

1. Agenda

Documents:

[AGENDA.07.06.2021.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2021.07.06.PDF](#)

COMMON COUNCIL AGENDA
ZOOM ID# 892 739 1872
July 6, 2021

7:00 PM: **Public Hearing to hear comments on the effectiveness of the Clinton Avenue Water Main Replacement Project funded by a Community Development Block Grant 285PW169-16.**

- Call Meeting to Order
- Salute to the Flag of the United States
- Public Comments
- Ward Reports
- Mayor’s Report
- Minutes – Approval of minutes

AGENDA:

Item #1 – Update on infrastructure work in City. (Nic Dovi)

Item #2 – Consideration of a Resolution to approve the special event application along with all other required applications for the Brockway Truck Show on August 14, 2021 from 9AM – 4PM. (Mayor Tobin)

Item #3 – Consideration of a Resolution to waive the fees for the Brockway Truck Show. (Mayor Tobin)

Item #4 – Consideration of a Resolution to approve appointments/re-appointments to the Cortland Housing Board: (Mayor Tobin)

Merle McKown (July 1, 2021 – May 31, 2022)

Sharon Stevans (August 1, 2021 – October 27, 2022)

Item #5 – Consideration of a Resolution to accept, recognize and appropriate the following donations to the Youth Bureau. (John Mc Nerney)

Donation	Amount	Event/Project	Budget Line
Access to Independence	\$1,769.02	2 Park Benches	A-7110.5405.02
Onehope	\$150.80	Donation from Sherry Timmons	A-7110.5405.02
Total	\$1,919.82		

Item #6 – Consideration of a Resolution for the Cortland City Police to conduct their annual bicycle sale at the Armory on Wheeler Avenue on July 10, 2021 from 8:00 AM-11:00 PM. There are approximately 65 bicycles recovered by the agency over the past year, which have not been claimed or reported stolen, which will be sold in “as is condition”. Prices will typically range from \$25 - \$50, based upon the bicycle and condition. All proceeds will go to the Refurbishing of Veterans Memorial Park in Courthouse Park. (Chief Sandy).

Item #7 – Consideration of a Resolution to approve the exotic pet permit for chickens at 16 Willow Ave. (Councilperson Michales)

Item #8 – Consideration of a Resolution to amend the 2021 Adopted General Fund Budget to increase Sales Tax Revenue (A1325-41120) by \$14,000 and Increase Police Department Professional Services (A3410-

541500) by \$14,000 to fund the retention of a consultant to assist with the Department’s Accreditation process. Net effect on 2021 Budget is Zero. (Mack Cook)

Item #9 – Consideration of a Resolution to Transfer from the Waste Water’s Fund Reserve for Equipment Repair and Replacement (Account G915) \$39,614 to the Funds Operating Equipment Repair Account (Account G8130-540200) to fund the replacement of a truck dump body. (Bruce Adams)

Item #10 – Consideration of a Resolution for the Mayor to enter into an agreement with Dudesolutions for an operating system to generate and manage electronic work orders not to exceed \$21,000.00 annually. (Nic Dovi)

Item #11 – Consideration of a Resolution to Recognize and Appropriate \$5,600 from the recent sale of equipment to line item # A-7110-5405-02. (Nic Dovi)

Item #12 – Consideration of a Resolution to Recognize and Appropriate \$20,488 from the recent sale of equipment to line item # A5010-5415-00. (Nic Dovi)

Item #13 – Discussion to set a date for a Public Hearing for consideration of a local law amending the City Code to allow for the recovery of costs, on a set schedule, for Fire Calls and EMT calls. (Chief Friedman)

Item #14 – Discussion on a Deputy Superintendent/Supervisor position at the DPW.

Item #15 – Discussion on the American Rescue Plan.

Item #16 – Discussion on LP tanks.

