

COMMON COUNCIL MEETING

August 6, 2013

7:00 P.M. **Call Meeting to Order**
Salute to the Flag of the United States
Public Comments
Amend Minutes of July 2, 2013 Meeting
Minutes of July 16, 2013 Meeting
Bills
Ward Reports
Mayor's Report
Proclamations
PINK SHEET Sign off

AGENDA:

- Item #1 – Presentation of the City's 2012 Audited Financial Statements (Bonadio Group)
- Item #2 – Consideration of a Resolution to approve an exotic pet permit (Red Tail Boa & Yellow Belly Ball Python) to Desiree Wright of 178 Main Street Apt. 2
- Item #3 – Consideration of a Resolution for a street closure of Main Street from Groton Avenue to Tompkins Street on August 10, 2013 from 9:00 AM to 4:00 PM for the Brockway Truck Show (James Price)
- Item #4 – Consideration of a Resolution for a street closure of Brown Avenue on August 25, 2013 from 1:00 PM to 5:00 PM for a street picnic (Linda Mead)
- Item #5 – Consideration of a Resolution to appoint Diann Potter to the Board of Assessment Review (Brian Tobin)
- Item #6 – Consideration of a Resolution to accept and recognize the following donations to the Wickwire Pool Trust Fund: (John McNerney)

Donation	Amount
The Great Cortland Pumpkinfest Inc.	\$3,000.00
Katy Silliman	100.00
Total Donation	\$3,100.00

Item #7 – Consideration of a Resolution to allow the Mayor to authorize and file an application for funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provision of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000 and upon approval of said request to enter into and execute a project agreement with the State for financial assistance to the City of Cortland for the Wickwire

Pool Project and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property (John McNerney)

Item #8 – Consideration of a Resolution to allow the Department of Public Works to solicit a request for proposals for snow plowing during the winter months (Richard Van Donsel)

Item #9 – Consideration of a Resolution to allow the Mayor to authorize and file an application for funds from the New York State Office of Community Renewal through its New York Main Street Program 2013, and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the City of Cortland for the Cortland Downtown Revitalization Program (Rich Cunningham)

Item #10 – Consideration of a Resolution to allow the Mayor to authorize and file an application for funds from the New York State Department of Transportation through its Transportation Enhancement Program, and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the City of Cortland for Phase 1 of the Northeast Gateway and Clinton Avenue Enhancement Initiative including streetscaping on and around the Tioughnioga River Bridge and the Clinton/Rivers/Pomeroy intersection (Rich Cunningham)

Item #11 – Consideration of a Resolution to allow the Mayor to authorize and file an application for funds from the New York State Energy Research and Development Authority through its Cleaner, Greener Communities Funding, Category 3 and to sign a commitment of matching funds. Grant funds will be used to fund Phase 2 of the Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative including the Clinton Avenue Corridor (Rich Cunningham)

Item #12 - Consideration of a Resolution to allow the Mayor to authorize and file an application for funds from the New York State Energy Research and Development Authority through its Cleaner, Greener Communities Funding, Category 2 and to sign a letter of commitment of matching funds. Grant funds will be used to update city zoning regulations (Rich Cunningham)

Item #13 – Consideration of a Resolution to authorize the grant application to the National Fish and Wildlife Foundation for \$40,000, no match, to fund design and engineering services for the Northeast Gateway and Clinton Avenue Corridor (Mack Cook)

Item #14 – Consideration of a Resolution to request to lift the hiring freeze to replace the vacated firefighter position resulting from the retirement and promotion process of the Cortland Fire Department (Chief Charles Glover)

Item #15 – Discussion of the formation of a committee to review signage and awning regulations in the Downtown Business District (Downtown Partnership)

Item #16 – Consideration of a Resolution to award Bid Items 1 and 2 for equipment to be incorporated in the reconstruction and expansion of the Waste Water Treatment Plant to Koester Associates, Inc., of Canastota, NY in the amount of \$228,000.00 (Bruce Adams)

Item #17 – Consideration of a Resolution to award Bid Item 3 for equipment to be incorporated in the reconstruction and expansion of the Waste Water Treatment Plant to Koester Associates, Inc. in the amount of \$311,596.00 (Bruce Adams)

Item #18 – Consideration of a Resolution to award Bid Item 4 for equipment to be incorporated in the reconstruction and expansion of the Waste Water Treatment Plant to Aerzen USA Corporation of Coatesville, PA in the amount of \$19,150.00 (Bruce Adams)

Item #19 – Consideration of a Resolution to award Bid Item 5 for equipment to be incorporated in the reconstruction and expansion of the Waste Water Treatment Plant to R.M. Headlee Company, Inc., of Orchard Park, NY in the amount of \$5,868.00 (Bruce Adams)

Item #20 – Consideration of a date for a public hearing on a local law for the regulation of pawn shops in the city of Cortland (Richard Van Donsel)

Item #21 – Consideration of a Resolution to grant the Downtown Partnership an easement over city owned land on Haskell Place to allow for the construction of a handicap ramp and elevator for property at 40-42 Main Street (Richard Van Donsel)

Item #22 – Consideration of a Resolution to engage the services of Paul Bringwatt & Associates to the city water rate structure in an amount not to exceed \$4,000.00 (Mack Cook)

Item #23 – Consideration of Resolution to authorize the grant application to the New York State Environmental Facilities Corporation for \$30,000 with 20% match for Waste Water Infrastructure to fund engineering and planning services on Clinton Avenue (Mack Cook)

Item #24 – Consideration of a Resolution that all internal departmental promotions be approved by Common Council via the pink sheets instead of individual council agenda (Mayor Tobin)



City Council Minutes
The City of Cortland
JULY 2, 2013

Council Meeting #12
July 2, 2013
Regular Session
City Hall
7:05 PM

Present: Mayor Brian Tobin, Alderman Julie Bird, Kathryn J. Silliman, Ken Dye, John G. Bennett Jr, Daniel Quail, Carlos Ferrer, Linda A Ferguson, Thomas Michales

Staff Present: Director of Administration and Finance Mack Cook, Corporation Counsel Richard Van Donsel, City Clerk Judith Chamberlin, Fire Chief Charles Glover and Police Chief Frank Catalano

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

PLEDGE OF ALLEGIANCE

Public Comments

Tom Gobel

- Concerns regarding pending and currently empty local businesses in City of Cortland

Minutes of the June 18, 2013 meeting:

RESOLUTION #141 of 2013 – Resolution to approve the minutes of the June 18, 2013 as submitted.

Motion By: Alderman Ferrer
Seconded By: Alderman Quail

Approved: Ayes – 8
Nays – 0

Ward Reports

Alderman Bennett

- Noise problems on Squire Street regarding deliveries at an auto-body shop
- Construction continues on Student Life Center at SUNY Cortland, have worked a few Saturdays

Alderman Michales

- Flooding on Kellogg Road

Alderman Silliman

- Concerns about cameras on Main Street
- More motorcycle concerns
- Fireworks on hill in June
- Heavy construction trucks on W. Court Street beating up pavement

Alderman Dye

- Delivered welcome remarks for three (3) orientation sessions for new students at SUNY Cortland: two (2) for incoming freshmen, one (1) for transfer students
- Out of about 13,000 applicants, there will be about 1,300 new freshman attending Cortland this Fall, 700 transfers

Alderman Bird

- Ride along with Fire Department, June 22nd
- Thanked Police Chief Catalano for addressing speeding issues within ward

Alderman Ferguson

- Flooding at Marietta
- Complaints at the intersection of Clinton Avenue and Cleveland Avenue with the yellow line wearing away, DPW will fix
- Neighborhood Watch meeting July 22, 2013 at 7:00 PM
- Dexter pool has water in kiddie pool

Alderman Quail

- Code complaints, garbage piling up at a residence
- Hedge blocking corner of Owego Street and Tompkins Street
- Flooding at Fox Hollow Road
- Public safety issues regarding parked cars on Lansing Avenue blocking view
- Beaudry Park pool to be removed

Mayor's Report

- Youth Council operating Yamen Park concession stand and hosting Family Fun Day in the Parks on July 13th and 14th
- Attended orientations on SUNY Cortland campus

PRESENTATION by David Briggs, City Tax Assessor on effect of maintenance and rehabilitation on assessed property values.

David Briggs discussed the difference between normal maintenance and rehabilitation on property and how each difference contributes to the assessed value.

RESOLUTION #142 of 2013 – Resolution for a Sound Device Permit for Olivia Wilkerson at 184 Main Street on July 6, 2013 from 4:00 p.m. until 9:00 p.m. for a family gathering

Motion By: Alderman Ferrer
Seconded By: Alderman Michales

Approved: Ayes – 7
Nays – 1 Alderman Bird

Olivia Wilkerson answered council's questions.

RESOLUTION #143 of 2013 – Resolution to create the Civil Service job title of Code Enforcement Officer for the transitioned employee from Public Safety to Code Enforcement

Motion By: Alderman Bird
Seconded By: Alderman Ferrer

Approved: Ayes – 8
Nays – 0

RESOLUTION #144 of 2013 – Resolution to abolish the Civil Service job title of Public Safety Electrician for the transitioned employee from Public Safety to Code Enforcement

Motion By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes – 8
Nays – 0

RESOLUTION #145 of 2013 – Resolution to approve funding in an amount not to exceed \$2,500.00 for wayfairer signs directing traffic to historic Downtown Cortland

Motion By: Alderman Bennett
Seconded By: Alderman Quail

Approved: Ayes – 8
Nays – 0

Alderman Bennett spoke about the importance of the signs and their use, where they would be placed and addressed some concerns from the council about where other signs should be placed.

RESOLUTION #146 of 2013 – Resolution to approve the City Clerk as the designated individual to whom the Secretary of State must mail notices of claim

Motion By: Alderman Ferrer
Seconded By: Alderman Bird

Approved: Ayes – 8
 Nays – 0

RESOLUTION #147 of 2013 – Resolution to accept and recognize the following donations for the Wickwire Pool Trust Fund from local business and individuals:

<u>Donation</u>	<u>Amount</u>
Maurice & Linda Meylan	\$ 100.00
Donald & Diane Chu	<u>\$ 100.00</u>
Total Donations	\$ 200.00

Motion By: Alderman Bird
Seconded By: Alderman Ferrer

Approved: Ayes – 8
 Nays – 0

RESOLUTION #148 of 2013 – Resolution to abandon certain real property by the City of Cortland located at 126 Pendleton Street and Fox Hollow Road (Tax Map #: 96.28-03-09.000)

Motion By: Alderman Bennett
Seconded By: Alderman Michales

Approved: Ayes – 8
 Nays – 0

Corporation Counsel Richard Van Donsel discussed the properties and the need for abandonment.

RESOLUTION #149 of 2013 – Resolution to authorize the Mayor to enter into an agreement with Central New York Regional Planning and Development Board to evenly share the cost of a summer intern to continue work on the City’s Climate Action Plan. Cost to the City not to exceed \$1000

Motion By: Alderman Bird
Seconded By: Alderman Quail

Approved: Ayes – 8
 Nays – 0

Bruce Adams gave brief presentation on the resolution.

RESOLUTION #150 of 2013 – Resolution that any changes to video cameras by the City of Cortland be brought to the Common Council for approval. This includes the number of cameras, location, what is being observed, audio capabilities or an improvement in the technology (i.e. the ability to pan or zoom in farther away)

Motion By: Alderman Silliman
Seconded By: Alderman Ferrer

Approved: Ayes – 8
Nays – 0

Council requested the Chief look into cameras in stop lights for traffic violations.

RESOLUTION #151 of 2013 – Resolution to approve and allow mayor to sign the Memorandum of Understanding between the City and CSEA regarding duties that were formerly in the Public Safety Department

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes – 8
Nays – 0

RESOLUTION #152 of 2013 – Resolution for a Sound Device Permit and closure of Main St. from Court St. to Tompkins St. on August 17, 2013 from 12:00 noon until 12:00 midnight for the Cortland Summer Stage with any unresolved issues by Fire Chief will be brought back for discussion at the July 16, 2013 Common Council meeting for reconsideration

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes – 6
Nays – 2 Alderman Ferguson, Bird

Chief Glover has concerns regarding the placement of the stages and the fire departments ability to navigate past the stages in the event of an emergency.

RESOLUTION #153 of 2013 – Resolution for the Downtown Partnership to sell alcohol in a confined area on August 17, 2013 from 3:00 PM until 9:00 PM

Motion By: Alderman Quail
Seconded By: Alderman Bennett

Approved: Ayes – 5
Nays – 3 Alderman Ferrer, Ferguson, Bird

RESOLUTION #154 of 2013 – Resolution to approve the Cortland Downtown Partnership's request to have the marketplace mall parking lot remain closed and barricaded after the Main Street Music Series concert on Friday, July 12, 2013 from 10:30 p.m. until Saturday, July 13, 2013 at 6:30 p.m. for the set up and operation of the Taste of Downtown Festival events to be held there

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes – 8
Nays – 0

RESOLUTION #155 of 2013 – Resolution to approve an exotic pet permit (chickens/hens) to Dan Fuller of 10 Evergreen Street

Motion By: Alderman Bird
Seconded By: Alderman Michales

Approved: Ayes – 8
Nays – 0

Alderman Michales spoke to Mr. Fuller and presented to the council there will be 6 hens.

RESOLUTION #156 of 2013 – Resolution to authorize the Mayor to enter into a contract with the Cortland County SPCA for dog control services in the City of Cortland

Motion By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes – 8
Nays – 0

RESOLUTION #157 of 2013 – Resolution to authorize the extension of Dunsmore Avenue

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes – 8
Nays – 0

Executive Session

Motion to go into:

By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes – 8
Nays – 0

Motion to come out of:

By: Alderman Ferrer
Alderman Silliman

Approved: Ayes – 8
Nays – 0

RESOLUTION #158 of 2013 – Resolution to authorize the Mayor to sign a labor agreement with SEIU

Motion By: Alderman Bennett
Seconded By: Alderman Ferrer

Rejected: Ayes – 0
Nays – 8

Adjournment

Motion By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes – 8
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 21st DAY OF MAY, 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 BRIAN TOBIN



City Council Minutes
The City of Cortland
July 16, 2013

Council Meeting #13
July 16, 2013
Regular Session
City Hall
7:00 PM

Present: Mayor Brian Tobin, Aldermen Julie Bird, Kathryn J. Silliman, John G. Bennett, Jr, Daniel Quail, Carlos Ferrer, Linda A Ferguson

Absent: Aldermen Ken Dye, Thomas Michales

Staff Present: Director of Administration and Finance Mack Cook, Corporation Counsel Richard Van Donsel, Fire Chief Charles Glover, Police Chief Frank Catalano, Assistant to the Mayor Alex Goldstein

Mayor Brian Tobin called the thirteenth Common Council meeting of the year to order at 7:01 P.M.

PLEDGE OF ALLEGIANCE

Public Comments

Thomas Gobel

- Thanked Common Council for a great weekend

Connie Sorrels

- Recently had Fire Department install Smoke Detectors at home, added new ones and replaced old ones
- Thanked Fire Department for their service

Derek Reynolds

- Talked about Agenda item #12
- No change in the language from previous years
- Hope to have resolution passed

Minutes of the July 2, 2013 meeting:

RESOLUTION #159 of 2013 – Resolution to approve the minutes of the July 2, 2013 as submitted

Motion By: Alderman Bird
Seconded By: Alderman Quail

Approved: Ayes – 6
 Nays – 0

Update of the City Bond Sale

- Mack Cook discussed the sale of the city’s bonds

Mayor’s Report

- Colleen Stafford has pre-qualified and approved for participation in the City’s CDBG Housing Rehabilitation Program
- Disclosure of the participation of Colleen Stafford in the CDGB Program is needed as her brothers, Mike, Patrick and Shaun are employed by the city

RESOLUTION #160 of 2013 – Resolution to approve the appointments of Martha Diehl and Tari Robbins to the Cortland Housing Authority

Motion By: Alderman Ferrer
Seconded By: Alderman Bird

Approved: Ayes – 6
 Nays – 0

RESOLUTION #161 of 2013 – Resolution to approve the closure of Main Street between Court Street and Tompkins Street from 12:00 PM to 7:00 PM on Thursday, July 25th for the arrival of the New York Jets

Motion By: Alderman Bennett
Seconded By: Alderman Silliman

Approved: Ayes – 6
 Nays – 0

RESOLUTION #162 of 2013 – Resolution to appropriate proceeds from the auction of one retired police vehicle from the City of Cortland Police to the Police Department’s Operating Equipment budget (A3120.206.00 account) in the sum of \$2,645.00

Motion By: Alderman Ferrer
Seconded By: Alderman Bird

Approved: Ayes – 6
 Nays – 0

RESOLUTION #163 of 2013 – Resolution to appropriate proceeds from the sale of eleven vehicles from the City of Cortland Police Impound Lot, which had been classified as abandoned in accordance to Section 1224 (3)(a) of the New York State Vehicle and Traffic Law to the Police Department’s Operational Equipment budget (A3120.206.00 account) in the sum of \$2,763.20

Motion By: Alderman Silliman
Seconded By: Alderman Ferrer

Approved: Ayes – 6
 Nays – 0

RESOLUTION #164 of 2013 – Resolution to approve the request to have monies from the Assistance to Firefighters’ grant be appropriated to the Fire Department budget as followed:

Tools & Equipment (A3410-540501)	\$ 511.00
Special Ops Equipment (A3410-542002)	\$ 19,290.00
Total	\$ 19,801.00

Motion By: Alderman Silliman
 Seconded By: Alderman Quail

Approved: Ayes – 6
 Nays – 0

RESOLUTION #165 of 2013 – Resolution to approve the request to have monies from the Smoke Detector Program grant be appropriated to the Fire Department budget as followed:

Personal Services (A3410-510000)	\$ 9,228.00
Total	\$ 9,228.00

Motion By: Alderman Ferrer
 Seconded By: Alderman Bird

Approved: Ayes – 6
 Nays – 0

RESOLUTION #166 of 2013 – Resolution permitting the Mayor to execute a lease between the Susquehanna & Western Railroad to lease space located at 94-96 Central Avenue

Motion By: Alderman Silliman
 Seconded By: Alderman Quail

Approved: Ayes – 6
 Nays – 0

Council had some concerns about who would be responsible for clean up and maintenance of the property. Richard Van Donsel stated that responsibility would be passed onto the group who is sub-leasing property from the City.

RESOLUTION #167 of 2013 – Resolution to permit the Mayor to enter into a lease agreement with the Cultural Arts Council to lease space located at 94-96 Central Avenue

Motion By: Alderman Silliman
Seconded By: Alderman Ferguson

Approved: Ayes – 5
Nays – 1 Alderman Ferrer

Cultural Council will be primarily responsible for the railroad station but will be in cohabitation with the Cortland Community Group. Council had concerns regarding how the space will be used and how space will be paid for. Initially it is rent free. City will be pay for utilities with money made from Madison ARC for their use of the Armory building to pay for the utilities.

RESOLUTION #168 of 2013 – Resolution to permit the Mayor to enter into an agreement with Systems East to have express pay capabilities for donation to the Wickwire Pool fund

Motion By: Alderman Bird
Seconded By: Alderman Ferrer

Approved: Ayes – 6
Nays – 0

Richard Van Donsel addressed the concerns from council, notably a concern regarding the customer being hit with two fees when making an online transaction.

Mayor thanked Jim Buttino.

RESOLUTION #169 of 2013 – Local Law to amend the city charter regarding the Site plan approval process, excluding the following from site plan review:

- Applicable to two family dwellings:
 - Except for floodplain and historic districts; Conforming fence/screen upon application for a dumpster permit alone.
 - Except for floodplain and historic districts; Fences and other conforming structures that do not otherwise require a variance.
 - Sheds that otherwise do not require a building permit and are not located in floodplain or historic district.
 - Minor alterations and façade changes that do not increase lot coverage and that: Do not alter the structural building components; Is less than twelve (12) square feet in (foot print) as constructed; Does not alter building height; and does not create a nonconformity. There is not exemption to this rule for floodplain or historic districts.
- Applicable to all lots:
 - Existing parking lots the repaving and restriping of existing parking lots, which does not create alterations to shape or change traffic patterns.

Motion By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes – 6
Nays – 0

RESOLUTION #170 of 2013 – Resolution to extinguish the City’s right of way at 31 Rickard Street

Motion By: Alderman Silliman
Seconded By: Alderman Ferrer

Approved: Ayes – 6
Nays – 0

RESOLUTION #171 of 2013 – Resolution to authorize the Mayor to sign the Memorandum of Agreement between the City of Cortland, New York and Cortland Professional Fire Fighters Association, IAFF Local 2737, allowing “bunkers” or volunteer firefighters to provide services in the fire stations and to man fire department apparatus

Motion By: Alderman Bird
Seconded By: Alderman Silliman

Approved: Ayes – 5
Nays – 1 Alderman Ferrer – believes that the department chief not the union should dictate who should provide service and apparatus

RESOLUTION #172 of 2013 – Resolution to authorize mayor to enter into a agreement with National Grid for cameras on Main Street

Motion By: Alderman Bennett
Seconded By: Alderman Quail

Approved: Ayes – 5
Nays – 1 Alderman Bird – need to follow procedure for submission of agenda items

Executive Session:

Motion to go into: Alderman Silliman
Seconded by: Alderman Quail

Approved: Ayes – 6
Nays – 0

Motion to come out: Alderman Silliman

Seconded by: Alderman Quail

Approved: Ayes – 6
Nays – 0

RESOLUTION #173 of 2013 – Resolution to authorize Director of Administration and Finance to correct payroll miscalculations and compensation to an affected employee. Initial pay was \$2,371 less than what should have been paid and step increase will be adjusted accordingly

Motion By: Alderman Quail
Seconded By: Alderman Ferrer

Approved: Ayes – 5
Nays – 1 Alderman Ferguson

New Business:

- Council asked for the pink sheets to be added to the Common Council packets
- Date of next budget workshop will be Tuesday, July 30th at 6:30 PM

Adjournment

Motion By: Alderman Quail
Seconded By: Alderman Silliman

Approved: Ayes – 6
Nays – 0

I, JUDITH CHAMBERLIN, CITY CLERK OF THE CITY OF CORTLAND, NEW YORK, DO HEREBY CERTIFY THAT SAID RESOLUTIONS WERE ADOPTED BY THE COMMON COUNCIL AT A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF CORTLAND, HELD ON THE 21st DAY OF MAY, 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 BRIAN TOBIN



**City of Cortland
Cortland, New York**

PROCLAMATION

WHEREAS, the Americans with Disabilities Act (ADA) was passed on July 26, 1990 to ensure the civil rights of citizens with disabilities; and

WHEREAS, the City of Cortland, New York affirms the principals of equality and inclusion for persons with disabilities as set forth for the State of New York and is embodied in the ADA, the laws of the State of New York and ordinances of the City of Cortland, New York; and

WHEREAS, Access to Independence in the City of Cortland, New York work with constituents and communities to bring forth the promise of hope and freedom that is envisioned by the passage of the ADA; and

WHEREAS, July 26, 2013 celebrates the 23rd Anniversary of the Americans with Disabilities Act

NOW, THEREFORE, I, **Brian Tobin**, Mayor of the **City of Cortland**, do hereby proclaim July 26, 2013 as

Americans with Disabilities Act Awareness Day

in the City of Cortland, New York, and I urge all citizens to celebrate the signing of the Americans with Disabilities Act and to support efforts to protect our citizens with disabilities

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Cortland, New York this 26th day of July, 2013.

Brian Tobin
Mayor of Cortland, New York

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

EXOTIC PET PERMIT APPLICATION

Date of Application: July 12, 2013

Owner's Name: Desiree wright

Owner's Address: 178 main st apt 2
Cortland N.Y 13045

Phone Number: (607)591-2290

Type of Pet: snakes (red tail boa) (yellow belly ball python)

Property Owner (if not self) Chris Spadoloni

Property Owner (if not self) Address: 13 Wheeler Ave

Property Owner (if not self) Phone: 753-0231

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

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

APPLICATION
For Street Closings
PLEASE PRINT ALL INFORMATION

Today's Date: 7/12/2013

Address of Street Closing: Main Street - Groton Ave to Tompkins

Describe Event: Brockway Truck Show

Applicant Price James E PH # 753-8892
Last First MI (Home) (Work)

Address: 2892 Hoxie Gorge Rd E-mail Address: jeprice92@gmail.com
Street

Marathon, 1 NY 13803
City State Zip Code

Date of Street Closing: 8/10/13 Alternate or Rain Date: _____

Start Time: 9:00 AM or PM Finish Time: 4:00 AM or PM
* (No earlier than 9:00 AM) * (No later than 8:00 PM)

(*Unless altered by Common Council)

Estimated # of persons attending: 1000s

Will amplified music be provided?: No
(If yes, refer to requirement #8 for compliance)
City Ordinance Sct. 193-5 requires Common Council permission; SCT. 193-7 requires \$250 fee

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.

