



The City of Cortland  
City Common Council Minutes  
Council Meeting No. 6 of 2022

**April 5, 2022**

6:00 p.m.

City Hall, 25 Court Street and via Zoom

**Call to Order and Roll Call**

Mayor Steve called the meeting to order at 6:00 p.m., and the City Clerk called the roll. The following Common Council Members were in attendance:

Wayne Schutt – First Ward Alderperson  
Katy Silliman – Second Ward Alderperson  
Mary Clare Pennello – Third Ward Alderperson  
Patricia Lane – Fourth Ward Alderperson  
William Carpenter – Sixth Ward Alderperson  
Thomas Michales – Eighth Ward Alderperson (via Zoom)

The following Common Council Members were recorded absent:

Seth Thompson - Fifth Ward Alderperson  
Troy Beckwith – Seventh Ward Alderperson

**Salute to the Flag**

**Moment of Silence/Reflection**

**Proclamations/Presentations**

**Declaring April as Fair Housing Month**

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

Motioned by: Council Member Schutt  
Seconded by: Council Member Pennello  
Approved: Ayes – 6  
Nays – 0

### **Declaring April Child Abuse Prevention Month**

RESOLVED, that the Common Council does hereby proclaim April 2022 as National Child Abuse Prevention Month in the City of Cortland and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Approved: Ayes – 6  
Nays – 0

### **Mayor's Report**

The Mayor noted that a city-wide cleanup day will be held on on April 23<sup>rd</sup>. He encouraged neighborhoods and organizations to participate.

The Dairy parade will be held on June 7<sup>th</sup>. The parade will be re-routed due to construction on Main Street. The route this year will be North Main Street and Homer Avenue past the hospital.

A job advertisement has been placed for the Youth Bureau Director position. The application deadline is April 8<sup>th</sup>, The Personnel Committee will review applications and pass them on to the Youth Bureau Board for review and recommendation.

### **Ward Reports**

Ward 2: Council Member Silliman said that complaints had been made about trash at 20-22 West Court Street which is owned by the County of Cortland. Ms. Silliman spoke with the codes office and will discuss the issue with the county legislative representative. She also noted concerns with parking on sidewalks and amplified music. Ms. Silliman also asked if street sweeping could be done after the college session ends.

Ward 3: Council Member Pennello said she received calls relating to student housing, garbage and cars parked on lawns. She said that the Codes office, Police Department and Mayor were helpful in addressing these issues. Ms. Pennello asked for assistance from community organizations and volunteers to help build an auxiliary library at the Water Works.

Ward 4: Council Member Lane said she received calls from Delaware Avenue residents asking whether grass seed would be put down between sidewalks and curbs. She met with the SUNY Cortland student government president to discuss student and community relationships.

Ward 6: Council Member Carpenter noted that construction work is beginning on Clinton Avenue between Main Street and Greenbush Street and encouraged residents to be careful. He said that the Codes office was helpful in resolving an issue on Miller Street

Ward 8: Council Member Michales said he received a call asking if a bridge from Yaman Park to River Street would be completed and said that funding is in place and the work would be going forward. He said that once a design proposal for Randal Park was complete we would have a meeting with 8<sup>th</sup> and 5<sup>th</sup> ward residents.

**Finance Report**

The Mayor said he meet with department heads to review first quarter budget spending and compare that to last year. This information is detailed in the financial report provided to the Common Council and public. Additional budget information will be available by the end of April. He also said that Cortland has been receiving lower amounts of Aid and Incentives for Municipalities (AIM) funding than comparable municipalities.

The mayor also addressed issues raised during ward reports. He said that he wants street sweeping and cleaning to be done more frequently. Relating to codes issues, he said the first step is to seek compliance and give property owners the opportunity to rectify a code violation. He said a high volume of garbage and parking tickets were issued in March, and that the city was giving priority attention to these and other quality of life issues. The Mayor said the Code office has been diligent and that citations were up 40%.

**Approval of the Minutes**

The minutes of March 15, 2022 were approved.

