

1. Agenda

Documents:

[AGENDA.09.07.2021.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2021.09.07.PDF](#)

COMMON COUNCIL AGENDA

September 7, 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 regarding EO203 and increasing the number of members on Police commission. This expands the commission from 3 to 5 members.

Public Hearing on making Valley View Drive an all way stop at the entrance to the Cortland JR. Sr. High school.

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

AGENDA:

Item #1 – Consideration of a Resolution to approve the change of title for a previously approved hire from a Youth Services Specialist to a Recreation Supervisor position at the Cortland Youth Bureau (John McNerney)

Item #2 – Consideration of a Resolution to approve the special event application and all other required applications for CNY Wellness Festival on Saturday October 9, 2021 from 9AM – 5PM in Courthouse Park. (Mayor Tobin, Sonya Langan)

Item #3 – Consideration of a Resolution to waive the fees associated with the CNY Wellness Festival. (Mayor Tobin)

Item #4 – Consideration of a Resolution to accept, recognize and appropriate the following donations to the Youth Bureau. (John McNerney)

<u>Donation</u>	<u>Amount</u>	<u>Event/Project</u>	<u>Budget Line</u>
Joe Cortese & Molly Lane	\$200.00	Porch Fest	A-7550.5405
Mr. Alex Hair Fashions	\$100.00	Porch Fest	A-7550.5405
Cash Donation	\$1,630.00	Porch Fest	A-7550.5405
Total	\$1,930.00		

Item #5 – Consideration of a Resolution authorizing the Mayor to execute a Grant Agreement with the NYS Environmental Facilities Corporation and all other contracts, documents, and instruments necessary to bring about the project and to fulfill the City of Cortland’s obligations under the Grant Agreement. The grant is an Engineering Planning Grant for a potential Aeration System Upgrade project. (Bruce Adams)

Item #6 – Consideration of a Resolution that the City of Cortland authorizes and appropriates a minimum 20 percent local match as required by the Engineering Planning Grant Program for the Wastewater Treatment Plant Aeration System Upgrade study. Under the EPG program, this local match must be at least 20 percent of the EPG grant award of \$24,000. The source of the local match, and any amount more than the required match, shall be provided by the Sewer Fund. The maximum local match shall not exceed \$4,800.00 based upon a total estimated maximum project cost of \$24,000. The Mayor may increase this local match using in-kind services without further approval from the City of Cortland. (Bruce Adams)

Item #7 – Consideration of a Resolution to Cancel the Loan Agreement with Cortland Rural Cemetery, Inc. and Forego Collection of all Advances and Accrued Interest made Thereon:

Whereas: in December 2018 the City and the Cortland Entered in an installment loan agreement when in the City would advance the Cemetery funds to sustain operations, and

Whereas: In January 2019 the City advanced \$8,000 to the Cemetery, and

Whereas: Pursuant to the installment agreement the City is not to receive any repayments during the first ten years of the advance, and

Whereas: the City is to receive the full amount of the loan plus interest on December 18, 2028, and

Whereas: The Board of the Cemetery has decided that it is in the best interest of the Cemetery all assets to Forest Lawn Incorporated, and

Whereas: As a condition precedent to the transferred Forest Lawn, Inc. is requiring that all indebtedness to the City be cancelled, and

Whereas: the Common Council of the City deems it in the best interest of the City and its residents to fully cooperate with the Cortland Rural Cemetery as it undertakes such actions that enhances the financial and operational sustainability.

Therefore be it resolved that the City is forgiving all advances and accrued interest there under owed to the City by the Cortland Rural Cemetery, Inc. (Mayor Tobin)

Item #8 – Consideration of a Resolution to adopt funding priorities for the American Rescue Plan funds. (Mayor Tobin)

Item #9 – Consideration of a Resolution to authorize the Mayor to enter into an agreement with SEIU. (Ric VanDonsel)

Item #10 – Discussion regarding the status of Parker School, and the proposal to turn it into an early childhood education center for daycare, Head Start, and Early Head Start. (Mayor Tobin)

Item #11 – Discussion on the opportunity for the city to collaborate with the County Planner to determine new ward boundaries, based upon the recently completed 2020 Census. This can include changing boundaries, and potentially the number of council members. (Mayor Tobin)

Executive Session requested, discussion of contractual negotiations (no action anticipated)

Adjournment

**CITY OF CORTLAND, NEW YORK
LOCAL LAW NO. ____ OF THE YEAR 2021
POLICE DEPARTMENT § C12-3 - C12-6**

Section 1. Enactment and Title.