Adjournment

City of Cortland Special Event Application

Event Name: Brockway Truck Show Today's Date: 6-11-2021
 Event Contact: Shirley Rendolph CDP Member? Yes No
 Address: P.O. Box 333, Cortland, NY 13045 New Event Existing Event Annual
 Email: Srandolph39@verizon.net Phone: 607-423-6885
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No
 If yes, name the charitable causes: Central New York Living History Center Non-profit Tax ID: 26-1329102

Event Information

NAME OF EVENT: 21st Annual National Brockway Truck Show
 TYPE OF EVENT (I.e., walkathon, street fair, festival, etc.): Truck Show
 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:	<u>8-14-2021</u>	<u>8-14-2021</u>	DATE DAY 2:		
<input checked="" type="checkbox"/> STREET CLOSURE:	Start Time: <u>7 a.m.</u>	End Time: <u>4 p.m.</u>	<input type="checkbox"/> STREET CLOSURE:	Start Time: _____	End Time: _____
	Street: <u>Main Street</u>			Street: _____	
<input type="checkbox"/> LOT CLOSURE:	Start Time: _____	End Time: _____	<input type="checkbox"/> LOT CLOSURE:	Start Time: _____	End Time: _____
	Lot: _____			Lot: _____	
<input type="checkbox"/> AMPLIFIED MUSIC:	Start Time: _____	End Time: _____	<input type="checkbox"/> AMPLIFIED MUSIC:	Start Time: _____	End Time: _____

START LOCATION: Main St @ Groton Ave & Clinton END LOCATION: Main St @ Tompkins & Port Watson
 EXPECTED # OF PARTICIPANTS: 130 # OF SPECTATORS: unknown # OF VEHICLES: 130 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: a lot

Event Components

- | | | |
|--|---|---|
| Location/Safety
<input type="checkbox"/> City park use
<input checked="" type="checkbox"/> City streets blocked
<input type="checkbox"/> City sidewalks blocked
<input type="checkbox"/> City parking lots closed
<input checked="" type="checkbox"/> City barricades
<input checked="" 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 checked="" type="checkbox"/> Police escort requested
Waste Management
<input type="checkbox"/> City litter pickup
<input type="checkbox"/> City street sweeping
Other components not listed: _____ | Structures
<input type="checkbox"/> Temporary structures
<input type="checkbox"/> Canopies up to 10' x 10'
<input type="checkbox"/> Grounded tents over 10' x 10'
<input type="checkbox"/> Beer and/or wine garden
<input checked="" type="checkbox"/> Street banner requested
<input type="checkbox"/> Rides or amusements
<input type="checkbox"/> Showmobile rental requested
<input checked="" type="checkbox"/> Portable restrooms
<input 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 type="checkbox"/> Food cooked on-site
Alcohol
<input type="checkbox"/> Alcohol sold on-site
<input type="checkbox"/> Alcohol served
Vending
<input checked="" type="checkbox"/> Vending of goods
<input type="checkbox"/> Vending of food
Power Source
<input type="checkbox"/> City electricity use
<input type="checkbox"/> Generator use
Insurance
<input checked="" type="checkbox"/> General Liability insurance certificate
<input type="checkbox"/> Liquor Liability insurance certificate |
|--|---|---|

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

Marketing budget: _____ Admission Fee: 0

APPLICATION

For Street Closings

PLEASE PRINT ALL INFORMATION

Today's Date: 6-11-2021

Address of Street Closing: Main St. from Groton Ave to Tompkins St.

Describe Event: 21st Annual National Brockway Truck Show

Applicant: Randolph Shirley J. Ph #: 607-423-6885
Last First MI (home) (work)

Address: P.O. Box 333 E-mail address: _____
Street

CORRMAN NY 13045
City State Zip Code

Date of Street Closing 8-14-2021 Alternate Rain Date _____

Start time: 9:00 a.m. Finish time: 4:00 p.m.

*(no earlier than 9:00 a.m.) *no later than 8:00 p.m.)

(*-unless altered by Common Council)

Estimated # of persons attending: _____

Will amplified music be provided? No → Sound system for announcements.

(if yes, refer to requirement #8 for compliance)

City Ordinance Sect. 193-5 requires Common Council permission; Sect. 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.

