

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



PROCLAMATION

WHEREAS, Cortland County is considered a rural county; and

WHEREAS, the City of Cortland is home to almost 39% of the Cortland County population; and

WHEREAS, rural America is the economic engine that helped the United States become the world leader it is today; and

WHEREAS, rural citizens possess a selfless, creative, community-minded spirit; and

WHEREAS, meeting the unique healthcare needs of those citizens is constantly evolving, as rural communities face accessibility issues, a lack of healthcare providers, an aging population suffering from a greater number of chronic conditions, and larger percentages of un- and underinsured citizens; and

WHEREAS, ambulatory and emergency medical services are especially critical in rural America, where 20 percent of the nation's population lives but nearly 60 percent of all trauma deaths occur; and

WHEREAS, rural hospitals – in addition to being sources of innovation and resourcefulness that reach beyond geographical boundaries to deliver quality care – are also typically the economic foundation of their communities, with every dollar spent generating about \$2.20 for the local economy; and

WHEREAS, being a rural healthcare provider provides tremendous opportunities to offer more comprehensive, compassionate, patient-centered and holistic care to patients; and

WHEREAS, the City of Cortland is not only home to Cortland Regional Medical Center, Family Health Network, the Cortland County Health Department, and Seven Valleys Health Coalition, but also a significant number of health providers and advocates that serve our community;

NOW, THEREFORE, I, the Honorable Brian Tobin, Mayor of the City of Cortland, do hereby proclaim November 17, 2016 to be National Rural Health Day in the City of Cortland, and encourage citizens to honor our rural communities as wonderful places to live and work; and

FURTHER, I encourage citizens to recognize the unique healthcare needs and opportunities that exist in the City of Cortland and Cortland County for the valuable services they provide to address those needs and opportunities.

IN WITNESS WHEREOF, I have
hereunto set my hand this 1st day of
November, in the year of two thousand
sixteen, and of the Cortland New York.

Brian Tobin, Mayor



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

#2

PROCLAMATION

WHEREAS, the City of Cortland, is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, the City of Cortland, is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

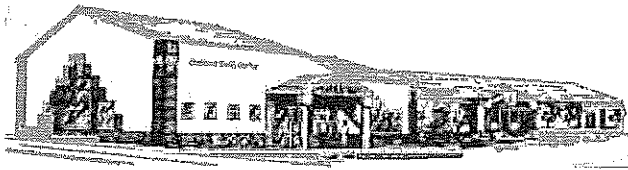
WHEREAS, the City of Cortland, is a community which chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

WHEREAS, the City of Cortland, acknowledges the mission of Extra Mile America to create 550+ Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2016.

NOW THEREFORE, I, Mayor of the City of Cortland, do hereby proclaim November 1, 2016, to be Extra Mile Day. I urge each individual in the community to take time on this day to not only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

IN WITNESS WHEREOF, I have
hereunto set my hand this 1st day of
November, in the year of two thousand
sixteen, and of the Cortland New York.

Brian Tobin, Mayor



CORTLAND YOUTH BUREAU

Nov 1

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: CYB Donations

DATE: October 18, 2016

I would like to ask the common council to accept and recognize the following donation. The donations should be appropriated to the Wickwire Pool Trust Fund.

<i>Donation</i>	<i>Amount</i>	<i>Event/Project</i>	<i>Budget Line</i>
<i>McNell Development Co. LLC</i>	<i>\$2,000.00</i>	<i>Wickwire Pool</i>	<i>Wickwire Pool Trust Fund</i>
<i>ASC Interfraternity Council</i>	<i>\$463.02</i>	<i>Wickwire Pool</i>	<i>Wickwire Pool Trust Fund</i>
<i>Total Donations =</i>	<i>\$2,463.02</i>		

Attached is a copy of the checks and supporting details on the donations for your records. Feel free to contact me with any questions at 753-3021 ext. 423





Cortland Police Department

Memorandum



TO: Brian Tobin, Mayor
Mack Cook, Director of Administration and Finance
Common Council Members