A local law to establish guidelines for the Police Department.

Section 2. Authorization, Purpose and Intent.

The purpose of this law is to establish guidelines for the Police Department.

Section 3. Findings.

§ C12-3 Police Commission; membership; appointment; term; compensation.

There shall be a Police Commission consisting of five members who shall be appointed by the Mayor with confirmation by the Common Council. The Commissioners shall serve three-year terms with no compensation, except the Common Council may authorize compensation for expenses. The Police Commission shall at the beginning of each year elect one of its members as Chair.

§ C12-4 Powers and duties of Police Commission.

[Amended 11-20-1983 by L.L. No. 3-1983]

The Police Commission shall have the powers and duties to:

A. Submit to the Mayor the names of at least three qualified candidates, if there are three qualified candidates on the list of names reviewed and evaluated pursuant to § **C4-3C** for the position of Police Chief.

B. Assist the Police Chief when requested with regard to promotions, and other personnel matters.

C. Review the estimates of revenues and proposed expenditures and capital program of the Police Department and make recommendations to the Mayor and Capital Program Committee, respectively.

D. Review all complaints by citizens and, with the Police Chief, devise solutions to valid problems in departmental operations.

E. Advise the Police Chief on the administration and operations of the Department as they or the Mayor may request or as the Commission may deem necessary.

§ C12-5Discipline.

In the event of a disciplinary matter, the chief shall share with the Commissioner with names redacted the incident and consequences.

- (i) In the event there are two confirmed disciplinary issues with employee within the same twelve-month period the name/issue shall be shared with (a) the commission; (b) Corporation Counsel and (c) the mayor.
- (ii) In over the course of a fire year period, there are three or more disciplinary issues, the name and issues shall be shared with the (a) the commission; (b) Corporation Counsel and (c) the mayor.

§ C12-6Department qualifications.

No person may be appointed to membership in the Police Department or continue to hold membership therein who is not a citizen of the United States, who is not of good moral character, who has ever been convicted of serious felony or who does not meet all requirements set by civil service and the Department.

Section 4.

This Local Law shall be submitted for approval to the City of Cortland common council.

Section 5.

Any other Local Law, ordinance or resolution inconsistent herewith is hereby repealed.

Effective Date.

This Local Law shall take effect 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 Council 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.

Richard C. Van Donsel City Attorney

Jurisdiction: City of Cortland
Jurisdictional Class: Competitive
Adopted: 10/15/80
Revised: 8/9/96; 1/02/03; 5/4/15

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, organizing, and implementing a variety of recreational programs within the City. The incumbent is responsible for one or more specific program areas, e.g., playgrounds, athletics, recreation centers, special events, etc. The work is performed under the general supervision of the Youth Bureau Director with wide leeway allowed for independent decision making. General supervision is exercised over subordinate personnel, which increases substantially during the summer season. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes, directs, and oversees recreation programs for various age groups;
Selects, trains, and supervises recreation personnel;
Supervises and interacts with youth at Youth Center;
Provides informal counseling to youth at Youth Center;
Prepares news releases and other publicity relating to the recreation programs;
Prepares a variety of records and reports related to program administration;
Inspects facilities and equipment to insure the safety of participants and to assess future needs;
Arranges for repair or maintenance of facilities and equipment when necessary;
Requisitions and purchases recreation equipment and supplies;
Speaks to college classes and various community groups to inform them of the recreation services provided by the Youth Bureau;
Confers with the Youth Bureau Director on a regular basis concerning various aspects of the recreation program;
Acts as a coordinator between the Youth Bureau and other public and private recreation groups by attending meetings or serving on boards;
Assists the Youth Bureau Director in preparing the annual budget;
Manages social media accounts and Youth Bureau website;
Manages and maintains online registration and facility reservation software;
May give immediate direction or instructions to participants and/or employees engaged in a recreation program;
May act for and in place of the Youth Bureau Director as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the theory, principles, and practices of recreation administration; good knowledge of the principles and practices of administrative supervision; good knowledge of planning and equipping recreation facilities and areas; working knowledge of governmental budgetary procedures; working knowledge of modern public relations techniques; ability to plan, organize, and promote recreation program activities; ability to plan and supervise the work of others; ability to communicate effectively to gain the cooperation of people of all ages; ability