APPLICATION
For Street Closings
PLEASE PRINT ALL INFORMATION

Today's Date: July 29, 2013

Address of Street Closing: Brown Ave

Describe Event: Street Picnic

Applicant Mead Linda M PH # 753-9945
Last First MI (Home) (Work)

Address: 6 Brown Ave E-mail Address: _____
Street

Cortland, NY 13045
City State Zip Code

Date of Street Closing: Aug 25, 2013 Alternate or Rain Date: _____
Sunday

Start Time: 1:00 ~~AM~~ or PM Finish Time: 5:00 ~~AM~~ or PM
* (No earlier than 9:00 AM) * (No later than 8:00 PM)

(*Unless altered by Common Council)

Estimated # of persons attending: 30

Will amplified music be provided?: no
(If yes, refer to requirement #8 for compliance)
City Ordinance Sect. 193-5 requires Common Council permission; SCT. 193-7 requires \$250 fee

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.

mayorofc

From: Diann L Potter [diann@hometoheritage.com]
Sent: Wednesday, July 31, 2013 10:32 AM
To: sue@cortlandny.com
Cc: mayor
Subject: CITY Application for Commission (Diann L Potter)

Name: Diann L Potter

Email Address: diann@hometoheritage.com

Street Address: 7 Brook Drive

City/State/Zip: Cortland, NY 13045

Phone: 607-753-7430

Commission or Board you would like to be considered for: Board of Assessment Review

Why are you interested in this position? Based on the work I have been doing for the past 23 years, this position is a good fit for my qualifications as a Realtor. I have a working knowledge of property values in the county and would be able to make educated recommendations regarding assessments.

What qualifications do you have for this position? As a full time Realtor for the past 23 years, I have a vast working knowledge of real estate in Cortland County.

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Date/Time: 2013-07-31 07:32:01 PDT
Sender IP: 24.59.245.74 [United States] | qjvbu9w0374imlpf
Referrer: <http://www.cortland.org/city/commissions/application.htm>

Bio for Diann Potter

2008 – Present – Heritage Realty of Central New York, Associate Broker

1996 to 2008 – Cinquanti Real Estate, Associate Broker

1990 to 1996– Yaman Real Estate, Salesperson , Associate Broker

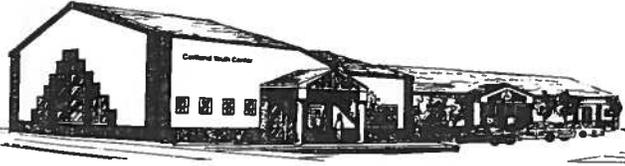
1983 to 1990 – Higgins Supply, Purchasing and Sales Manager

1978 to 1983 – NCC Industries – Assistant Purchasing Manager

1974 – 1978 – Homemaker and Mom

1970 – 1974 – Barkers Department Store – Department Manager, Ladies & Children's Wear

1968 – 1970 – F.I.T. – Associates Degree in Buying and Merchandising



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: July 30, 2013

As you are fully aware the Wickwire Pool fund-raising 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 donation from the Pumpkinfest Committee and Kathryn Silliman.:

<i>Donation</i>	<i>Amount</i>
<i>Pumpkinfest</i>	<i>\$3,000.00</i>
<i>Kathryn Silliman</i>	<i>\$ 100.00</i>
<i>Total Donations =</i>	<i>\$3,100.00</i>

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.





July 25, 2013

Mr. John McNerney
Director
Cortland Youth Bureau
33 Port Watson St.
Cortland NY 13045

Dear Mr. McNerney,

At our meeting on July 22nd the Pumpkinfest Committee discussed a donation to support the renovations necessary to keep Wickwire Pool operating. All agreed the pool is an important to the community and we are pleased to be able to make the enclosed donation.

Wishing you continued success with your efforts,

THE GREAT CORTLAND PUMPKINFEST INC.
37 CHURCH ST.
CORTLAND, NY 13045

50-351/213

1001

DATE 7/22/13

PAY TO THE ORDER OF

Wickwire Pool Trust Fund \$ 3000 -

Three Thousand ⁰⁰/₁₀₀ DOLLARS

Alliance Bank NA

MEMO

⑆021303511⑆ 614 61499 210 1001

⑆CLM 17 06 06

pumpkinfest Com


THOMA
Development Consultants
partnering with communities for a better tomorrow
MEMO

TO: Mayor Brian Tobin and Members of the Common Council
FROM: Ann Hotchkin, Program Manager, Thoma Development Consultants
 John McNerney, Director, City Youth Bureau
DATE: July 17, 2013
SUBJECT: Wickwire Pool Application

The City has determined that it will resubmit its application for funding for Wickwire Pool under the State's Environmental Protection Fund (EPF) for Parks. The focus of this application is renovations to Wickwire Pool. The total cost is \$915,000. The applications are due August 12, 2013.

The City can apply for up to a maximum of \$500,000 and, based on the poverty percentage in the 13045 zip code, is eligible for a 75% grant and 25% match. With \$915,000 in costs and a \$500,000 grant, the City is providing a 46% match. The cost breakdown (rounded) follows:

EPF Grant	\$500,000
NYS Dorm Authority (cash on hand)	100,000
Fundraising (on hand; 4/13)	115,000
City Bonding (upon grant award)	200,000
	<hr/>
GRAND TOTAL	\$915,000

At your August 6, 2013 Council meeting, you will be asked to pass the attached resolution. In the meantime, if you have any further questions or concerns, do not hesitate to contact me or John McNerney.

Attachment - Resolution

MUNICIPAL LETTERHEAD

I, Judith Chamberlain, the duly qualified and acting City Clerk of the City of Cortland, New York, do hereby certify that the following resolution was adopted at a **[regular or special]** meeting of the Common Council of the City of Cortland held on August 6, 2013 and is **[incorporated in the original minutes of said meeting OR on file and of record]**, and that said resolution has not been altered, amended or revoked and is in full force and effect.

RESOLVED:

That Brian Tobin, as Mayor of the City of Cortland, is hereby authorized and directed to file an application for funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000, and upon approval of said request to enter into and execute a project agreement with the State for financial assistance to the City of Cortland for the Wickwire Pool Project and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property.

[Signature of Clerk]

[Seal]

CITY OF CORTLAND - WICKWIRE POOL PROJECT

PROJECT SUMMARY

The City of Cortland is home to Wickwire Pool, located in one of the City's six neighborhood parks, Suggett Park. The pool celebrated its 65th anniversary last year in very poor condition, which threatens the City's ability to keep it open. With \$500,000 in 2013 Environmental Protection Funds, and an overmatch by the City, the pool will be refurbished, more energy efficient, and remain an important community asset, enabling people of all ages and abilities an enjoyable and safe place to swim.

PROJECT OVERVIEW

The City of Cortland is home to six neighborhood parks. Only two parks have swimming sites: Yaman Park, which includes a four acre manmade lake, and Suggett Park, the location of Wickwire Pool, the subject of this application. Suggett Park is centrally located and available to most City residents by foot, while Yaman Park is located on the City's eastern border where most people drive to use its facilities (See Maps, Attachment 1).

The City of Cortland has made a conscious decision to keep its parks free to patrons, with very few exceptions, which are noted following. In all of Cortland County, there are limited places for public swimming. Hope Lake in the Town of Virgil is one such place. There is a charge of \$3.50 per day, per person. The other, a manmade, spring-fed pool in the Village of McGraw Community Park, was shut down by the Cortland County Health Department last summer because it did not pass inspection. Public swimming in the Village of Homer and the Town of Preble, both former gravel mines sites, have been closed for over 10 years.

Suggett Park is located in the City's west side neighborhood. Its 17.5 acres include Wickwire Pool. Wickwire Pool is tied to one of Cortland most famous families. Historically, the City of Cortland was founded on the strength and proliferation of a number of manufacturing entities during the post-Civil War Industrial expansion period. The largest, and one of the City's most successful manufacturing entities was Wickwire Brothers, a foundry, which derived much of its wealth from the mass production of hardwire cloth for wire screens. The company was in existence from 1874 until its closure in 1972. Industrialist Charles Wickwire decided to donate Wickwire Pool to the City in 1946. At 11,250 square feet, it is larger than an Olympic-sized pool. Unfortunately, with 65 years of heavy use, the pool is at the end of its useful life. The depressed state of the City's finances means the future of the pool is in jeopardy without outside financing to save it.

LOCAL NEED AND COMMITMENT

The City of Cortland is the sole city in Cortland County. Its current population is 19,204. While the City's 3.9 square miles of land accounts for only .8% of the County's land area, the City contains almost 39% of the County's population. It is the most densely

populated city in the eight-county Southern Tier East Region and is home to such entities as SUNY Cortland, the County seat of government, the Cortland City School District, most of the County's housing, including most of the County's federally subsidized family and senior housing, and many of the County's largest manufacturing employers. The City's poverty rate is a significant 24.7% and over 51% of the City's population lives at or below 80% of median income, often used as a yardstick for economic distress. The City is located entirely within zip code 13045; therefore, it is eligible for a 75/25 grant/match under this EPF program. In 2001, then-Governor George Pataki designated Cortland County as an Empire Zone. Approximately 75% of all Zone lands are included in the City. The County was eligible for Zone designation because a Census Tract in the City had poverty, unemployment, and social service dependency percentages that exceeded State thresholds. This speaks to the issue of why the City has a 0% growth budget and it has imposed a hiring freeze.

The City of Cortland's Youth Bureau, the oldest in the State, is in charge of parks programming and maintenance, in addition to a variety of recreational services for all age groups. It also manages the surrounding Town of Cortlandville's recreational programs and main park, Testa Park, as the Town (population 8,509) does not have a recreational staff of its own. Statistics on the City's parks and programs are maintained by the Youth Bureau and are current to 2011. In 2011, over 13,000 people used Wickwire Pool. This figure includes not only recreational swim but also (1) the Red Cross Learn to Swim Program (170 participants; free lessons conducted by an all-volunteer staff); (2) Town of Scott learn to swim program (40 participants; \$1,500); (3) YMCA swim team practices (25-30 team members; free); (4) YMCA Masters Program (8-10 swimmers; free); (5) local day camps that use the pool: JM McDonald Day Camp, Child Development Center, YMCA, and YWCA (all free); (6) Camp Arco Day Camp for children with special needs (65 campers; free); (7) Monday and Wednesday Adult Swim (7-8PM, 40 participants; free); and (8) End of Summer Wickwire Party: swimming, music, ice cream social (350 participants; free) (See also Letters of Support in Attachment __).

As noted in its recently adopted Comprehensive Plan, many of the City's facilities are in need of repair or replacement. Regarding parks, specifically noted is the poor condition of Wickwire Pool. A study of the condition of Wickwire Pool was commissioned by the Youth Bureau in May 2010. The south wall of the pool was collapsing inward, and at the very least, the City needed to know that the earth behind the wall was solid so that a repair could be made. The study was completed by the engineering firm of K. Teter Consulting. The firm notes the following deficiencies in this aging facility including photos:

- The interior surface of the pool continues to significantly deteriorate in ever increasing magnitude with previously patched areas as well as new failed areas developing each year.
- In areas where surface deterioration has become significant, the concrete wall directly behind these locations has also begun to deteriorate.
- The recirculation system includes all the pool perimeter piping, gutter collection system, return inlets, and main drain piping that serve as a conduit for circulation of the water both to and from the pool shell. The gutter system is integral to the pool walls and has deteriorated significantly in certain locations.

- The water treatment system (filtration) is the original 1946 construction.
- During the winter of 2009-2010, there was an alarming loss of water (typical pool maintenance is to fill the pool up to the inlets). It would appear that nearby Dry Creek is influencing the pool via cracks.
- At the point where the main drain leaves first leaves the pool shell, the connection could not be tested but does show signs of deterioration.

In order to keep Wickwire Pool open, and realizing the City's economic plight, the Town of Cortlandville made a one-time donation of \$14,000 to the City to make shell repairs. The firm that completed the work, McNeil Company, has an owner who is a Master Swimmer. The firm did \$20,000 worth of work for \$11,000 in 2010, leaving \$3,000 for 2011 repairs.

The Cortland County Health Department is in charge of inspecting the pool structure and making sure it meets water quality standards. As noted in their Cortland County Health Department letter in Optional Documents, the degradation of the tiles is making it harder to clean the pool shell and the pool is grandfathered to turn over the water every 12 hours. This would not meet today's standards as noted in Subpart 6-1 of the NYS Sanitary Code which requires turning over the water every six hours. These problems will be mitigated as part of this project.

To mitigate these problems, the City is proposing a number of renovations to the pool. These are listed in Part C, Program Schedule, and Attachment ___, Engineering Report. In general, the EPF Project includes:

- New gutter system
- New drainage system
- New decking
- Concrete balance tank
- New plumbing to/from pump house and in pump house
- New digital flow meter and controls, and chlorination
- New filters
- Pump with motor hooked to existing electric system
- PVC membrane mechanically installed with racing lanes
- Lifeguard chairs
- Eight pool ladders
- One handicap lift

The City is fortunate to have received a \$100,000 grant from the NYS Dormitory Authority for the filtration system that will be used as part of its match. The City is requesting \$500,000 in EPF funds. Fundraising has resulted in \$115,000.00

The Wickwire Pool project has been discussed at regular meetings of the City Common Council, particularly over the past three years. The pool's condition has been noted in several newspaper articles and was the subject of a recent newspaper editorial. The Common Council meetings are taped for broadcasting on the local Channel 2 cable access network.

STATEWIDE PROGRAMS

The 2009-2013 SCORP notes the State population is aging. Swimming ranks 5th as one of the most popular activities for those aged 60 and older. In addition, childhood obesity is reaching epidemic proportions. There are significant physical, emotional, and psychological benefits to be derived from swimming. Despite a discussion in the SCORP that the rust belt area of upstate New York is experiencing a decline in population, the 2010 Census notes the City's population rose to 19,204 persons, a 2.5% increase. The Relative Index of Needs for swimming facilities in Cortland County is "4". As noted, Cortland is the sole city in the County. Most City residents struggle financially and do not have water access other than public swim areas. The percentage of renters in the City outpaces homeowners, 43.7% versus 56.3%. There are no swimming facilities located at major housing complexes in the City. With a seasonal attendance at the pool of over 12,000 persons, the need in the City for Wickwire Pool is significant. The pool will also have its first-ever handicapped lift, making it easier for those with disabilities to swim.

ENVIRONMENTAL CONTRIBUTION

As noted above, there was a significant amount of water loss in the pool this past year. While the cause is speculative, it is reasonable to assume that water is migrating out of the pool because of cracks in the foundation. This has the potential to affect Dry Creek which runs along the northern boundary of Suggett Park. The City lies over a federally designated Sole Source Aquifer so it is imperative that the issues associated with Wickwire Pool be addressed.

PROJECT EMPHASIS

Without EPF funding, it is very doubtful the City can renovate Wickwire Pool in the manner described herein. This will result in either a band-aid approach to patching the pool, as had been done for a number of years, or the complete closure of the facility. With so few public swimming areas in the City, this could easily result in children playing in Otter or Dry Creeks, or the Tioughnioga River. This would be an extremely dangerous situation. It would also mean that children would have less to do in the summer, opening the door for negative behaviors.

Besides the physical, psychological, and emotional benefits of the Wickwire Pool for individuals, it is a quality of life issue for the entire City. In order to maintain its attractiveness as a place to work and do business, well-maintained, accessible, and desired recreational facilities are essential City assets.

The Essential New York Initiative was published by the Syracuse Metropolitan Development Association, the regional economic development organization which includes Cortland County. This study was undertaken in response to the region's population loss and how best to reverse the trend. Included in the plan is the recommendation that *Recreational, Cultural, and Territorial Assets Strengthen the Region*. The plan notes, *Central New York sits atop tremendous resources.....These are undeniably important to young, creative, and well-educated workers, who value a diverse range of outdoor recreational activities, including access to water and water-based recreation*. Wickwire Pool is the type of community asset that helps to shape the

overall experience of living and working in the City and meets the Commissioner's funding priority as a regional recommended activity.

Although the new filtration system will not be designed until the grant is in place, the existing system is 65 years old. A new surge protector, timers, controls, pumps, and concrete balance tank will be installed. This will serve to increase energy conservation in terms of electric consumption and water loss. The project will eliminate any leakage into Dry Creek. All of these improvements meet the Commissioner's priority for energy conservation and will ultimately decrease long term maintenance and management costs.

REASONABLENESS OF COST

The City enlisted the aid of a qualified engineering firm to investigate the condition of Wickwire Pool, make recommendations for repair options, and provide third party cost estimates. The City is opting for the renovation of the pool instead of constructing an entirely new pool. It is confident that this will be a cost effective and long-term solution to the City's issues with Wickwire Pool. The cost for renovation is **\$915,000** while the cost for a new pool is estimated at \$1.75 M.

The City will need to competitively bid this project which will hopefully result in a cost savings for the community. The City has long been a recipient of grant funds from various sources and, as a result, is well versed in competitive bidding processes. It also is mindful of the timeframes imposed on grant-funded projects. The City's Deputy Finance Director, Lori Crompton, has worked for the City for seven years and has extensive experience in managing grant programs. The City's community development consultant, Thoma Development Consultants, has a 30-year relationship with the City and has a vast knowledge of the requirements of the EPF Program. This firm is headed by senior consultant, Bernie Thoma, who will be available if needed. Lastly, Youth Bureau Director, John McNerney, has been with the City for 23 years, 12 as Director. He will be responsible for project oversight.

PRELIMINARY COST ESTIMATE
WICKWIRE POOL PROJECT
POOL RENOVATION

No.	ITEM	UNIT	UNIT PRICE	QUANTITY	TOTAL COST
1	General Conditions, Demolition & Site Preparation				
1.1	Mobilization & General Conditions	LS	\$ 15,000.00	1	\$ 15,000.00
1.2	Demolition	LS	\$ 25,000.00	1	\$ 25,000.00
1.3	Shell Preparation	LS	\$ 20,000.00	1	\$ 20,000.00
2	Pool Construction				
2.1	Earthwork & Grading	LS	\$ 2,000.00	1	\$ 2,000.00
2.2	Perimeter Recirculation System	LF	\$ 600.00	450	\$ 270,000.00
2.3	PVC Liner Membrane	SF	\$ 16.00	13500	\$ 216,000.00
2.4	Main Drains	EA	\$ 4,000.00	2	\$ 8,000.00
2.5	Plumbing & Misc.	LS	\$ 15,000.00	1	\$ 15,000.00
2.6	Filtration System	LS	\$ 94,200.00	1	\$ 94,200.00
2.7	Concrete Decking	SF	\$ 8.00	10600	\$ 84,800.00
	CONSTRUCTION				\$ 750,000.00
	CONTINGENCY			10%	\$ 75,000.00
	SOFT COSTS				
	Engineering, legal, administration, etc.			11%	\$ 90,000.00
	GRAND TOTAL				\$ 915,000.00

Wickwire Pool Renovation EPF Grant Budget

\$915,000.00 - Based upon Ken Teeter 2012 engineering study
\$10,000.00

-\$500,000.00 - NYSOPRHP EPF Grant

\$425,000.00

-\$100,000.00 - Dorm Authority Grant for Filters

-\$115,000.00 - Wickwire Pool Fundraising

\$210,000.00 - City share of funding

TIME LINE:

Grant Application Submitted - August 12, 2013

Grant Award Announcements - December 2013 - Early 2014

Bonding or City Share Funds needed - 2015

Wickwire Pool Trust Fund

Date:	Deposit:	Donor:	Balance:
11/18/2008	\$100.00	Anonymous	\$100.00
11/31/2008	\$200.00	Anonymous	\$300.00
12/4/2009	\$100.00	Anonymous	\$400.00
2/1/2010	\$100,000.00	NYS CCAP Grant	\$100,400.00
1/28/2011	\$200.00	Anonymous	\$100,600.00
10/18/2011	\$200.00	Anonymous	\$100,800.00
12/16/2011	\$2,184.06	Anonymous	\$102,984.06
8/27/2012	\$100.00	Lubricants & Fuel Solutions	\$103,084.06
8/27/2012	\$300.00	Rick & Rick Towing, LLC	\$103,384.06
8/27/2012	\$200.00	1 st National Bank of Dryden	\$103,584.06
8/27/2012	\$100.00	Homer Men & Boys, Inc.	\$103,684.06
8/27/2012	\$250.00	Shannon Terwilliger	\$103,934.06
8/27/2012	\$100.00	Kennedy Hardwood	\$104,034.06
8/27/2012	\$100.00	Darl Zehr Photography	\$104,134.06
8/27/2012	\$500.00	Victoria & John Myers	\$104,634.06
8/27/2012	\$200.00	CNY Power Sports	\$104,834.06
8/27/2012	\$100.00	Fadden & Associates P.T., PLLC	\$104,934.06
8/27/2012	\$100.00	Goldwyn & Boyland PT	\$105,034.06
8/27/2012	\$50.00	John Bardsley Attorney at Law	\$105,084.06
8/27/2012	\$100.00	CNY Office Products	\$105,184.06
8/27/2012	\$220.00	Cash Donations	\$105,404.06
9/24/2012	\$300.00	Kellogg Auto Supply Co. Inc	\$105,704.06
9/24/2012	\$100.00	WXHC-FM Eves Broadcasting	\$105,804.06
9/24/2012	\$100.00	Tanner-Ibbotson, Inc.	\$105,904.06
9/24/2012	\$100.00	Thoma Development Consultants	\$106,004.06
9/24/2012	\$200.00	Thomas & Lynn Meldrim	\$160,204.06
9/24/2012	\$25.00	Uncle Louie's Backyard, LLC	\$106,229.06
10/18/2012	\$500.00	The Siegle Foundation, Inc.	\$106,729.06
10/18/2012	\$20.00	Marilyn E. Miller	\$106,749.06
10/18/2012	\$250.00	Place Insurance	\$106,999.06
10/18/2012	\$100.00	Don & Carol Reed	\$107,099.06
10/18/2012	\$204.00	Youth Center Band Benefit Concert	\$107,303.06
10/18/2012	\$180.00	Wickwire Pool Calendar Sales	\$107,483.06
10/18/2012	\$67.00	Donation Bin Collections	\$107,550.06
11/16/2012	\$100.00	Robert M. Shafer	\$107,550.06
11/16/2012	\$100.00	Albany International Corp	\$107,750.06
11/16/2012	\$100.00	Cortland Wholesale Electric	\$107,850.06
12/10/2012	\$2,000.00	Cortland Community Foundation (1,000 from Diane & Barry Batzing)	\$109,850.06

12/10/2012	\$150.00	Lawrence J. Knickerbocker	\$110,000.06
12/10/2012	\$200.00	Timothy Herman	\$110,200.06
12/10/2012	\$100.00	Ashley Ellefson	\$110,300.06
12/10/2012	\$50.00	Kenneth & Janet Vorstadt	\$110,350.06
1/17/2013	\$500.00	Geoffrey Wickwire M.D.	\$110,850.06
1/7/2013	\$100.00	Thomas Steele	\$110,950.06
1/7/2013	\$100.00	Donald & Diane Chu	\$111,050.06
1/7/2013	\$250.00	Kings Daughters	\$111,300.06
1/7/2013	\$190.00	Calendar Sales	\$111,490.06
1/29/2013	\$500.00	Mary L. Beiley	\$111,990.06
1/29/2013	\$25.00	Kathleen Elliott-Birdsall	\$112,015.06
2/11/2013	\$100.00	Brian Tobin	\$112,115.06
2/25/2013	\$250.00	Matthew McSherry	\$112,365.06
2/25/2013	\$100.00	Donald & Catherine Smith	\$112,465.06
2/25/2013	\$50.00	Margarette Kabanuk	\$112,515.06
2/25/2013	\$260.00	Calendar Sales	\$112,775.06
2/26/2013	\$100,000.00	NYS Dormitory Authority Grant	\$212,775.06
3/11/2013	\$300.00	Sandra Ripic	\$213,075.06
3/11/2013	\$100.00	Barbara Ryan	\$213,175.06
3/11/2013	\$100.00	Matthew J. Dentes, DDS	\$213,275.06
3/11/2013	\$100.00	Don & Linda Armstrong	\$213,375.06
3/11/2013	\$50.00	Anthony & Nicole Stevens	\$213,425.06
4/3/2013	\$100.00	Ashley & Bev Ellefson	\$213,525.06
4/3/2013	\$100.00	Brix Pubaria c/o COM 350	\$213,625.06
4/22/2013	\$257.23	SUNY Cortland COM350 Concert	\$213,882.29
4/22/2013	\$100.00	Mary Lou Bordwell	\$213,982.29
4/22/2013	\$83.00	Indulge	\$214,065.29
4/22/2013	\$26.00	Logo This, Inc.	\$214,091.29
5/10/2013	\$447.00	Crown City Rollerz	\$214,538.29
5/10/2013	\$25.00	Jon Finkelstein	\$214,563.29
6/24/2013	\$100.00	Maurice & Linda Meylan	\$215,663.29
6/24/2013	\$100.00	Donald & Diane Chu	\$215,763.29



**Dormitory Authority
State of New York**

*Alfonso L. Carney, Jr., Chair
Paul T. Williams, Jr., Executive Director*

June 12, 2012

Mr. John McNerney
Youth Bureau Director
City of Cortland
35 Port Watson Street
Cortland, NY 13045

*Re: Community Capital Assistance Program (CCAP)
Purchase and Installation of the Filtering System for the
Municipal Recreation Pool
Project ID: #3190*

Dear Mr. McNerney:

The Dormitory Authority has received your letter dated May 24, 2012, with respect to the \$100,000 CCAP Grant awarded to your organization. You informed us that you have not made the repairs to the pool since the city still lacks the funding necessary to complete the overall project.

