expansion Project
- 2008 to 2013 – Villages of Parish, Oriskany Falls and Nunda; Towns of Springwater & Catlin sewer, water and drainage improvements
- 2007 to 2009 – City of Cortland CDBG South End Comprehensive Revitalization Program including microenterprise development and housing rehabilitation
- 2004 to 2007 – City of Cortland Comprehensive Downtown Revitalization Project – Microenterprise Development; Façade, Building, and Parking Improvements



ANNETTE HUSKINS
PROGRAM MANAGER

Education:
Manatee Junior
College, FL
1981-1984

**With Thoma
since: 1995**

Relevant Project Experience:

Annette is responsible for the administration, procurement, and financial management for numerous grant programs administered by Thoma. She prepares Requests for Payments as well as processing drawdowns from funding sources. The majority of Annette's experience has been working with the CDBG and HOME programs, though she has a familiarity with administrative requirements of other programs, such as EPF.

- 2000 to Present - marketing and management of various OCR CDBG Programs
- 1995 to Present - marketing and management of various HOME Programs
- 1995 to 2000 - marketing and management of various HUD CDBG Programs
- Coordinator of SHPO review for rehabilitation projects
- Authorized user of HUD Integrated Disbursement and Information System (IDIS)
- Fair Housing Coordinator for municipal customers
- Reviews and qualifies program applicants
- Prepares and executes housing rehabilitation construction contracts



MATT GROSS
PROGRAM MANAGER

Military Experience:
US Marines
1994-1997

With Thoma since: 2002

Affiliations:
EPA Certified
Lead Paint Risk
Assessor

Environmental
Solutions Assoc.
Level 300 Series
Advanced Mold
Inspector

Relevant Project Experience:

Matt was previously employed by a large civil engineering firm where he received training in construction management. Matt manages Thoma's housing rehabilitation programs. He is certified to perform mold, water, and lead based paint risk assessment testing. Listed below are some of his relevant project experiences:

- 2011 Town of Colesville Housing Rehabilitation Program
- 2011 City of Cortland Multi-Family Acquisition and Rehabilitation Program
- 2011 Town of Cortlandville Town-wide Rehabilitation Program
- 2011 Village of Homer Senior Housing Rehabilitation Program
- 2011 Town of Marathon Housing Rehabilitation Program
- 2010 Town of Verona Housing Rehabilitation Program
- 2010 Village of Owego Income Property Rehabilitation Program
- 2010 Village of Homer New York Main Street Program
- 2010 City of Cortland HOME City-wide Housing Rehabilitation Program
- 2010 Village of Whitney Point HOME, CDBG, and New York Main Street Programs
- 2010 Town of Lisle Town-wide Housing Rehabilitation Program
- 2010 Town of Preble Town-wide Housing Rehabilitation Program
- 2010 Village of Weedsport Housing Rehabilitation Program
- 2010 Town of Cuyler Town-wide Housing Rehabilitation Program



TINA HALL
PROGRAM ASSISTANT

Education:
AAS, Tompkins
Cortland
Community
College 1997

**With Thoma
since: 2001**

Affiliations:
Neighborhood
Reinvestment
Corporation
Certified
Housing
Counselor

Notary Public

Relevant Project Experience:

Tina assists in the implementation of housing rehabilitation programs, providing services to homeowners and contractors, monitoring loan portfolios, insurance compliance, and providing bookkeeping support. She also prepares and executes housing rehabilitation contracts. She is an authorized user of the HUD Integrated Disbursement and Information System (IDIS). Listed below are her relevant project experiences:

- 2001 to Present – Services as described above for all OCR/CDBG Programs administered by Thoma Development Consultants
- 2001 to Present – Services as described above for various HOME Programs administered by Thoma



STEVE TRIOLO
PROGRAM ASSISTANT

Education:
SUNY Cortland

**With Thoma
since: 2009**

Affiliations:

NYS Licensed
Home Inspector

Certified 203K
Renovations
Consultant

Relevant Project Experience:

Steve assists with the management of Thoma's housing rehabilitation programs. His background includes many years of experience in all aspects of the construction field, including management and customer service. He performs lead sample clearances and reports and oversees bidding for various rehabilitation jobs. He also monitors the progress of construction work and inspects the work once it is finished. Listed below are some of his relevant project experiences:

- 2012 Town of Triangle HOME Housing Rehabilitation Program
- 2011 Town of Colesville Housing Rehabilitation Program
- 2011 Town of Marathon Housing Rehabilitation Program
- 2011 Village of Homer Senior Housing Rehabilitation Program
- 2010 Village of Owego Income Property Rehabilitation Program
- 2010 Village of Weedsport Housing Rehabilitation Program



PAM LEFEVER
BOOKKEEPER

Education:
AAS, Tompkins
Cortland
Community
College 1986

**With Thoma
since: 1987**

Relevant Project Experience:

Pam provides bookkeeping services for Thoma, as well as for our customers' programs and loan portfolios. She has expertise in managing payables/receivables, preparing financial statements, encumbering contracts, preparing bills and customer abstracts, monitoring loan repayments, and completing federal and State financial reports. Pam routinely interfaces with our customers' banks, clerks, and bookkeepers and ensures that all program financial requirements are met.

- Management of all CDBG and other grant financial account information since 1987
- Assists with file monitoring and audits of all grant programs
- Proficient in MYOB Financial Software

Past Projects – Housing Rehabilitation

Thoma Development Consultants has significant experience in developing and managing housing rehabilitation programs similar to the program proposed for your community. Grant administration and program delivery includes, but is not limited to, assistance with or management of the following areas of the program:

- Contracts
- Banking Procedures
- Adherence to Program Schedule
- Environmental Review
- Fair Housing
- Eligibility Determination
- Client Intake and Technical Assistance
- Bidding Process
- Oversight of Rehabilitation Work
- Legal
- Drawdowns
- Liaison Between Homeowner and Municipality
- Completion of Performance Reports
- Grant Monitoring/File Maintenance

Our experience includes the following programs that we administered on behalf of our customers:

Village of Whitney Point CDBG 2010: \$400,000 was awarded to Whitney Point by the New York State Office of Community Renewal (OCR) under the Community Development Block Grant Program (CDBG) housing rehabilitation program in a target area surrounding the Village's downtown. This program included both owner-occupied and income property structures inhabited by low-to-moderate income families. In total, 11 structures were rehabilitated, including 12 rental units. Contact person: David Downs, Mayor (607) 692-4907.

Town of Lisle CDBG 2010: The grant award was for \$400,000 through OCR. Eligible participants were low-to-moderate income homeowners living in scattered sites throughout the Town. In total, 15 owner occupied housing units were rehabilitated within the required timeframe of 24 months. Contact person: Edward Gehm, Supervisor (607) 849-6969.



City of Cortland CDBG 2009: The City of Cortland utilized \$400,000 in CDBG funds for an eligible activity: rehabilitating income properties located in a targeted area of the City. To participate, eligible owners had to have properties occupied, or available for occupancy, by households with incomes at or below the low-to-moderate Section 8 income limits established for Cortland County. In addition, the housing structure had to be in "substandard" condition using a City-adopted definition. In total, the City rehabilitated nine income properties containing a total of 21 units. Contact person: Brian Tobin, Mayor (607) 758-8374.

