



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

APRIL IS FAIR HOUSING MONTH

WHEREAS; in accordance with Title VIII Fair housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988, and

WHEREAS; the month of April 2015 has been designated by the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month,

NOW, THEREFORE BE IT RESOLVED, that the Common Council of the City of Cortland hereby declares and proclaims April as Fair Housing Month in the City of Cortland, New York.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of March, in the year of our Lord, two thousand fifteen, and of the Cortland New York.

Brian Tobin
Mayor of Cortland, New York



SATURDAY
May
2nd

ONE BIG DIFFERENCE. ONE BIG THANKS. ONE BIG EVENT.

The Big Event is a student-led project that works all year to bring students, faculty, staff, and alumni together for one full day of community service in the spring semester. The Mission of The Big Event is to simply say “Thanks” to our neighbors in the Cortland Community.

**Need help
with a
service job?
Let us say
“Thanks”!**

TYPES OF JOBS WE WILL DO...

- **OUTDOOR PAINTING**
- **TRASH AND BRUSH HAUL**
- **MULCHING**
- **GARDENING**
- **HEDGE TRIMMING**
- **BUILDING/STREET CLEAN-UP**
- **SHOVELING/RAKING**

WHO WE WILL SERVICE...

- **RESIDENT HOMES**
- **NON-PROFITS**
- **CHURCHES**
- **CITY OFFICES**
- **PARKS/PLAYGROUNDS**
- **SCHOOLS**



Jobsite Request Forms due Sunday, April 5th
For more information contact
Ashlee Prewitt, Director
thebigeventcortland@gmail.com
[facebook.com/thebigeventcortland](https://www.facebook.com/thebigeventcortland)
Twitter @TBE_Cortland

This event is sponsored by the Non-Traditional Student's Organization. SGA recognized organizations are funded by the MAF.



ONE BIG DIFFERENCE. ONE BIG THANKS. ONE BIG EVENT.

Saturday, May 2nd

For More information, or for pick-up of this form,
please contact:
Ashlee Prewitt, Director
479-431-9331
thebigeventcortland@gmail.com
Facebook.com/thebigeventcortland
Twitter @TBE_Cortland

Jobsite Request Form

Through service-oriented activities, *The Big Event* promotes campus and community unity as students, faculty, staff, and alumni come together for one day to simply say “**Thank You**” to our neighbors in the surrounding community. *The Big Event* is different from other service projects because it is not based on socioeconomic need. It is an outlet for an entire student body and campus to express gratitude to residents who support us year-round.

If your church, organization, or household would like to request student volunteers for *The Big Event* on Saturday, May 2nd, 2015, please indicate the following information below and **contact us for pick-up of this request form by Sunday, April 5th.**

This event is sponsored by the Non-Traditional Student’s Organization. All SGA recognized organizations are funded by the MAF.

NAME:	
ORGANIZATION:	
LOCAL JOBSITE ADDRESS:	
PHONE NUMBER:	EMAIL:
ALTERNATE PHONE:	ARE YOU A VETERAN: YES NO
BEST TIME TO CALL:	IF YES, WHICH BRANCH:
	LENGTH OF SERVICE:
HOW DID YOU HEAR ABOUT US?	

Continue to next page...

PLEASE CHECK NEXT TO THE TYPE OF WORK YOU ARE REQUESTING:

****Please Note that we are not accepting job requests that require power tools or ladders****

Painting (outdoor only)	Color:	Qty. of buckets:
Description of area being painted:		

<input type="checkbox"/> Cleaning/Sweeping	<input type="checkbox"/> Mulching/Gardening	<input type="checkbox"/> Trimming Hedges
<input type="checkbox"/> Trash/Brush Removal	<input type="checkbox"/> Moving Dirt/Digging	<input type="checkbox"/> Raking leaves
<input type="checkbox"/> Other, Please be specific:		

ESTIMATED NUMBER OF VOLUNTEERS NEEDED:
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DETAILED DESCRIPTION OF JOB:

I understand *The Big Event* is a one-day volunteer service project occurring on Saturday, May 2nd, 2015. *The Big Event* volunteers are expected to pledge no more than 4 hours of service. Due to these time constraints, the requested project may not be finished. In case of inclement weather on the day of *The Big Event*, I understand that *The Big Event* Executive board (Non-Traditional Student Organization) cannot guarantee the completion of the requested project. I understand that all jobs that can be performed will be, but *The Big Event* is unable to reschedule any projects for a later date. I understand that only the project listed on the Jobsite Request Form will be completed and under no circumstances are the participants allowed to use power tools or ladders. I understand that *The Big Event* executive board reserves all rights to terminate any project at any time for any reason without prior notice.

