



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

OCTOBER 2014 NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

- WHEREAS,*** each year during the month of October, the City of Cortland joins with the Nation in celebrating National Disability Employment Awareness Month, and we take this opportunity to recognize the abilities and accomplishments of workers with disabilities. We acknowledge the efforts made to enhance opportunity and equal employment for individuals with disabilities through legislation such as the Americans with Disabilities Act (ADA) and Workforce Inclusion and Opportunities z Act (WIOA); and
- WHEREAS,*** we have made much progress in the 24 years since the signing of the ADA, significant challenges remain given people with disabilities still experience an alarming unemployment rate, one of the highest of any group in the Nation. Fair access to employment is a fundamental right of every American, including the more than 63 million people in the country estimated to be living with disabilities; and
- WHEREAS,*** we grow stronger as a community when each person feels the dignity conferred by having the ability to support themselves and their families through productive work. Our community is dedicated to ensuring that all residents with disabilities can live life fully, with greater opportunities and independence through advocacy, support, and technological advancements and, toward this end, our community continues to take action to promote equal employment for individuals with disabilities; and
- WHEREAS,*** we recognize the need for equal employment opportunities, we must also strengthen and expand the educational opportunities for individuals with disabilities. We need to build a community free of unnecessary barriers, stereotypes, and discrimination, and we must ensure that everyone receives appropriate training to prepare them for future success; and
- WHEREAS,*** local agencies continue to work with community leaders, service providers, employers and citizens with disabilities and their families to expand the range of supports to increase opportunities for employment; and



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

WHEREAS, it is fitting that our City participates in this month-long observance, whose 2014 theme is “Expect. Employ. Empower.” As it promotes increased educational and employment opportunities, and increased inclusion into community life for people with disabilities. This month, we rededicate ourselves to fostering an inclusive and diverse work culture that welcomes the skills and talents of all qualified employees; need working smoke alarms to give us the time to get out safely.

NOW THEREFORE, I, Brian Tobin, Mayor of the City of Cortland call on all of our citizens to celebrate the contributions of individuals with disabilities to our workplaces and community, and to promote the employment of individuals with disabilities to create a better and more inclusive community, one in which every person is rightly recognized for their abilities and accomplishments. Furthermore, I urge employers, as they seek to fill positions, to embrace the richness of our community’s diversity by considering the talents of all workers, including workers with disabilities.

NOW THEREFORE, BE IT RESOLVED, I declare that the
City of Cortland recognizes October 2014 as
DISABILITY EMPLOYMENT AWARENESS MONTH.

IN WITNESS WHEREOF, I have hereunto set
my hand this 16th day of September, in the
year of our Lord, two thousand fourteen,
and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

OCTOBER 2014 ANTI-BULLYING AWARENESS MONTH

- WHEREAS,*** we must safeguard schools and communities for our children, and through our recognition of the serious issues that face them each day, offer our children an environment that holds promise and security, and
- WHEREAS,*** many organizations, school districts, educators and parents have publicly expressed concern about the bullying of children; and
- WHEREAS,*** each day an estimated 160,000 children refuse to go to school because they dread the physical and verbal aggression of their peers, and the loneliness that comes from being excluded and made the target of rumors and cyber-bullying; many more students attend school in a chronic state of anxiety; and
- WHEREAS,*** it is important that we acknowledge and heighten awareness about the serious issues and the negative effects of bullying, including the long-term damage it can cause in our youth as well as the risks of teenage suicide; and
- WHEREAS,*** local agencies continue to work with community leaders, service providers, employers and citizens with disabilities and their families to expand the range of supports to increase opportunities for employment; And
- WHEREAS,*** providing a safe physical and emotional environment is a significant goal and a personal responsibility of each individual; and
- WHEREAS,*** it is time to “**Stand-UP for Character – DOWN to Bullying!**”;

NOW THEREFORE BE IT PROCLAIMED, that I, Brian Tobin, Mayor of the City of Cortland do hereby designate the month of October 2014 as Anti-Bullying Awareness Month as a symbol of our commitment to the year-round struggle against bullying and call on all of our citizens to make awareness and prevention a daily exercise to help put an end to bullying.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of September, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION OCTOBER 5-11, 2014 FIRE PREVENTION WEEK