SOUND DEVICE PERMIT APPLICATION

DATE REQUESTED: 8-14-2021 ISSUANCE DATE: _____
NAME: Brockway Truck Preservation Assoc. EXPIRATION DATE: _____
ADDRESS: P.O. Box 333 TELEPHONE: 607-423-6885
CORTLAND, NY 13045

TYPE OF SOUND DEVICE: Full coverage Times: 1 day Noon-3pm
Outdoor/Indoor portable PA system (see attached) for announcements only.
NON-PROFIT: Yes

(*Please check if you are a non-profit group therefore no licensing fee applies)

LICENSE FEE: Fixed Location-\$250 Mounting upon Motor Vehicle-\$500

FOR BUSINESS: \$100

Fixed Location: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place from any one fixed location and not in, or mounted upon a motor vehicle, the sum of **\$250** for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

Mounting upon motor vehicle: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place to be used in, or mounted upon, a motor vehicle, the sum of **\$500** for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

Business permit fee: For the use or operation of any radio, phonograph, microphone or other device by which sound is magnified and caused to be heard over any public street or public place from any one fixed location and not mounted on a motor vehicle, the sum of **\$100** for up to 6 events, as approved by Common Council in 2015.

Shirley Randolph
Signature of Applicant

6-18-2021
Date

APPLICATION MUST BE FILED WITH APPLICATION FEE AT LEAST TWO (2) WEEKS BEFORE FUNCTION AND ONE (1) WEEK PRIOR TO COMMON COUNCIL MEETING TO ALLOW TIME FOR APPROVAL.

IF APPROVED, YOUR PERMIT WILL BE MAILED TO YOU.

IF NOT APPROVED, YOUR APPLICATION FEE WILL BE RETURNED TO YOU.

Description –

Full coverage, outdoor/indoor portable PA system (for 200+ people in high ambient noise areas like festivals, parades, good for auctions, awards presentation, can also handle small music ensembles, etc., is expandable). System can easily be re-configured for smaller indoor spaces.

Package to include –

EV powered 12 inch speakers (4) with protective covers

Heavy-duty XLR audio cables, as needed

Ultimate Support adjustable height speaker stands (4) with dual stand carry bags (2)

EV 15 inch powered subwoofers with protective covers (2)

Shure professional wireless handheld microphone with connecting cable & carry case

21ST ANNUAL NATIONAL BROCKWAY TRUCK SHOW

AUGUST 14, 2021

PARADE ROUTE

8:30 a.m. Leave CNY Living History Center, 4386 US Route 11, Cortland, NY

Travel south on Homer Avenue, turn left onto West Main St., continue to Grant St.

Turn left onto Grant St., continue to N. Church St., turn right onto N. Church

Continue on Church St. (cross Clinton Avenue intersection, Elm St. intersection,

Port Watson St. intersection), continue on S. Church St. and turn right onto

Huntington St., continue to South Main St, turn right onto South Main St., continue

North onto Main St. (crossing Tompkins/Port Watson St. intersection).

Trucks will be parked on Main St. until 3:30 p.m.

Submitted by

Shirley Randolph

6/18/2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/03/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Benson Davis Insurance 5325 State Route 281		CONTACT NAME: Marjorie Swindon	
		PHONE (A/C, No, Ext): (607) 749-3164	FAX (A/C, No): (607) 749-9974
		E-MAIL ADDRESS: marjorie@bensondavis.com	
Homer	NY 13077	INSURER(S) AFFORDING COVERAGE	
		INSURER A: Central Co-Operative Insurance Co.	NAIC # 00000
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER (RFD, WSD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		171500004	03/02/2021	03/02/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA occurrence)
		MED EXP (Any one person)				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	PERSONAL & ADV INJURY				
		GENERAL AGGREGATE				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (EA accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input type="checkbox"/> N	N/A			PER STATUTE OTH-ER
						E.L. EACH ACCIDENT
						E.L. DISEASE - EA EMPLOYEE
						E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Proof of insurance for 21st Annual Brockway Truck Show/Firework Event August 12-15 2021

CERTIFICATE HOLDER City Of Cortland PO Box 10 Cortland NY 13045	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

CORTLAND HOUSING AUTHORITY

42 CHURCH STREET
CORTLAND, NEW YORK 13045

PAUL QUINLAN, Chairperson

MINDY L. NATALE, Acting Executive Director

Telephone: (607) 753-1771

Fax: (607) 753-7313

June 10, 2021

Mayor Brian Tobin
25 Court Street
Cortland, NY 13045

Dear Mayor Tobin,

On behalf of the Cortland Housing Authority Board of Directors, I would like to inform your office of the resignation of CHA Board Member Shelia Abbey effective July 31, 2021; current term of office 10/28/2019 to 10/27/2022.