City of Cortland Housing Rehabilitation Program CDBG Administration and Program Delivery Services

Introduction

Thoma Development Consultants has a depth of familiarity in the management of CDBG Programs and can provide exceptional services to the City for its program. We have provided community development services for municipal customers for the past thirty-two years and have worked with the City of Cortland on all of its Community Development Block Grant projects, partnering with the City to foster an environment for a better tomorrow.

We have reviewed a copy of the City's Request for Proposals and believe our firm is most qualified to carry out the proper administrative tasks with respect to the City's newly awarded CDBG Grant for a City-wide Housing Rehabilitation Program.

Thoma will undertake the following tasks in administering the City of Cortland's CDBG Program to comply with the scope of services stated in the City's RFP:

Task 1: Program Start Up

Thoma Development Consultants will complete the following tasks at the start up of both CDBG Grant Programs:

- Prepare the Environmental Review Record, including assisting the City in complying with the State Environmental Quality Review Act (SEQRA) and National Environmental Protection Agency (NEPA) requirements.
- Finalize with the City the program design and guidelines.
- Develop a grant accounting system and identify information needed for the City's accounting system.
- Develop a file maintenance system for the City, including preparing files for the system.
- Prepare/update the City's plans such as Fair Housing, Drug Free Workplace Plan, etc., related to the requirements of the CDBG Program.
- Develop an Eligible Contractors List, which includes advertising for contractors.

Task 2: Intake and Qualification of Program Participants for Rehabilitation Program

Under Task Two, Thoma will complete the following:

- Advertise for and contact potential program participants.
- Establish a system to facilitate submission of applications.
- Perform preliminary property inspections and discuss with property owner.
- Perform work write-ups and cost estimates for selected properties.
- Conduct EPA Lead Based Paint Risk Assessment, as required.
- Assist the property owner in contractor selection for bids.
- Prepare specifications and assist property owners in bidding work.
- Submit program participants to the City's Loan Committee.

Task 3: Monitoring and Completion of Rehabilitation Work

Under Task Three, Thoma will complete the following:

- Encumber funds for the approved work.
- Prepare program documents.
- Monitor the progress of work expenditures on each property.
- Assist the City with required security filings on each property.
- Inspect all approved work including final inspections.
- Conduct EPA Lead Based Paint Clearance, as required.

Task 4: Grant Administrative Work

Under Task Four, Thoma will complete the following:

- Prepare all payment and drawdown documentation.
- Submit monthly reports to the City Common Council.
- Attend City Common Council meetings as necessary.
- Advise the City on matters relating to the grant program and/or the Office of Community Renewal.
- Upon approval by the City Common Council, prepare grant amendments, as needed, and prepare Conflict of Interest Waivers.
- Prepare all reports required by the OCR including status, annual performance, final reports, and close out.

City of Cortland
Housing Rehabilitation Program
CDBG Administration and Program Delivery Services

Your Cost

Cost Per Hour

<u>Job Categories</u>	<u>Pay Rate</u>	<u>Fringe*</u>	<u>Overhead**</u>	<u>Total</u>
Senior Consultant	\$45	\$12	\$28	\$85
Program Manager	30	9	16	55
Clerical	14	4	7	25

* % Fringe Benefits = 25%

** % Overhead = 50%

Estimated Hours

<u>Job Categories</u>	<u>Total Hours</u>		<u>Hourly Fee</u>		<u>Total Cost</u>
Senior Consultant	55	X	\$85	=	\$ 4,675
Program Manager	960	X	55	=	52,800
Clerical	400	X	25	=	10,000
				TOTAL	\$67,475

Proposed Profit Added

<u>Total Cost</u>		<u>Profit</u>	<u>Total Proposed Cost</u>
\$67,475	+	\$525	\$68,000

Attachments

- 1) Schedule for disbursement of fees
- 2) List of reimbursable costs and method of charging
- 3) Explanation of percent profit
- 4) Fee for Lead Based Paint Risk Assessor
- 5) Program Schedule

NAME: BERNARD THOMA

SIGNATURE: 

City of Cortland
Housing Rehabilitation Program
CDBG Administration and Program Delivery Services

Schedule for Disbursement of Fees

Total Fee for the Duration of the Program: \$68,000

Fees will be due as follows:

Program Delivery

Final Program Design: \$3,000

Initial Client Contact: \$3,000

Funds Encumbered:

10%	\$4,000
20%	\$4,000
30%	\$4,000
40%	\$4,000
50%	\$4,000
60%	\$4,000
70%	\$4,000
80%	\$4,000
90%	\$4,000
100%	\$4,000

Administration

Complete Environmental Review: \$1,000

Funds Expended:

10%	\$2,100
20%	\$2,100
30%	\$2,100
40%	\$2,100
50%	\$2,100
60%	\$2,100
70%	\$2,100
80%	\$2,100
90%	\$2,100
100%	\$2,100

**City of Cortland
Housing Rehabilitation Program
CDBG Administration and Program Delivery Services**

Attachments

Reimbursable Costs

Reimbursable costs will include all out-of-pocket expenses that Thoma Development Consultants incurs during the life of this project which are eligible expenditures from grant funds. These reimbursable costs include, but are not limited to, copying, long distance telephone calls, postage, photographs, and fax transmissions. Mileage is not included. Overnight travel expenses are only included when authorized by the City.

Profit

For this proposal, Thoma is estimating a profit of less than 1%. It is very difficult to develop an accurate amount since profit is really a function of hours spent during the term of the project. The hours estimated are realistic based upon similar projects that have been completed; however each project is unique.

Lead Based Paint Fee

Thoma will provide the services of an EPA Certified Lead Based Paint Risk Assessor for projects that require such services. Thoma's fee will be charged as follows:

Risk assessment without testing	\$200
Risk assessment with testing	\$500 (chip/wipe or XRF Gun)
Clearance testing (wipe)	\$200

The fee includes all laboratory fees and written Lead Based Paint Assessment Report.

Program Schedule

Thoma Development Consultants is familiar with the program schedule proposed in the City of Cortland's CDBG Grant application and is also familiar with the requirements placed on the City by the Office of Community Renewal. We feel confident that we can complete this project within that timeframe.



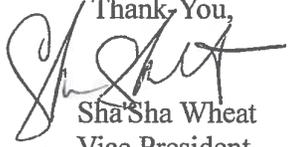
217 Kirk Avenue Syracuse, N.Y. 13205 / E-mail:hopeforus41@gmail.com / (315) 876-7079

Mr. Mack Cook
City of Cortland
Deputy Director of Finance
City Hall
Cortland, N.Y. 13045

February 20, 2013

Mr. Cook,
Thank you for taking the time to review this CDBG Grant #28HR136-12 submitted by Hope For Us Housing Corp. The following is a breakdown of information submittal:

- Statement of Qualifications (Pages 1-4)
- Relevant References (Pages 5-9)
- Management Plan (Page 10)
- Project Schedule/Time Table (Page 11)
- Cost Proposal (Page 12)
- Schedule for Disbursement fee (Page 13)
- Lead Based Paint Risk Assessment fee (Page 14)

Thank-You,

Sha'Sha Wheat
Vice President
Hope For Us Housing Corp.