- WHEREAS,** the city of Cortland, New York is committed to ensuring the safety and security of all those living in and visiting Cortland; and
- WHEREAS,** fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and
- WHEREAS,** home fires killed more than 2,300 people in the United States in 2012, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 365,000 home fires; and
- WHEREAS,** working smoke alarms cut the risk of dying in reported home fires in half; and
- WHEREAS,** three out of five home fire deaths result from fires in properties without working smoke alarms; and
- WHEREAS,** in one-fifth of all homes with smoke alarms, none were working; and
- WHEREAS,** when smoke alarms should have operated but did not do so it was usually because batteries were missing, disconnected, or dead; and
- WHEREAS,** Cortland's residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and
- WHEREAS,** Cortland's residents should install smoke alarms and alert devices that meet the needs of people who are deaf or hard of hearing; and
- WHEREAS,** Cortland's residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and
- WHEREAS,** Cortland's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

WHEREAS, Cortland’s residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2014 Fire Prevention Week theme, “Working Smoke Alarms Save Lives: Test Yours Every Month!” effectively serves to remind us that we need working smoke alarms to give us the time to get out safely.

THEREFORE, I Brian Tobin, Mayor of Cortland do hereby proclaim October 5-11, 2014, as Fire Prevention Week throughout this city, and I urge all the people of Cortland to test their smoke alarms at least every month by pushing the test button, and to support the many public safety activities and efforts of Cortland’s fire and emergency services during Fire Prevention Week 2014.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of September, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York

mayorofc

From: Elizabeth Haskins <ehaskins@cortland-co.org>
Sent: Saturday, September 06, 2014 11:53 AM
To: mayor
Subject: outreach

Mr. Tobin,

The Area Agency on Aging in collaboration with Access to Independence and SUNY Cortland conducted a needs assessment in 2013. One of the areas identified as a gap in the community is the awareness of services and programs available through the Area Agency on Aging. I am writing to request your consideration for a fifteen to twenty minute presentation during one of the Common Council meetings. So often we hear "if I had only known you (the agency) were here to help." Agency staff is available to assist with home bound services, congregate and home delivered meals, insurance counseling, options counseling, caregiver support, volunteer opportunities, advocacy, legal services, HEAP, Food Stamps, tax credit programs and many other areas. Our mission is to advocate, plan, develop and provide a coordinated system of programs and services on behalf of all aging citizens of Cortland County so that they may live with maximum independence and dignity.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,
Liz Haskins

Liz Haskins Director
Cortland County
Area Agency on Aging
60 Central Avenue
Cortland, NY 13045
Phone 607-753-5060
Fax 607-758-5528

This email, including attachments, may include confidential and/or proprietary information and is intended for persons sent to only. If the reader of this email is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution, or copying of this email is prohibited. If you have received this email in error, please notify the sender by replying to this message and deleting this email immediately.



“Nothing More, Nothing Less For All People with Disabilities”

Chief Executive Officer

Chad W. Underwood

Board of Directors

Larry Pfister,
Chair

Dr. Daniel Pukstas,
Vice Chair

Cynthia Schlenker,
Treasurer

Elizabeth Haskins,
Secretary

Harold Baker

Kim Collins

Keith Dayton

Clifton Fuller

Tomi Jacobs-Ziobro

Peter Morse-Ackley

Dan Mullins

Janet Oechsle

Sandy Price

William Siedenburg

Cheryl Williams

August 27, 2014

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

Dear Mayor Tobin:

I'm writing today, to reserve the Courthouse Park for next year's ADA celebration. July 26, 2015 marks the 25th anniversary of the passage of the Americans with Disabilities Act!

Therefore, we have chosen Saturday, July 25, 2015 as the date for ATI's ADA celebration picnic. Please let me know if the Courthouse Park is available on that date.

Thank-you,

Frances A. Pizzola, M.S. Ed.
Community Education Coordinator

CC.: Common Council Members

26 North Main St.
Cortland, NY 13045
ph: 607-753-7363
fax: 607-756-4884

e-mail:
info@aticortland.org

website:
www.aticortland.org

Resources and Advocacy for People with Disabilities

APPLICATION
For Street Closings
PLEASE PRINT ALL INFORMATION

Today's Date: September 9, 2014
Address of Street Closing: 21 Court St. Cortland (From Church to main St.)

Describe Event: Cortland Fire Dept. Open House

Applicant Glover Charles S. PH # 607-756-5612
Last First MI (Home) (Work)

Address: 21 Court St. E-mail Address: Cglover@Cortland
Street
Cortland NY 13045
City State Zip Code

Date of Street Closing: October 4, 2014 Alternate or Rain Date: NONE

Start Time: * 8 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: Varied as people walk through as the day goes on.