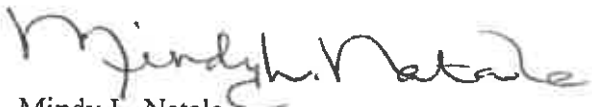
In light of this resignation, I would like to note the filling of one current vacant Board seat, and the future filling of Ms. Abbey's seat.

Merle McKown Term: July 1, 2021 to May 31, 2022 Fulfilling Elaine Contento's Term

Sharon Stevans Term: August 1, 2021 to October 27, 2022 Fulfilling Sheila Abbey's Term

Please include these appointments on the agenda for the next Common Council meeting. Thank you.

Sincerely,



Mindy L. Natale
Acting Executive Director

MIn/R/Board Member/2021 Appointments/6-10-21



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: CYB Donations

DATE: June 28th, 2021

I would like to ask the common council to accept and recognize the following donation. The donation should be appropriated to the Cortland Youth Bureau operating budget accounts outlined below.

Donation	Amount	Event/Project	Budget Line
Access to Independence	\$1,769.02	2-Park Benches Commemorative Benches in honor Fran Pizzola	A-7110.5405.02
Onehope	\$150.80	Donation from Sherry Timmons	A-7110.5405.02
Total =	\$1,919.82		

Attached is a copy of the checks and supporting details on the donation for your records. Feel free to contact the Youth Bureau with any questions at 753-3021.



EXOTIC PET PERMIT APPLICATION

DATE OF APPLICATION June 16, 2021
OWNER'S NAME Mikayla Duff
OWNER'S ADDRESS 16 Willow Ave, Cortland NY 13045
Phone Number (607) 345-4863
Type of Pet Chickens
Landlord's Name Mikayla Duff
Landlord's Address 16 Willow Ave, Cortland NY 13045
Landlord's Phone # (607) 345-4863

- Complete permit application and return it to the City Clerk's Office along with
 - Application fee of \$5.00 per pet or up to 5 chickens
 - Letter of permission from the landlord
 - Letters from building residents / neighbors indicating knowledge of the exotic pet
- * Ferrets must have current rabies vaccination certificate to file with the application

Once the application, supporting documents and permit fee are received, a home inspection will be made prior to submitting the application to Common Council.

If Common Council approves the application, the permit will be mailed out to the applicant.

If the application is denied, the application fee will be returned to the applicant.

Permits are issued for a calendar year, and are renewable each January. Renewal notices are sent out a month before.

Exotic Pet Permission

My Name is Michael P. Douglass

I reside at 17 Willow Ave Cortland

And am a neighbor of Mikayla Duff, 16 Willow Ave, Cortland, NY.

I am acknowledging that Mikayla is applying for a permit to allow a couple (up to 5) chickens on her personal property.

Signed,

Michael P. Douglass

Date

5-26-2021

Exotic Pet Permission

My Name is Debra Bush

I reside at 8 Willow Ave Cortland NY

And am a neighbor of Mikayla Duff, 16 Willow Ave, Cortland, NY.

I am acknowledging that Mikayla is applying for a permit to allow a couple (up to 5) chickens on her personal property.

Signed,

Debra Bush

Date

5/27/21

Saving Transfer into 540200

ER+R

Luke Hopkins

From: Blackburn Truck Bodies, LLC <quickbooks@notification.intuit.com>
Sent: Tuesday, May 25, 2021 10:22 AM
To: Luke Hopkins
Cc: blackburntruckbodies@yahoo.com
Subject: Invoice - Notification from Blackburn Truck Bodies

INVOICE 5813 DETAILS



Blackburn Truck Bodies, LLC

DUE 05/25/2021

\$38,174.00

[Review and pay](#)

Powered by QuickBooks

Dear Valued Customer,
Please find your sales form below. If you need to remit payment, please do so at your earliest convenience.
Thank you for your business - we appreciate it very much.