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RECREATION SUPERVISOR

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Con't.)

to speak effectively before an audience; ability to prepare written and oral material; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree or higher in Recreation, physical Education, Education, Sociology, Psychology, or closely related field; OR
- B. Graduation from a regionally accredited or NYS registered two year college with an associate's degree or higher in Recreation Leadership, Physical Education, Education, Sociology, Psychology or a closely related field and two years of full-time paid experience in an organized recreation or athletic program; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four years of the above experience; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Jurisdiction: City of Cortland
Jurisdictional Class: Competitive
Adopted: 10/15/80
Revised: 4/1/99; 5/06/02, 11/15/07; 7/25/14

YOUTH SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing, and initiating City-wide youth guidance and development programs. Incumbents supplement and reinforce Youth Bureau objectives by encouraging socially acceptable behavior and attitudes as well as assisting in the resolution of personal problems of youth. The work is performed under the general supervision of the Youth Services Supervisor with considerable leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of volunteers and interns, working in specific program areas and participation in the Youth Employment Program. A considerable portion of the work is performed at night and on weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Seeks out youth in normal environments to establish supportive and cooperative relationships with them;
Supervises a youth center to maintain a pleasant, comfortable, unstructured atmosphere;
Provides informal counseling to youth at the Youth Center and other places frequented by youth;
Refers individuals to appropriate public or private community agencies for specialized types of assistance;
Develops new programs by communicating with youth to assess needs, performing research, planning, promoting, and initiating the programs;
Coordinates with community agencies to provide services to individuals referred to the Youth Bureau;
Encourages youth to participate in community service activities at the Youth Center and in the community;
Oversees the Youth Employment Program at the Youth Center;
Oversees the Youth Center Music Programs;
Plans and promotes a variety of activities and special events utilizing community resources and recreation facilities to benefit program participants;
Prepares oral and written reports concerning program activities, objectives, and program proposals;
Confers with the Youth Bureau Director, Assistant Director, and the Youth Services Supervisor on matters of importance concerning youth services;
May act as a youth advocate in an attempt to resolve serious problems of youth in the home, in court, or school.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the factors underlying juvenile delinquency and maladjustment; good knowledge of the local socioeconomic conditions; good knowledge of the problems, needs, and aspirations of modern youth; good knowledge of the public and private agencies

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YOUTH SERVICES SPECIALIST

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Con't.)

which provide youth services; good knowledge of the organization and conduct of youth oriented activities; good knowledge of accepted consultation and interviewing techniques; good knowledge of adolescent behavior; ability to establish and maintain comfortable relationships with youths; ability to establish and maintain effective working relationships with others; ability to prepare oral and written reports; emotional maturity; sound professional judgment; willingness to work evenings and weekends; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree or higher; OR
- B. Graduation from a regionally accredited or New York State registered two year college with an Associate's degree or higher and two years of full-time paid experience working with youth in youth development, character building, delinquency prevention, education, or a similar field; OR
- C. An equivalent combination of education and experience as defined by the limits of (A) and (B).

City of Cortland Special Event Application

Event Name: CNY Wellness Festival Today's Date: 8/17/21
 Event Contact: Sonya Langan/Langan Wellness COP Member? Yes No
 Address: 171 Madison St., Cortland ~~NEW~~ Event Existing Event
 Email: langanwellness@gmail.com Phone: (518) 429-9045
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No if yes, name the charitable causes: Cortland Youth Bureau Non-profit Tax ID: _____

Event Information

NAME OF EVENT: CNY Wellness Festival
 TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): Festival
 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>Sat. Oct. 9, 2021</u>	DATE DAY 2: _____
<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____	<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 Park END LOCATION: Courthouse Park
 EXPECTED # OF PARTICIPANTS: 20-300 # OF SPECTATORS: same # OF VEHICLES: n/a HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: n/a