217 Kirk Avenue Syracuse, N.Y. 13205 / E-mail:hopeforus41@gmail.com / (315) 876-7079

Hope for Us Housing Corp. Statement of Qualifications

Program Implementation:

Over the past 6 years, Hope for Us Housing Corp.(H4UHC) has implemented many successful construction and training projects within the City of Syracuse. Working together collaboratively with local Community Development groups, has given us the ability to formulate a strong working relationship between our local government, grass root organizations, contracting firms, homeowners, and un/under employed community residents who are seeking employment. One of the programs that H4UHC was successful in administering was our own "green training initiatives". These initiatives focused on creating a pathway to self sufficiency for community residents through training and construction employment opportunities and building local contracting firms.

Two of the green initiatives included: Deconstruction and Weatherization and Retrofitting.

In Deconstruction, we implemented a training program to get individuals trained in deconstruction and assisted the City of Syracuse with setting policies and preparing worksopes for Demolition contractors and/or agencies who will perform on Demolition/Deconstruction projects. With recycled building materials salvaged from deconstruction projects, we had the ability to implement a H4UHC Materials Grant Program which allowed homeowners the ability to purchase reclaimed materials at a discounted rate thus, reducing their overall project cost. With Weatherization and Retrofitting, we were instrumental in setting policies, agreements, and securing financing for credentials needed to ensure community residents and M/WBE program participation within the energy efficiency industry.

Previously CDBG Funded Programs that involved H4UHC include:

City of Syracuse Midland Lincoln Bellevue (MLB) Projects
Substandard Homeowner Assistance and Repair Program (S.H.A.R.P.) Projects
City of Syracuse Marcellus St. Deconstruction Project
Urgent Care Program

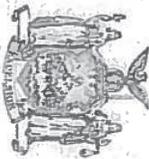
Contracting Services

H4UHC began providing contracting services for local agencies (Syracuse Model Neighborhood Facility, Syracuse VA Medical Center, SouthEast Gateway Group, CNY DSO, and Atlantic States Legal Foundation) in 2007. We also provided contracting services within the private sector as well (owner occupied structures and rental units). Some of the services included: Porch repairs, roofing and siding, landscaping, kitchen/bathroom remodeling, flooring, foundation repairs. Contracting services including Lead Remediation work involved window/door installation and interior/exterior painting.

Training Services

H4UHC began training in 2009. Since we began, we have assisted over 400 individuals and business owners with obtaining certifications and credentials needed to enhance employment and/or contracting opportunities. Some of the credentials we have provided for City of Syracuse community residents and contracting firms include: Work readiness training (54), OSHA 10 (86) , Lead Abatement Super (8) , Lead Renovators (42) , Lead Risk Assessor (3) , Basic Air Sealing and Insulation (38), Weatherization Bootcamp (34), and Basic Construction/Deconstruction Practices(23).Lead Safe Work Practices training (176).

David A. Paterson
Governor



Deborah VanAmerongen
Chairperson/Commissioner

NYS Housing Trust Fund Corporation
NYS Division of Housing and Community Renewal

CERTIFICATE OF COMPLETION

is hereby granted to

Sha Sha Wheat

to certify that s/he has completed

DEVELOPING AFFORDABLE HOUSING SEMINAR SERIES

Granted: February 11, 2009

A handwritten signature in cursive script, appearing to read "Deborah VanAmerongen".

Deborah VanAmerongen, Chairperson/Commissioner



Building Neighborhoods Growing Dreams

August 12, 2011

Sha Sha Wheat
Hope for Us Housing
217 Kirk Ave.
Syracuse, NY 13205

Re: File ID # 370-008-11

Dear Ms. Wheat:

Syracuse Housing Authority's (SHA), Office of Section 3 Compliance has received your information packet entitled "Self Certification for Section 3 Business Concerns" and has recognized your status as a *category (2)* Section 3 business concern pursuant to 24 CFR.135.36.

Your business will be listed in our database and on our website as a Self Certified Section 3 Business Concern providing the following list of principal products or services as identified below:

General Construction

SHA's recognition of your status does not guarantee your capability to perform for any suitor, nor does it guarantee your business any contracts with SHA or its contractors. Your Section 3 status does however qualify your business to be considered for any of the preferences detailed in 24 CFR.135.

Your status as a Section 3 business concern will be recognized for a period of three (3) years commencing upon the date of this letter unless you are contacted by this office for recertification. Should any changes occur in the make-up of your business that in effect alters your preferred status as a Section 3 Business Concern, (*i.e. ownership, company name, products or services provided and/or the ratio of section 3 employees to overall staffing etc.*); it will be your responsibility to notify this office of those changes within thirty (30) days. Your failure to do so may suspend our recognition of your status until further review.

For any questions or concerns relating to the matter I can be reached at 315-470-4270.

Best of luck in your future endeavors.

Sincerely,

Reggie Seigler
Section 3 Coordinator

Cc: Bill Simmons

Atn: Section 3/ 516 Burt St. / Syracuse, NY 13202 / PH 315.470.4270 / FAX 315.470.4383 / rseigler@syrhousing.org

PAGE 4 of 14



NEW YORK STATE
DIVISION OF HOUSING
& COMMUNITY
RENEWAL

HOUSING
TRUST FUND
CORPORATION

STATE OF
NEW YORK MORTGAGE
AGENCY

NEW YORK STATE
HOUSING FINANCE
AGENCY

NEW YORK STATE
AFFORDABLE HOUSING
CORPORATION

STATE OF
NEW YORK MUNICIPAL
BOND BANK AGENCY

TOBACCO SETTLEMENT
FINANCING
CORPORATION

ANDREW M. CUOMO
GOVERNOR

DARRYL C. TOWNS
COMMISSIONER/CEO

February 14, 2013

To Whom It May Concern:

I have known ShaSha Wheat in a professional capacity for some time. I recall that at least six or seven years ago, Ms. Wheat had expressed interest in DHCR's Urban Initiatives program, and I also recall suggesting to her that she would benefit from participation in the agency's Development Seminar Series, which was being offered at that time. The Development Seminar series curriculum consists of multiple workshops covering all phases of development and operation of a multi-unit, residential property. It is my belief that Ms Wheat enrolled and attended most or all of the workshops involved.

I have found Ms. Wheat to be very persistent and interested in understanding and utilizing government programs for the betterment of her community.

I have been associated with HCR's Syracuse Office in excess of twenty years, mostly in the area of Community Development. I can be reached by email at mecker@nyshcr.org or by telephone at 315 478-7179, ext 205.

Sincerely,

A handwritten signature in black ink that reads "Matthew Ecker". The signature is written in a cursive style.

Matthew Ecker
Housing Representative



Southeast Gateway Community Development Corporation
1818 S. Salina Street, Syracuse, New York 13205
Telephone: (315) 472-9724 – Fax: (315) 479-1932
Email: Sgateway@twcny.rr.com

Mr. Mack Cook
Director of Administration and Finance
City Hall
25 Court St.
Cortland, N.Y. 13045

Mr. Cook,

Southeast Gateway Community Development Corporation is located on the south side of the City of Syracuse. Over the past 4 years, Hope For Us Housing Corp. has been instrumental in providing administrative support, homeownership outreach, and contracting services within the City of Syracuse utilizing the Community Development Block Grant (CDBG) funding.

One of our most successful ventures in administering together is the Substandard Housing Assistance and Repair Program (S.H.A.R.P.). Southeast Gateway along with Hope For Us Housing Corp. provided porch repairs, painting, foundation purging and sealing, window repair and installation, exterior/interior door installation, flooring, and roof repairs for low income owner occupied residents. Over the years, we have had many successful ventures together and we are looking forward to continually working with Hope For Us Housing Corp.