FROM: F. Michael Catalano, Chief of Police

DATE: October 26, 2016

RE: Acceptance of COPS Hiring grant for a Community Oriented Police Officer

On October 3, 2016 we were notified and congratulated by the federal government of our selection to receive the 2016 COPS Hiring grant. The Cortland Police Department was one of only two police agencies in New York State to be fortunate enough to receive this grant funding. The grant will provide \$125,000 towards the hiring of an additional police officer to our Department. The grant period encompasses four years, with the funding being provided for the first three years, and the city obligated to fund the position for one year after that. We applied for this grant in 2015 as well, but were not selected, as only one police agency in the state was awarded that year.

The position to be funded will be a patrol officer position which will increase our patrol officer ranks from 29 to 30, and our total sworn police officer roster from 43 to 44. The specific duties of this position will be for Community Oriented Policing (COP) purposes, and will be staffed by a tenured police officer after an interview and selection process. The grant funded position will be directed to a new hire police officer to back fill the officer assigned to the COP position.

The duties of the COP position primarily will be associated with visible foot patrol in the downtown Main Street corridor of the city. Currently, we have been dedicating an officer on overtime to cover this duty for three hours a day, Monday through Friday. This is due to the fact that minimum staffing requirements for daily patrol duties has not afforded us enough personnel to provide for any consistency to maintain a street detail. This current short detail has been extremely well received by residents and visitors of Cortland. The Department has received many compliments and thanks for having an officer visible, and approachable, consistently in the Main Street area.

Other than the duty of being a visible uniformed officer presence on foot patrol, the COP position will be active in community events and meetings, such as neighborhood watch programs, ward meetings, educational programs, etc. The days and hours of duty will be

determined in the near future, however, we envision primarily day time coverage during the typical work week; with flexibility.

The financial salary obligation for the four year period for the city is as follows:

- 4 years of salary for an entry level police officer = \$202,871.
- COPS grant reimbursement = \$125,000.
- City's responsibility for balance (4 years) = \$ 77,871.

Benefits:

- Uniform allowance = \$4,975.
- Firearms qualifications = \$1,420.
- Total = \$6,395.
- Longevity is not applicable
- Health Insurance to be determined by city based on coverage selected
- FICA, Retirement to be determined by city
- Shift differential, Vacation, Compensatory and Sick time not included

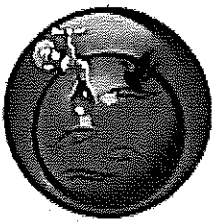
\$77,871

+\$ 6,395

\$84,266 for an entry level police officer *for four years*, or \$21,067 per year.

I respectfully request and urge the Common Council to allow the Police Department to accept this grant funding and add an additional police officer to our ranks for the purposes specified above.

Chief Catalano



**CITY OF CORTLAND
WASTEWATER TREATMENT
FACILITY ADVISORY BOARD**



John Troy, Chairman
William Starr, Vice Chairman

Todd Morris, Commissioner
Dian Potter, Commissioner

To: Cortland Common Council

From: Cortland Wastewater Advisory Board

Date: October 24, 2016

Re: Change in permissible pH range of wastewater discharges

Serving in its role as an advisory panel to the Common Council for the Wastewater Treatment Department, the Wastewater Advisory Board recommends approving the change to § 289-6 B(3) raising the upper limit on pH for wastewater discharges from 10.0 to 12.2.

§ 289-6 B(3) currently limits wastewater discharges to a range of no lower than 5.0 nor higher than 10.0. The rationale for limiting pH is to prevent corrosive damage to the sewers and other instruments of conveyance as well as to protect collection system workers. The Federal and State lower limit for pH is 5.0. There is no upper limit in Federal or State regulations.

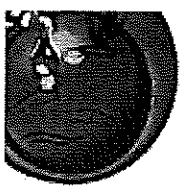
The current upper limit has been in place since 1992, when it was raised from the previous high limit of 9.5.