Per today's phone discussion, and letter dated May 24, 2012, the Dormitory Authority acknowledges your request to keep this grant active for the above mentioned project. Please notify the Dormitory Authority when the City of Cortland secures the additional funding to complete the Wickwire Pool project.

If you have any questions, please call the grant hotline at (518) 257-3177. Thank you.

Sincerely,

Tammie C. Barnhart
Tammie C. Barnhart
Grant Administrator

Att.
cc: Accounts Payable, Dormitory Authority

CORPORATE HEADQUARTERS
515 Broadway
Albany, New York 12207-2964
Tel: 518-257-3000
Fax: 518-257-3100

NEW YORK OFFICE
One Penn Plaza, 52nd Floor
New York, New York 10119-0098
Tel: 212-273-5000
Fax: 212-273-5121

BUFFALO OFFICE
539 Franklin Street
Buffalo, New York 14202-1109
Tel: 716-884-9780
Fax: 716-884-9787

WEB
www.dasny.org

CITY OF CORTLAND

Wickwire Pool at Suggett Park

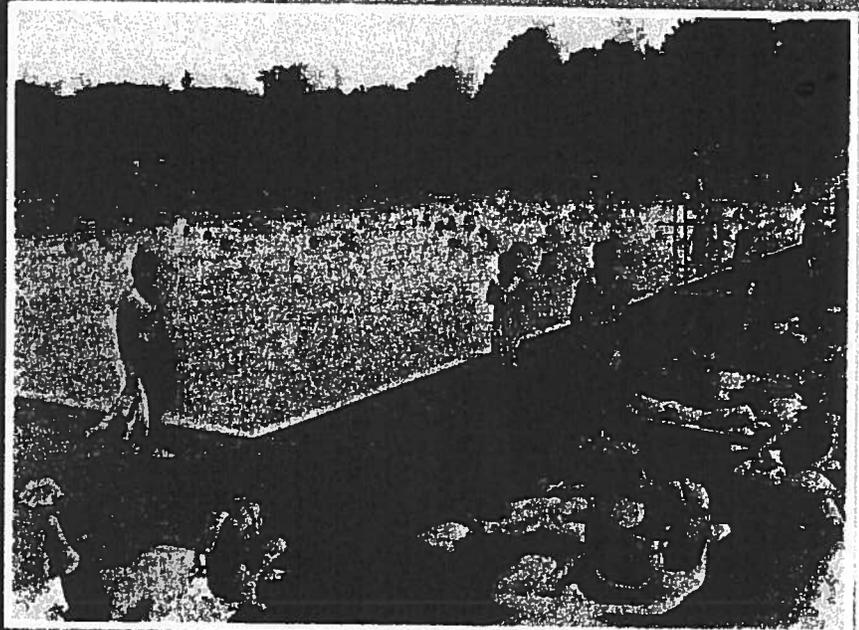


HISTORY

Industrialist Charles C. Wickwire had the vision to donate a swimming pool to the City of Cortland in 1946. Sixty-five years later, Wickwire Pool is as popular as ever and continues to be the major attraction for our youth and families in the summer. During 2010, Wickwire Pool had 15,000 swimmers and 175 children participated in our learn to swim program.

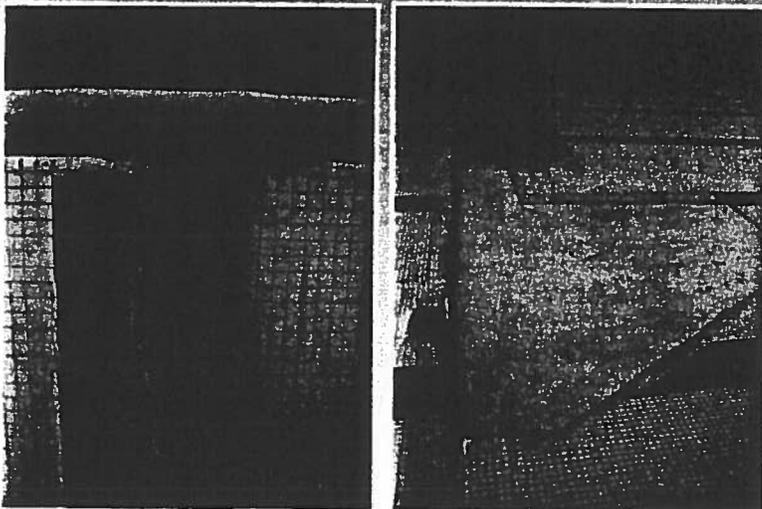
Wickwire Pool has been like an old friend to most of us, giving enjoyment to literally thousands of families throughout Cortland County. The pool always has been a community pool - a place for everyone - no fees, no restrictions on who can swim.

Now our old friend needs some support...



The PROBLEM

In 2010, an engineering report on Wickwire Pool conditions concluded a major renovation is required. With the basic pool structure being more than 60 years old it has become increasingly evident that it is approaching the end of its useful life as a safe and suitable swimming facility. Over the past decade and more, the deterioration of the pool has accelerated and has now reached the point where the basic spring time prep and restoration is no longer adequate and prudent.



SOLUTION

The engineering study conducted by Teter & Teter design consultants made the following renovation estimates and scope of work details.

Estimate: \$750,000 - \$1,000,000

Scope of Work:

New gutter system

Four main drains

Two main drain lines

One return line

4000psi deck

Concrete balance tank

Plumbing to and from pump house

All new plumbing and valves in pump room

New digital flow meter for chlorination

Two new fiberglass filters

New pump and motor starter

New fiberglass strainer

Four guardian life guard chairs

Four two step ladders

Four three step ladders

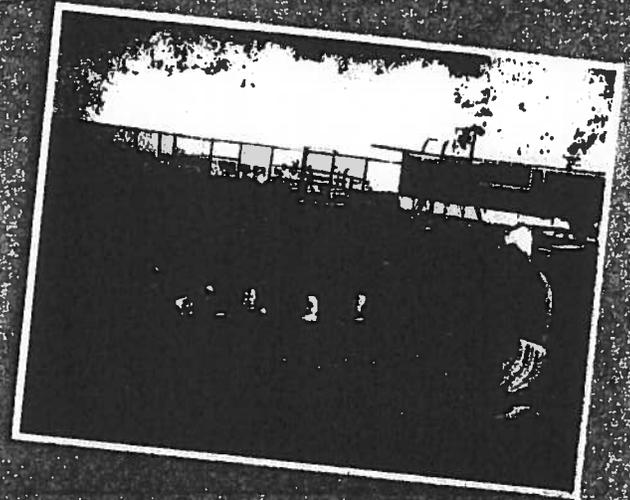
1 handicap access lift

Insurance and bonding for the project

Engineering

Possible sewer disposal modifications

Then...



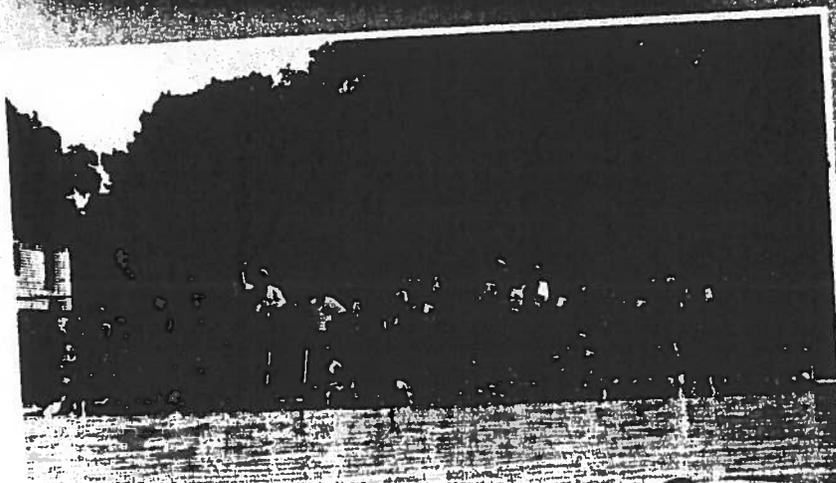
The GOAL

We are proud of our community with its splendid parks, playgrounds and we continue to maintain them well. That's exactly why we are coming to you now with this unique challenge.

So let's POOL our energy and our money to rebuild Wickwire Pool together with pride. The Cortland Youth Bureau continues to pledge its energy, ingenuity and determination toward enhancing the quality of life in Cortland.

Contact John McNerney at (607) 753-3021
or Mayor Brian Tobin at (607) 753-0872

...and now



**REQUEST FOR PROPOSAL
PUBLIC WORKS DEPARTMENT
SNOW REMOVAL**

The City of Cortland, NY (City) is accepting proposal for snow plowing services at various City facilities on an as needed basis.

The City does not discriminate on the basis of race, religion, color, sex, national origin, disability or against faith based organization.

The City reserves the right to accept and/or reject any and all proposals or to award multiple contracts as may be deemed in the best interest of City.

Scope of Work

Work will include, but is not limited to, plowing/removing snow from the street, highways, parking lots, internal roads, travel ways and sidewalks.

All operators plowing/removing snow under this agreement shall be paid prevailing wage. A certified payroll shall be submitted and approved by a City Agent prior to payment for services rendered.

Snow shall be placed in areas that will prevent melt water from draining back onto cleared surfaces.

The term of the contract shall be for two years. The contract may be terminated by either party upon thirty days written notice.

The vendor must:

- A. Provide all travel.
- B. Provide appropriate equipment in safe and good working condition.
- C. Meet the following insurance requirements:

The company shall, prior to the effective date of this contract, file with the City certificates of workers compensation, public liability, automobile liability (including non-ownership and hired vehicles) and property damage insurance satisfactory to the City and in compliance with the law, and in form and amount sufficient to protect the City. All insurance coverage must be with a company licensed in the State of New York, with an office address in the State of New York.

The minimum limits of liability coverage shall be as follows:

1. Comprehensive General Liability - \$ 250,000.00;
2. Business Automobile Policy - as required by New York law;
3. Worker's Compensation and Unemployment Compensation
- as required by New York law.

E. Contractor shall provide a maximum response time of one hour from notification from the Public Works Director or his designee.

F. Provide names of additional employees, helpers, etc.

G. Must meet City's Employment Discrimination Requirement:

Every contract over \$10,000 shall include the provisions in (a) and (b) herein:

1 During the performance of this contract, the contractor agrees as follows:

- a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where occupation qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2 The contractor will include the provisions of the foregoing subsection (a) in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontract or vendor.

H. References - Contractor must present proof of ability to perform required work.

I. The successful vendor must furnish proof of insurance and license before beginning work.

J. Daily Log sheets, with a detailed invoice showing start/stop times, equipment used, number of men and purchase order number, must be kept and submitted within one week following the snow event.

PROPOSAL SHEET FOR SNOW REMOVAL

Name of Firm, Company or Corporation

Name of Contact (Available 24 Hours)

Year, Make, and Model of
Equipment to be used and
the hourly rate (which
includes operator)

Approved/disapproved) 1.

Approved/disapproved) 2.

Approved/disapproved) 3.

Approved/disapproved) 4.

Approved/disapproved) 5.

Approved/disapproved) 6.

Note: An occurrence is defined as a request authorized by the Director of Public Works or his designee.

References:

Name	Company	Telephone

GENERAL CONDITIONS

During the performance of this contract, the vendor agrees as follows:

- A. The vendor will not discriminate against any employee or applicant for employment because of disability or because of race, religion, sex or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Vendor. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. The vendor, in all solicitations or advertisements for employees placed by or on behalf of the vendor will state that such vendor is an equal opportunity employer.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of the section

The vendor shall include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each sub-vendor or vendor.

The City reserves the right to make inquires to any current and/or former contracts/clients, whether or not the clients are identified by the vendor in the proposal.

EXCEPTIONS: All exceptions shall be stated, no matter how seemingly minor. Any exceptions not taken shall be assumed by the vendor to be included in the proposal, regardless of the cost to the vendor.

The agreement shall be governed by and construed in accordance with the laws of the State of New York. The parties agree that proper venue, in the event of litigation concerning this matter, shall be in Cortland County, New York.

The vendor shall indemnify and hold harmless the City of Cortland New York, its officers, agents and all employees and volunteers, from any and all claims for bodily injury, and personal injury and/or property damage, including the cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from error, omissions, or negligent acts of the vendor, its sub-vendors and their agents and employees.

The vendor's relationship with the City shall at all time be that of an independent vendor. The contract documents shall not be construed to designate the vendor, or any of its officers,

employees, as employees or agents of the City.

The City, upon written notice to the vendor, may terminate the contract. The vendor will be paid for the negotiated and agreed upon cost of the work performed as of the termination date. If any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the City until the work or services are completed and accepted.

During the term of the contract, the vendor shall not, without the prior written permission of the City, accept from other clients any assignment or tasks which substantially conflict with the objectives of the contract. The vendor shall give written notice to the City with respect to any such assignments or tasks. The notice shall set forth in reasonable detail the services the vendor would undertake to perform in connection with such assignments or tasks. The City agrees to grant or deny its consent to the Vendor's acceptance of the assignments or tasks described in the notice within ten days after the notice is given. The City shall be deemed to have granted its consent if no action is taken by the City within said ten-day period.

The vendor shall accept full and exclusive responsibility for the payment of any and all contributions or taxes, or both, for any unemployment insurance, medical and old age retirement benefits, pensions, and annuities now or hereinafter imposed under any law of the United States or any State, which are measured by the wages, salaries or other remuneration paid to persons employed by the vendor on the work to be performed under the contract or in any way connected therewith. The vendor shall comply with all administrative regulations and rulings hereunder with respect to any of the matters.

The vendor shall not assign or transfer its interest in the contract or any of its respective rights hereunder without the prior written permission of the City..

The vendor shall obtain and maintain a business license for the City of Cortland, New York if required by the City Code.

This procurement is being conducted on behalf of other public bodies, in accordance with New York Code law

MEMO

TO: Mayor Brian Tobin and Common Council Members

FROM: Rich Cunningham, Thoma Development Consultants *RC*

SUBJECT: Grant Applications

DATE: July 29, 2013

We are currently working on four grant opportunities that require Common Council approval before moving ahead. Two of these applications require a formal authorizing resolution, while the other two require a letter, signed by the Mayor, committing the required matching funds. These grants are detailed below:

1) New York Main Street Program (NYMS) – This program will provide 75% matching grants for façade and building renovations in the downtown area. The grant will be for the maximum \$200,000 request. It is expected that approximately 3-4 buildings will be able to be assisted via this program. The City is currently administering a \$250,000 NYMS grant funded in 2012. Both programs will work hand-in-hand with the recently enacted downtown tax abatement program. There are no matching funds required on behalf of the City. The Council must pass an authorizing resolution to approve submission.

2) Transportation Enhancement Program (TEP) – The TEP program is part of the federal Intermodal funding administered by the NYS DOT. It provides funding for up to 80% of a project cost with a minimum request of \$200,000 and a maximum of \$2.5M. The grant is being proposed to fund Phase 1 of the “Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative”. Phase 1 includes streetscape and intermodal improvements at and surrounding the Tioughnioga River Bridge adjacent to Exit 11. These improvements are detailed in the Conceptual Plans completed by C&S Engineers earlier this year. The total project cost is \$1,070,000 with a grant request of 80% or \$856,000. The Council must pass an authorizing resolution to approve submission, and approve the Mayor to sign a letter committing the City to provide matching funds in the amount of \$214,000.

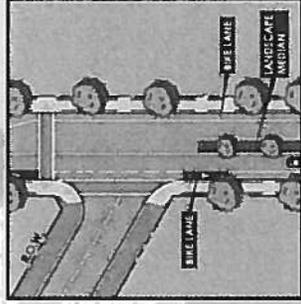
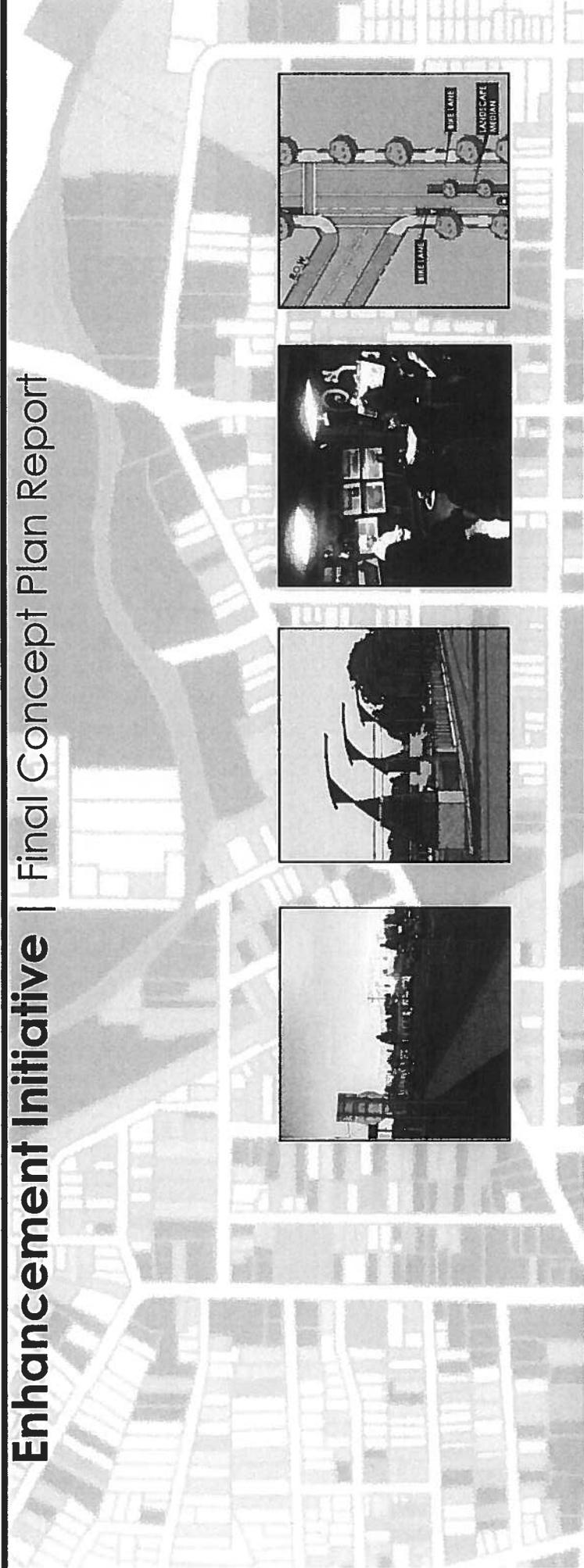
3) Cleaner, Greener Communities Funding, Category 3 (Capital Projects) – This program, administered through the New York State Energy Research and Development Authority (NYSERDA), provides 75% funding with minimum grants of \$1M and maximum grants of \$5M. The grant proposes to fund Phase 2 of the “Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative”. This phase includes work along the Clinton Avenue Corridor from the Clinton/River/Pomeroy intersection to Church Street. Improvements include streetscaping, landscaped medians, bicycle lanes, enhanced crosswalks, and related improvements. Project costs also include acquisition the vacant property at the corner of Clinton and River. The overall project budget is \$4,429,237 with a grant request of \$3,320,000 (75%). The Council must authorize the Mayor to sign a letter committing the City to a required \$1,109,237 match.

4) Cleaner, Greener Communities Funding, Category 2 (Comprehensive Planning) - This program, administered through the New York State Energy Research and Development Authority (NYSERDA), provides 75% funding, with minimum grants of \$50,000 and maximum grants of \$400,000 to update comprehensive plans or zoning to address climate resiliency or other sustainable or smart growth-related efforts. The grant proposes to hire a qualified consultant to work with the City to rewrite the zoning ordinance. This may include additional components such as commercial or downtown design guidelines. Rewriting the City’s land use and zoning ordinances was recommended in the City’s Comprehensive Plan. The overall project budget is \$150,000 with a grant request of \$112,000 (75%). The Council must authorize the Mayor to sign a letter committing the City to a required \$38,000 match.

All applications, with the exception of the TEP, are included in the State’s Consolidated Funding Application due on August 12. The TEP application is due on August 16.

Thank you for your consideration of these projects. Please contact me if you have any questions before your meeting.

Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative | Final Concept Plan Report



Acknowledgements

PROJECT STEERING COMMITTEE:

Mack Cook, Director of Finance and Administration
Jim Dempsey, Director, Cortland County Tourism and Visitors Bureau
Linda Ferguson, City Councilperson (Ward 7)
David Funk, Architect at Schickel Architecture and area resident
Scott Hopko, Graphic Design/Advertising (Hopko Designs)
Linda Kline, Chair City Historic Commission
Tanya Maggs, General Manager, Ramada Inn
Adam McGivern, Executive Director, Cortland Downtown Partnership
Machell Phelps, Cortland Regional Sports Council
Brian Tobin, Mayor
Keith VanGorder, NYS DOT and Cortland County Planning Board
Jamie Yaman, local realtor, musician, and resident
Christella Yonta, Seven Valley Health Coalition

CONSULTANT TEAM:

Mike Gridley, RLA, Senior Landscape Architect, C&S Companies
Maggie Edelstein, RLA, Landscape Architect, C&S Companies
Aileen Maguire Meyer, PE, AICP, Planning Department Manager, C&S Companies
Rich Cunningham, Community Development Consultant, Thoma Development Consultants

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EXECUTIVE SUMMARY

The Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative addresses the corridor along Clinton Avenue beginning at the bridge over the Tiohnioga River and ending at the intersection with Church Street in the northeast quadrant of the City of Cortland. This document was prepared by C&S Companies for the City of Cortland.

The document addresses the corridor's current state of safety and aesthetics as well as provides guidelines for future improvements to, and redevelopment of, the public realm. The plan was informed by public input through a process of community workshops and meetings between the design team and members of the community and developed over a period of 8 months from August 2012 to March 2013.

This concept plan envisions a project that meets several goals:

- 1. Identify a consistent framework to make design decisions relating to present and future improvements along Clinton Avenue.**
- 2. Provide design strategies for improving the safety and functionality of the corridor for all modes of transportation, reinforcing the identity of the community, enhancing open space and green area, and adding public art**
- 3. Recommend gateway and streetscape treatments that will unify the project area.**
- 4. Provide specific design recommendations for the intersections at Clinton/River/Pomeroy and Clinton/Church/Elm streets**
- 5. Provide a cost estimate for all improvements**
- 6. Make implementation recommendations**

Introduction

The City of Corland is located in Corland County, mid-way between the Cities of Binghamton and Syracuse. Corland has a population of just over 19,000 people and is home to SUNY Corland. It is known as the "Crown City" due to its location at the apex of seven connecting valleys.

Exit 11 of Interstate 81 is located within the City and is one of three I-81 Exits serving Corland. Although the City has a number of gateways, Exit 11, which connects to NYS Route 13 in the northeast area of the City, is the primary gateway. Recent decades have seen significant highway commercial growth in this area, including a strip mall, fast food restaurants, gas stations, and hotels. A multitude of high-rise signs attract travelers off of I-81. There are currently several vacant buildings, most prominent of which are a long-abandoned gas station and a restaurant. The Toughnioga River bisects this area but is largely an untapped resource. The Route 13 Bridge over the River was replaced in 2009.

Currently, this area provides a poor first impression of the City and provides no sense of place. There is little to entice visitors to explore the City past this commercial area. The City's National Register listed downtown and SUNY Corland are located approximately one mile south on Clinton Avenue (aka Route 13) from the Toughnioga River Bridge. However, the intersection of Clinton Avenue, River Street, and Pomeroy Streets immediately south of the Toughnioga River Bridge is busy and confusing, and there are no cues to direct people down Clinton Avenue toward the downtown and College. The Clinton Avenue Corridor itself transitions quickly from highway commercial development to a predominately residential street punctuated by small commercial businesses. The street consists of two lanes, parking lanes, tree medians, and concrete sidewalks. Most buildings are older, two and three units residences.