Motioned by: Council Member Pennello

Seconded by: Council Member Silliman

Approved: Ayes – 6  
Nays – 0

**Resolution No. 52 of 2022 Approve Porch Fest Special Event and Sound Device Application**

RESOLVED, that Porch Fest Cortland’s special event application and sound device permit application are hereby approved without fee; AND BE IT FURTHER

RESOLVED, that this approval permits closure to traffic on Van Hoesen Street, Harrison Street, Joy Street and Chestnut Street from 11:00 a.m. to 6:00 p.m. on August 21, 2022.

Motioned by: Council Member Schutt

Seconded by: Council Member Carpenter

Approved: Ayes – 6  
Nays – 0

**Resolution No. 53 of 2022 Request for an Increase in Aid and Incentives for Municipalities**

RESOLVED, that the City of Cortland urges Governor Hochul to work with the leaders of the Senate and Assembly and increase Aid and Incentives for Municipalities funding in the 2022-23 adopted State Budget.

Motioned by: Council Member Lane

Seconded by: Council Member Schutt

Approved: Ayes – 6  
Nays – 0

**Resolution No. 54 of 2022                      Appropriate Miscellaneous Income for 2022 City-Wide Sidewalk Program**

RESOLVED, that the Common Council does hereby authorize and appropriate \$20,000 from Misc. Revenue for the continuation of the Sidewalk Replacement Program in 2022, which will be administered by Thoma Development Consultants; AND BE IT FURTHER

RESOLVED, that the Common Council authorizes the Mayor to review the proposed guidelines and recommend any changes for the program’s administration.

Motioned by: Council Member Pennello

Seconded by: Council Member Carpenter

Discussion: Council Member Silliman noted that the program often has a waiting list. The Mayor said that he would come back to the Common Council to request allocation of additional monies from American Rescue Funds if applications exceeded the current \$20,000 appropriation.

Approved: Ayes – 6  
              Nays – 0

**Resolution No. 55 of 2022                      Authorize Agreement for Cleaning and Custodial Services at City Hall**

RESOLVED, that the Mayor is hereby authorized to enter into an agreement on behalf of the City of Cortland with Absolutely Clean for an annual amount of \$46,200.00 for a period beginning April 1, 2022 and ending March 31, 2023.

Motioned by: Council Member Carpenter

Seconded by: Council Member Silliman

Approved: Ayes – 6  
              Nays – 0

**Resolution No. 56 of 2022                      Authorize Contract Amendment for Clinton Avenue Phase III Streetscape Project**

RESOLVED, that the Mayor is hereby authorized to sign Amendment #2 to the Engineering Services Agreement with Cedarwood Engineering Services PLLC in the amount of \$180,000 for Construction Inspection and Administration as part of the Clinton Avenue Phase III Streetscape Project.

Motioned by: Council Member Schutt

Seconded by: Council Member Pennello

Discussion: Superintendent of Public Works Nic Dovi explained that there are two engineering firms on the Clinton Avenue project. At a past meeting, the Common Council approved increased funding for more construction inspection for the other firm, and that this resolution would increase construction inspection with the second firm. The costs for construction inspection are covered under existing grant funds.

Approved: Ayes – 6  
              Nays – 0

**Resolution No. 57 of 2022                      Authorize Donation of Surplus Fire Department Gear to Ukraine**

RESOLVED, that the Common Council affirms the surplus of approximately 50 sets of 2010 Globe Personal Protective Gear deemed non-serviceable, with minimal fiscal return on sale as is; AND BE IT FURTHER

RESOLVED, that the Common Council authorizes the Fire Chief to donate the surplus personal protective equipment to the not-for-profit organization “Heavens Community Center” in Ukraine, supporting the emergency services in that country during this tumultuous time.

- Motioned by: Council Member Lane
- Seconded by: Council Member Silliman
- Approved:        Ayes – 6  
                      Nays – 0

**Resolution No. 58 of 2022                      Appoint Assessment Review Board Member**

RESOLVED, that Kathryn A. Wilcox, residing at 62 Church Street Cortland, NY is appointed to the Board of Assessment Review for a term beginning April 6, 2022 and ending April 5, 2027.