At our monthly meeting on 9/26/16, we heard from two industry experts invited at the request of the owner of Ames Linen. These experts provided information regarding the lack of corrosive effects for certain discharges up to pH 12.5. DPW Deputy Superintendent Nick Dovi was also at the meeting and confirmed there was no degradation of the sewer main into which Ames Linen discharges. Mr. Dovi agreed with the suggestion of Board member Todd Morris to recommend a new upper limit of pH 12.2, in order to protect collection system workers from potential skin irritations. Wastewater Superintendent Bruce Adams also concurred, noting that requiring neutralization would reduce alkalinity entering the wastewater facility. Alkalinity is an important micronutrient for the facility's biological process.

For these reasons and also to avoid putting an undue burden on a local employer, the Wastewater Advisory Board recommends the Common Council adopt the Code of Ordinances change as described.

Sincerely,

John Troy, Chairman
On behalf of the full Wastewater Advisory Board



**CITY OF CORTLAND
WASTEWATER TREATMENT FACILITY**



**Bruce Adams, Superintendent of Wastewater
Industrial Pretreatment Coordinator**

October 6, 2016

Ms. Virginia Wong
EPA Region II-Water Division
Pretreatment Coordinator
290 Broadway, 20th Floor
New York, NY 10007

CERTIFIED MAIL 7016 0340 0000 9327 8749

Re: Notification of proposed non-substantial modification in Sewer Use Ordinance

Dear Ms. Wong:

In accordance with 40 CFR 403.18(d), Cortland hereby notifies EPA of its intent to make a non-substantial modification of its Sewer Use Ordinance.

The proposed change is for Cortland City Code § 289-6 B(3) under Prohibitions on discharge.

The current language is:

Any wastewater having a pH less than 5.0 or greater than 10.0 or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment and/or agency personnel.

The proposed new language is:

Any wastewater having a pH less than 5.0 or greater than 12.2 or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment and/or agency personnel.

The proposed change was considered by the Cortland Wastewater Advisory Board at its 9/26/16 meeting and the board voted unanimously to recommend the change to the Cortland Common Council. This change keeps Cortland within the specific limits in 40 CFR 403.5 (b)(2), which includes only a lower limit of 5.0. A review of SUO pH limitations in other New York communities show upper limits as high as 12.5 (Oneida County), 12.4 (Gloversville), and communities with no specific upper pH limit (e.g. Long Beach, Elmira, Plattsburgh). Our engineer evaluated the proposed change and has determined that there would be no adverse impact to our collection system. We confirmed with a physical survey of the collection system downstream of discharges containing high pH that there has been no adverse impact to date. Therefore, the proposed 12.2 local upper limit is protective of both collection system personnel and collection system materials and equipment of conveyance. Additionally, the change helps preserve alkalinity in the POTW's influent which maintains the POTW's ability to reliably achieve full nitrification in accordance with our SPDES discharge permit.

The proposed changes will be subject to a public hearing on November 15, 2016. Common Council will vote on enacting the change by way of Local Law on December 6, 2016, contingent on EPA approving or declining to disapprove the change.

Should you have any questions please don't hesitate to call or email.

Very truly yours,


Bruce Adams

cc: Jacqueline Rios, U.S. EPA
May Elprince, NY DEC
Brian Tobin, Cortland Mayor
Richard Van Donsel, Cortland Corporation Counsel
Tim A. Seeler, P.E.

Public Notice

CITY OF CORTLAND

Request for Proposals

The City of Cortland is seeking proposals from qualified firms or individuals to provide Program Delivery and Administrative Services in conjunction with a recently awarded Home Investments Partnership Program (HOME) to fund a Single Family Housing Rehabilitation Program. M/WBE firms and Section 3 businesses are strongly encouraged to respond. Proposals must be submitted no later than Noon on October 28th, 2016. They can be mailed or delivered in person to the City Clerk's Office, City Hall, Cortland, NY 13045.

For more information and a copy of the complete "Request for Proposals" packet, please contact the Deputy City Clerk, City of Cortland, City Hall, Cortland, New York 13045, (607) 756-6521.