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.

Wick

CITY OF CORTLAND

Finance Office
25 Court Street
CORTLAND, NY 13045
607-756-7312

RECEIPT

NAME <i>Property Room</i>	
ADDRESS	
SOLD BY <i>LC</i>	DATE <i>3/21/14</i> PH. NO.
	ACCT. FORWARD
<i>Sale of Surplus</i>	
<i>A 2665</i>	<i>99200</i>
No. 038121	TOTAL <i>99200</i>
<small>ALL CLAIMS & RETURNED GOODS MUST BE ACCOMPANIED BY THIS BILL.</small>	

GP-152-2

PRINTED IN U.S.A

Thank You

TRANSFER *\$992.⁰⁰*
FROM

TO

A3010-5405 - ⁰⁰

CORTLAND HOUSING AUTHORITY

42 CHURCH STREET
CORTLAND, NEW YORK 13045

WARREN S. EDDY, Chairman

MARGARET J. LANN, Executive Director
Telephone: (607) 753-1771
Fax: (607) 753-7313

September 4, 2014

Mayor Brian Tobin
25 Court Street
Cortland, NY 13045

Dear Mayor Tobin:

At my Board Chairman's invitation, Paul Quinlan, residing at 26 Woodruff Street has graciously agreed to be appointed to the Cortland Housing Authority Board to fulfill the unexpired term of Zenta Sabol. Ms. Sabol's term expires on May 31, 2015. A copy of her resignation is enclosed.

For your information, Mr. Quinlan's phone number is soon as his appointment is approved.

Mr. Quinlan is able to serve as

Please let me know if I may be of any assistance.

Respectfully,



Margaret J. Lann
Executive Director

Cc: Warren S. Eddy
Paul Quinlan



New York State Office of Parks, Recreation and Historic Preservation

Central Region • 6105 East Seneca Turnpike, Jamesville, New York 13078
315-492-1756 Fax: 315-492-3277
www.nysparks.com

Andrew M. Cuomo
Governor

Rose Harvey
Commissioner

14 July 2014

Honorable Brian Tobin
City of Cortland
25 Court Street
Cortland, New York 13045

Re: Project Number: EPF #137617-C3
Contract Number: C137617
Project Name: Wickwire Pool

*OK for Mayor
to sign
R. [Signature]
7/12/14*

Dear Mayor Tobin:

Enclosed is one (1) copy of the Master Contract between the City of Cortland and the New York State Office of Parks, Recreation and Historic Preservation (State Parks) for the above referenced project, along with five (5) additional Master Contract signature/notary pages. Please read carefully the Master Contract to become aware of all conditions that apply to this project and the grant funds, specifically Attachment A-1: Program Specific Terms and Conditions. It is important that you are aware that Environmental Protection Fund monies are subject to re-appropriation yearly within the State fiscal budget and the potential for lapsing funds exists.

I also recommend you pay particular attention to Attachments B through E of the Master Contract for all program requirements that pertain specifically to your project and for requirements that must be satisfied prior to full execution of this document.

To execute the Mater Contract, please sign and notarize the following documents where highlighted and return all copies. The Master Contract is for your file until a fully executed and approved copy is available.

- Five (5) Master Contract for Grants – Signature Page: sign and notarize
- Progress Reports: In accordance with Attachment D – Payment and Reporting Schedule, Progress Reports are due quarterly, upon contract approval: January 1, April 1, July 1, October 1, until completion. The first Progress Report is due July 1st, since the report is due around the time you receive this contract for signature, when returning the signature pages also include the first Progress Report. The second report will be due on October 1st.

As a reminder, before this project is advertised for bid or the City begins any construction on site, the City of Cortland must satisfy State Parks concerns regarding archaeology and restoration of Wickwire Pool [Attachment E-1. Project Specific Requirements]. Unless the City of Cortland can document substantial ground disturbance has occurred at the site, an archaeological survey might be required. Documentation of prior ground disturbance, or the results of archaeological testing, must be reviewed and approved by State Parks before ground-disturbing activity occurs (e.g. trenching, grading, demolition, new construction). The same applies to review of plans and specifications. Review of professionally prepared, stamped and signed, plans and specifications by State Parks is required before the project is

advertised for bid or any construction begins. The bid manual will be reviewed to verify the statements/documents included in the enclosed "**Project Document Approval Process**" packet are present. Two (2) copies of the final set of plans and specifications must be provided to State Parks for review – the review process can take up to 45 days to complete.