The Big Event Committee and the State University of New York College at Cortland are not responsible for any damages caused by volunteers. Participants shall protect, hold harmless, and indemnify *The Big Event* and the State University of New York College at Cortland against all liabilities, claims, suits, or demands for injuries or damages to a person and/or property growing out of his/her participation in *The Big Event*, including acts or omissions constituting negligence by *The Big Event*, the State University of New York College at Cortland, or individual volunteers. I certify that I am a resident of Cortland, New York.

I certify that I am the owner or have obtained approval from the owner or manager of the project concerning the above requested improvements. I understand this is only a job request, and *The Big Event* Executive Board must approve all job requests. Upon approval, a representative from *The Big Event* will contact me to perform a jobsite safety check and to finalize any other details. By signing below, I agree to all of the terms outlined above

Signature

Date

Print Name

§ C17-4. Ex officio members of Wastewater Treatment Board. [Amended 3-5-1991 by L.L. No. 1-1991; 5-7-1991 by L.L. No. 4-1991]

In addition to the membership provided for in § C17-3, the Wastewater Treatment Board shall consist of one ex officio member from each municipality as shall have intermunicipal wastewater treatment agreements with the City of Cortland. Selection procedures and length of terms shall be determined by each municipality who has such agreement with the City. These ex officio members may participate in all discussions concerning the Department of Wastewater Treatment, but they shall not vote in any matters before the Wastewater Treatment Board, and their presence or absence shall not be a factor in determining the existence of a quorum.

§ C17-5. Powers and duties of Wastewater Treatment Board.

The Wastewater Treatment Board shall have the powers and duties to:

- A. Submit to the Mayor the names of at least three qualified candidates, if there are three qualified candidates on the list of names reviewed and evaluated pursuant to § C4-3C for the position of Chief Operator of the Department.
- B. Be advised of all appointments of subordinate personnel made by the Chief Operator and review, at his request or as the Board may deem necessary, disciplinary matters.
- C. Review the estimates of revenues and proposed expenditures and capital program of the Department and make recommendations to the Mayor and Capital Program Committee, respectively.
- D. Adjudicate grievances presented by any user aggrieved by his sewer charge. The Board shall have the power to affirm or modify the sewer charge, must state its reasons for its decisions in writing and shall order that a refund be paid to the grievant if its decision involves modification of the sewer charge.
- E. Review all complaints by citizens and, with the Chief Operator of the Department, devise solutions to valid problems in Department operations.
- F. Counsel the Chief Operator on the administration and operations of the Department as he or the Mayor may request or as the Board deems necessary.

ARTICLE XVIII

Department of Code Enforcement

[Amended 6-15-1982 by L.L. No. 4-1982; 3-20-1990 by L.L. No. 1-1990]

§ C18-1. Establishment; Director; qualifications. [Amended 12-21-1999 by L.L. No. 3-1999]

There shall be a Department of Code Enforcement headed by a Director who shall be appointed by the Mayor pursuant to the procedure as set forth in § C4-3C. The Director shall be qualified on the basis of relevant training and experience. Unless otherwise provided in this Charter, the Director shall be directly responsible to the Mayor.

§ C18-2. Powers and duties of Director. [Amended 3-5-1991 by L.L. No. 1-1991]

The Director shall have the powers and duties to:

- A. Administer and enforce, or cause to be enforced, the Building, Zoning and Electrical Code ordinances of the City,²⁴ as well as applicable state and local laws and ordinances.
- B. Hire and discipline all authorized subordinate personnel, including the Plumbing Inspector, in accordance with applicable law. [Added 12-21-1999 by L.L. No. 3-1999]
- C. Provide for and maintain or cause to be maintained records of the work of the Department.
- D. Provide estimates of revenues and proposed expenditures and any capital program of the Department and make recommendations to the Capital Program Committee. [Amended 12-21-1999 by L.L. No. 3-1999]
- E. Perform such other duties as required by the Common Council, the Mayor, the Charter, and the Administrative Code²⁵ or law. [Amended 12-21-1999 by L.L. No. 3-1999]

ARTICLE XIX**Department of Water**

[Added 1-21-2003 by L.L. No. 1-2003]

§ C19-1. Establishment.

There shall be a Department of Water supervised by the Director of Administration and Finance.

§ C19-2. Water Department Advisory Board.