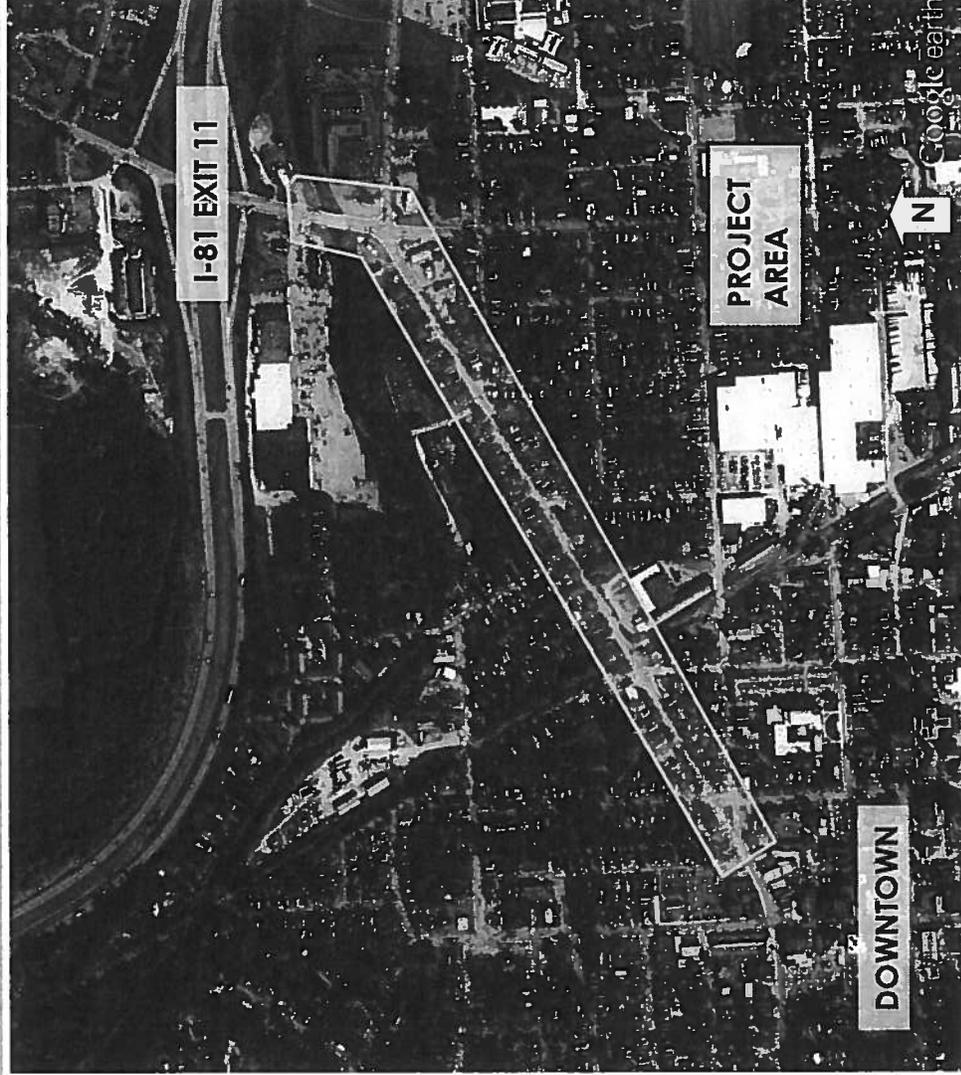


Figure 1 – Project Area

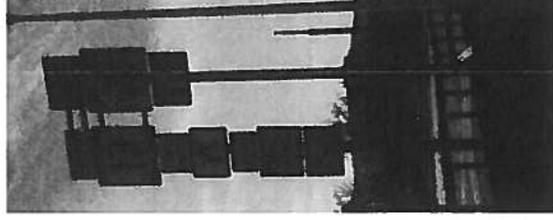
Purpose and Need

The purpose of this project has been to engage the public in developing conceptual designs and a design vocabulary for the Northeast Gateway and the adjacent Clinton Avenue Corridor from the Toughnioga River Bridge to the Downtown Historic District. The project seeks to address a perceived unsightliness and lack of character of the area; the confusing intersection of Route 13, River Street, and Pomeroy Street; and the lack of visual cues to direct travelers from Interstate 81 toward the downtown. The focus of the project has been the aforementioned intersection and the Clinton Avenue Corridor, although related improvements outside this area have been considered.

Specific issues/areas of concern included:

- The site of an abandoned gas station at the northeast corner of the intersection is a blighting influence, but also provides an opportunity for redevelopment and enhancement of the area.
- The intersection south of the Troughnioga River Bridge, which is confusing, unattractive, and visually cluttered. This intersection, in tandem with the bridge, is seen as the actual "gateway" into the community.
- The need to entice traffic down the Clinton Avenue/Route 13 Corridor to the downtown, historic district, and nearby SUNY Cortland.
- Improved multi-modal access and safety.

The focus of the project has primarily been on streetscape level improvements within the public right-of-way that will allow this area to serve as an appropriate gateway into the City, help to brand the City, and to entice traffic toward the downtown. It is part of a larger effort to improve the gateway, which will include the development of minimum design guidelines for commercial buildings and revised signage standards. The products of this project will be used as the basis for future grant applications to implement recommendations.



Existing signage at gateway area



Typical existing streetscape along Clinton Avenue



View toward bridge from interchange



Existing Clinton/Church/Elm intersection

EXISTING CONDITIONS

This concept plan addresses the corridor of Clinton Avenue beginning at the bridge over the Toughnioga River and extending south through the intersection.

This area contains a variety of uses, but is predominantly residential. There is a mixture of one, two and three family homes as well as apartments along the corridor. In addition, there are several commercial properties, clustered at the Clinton/River/Pomeroy intersection, but also located throughout the corridor. The corridor has a particularly high concentration of auto related services, including a gas station, car wash, tire shop, general repair shop and muffler shop.

Currently, the area is zoned for residential, commercial, and even industrial uses in various areas of the corridor. Parking is generally allowed on both sides of the street on Clinton Avenue, with a few exceptions. However, there appears to be very little use of on-street parking with most residences and businesses having off-street parking.

Overhead utilities generally run along the south side of Clinton Avenue. Mature street trees provide a good canopy over much of the corridor, but there are few trees at either end of the corridor. Crosswalks at the intersections at either end and across the side streets are marked with basic white striping, but there are no mid-block crossings marked along the corridor. The corridor is marked with signage as the Millennium Trail Bike Route, but there are no other accommodations for bicyclists.



Clinton Avenue is marked as the Millennium Trail Bike Route



Figure 2 – Corridor Land Use Map

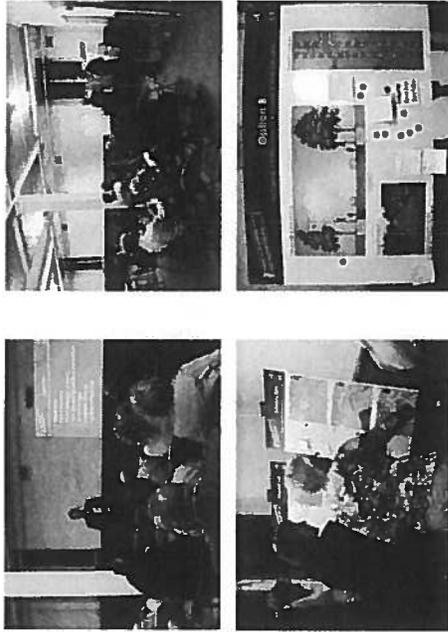
PROCESS

The development of this plan was undertaken through a process which sought to engage the community in the conceptual design. With assistance from the City, a Steering Committee was established in August 2012. The committee's role was to provide local insight into existing issues, needs, and planned development, and serve as a sounding board for alternatives.

After gathering information on existing conditions in the area, C&S met with Steering Committee to look at potential design precedents for the project corridor. C&S, in close consultation with the advisory committee, developed visualization graphics for potential design strategies was presented at a public design workshop to facilitate public understanding and generate feedback.

The results of this public workshop informed the direction for a preliminary conceptual plan, which included design strategies for gateway elements, streetscape treatments and a potential roundabout at the Clinton/Church/Elm intersection. After reviewing and refining these concepts further with the Steering Committee, the preliminary conceptual plans were made available to the public for comment on the City's website. A final public open house meeting was held to present the plans to the public and receive additional feedback.

At the conclusion of this process, all the input received from the public and the Steering Committee were utilized to develop this Final Concept Plan Report.



A Public Design Workshop was held in October 2012

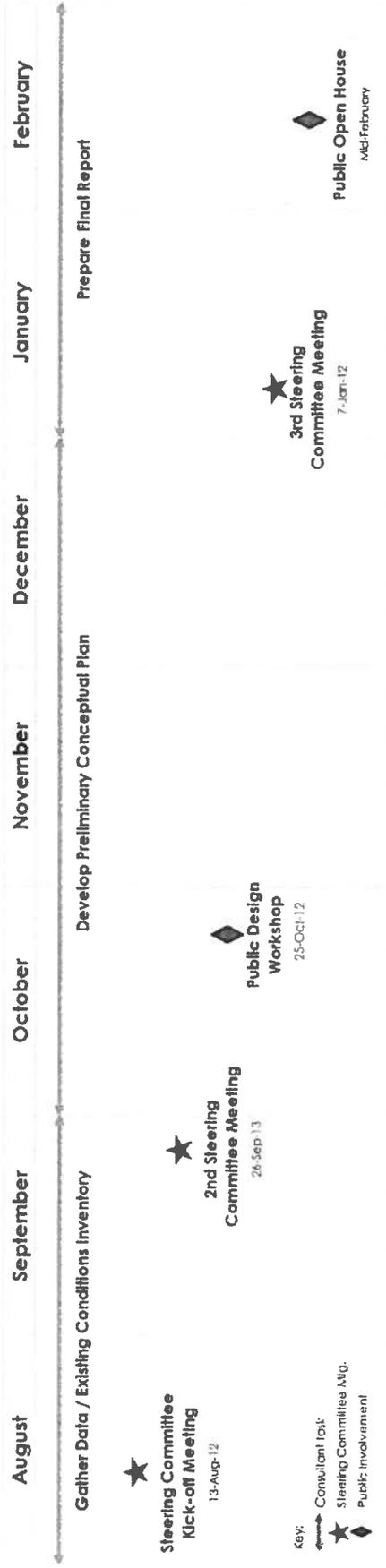


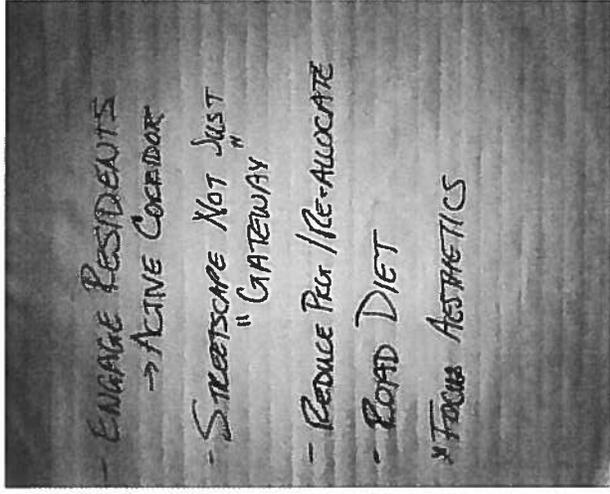
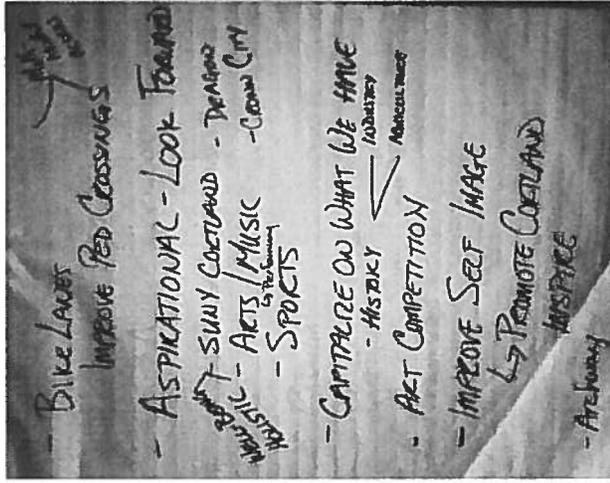
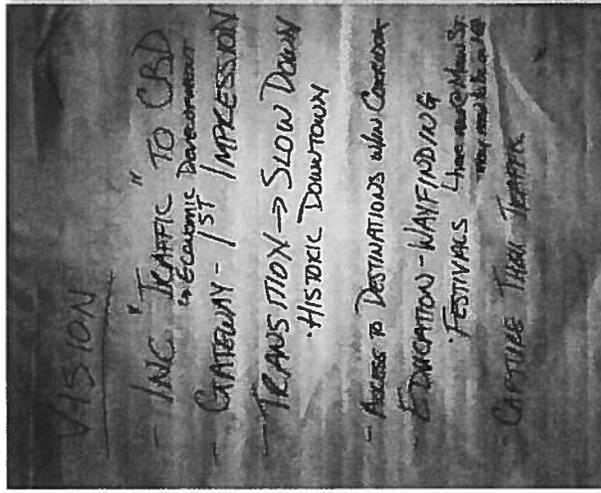
Figure 3 – Project Schedule

VISION/GOALS

Goals for this plan were developed through a process of community workshops and feedback. These goals and objectives inform the design, development and implementation of this plan.

The primary goals established by the community for this plan are to:

- Enhance a sense of community identity and 'branding'
- Address bicycle and pedestrian comfort and safety
- Enhance economic development by directing visitors to the central business district
- Provide a transition from the I-81 interchange to the historic downtown
- Emphasize connections to the downtown district and SUNY Cortland
- Encourage investment in improvements to private properties
- Promote the city as aspirational and forward-looking
- Provide innovative and architecturally interesting design solutions that reference Cortland's unique character



Notes from Steering Committee brainstorming session

GATEWAY CONCEPT

"Any part of a town—large or small—which is to be identified by its inhabitants as a precinct of some kind, will be reinforced, helped in its distinctness, marked and made more vivid, if the paths which enter it are marked by gateways where they cross the boundary. Many parts of a town have boundaries drawn around them. These boundaries are usually in people's minds. They mark the end of one kind of activity and the beginning of another. In many cases the activities themselves are made more sharp, more vivid, more alive, if the boundary which exists in people's minds is also present physically in the world."

-Christopher Alexander, A Pattern Language

Gateways are pivotal elements in the functioning of urban spaces. Gateways work on a variety of levels and scales. Such is the case with the proposed Northeast Gateway.

On a macro scale, the space functions as a gateway for vehicular traffic arriving at the city from Interstate 81. These users experience the space from a greater distance and at a higher speed, and will require design elements that are appropriate for this scale. Elements that provide a sense of massing, blocks of color, and interplay of light and shadow will help create the experience from this scale.

However, thinking beyond the automobile, another important experience this gateway will provide is to those travelling on foot or bike. At a pedestrian scale, the space also functions as a gateway, or series of gateways, to existing (and future) destinations along the corridor. The design elements for users at this level must reinforce a human sense of scale. In addition to the thoughtful location of functional elements, such as site furniture, this human scale experience is also enhanced by aesthetic details such as materials, textures, and colors.

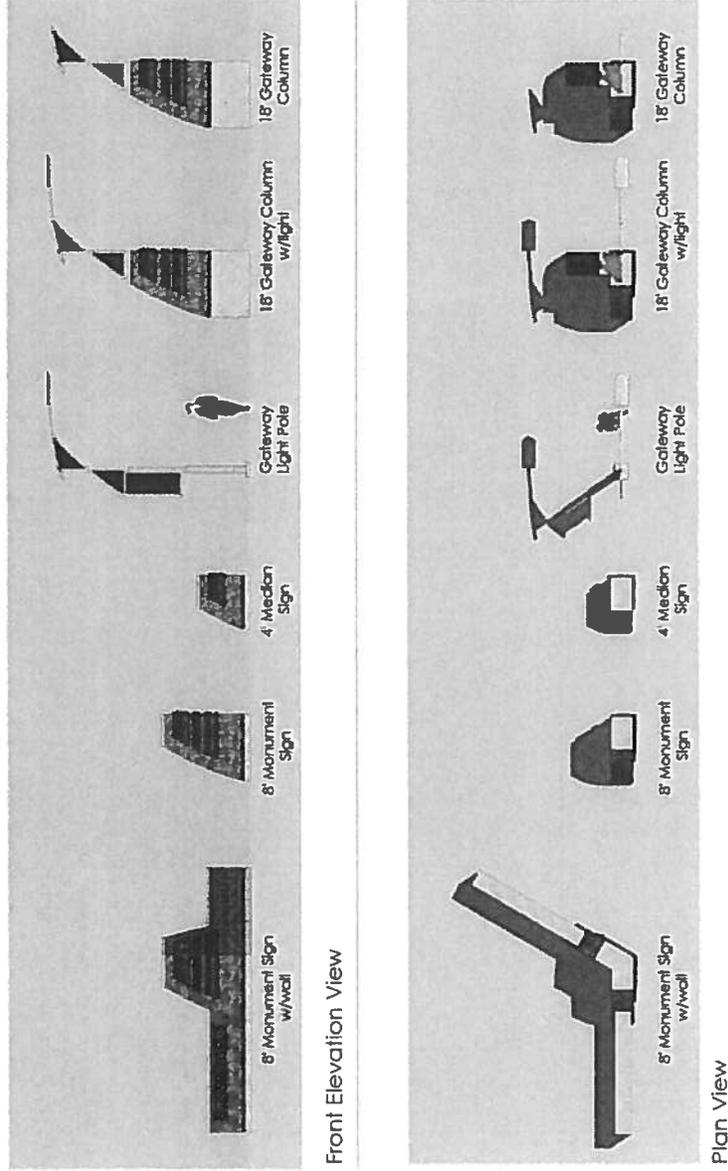


Figure 4 – Gateway Elements

GATEWAY CONCEPT

An important component of the gateway concept for this project has been to develop a consistent family, a 'kit of parts' of gateway elements that could be used in different locations of the project corridor and gateway areas. This family of elements would have consistency in terms of color, form and material to reinforce both wayfinding and the Corlland 'brand'. Based on feedback from the Steering Committee and public workshops, there was a desire to develop a design vocabulary that retained reference to the historic architecture and design of the downtown district, while promoting a quality of forward-looking energy and artistic creativity. There was also a strong preference for an 'archway' type element to physically frame the gateway.

With these goals in mind, the family of gateway elements presented here was developed and refined. The elements include masonry structures which can be used to create partial archways, monument signs, median elements, as well as coordinated lighting elements. All elements use a consistent color (red) and lettering to reinforce the Corlland 'brand' and create a consistent look and feel throughout the corridor.

An important opportunity that this project can capitalize on is conversion of the abandoned gas station on the southeast side of the intersection to a new use, or uses that will enhance the gateway function of this intersection. Recapturing this space as part of the gateway sequence will add substantial visual presence to the corridor.

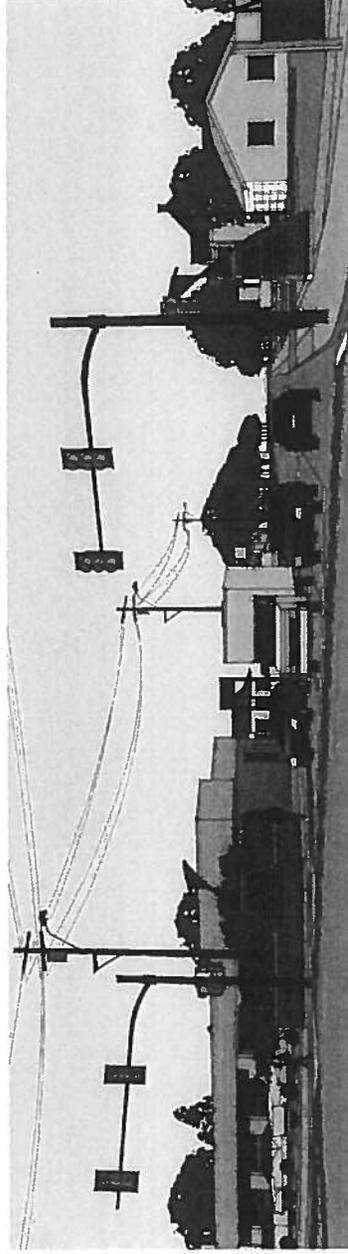


Figure 5 – Rendering of gateway at Clinton/River/Pomeroy intersection, looking east



Figure 6 – Rendering of gateway at Clinton/River/Pomeroy intersection, looking west at former gas station parcel

STREETSCAPE CONCEPT

Several concept alternatives were developed for the Clinton Avenue streetscape. A high priority was placed on improvement of bicycle and pedestrian facilities. Enhancing aesthetics, and adding green spaces. In addition, the concepts sought to enhance and reinforce the linkage between the gateway area and downtown district through repetition of common elements, such as ornamental lighting, banners, street trees and structural/wayfinding elements from the gateway design palette.

One important need that was identified was the need to provide a transition from the corporate architecture and automobile-centric design of the interchange area to the historic character and pedestrian scale of the downtown district. To accomplish this transition this plan envisions a transition in size and scale of elements, utilizing the larger, bolder gateway pylons and lighting fixtures at the initial corridor segment leading across the bridge to the Clinton/River/Pomeroy intersection, and shifting to smaller masonry median elements and ornamental downtown-style lighting in the more residential portion of Clinton Avenue, while maintaining consistency in terms of color, material and graphic design throughout.

No consideration can be more important than the safety of the users of this space. The points of entry and exit where pedestrians must cross vehicular traffic will require significant attention. A variety of design techniques can be used to enhance the safety of these spaces. Traffic calming measures such as median islands, and reduced roadway width, as well as enhanced crosswalk treatments, and bike lanes are included in the preferred concept alternative.

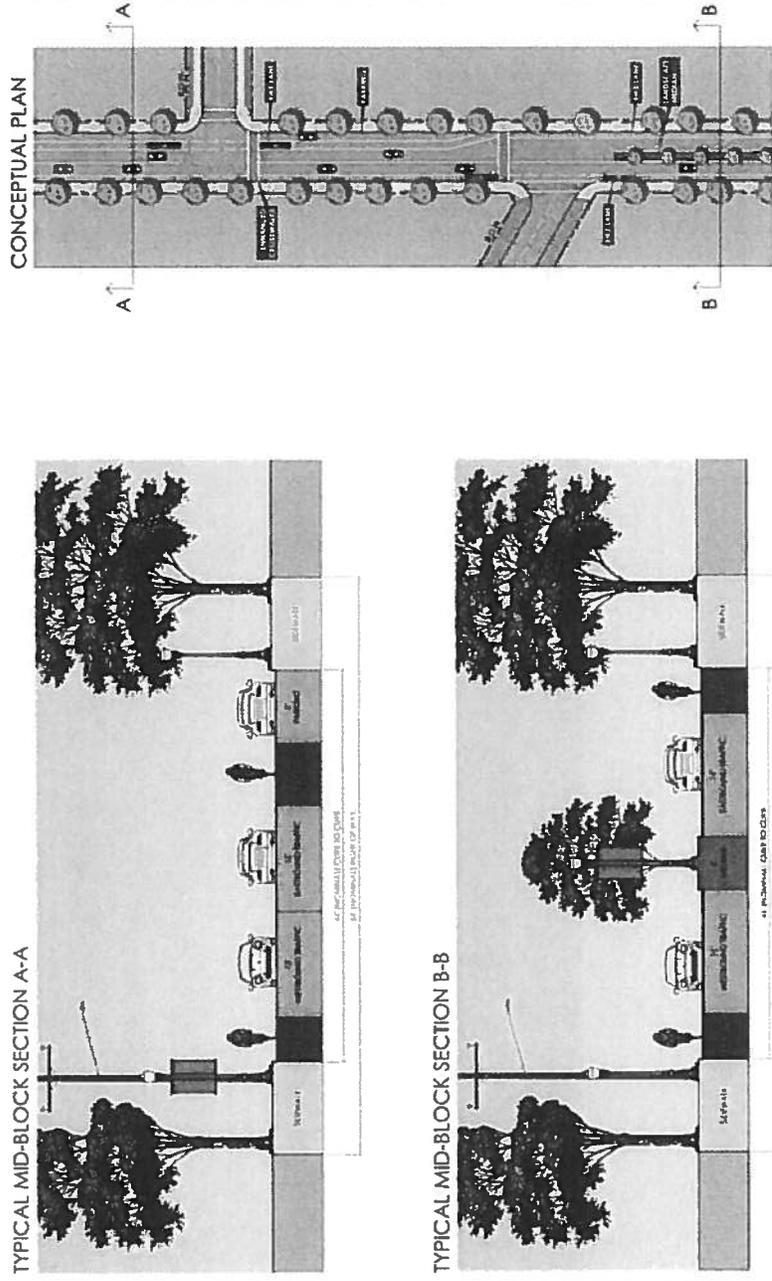


Figure 7 – Preferred streetscape concept, typical plan and sections

DESIGN RECOMMENDATIONS | Bridge

The bridge over the Tioughnioga River provides a natural gateway between the Route 81 interchange and the Clinton Avenue corridor. However, due to the large number of competing visual elements, which include signage, lighting, traffic signals and overhead utilities, the bridge itself becomes somewhat lost in the landscape.