Sincerely,
Blackburn Truck Bodies

Bill to Cortland Wastewater Treatment
251 Port Watson St
Cortland, NY 13045

Terms

Due on receipt

Sales

\$28,754.00

PO 9739

R/S GODWIN 20' ALUMINUM DUMP BODY

S/N: 0046275

M/D#: AG200601220

Hoist S/N: A08Y211844

LENGTH: 20' / 240" SIDE HEIGHT: 60"

T/G HEIGHT: 60" INSIDE WIDTH: 86"

T/G MATERIAL: 1/4" Aluminum / T/G CONTROLS: Air Operated

TAILGATE: INTER LOCK RUBBER SEAL

TAILGATE WING LATCH: Qty 4, 2-Each Side & 2- Bottom

LONGSILLS: 5" Alum I-Beam w/rubber

X-MEMBERS: 4in Boxed Extruded

X-MEM SPACING: 12" CENTERS / EXTRA X-MEM-Two

DECK: 1/4" Aluminum 5454 / SIDES: 3/16" Aluminum

SIDE BRACING: Vertical Braces Only

VERT POST MAT: Extruded Aluminum / TARP BAR: Yes

REAR POST MAT: 1/4" Aluminum

TOP RAIL: Alum Extruded 8" / BOARD GUSSETS: No

BULKHEAD HGT: 60" / MAT: .180" Aluminum / OFFSET: None

APRON: None

HOIST: Hyva PH8-4-170

REAR HINGE: 2-7/16" Strap Hinge Full / PIVOT: 228"

OIL TANK: Steel Front Mounted

MARKER LIGHT SIZE : All Marker Lights 2.5"

REAR LIGHTS (RD MARKER): 1

REAR OVAL LIGHTS (S/T/T): 1

BOTTOM SIDE LIGHTS: 2

LADDER: Yes

FULL DEPTH REAR CORNER POST WITH FULL WIDTH REAR SKIRT

1 X \$28,754.00

Sales

\$2,520.00

AERO ELECTRIC TARP SYSTEM WITH FRONT ALUMINUM HOUSING, ALUMINUM ARMS & MESH TARP

1 X \$2,520.00

Sales

\$6,900.00

ITEMS LISTED FOR INSTALLATION OF EQUIPMENT ON CLEAR FRAME CHASSIS, PIVOT POINT 243"

*NEW CAB CONTROL TOWER WITH BODY UP/DOWN VALVE, AIR TAIL GATE RELEASE AND ELECTRIC TARP SWITCH

*NEW HYDRAULIC VALVE ASSEMBLY TO RUN DUMP BODY UP/DOWN AND PLUMBED INTO CUSTOMER EXISTING HYDRAULIC PUMP

*HYDRAULIC HOIST AND CRADLE

*DUMP BODY

*ELECTRIC TARP SYSTEM

BALANCE DUE NET 10 DAYS AFTER COMPLETION OF INSTALLATION

1 X \$6,900.00

Balance due \$38,174.00

All credit card transactions over \$1000.00 are subject to a 4% credit card fee.
BLACKBURN TRUCK BODIES THANKS YOU FOR YOUR BUSINESS.
WARRANTY WORK TO BE PERFORMED IN OUR SHOP OR WE WILL NOT BE RESPONSIBLE FOR ANY OUTSIDE REPAIR COST.

JEFF BLACKBURN

Review and pay

Blackburn Truck Bodies, LLC

6216 Thompson Rd Ste 3 Syracuse, NY 13206 US

(315)448-3236

blackburntruckbodies@yahoo.com

<http://blackburntruckbodies.com>

If you receive an email that seems fraudulent, please check with the business owner before paying.



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CK - R

3964

Luke Hopkins

From: Blackburn Truck Bodies, LLC <quickbooks@notification.intuit.com>
Sent: Tuesday, May 25, 2021 10:24 AM
To: Luke Hopkins
Cc: blackburntruckbodies@yahoo.com
Subject: Invoice - Notification from Blackburn Truck Bodies

INVOICE 5814 DETAILS



Blackburn Truck Bodies, LLC
✓ # 2217

DUE 05/25/2021

\$1,440.00

[Review and pay](#)

Powered by QuickBooks

Dear Valued Customer,
Please find your sales form below. If you need to remit payment, please do so at your earliest convenience.
Thank you for your business - we appreciate it very much.