Thank You,

David Rufus
Executive Director



Syracuse Model Neighborhood Corporation

Quality housing that people can afford

1721 South Salina Street, Syracuse, New York 13205 ☐ (315) 475-8437 ☐ Fax: (315) 471-1215 ☐ E-mail: syrmmodel@syracusemnc.org

To Whom It May Concern:

I have known Sha Sha Wheat of Hope 4 Us Housing for many years. During that time I have witnessed her ability to organize and carryout programs and projects with skill and integrity.

From 2007 to 2011, she participated in an outreach program to recruit workers for a "green jobs" program. She successfully organized public meetings and searched out hard to recruit community residents and local contractors for the local "green jobs initiatives". During the same period, she ran a construction company that completed a number of projects funded by the City of Syracuse's Community Development Department.

In 2009, Hope 4 Us took on a complicated deconstruction project, where a building was taken apart piece-by-piece so the individual parts could be reused in another construction project. The project was completed on time and on budget.

Ms. Wheat is knowledgeable, pays attention to details, and I would have no reservations recommending her to provide Program Delivery and Administrative Services for your Housing Rehabilitation Program.

Sincerely,

Thomas A. Francis

Thomas A. Francis
Executive Director



Mack Cook
Deputy Director of Administration and Finance
City of Cortland
City Hall
25 Court St.
Cortland, NY 13045

February 19, 2013

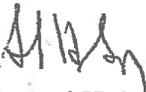
Dear Mr. Cook:

Atlantic States Legal Foundation (ASLF) has partnered with Hope For Us Housing Corp. (H4UHC) to implement many projects over the past six years. Past projects include implementing a "green contractors training program" where ASLF provided funding for nine small local contracting firms. The classes funded through ASLF were the Building Analyst and Envelope Professional.

Currently, we are the fiscal pass through for H4UHC for the City of Syracuse's Community Development Block Grant (CDBG) funding. We look forward to continually partnering with H4UHC to better serve our community through assisting them with additional fiscal capacity if needed.

If you have any further questions or would like any additional information, please do not hesitate to contact me.

Sincerely,


Samuel H. Sage

Paul Driscoll
Commissioner

Ben Walsh
Deputy Commissioner

Sharon Owens
Deputy Commissioner



DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT

Stephanie A. Miner, Mayor

February 15, 2013

Mr. Mack Cook
Department of Administration and Finance
City of Cortland
25 Court Street
Cortland, New York 13045

Re: Hope 4 Us Housing Corporation

Dear Mr. Mack:

This letter is to complement the proposal that Hope 4 Us Housing Corp. has submitted to your Office and to relay to you that the City of Syracuse holds this organization in good standing.

The Syracuse Department of Neighborhood and Business Development (NBD) have been working with Hope 4 Us informally for several years in the areas of deconstruction and workforce development. This year, NBD has included Hope 4 Us Housing Corp. into our fourth-year action plan through a fiscal pass-through agency (Atlantic States Legal Foundation). The services they will provide will be to assist in training efforts related to deconstruction pilot projects.

I would be happy to discuss with you further our City's relationship with Hope 4 Us in further detail if you would like. I can be reached at (315) 448-8100. Thank you.

Sincerely,

Paul Driscoll
Commissioner

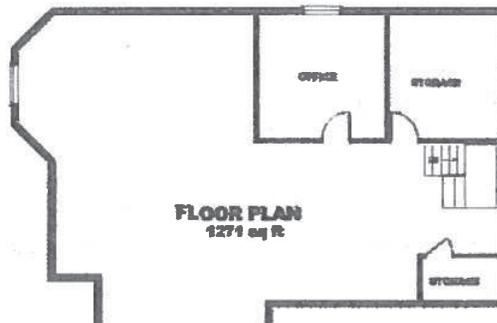
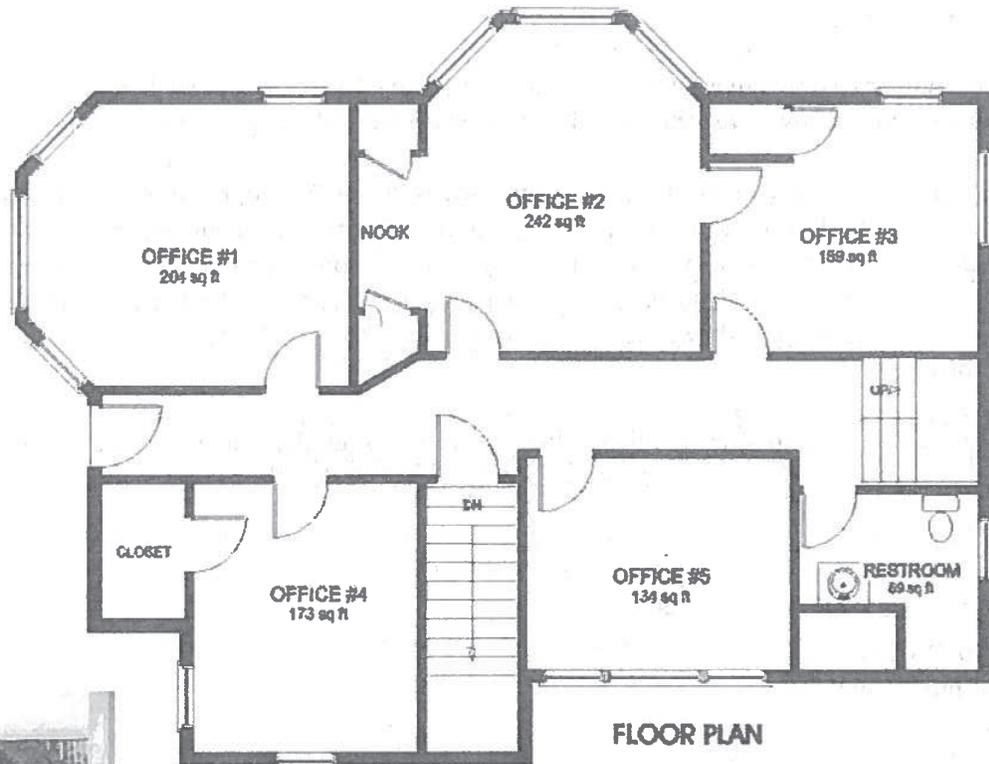
OFFICE SPACE AVAILABLE

753-9621



27 NORTH CHURCH STREET CORTLAND NEW YORK

- * SINGLE OFFICE AND SUITES AVAILABLE
- * COMPETITIVE RENTAL OPTIONS



Program Administrator (PA)	Project Manager (PM)	Compliance Manager (CM)	Lead Risk Assessor (LRA)
-------------------------------	-------------------------	----------------------------	-----------------------------

The following tasks will be completed in three (3) phases utilizing the Management Team above:

Phase #1 Outreach and Program Development (May, June, and July 2013)

- Establish or update contractors list (PA and PM)
- Establish Rehabilitation guidelines (PM)
- Provide final design for Rehabilitation activities (PM)
- Identify properties and contact homeowners (PA and CM)
- Provide client intake and qualifications (PA and CM)
- Prepare loan documents and/or deferred loan payment agreements (CM)
- Perform preliminary property inspections and prepare scopes of work and estimates (PM)
- Prepare all necessary contract and payment documentation (PA and CM)
- Develop and maintain separate grants accounting systems (PA)
- Work with the City's Corporate Counsel in placing mortgages on project properties; if required (CM)
- Prepare Environmental Reviews pursuant to NEPA; and SEQRA guidelines (LRA)
- Provide Lead Based Paint Risk Assessment to ensure compliance (LRA)