By utilizing large masonry columns and custom bridge lighting from the gateway element 'kit of parts', the bridge can be enhanced to create a sense of entry and enclosure.

A complete archway may be impractical at this location due to the required location of the traffic signals, but the effect of an archway can be created through the form and repetition of the aforementioned gateway elements.

In addition, the effect can be intensified by installing lighting to highlight the bridge both from above and below as an architectural element.

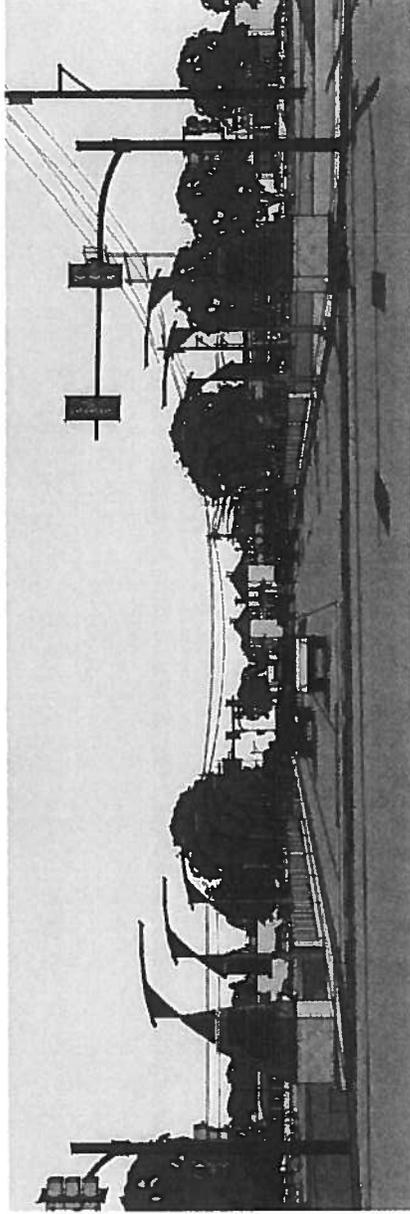


Figure 10 – Rendering of view across bridge from interchange



Figure 11 – Night rendering of view across bridge from interchange

DESIGN RECOMMENDATIONS | Clinton/River/Pomeroy

The current intersection of Clinton Avenue (NYS Route 13), River Street and Pomeroy Street is dominated by signage and vehicular accommodations, yet provides little sense of place or natural wayfinding cues, and is also inhospitable to bicyclists and pedestrians.

These deficits can be overcome by introducing gateway elements from the 'kit of parts', additional landscaping where space allows, particularly in the now-vacant parcel located at the northeast corner of the intersection, and enhanced crosswalks to provide stronger visual cue to motorists that pedestrians have a place in this corridor as well.

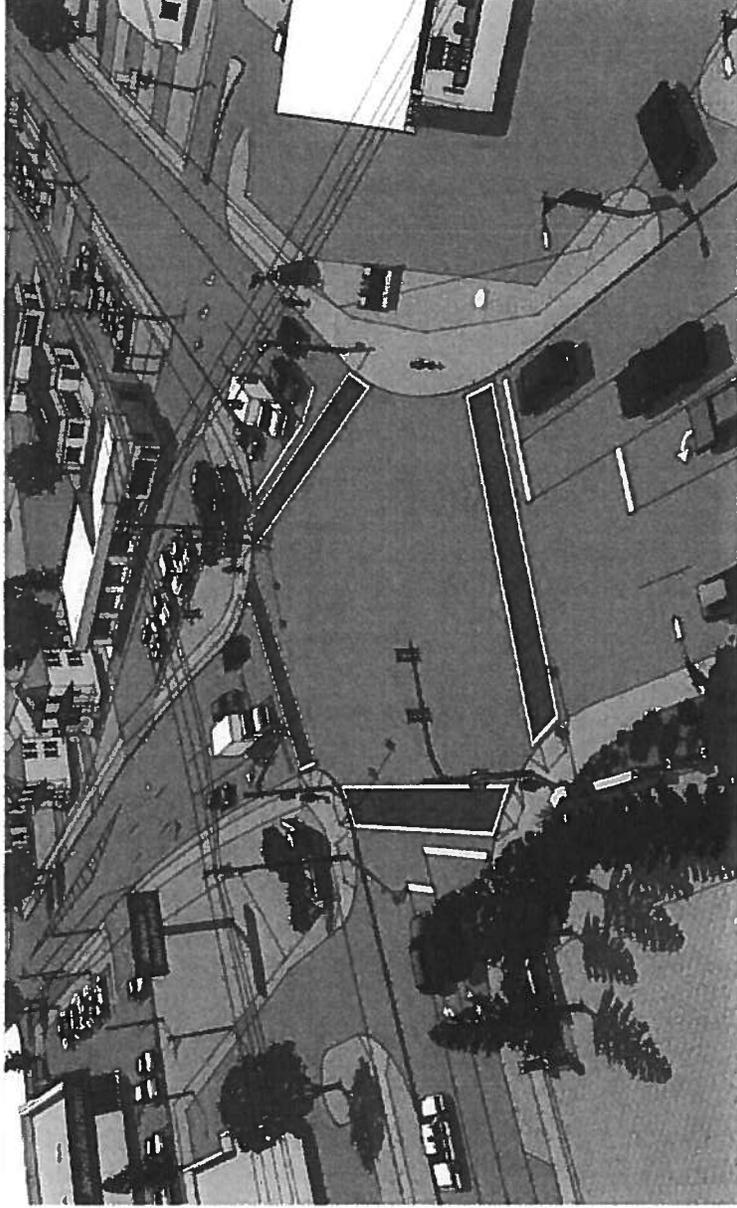


Figure 12 – Bird's eye rendering of Clinton/River/Pomeroy intersection

DESIGN RECOMMENDATIONS | Clinton/Church/Elm

After much discussion with both the Steering Committee and the public, the idea of converting the conventional intersection at Clinton Avenue, Church Street and Elm Street to a roundabout has emerged as a concept worthy of further study.

In order of this concept to be feasible, the abandoned church between Clinton and Elm would have to be demolished and part of this land used for the construction of the roundabout.

One of the benefits of this design, in addition to potentially enhancing traffic safety, is a substantially greater green space area with which to create a gateway to the historic downtown district. This space could be enhanced with gateway elements from the 'kit of parts' as well as landscaping, ornamental lighting, brick pavers and wayfinding signage.

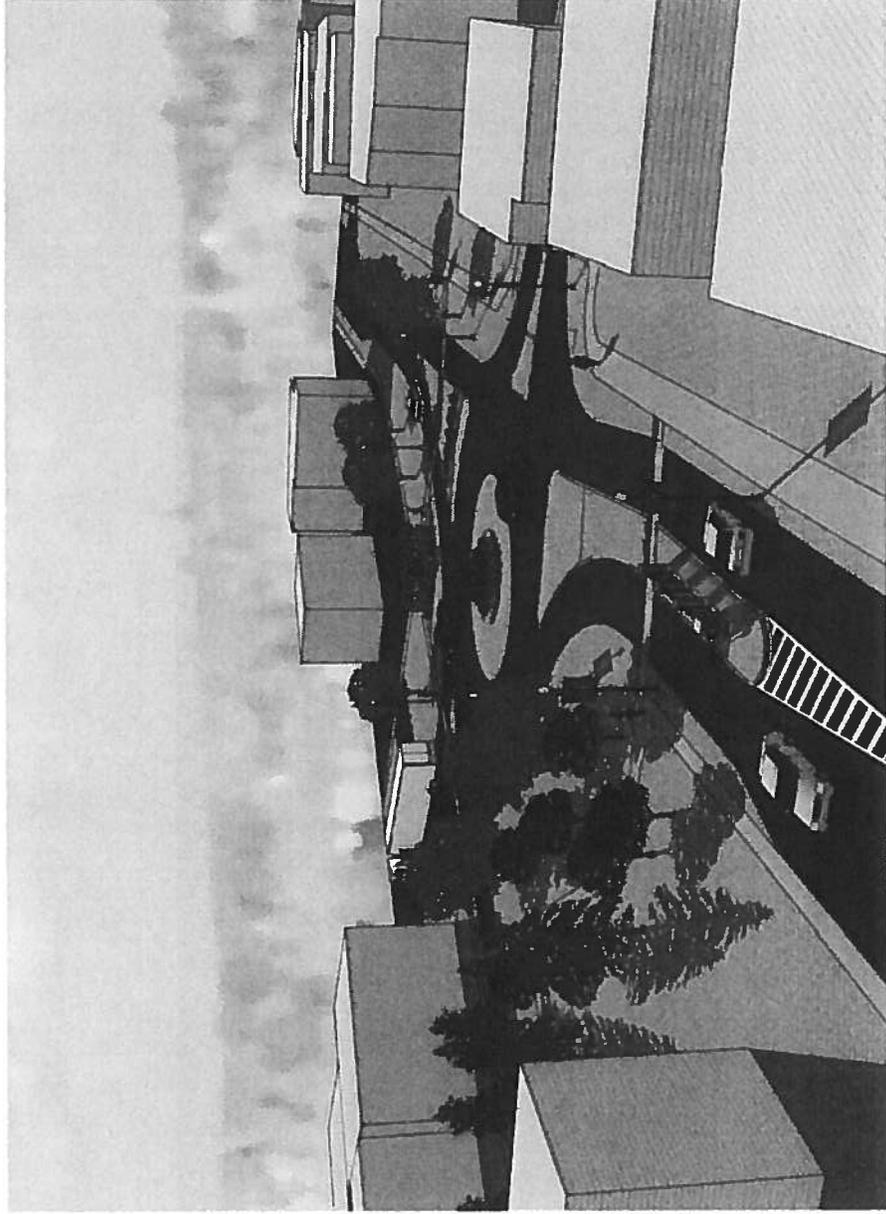


Figure 13 – Bird's eye rendering of proposed roundabout concept

PRELIMINARY OPINION OF PROBABLE COST

PRELIMINARY OPINION OF PROBABLE COST

Northeast Gateway and Clinton Avenue Corridor Improvements
CITY OF CORTLAND, NEW YORK

C&S ENGINEERS, INC.

FULL PROJECT
Date: 2/19/2013

Item No.	Item Description	Unit	Bridge area Qty	Project Segment			Unit Price	Amount
				Chlorine Qty	Roundabout Qty	TOTAL Qty		
Demolition								
1	Demolition of existing sidewalk	SF	0	30,000	5,000	35,000	\$3.00	\$105,000
2	Demolition of existing curb	LF	0	6,800	2,200	9,000	\$3.00	\$27,000
3	Demolition of existing asphalt pavement	SF	0	150,000	25,000	175,000	\$3.00	\$525,000
4	Remove existing traffic signal span wire	EA	1	0	2	2	\$10,000.00	\$20,000
5	Utility relocations and adjustments	LS	1	1	3	3	\$50,000.00	\$150,000
Construction								
6	New concrete sidewalk	SF	0	30,000	5,000	35,000	\$4.00	\$140,000
7	New granite curb	LF	0	6,800	2,200	9,000	\$3.00	\$27,000
8	New asphalt pavement	SF	0	150,000	25,000	175,000	\$3.00	\$525,000
9	New tree lawn strip	SF	0	13,600	6,000	19,600	\$4.00	\$78,400
10	Decorative Stamped Asphalt	SF	1,600	1,600	4,800	4,800	\$10.00	\$48,000
11	Masonry Gateway Elements	LS	1	1	3	3	\$200,000.00	\$600,000
12	Ornamental Screen Fencing	LF	100	100	300	300	\$100.00	\$30,000
13	Trees	EA	25	65	120	120	\$500.00	\$60,000
14	Landscape plantings	SF	1,500	3,000	10,000	14,500	\$7.00	\$101,500
15	Median island	EA	0	1	1	2	\$15,000.00	\$30,000
16	Bike lane marking	LF	0	34,000	0	34,000	\$4.00	\$136,000
17	Pavement marking	LF	15,000	15,000	30,000	60,000	\$1.00	\$60,000
18	Ornamental bridge lighting	LS	1	0	1	1	\$25,000.00	\$25,000
19	Banners and Banner arms	EA	30	30	80	80	\$350.00	\$28,000
20	Traffic signs	EA	10	25	25	6	\$350.00	\$2,100
21	Mast arm traffic signals	EA	4	4	0	8	\$60,000.00	\$480,000
22	Pedestrian crossing beacons	EA	0	2	0	2	\$12,000.00	\$24,000
23	Ornamental Street Lamps (Gateway style)	EA	30	0	0	30	\$7,000.00	\$210,000
24	Ornamental Street Lamp (Downtown style)	EA	0	45	20	65	\$5,000.00	\$325,000
SUBTOTAL								\$3,775,900
DESIGN, ENGINEERING, ADMINISTRATION (25%)								\$943,975
SURVEY (2%)								\$75,518
MAINTENANCE AND PROTECTION OF TRAFFIC (4%)								\$151,036
SUBTOTAL								\$4,002,454
MOBILIZATION (4%)								\$160,098
SUBTOTAL								\$4,162,552
CONTINGENCIES (25%)								\$1,040,638
TOTAL ESTIMATED CONSTRUCTION COST								\$5,203,190
								SAY
								\$5,210,000

IMPLEMENTATION RESOURCES

New York State Legislature, Member Item Program

The Member Item Program is available as a means for constituencies to receive financial assistance for projects in represented legislative districts. Applicants should contact their State Senator and Assembly person directly so that their request can be considered by each House's full legislative body during session. Inquiries and requests should be made to State Legislative District offices no later than January of each session. Strong and organized projects that will enhance legislative districts have a very good chance of receiving a member item. Projects with significant political backing have the best chance at receiving state funds.

Funding possibilities: Roadway and parking lot construction; landscaping details; maintenance costs

NYS Department of Transportation, Transportation Enhancements Program

Reimbursement program providing funding for bicycle and pedestrian facilities, abandoned railway preservation for bicycle and pedestrian trails Strong, organized, and shovel-ready projects and politically-backed applications have the best chance of being selected. Maximum funding amount is \$2,000,000.

Funding possibilities: Development and enhancement of pedestrian and bicycle facilities

NYS Department of Transportation, Transportation Improvement Program

Federal regulations require that transit, highway and other transportation improvement projects be included in the TIP if these projects are to be eligible for federal capital or operating funding. The TIP typically contains regional set-asides for smaller scale bicycle and pedestrian projects including the SPOT Improvements for Bicycle and Pedestrian Access and the Bicycle and Pedestrian Network Set-Aside. The TIP is updated every two years. TIP set-aside programs will be available for solicitation thereafter. The majority of federal funds available through the TIP require a 20% local match.

Funding possibilities: Roundabout, bike lanes, pedestrian walkway/trail improvements, crosswalks

NYS Department of State, Local Waterfront Revitalization Plan (LWRP)

Grants Implementation Program
Communities with adopted LWRP's may apply to NYSDOS for individual implementation grants that fund projects and initiatives identified in the completed LWRP. Strong and well-organized projects and politically-backed applications have the best chance of being selected.

Maximum funding amount is \$350,000 depending on program and if funds are available through NYSDOS.

Funding possibilities: Brownfields re-development, parks and recreation, environmental protection

NYS Environmental Facilities Corp., Green Innovation Grant Program

Projects must include at least one of the practices listed below in order to be considered eligible for GIGP funding. All projects must meet or exceed the standards set forth in the 2010 New York State Stormwater Management Design Manual.

Funding possibilities:

- **Permeable pavement, e.g. porous asphalt, concrete, or pavers**
- **Bioretention, e.g. rain gardens or bioswales**
- **Street trees or urban forestry programs designed to manage stormwater**
- **Downspout disconnection, i.e. redirecting stormwater from sewers to vegetated areas**

NYS Council on the Arts

The New York State Council on the Arts awards grants to 501(c)(3) nonprofit organizations incorporated and doing business in New York State, Indian tribes in New York State, and units of government in municipalities in New York State. Architecture + Design grants support organizations and individuals working to further innovation and excellence in the design arts, to preserve New York State's architectural + design heritage and to encourage the development of design literacy for all New Yorkers.

Bikes Belong Coalition

Advocacy work and organizational capacity building; construction costs, education programs in support of non-motorized biking
Application submission date: February, May, August, November
Award announcement date: 3 to 5 months after application submission
Probability of receiving award: Strong and organized projects
Maximum funding amount: \$10,000

Funding possibilities: Bicycle advocacy, healthy lifestyle promotion, construction of biking facilities

Chesapeake Bay Stewardship Fund

The Chesapeake Bay Stewardship Fund (CBSF) issues grants and technical assistance to help local communities restore and protect water quality

and vital habitats within the Chesapeake Bay watershed. The Stewardship Fund awards \$8 million to \$12 million per year through two competitive grant programs: the Chesapeake Bay Small Watershed Grants Program and the Innovative Nutrient and Sediment Reduction Program. In addition, technical assistance is available for project planning and design.

- Reduce nutrient and sediment runoff from residential and commercial properties.
- Improve urban stormwater management.

Funding possibilities: Stormwater management practices such as bio-retention and rain water harvesting.

National Endowment for the Arts, Our Town Grant Program

Through Our Town, subject to the availability of funding, the National Endowment for the Arts will provide a limited number of grants, ranging from \$25,000 to \$200,000, for creative placemaking projects that contribute toward the livability of communities and help transform them into lively, beautiful, and sustainable places with the arts at their core. Our Town will invest in creative and innovative projects in which communities, together with their arts and design organizations and artists, seek to:

- Improve their quality of life.
- Encourage greater creative activity.
- Foster stronger community identity and a sense of place.
- Revitalize economic development.

National Endowment for the Arts, Challenge America Fast Track Grant

The Challenge America Fast-Track category offers support primarily to small and mid-sized organizations for projects that extend the reach of the arts to underserved populations – those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. Age alone (e.g., youth, seniors) does not qualify a group as underserved; at least one of the underserved characteristics noted above also must be present. Grants are available for professional arts programming and for projects that emphasize the potential of the arts in community development.

Challenge America Fast-Track grants:

- Are for a fixed amount of \$10,000 and require a minimum \$10,000 match.
 - Receive an expedited application review. Organizations are notified whether they have been recommended for a grant approximately six months after they apply; projects may start shortly thereafter.
- Partnerships can be valuable to the success of these projects. While not required, applicants are encouraged to consider partnerships among organizations, both in and outside of the arts, as appropriate to their project.

Funding possibilities:

Professional design services such as streetscapes, wayfinding signage, or landscape architecture. Work may consist of, but is not limited to, architectural studies, charrettes (design workshops), design competitions, or facility feasibility or predevelopment studies (including universal design projects and accessibility assessments). Activities also may include all design stages for the renovation, restoration, or adaptive reuse of existing structures to be used as cultural facilities. Funding is not available for fund raising, donor research, or actual renovation or construction costs.

area
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concept
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workshops
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strategies
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included
pedestrian
potential large
south
beginning
pedestrians
CONCEPT
commercial
median
River
vehicular
Clinton/River/Pomero
part
signage
STREETSCAPE
brand
Clinton/Church/Fm
Committee
traffic
create
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Interstate
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buildings
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RECOMMENDATIONS
Corridor
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little character
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element
Gateway well
enhance
development
Pomero
Cortland
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DESIGN
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improvements
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cuts
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RECOMMENDATIONS
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Interstate
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Clinton/Church/Fm
Committee
River
vehicular
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commercial
CONCEPT
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strategies
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PRELIMINARY OPINION OF PROBABLE COST

C&S ENGINEERS, INC.

Northeast Gateway and Clinton Avenue Corridor Improvements
CITY OF CORTLAND, NEW YORK

FULL PROJECT
Date: 5/13/2013

Item No.	Item Description	Unit	Project Segment				Unit Price	Amount
			Bridge area Qty	Clinton St Qty	Roundabout Qty	TOTAL Qty		
Demolition								
1	Demolition of existing sidewalk	SF	0	30,000	5,000	35,000	\$2.50	\$87,500
2	Demolition of existing curb	LF	0	6,800	2,200	9,000	\$3.50	\$31,500
3	Demolition of existing asphalt pavement	SF	0	150,000	25,000	175,000	\$3.00	\$525,000
4	Remove existing traffic signal span wire	EA	1	0	1	2	\$5,000.00	\$10,000
5	Utility relocations and adjustments	LS	1	1	1	3	\$50,000.00	\$150,000
Construction								
6	New concrete sidewalk	SF	0	30,000	5,000	35,000	\$8.00	\$280,000
7	New granite curb	LF	0	6,800	2,200	9,000	\$25.00	\$225,000
8	New asphalt pavement	SF	0	150,000	25,000	175,000	\$5.00	\$875,000
9	New tree lawn strip	SF	0	13,600	6,000	19,600	\$4.00	\$78,400
10	Decorative Stamped Asphalt	SF	1,600	1,600	1,600	4,800	\$10.00	\$48,000
11	Masonry Gateway Elements	LS	1	1	1	3	\$200,000.00	\$600,000
12	Ornamental Screen Fencing	LF	100	100	100	300	\$100.00	\$30,000
13	Trees	EA	25	65	30	120	\$500.00	\$60,000
14	Landscape plantings	SF	1,500	3,000	10,000	14,500	\$7.00	\$101,500
15	Median island	EA	0	1	1	2	\$15,000.00	\$30,000
16	Bike lane marking	SF	0	34,000	0	34,000	\$4.00	\$136,000
17	Pavement marking	LF	15,000	15,000	30,000	60,000	\$0.50	\$30,000
18	Ornamental bridge lighting	LS	1	0	0	1	\$25,000.00	\$25,000
19	Banners and Banner arms	EA	30	30	20	80	\$350.00	\$28,000
20	Traffic signs	EA	10	25	25	60	\$250.00	\$15,000
21	Mast arm traffic signals	EA	4	4	0	8	\$60,000.00	\$480,000
22	Pedestrian crossing beacons	EA	0	2	0	2	\$12,000.00	\$24,000
23	Ornamental Street Lamps (Gateway style)	EA	30	0	0	30	\$7,000.00	\$210,000
24	Ornamental Street Lamp (Downtown style)	EA	0	45	20	65	\$5,000.00	\$325,000
SUBTOTAL								\$4,404,900
DESIGN, ENGINEERING, ADMINISTRATION (25%)								\$1,101,225
SURVEY (2%)								\$88,098
MAINTENANCE AND PROTECTION OF TRAFFIC (4%)								\$176,196
SUBTOTAL								\$4,669,194
MOBILIZATION (4%)								\$186,768
SUBTOTAL								\$4,855,962
CONTINGENCIES (25%)								\$1,213,990
TOTAL ESTIMATED CONSTRUCTION COST								\$6,069,952
								SAY
								\$6,070,000
NOTES:								

PRELIMINARY OPINION OF PROBABLE COST

C&S ENGINEERS, INC.

Northeast Gateway and Clinton Avenue Corridor Improvements
CITY OF CORTLAND, NEW YORK

Clinton Ave. Corridor
Date: 5/13/2013

Item No.	Item Description	Unit	Quantity	Price	Amount
<u>Demolition</u>					
1	Demolition of existing sidewalk	SF	30000	\$2.50	\$75,000
2	Demolition of existing curb	LF	6800	\$3.50	\$23,800
3	Demolition of existing asphalt pavement	SF	150000	\$3.00	\$450,000
4	Remove existing traffic signal span wire	EA	0	\$5,000.00	\$0
5	Utility relocations and adjustments	LS	1	\$50,000.00	\$50,000
<u>Construction</u>					
6	New concrete sidewalk	SF	30000	\$8.00	\$240,000
7	New granite curb	LF	6800	\$25.00	\$170,000
8	New asphalt pavement	SF	150000	\$5.00	\$750,000
9	New tree lawn strip	SF	13,600	\$4.00	\$54,400
10	Decorative Stamped Asphalt	SF	1,600	\$10.00	\$16,000
11	Masonry Gateway Elements	LS	1	\$200,000.00	\$200,000
12	Ornamental Screen Fencing	LF	100	\$100.00	\$10,000
13	Trees	EA	65	\$500.00	\$32,500
14	Landscape plantings	SF	3,000	\$7.00	\$21,000
15	Median island	EA	1	\$15,000.00	\$15,000
16	Bike lane marking	SF	34,000	\$4.00	\$136,000
17	Pavement marking	LF	15,000	\$0.50	\$7,500
18	Ornamental bridge lighting	LS	0	\$25,000.00	\$0
19	Banners and Banner arms	EA	30	\$350.00	\$10,500
20	Traffic signs	EA	25	\$250.00	\$6,250
21	Mast arm traffic signals	EA	4	\$60,000.00	\$240,000
22	Pedestrian crossing beacons	EA	2	\$12,000.00	\$24,000
23	Ornamental Street Lamps (Gateway style)	EA	0	\$7,000.00	\$0
24	Ornamental Street Lamp (Downtown style)	EA	45	\$5,000.00	\$225,000
SUBTOTAL					\$2,756,950
DESIGN AND ENGINEERING (25%)					\$689,238
SURVEY (2%)					\$55,139
MAINTENANCE AND PROTECTION OF TRAFFIC (4%)					\$110,278
SUBTOTAL					\$2,922,367
MOBILIZATION (4%)					\$116,895
SUBTOTAL					\$3,039,262
CONTINGENCIES (25%)					\$303,926
TOTAL ESTIMATED CONSTRUCTION COST					\$3,343,188
				SAY	\$3,350,000

NOTES:

PRELIMINARY OPINION OF PROBABLE COST

C&S ENGINEERS, INC.