Sincerely,
Blackburn Truck Bodies

Bill to Cortland Wastewater Treatment
251 Port Watson St
Cortland, NY 13045

Terms

Due on receipt

Labor

\$1,440.00

PO9739

REMOVE ON-TRUX HOIST SYSTEM, TARP TOWER ASSEMBLY & INTERIOR CAB
CONTROLS OFF INTERNATIONAL CHASSIS FOR NEW INSTALLATION OF DUMP
BODY

12 X \$120.00

Balance due \$1,440.00

All credit card transactions over \$1000.00 are subject to a 4% credit card fee.
BLACKBURN TRUCK BODIES THANKS YOU FOR YOUR BUSINESS.
WARRANTY WORK TO BE PERFORMED IN OUR SHOP OR WE WILL NOT
BE RESPONSIBLE FOR ANY OUTSIDE REPAIR COST.

JEFF BLACKBURN

Review and pay

Blackburn Truck Bodies, LLC

6216 Thompson Rd Ste 3 Syracuse, NY 13206 US

(315)448-3236

blackburntruckbodies@yahoo.com

<http://blackburntruckbodies.com>

If you receive an email that seems fraudulent, please check with the business owner before paying.



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**City of Cortland
Fire Department**



**Wayne C. Friedman
Fire Chief**

21 Court Street
Cortland, New York 13045

Phone: 607-758-8383
607-756-5612

Fax: 607.758.8385
Email: friedman02@hotmail.com

TO: Mayor Tobin, Members of the Common Council
FROM: Chief Friedman
DATE: June 29, 2021
RE: Agenda Items for July 6, 2021 Council Meeting

The following items are listed for the agenda:

Agenda Item # ***:**

Discussion to set a date for a Public Hearing for consideration of a local law amending the city code to allow for the recovery of costs, on a set schedule, for Fire Calls and EMT calls. (Ric VanDonsel)

The Fire Department has been considering a mechanism to offset costs for response to Motor Vehicle Accidents requiring any type of extrication and/or medical attention. Attached below is the fee schedule to guide us in implementation of this process.

On average we respond to 30 Motor Vehicle Accidents annually. The Fire Department will invoice the insurance company of the registered owner for services provided.



**CORTLAND FIRE DEPARTMENT
PROCEDURE**

DISTRIBUTION
ALL PERSONNEL

PAGE 1 OF 1

ORDER TITLE COST RECOVERY POLICY	SERIES NO.	SERIES TITLE / SUBJECT Administrative
REFERENCE	APPENDICES FEE Schedule	
ORIGINAL ISSUE / EFFECTIVE DATE August 1, 2021	REISSUE / EFFECTIVE DATE August 1, 2021	EXPIRATION DATE This order remains in effect until revised or rescinded
ISSUED BY: Wayne Friedman; Chief of Department	SIGNATURE:	

Topic: Cost-recovery Program

Purpose: This SOP explains the Cost Recovery Program and how it is to be carried out by fire department personnel.

Scope: The procedures necessary to carry out this program shall apply primarily to members of the Career Division and Administration.

Background: In an attempt to recover some of the costs associated with providing EMS / Rescue / Hazmat services at motor vehicle crash (MVC) incidents and costs associated with vehicle fires, a Cost Recovery Program (CRP) has been established. At the scene of such an incident, fire department personnel shall attempt to obtain necessary information to facilitate the potential collection of reimbursable costs and then redistribute these funds back to the city.

Policy:

This program recognizes the following types of service as billable:

1- FD response to (minor) MVC incidents where any of the following services are necessary:

- Minor spill control.
- Fire hazard precautions.
- Scene safety.
- Battery disconnects.
- Debris cleanup (when towing agency is unable to provide - see Page 3 "Towing Agency").
- Accidents in which persons/victims involved may have been assessed but opted to sign a medical treatment waiver denying medical treatment and/or transport.

