



## CITY OF CORTLAND COMMON COUNCIL MEETING

JANUARY 2, 2024 | 6:00 PM

### MINUTES

#### MEETING LOCATION

CITY HALL  
25 COURT STREET  
CORTLAND, NY 13045

#### STREAMING VIA ZOOM

MEETING ROOM ID:  
923 566 4700  
[ZOOM LINK](#)

---

#### MAYOR

SCOTT STEVE

#### COUNCIL MEMBERS

WAYNE SCHUTT  
KATY SILLIMAN  
MARY CLARE PENNELLO  
PAT LANE  
SETH THOMPSON  
BILL CARPENTER  
TROY BECKWITH  
TOM MICHALES

#### CITY CLERK

ANDY JEWETT

#### CORPORATION COUNSEL

A.J. MELDRIM

#### DIRECTOR OF ADMINISTRATION & FINANCE

LISA HENTY

---

#### CONTACT

ANDY JEWETT, CITY CLERK  
607-758-8331  
[cityclerk@cortland.org](mailto:cityclerk@cortland.org)  
[www.cortland.org](http://www.cortland.org)

#### RESOLUTIONS ADOPTED

- |                   |  |
|-------------------|--|
| Resolution No. 1  | Appoint Acting Mayor (Wayne Schutt)  |
| Resolution No. 2  | Designate Bank Depositories for 2024 through 2027  |
| Resolution No. 3  | Designate Signatories  |
| Resolution No. 4  | Designate Official Newspapers  |
| Resolution No. 5  | Appoint Zoning Officer   |
| Resolution No. 6  | Appoint Commissioner of Deeds for the City of Cortland   |
| Resolution No. 7  | Authorize Agreement with Crown City Ladder & Hose Company for Volunteer Firefighting Services                        |
| Resolution No. 8  | Authorize Participation in County Mutual Aid Plan  |
| Resolution No. 9  | Set Public Hearing for Local Law to Limit Cigarette Retail Sale Establishments and Restrict Sales to Specified Areas |
| Resolution No. 10 | Set Second Public Hearing for the CDBG Microenterprise Assistance Program #285ME506-22                               |
| Resolution No. 11 | Appoint Members to Boards and Commissions  |
| Resolution No. 12 | Request a Comprehensive Review by the New York State Financial Restructuring Board for Local Governments             |



# CITY OF CORTLAND COMMON COUNCIL

JANUARY 2, 2024 | 6:00 PM

## MEETING MINUTES

---

### OATHS OF OFFICE

Honorable Elizabeth Burns, City Court Judge, issued oaths of office to Mayor Steve and members of the Common Council for terms of office beginning January 1, 2024 and ending December 31, 2027.

### CALL TO ORDER | ROLL CALL

Mayor Steve called the meeting to order at 6:07 p.m., and the City Clerk called the roll. The following Common Council members were in attendance:

Wayne Schutt	First Ward Alderperson
Mary Clare Pennello	Third Ward Alderperson
Patricia Lane	Fourth Ward Alderperson
Seth Thompson	Fifth Ward Alderperson
William Carpenter	Sixth Ward Alderperson
Troy Beckwith	Seventh Ward Alderperson
Thomas Michales	Eighth Ward Alderperson

The following Common Council member were recorded absent:

Katy Silliman	Second Ward Alderperson
---------------	-------------------------

### SALUTE TO THE FLAG | MOMENT OF REFLECTION

### PRIVILEGE OF THE FLOOR

James Place, a resident of Pinecrest Dr., asserted that property located at 4 Pinecrest Dr. is being used as a rooming house and in a manner not allowed within an R-1 low density residential zoning district.

A representative of the Cortland County Department of Health spoke in support of limiting cigarette retail sales to specified areas.