1. Run one time as legal notice as soon as possible.
2. One copy of proof of publication to the address below please
3. Bill: City of Cortland
Office of Community Development
25 Court Street
Cortland, NY 13045
ACCOUNT #2068

CITY OF CORTLAND
Request for Proposals

HOME PROGRAM

1. **Request:** The City of Cortland, located in Cortland County, is seeking proposals from qualified consultants or consulting firms to provide Program Delivery and Administrative Services in conjunction with a 2015 HOME Grant. The relevant information is set forth below.

2. **Description of Grants:** With \$304,000 in NYS HOME funds and \$73,000 in City Program Income funds the City will provide assistance to 10 owner-occupied properties in the form of a 100% deferred payment loan. Priority will be given to household components that pose a health and safety threat to the occupants, the frail elderly, and veterans.

3. **Services to be Provided:**

A. Rehabilitation Grant:

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

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

B. General Administration:

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

C. Miscellaneous:

1. Attend Common Council and Department Head meetings, as necessary;
2. Advise Common Council and Mayor in all matters relating to grants and NYS regulations;
3. Prepare amendments as necessary;

4. Prepare Environmental Reviews pursuant to NEPA and SEQRA guidelines;
5. Prepare and submit all program reports requires by NYS and/or the City of Cortland;
6. Prepare all closeout documentation required by NYS for grant upon completion of each;

4. **Submission Requirements:**

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

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

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

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

6. **Submission of Proposals:** The City of Cortland will accept proposals from qualified consultants and consulting firms until Noon on January 15, 2016. Proposals should be clearly marked "RFP-HOME REHABILITATION GRANT-2015" on the outside and received in the City Clerk's Office, which is located on the main floor of City Hall, 25 Court Street, Cortland, New York 13045.

7. **Selection and award of contract:** Proposals will be reviewed immediately upon receipt. Selection will be made on or about November 1st, 2016.

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

CITY OF CORTLAND
HOME Administration and Program Delivery Services
Cost Proposal

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

* % Fringe Benefits - ____%

** % Overhead - ____%

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

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

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

NAME: _____ SIGNATURE: _____

Resolution # _____

**A RESOLUTION AUTHORIZING THE CITY OF CORTLAND COMMON COUNCIL
TO RECLASSIFY AND AMEND THE CITY OF CORTLAND CLINTON AVENUE
PROJECT FOR THE SEQR PROCESS**

WHEREAS, the City of Cortland is seeking to revitalize Clinton Avenue with the installation of new water, sewer, stormwater, and green stormwater infrastructure.

WHEREAS, the City of Cortland is requesting funding from the State of New York for the above referenced project and is required to complete the SEQR process to comply with funding requirements.

WHEREAS, the City of Cortland had previously initiated the SEQR process for the water, sewer and storm components of the project under the previous Resolution #175 of 2015 as a Type II action.

WHEREAS, the City of Cortland had previously initiated the SEQR process for the green stormwater components of the project under the previous Resolution #163 of 2016 as an Unlisted action.

WHEREAS, the Environmental Facilities Corporation (EFC) has determine the previous SEQR review process to be a segmentation of the overall Clinton Avenue Project and will require a revised Full Environmental Assessment Form to include the entire project scope including water, sewer, stormwater, and green stormwater components.

WHEREAS, the proposed modifications to the project scope will result in the project being classified as a Type I action.

WHEREAS, a revised Full Environmental Assessment Form has been prepared to add water, sewer, and stormwater components to the green stormwater project previously prepared under Resolution #163 of 2016.

WHEREAS, the City of Cortland remains the lead agency for this project, per the SEQR process conducted under Resolution #163 of 2016.

NOW AND THEREFORE IT BE

RESOLVED, that the Clinton Avenue Streetscape project shall be reclassified as a Type I action due to the combined project scope.

RESOLVED, that the City shall cause to be circulated a letter to all known involved and interested agencies notifying those agencies with a summary information on the change to the project classification and the combined scope of the Clinton Avenue project.

Whereupon, the Resolution was put to a vote, recorded as follows,

Ayes _____

Nays _____

Abstentions _____

SO APPROVED:

City of Cortland

Date: _____