Also enclosed are four (4) State Aid Vouchers, four (4) "Contractor Payment Request Certification" forms and four (4) "Expense Summary Sheets". With each submission of a payment request: complete blocks 4 and 8 only on the "State Aid Voucher"; sign the bottom portion of the "Contractor Payment Request Certification" form; and itemize reimbursable expenditures on the "Expense Summary". Submit the request to State Parks accompanied by all the appropriate expenditure verification documentation, including Minority and Women-owned Business Enterprise (mwbe) participation and solicitation documentation.

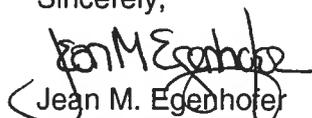
The enclosed packet, "Payment Documentation for Local Assistance Grants" is for your file. This packet will explain the documentation that should be assembled and maintained for this grant. Any material that must be provided to State Parks when requesting a payment is highlighted in yellow. Items that must be maintained in your records for possible audit purposes has been annotated with a check mark. The instructions concerning payment requests must be followed exactly as indicated, otherwise unnecessary delays may occur in processing payments.

The City of Cortland will also be required to provide an *Agreed-Upon Procedure Review* of the grant performed by a certified public accountant currently licensed by the NYS Board of Public Accountancy at the completion of the project. A sample *Agreed-Upon Procedure Review* is provided to assist the auditor in satisfying this requirement.

And lastly, as you are aware, a project sign noting the State's assistance to this project is a requirement of the program and first payment. Therefore, enclosed is a project sign specifications sheet illustrating size, design, color and optional vendor. The project sign should be immediately displayed in a prominent location and in accordance with Attachment E of this Master Contract, the project sign shall remain in place in **perpetuity**. Please include a photograph of the sign prominently displayed with the first payment request.

As always, if you should have any questions, please do not hesitate to call me at 315/492-1756 or contact by email: jean.egenhofer@parks.ny.gov

Sincerely,



Jean M. Egenhofer
Parks Regional Grants Administrator

Cc: Grants – OPRHP/Albany

Enclosures: 1 Master Contract
 5 Master Contract signature/notary pages
 4 Progress Reports
 1 Project Document Approval Process packet
 4 State Aid Vouchers
 4 Contractor Payment Request Certification forms
 4 Expense Summary
 1 Sample Agreed-Upon Procedures Report
 1 Payment Documentation for Local Assistance Grants
 1 Sign Specifications Sheet

**City of Cortland
2015 Tentative Budget
General Fund
Abstract**

Anticipated Revenues	\$ 18,886,283
Tentative Appropriations	
Governing	\$ 134,062
Support	\$ 1,483,222
Public Safety	\$ 9,612,421
Public Works	\$ 2,299,713
Parks and Recreation	\$ 1,168,247
Health and Other Insurances	\$ 3,562,254
Debt Service	\$ 526,365
Transfer to Debt Fund	\$ 100,000
Total Tentative Appropriations	\$ 18,886,283
Change in Fund Balance	\$ (0)

**City of Cortland
2015 Tentative Budget
Waste Water
Abstract**

Anticipated Revenues	\$ 2,202,415
Tentative Appropriations	
Operating Expenditures	\$ 1,256,086
Health and Other Insurances	\$ 204,228
Debt Service	\$ 255,153
Transfer to General Fund	\$ 461,948
Transfer to Debt Service	\$ 25,000
Total Tentative Appropriations	\$ 2,202,415
Change in Fund Balance	\$ -

**City of Cortland
2015 Tentative Budget
Water
Abstract**

Anticipated Revenues	\$ 3,770,066
Tentative Appropriations	
Operating Expenditures	\$ 1,872,210
Health and Other Insurances	\$ 195,338
Debt Service	\$ 1,049,285
Transfer to General Fund	\$ 653,233
Total Tentative Appropriations	\$ 3,770,066
Change in Fund Balance	\$ -

mayorofc

From: Ray Parker
Sent: Thursday, September 11, 2014 2:33 PM
To: mayorofc; mayor
Cc: ward1; ward2; ward3; ward4; ward5; ward6; ward7; ward8
Subject: RE: Lifting of the Hiring Freeze

Hi Shelley,

I need a correction in the position name, it should say part-time office clerk/deputy registrar. The reason is is that the position will require certification as a registrar.