There shall be a Water Department Advisory Board consisting of six members who shall be appointed by the Mayor with confirmation by the Common Council. In the first year, two members shall be appointed for one-year terms, two members shall be appointed for two-year terms, and two members shall be appointed for three-year terms; thereafter, each year, two members shall be appointed for two-year terms. Board members shall serve with no compensation, except the Common Council may authorize reimbursement of expenses. The Board shall, at the beginning of each year, elect one of its members as Chairman.

§ C19-3. Powers and duties of Water Department Advisory Board.

The Water Department Advisory Board shall have the powers and duties to:

- A. Adjudicate grievances presented by any user aggrieved by his water bill. The Board shall have the power to affirm or modify the water charge, must state its reasons for its

24. Editor's Note: See Ch. 100, Building Construction and Fire Prevention; Ch. 300, Zoning; and Ch. 122, Electrical Standards.

25. Editor's Note: See Ch. 5, Administration of Government.



CORTLAND YOUTH BUREAU

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

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

FROM: John McNerney, Youth Bureau Director

RE: Wickwire Pool Trust Fund Deposit

DATE: March 9th, 2015

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

<i>Donation</i>	<i>Amount</i>
<i>Edward & Ann Hotchkin</i>	<i>\$ 50.00</i>

Total Donations = ***\$ 50.00***

Funds should be deposited into the Wickwire Pool Trust Fund. Attached is a copy of the check for your records. Feel free to contact me with any questions at 753-3021 ext.23.



City of Cortland Special Event Application

To ensure a successful event, (obtaining proper permits, council approvals, licenses, public notices) it is recommended to initiate the event planning process with CDP and its Promotions Committee 90 days before the event.

Event Name: Spring Picnic Today's Date: 3/4/15
 Event Contact: Tom Terwilliger CDP Member? Yes No
 Address: 31 Main Street New Event Existing Event
 Email: Pudgeytruck@gmail.com Phone: 423 1999
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No If yes, name the charitable causes: CDP + PBA Non-profit Tax ID: _____

Event Information

NAME OF EVENT: Spring Picnic
 TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): _____
 EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth.

DATE DAY 1:	DATE DAY 2:
<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: <u>N/A.</u>	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: MARKET PLACE MALL LOT END LOCATION: _____
 EXPECTED # OF PARTICIPANTS: 300?? # OF SPECTATORS: _____ # OF VEHICLES: _____
 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: _____

Event Components

Location/Safety <input type="checkbox"/> City park use <input type="checkbox"/> City streets blocked <input type="checkbox"/> City sidewalks blocked <input checked="" type="checkbox"/> City parking lots closed <input checked="" type="checkbox"/> City barricades <input type="checkbox"/> City cones <input type="checkbox"/> Animal ban <input type="checkbox"/> Animals are part of the event <input type="checkbox"/> EMTs needed on site <input type="checkbox"/> Police escort requested Waste Management <input type="checkbox"/> City litter pickup <input type="checkbox"/> City street sweeping	Structures <input type="checkbox"/> Temporary structures <input type="checkbox"/> Canopies up to 10' x 10' <input checked="" type="checkbox"/> Grounded tents over 10' x 10' <input checked="" type="checkbox"/> Beer and/or wine garden <input type="checkbox"/> Street banner requested <input type="checkbox"/> Rides or amusements <input type="checkbox"/> Showmobile rental requested <input checked="" type="checkbox"/> Portable restrooms <input checked="" type="checkbox"/> Seating area Sound <input type="checkbox"/> Fireworks <input checked="" type="checkbox"/> Amplified sound or music <input type="checkbox"/> Ceremonial Gun Salute	Food <input checked="" type="checkbox"/> Food cooked on-site Alcohol <input type="checkbox"/> Alcohol sold on-site <input checked="" type="checkbox"/> Alcohol served Vending <input checked="" type="checkbox"/> Vending of goods <input checked="" type="checkbox"/> Vending of food Power Source <input checked="" type="checkbox"/> City electricity use <u>-mall.</u> <input type="checkbox"/> Generator use Insurance <input checked="" type="checkbox"/> General Liability insurance certificate <input checked="" type="checkbox"/> Liquor Liability insurance certificate
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Other components not listed: Snow fence for crowd partition

CDP Approval: _____
 Fire Approval: _____
 CPD Approval: _____
 Council Approval: _____

Marketing budget: \$500 Admission Fee: \$30 - \$35

Event May ← Spring picnic.

Manned EXIT

Snow Fence

Porta-Johns



Snow Fence

Tent

Tent

Band Area

VFW

Furniture



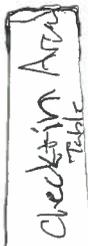
Furniture

Tent



Market Place Mall

Tent



Entrance

Exit

Tent



Snow Fence

Snow Fence



City of Cortland

March, 2015

Consideration of a Resolution to establish a loan program funded with \$15,000 from the Program Income Fund to assist city residents with the cost of restoring water services disrupted by freezing laterals and lines.