Phase #2 Program Implementation (August, September, and October 2013)

- Assist homeowners with contractor selection (CM)
- Encumber contracts (CM)
- Bid all work (CM)
- Monitor and report all project expenditures (CM)
- Provide final inspection; if necessary (PM)
- Prepare and submit M/WBE and Section 3 reports (CM)
- Prepare Environmental Reviews pursuant to NEPA; and SEQRA guidelines (LRA)
- Provide Lead Based Paint Risk Assessment to ensure compliance (LRA)

Phase #3 Program closure and ongoing services (November and December 2013)

- Act as a liaison between the City, homeowner, and contractor (PA)
- Report and submit necessary financial reports to NYS (PA)
- Prepare and submit status of fund reports or other reports as the City directs (PA)
- Work with the City's Deputy Finance Director to assure all accounting is included in City accounting system (PA and CM)
- Attend Common Council and Department head meetings, as necessary (PA)
- Advise Common Council and Mayor in all matters relating to grants and NYS regulations (PA)
- Prepare amendments as necessary (PA)
- Prepare and submit Status and Annual Performance Reports as required by NYS (PA and CM)
- Prepare all closeout documentation required by NYS for grant upon completion of each (PA and CM)
- Coordinate FY 2012 Program with other OCR Programs as necessary (PA)
- Provide all final inspections; if necessary (PM and LRA)

CITY OF CORTLAND
 CDBG Administration and Program Delivery Services
 Cost Proposal

Cost Per Hour Job Categories	Pay Rate	Fringe*	Overhead**	Total
Program Administrator	25.00	3,200	3,200	38,400.00
Project Managers	25.00/hourly	3,200	3,200	38,400.00
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* % Fringe Benefits - 10 %
 ** % Overhead - 10 %

Estimated Hours Job Categories	Total Hours	Hourly Fee	Total Cost
Program Administrator	1,280	x 25.00	= 38,400.00
Project Managers	1,280	x 25.00	= 38,400.00
_____	_____	x _____	= _____
_____	_____	x _____	= _____

TOTAL = 76,800.00

Proposed Profit Added Total Cost	Profit	Total Proposed Cost
76,800.00	+ 0	= 76,800.00

1. Attach list of reimbursable costs and method of charging. N/A
2. Attach schedule for disbursement of fee.
3. Attach explanation of percent of profit. N/A
4. Attach fee for Lead Based Paint Risk Assessment.

NAME: ShaSha Wheat SIGNATURE: 
Hope For Us Housing Corp.



217 Kirk Avenue Syracuse, N.Y. 13205 / E-mail: hopeforus41@gmail.com / (315) 876-7079

Disbursement of Fee Schedule

FROM: Hope For Us Housing Corp. Page No. 13
217 Kirk Ave.
Syracuse, N.Y. 13205

PROPOSAL SUBMITTED TO:

Name: City of Cortland (Mack Cook Deputy Director of Administration and Finance)
Phone: -607- 756-7312 Date: 02/20/13
Street: 25 Court St.
City: Cortland
State: N.Y. Zip: 13045

I propose to furnish all materials and perform all labor necessary to complete the following: Provide Program Delivery and Administrative Services in conjunction with CDBG Grant #285HR136-12. All of the work is to be completed in a substantial and workmanlike manner for the sum of . Seventy Six Thousand Eight Hundred Dollars (\$76,800.00). Down payment to be made of 50% total contract amount (\$38,400.00)

As the work progress to the value of six (6) structures passing final inspection, a payment of 25% (\$19,200.00) of the remaining contract balance shall be made.

The remaining balance (\$19,200.00) shall be paid upon final inspection of the remaining 6 structures, and the contract shall be completed.

The entire amount of the contract is to be paid within 30 days after completion.

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

Authorized Signature
ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for which The City of Cortland agrees to pay the amount mentioned in said proposal and according to the terms thereof.

Signature

Date



217 Kirk Avenue Syracuse, N.Y. 13205 / E-mail: hopeforus41@gmail.com / (315) 876-7079

Lead Based Paint Risk Assessment Fee Schedule

FROM: Hope For Us Housing Corp.
217 Kirk Ave.
Syracuse, N.Y. 13205

Page. No. 14

PROPOSAL SUBMITTED TO:

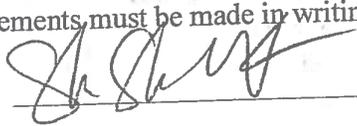
Name: City of Cortland (Mack Cook Deputy Director of Administration and Finance)
Phone: -607- 756-7312 Date: 02/20/13
Street: 25 Court St.
City: Cortland Zip
State: N.Y. : 13045

I propose to furnish all materials and perform all labor necessary to complete the following: Provide Program Delivery and Administrative Services in conjunction with CDBG Grant #285HR136-12. All of the work is to be completed in a substantial and workmanlike manner for the sum of .

Initial Risk Assessment Fee: \$500 Per Structure
Lead Inspection: \$180 Per Structure

Total Lead Based Risk Assessment Fee: \$8,160.00

The entire amount of the contract is to be paid within 30 days after completion. Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written order for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Authorized Signature 

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for which The City of Cortland agrees to pay the amount mentioned in said proposal and according to the terms thereof.

Signature
Page 14 of 14

Date

PAGE 14 of

LEE A. PRICE
Sheriff

HERBERT M. BARNHART
Undersheriff

Joyce L. Smith
Confidential Secretary

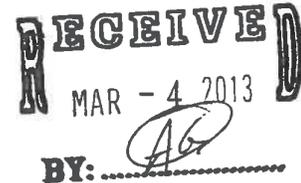
County of Cortland
Office of the
SHERIFF

Public Safety Building * 54 Greenbush Street
Cortland, New York 13045
Phone: (607) 753-3311 Fax: (607) 753-7815



March 1, 2013

Brian Tobin, Mayor
City Hall
25 Court Street
Cortland, New York 13045
cityclerk@cortland.org



Dear Mayor Tobin,

I am writing to request to have the following employees, to be re-appointed as Commissioners of Deeds, as their current (2) year appointments will expire, April 6, 2013.

Richard Baker
24 Grove Street
Marathon, New York

Herbert M. Barnhart
11 Stanford Drive
Homer, New York 13077

Colleen Hull
15 Fox Hollow Road
Cortland, New York

Budd Rigg
5625 Scott Road
Homer, New York 13077

Matthew Small
9 Nixon Avenue
Homer, New York 13077

Joyce Smith
227 Port Watson Street
Cortland, New York 13045

Billy Williams
74 South West Street
Homer, New York 13077

Heather Euson
3967 N. Tower Road
Cincinnatus, New York 13040

Thank you for your attention to this matter.

Regards,


Sheriff Lee A. Price

Administration
(607) 753-7664

Jail Division
(607) 756-4275

Criminal Division
(607) 758-6151

Civil Division
(607) 758-6150

Records Division
(607) 758-6152

FIRST ASSISTANT
ELIZABETH McGRATH

PARALEGAL
JENNIFER A. BUGGS



DISTRICT ATTORNEY
CORTLAND COUNTY
MARK D. SUBEN

ASSISTANT DISTRICT
ATTORNEYS

CHRISTINE M. FERRAF
ELIZA R. FILIPOWSK
CARL J. ROSENKRAN

March 12, 2013

Hon. Brian Tobin
Mayor of the City of Cortland
City Hall, 25 Court Street
Cortland, New York 13045

Dear Mayor Tobin:

I am herewith requesting that you appoint my paralegal, Jennifer A. Buggs as Commissioner of Deeds. Her home address is listed below.

