

1. Agenda

Documents:

[AGENDA.08.03.2021...PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2021.08.03.PDF](#)

## COMMON COUNCIL AGENDA

August 3, 2021

As the City of Cortland Common Council returns to in person meetings, we ask all spectators to be masked upon entry to city hall, and to remain masked until departure. Council and the Mayor will be masked unless seated, then masks of council members and the mayor can be removed to improve communication. Thank you in advance for your understanding and adherence to the safety standards of City Hall.

7:00 PM: Public Hearing to close a portion of Alvena Ave.

- Call Meeting to Order
- Salute to the Flag of the United States
- Public Comments
- Ward Reports
- Proclamation: In recognition of the contributions by Sue Dale-Hall in the field of childcare for our community
- Mayor’s Report
- Minutes – Approval of minutes

**AGENDA:**

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

**Item #2** – Discussion regarding the Suggett Park Basketball Court renovation project. (J. McNerney & A. Piedigrossi)

**Item #3** – Consideration of a Resolution to accept, recognize and appropriate the following donations to the Youth Bureau. (John McNerney)

<b>Donation</b>	<b>Amount</b>	<b>Event/Project</b>	<b>Budget Line</b>
Bailey Place Ins.	\$10,000.00	Suggett Park Basketball Court	T65 Trust & Agency
Total	\$10,000.00		

**Item #4** – Consideration of a Resolution to approve the second annual, “Community Matters” Fair in Suggett Park. (Apryl Beatty, Mayor Tobin)

**Item #5** – Consideration of a Resolution to lift the hiring freeze for the Cortland City Police Department to fill two positions effective. (Chief Sandy)

**Item #6** – Consideration of a Resolution to allow the Cortland City Police Department to fill the vacancy left by the retirement of Officer Jesse Abbott and a second position. The department will fill the Community Oriented Policing position as soon as staffing levels allow. (Chief Sandy)

**Item #7** – Consideration of a Resolution to allow the annual 911 Ceremony (including a street closure) for Saturday, September 11 from 5am until 11am (Chief Sandy)

**Item #8** – Consideration of a Resolution to lifting the hiring freeze to hire a Water Distribution Maintenance Worker at the Water Department (currently vacant), and an MEO Heavy Sewer Operator at the Department of Public Works. This position will be officially vacated as of September 3<sup>rd</sup>, 2021. (Nic Dovi)

**Item #9** – Consideration of a Resolution to approve the hiring of a Water Distribution Maintenance Worker at the Water Department immediately, and an MEO Heavy Sewer Operator at the Department of Public Works effective September 3, 2021. (Nic Dovi)

**Item #10** – Consideration of a Resolution to approve a Local Law for the Fire Department Cost Recovery Program. (Chief Friedman)

**Item #11** – Consideration of a Resolution to authorize the Mayor to execute three DPW related contracts/service agreements. (Ric VanDonsel)

1. Lease with ARC Cortland Armory
2. Orkin Pest Control
3. Syracuse Time and Alarm Co.

**Item #12** – Consideration of a Resolution to Resolution to approve the exotic pet permit for chickens at 16 Willow Ave. (Councilperson Michales)

**Item #13** – Discussion on Air BNB/VRBO (Zoning Officer Bob Rhea)

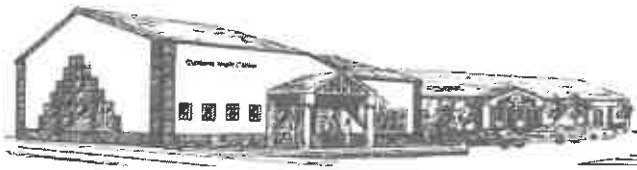
**Item #14** – Discussion regarding potential changes to the city’s zoning code (Zoning Officer Bob Rhea)

**Item #15** – Discussion regarding a proposed city-wide credit card policy (Mayor Tobin)

**Item #16** – Consideration of a Resolution to authorize the mayor to file a response with the Comptroller’s Office regarding the city’s Corrective Action Plan (CAP) in response to the Comptroller’s Office Audit (Mayor Tobin)