Event Components

<input checked="" type="checkbox"/> City park use	<input checked="" type="checkbox"/> Temporary structures <u>tables/stands</u>	<input type="checkbox"/> Food cooked on-site
<input type="checkbox"/> City streets blocked	<input checked="" type="checkbox"/> Canopies up to 10' x 10'	Alcohol
<input type="checkbox"/> City sidewalks blocked	<input type="checkbox"/> Grounded tents over 10' x 10'	<input type="checkbox"/> Alcohol sold on-site
<input type="checkbox"/> City parking lots closed	<input type="checkbox"/> Beer and/or wine garden	<input type="checkbox"/> Alcohol served
<input type="checkbox"/> City barricades	<input type="checkbox"/> Street banner requested	Vending
<input type="checkbox"/> City cones	<input type="checkbox"/> Rides or amusements	<input checked="" type="checkbox"/> Vending of goods
<input type="checkbox"/> Animal ban	<input type="checkbox"/> Showmobile rental requested	<input type="checkbox"/> Vending of food
<input type="checkbox"/> Animals are part of the event	<input type="checkbox"/> Portable restrooms	Power Source
<input type="checkbox"/> EMTs needed on site	<input type="checkbox"/> Seating area	<input type="checkbox"/> City electricity use
<input type="checkbox"/> Police escort requested	Sound	<input type="checkbox"/> Generator use
Waste Management	<input type="checkbox"/> Fireworks	Insurance
<input checked="" type="checkbox"/> City litter pickup	<input checked="" type="checkbox"/> Amplified sound or music	<input checked="" type="checkbox"/> General Liability insurance certificate via <u>Langan Wellness</u>
<input type="checkbox"/> City street sweeping	<input type="checkbox"/> Ceremonial Gun Salute	<input type="checkbox"/> Liquor Liability insurance certificate

Other components not listed: Free community event designed to promote wellness & local small businesses. Free yoga/meditation classes on lawn. Donations to CYB.
 Marketing budget: \$500+ donations Admission Fee: Free

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

SOUND DEVICE PERMIT APPLICATION

DATE REQUESTED: Oct. 9, 2021

ISSUANCE DATE: _____

NAME: Sonya Langan/Langan Wellness

EXPIRATION DATE: _____

ADDRESS: 171 Madison St
Cortland, NY 13045

TELEPHONE: _____

TYPE OF SOUND DEVICE: small music speaker Times: 9:00am - 5pm Courthouse Park

NON-PROFIT: all event proceeds to Cortland Youth Bureau

(*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

8/17/21
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.

Ms. Bennett, Cortland City Clerk
Cortland Common Counsel

August 17, 2021

Re: CNY Wellness Festival

Dear Ms. Bennett and Counsel,

Thank you for considering the CNY Wellness Festival for the date of Saturday, October 9, 2021 to utilize the Courthouse Park from 9am-5pm, open to the public 10am-4pm. This event is designed to get our community out and actively engaged in their wellness, learn tools (yoga, meditation, etc.) to empower them to take charge of their health, and reestablish connection with local small businesses and health practitioners to benefit us all after the last year of COVID challenges. Set up will be 9-10am and tear down 4-5pm for vendors, and all vendors will be asked to donate a minimum of 15% of sales for the day to the Cortland Youth Bureau.

Throughout the day, there will be free yoga, mindfulness, and meditation classes offered by my self and other certified teachers on the lawn in front of the stage. In Lieu of class payment, donations will be taken to benefit the Cortland Youth Bureau.

I am insured with the City of Cortland listed as an additional insured on my policy, as requested by Mr. John McNerny when I began using park spaces for yoga classes (a copy of which is sent herewith). Current COVID guidelines will be observed on the day of the event (a copy of which as approved by Mr. McNerny is sent herewith, but is subject to change as new information and guidelines are released).

It is my goal to engage out community with small businesses and grow together, which is where the idea for this event came from. Local small businesses that will be vendors include Langan Wellness, Willow & Oak, Nighthwing Healing Arts, Cinch Art Space, and Wellness Eternal, with additional vendors waiting to hear if this permit will be granted before agreeing to come. All vendors invited are involved in health, wellness, or self-care, and their marketable goods include soaps, candles, apparel, crystal jewelry, loose gems, Reiki offerings, sound therapy, and wellness consultations through their individual practices. Any vendors asked to join after a permit is granted will fit into these guidelines and offer health and wellness merchandise. No food or drink will be sold.