Jennifer A. Buggs
15 Scammell Street
Cortland, NY 13045

Thank you for your consideration.

Very truly yours,

Mark D. Suben
District Attorney

MDS:dmj

Reappointments

3/14/2013

Department of Public Works

William Doughty
Joe Reagan
Stephen Pearsall

Ethics Committee

Amy Buggs

Planning Commission

Rafael Felix
Troy Beckwith

Wastewater Treatment Board

Sally Horak

Public Safety Commission

Abby Withers

Water Advisory Board

Patricia Hansen

Zoning Board of Appeals

Phyllis McGinley
Stephen Brown

Main Identity

From: "John McNerney" <mcnerney@cortland.org>
To: "mayorofc" <mayorofc@cortland.org>; "Sherrie Massmann" <cityclerk@cortland.org>; "cityclerk3" <cityclerk3@cortland.org>; "Brian Tobin" <btobin@cortland.org>
Cc: "Mack Cook" <mcook@cortland.org>; "Louanne Barrington" <louanne@cortland.org>
Sent: Wednesday, March 06, 2013 2:57 PM
Attach: edkossmann.13.pdf
Subject: Agenda Item

Mayor Tobin-

I would like to appoint Eduard R. Kossmann to the City of Cortland Youth Bureau Advisory Board for a three year term at the next city council meeting.

Council Language:

Appointment of Eduard R. Kossmann to the City of Cortland Youth Bureau Advisory Board for a three year term.

See the attached Bio and contact information for Ed. He is currently the Executive Director of Cornell University Cooperative Extension of Cortland County.

I personally feel he would be a huge asset to the CYB advisory board.

Feel free to contact me with any questions at 607-753-3021.

John McNerney
Youth Bureau Director
mcnerney@cortland.org

Hi John,

I would be interested in serving on the City of Cortland Youth Bureau Advisory Board. Please find my information below and I do meet the requirement of living in the City of Cortland.

Eduard R. Kossmann
18 Yong St.
Cortland, NY 13045

Bio:

I grew up in Dutchess County NY in the Town of Poughkeepsie. After graduating from Arlington High School, I pursued a science degree and graduated from the State University of New York, College of Environmental Science and Forestry with a Bachelor's of Science. I then moved to Texas and while working full-time a medical researcher, completed a Master's Degree in Curriculum and Instruction from Texas A&M University. I then moved to Minnesota and began a science teaching career. I taught in the alternative education system in Minneapolis serving inner-city youth. I taught for 5 years before transitioning to an educational administration position as the director of a charter school. I then moved back to NY and was a high school principal for the past 9 years before transitioning to my current position. I founded an alternative high school and focused on serving at-risk youth for 8 years as a principal. My current position is as the Executive Director of Cornell University Cooperative Extension of Cortland County. I was hired in mid-August of last year and reside in the City of Cortland.

Thanks for your consideration.

Sincerely,
Ed Kossmann

Eduard R. Kossmann
Executive Director
Cornell Univ. Cooperative Extension of Cortland County
60 Central Ave., Rm. 105
Cortland, NY 13045
Phone: 607-753-5220 (office), 607-662-5953 (cell)
Fax: 607-753-5212

Mack Cook

From: Mack Cook
Sent: Thursday, March 07, 2013 10:08 AM
To: Brian Tobin; ward1 (ward1@cortland.org); ward2 (ward2@cortland.org); ward3 (ward3@cortland.org); ward4 (ward4@cortland.org); ward5; ward6 (ward6@cortland.org); ward7 (ward7@cortland.org); ward8 (ward8@cortland.org); Kelly Colasurdo (lawdept@cortland.org); Rich Cunningham (rich@thomadevelopment.com); Garry VanGorder
Cc: Sherrie Massmann (cityclerk@cortland.org)
Subject: March 19th Council agenda---Partial Real Property Tax Exemption
Attachments: Local Law tax exemption.pdf

To: Mayor and Members of Common Council

Re: Partial Real Property Tax Exemption

Date: March 7, 2013

On the agenda for the next meeting of Common Council (March 19th) there may appear a discussion of, led by Rich Cunningham , adoption of a local law that would provide qualifying buildings in the downtown core a tax exemption from the increase in value a result of new construction and improvements.

The stimulus for this discussion is the possible sale of the vacant building at the corner of Main and Court Street. Among the purchase contingencies might be a partial tax exemption on the increase value due to post-sale renovations pursuant to NYS Real Property Tax Law 421-m

This recently enacted NYS legislation established a program whereby a city, town or village can adopt via local law a real property tax exemption for new and substantially rehabilitated buildings with an affordable housing component located within a designated area. Counties and school districts may, at their option, participate in the exemption. In summary the exemption is for based on a graduated scale over a 20 year and applies to the increase in value attributed to major renovation. Specific guidelines include:

Real Property Tax Exemption:

- Exemption is for qualifying buildings within the designated area
- Exemption applies to the difference between the assessed value of the property prior to the new construction or improvements and the assessed value at the start of the exemption
- Exemption Schedule-

During the construction or rehabilitation (up to 3 years)	100%
Years 1 to 12	100%
Years 13-14	80%
Years 15-16	60%
Years 17-18	40%
Years 19-20	20%
Years 20 and beyond	0%

Qualifying Buildings:

- New construction or substantially rehabilitated buildings on land which is vacant, predominantly vacant, or underutilized or with a non-conforming use, or land containing one or more substandard or structurally unsound dwellings, or an unsanitary dwelling.

Housing Requirements:

- Where the exemption is applied to a mix use property which encompasses commercial as well as other uses, at least 50% of the building must be used for housing and 20% of that housing must be affordable.
- The affordable housing component requires that at least 20% of the residential units must have rents that are affordable to low and moderate income families defined as those earning less than 90% of the Median Income.
- The housing must be constructed or rehabilitated with the assistance of grants, loans, or subsidies for the construction or substantial rehabilitation of affordable housing from any federal, state, or local agency or instrumentality thereof.
- Municipalities who implement the program must develop an income monitoring procedure for implementation.

Attached is very rough draft of what a local law adopting this exemption might appear. It is attached only as an illustration of the process by which this program would be adopted. The State Legislative Affairs Office is in the process to crafting a model local law. However this model legislation is not yet available for distribution.

The Housing Committee has reviewed this exemption program and voted to recommended its implementation.


Saint Anthony
of Padua

February 3, 2013

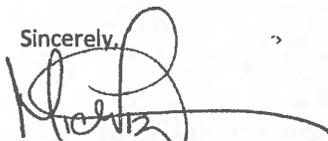
Mayor Brian Tobin
City Hall
25 Court St.
Cortland, NY 13045

Dear Mayor Tobin,

I'm writing to inform you of our upcoming annual St. Anthony's Day Festival. This year the festival has been planned for June 8 and June 9. We will once again be making use of our church property on Pomeroy Street. As St. Anthony's Day Festival Chairperson, I am specifically writing to request permission for the city to once again close Pomeroy Street between Elm Street and Central Avenue to through traffic on Sunday, June 9 from 6 AM until 9 PM. Closing the street as we have done in the past allows us to provide space to get our procession organized, and to provide a safe environment for the children and their parents to enjoy several of our activities.