Northeast Gateway and Clinton Avenue Corridor Improvements
CITY OF CORTLAND, NEW YORK

Clinton/Church/Elm Roundabout
Date: 5/13/2013

Item No.	Item Description	Unit	Quantity	Price	Amount
Demolition					
1	Demolition of existing sidewalk	SF	5000	\$2.50	\$12,500
2	Demolition of existing curb	LF	2200	\$3.50	\$7,700
3	Demolition of existing asphalt pavement	SF	25000	\$3.00	\$75,000
4	Remove existing traffic signal span wire	EA	1	\$5,000.00	\$5,000
5	Utility relocations and adjustments	LS	1	\$50,000.00	\$50,000
Construction					
6	New concrete sidewalk	SF	5000	\$8.00	\$40,000
7	New granite curb	LF	2200	\$25.00	\$55,000
8	New asphalt pavement	SF	25000	\$5.00	\$125,000
9	New tree lawn strip	SF	6,000	\$4.00	\$24,000
10	Decorative Stamped Asphalt	SF	1,600	\$10.00	\$16,000
11	Masonry Gateway Elements	LS	1	\$200,000.00	\$200,000
12	Ornamental Screen Fencing	LF	100	\$100.00	\$10,000
13	Trees	EA	30	\$500.00	\$15,000
14	Landscape plantings	SF	10,000	\$7.00	\$70,000
15	Median island	EA	1	\$15,000.00	\$15,000
16	Bike lane marking	SF	0	\$4.00	\$0
17	Pavement marking	LF	30,000	\$0.50	\$15,000
18	Ornamental bridge lighting	LS	0	\$25,000.00	\$0
19	Banners and Banner arms	EA	20	\$350.00	\$7,000
20	Traffic signs	EA	25	\$250.00	\$6,250
21	Mast arm traffic signals	EA	0	\$60,000.00	\$0
22	Pedestrian crossing beacons	EA	0	\$12,000.00	\$0
23	Ornamental Street Lamps (Gateway style)	EA	0	\$7,000.00	\$0
24	Ornamental Street Lamp (Downtown style)	EA	20	\$5,000.00	\$100,000
SUBTOTAL					\$848,450
DESIGN AND ENGINEERING (25%)					\$212,113
SURVEY (2%)					\$16,969
MAINTENANCE AND PROTECTION OF TRAFFIC (4%)					\$33,938
SUBTOTAL					\$899,357
MOBILIZATION (4%)					\$35,974
SUBTOTAL					\$935,331
CONTINGENCIES (25%)					\$93,533
TOTAL ESTIMATED CONSTRUCTION COST					\$1,028,864
				SAY	\$1,030,000

NOTES:



Mr. Matt Robbie
Skeo Solutions
921 Second Street SE
Charlottesville, VA 22902

Re: National Fish and Wildlife Foundation Technical Assistance Grant

June 27, 2013

Dear Mr. Robbie,

The City of Cortland, being located at the headwaters of the Tioughnioga River, enthusiastically supports each of the Chesapeake Bay Stewardship Fund objectives. City's efforts, such as the recently commenced \$13.5 million reconstruction of its Wastewater Treatment plant to incorporate the most modern technology available to reduce nutrient discharge into the Tioughnioga River illustrates the high importance the City places on its fiduciary duty to the Chesapeake Watershed. The City welcomes the financial support of the National Fish and Wildlife Foundation in the City's continuing efforts to develop an urban headwaters green infrastructure concept plan that can guide its revitalization and conservation efforts at the headwater of the Tioughnioga River watershed.

The City of Cortland has expended \$30,000 to date to develop conceptual plans for the enhancement and multi-modal redevelopment of its major vehicular passageway within the City with the objective of reconnecting the citizenry with its historical but now forgotten waterfront on the Tioughnioga River. The City does not have in-house engineering resources and land use expertise and is therefore seeking technical assistance in developing plans to:

- Restore eroding landbanks to reduce pollution and improve the in-river fish habitat.
- Employ modern and "green oriented" technology and land management practices to store, treat and infiltrate storm water runoff into the river.
- Establish zoning delegations and land use policies that reduce nutrient and sediment runoff from residential and commercial properties.
- Acquire new and preserve existing riparian corridors that are vital for protecting water quality and wildlife habitat.

On behalf of the City of Cortland, its elected officials, residents and visitors I sincerely appreciate the consideration given to our request for technical assistance. The City looks forward to the opportunity to partner with the National Fish and Wildlife Association and the Chesapeake Bay Stewardship Fund to put in place riparian management practices and infrastructure in the headwaters of the Tioughnioga River that benefits the entire Chesapeake Bay watershed.

Sincerely

Mack Cook
Director of Administration and Finance
City of Cortland, New York



NFWF

**CBSF Technical Assistance 2013, Cycle 1:
Full-proposal Project Narrative for
Tioughnioga River Urban Headwaters Green Infrastructure Plan**

A. Client:

Mack Cook
Director of Administration and Finance
City of Cortland, NY
(607) 756-7312
mcook@cortland.org

B. Objectives:

The City of Cortland, New York (the City) is located in the Tioughnioga River watershed in the headwaters of the Susquehanna River basin and Chesapeake Bay watershed. The City recognizes an opportunity to advance watershed restoration goals, improve community of quality of life and reconnect the City with its river through the development of an urban headwaters green infrastructure plan.

Specific objectives include:

- Identifying specific opportunities and considerations for implementing best management practices for stormwater capture, infiltration and treatment;
- Enhancing Tioughnioga River access and visibility;
- Fostering greater watershed awareness among Cortland residents and visitors;
- Developing a connected network of open space areas, rail and river corridors that integrate urban green infrastructure solutions to reduce stormwater impacts and improve neighborhood quality of life.

The technical assistance project will result in the following outputs and outcomes:

- An action plan to guide local government implementation of best management practices (BMPs) for stormwater runoff.
- Implementation framework for municipal capital improvements related to stormwater, streetscapes, sidewalks, parks and riparian areas.
- Focused stakeholder engagement and outreach to foster watershed stewardship and promote conservation on private lands.
- Increased local government capacity to implement green infrastructure solutions city-wide.
- A model approach for developing green infrastructure solutions in urban headwater communities.

C. Priority and Overall Context:

The Tioughnioga River, a sub-watershed of the Susquehanna River Basin, is part of the northern headwaters of the Chesapeake Bay watershed and is listed as one 17 targeted watersheds for the National Fish Wildlife Foundation's Chesapeake Bay Stewardship Fund. The City of Cortland (population 19,211) encompasses 3.9 square-miles entirely located within the Tioughnioga River watershed. The City's portion of watershed has a population density of approximately 4,925 people per

square mile. As a former industrial community with a strong manufacturing heritage, Cortland's neighborhoods, central business district and industrial areas drain to the West Branch of the Tioughnioga. Local land use patterns and transportation infrastructure, driven by the City's industrial past, have created numerous physical barriers that limit visibility and access to the river.

The Final Phase II Watershed Implementation Plan (Phase II WIP) for New York's Susquehanna and Chemung River Basins outlines strategies to achieve compliance with water quality standards associated with phosphorus, nitrogen and sediment loadings to the Chesapeake Bay under the Clean Water Act.¹ According to the Phase II WIP, urban areas in New York's Susquehanna and Chemung River Basins account for 6% of the watershed area but delivered 12%, 13% and 30% of nitrogen, phosphorus and sediment loads respectively in 2009.² To comply with water quality standards for urban stormwater runoff, New York Department of Environmental Conservation (DEC) implemented two permitting programs as part of its State Pollutant Discharge Elimination System (SPDES): 1) Multiple Separate Storm Sewer Systems (MS4) and 2) stormwater management requirements for construction activities. DEC criteria for designating communities regulated by MS4 permits include communities with a minimum population of 50,000 and a population density of 1,000 people per square mile. All communities are required to comply with permitting requirements for construction activities and implement post construction stormwater runoff Best Management Practices according to the guidelines outlined in the New York State Stormwater Management Design Manual.³

Cortland, like many small, former industrial communities in New York, falls outside of DEC's MS4 permitting program due to its relatively small population. However, the City is currently investing in significant waste water facility improvements and has a strong track record in reducing nitrogen from waste water discharges. Simultaneously, the City is advancing streetscape corridor improvements along major corridors that parallel and intersect with the West Branch of the Tioughnioga River. Building on its ongoing infrastructure initiatives, the City is voluntarily seeking opportunities to reconnect the community with its river and reduce its urban stormwater runoff impacts, including phosphorus, nitrogen and sediment loading. To this end, the City seeks NFWF Chesapeake Bay Stewardship Technical Assistance Funding to develop an urban headwaters green infrastructure action plan.

D. Work Plan:

The following technical assistance scope of work outlines the activities to support an urban headwaters green infrastructure action plan to improve the Tioughnioga River Watershed in Cortland.

- 1) **Needs Assessment** - The technical assistance provider will conduct a community visit, watershed tour and facilitate stakeholder interviews to gather technical information, watershed opportunities and constraints and community goals. Stakeholder interviews to include discussions with city department of public works and parks and recreation staff, community members, business owners, conservation organizations and individuals serving on the streetscape corridor advisory committees for the Clinton Street and Homer Avenue corridor improvement projects. Based on site visit, stakeholder interviews and discussions develop a needs assessment identifying target neighborhoods and sub-watershed areas for development of a green infrastructure action plan.

Deliverable: Needs Assessment Memorandum.

Party responsible: Skeo Solutions

Schedule: October-December 2013

¹ New York State Department of Environmental Conservation. 2012. Final Phase II Watershed Implementation Plan for New York Susquehanna and Chemung River Basins.

² NYSDEC. 2012. Phase II WIP. p. 128.

³ NYSDEC. 2012. Phase II WIP. p.132

- 2) **Existing Conditions Analysis** – The technical assistance provider will analyze existing conditions in the focus area, which could include reviewing stormwater infrastructure data (i.e., maintenance reports, ongoing issues, and impairments, streetscape improvement plans, capital improvement plans), developing a map set evaluating land uses, infrastructure and walkability and community mobility considerations, and drafting a written document to inform the identification of priority areas and a range of watershed opportunities and constraints.

Interim Deliverable: Summarize findings of existing conditions analysis in a series of maps, presentation and memorandum or handout for review by City and advisory group.

Party: Skeo Solutions

Schedule: December 2013-February 2014

- 3) **Preliminary Green Infrastructure Strategy Recommendations** – Based on the Needs Assessment and Existing Conditions Analysis, the technical assistance provider will develop a set of preliminary green infrastructure strategy recommendations for review through technical work group teleconference meetings. Initial priorities and recommendations will help to inform community engagement forums for additional input.

Interim Deliverable: Preliminary Strategy Recommendations Presentation for review by City and advisory group

Party responsible: Skeo Solutions

Timeframe: 2 conference calls

Schedule: February-March 2014

- 4) **Community Engagement Forums** – The technical assistance provider will coordinate and facilitate one community working session to share existing conditions analysis findings and preliminary green infrastructure recommendations in the, plus one targeted stakeholder mini-workshop and an evening public open house to share draft strategies and solicit feedback. The community working session, mini workshop and open house will emphasize building cross-sector relationships (engaging businesses and private land owners, conservation organizations and youth groups) and integrating concepts of stormwater runoff controls, walkability, river front accessibility, equity and conservation. Input from the community engagement forums will help to guide the green infrastructure action plan.

Interim Deliverable: Summarize community engagement forums outcomes in a memorandum.

Party responsible: Skeo Solutions

Schedule: March-April 2014

- 5) **Action Plan Development** – Based on existing conditions analysis and community engagement forum outcomes, the technical assistance provider will develop a green infrastructure action plan includes: a concept plan showing how a network of BMPs work together to meet pollution prevention goals; a prioritized list of BMPs with phasing recommendations and funding opportunities.

Deliverable: Final Green Infrastructure Action Plan

Party: Skeo Solutions

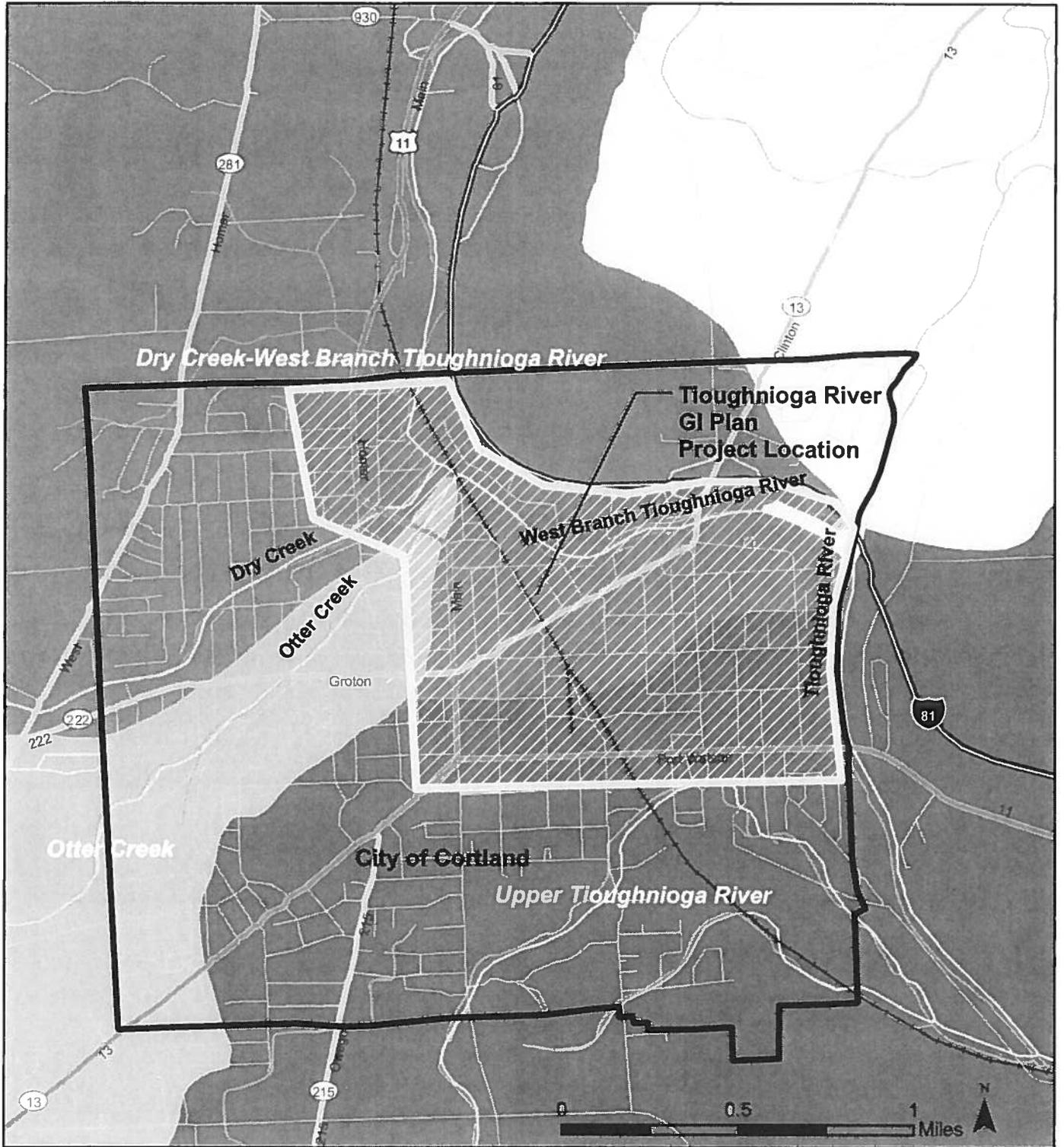
Schedule: April-June 2014

Final Deliverables: Final Green Infrastructure Action Plan report

E. **Commitment to Implementation:**

The Tioughnioga River Urban Headwaters Green Infrastructure Plan will provide a framework that guides future allocations of annual capital improvement dollars (traditionally set aside for sidewalks, streets and parks) to include an expanding share of resources dedicated to infiltration projects and green infrastructure retrofits.

The project outcomes will specifically help inform future implementation funding applications such as the NFWF Chesapeake Bay Stewardship Fund Implementation Grants (e.g., Innovative Nutrient and Sediment Reduction Grants, Small Watershed Grants), and New York State Environmental Facilities Corporation Green Innovation Grants.



Project Location Map

Toughnioga River Urban Headwaters Green Infrastructure Plan
Cortland, NY

Legend

-  Toughnioga GI Plan Project Area
-  City of Cortland
-  Railroads (Local)
-  24k Streams (National Hydrology Dataset)
- Watershed Boundaries (HUC 12 digit)**
-  Dry Creek-West Branch Toughnioga River
-  Lower East Branch Toughnioga Creek
-  Otter Creek
-  Upper Toughnioga River

City of Cortland
Fire Department



Charles S. Glover
Fire Chief

21 Court Street
Cortland, New York 13045

Phone: 607.756.5613
Fax: 607.758.8385
Email: cglover@cortland.org

TO: Brian Tobin, Mayor
Mack Cook, Dir. Admin. & Finance
Judith Chamberlain, City Clerk
Common Council

FROM: Chief Glover

DATE: July 29, 2013

RE: Agenda Item to Lift Hiring Freeze

I am requesting an agenda item for the August 6, 2013 meeting of the Common Council to receive permission to lift the hiring freeze and backfill the position being vacated by a retiring captain.

Therefore agenda item verbiage:

“Request to lift the hiring freeze to replace the vacated firefighter position resulting from the retirement and promotion process of the Cortland Fire Department”.

Pleas call if you have questions in this regard.

Thank you.

Mack Cook

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: lawdept; Bruce Adams (badams@cortland.org); 'Jim Suozzo'; David Merzig (merzig@kehoemerziglaw.com); Sherrie Massmann (cityclerk@cortland.org)
Subject: Resolutions for equipment items 1 thru 5 Waste Water Plant reconstruction project.
Attachments: Bid evaluations 1 thru 5 from Cedar Eng..pdf

Mayor and Members of Common Council,

On the agenda for the August 6th session of Council will be the following four items pertain to equipment purchases to be incorporated into the reconstruction and expansion of the Waste Water Plant.

- Consideration of a Resolution to award Bid Items 1 and 2 for equipment to be incorporated in the reconstruction and expansion of the Waste Water Treatment Plant to Koester Associates, Inc., of Canastota, NY in the amount of \$228,000.00.
- Consideration of a Resolution to award Bid Item 3 for equipment to be incorporated in the reconstruction and expansion of the Waste Water Treatment Plant to Koester Associates, Inc. ., of Canastota, NY in the amount of \$311,596.00.
- Consideration of a Resolution to award Bid Item 4 for equipment to be incorporated in the reconstruction and expansion of the Waste Water Treatment Plant to Aerzen USA Corporation of Coatesville, PA in the amount of \$19,150.00.
- Consideration of a Resolution to award Bid Item 5 for equipment to be incorporated in the reconstruction and expansion of the Waste Water Treatment Plant to R.M. Headlee Company, Inc., of Orchard Park, NY in the amount of \$5,868.00.

Each of the proposed purchases were the result of a competitive bid process conducted in accordance with applicable provisions of State Law. The RFP documents and bid responses are available for public review at the City's Clerks Office.

Attached in a letter from the City's Consulting Engineers, Cedarwood Engineering Services, PLLC detailing the evaluations of the bids received. You are encourage to contact Bruce Adams with questions you might have on this matter.

Respectfully submitted,
Mack

CEDARWOOD ENGINEERING SERVICES PLLC

248 Main Street, PO Box 203, North Creek NY 12853 • Phone 518-251-5160 • FAX 518-251-5158

July 17, 2013

Bruce Adams, Chief Operator
City of Cortland WWTP
251 Port Watson Street
Cortland, NY 13045

Re: Wastewater Treatment Plant
Equipment Bid
Solids Handling Improvements Project
Contract CC-EQPT-13 Equipment

Dear Mr. Adams,

As a result of our meetings yesterday and further evaluation of all the bids on this project, we have the following recommendation for award.

Bid Item #5 Base Bid – Course Bubble Diffuser

The only bidder was R.M. Headlee Company, Inc. for \$5,868.00 for the equipment specified, this bid has no exceptions. We recommend award to:

R.M. Headlee Company, Inc.
3649 California Road
Orchard Park, NY 14127

In the amount of \$5,868.00

Bid Item #4 – Positive Displacement Blower Base Bid

There were two bidders; one for \$16,800.00 from Koester Associates, Inc. and one from Aerzen USA Corporation for \$19,150.00. The equipment supplied by Koester Associates did not qualify for a “an equal” in some minor areas, and also required a separate power source and controls for the cooling system. Therefore, we recommend award to;

Aerzen USA Corporation
108 Independence Way
Coatesville, PA 19320

In the amount of \$19,150.00

Bid Item #3- Sludge Thickening Equipment Base Bid

There was only one bidder with no exceptions so we recommend award to;

Koester Associates, Inc.
3101 Seneca Turnpike
Canastota, NY 13032

In the amount of \$311,596.00

Bid Item #2 and #1 –
Mechanically Cleaned Bar Screen and Base Bid #1 and
Compactor – Base Bid #2

These items were to be bid on separate bid sheets by one vendor, however they were bid together. Our analysis has compared the two as separate mechanical items, but with combined pricing.

This error on the bid sheet could be grounds for rejection of the Hydro-Dyne equipment, but we do not believe that action is called for.

The Hydro-Dyne Engineering bid is for \$178,450.00 and Koester Associates, Inc. bid for Bid Items 1&2 was for a combined total of \$228,000.00 (\$170,000 for Bid Item #1 and \$58,000 for Bid Item #2). The Hydro-Dyne Engineering screen system is similar to the unit bid on by Koester Associates, Inc. except for two major items of concern; there was a requirement for no critical components that needed maintenance to be underwater and a flex rake design, the Hydro-Dyne. Unit offers neither.

The Hydro-Dyne compactor does not have two augers which was also specified, this and the screen system requirements are key items requested by operational staff and supported strongly by Cedarwood Engineering Services PLLC.

For these reasons among others we are recommending that these two bid items be awarded to;

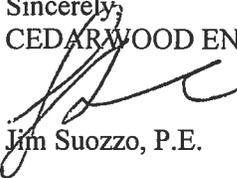
Koester Associates, Inc.
3101 Seneca Turnpike
Canastota, NY 13032

In the amount of \$228,000.00 (Bid Item 1 and Bid Item 2)

It should be noted that these numbers in aggregate amount to \$564,614.00 the total budget for equipment purchase and installation was about \$980,000.00 leaving about \$400,000.00 for in house installation.

Please bring this item to common council for a vote to award, and call me with any questions &/or concerns.

Sincerely,
CEDARWOOD ENGINEERING SERVICES PLLC


Jim Suozzo, P.E.

Cc: Mack Cook, City of Cortland
Jim Geiger, NYSEFC
Meghan Gilbert, NYSDEC – Region 7
David Merzig, Esq., Kehoe & Merzig, P.C.
John O'Connell, City of Cortland WWTP
John Peterson, Cedarwood Engineering Services PLLC
Ed Poole, City of Cortland WWTP
Bret Sage, Delaware Operations, Inc.

Article 9. Secondhand Dealers

Sec. 9-98. - Definitions.