Thank you for your consideration in this matter. If you have any questions or require additional information please do not hesitate to contact me.

Sincerely,

Sonya Langan
Langan Wellness
www.langanwellness.com
(518)429-9046



Vendor 18

Vendor 16

Vendor 14

Vendor 12

Vendor 17

Vendor 15

Vendor 13

Vendor 11

Vendor 19

Vendor 10

Vendor 20

Free yoga / mindfulness class
participant space
on green

Vendor 9

Mini Stage

Vendor 8

Speaker

Vendor 4

Vendor 7

Vendor 1

Statue

Fountain area

Vendor 5

Vendor 6

Vendor 2

Vendor 3

Church Street



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

Acct#: 2867970

6/30/2021

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 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 Lockton Affinity, LLC P.O. Box 410679 Kansas City, MO 64141-0679	CONTACT NAME: PHONE (A/C, No, Ext): 844-398-0468 FAX (A/C No): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Certain Underwriter's at Lloyd's, London NAIC # AA1128987 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Langan Wellness 171 MADISON ST, CORTLAND, NY 13045-1620	

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	ADDL SUBR INSP. WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liability					EACH OCCURRENCE \$ N/A DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ N/A MED EXP (Any one person) \$ \$2,000/\$50,000 aggregate PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ Excluded EACH CLAIM \$ 1,000,000
A	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	AFR-PG-0018951-0	5/28/2021	5/28/2022	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea. accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Fire Legal Liability					ANY ONE FIRE OR \$100,000 WATER DAMAGE (SUBJECT TO GENERAL AGGREGATE)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Master Policy Holder: National Professional Purchasing Group Association, Inc.
 The Insured listed above is a member of the National Professional Purchasing Group Association, Inc. The insurance afforded by the certificate issued to the member named above is subject to all the terms, exclusions and conditions of the master policy to which it refers. Limits may have been reduced by paid claims and expenses.
 Unique Market Reference Number: B0713GLOPR2002150

CERTIFICATE HOLDER

City Of Cortland
 25 Court Street
 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

Paul D. Francis



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

FROM: John McNerney, Youth Bureau Director

RE: CYB Donations

DATE: August 31st, 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
Joe Cortese & Molly Lane	\$200.00	Porch Fest	A-7550.5405
Mr. Alex Hair Fashions	\$100.00	Porch Fest	A-7550.5405
Cash Donation	\$1,630.00	Porch Fest	A-7550-5405

Total = \$1,930.00

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



Memorandum of Agreement

Between

SEIU Local 200United

And

City of Cortland

RE: FINANCIAL TRAINING SUPPORT

THIS AGREEMENT is entered into this ___ day of _____ 2021, by the City of Cortland (“Employer”), and SEIU, Local 200United (“SEIU”) for the purpose of financial training support regarding the Foreclosure Program.

Whereas, the City of Cortland has agreed to a one-time payment in the amount of One-Thousand Dollars (\$1000.00) paid to Tracey Hatfield for training the individual the duties of Direct Billing under the City of Cortland’s Foreclosure Program.

Such payment will be paid by September 14, 2021.

IN WITNESS WHEREOF, the parties have signed this Memorandum of Agreement:

CITY OF CORTLAND

By _____ Dated: _____, 2021

S.E.I.U. LOCAL 200UNITED

By _____ Dated: _____, 2021



AGREEMENT

BETWEEN THE CITY OF CORTLAND, NEW YORK
AND
CEDARWOOD ENGINEERING SERVICES, PLLC

FOR PROFESSIONAL SERVICES RELATED TO
EPG #10743 WASTEWATER TREATMENT PLANT STUDY

THIS IS AN AGREEMENT made as of **August 15, 2021**, between the City of Cortland, located at City Hall, 25 Court Street, Cortland New York 13045 ("OWNER"), and Cedarwood Engineering Services PLLC, located at 3903 Main Street, Warrensburg, New York 12885 ("ENGINEER").

"OWNER" intends to enlist the professional services of the "ENGINEER" to provide engineering services as required by the New York State Department of Environmental Conservation, Environmental Facilities Corporation (EFC) and the most current versions of the Consolidate Funding Application (CFA) and Clean Water State Revolving Fund (CWSRF) programs and restated in the Scope of Professional Services and Deliverables below.