As always the parishioners of St. Anthony's appreciate how helpful and supportive the Cortland community has been in the past. We are looking forward to yet another very successful festival and hope to see you there. Thank you for help in facilitating this request. Should you have any questions or need to communicate any information concerning this request you can contact me on my cell phone at 607-591-5873 or work at 607-758-2200 extension 2200.

Sincerely,



Michael Pizzola

St. Anthony's Festival Chairperson

Church Location: 50 Pomeroy St. • Cortland, New York 13045

Office Location: 59 N. Main St. • Cortland, New York 13045

Tel (607) 756-9967 • Fax (607) 753-3444

E-Mail: staoffice@centralny.twcbc.com Website: www.saintanthonyofcortland.com

Main Identity

From: "Brian Tobin" <btobin@cortland.org>
To: "ward1" <ward1@cortland.org>; "ward2" <ward2@cortland.org>; "ward3" <ward3@cortland.org>; "ward4" <ward4@cortland.org>; "ward5" <ward5@cortland.org>; "ward6" <ward6@cortland.org>; "ward7" <ward7@cortland.org>; "ward8" <ward8@cortland.org>
Cc: "cityclerk3" <cityclerk3@cortland.org>
Sent: Wednesday, February 27, 2013 11:30 AM
Attach: St Anthony's Festival Request.pdf
Subject: FW: Request From St Anthony's Church

Council,

Attached is a request to close Pomeroy for the St. Anthony's fest in June. I will place it on the agenda for the March 19th meeting. Let me know if there are any concerns.

Sincerely,

Brian Tobin
Mayor, City of Cortland
25 Court Street
Cortland, NY 13045
btobin@cortland.org
(607) 591-0381

From: mayorofc
Sent: Wednesday, February 27, 2013 11:01 AM
To: Brian Tobin
Subject: FW: Request From St Anthony's Church

From: 2010 APP Budget [mailto:mpizzola@msn.com]
Sent: Tuesday, February 26, 2013 7:54 PM
To: mayor
Cc: fpizzola@twcny.rr.com
Subject: Request From St Anthony's Church

Dear Mr. Mayor,

Please see the attached request for this years St Anthony's Day Festival. Please do not hesitate to contact me with any questions you may have.

Michael Pizzola,
Chairman 2013 Festival
Cell: 607-591-5873
Wk: 607-758-2200 Ext. 2200

2/27/2013

APPLICATION
For Street Closings
PLEASE PRINT ALL INFORMATION

Today's Date: March 1st 2013
Address of Street Closing: Main St from Gorton to Tompkins (Intersections remain open)
Describe Event: Car Cruise / Show from Marathon to Portland 30th Year Cruise Night 26
Applicant O Gorman William R PH # 607 543 1215 Both
Last First MI (Home) (Work)
Address: Bx 301 Portland NY E-mail Address: BillOGorman1@gmail.com
Street
Portland NY 13045
City State Zip Code

Date of Street Closing: May 19th 2013 Alternate or Rain Date: none

Start Time: 2 AM or PM Finish Time: 6 AM or PM
* (No earlier than 9:00 AM) * (No later than 8:00 PM)

(*Unless altered by Common Council)

Estimated # of persons attending: 1000

Will amplified music be provided?: Yes - Radio Station / System
(If yes, refer to requirement #8 for compliance)

City Ordinance Sct. 193-5 requires Common Council permission; Sct. 193-7 requires \$250 fee / Request Fee Be waived - No funds to pay, money paid before. Thank you!

Will alcohol be available? No
If so, which address(es) will have alcohol? _____

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

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

OK WITH CPD - fine 3/01/13

Central New York Mustang & Ford Club

Post Office Box #301
Cortland, New York 13045

Mick Lowie, President 607-753-0544
William O'Gorman P.R. 607-543-1215

February 21, 2013
City of Cortland
Common Council
Court Street
Cortland, NY 13045

Dear Council Members;

From 1993 through the late 1990's I was proud to have held "Cruise Nite" here in Cortland. The traditional start has always been in Marathon and the ensuing Cruise always ended in Cortland. We used Main street, the College parking lot or even the parking area near Kmart as our ending.

This year marks the 30th Anniversary of this event, and for 30 years it has brought our community together, and invited visitors to come and see where we live and how we enjoy our town.

Cruise Nite has always been a fun way to offer our community a spring time event that is entertaining and community based.

Over the years the format has been different, even our ending Cruise locations have varied from Smith Corona's parking lot, the Kmart parking lot, even the parking at S.U.N.Y. Cortland. No matter where we ended our parade to show off the Cars that everyone loves, our goal has always the same...fun for the entire family, right here in Cortland New York.

Once again, I have teamed up with the Central New York Mustang and Ford Club which will allow this event to be covered by Hagerty Insurance of Traverse City, MI. The folks at Hagerty specialize in Classic Vehicle Insurance and Car Event Coverage. Coverage will be One Million Dollars (\$1,000,000.00.)

Our request of the Common Council is to help this event by allowing the closure Main Street for this event on Sunday, May 19th, 2013 from 2 pm until 6pm. The closing request is exactly the same as what was approved for this event in past years.

We are requesting the closure of Main Street from the Groton Avenue intersection through Tompkins Street intersection. The traffic flow along Court Street would remain intact.

Closing Main Street from Groton Ave through Tompkins Street, provides for the safety of the crowds and for emergency equipment to be able to respond during an emergency as we are able to spread the cars and the crowd out and keep the streets clear for emergency traffic or situations.

We, the organizers of Cruise Nite 2013 ask for and encourage local business to interact with the show participants and the area residents who will come to our Main Street Cortland and visit.

Even though most every business will be enjoying Sunday off, we offer to those business' that remain open the opportunity for concession sales. We will not be offering any food for sale and most of the show participants will be looking for some type of meal...perhaps pizza, hot dogs or burgers, to satisfy the needs of their families.

As the show lets out between 5pm and 6pm, the area eating establishments will certainly see an extra dinner crowd and should enjoy incremental sales for the day.

The Cruise participants will park on Main Street and allow the public to review the cars on display, listen to Oldies 101.5 music and participate in the live broadcast. The show-mobile has will be once again reserved for this event and door prizes donated by area merchants will be given out to participants.

The Cortland Count Sheriff's office has always been kind enough to escort our "parade" to the City and we would appreciate a City Police escort to the Main Street parking venue from the Port Watson Street Bridge.

To ensure that all participants in the "Cruise" have insurance on the vehicle they are driving, we require the New York State Insurance Card be displayed on the dash by the registration sticker. No vehicle will be allowed to stage in the Marathon Show Field without this card on display. We are further requesting the card stay on display until the show has ended in Cortland.

If you have any questions or need additional information, please feel free to call me direct.

Sincerely;

Bill O'Gorman

Bill O'Gorman

Chairperson/Public Relations

Cruise Nite 2013

607-543-1215

Cortland Police Department Parade Permit Application

This application must be filed with the Chief of Police of the City of Cortland, New York, in compliance with Chapter 199, section 199-1 of the Code of Ordinances of the City of Cortland, New York, fifteen (15) days prior to the event.