- Motioned by: Council Member
- Seconded by: Council Member
- Discussion:        The Mayor noted that there are openings on this board and that the board would be involved with reassessment next year.
- Approved:        Ayes – 6  
                      Nays – 0

**Resolution No. 59 of 2022                      Authorize Credit Card Account for Use by the Mayor**

RESOLVED, the Common Council does hereby grant authority for the Mayor to maintain a credit card account with Tompkins Trust Company to conduct official business when circumstances necessitate in compliance with the City’s credit card policy.

- Motioned by: Council Member
- Seconded by: Council Member
- Approved:        Ayes – 6  
                      Nays – 0

**Resolution No. 60 of 2022                      Authorize Credit Card Accounts for Use by the Police Department**

RESOLVED, the Common Council does hereby grant authority for the Cortland City Police Department to establish a credit card account with Tompkins Trust Company to conduct department business when circumstances necessitate in compliance with the City’s credit card policy.

- Motioned by: Council Member Carpenter
- Seconded by: Council Member Silliman
- Approved:        Ayes – 6  
                      Nays – 0

**Resolution No. 61 of 2022                      Authorize Agreement for Phase II Environmental Site Assessment at Former Cortland Corset Factory, 75 East Court Street**

RESOLVED, that the Common Council does hereby authorize the Mayor to enter into an agreement with C&S Engineers, Inc. to perform a Phase II Environmental Site Assessment for the property located at 75 East Court Street in an amount of \$45,035.00.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Discussion: The Mayor explained that monies from a 2017 grant are available to fund the assessment. He said the city will apply for additional grants to fund assessments at other sites.

Approved: Ayes – 6  
                  Nays – 0

**Resolution No. 62 of 2022                      Authorize Agreement for Limited Phase II Environmental Site Assessment at the Former Apex Tools Facility at 43-45-47 Cleveland Street**

RESOLVED, that the Common Council does hereby authorize the Mayor to enter into an agreement with C&S Engineers, Inc. to perform a limited Phase II Environmental Site Assessment for the property located at 43-45-47 Cleveland Street in an amount of \$15,000.00.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Discussion: The Mayor said that the Industrial Development Agency is moving forward on site cleanup. Cortland County is expected to pass a resolution to waive landfill tipping fees. He expects cleanup to be done by the end of April or early May.

Approved: Ayes – 6  
                  Nays – 0

**Discussion Items**

The Mayor said he is working on an inter-municipal agreement for a portable stage to replace the previous one owned by the city. The cost will be divided among the participating municipalities. He will ask the Common Council to approve allocation of unused American Rescue Funds for the city’s share of the cost at a future meeting.

Council Member Silliman said she would like future discussion of aid for municipalities hosting State University of New York (SUNY) campuses, an update of the Parker School project, and also expressed concerns about a requirement that the city conduct an inventory of trees in order to apply for a tree planting and maintenance grant.

The Mayor responded that he met with the tree committee to discuss a budget for maintaining trees and that a plan was in place. He said that SUNY Cortland would help with the tree inventory and that a budget line would be provided for the cost of tree maintenance next year.

The Mayor also provided an update on the Parker School project, noting that the City owns the property as of April 1, 2022. He said that RFPs are being reviewed for architectural work, and that he will be meeting with CAPCO and the YWCA to formulate a plan for the child care services grant.

The Mayor also added, in response to Ms. Silliman, that the city would look into SUNY impact aid.

**Adjournment**

The meeting was adjourned at 6:50 p.m. on motion of Council Member Schutt, seconded by Council Member Pennello, and approved by a vote of 6-0.

**I, ANDREW T. JEWETT, CITY CLERK FOR THE CITY OF CORTLAND, NEW YORK, DO HEREBY CERTIFY THAT SAID RESOLUTIONS WERE ADOPTED BY THE COMMON COUNCIL AT A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF CORTLAND, HELD ON THE 5<sup>th</sup> DAY IN APRIL, 2022. I FURTHER CERTIFY THE FOREGOING RESULTS WERE PRESENTED TO THE MAAYOR IN THE TIME REQUIRED FOR HIS CONCURRENCE IN ADOPTION OR REJECTION BY VETO POWER.**

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**ANDREW T. JEWETT, CITY CLERK**

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**SCOTT STEVE, MAYOR**