### PROCLAMATION

**Proclamation No. 1**                      **Declaring January 7, 2024 as Four Musical Giants Day in Honor of Samuel Forcucci, Barbara Pauldine, Donna Anderson & Donna Yacavone**

WHEREAS, Samuel L. Forcucci lived a life in service to his country and community; his musical influence spanning 34 years as a music instructor at SUNY Cortland, 31 years as Music Director at St. Anthony's and 21 years as Director of the Old Timer's Band; AND

WHEREAS, Donna J. Yacavone enriched the lives of others as a friend and music teacher at St. Mary's School; Choir, Music and Liturgy Director at St. Margaret's Church; and as Director of the Homer High School Band and Cortland Old Timers Band; AND

WHEREAS, Donna K. Anderson was an endearing member of the SUNY Cortland music faculty for 30 years, and shared her gifts as a pianist with the community, students and colleagues among whom she was greatly admired; AND

WHEREAS, Barbara B. Pauldine was beloved as a music educator who shared her time and talent, and inspired others to pursue professional music careers or follow their love of music and join with her in the Choral Union or St. Mary's Choir; AND

WHEREAS, at 3:00 p.m. on January 7, 2024, at the United Presbyterian Church, Cortland Music, Inc. will present a concert in memoriam of these individuals who have enriched the lives of countless people through their teaching, inspiration, leadership and musical performance; NOW, THEREFORE, BE IT

RESOLVED, that I, Scott Steve, Mayor of the City of Cortland, hereby proclaim January 7, 2024 as Four Musical Giants Day in Honor of Samuel L. Forcucci, Barbara B. Pauldine, Donna K. Anderson and Donna J. Yacavone.

#### FINANCIAL REPORT

Lisa Henty, Director of Administration and Finance provided an update on city financial matters. The financial report document which was provided to Council members and posted publicly on the city website on December 29, 2023 included information relating to:

- Year to Date Actuals
- Grant and Capital Projects
- Fiscal Position
- 2024 Adopted Budget
- Department Progress Update

#### MAYOR'S REPORT

Mayor Steve attended a graduation ceremony for two firefighters upon their completion of training at the state fire academy. He thanked the Fire Department for their response to an incident at a hotel and for their assistance with the Midnight on Main St. New Year's Eve event.

The Mayor announced the following Council member appointments to serve as departmental liaisons.

- Council Member Schutt - Fire Department
- Council Member Silliman - Wastewater
- Council Member Pennello - Water Department
- Council Member Lane - Department of Public Works
- Council Member Thompson - Administration & Finance
- Council Member Carpenter - Police Department
- Council Member Beckwith - Code Enforcement Division
- Council Member Michales - Youth Bureau

#### WARD REPORTS

Ward 1: Council Member Schutt thanked those who organized the city-sponsored Midnight on Main St. event on New Year's Eve.

Ward 3: Council Member Pennello reported on a concern about flooding on George St.

- Ward 4: Council Member Lane received a suggestion about establishing lockers for people without permanent housing to keep secure their belongings. Mayor Steve said that the warming center allows people to store belongings.
- Ward 5: Council Member Thompson thanked Mayor Steve for assisting with several issues in the ward. He also stated he would like the Council to have a discussion relating to basic needs in the community.
- Ward 8: Council Member Michales said he appreciates the opportunity to serve and contribute as Acting Mayor the past two years.

#### APPROVAL OF THE MINUTES

The minutes of the December 19, 2023 Council meeting were approved.

Motioned by: Council Member Schutt

Seconded by: Council Member Carpenter

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

#### RESOLUTIONS

##### **Resolution No. 1 Appoint Acting Mayor (Wayne Schutt)**

RESOLVED, that the Common Council hereby acknowledges Mayor Steve’s appointment of Wayne Schutt as Acting Mayor for the City of Cortland.

Motioned by: Council Member Pennello

Seconded by: Council Member Carpenter

Approved: Ayes – 6 [Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0  
Abstain – 1 [Schutt]

##### **Resolution No. 2 Designate Bank Depositories for 2024 through 2027**

RESOLVED the following financial institutions are authorized for said purpose:

Bank Name

NBT Bank

J. P Morgan Chase Bank N.A

M&T Bank

Tompkins Trust Company

AND BE IT FURTHER

RESOLVED, that collateral agreements, municipal funds protection and bank acknowledgements of the understanding of New York State Municipal and Finance Law be established with said banks during the term of this agreement which will be for a period not to exceed December 31, 2027.

Motioned by: Council Member Pennello

Seconded by: Council Member Carpenter

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 3                      Designate Signatories**

RESOLVED, that the Common Council does hereby authorize and approve Mayor Scott Steve and the Director of Administration & Finance to serve as signatories for the City of Cortland subject to applicable Charter and New York State laws.