William R. O'Grady - Chairperson
Name of Applicant/Title
#20 Lansing Ave
Box 301, Cortland NY 13045
Address of Applicant

February 21st 2013
Application Date
607 543-1215
Telephone Number

CNY - Mustangs - All Ford Club
Name of Organization Sponsoring Parade/Demonstration

Same
Telephone Number

Box 301 Cortland New York 13045
Address of Organization

MAY 19th 2013
Date of Event

Sunday
Day of Week

2pm
Start Time

6pm
Finish Time

Parade Route/ Demonstration Location: Our Club would like to request
the exclusive use of MAIN Street Cortland, from Boston Ave
to Tompkins St. Our Plans are the same as _____, Showmobile
DS, Old-Classic Cars, we will parade from downtown way
to Main St. Starting at Port Watson To Church, Church to Clinton,
Clinton to Main St. (Police Escort from Port Watson to Main, please).

Scheduled stops along the route and reason for stop: Above -

Is a police escort required:

yes

no If Available

Number of people scheduled to participate:

200-350

Number of vehicles in line of march:

75-100

Number of horses in line of march:

0

Number of animals (not being transferred):

0

Is any other noise making units scheduled to participate:

Showmobile and DS/K

If yes, explain: Showmobile By Allison Brook for Stage & Music

Will guns (explosives) be fired and spent shells ejected: yes no
Will bicycles be allowed in line of march: yes no

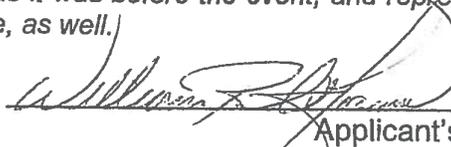
Number of persons scheduled for parade/demonstration control: 7-15
Specific organization engaged for control: Central NY Mustangs - All Ford Club

Indemnity Agreement

By signing below, Applicant agrees that the Sponsoring Organization will indemnify and hold harmless the City of Cortland with respect to any and all claims for personal injury or property damage arising from the activity which is the subject of this application, and represents that the Applicant is duly authorized to bind the Sponsoring Organization in that regard.

By signing below, as a condition of the issuance of this permit, Applicant agrees to furnish the City of Cortland with a copy of the Sponsoring Organization's insurance certificate listing the City as an additional insured in accordance with the City of Cortland's requirements, such insurance certificate to be provided in time for the City's insurance advisor to review and approve it before the permit is issued.

By signing below, Applicant agrees that the Sponsoring Organization will pay the actual cost of restoring any area damaged as a proximate result of the event, which is the subject of this application, to as good a condition as it was before the event, and represents that he or she is duly authorized to make this promise, as well.



Applicant's Signature

The aforementioned application has been reviewed. This application has been

approved

denied

Chief of Police

Date

Remarks: _____

Certificate of Insurance on file: yes

no



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
Spelling Bee Sponsorship

DATE: February 11th, 2013

As you are fully aware the Wickwire Pool Fundraising committee has been busy seeking donation for the renovation of Wickwire Pool. First Niagara Bank has also agreed to sponsor our 49th Annual Spelling Bee in 2013.

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>Account Deposit</i>
<i>Brian Tobin</i>	<i>\$100.00</i>	<i>Wickwire Pool Trust</i>
<i>First Niagara Bank</i>	<i>\$1,000.00</i>	<i>7550.405 Spelling Bee sponsorship</i>

Total Donations = *1,100.00*
\$1,500.00

Attached are copies of the checks. Feel free to contact me with any questions at 753-3021 ext.23.

↙



BRIAN T TOBIN
CORTLAND, NY 13045-2404

1042
50-7044/2223
201

1-29-13
Date

Pay to the Order of City of Cortland Youth Bureau \$ 100.00
One hundred Dollars & 00/100 Dollars



PINNACLE MEMBER

For Wickwire Pool
[Redacted] MP

THIS DOCUMENT CONTAINS SECURE FEATURES ON A BLUE BACKGROUND



Check No. 30-70172370

DATE 01/29/13

50-7044
2223

Security Features
Included
Details on back

AMOUNT
*****1,000.00

PAY: ONE THOUSAND DOLLARS AND 00/100

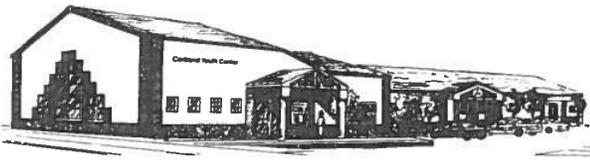
TO THE
ORDER OF

CORTLAND YOUTH BUREAU
ATTN JOHN MCNERNEY
35 PORT WATSON ST
CORTLAND NY 13045-2606

Christy [Signature] 010569

Authorized Signature

⑈ 3070172370⑈ ⑆ 222370440⑆ 7166259130⑈



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: March 11, 2013

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>Sandra Ripic</i>	<i>\$300.00</i>
<i>Barbara Ryan</i>	<i>\$100.00</i>
<i>Matthew J Dentes, DDS</i>	<i>\$100.00</i>
<i>Don & Linda Armstrong</i>	<i>\$100.00</i>
<i>Anthony & Nicole Stevens</i>	<i>\$ 50.00</i>

Total Donations = ***\$650..00***

Funds should be deposited into the Wickwire Pool Trust Fund. Attached are copies of the checks. Feel free to contact me with any questions at 753-3021 ext.23.



50-351-213
E-Check® Plus Check Book
Personal & Business

5829

SANDRA L. RIPIC
14 BROWN AVE. PH. 607-756-2286
CORTLAND, NY 13045

Feb. 26, 2013

SAFETY CHECK
Pay To The Order Of Wickwire Pool Trust Fund \$ 300⁰⁰
Three hundred & 00/100 Dollars

ALLIANCE BANK N.A.
(800) 310-8275
WWW.ALLIANCEBANKNA.COM

For _____ Sandra L Ripic MP

BARBARA A RYAN
92 ELM ST
CORTLAND, NY 13045

3938
50-7044/2223
201

3/4/13
Date

Pay to the Order of Wickwire Pool Trust Fund \$ 100.00
One hundred and 00/100 Dollars



For _____ Barbara Ryan MP

Matthew J Dentes, DDS PC
193-195 Tompkins Street
Cortland, NY 13045
(607) 753-7107

ALLIANCE BANK, N.A.
50-351/213

9561

3/8/2013

PAY TO THE ORDER OF Wickwire Pool Trust Fund \$ **100.00

One Hundred and 00/100

DENTES DENTAL

DOLLARS

Wickwire Pool Trust Fund
35 Port Watson Street
Cortland, NY 13045

MEMO Donation

_____ MP

D. C. ARMSTRONG
L. M. ARMSTRONG
4508 BRIAR MEADOW PH. 607-754-4780
CORTLAND, NY 13845

7952

50-7044/2223
202

CHECK NUMBER

31/13

Date

Pay to the
Order of

Victoria Art and Fund

\$ 100.00

One Hundred and 00/100

Dollars



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FIRST
NIAGARA

Pinnacle MEMBER

For

[Signature]

MP

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Anthony & Nicole Stevens
92 Van Housen St
Cortland, NY 13845
(607)743-8755

28-1810215

5489

DATE March 5, 2013

PAY TO THE
ORDER OF

Cortland Youth Bureau \$ 50.00

fifty dollars

DOLLARS



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CITIZENS BANK

MEMO

Victoria Art Anthony & Nicole Stevens

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