2- FD response to (major) MVC incidents where any of the following services are necessary:

- Significant spills resulting from tank leaks.
- Major fire hazard precautions.
- Vehicle stabilization procedures.
- Vehicle disentanglement.
- Multiple personnel response.

3- “Light Rescue” Services:

- General patient handling.
 - Immobilization, treatment & removal from vehicle (w/o the need for hydraulic or other power tools).
 - EMS treatment provided to patients struck by another vehicle.

4- “Heavy Rescue” Services:

- Patient extrication procedures requiring the use of hydraulic, pneumatic or electric power tools.
- Multiple patient removal and/or treatment that requires extended on-scene time and extra personnel.

5 - “Hazardous Material Control/Standby” Services:

(Incidents involving commercial trucks, vans and motor-carriers)

- Large amounts of spilled or released product.
- Requires extra personnel and equipment response for extended period of time.
 - *If a DEC number is issued for a spill the responsible party will be billed direct (not the auto insurance) for all actual costs including costs to other departments and agencies. In this situation, if there is a need for other type of services then the auto insurance may be billed also.*

6- Motor Vehicle Fire Response:

- Automobile Fires
- Heavy Equipment Fires

Procedures:

- When called to the scene of a motor vehicle crash (MVC) or auto fire, personnel safety, patient care and controlling all related hazards shall remain the primary objective. After all primary objectives have been reached it will then be the Incident Commander's responsibility to gather CRP information.
 - This information shall consist of:
 - Identifying the level of services provided that will be claimed (see fee schedule for further guidelines on how and what to bill for).
 - Auto insurance information from all involved parties. Specific information shall be documented as noted on pre-printed CRP forms.
- Towing Agency Interaction/Cleanup Responsibility
 - At all MVC incidents it will be the responsibility of the towing agency to provide debris clean up. However, when the situation involves debris that creates a hazard and/or flammable liquid spills, Fire Department personnel may mitigate these conditions based on the scene size up.
- At an incident where no "EMS/rescue" services are needed but it is necessary for FD personnel to perform clean up procedures, no cost recovery will be charged to the involved vehicle's insurance company. An exception would be for an incident involving a hazardous material leak/spill where the Department of Conservation is notified and issues a "Spill Number." (see hazmat control on Pg. 2 of Fee schedule)

Filing Procedures:

- When units have returned to quarters and after first ensuring that all equipment is being made ready for other responses the duty-officer shall:
 - Complete an incident report and a clearly written CRP form. The original form shall be placed in the interoffice mail to the administrative assistant. A copy shall be attached to the incident report.
- The CRP form shall be filled out in accordance to a set Fee Schedule as established by the Fire Chief or his designee.
- On or near the first day of each month the Department Administrative Assistant shall collect the CRP forms and prepare them, with the Fire Chief's approval, to be sent out as an invoice to the respective insurance companies.

NOTE:

- Cost Recovery Information Forms shall be carried on all apparatus. When filling out the cost recovery information forms members should attempt to fill in all information fields.
- It is very important to document the insurance company's:
 - Name.
 - Group Number.

- Insurance company address.
- Insurance code.
 - **This information may be retrieved from City Police as needed**
- The Fire Officer in charge may provide for the “Signature of Patient or Responsible Party” field when it is not practical for the patient to sign.
- A very clear and concise narrative describing the incident and equipment used must be documented on this form.



**CORTLAND FIRE DEPARTMENT
COST RECOVERY PROGRAM
FEE SCHEDULE**

LEVEL 1: \$150

- 1- FD response to (minor) MVC incidents where any of the following services are necessary:
- Minor spill control.
 - Fire hazard precautions.
 - Scene safety.
 - Battery disconnects.
 - Debris cleanup (when towing agency is unable to provide - see Page 3 "Towing Agency").
 - Accidents in which persons/victims involved may have been assessed but opted to sign a medical treatment waiver denying medical treatment and/or transport.

LEVEL 2: \$375

- 2- FD response to (major) MVC incidents where any of the following services are necessary:
- Significant spills resulting from tank leaks.
 - Major fire hazard precautions.
 - Vehicle stabilization procedures.
 - Vehicle disentanglement.
 - Multiple personnel response.