As used in this article:

Secondhand dealer means any person engaged in the business of purchasing and/or selling at secondhand any of the following articles:

Motor vehicles, motor vehicle parts, equipment and accessories,
Motorcycles, motorcycle parts, equipment and accessories, snowmobiles and equipment,
Bicycles, bicycle parts, equipment and accessories,
Jewelry, unset jewels, precious stones, gold, silver, plateware,
Clothing, boots, shoes, robes, hats, coats, ties,
Suitcases, travel bags, trunks,
Beds, bedding, mattresses, springs, blankets, electric blankets,
Tools, building and hardware supplies, electrical supplies, power tools, chain saws,
Furniture, fixtures, rugs, lawn furniture,
Electric household appliances,
Television, radios,
Tape recorders, tape players, tapes, records, cassettes,
Stereo and Hi-Fi recording and playing equipment,
China, porcelain, crockery, glassware, cut glass,
Linens, laces, leather goods, bric-a-brac,
Dishware, cutware, cutlery, silverware,
Clocks, watches,
Musical instruments, parts, accessories and equipment,
Movie and still cameras, parts, equipment and accessories, developers and enlargers,

Camping, hunting and fishing equipment, skis, skates, sports-wear and equipment,
Office equipment, desks, chairs, file cabinets, typewriters,
Calculators, copying machines,
Negotiable currency (domestic and foreign and numismatic),
Gold, silver, platinum and mercury,
Handguns, rifles, shotguns, cap and ball and black powder weapons.

Licenses for a limited duration shall mean a license issued not to exceed two (2) weeks.

Sec. 9-99. - License required; duration.

Before any person shall engage in the business as a secondhand dealer in the city, said person shall obtain a license so to do from the department of engineering, bureau of code enforcement and licensing. Said license shall be valid, unless otherwise revoked, for the calendar year in which the same is issued and every said license shall expire at midnight on December 31 of said year.

Where a secondhand dealer is engaged in business at more than one location, a separate license shall be secured for each place of business.

A secondhand dealer's license shall not include, nor permit the engaging in, the business of pawnbrokers.

Notwithstanding any provision herein contained a license for a limited duration may be issued.

Sec. 9-100. - License application.

Application for a license shall be made in writing on a form supplied by the city. Such form may require the name of the applicant, his place of residence and business, his date of birth, type of goods, wares, and merchandise to be purchased and sold, and such other information and evidence of good character of the applicant as the city may reasonably require.

Sec. 9-101. - License fee.

The license fee under this article shall be seventy-five dollars (\$75.00). Notwithstanding any provision herein contained, the license fee for a limited duration license shall be ten dollars (\$10.00) per day.

Sec. 9-102. - Books and records; examination of premises.

(a) Every secondhand dealer shall keep a book in which shall be written, at the time of purchase by him of any article, a description thereof and the name, address, age, Social Security number and personal description of the person from whom, and the day and hour when, such purchase was made. Furthermore, every secondhand dealer prior to purchasing any article shall require the seller to submit proof to verify his or her name and address and the secondhand dealer shall also enter in said book the license plate number of any automobile which the seller acknowledges is registered in his or her name. Said book shall at all times be open for inspection by any member of the police department. Said book shall be substantially bound and of a size not less than six (6) inches in length and six (6) inches in width. The entries therein shall be legibly written in ink and in the English language, and shall show the amount paid for each article and the identifying number attached to each article in accordance with the provision next following. No entry in said book shall be altered, erased, obliterated or defaced.

(b) Every secondhand dealer shall at the time of making any purchase, attach a properly numbered tag to, or otherwise legibly number each article bought.

(c) Every secondhand dealer shall make out every weekday before 10:00 a.m., on forms provided by the city, a legible and correct copy of the records required to be kept by paragraph (a) above, containing particulars of all purchases of such articles made the preceding business day, and shall upon request, deliver a copy of such record to any member of the police department.

(d) Every secondhand dealer shall allow his place of business and all articles of secondhand merchandise therein to be at any time examined by any member of the police department.

(e) Every secondhand dealer shall display, in a conspicuous place within his place of business, a copy of this ordinance [article] furnished by the police department together with a sign, giving his name and occupation legibly inscribed thereon in letters of the English language not less than three (3) inches in height and lines not less than one-fourth inch in width.

(f) No secondhand dealer shall sell or permit to be sold any article purchased or received by him until seven (7) days shall have elapsed after the making of the daily report required in paragraph (c) above.

(g) No secondhand dealer shall have his shop or store open for the transaction of business nor shall he purchase any secondhand article or personal property from persons other than secondhand dealers, except between sunrise and 9:00 in the evening of any weekday except Saturdays, on which day said shop or store may be kept open and such articles purchased from sunrise until 11:00 p.m.

Sec. 9-103. - Secondhand automobile dealers.

Every dealer in secondhand automobiles shall maintain a permanently bound book of registry in which shall be recorded a complete description of all vehicles traded or sold, and shall also have recorded a record of the name and address of the person from whom the vehicle was purchased. Said description shall include the trade name of the automobile, car number and engine number. All such records shall be open at all times for inspection by any police officer.

Every person or persons doing any repair work on any such automobiles, who shall find the manufacturer's or engine number on said automobile or engine mutilated or obliterated, shall immediately notify the chief of police, or his representative to that effect.

Sec. 9-103.1. - Secondhand dealers purchasing from children.

No secondhand dealer shall purchase any article from a child, actually or apparently, under eighteen (18) years of age. It shall be no defense to a prosecution for a violation of this section, that in the transaction upon which the prosecution is based the child acted as the agent or representative of any other, or that the defendant dealt with such child as the agent or representative of another.

Sec. 9-104. - Penalty.

Any person violating any of the provisions of this ordinance [article] shall, upon conviction thereof be punished by a fine of not exceeding one hundred and fifty dollars (\$150.00), or by imprisonment not exceeding one hundred and fifty (150) days, or by both such fine and imprisonment.

OPTION #1: AROUND SIDEWALK

HASKELL PLACE (R.O.W.)

EXISTING PARKING SPACES

EXISTING ACCESSIBLE PARKING SPACE AT BANK ALLEY

OPTION #2 AROUND ADDITION.

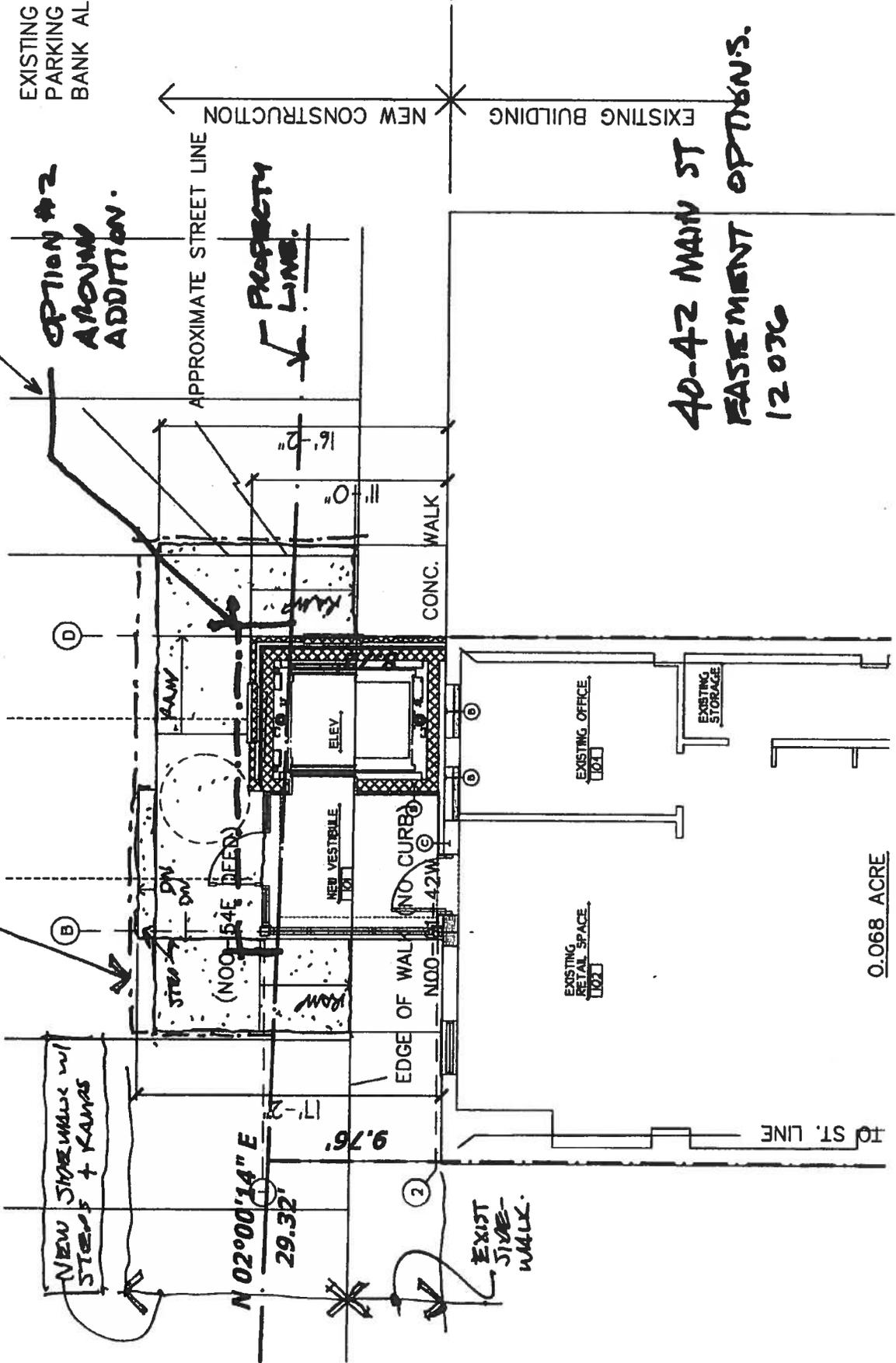
APPROXIMATE STREET LINE

PROPERTY LINE

NEW CONSTRUCTION

EXISTING BUILDING

40-42 MAIN ST
EASEMENT OPTIONS.
12076



0.068 ACRE

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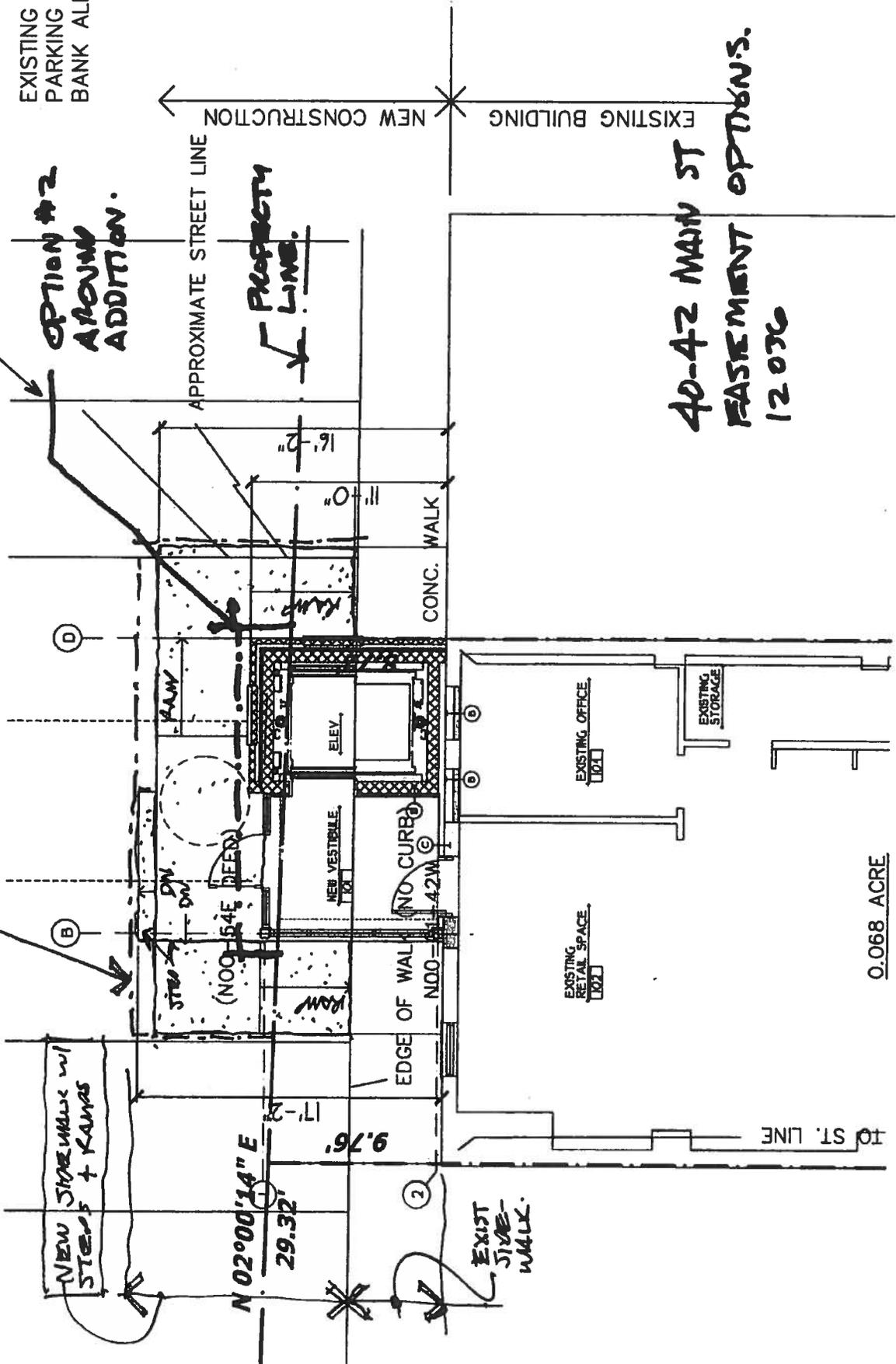
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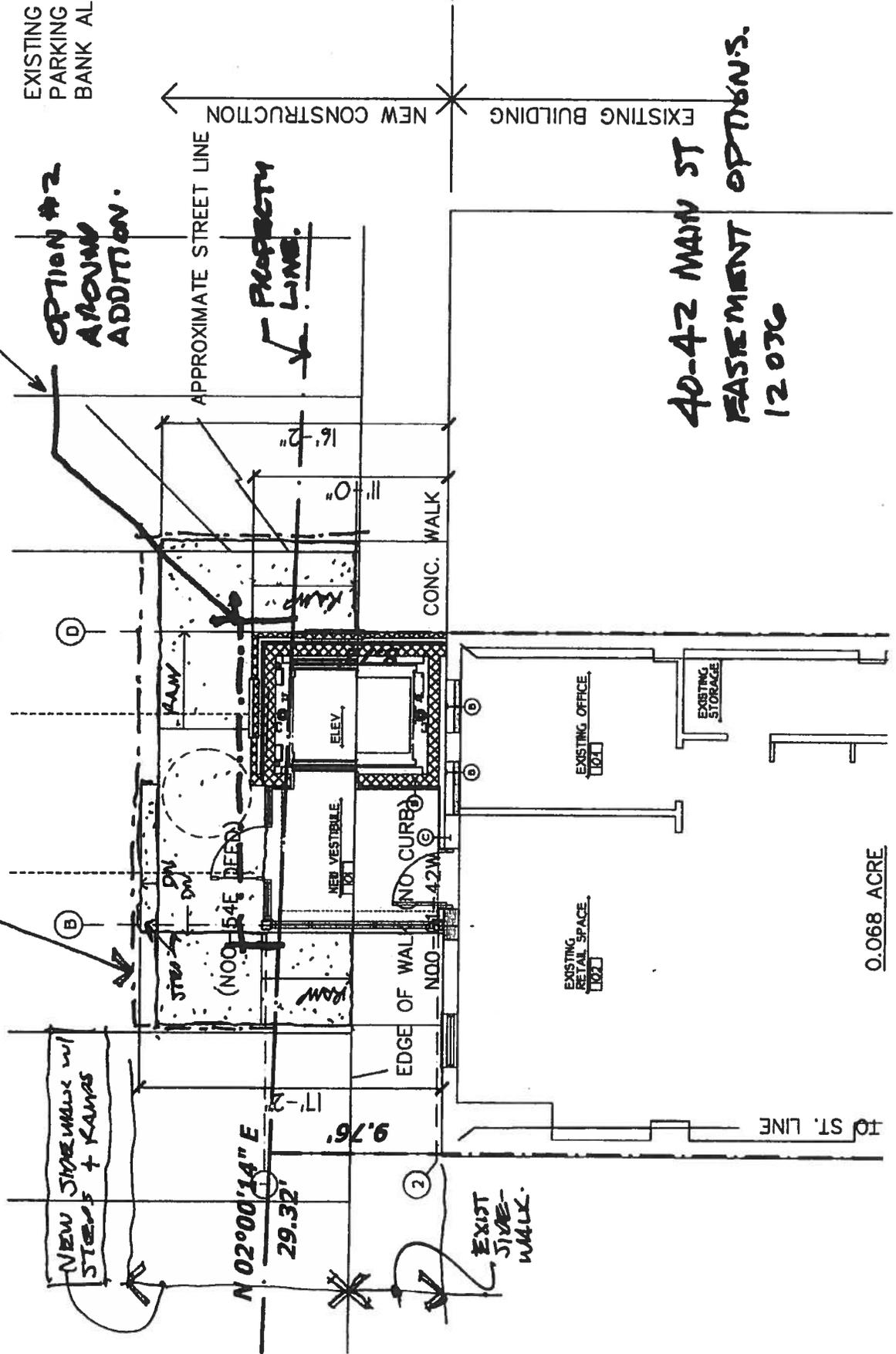
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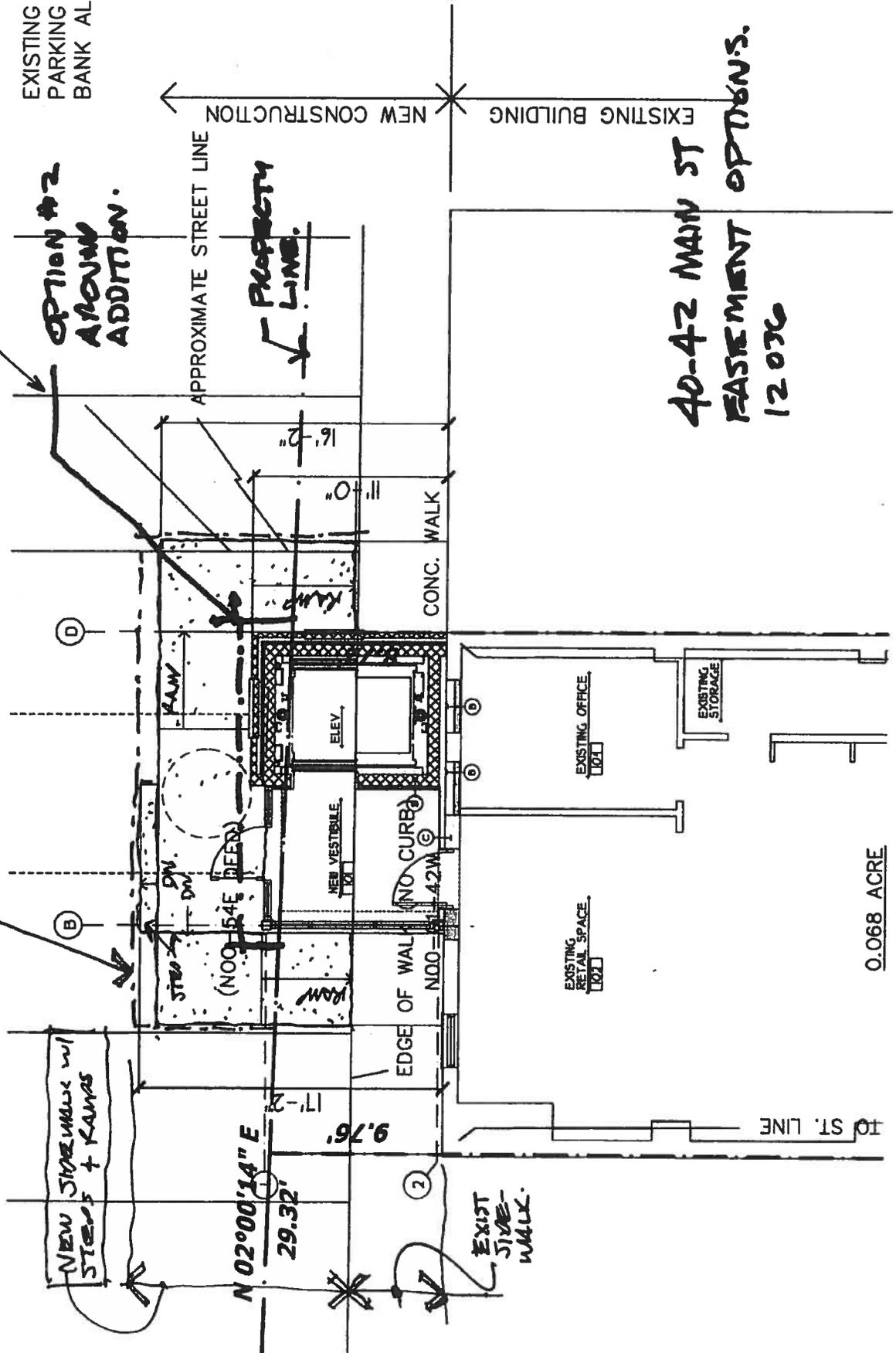
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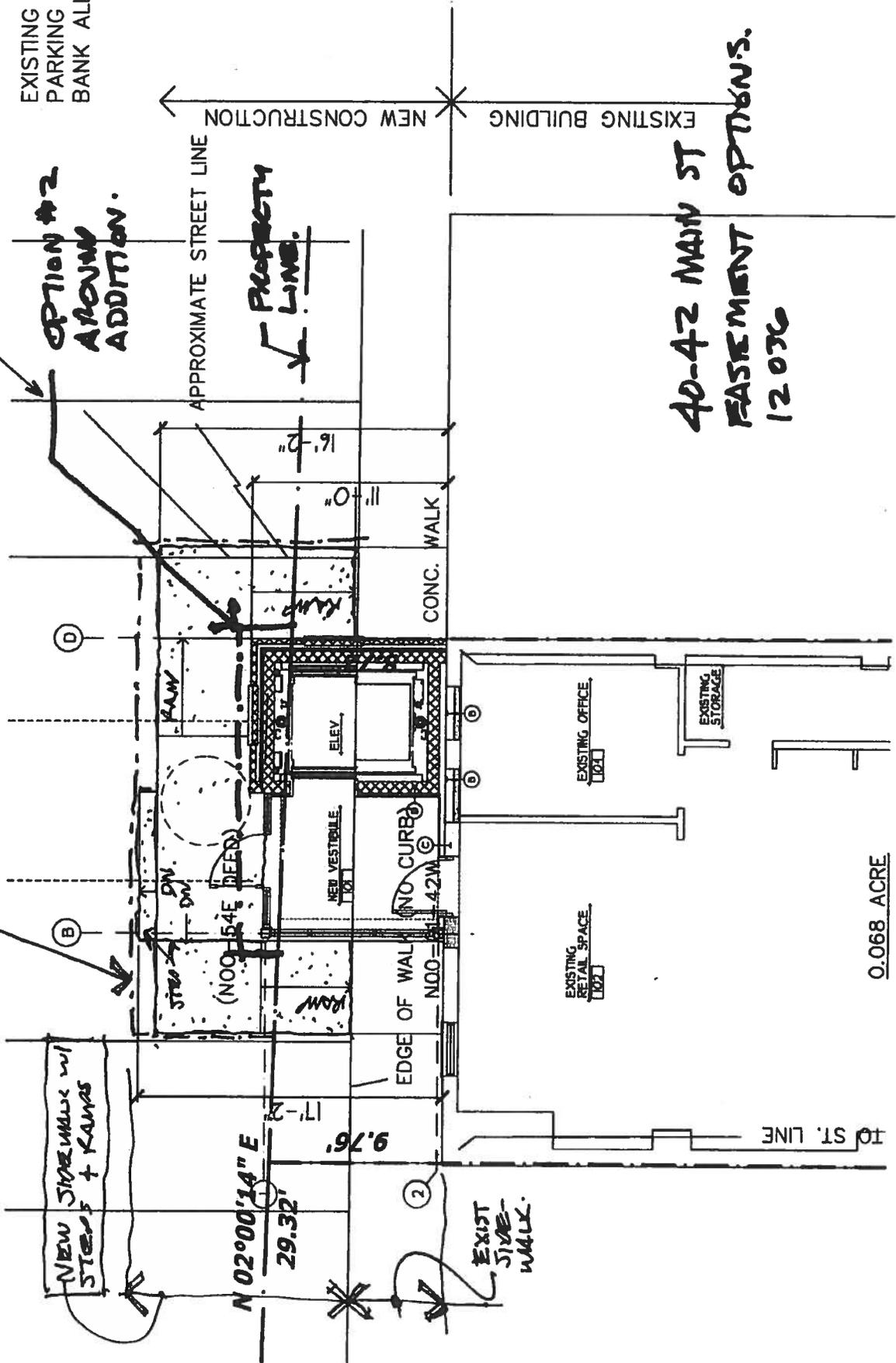
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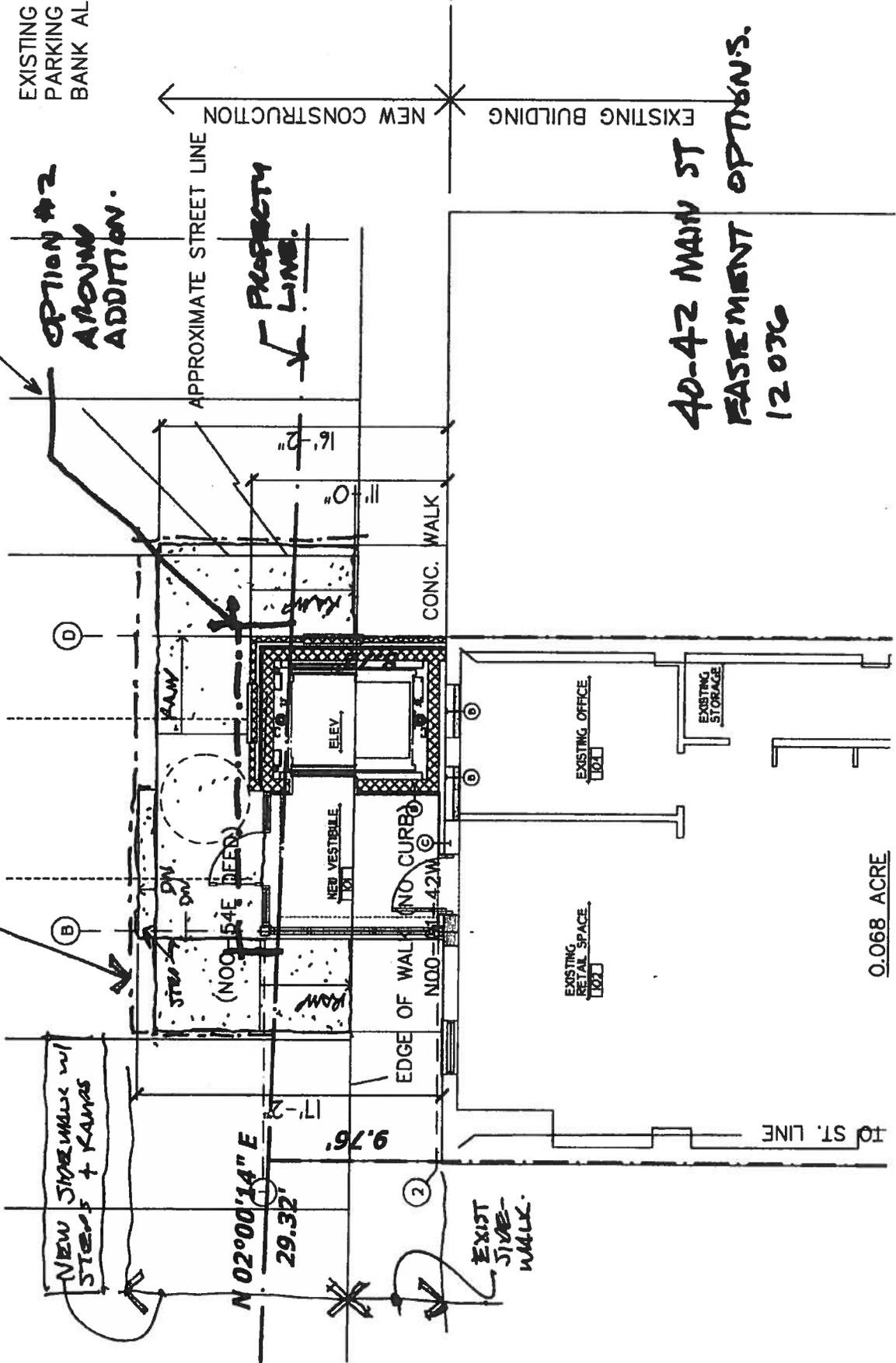
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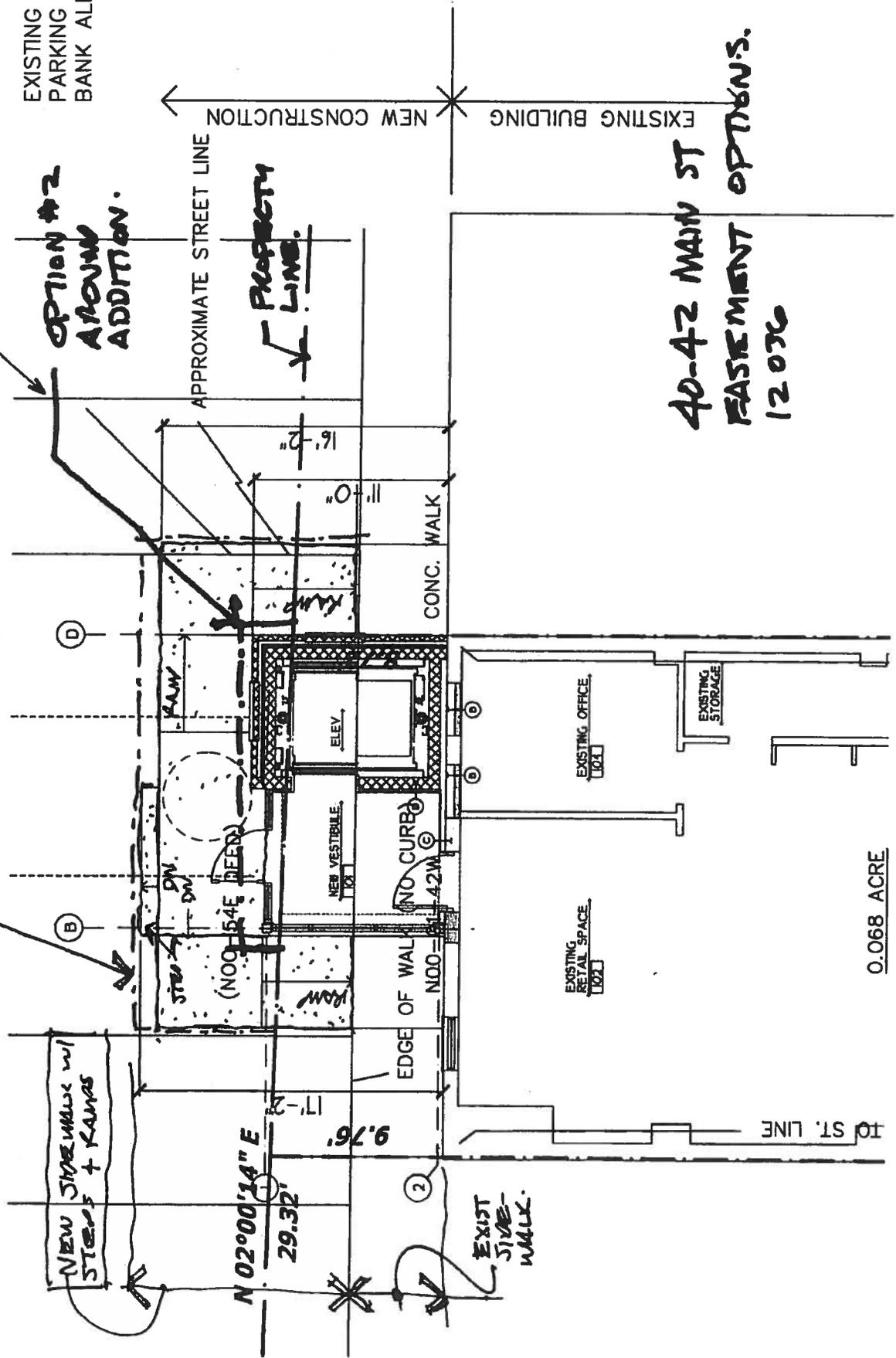
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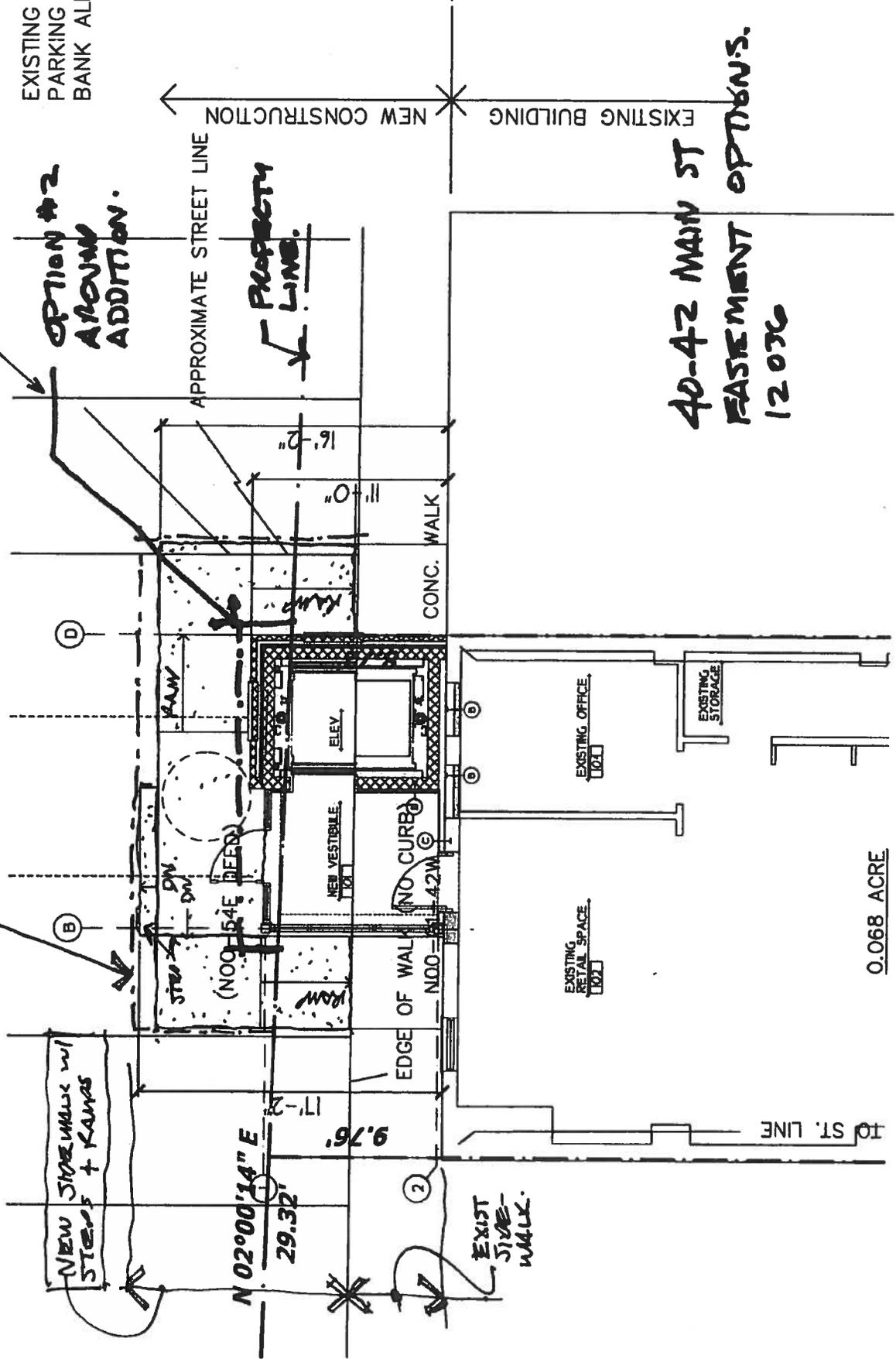
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EASEMENT OPTIONS.
12.036