"OWNER" and "ENGINEER", in consideration of their mutual covenants, herein agree in respect of the performance or furnishing of professional engineering services by "ENGINEER" with respect to the Project and the payment for those services by "OWNER" as set forth below. Execution of this Agreement by "ENGINEER" and "OWNER" constitutes "OWNER's" written authorization to "ENGINEER" to proceed on the date first above written with the services detailed in the Scope of Professional Services and Deliverables.

GENERAL

With this agreement, the "OWNER" is retaining the "ENGINEER" to provide the necessary report and field activities related to a nutrient study for the City's wastewater treatment plant to determine improvements needed to ensure the facility can meet the upcoming 2025 Chesapeake Bay total maximum daily loading (TMDL) requirements through its SPDES permit. Report will be generated following the EFC's current engineering report outline.

SCOPE OF PROFESSIONAL SERVICES AND DELIVERABLES

The "ENGINEER" will provide the following professional services:

Tasks:

Obtaining and collecting existing operational data, including flows, influent/effluent BOD, TSS, nitrogen and phosphorus

Analysis of existing treatment performance of primary and secondary treatment systems with respect to nutrient removal including loading, F/M calculations, TKN to BOD, aeration, etc.

Proposed Improvements to allow the WWTP process to meet 2025 Chesapeake Bay nutrient requirements

Furnish NYS PE stamped report summarizing findings, observations, Engineer's recommendation, and probable opinion of cost

Submit report to the NYSDEC for review and approval and addressing comments

Report will be used to apply for the NYSDEC Water Quality Improvement Program Grant Round 18 (estimated in spring/summer of 2022).

SUMMARY OF COSTS

The "ENGINEER" will complete the above listed professional services for each option at a not-to-exceed cost as follows:

Summary of Professional Services Costs

Not to Exceed (NTE) amount for Engineering Services **\$19,200.00**

ADDITIONAL SERVICES

Additional services can be provided by the "ENGINEER" if deemed necessary and approved by the "OWNER". Compensation for additional services can be negotiated as needed.

Services not indicated or included in the above-listed scope of services, or which are subsequently requested, either verbally or in writing, will be considered additional services. The fee will be based upon either a mutually agreed fixed fee or an hourly basis at rates in effect at the time the services are performed, plus subcontracts and reimbursable expenses as outlined in the Rate Schedule for the year in which the work is being performed.

COMPENSATION

Compensation shall be based upon the hours spent on each task by the various categories of personnel, plus subcontractors and direct expenses in accordance with the Rate Schedule in effect (for the year) at the time of the work. A rate sheet schedule is attached. Compensation shall commence for services provided from the date of execution and proceed until completion of the work.

"ENGINEER" invoices will be submitted to the "OWNER" monthly. Payment shall be made to the "ENGINEER" within forty-five (45) calendar days of the date of the invoice. Checks shall be forwarded to Cedarwood Engineering Services PLLC, P.O. Box 1360, 464 Main Street, Suite 302, Oneonta, New York 13820.

INSURANCE

The "ENGINEER" shall maintain and keep current all insurances:

- 1. Errors and Omissions: \$2/\$4,000,000
- 2. General Liability: \$1/\$2,000,000
- 3. Auto Liability: \$1,000,000



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|--------------------------|--------------|
| 4. Workers Compensation: | State Limits |
| 5. Excess Umbrella: | \$5,000,000 |

All valid ACORD insurance certificates must be included with this contract agreement.

STANDARD CONTRACT TERMS AND CONDITIONS

The terms and conditions contained on the attached sheet apply to this contract.

ATTACHMENTS

- 2021 Rate Schedule
- Standard Terms and Conditions
- ACORD Insurance Certificate

*Any condition not addressed in the attachments, or in conflict with EJCDC conditions, the EJCDC shall prevail.

ENDORSEMENTS

The following signatures establish the foregoing:

("OWNER")
CITY OF CORTLAND

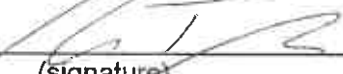
By: _____
(signature)

Print Name: _____

Title: _____

Date: _____

("ENGINEER")
CEDARWOOD ENGINEERING SERVICES PLLC

By:  _____
(signature)

Print Name: Brian T. Suozzo, P.E.

Title: Owner

Date: 8/15/2021