There will be no hourly rate change, everything will stay the same, no benefits as it is P/T

Raymond A. Parker
Clerk, City of Cortland
25 Court Street
Cortland, New York 14045
Telephone: (607) 756-6521
Fax: (607) 756-4644
Email: cityclerk@cortland.org

From: Ray Parker
Sent: Wednesday, September 10, 2014 2:56 PM
To: mayorofc; mayor
Cc: ward1; ward2; ward3; ward4; ward5; ward6; ward7; ward8
Subject: Lifting of the Hiring Freeze

Hi Shellie,

Please add to the agenda a request to lift the hiring freeze for the position of part-time deputy registrar in our office. Donna Coye has given us a 2 week notice with an exit date of September 12th. She has graciously agreed to stay on until we are able to fill her position.

Unfortunatley I will not be able to attend the meeting as I will be in Chicago for business. I did however mewntion it to the council members present at last nights budget hearing.

Any questions or concerns, please call me on my cell.

Raymond A. Parker
Clerk, City of Cortland
25 Court Street
Cortland, New York 14045
Telephone: (607) 756-6521[data:image/png;base64,iVBORw0KGgoAAAANSUHEUgAAABAAAAAQCAAAAAf8/9hAAAACXBIWXMAAA7EAAAOxA
GVKw4bAAAAIGNIUk0AAHoIAACAgwAA+f8AAIDpAAB1MAAA6mAAADqYAAAXb5JfxUYAAAKLSURBVHjadJPf55NhFMMe/21
xvuhXRyJAZroiSrJnbRdT7vrAf5HBaK5RABmEEwQlvkpZ/QRcWXdSFw5soKaF0F7qZeLO13mGBDpQsf5CoxVKHOt0Pctp2uvE
drzG/V+c553w/54HnPDiiQiGpPMETABoB2AAYd9MRAMMAvGmX+RcAyAoBVJ7gZQDtABworH4AHWmX+bOMZdkjCoXiUz

City of Cortland

Policy and Procedures Nepotism

1. Purpose:

This policy is designed to guard against employment relations from which nepotism or charges of nepotism might arise, to assure reliability and appearance of fairness in the best interest of the City, to assure and maintain accountability and to avoid the potential for employment related conflicts of interest.

2. Policy:

It is the policy of the City of Cortland not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Notwithstanding this policy, no person shall be appointed or employed in any position in the City if such appointment or employment would cause the employee to come under the supervision of a relative, either directly or through a chain of authority. Further, no person shall hold a position where they would be responsible for auditing or evaluating the work of a relative.

3. Application:

This policy applies to all categories of employment, including full and part time, temporary, casual or seasonal appointments within all Departments/divisions of the City. This section does not prohibit the appointment, in the competitive service, of an individual if (1) the individual is within reach for selection from an appropriate certified eligibility list and (2) an equally qualified alternative selection cannot be made from the certified eligibility list.

4. Definitions:

1. Relative: Includes individuals who are related by blood, marriage or adoption including the following: parent, child, spouse, brother, sister, grandparent, grandchild, adopted or foster child, in-laws and step relationships.

2. Supervision: Shall mean any employee, regardless of job description or title, having authority (or practical power) in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in the connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

5. Procedure:

1. The City shall employ no person in any position that places such person under supervision of another employee to whom such person is a relative. Exceptions may be approved, by the, for employment that would be for the benefit of the City.
2. Whenever a department head proposes, as an exception to the City's policy, to employ a person or to continue the employment of a person in a position that would fall under the administrative supervision of anyone to whom the person is related in any manner specified in paragraph 1, such supervisor shall prepare a written request for approval of each appointment or continuation. This request, which shall include an alternative procedure for supervision, shall be submitted to his or her immediate supervisor for review and recommendation, through each higher supervisory level, to Corporate Counsel for approval. Exceptions will only be permitted where there are unique circumstances and there is a benefit to the City.
3. When two existing employees marry, and a determination has been made that the potential for creating adverse impact as described above exists, the department head in conjunction with Corporate Counsel, shall make reasonable efforts to minimize problems of supervision, or safety, security or morale through reassignment of duties, relocation of transfer. The proposed plan for accommodation shall be submitted to the Mayor for approval.
4. Corporate Counsel in consultation with the Mayor and Common Council, shall have the final authority and responsibility for determining if a potential for adverse impact exists or does not exist, and deciding whether to approve the appointment or promotion of the applicant or employee.

6. Effective Date:

This policy shall become effective upon adoption by the Common Council and applies to all future appointments and promotions of employees of City of Cortland.

Reference: Resolution No. _____ adopted _____, _____, _____.