WHEREAS; the prolong sub-freezing temperatures has caused many residential water laterals and in-house lines to freeze and disrupt service, and

WHEREAS; the cost of restoring services can be a financial hardship to many of the City residents, and

WHEREAS; the City desires to assist City residents by lessening the immediate financial hardship caused by having to fix frozen laterals and lines to restore service, and

THEREFORE BE IT RESOLVED THAT; Common Council hereby directs City staff to establish a loan program funded with \$15,000 from the Program Income Fund to assist City Residents with the cost of restoring water services disrupted by freezing laterals and lines.

ARTICLE VII
City Assessor; Code Enforcement

§ C7-1. Appointment of Assessor; qualifications.

There shall be a City Assessor appointed by the Mayor with confirmation by the Common Council. He shall be appointed in accord with state statutes but must meet minimum professional qualifications established by the state for a City Assessor.

§ C7-2. Powers and duties of Assessor. [Amended 6-15-1982 by L.L. No. 3-1982]

The City Assessor shall have all the powers and duties prescribed to him by law and shall follow such procedures prescribed by law or the Administrative Code.¹⁷

§ C7-3. Board of Assessment Review. [Amended 5-1-1979 by L.L. No. 2-1979]

There shall be a Board of Assessment Review to consist of five members appointed by the Council. Each member shall serve a term of five years without compensation unless the Common Council authorizes compensation for expenses. It shall have all such powers prescribed by state law.

§ C7-4. Code enforcement.

There shall be such code enforcement staff as necessary.

*To Remove
(move to
XIII :
C 13-2)*

ARTICLE VIII
City Clerk

§ C8-1. Appointment.

There shall be a City Clerk who shall be appointed by the Mayor, subject to confirmation by the Common Council. He shall serve at the pleasure of the Mayor and be directly responsible to the Mayor.

§ C8-2. Powers and duties.

The City Clerk shall:

- A. Attend all meetings of the Common Council and record the proceedings as required in Article II.
- B. Serve as ex officio clerk to the various boards and commissions and maintain a record of their proceedings.
- C. Have custody of the City Seal.

17. Editor's Note: See Ch. 5, Administration of Government.

**TO
ADD
TO**

§ C13-2. Powers and duties of Chief.

The Fire Chief shall have the powers and duties to:

- A. Control and regulate the conduct of the Department and the custody and uses of its apparatus, fire alarm systems, equipment, appliances and supplies.
- B. (Reserved)²²
- C. Provide for and maintain or cause to be maintained records of the work of the Department and of all property which may come into its custody.
- D. Enforce or cause to be enforced within the City all state and local laws and ordinances relating to the prevention, detection and control of fire risks and fires and the enforcement of state and City fire regulations.
- E. Provide for the full utilization of the personnel of the Department, both paid and volunteer, in extinguishing fires and providing for the safety of persons and property endangered by fire or fire-related catastrophe.
- F. Appoint all subordinate personnel consistent with applicable law and appoint such volunteer firemen as he deems appropriate and provide for their training as applicable with New York State law. [Amended 12-21-1999 by L.L. No. 2-1999]
- G. Serve as an ex officio voting member of the Cortland Fire Department Board of Engineers of the volunteer firemen.
- H. Be the Fire Marshal for the City of Cortland.
- I. Draft and prescribe, with the approval of the Fire Commission, bylaws, rules and regulations for the operation of the Department.
- J. Assign officers and other personnel of the Department, both paid and volunteer, to their posts, prescribe their hours of duty and provide their discipline consistent with applicable laws, bylaws, rules and regulations of the Department.

§ C13-3. Fire Commission; membership; appointment; term.

- A. There shall be a Fire Commission consisting of five members, all of whom shall be appointed by the Mayor with confirmation by the Common Council and shall be qualified electors of the City of Cortland, one shall receive the concurrence of the Board of Engineers of the Fire Department prior to confirmation by the Common Council, and shall be a volunteer fire fighter.
- B. One, not a City employee, shall receive concurrence of the Paid Fire Fighters Association prior to confirmation of the Common Council. The Commissioners shall serve three-year terms with no compensation, except the Common Council may authorize compensation

22. Editor's Note: Original Sec. C13-2(b), regarding assigning officers and tours of duty and discipline, was 4-2-2002 by L.L. No. 1-2002. See now Subsection J hereof.