**Item #17** – Discussion of options for appropriating the American Rescue Plan Funds (Mayor Tobin)

**Adjournment**



# CORTLAND YOUTH BUREAU

35 Port Watson Street • Cortland, NY 13045 • (607) 753-3021 • Fax: (607) 753-3023 • [www.cortland.org](http://www.cortland.org)

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

FROM: John McNerney, Youth Bureau Director

RE: CYB Donations

DATE: July 23<sup>rd</sup>, 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
Bailey Place Insurance (Stephen Franco)	\$10,000.00	Suggett Park Basketball Court Renovation Project	T65 Trust & Agency
<b>Total =</b>	<b>\$10,000.00</b>		

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.



**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**

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.

**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

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

**Page 31**

**§300-42 Industrial Permitted and Specially Permitted Uses**

Solar, ground mounted units permitted in GI district with a special use permit

**Page 22**

**Table should link to §300-74 on page 54**

Table 300-14: Residential Lot, Area, and Yard Requirements

**Note:** C. \*(1) (see §300-74) Front Yard Depth

**Page 25**

**Table 300-22: Business Permitted and Specialty Uses**

3. Commercial	CB	NB	PO	GB-2, GB-1
Mixed-use Buildings	(2)	p	p	p

Notes: (2) residential units must be located above ground floor commercial uses, or at the rear of a commercial building that fronts the street

**Page 57**

**§300-83 Off-street Parking Requirements**

*(Below should be eliminated)*

**F. Maximum Parking**

1. *The maximum number of parking spaces allowable is not to exceed 110% of the requirement as outlined in Table 300-83: Required Parking, unless approved by the Planning Commission.*

**Page 58 Parking Table 300-83**

*(Below in red should be eliminated)*

**Table 300-83: Required Parking**

Single-family dwellings (rental non owner occupied)	Two per dwelling unit
Two-family dwellings	Two per dwelling unit
Multifamily dwellings	One and one half spaces per dwelling unit
Townhouses	Two per dwelling unit
Upper-story residential	One per dwelling unit

**Page 60**

**§300-84 Parking Area Location, Layout and Design**

**C. Design Standards**

(7) Except for single-family dwellings, parking spaces shall be designed to permit entry and exit without moving any other vehicle.

**Page 65**

§300-94 Fences and Walls

2. Within residential districts, no fence or wall over three feet in height shall be constructed in the front yard of any lot, other than a necessary retaining wall.

Replace with:

"In all districts, a fence erected in a required front yard shall not exceed four feet in height and must maintain a maximum open to closed ratio of 1:1."

**Page 78      §300-113 C. Prohibited Signs.**

9. Digital signs; unless a special use permit is obtained.

**Page 90      §300-132 Actions Requiring Site Plan Review and Exemptions**

C. 4. The repaving and restriping of existing parking lots that does not create alterations to shape, parking space size, or change traffic patterns.

**Page 106**

§300-163 M Solar Photovoltaic Systems. 3. Ground mounted solar photovoltaic systems are prohibited except in GI districts and with a special use permit).

**Page 114      §300-182 Certificates of Zoning Compliance.**

C. The Zoning Enforcement Officer is authorized to consult the following resources in assessing the use of a property for issuance of a Certificate of Zoning Compliance.

17. Reports from City Code, Fire and Police concerning the condition and use of the property.





# Corporate Credit Card Usage Policy

Draft 9 7/20/2021

## Objective

The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to use of City issued credit cards.

The objective of this policy is to:

- Fulfill all statutory requirements of the Local Government Act with respect to the use of City issued credit cards.
- Adopt best practice in developing a clear and comprehensive policy on the use of City issued credit cards.
- Reduce the risk of fraud and misuse of the City issued credit cards.