LEVEL 3: \$400

- 3- "Light Rescue" Services:
- General patient handling.
 - Immobilization, treatment & removal from vehicle (w/o the need for hydraulic or other power tools).
 - EMS treatment provided to patients struck by another vehicle.

LEVEL 4: \$600

4- "Heavy Rescue" Services:

- Patient extrication procedures requiring the use of hydraulic, pneumatic or electric power tools.
- Multiple patient removal and/or treatment that requires extended on-scene time and extra personnel.

LEVEL 5: \$1000

5 - "Hazardous Material Control/Standby" Services:

(Incidents involving commercial trucks, vans and motor-carriers)

- Large amounts of spilled or released product.
- Requires extra personnel and equipment response for extended period of time.

If a DEC number is issued for a spill the responsible party will be billed direct (not the auto insurance) for all actual costs including costs to other departments and agencies. In this situation, if there is a need for other type of services then the auto insurance may be billed also.

LEVEL 6: \$150

- Motor Vehicle Fire Response:
 - Automobile Fires
 - Heavy Equipment Fires

LEVEL 7: \$

- Destroyed or Contaminated Equipment –
 - The full cost of replacement of any and all equipment that is destroyed or contaminated at the scene of a response or rescue is to be charged.

CITY OF CORTLAND, NEW YORK
LOCAL LAW NO. ____ OF THE YEAR 2021
Filed with the NEW YORK STATE DEPARTMENT OF STATE ON _____ 2021
FIRE DEPARTMENT COST RECOVERY PROGRAM

Section 1. Enactment and Title.

The City does hereby create Chapter 245 of the City of Cortland Code.

Section 2. Authorization, Purpose and Intent.

The City has determined, as a result of the cost to its fire department, a cost recovery program is necessary

Section 3. Findings.

A new section of the Code will be created and shall read as follows:

Whereas, the City of Cortland Fire Department supplies certain emergency services to its residents and visitors of the City and other individuals; and

Whereas, the City desires to be reimbursed, to the extent legally permissible, by the individuals utilizing these emergency services; and

Whereas, the City has now established a cost recovery program; Now, therefore be it

Resolved, the City of Cortland Code shall be amended to add a new section to Chapter 245 a new article entitled Cost Recovery Program and a new section as follows:

Section 245 Fire Department Fees

A) The City of Cortland shall have a Fire Department Cost Recovery Program.

The following fee schedule shall apply to the Fire Department Cost Recovery Program:

B)

LEVEL 1: \$150

1- FD response to (minor) MVC incidents where any of the following services are necessary:

- Minor spill control.
- Fire hazard precautions.
- Scene safety.
- Battery disconnects.
- Debris cleanup (when towing agency is unable to provide - see Page 3 "Towing Agency").

- Accidents in which persons/victims involved may have been assessed but opted to sign a medical treatment waiver denying medical treatment and/or transport.

LEVEL 2: \$375

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- Significant spills resulting from tank leaks.
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- Vehicle stabilization procedures.
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- Multiple personnel response.

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LEVEL 6: \$150

- Motor Vehicle Fire Response:
 - Automobile Fires
 - Heavy Equipment Fires

LEVEL 7: \$

- Destroyed or Contaminated Equipment –
 - The full cost of replacement of any and all equipment that is destroyed or contaminated at the scene of a response or rescue is to be charged.

Section 4. Effective Date.

This Local Law shall take effect immediately upon filing in the Office of the New York Secretary of State in accordance with the Municipal Home Rule Law.

I hereby certify that the Local Law annexed hereto, designated as Local Law No. ___ of 2021 of the City of Cortland was duly passed by the City Board on _____, 2021, in accordance with the applicable provisions of law.

I further certify that I have compared the preceding Local Law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original Local Law, and was finally adopted in the manner indicated in the above paragraph.

(Seal) Date: _____

STATE OF NEW YORK
COUNTY OF CORTLAND

I, the undersigned, hereby certify that the foregoing Local Law contains the correct text and that all proper proceedings have been had or taken for the enactment of the Local Law annexed hereto.

_____ City Attorney