0.068 ACRE

July 25, 2013

Mr. Mack Cook, Director
Cortland Department of Administration and Finance
25 Court Street
Cortland, New York 1304

Dear Mr. Cook:

I enjoyed our conversation on July 23. I propose to review your water rates and to make recommendations on what your rates should be to cover existing water operations and any currently anticipated needs. I will also study your current rate structure and make recommendations for change if I think changes are needed. I am assuming that Village staff would provide me with information on water operations and finance; including such information as water usage and revenue by customer type, large customer use and revenue. I will need 4 years of revenue and expense history. As the study develops there will be questions which will need help from Village staff to answer.

The study would:

- Review 4 years of water and sewer revenue and expense.
- Project 3 years of future revenue and expense without any rate increase or structure changes.
- Make recommendations for rate changes if needed.

I would charge \$80 per hour and anticipate a cost not to exceed \$4,000. I charge \$20 per hour for travel time. The cost primarily depends upon how easily information is available. I would meet or talk with you regularly during the study to keep you up to date and to get feed-back.

I would be happy to do this study. I have enclosed a resume which also lists some of the water and sewer studies I have done. I can give you references if you wish. Please call me with any questions or concerns you may have or modifications you may want.

Sincerely,

Paul Bringewatt

Paul Bringewatt
2 Island Lane
Canandaigua NY 14424
585 396 0759
pbwatt@rochester.rr.com

Education:

Gettysburg College
BA in Mathematics and Physics

University of Pennsylvania, Wharton School
MGA

Work Experience:

Paul Bringewatt and Associates, Municipal Consultants. 1996 to present.
Consult with municipalities on labor, construction, water and sewer operations and rates, public works, public safety, and municipal finance.

Vice President for Administrative Services, Hobart and William Smith Colleges, Geneva, N.Y. 1997 to 2006.

Responsible for campus planning, construction, building operations and maintenance, insurance, safety and security, food service, bookstore, post office, coordinating campus operations, emergency operations.

Executive Director, Monroe County Water Authority, Rochester, N.Y. 1988 to 1995.

Responsible for overall management including planning, finance, operations and construction of a water utility serving 750,000 people in all or parts of three counties and more than 40 towns and villages.

Public Safety Commissioner, City of Rochester, N.Y. 1985 to 1988

Responsible for overall management of police, fire, ambulance and emergency communications. Major issues were police community relations, internal affairs, costs of operations, fire station consolidation and implementation of a city operated county wide 911 system.

Assistant City Manager, City of Rochester, N.Y. 1980 to 1985

Responsible for interdepartmental coordination, special projects, capital program, IT, Audit and general trouble shooting. Major issues were labor relations, capital planning, police and fire operations, 911 planning, reassessment and downtown improvement.

2. Assist the Livingston County Water and Sewer Authority with contracts for the purchase of water from the City of Rochester and for sales of water to Livonia and Avon.
3. Assisted the City of Canandaigua negotiate a water sales contract with the Towns of Canandaigua, Farmington and Hopewell.
4. Assisted the City of Canandaigua negotiate contract a sewerage treatment contract with the Canandaigua Lake Sewer District, serving towns around the Lake.
5. Assisted the City of Batavia negotiate an extension to its water purchase agreement with Genesee County.
6. As Executive Director of Monroe County Water Authority, negotiated many water sales contracts with towns.
7. Did rate studies for the Villages of Waterloo, Seneca Falls, Medina and Dansville and the cities of Canandaigua and Batavia. Currently working with the City of Rochester on a water rate study.

New York State DEC/EFC Wastewater Infrastructure Engineering Planning Grant

Description

The New York State Department of Environmental Conservation (DEC), in conjunction with the New York State Environmental Facilities Corporation (EFC), will offer grants to municipalities to help pay for the initial planning of eligible Clean Water State Revolving Fund (CWSRF) water quality projects. Up to \$2 million has been made available for this program.

The Wastewater Infrastructure Engineering Planning Grant will assist municipalities with a Median Household Income (MHI) of \$65,000 or less with the engineering and planning costs of CWSRF-eligible water quality projects. Grants of up to \$50,000¹ (with a 20% required local match) will be provided to finance activities including engineering and/or consultant fees for engineering and planning services for the production of an engineering report.

The ultimate goal of this wastewater infrastructure engineering planning grant program is to assist needy communities to initiate a planning process with a follow-up implementation plan to address local water quality problems. Successful applicants will use the engineering report when seeking financing through the CWSRF program or other financial means to further pursue the identified solution.

Key Definitions

Engineering Report - means the document or documents, which determines the technical and economic feasibility of a CWSRF eligible project. [Reference: 21 NYCRR 2602.2(a)(22) New York State Clean Water Revolving Fund Regulations]

Engineering reports should be prepared in accordance with requirements identified in *Recommended Standards for Wastewater Facilities* (2004 edition), commonly known as the 10-State Standards (<http://10statesstandards.com/waterstandards.html>) or TR-16 Guides for the Design of Wastewater Treatment Works prepared by New England Interstate Water Pollution Control Commission (<http://www.neiwppcc.org/tr16guides.asp>). All engineering reports should include the following sections.

Engineering Report Outline

1. **Project Planning**
 - a. Location
 - b. Environmental Resources Present
 - c. Population Trends
 - d. Community Engagement
2. **Existing Facilities**

¹ See the "Award Criteria, Limitations" section of this document for details of funding amounts.

- a. Location Map
 - b. History
 - c. Condition of Existing Facilities
 - d. Financial Status of any Existing Facilities
 - e. Water/Energy/Waste Audits
3. ***Need for Project***
- a. Health, Sanitation and Security
 - b. Aging Infrastructure
 - c. Reasonable Growth
4. ***Alternative Considered***
- a. Description
 - b. Design Criteria
 - c. Map
 - d. Environmental Impacts
 - e. Land Requirements
 - f. Potential Construction Problems
 - g. Sustainability Considerations
 - i. Water and Energy Efficiency
 - ii. Green Infrastructure
 - iii. Other
 - h. Cost Estimates
5. ***Selection of an Alternative***
- a. Life Cycle Cost Analysis
 - b. Smart Growth Analysis
 - c. Non-Monetary Factors
6. ***Proposed Project (Recommended Alternative)***
- a. Preliminary Project Design
 - b. Project Schedule
 - c. Permit Requirements
 - d. Sustainability Considerations
 - i. Water and Energy Efficiency
 - ii. Green Infrastructure
 - iii. Other
 - e. Total Project Cost Estimate (Engineer's Opinion of Probable Cost)
 - f. Annual Operating Budget
 - i. Income
 - ii. Annual O&M Costs
 - iii. Debt Repayment
 - iv. Reserves
 - g. Debt Service Reserve
 - h. Short-lived Asset Reserve
7. ***Conclusion and Recommendations***

In-Kind Services - means services performed by capable and qualified employees of the recipient for technical and administrative force account that are directly related to and in support of the development of the Engineering Report and are deemed reasonable by the Environmental Facilities Corporation.

Municipality - means any county, city, town, village, district corporation, county or town improvement district, Indian reservation wholly within New York State, any public benefit corporation or public authority established pursuant to the laws of New York or any agency of New York State which is empowered to construct and operate a project, or any two or more of the foregoing which are acting jointly in connection with a project. [Reference: 21 NYCRR 2602.2(a)(49) New York State Clean Water Revolving Fund Regulations]

Planning - means the orderly development of a project concept from the original statement of need or purpose through the evaluation of alternatives to a final recommendation on a course of action and measures to implement the selected alternative, including completion of the environmental review process. [Reference: 21 NYCRR 2602.2(a)(51) New York State Clean Water Revolving Fund Regulations]

Eligible Types of Applicants

- Municipalities as defined in 21 NYCRR 2602 New York State Clean Water Revolving Fund Regulations; and
- Median household income (MHI) of the municipality is equal to or less than \$65,000 according to the United States Census 2010
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

Eligible Activities/Program Benefit Requirements:

The ultimate goal of this engineering planning grant program is to assist needy communities to initiate a planning process with a follow-up implementation plan to address local water quality problems.

Funding will be available to municipalities for the development of engineering reports² and planning efforts. In accordance with the laws, rules and regulations governing the CWSRF, projects eligible under Section 212 (Publically Owned Treatment Works) of the federal Clean Water Act must be publicly-owned.

Priority will be given to planning projects addressing a documented water quality impairment (i.e., Priority Waterbodies List (PWL), executed Order on Consent, SPDES Permit requirement). Smart Growth alternative(s) and green infrastructure alternative(s) must be considered and documented in the engineering report.

The following minimum alternatives need to be considered for projects with ***no existing wastewater infrastructure***:

- decentralized systems;
- new sewers and connection to regional wastewater treatment facility; and
- new sewers and a wastewater treatment facility.

The following minimum alternatives need to be considered for projects with ***existing wastewater infrastructure***:

- rebuilding existing wastewater infrastructure; and
- connecting to regional wastewater treatment facility.

² See the "Key Definitions" section of this document for specific information on the required contents of the engineering report.

To obtain the funds for the design and construction of their project, applicants must complete reviews under both the State Environmental Quality Review (SEQR) Act and State Environmental Review Process (SERP). Applicants also must have their projects reviewed by the New York State Office of Parks and Historic Preservation's State Historic Preservation Office (SHPO).

Ineligible Activities

- Projects that do not lead to the restoration or protection of a surface waterbody.
- Projects listed on the 2013 CWSRF Intended Use Plan Annual Project Priority List.
- Design and construction costs for the wastewater treatment and/or collection systems.

Successful Applicant Requirements

Documentation: Recipients must provide documentation of the following requirements before entering into a grant agreement for the planning project.

- Legal right to own, operate and maintain the project for the duration of its useful life.
- Compliance with the New York State Smart Growth Infrastructure Policy Act of 2010.
- Compliance with the New York State's Minority/Woman-owned Business Enterprises (M/WBE) requirements. (<http://www.nysefc.org/Default.aspx?tabid=485>)
- Detailed final budget and plan of finance including all third party funding agreements, and satisfaction of the minimum 20% local match requirement. (<http://www.nysefc.org/Default.aspx?tabid=485>)
- Local resolution authorizing and obligating local match funds. Match can include cash and/or in-kind services. Other grants may not be used for local match. Sample resolution language: <http://www.nysefc.org/Default.aspx?tabid=485>
- Designation of an Authorized Representative for the project.
- Executed Engineering Agreement, including Minority/Women Owned Business Enterprises (M/WBE) language.
- Completion of Environmental Quality Review (SEQR) Act. Please refer to EFC's "Environmental Review Guidance" on EFC's website for more information on the SEQR processes.
- Acknowledgement of project review by the New York State Office of Parks and Historic Preservation's State Historic Preservation Office (SHPO).

Timeframe: Grant recipients must submit a complete engineering report within 9 months of execution of grant agreement.

Grant Payment: The grant will be disbursed in two payments. The municipality will be eligible to receive \$15,000, as an advance payment once the grant agreement is executed. The remainder of the grant award will be paid when the municipality's engineering report and planning has been completed and approved by DEC and EFC.

Funding Priorities

The Wastewater Infrastructure Engineering Planning Grant program will provide funding for the preparation of an engineering report and planning activities to determine the scope of water quality issues. Priority will be given to municipalities proposing projects:

- required by an executed Order on Consent;
- required by a SPDES permit;

- upgrade or replace an existing wastewater system;
- construct a wastewater treatment and/or collection system for an unsewered area.
- identified in a Total Maximum Daily Load (TMDL)

Selection Criteria

Projects will be scored and selected based on the following criteria.

	Points Assigned	Criteria
Regional Economic Development Priority	20 points	Alignment with the goals and priorities of its Regional Economic Development Council (REDC).
Performance Measures	40 points	Severity of existing water quality impairments.
Strategies	24 points	Proposed project is required by a Consent Order, SPDES permit or TMDL.
Process	8 points	Local commitment.
Vision	4 points	Planning project is identified in a formally adopted plan.
NYS DEC Regional Priority	4 points	Alignment with the goals and priorities of the DEC region that the project is located.

Award Criteria Details

Eligible Area, City, County Population Limits or Population Target Types:

- Applicants from every region of the state are encouraged to apply.
- Municipalities as defined in 21 NYCRR 2602 New York State Clean Water Revolving Fund Regulations; and
- Median household income (MHI) of the municipality is equal to or less than \$65,000 according to the United States Census 2010
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

Limitations:

- Grant awards will be limited to:
 - \$50,000 per project for municipalities with a population of 50,000 or greater according to the United States Census 2010
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.
 - \$30,000 per project for municipalities with a population of less than 50,000 according to the United States Census 2010
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.
- All grants require a local match equal to 20% of the total project cost.
Example: Grant Award: \$50,000
Local match: \$12,500
Total Cost Engineering Planning Grant: \$62,500
- The Departments may be able to fund only one project per municipality in this Round. If an applicant is submitting multiple applications for their municipality, they are asked to prioritize their projects.

Long Range Goals:

Successful applicants will use the engineering report completed under this grant when seeking financing through the CWSRF program or other financial means to further pursue the recommended solution.

Project Term Completion Dates:

Grant recipients must submit a complete engineering report within 9 months of their grant agreement being executed.

Matching Fund Requirements/Deadlines:

- The grant will provide for up to 80% of the total eligible project costs set forth in the application. The applicant is required to provide the balance of the funds needed to complete the initial planning undertaken with the grant.
- A minimum 20% local match is required. Match can include cash and/or in-kind services. Other grants may not be used for local match. The applicant should identify the source of the match at the time that the application is submitted.

Additional Resources

For more information, visit <http://www.efc.ny.gov> or <http://www.dec.ny.gov/pubs/81196.html>