## Scope

This policy applies to any City employee and/or Elected Officials

## Policy Statements

The City of Cortland's Common Council approve the following principles and procedures to ensure:

### A. Principles:

- Transparency in City's use of Credit Cards; and
- City's financial resources are managed with integrity and diligence.

### B. Procedures:

#### (1) Custodianship & Conditions of Use:

Credit cards may be held by the employees within each department. Credit cards are only to be used under direction of the Common Council where:

- Payment is required to be made via credit card; and/or
- A Purchase Order is not appropriate, for example:
  - One-off purchases where credit facilities do not exist;
  - Immediate payment is a condition of purchase
  - Sole source or Non-typical vendors
  - A financial savings can be realized

Each department is entitled to request Common Council to establish bank and/or store and/or gasoline credit account(s) if the Department Head deems that such is necessary for departmental operations. Multiple cards within a department may be issued as required. The credit limit per card shall not exceed \$5,000.

Each Department Head may request for permission from Common Council to issue a bank card to personnel with his/her department as he/she deems appropriate. The Department Head is responsible for the proper use of all bank cards issued within his/her department.

Commented [1]: missing a 07 or 2500??

Commented [2]: first time what this is saying - am thinking there is a typo here.

**(2) Restrictions**

- Credit cards are not to be used for personal expenses or in-city meals under any circumstances. Alcohol purchases are strictly prohibited.
- Meal expenses are only allowed when an official or employee is traveling outside of his or her regular work area on authorized official business, or is prevented from taking time off for meals due to a pressing need to complete the business at hand
- Use of the credit cards for purchases over the internet should be restricted to trusted secure sites.
- The cardholder will be personally liable for any expenditure that cannot be shown to be related to the business of the City of Cortland. Where required by the issuing financial institution the Director of Finance shall personally guarantee the credit extended and shall be indemnified by the City as appropriate in case of default.
- The credit limit of the credit card is not to be exceeded.
- Employees that are no longer entitled to a credit card(s), must immediately return the card(s) to the Department Head for appropriate action.

Committed (3): Would suggest offering that no alcohol may be purchased (if a card)

And is there a distance that applies for travel? Also, under the stipulation that there were only certain circumstances when meals would be on the card

**(3) Reconciling Monthly Statements**

Within five (5) working days of receiving the credit card statement:

- Each cardholder will be provided a statement listing all their transactions. It is the responsibility of the cardholder to match their supporting documentation to the monthly statement.
- The cardholder (credit card custodian) is responsible for reconciling the credit card statement, with all invoices/receipts attached and signing the statement.
- If an invoice or a receipt cannot be provided, then as much detail about the transaction must be provided, to be used to support the payment when required. (Date, Company, Address, Amount, any GST included). Unsupported items of this nature must be brought to the attention of the mayor and the director of finance.
- The description of each transaction must be detailed, examples of what to provide are as follows:

Committed (4): What (if any) circumstances would this take place? If items that this would be on a very limited basis.

Type	Description Examples
<i>Accommodation</i>	Reason for stay (i.e. training course), employee name, dates, location.
<i>Training and Education</i>	Course name, employee name, dates, location.
<i>Travel (Flights, Taxi Fares)</i>	Reason for flights (i.e. training course), employee name, dates.
<i>Out of City Meals (Meetings, Training)</i>	Where, why meal has occurred, employee/councilors name, name of outside person/business attending a meeting.
<i>Subscriptions (i.e, Zoom, Norton360, PDF Converter, )</i>	Department name, what subscription is for, length of subscription.

- In some cases, a more detailed explanation of why the expense was incurred may be requested.

- If a lack of supporting information or detailed explanation is a regular occurrence, the cardholder may be refused access to a credit card.
- Transactions must be accompanied by an account/job number for costing purposes.
- Once approved in the department, all documentation is submitted to the Finance Department for processing.
- The Director of Finance shall provide the City Council with copies of all monthly credit card statements, on a monthly basis.

**Additional Guidance from the NYS Comptroller**

<https://www.osc.state.ny.us/localgov/costsavings/creditcard.htm>

**Review Position and Date**

This policy was originally approved by the Common Council on \_\_\_\_\_. This policy must be reviewed and evaluated every year.