Motioned by: Council Member Schutt  
Seconded by: Council Member Carpenter  
Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 4                      Designate Official Newspapers**

RESOLVED, that the Cortland Standard, published by the Cortland Standard Newspaper, 110 Main Street, Cortland, New York 13045, is hereby designated as the official newspaper fairly representing the City of Cortland Common Council for the period of January 1, 2024, through December 31, 2027.

Motioned by: Council Member Lane  
Seconded by: Council Member Schutt  
Approved: Ayes – 7 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 5                      Appoint Zoning Officer**

RESOLVED, that that the Cortland Common Council does hereby affirm the Mayor’s appointment of Captain Roy Everett as the Zoning Officer.

Motioned by: Council Member Pennello  
Seconded by: Council Member Thompson  
Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 6                      Appoint Commissioner of Deeds for the City of Cortland**

RESOLVED, that the Common Council appoints Tracey Hatfield, residing at, 4384 McCloy Road, Cortland, NY 13045, as Commissioner of Deeds for a term of January 2, 2024 through December 31, 2025; AND BE IT FURTHER

RESOLVED, that the Common Council appoints Nicole Bennett, residing at 5346 East Homer Crossing Road, Cortland, NY 13045 as Commissioner of Deeds for a term of January 2, 2024 through December 31, 2025.

Motioned by: Council Member Carpenter  
Seconded by: Council Member Michales  
Discussion: Mr. Thompson clarified that the named individuals are city employees.  
Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0



**Resolution No. 11**

**Appoint Members to Boards and Commissions**

RESOLVED, that the City of Cortland Common Council does hereby confirm the following appointments for terms of office as indicated.

<u>Appointment to</u>	<u>Appointee Name</u>	<u>Term Ending</u>
Board of Public Works	Theresa Quail	12/31/2025
Board of Public Works	Keith Van Gorder	12/31/2026
Board of Public Works	Patrick O’Mara	12/31/2026
Environmental Advisory	Margaret Jewett	12/31/2026
Ethics Board	Ron Walsh	12/31/2025
Fire Commission	Bonnie Heath	12/31/2028
Historic Commission	Linda Kline	12/31/2026
Historic Commission	Christine Barnes	12/31/2026
Landscape Planning & Design	Michael Dexter	12/31/2026
Landscape Planning & Design	Diane Batzing	12/31/2026
Planning Commission	Joseph McMahan	12/31/2030
Police Commission	Jim Sponaugle	12/31/2028
Wastewater Treatment Board	John Troy	12/31/2028
Youth Bureau Commission	Kristina Gambitta	12/31/2028
Youth Bureau Commission	Allison Veintimilla	12/31/2028
Zoning Board of Appeals	Theodore Phillips	12/31/2028

Motioned by: Council Member Lane

Seconded by: Council Member Schutt

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 12**

**Request a Comprehensive Review by the New York State Financial Restructuring Board for Local Governments**

RESOLVED, that the Mayor and Director of Administration & Finance are authorized to execute any and all documents and instruments necessary to fulfill the City of Cortland’s obligations under the Financial Restructuring Board’s Comprehensive Review, and that summary updates will be provided to City Council based on information received from or provided to the Financial Restructuring Board.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Discussion: Lisa Henty, Director of Administration & Finance said the by the review by the state Financial Restructuring Board for Local Governments offers an opportunity for expert review and recommendations relating to the city’s operations, finances and practices. She said the review is expected to take approximately one year to complete, would be of no financial cost to the city other than staff time, and that the city would be eligible for state grant funding up to \$200,000 if the city implements the state’s recommendations.

Approved: Ayes – 7 [Schutt, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

DISCUSSION ITEM

**Discussion Item No. 1                      Occupancy Tax**

Mayor Steve said that he will offer a resolution at the next meeting authorizing a letter to state legislators requesting legislation to authorize an occupancy tax. If the legislation is approved, the city will hold a public hearing on the matter prior to adopting a local law to implement the occupancy tax.

**Discussion Item No. 2                      Code and Zoning**

Mayor Steve addressed comments made by Mr. Place during privilege of the floor and said that the Corporation Council is reviewing the matter and will provide a report to the Council.

ADJOURNMENT

On motion of Council Member Schutt the meeting was adjourned at 6:59 p.m.