# City of Cortland Special Event Application

Event Name: 9/11 Ceremony Today's Date: 07/29/21  
 Event Contact: Paul Sandy CDP Member? Yes  No   
 Address: 25 Court Street  New Event  Existing Event  
 Email: psandy@Cortland.org Phone: 283-1481  
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes  No  If yes, name the charitable causes: \_\_\_\_\_ Non-profit Tax ID: \_\_\_\_\_

## Event Information

NAME OF EVENT: 9/11 Ceremony - 20 year anniversary  
 TYPE OF EVENT: Ceremony - Speakers  
 (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: <u>9/11/2021</u>	DATE DAY 2: _____
<input checked="" type="checkbox"/> STREET CLOSURE: Start Time: <u>8:00 A</u> End Time: <u>10:00 A</u> Street: <u>Church Street</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: Courthouse PK END LOCATION: \_\_\_\_\_  
 EXPECTED # OF PARTICIPANTS: 500 # OF SPECTATORS: 500 # OF VEHICLES: 6 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: \_\_\_\_\_

## Event Components

<b>Location/Safety</b> <input checked="" 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 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	<b>Structures</b> <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	<b>Food</b> <input checked="" type="checkbox"/> Food cooked on-site <b>Alcohol</b> <input type="checkbox"/> Alcohol sold on-site <input type="checkbox"/> Alcohol served <b>Vending</b> <input type="checkbox"/> Vending of goods <input checked="" type="checkbox"/> Vending of food <b>Power Source</b> <input type="checkbox"/> City electricity use <input checked="" type="checkbox"/> Generator use
<b>Waste Management</b> <input type="checkbox"/> City litter pickup <input type="checkbox"/> City street sweeping	<b>Sound</b> <input type="checkbox"/> Fireworks <input checked="" type="checkbox"/> Amplified sound or music <input checked="" type="checkbox"/> Ceremonial Gun Salute	<b>Insurance</b> <input checked="" type="checkbox"/> General Liability insurance certificate <input type="checkbox"/> Liquor Liability insurance certificate

Other components not listed: Same program as year past - except added events till 12:00 PM  
 Marketing budget: \_\_\_\_\_ Admission Fee: \_\_\_\_\_

Fire Approval: \_\_\_\_\_  
 CPD Approval: \_\_\_\_\_  
 Council Approval: \_\_\_\_\_

## SOUND DEVICE PERMIT APPLICATION

DATE REQUESTED: 09/11/2021

ISSUANCE DATE: \_\_\_\_\_

NAME: 9/11 Foundation

EXPIRATION DATE: \_\_\_\_\_

ADDRESS: 25 Court St  
Cortland NY 13045

TELEPHONE: 607-283-1481

TYPE OF SOUND DEVICE: 0900 A Times: 12:00 P

NON-PROFIT:

*(\*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.

  
Signature of Applicant

09/29/2021  
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.**

APPLICATION  
For Street Closings  
PLEASE PRINT ALL INFORMATION

Today's Date: 07/29/2021

Address of Street Closing: Church st - Central to Patterson

Describe Event: 9/11 Ceremony

Applicant Sandy Paul A PH # 607-283-1481  
Last First MI (Home) (Work)

Address: 25 Court st E-mail Address: \_\_\_\_\_  
Street

Cortland NY 13045  
City State Zip Code

Date of Street Closing: 09/11/2021 Alternate or Rain Date: \_\_\_\_\_

Start Time: 0800  AM or  PM Finish Time: 1200  AM or  PM  
\* (No earlier than 9:00 AM) \* (No later than 8:00 PM)

(\*Unless altered by Common Council)

Estimated # of persons attending: 500

Will amplified music be provided?: PA yes  
(If yes, refer to requirement #8 for compliance)

City Ordinance Sct. 193-5 requires Common Council permission; S.C.T. 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.