



CITY OF CORTLAND COMMON COUNCIL MEETING

MARCH 21, 2023 - 6:00 PM

MINUTES

MEETING LOCATION
CITY HALL
25 COURT STREET
CORTLAND, NY 13045

ZOOM MEETING ROOM
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

CONTACT

ANDY JEWETT, CITY CLERK
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RESOLUTIONS ADOPTED

- Resolution No. 63 Confirm Mayor's Appointment to Planning Commission
- Resolution No. 64 Confirm Mayor's Appointment to Board of Public Works
- Resolution No. 65 Set Required Second Public Hearing Relating to Community Development Block Grant #285ED948-20, which Provided Funding for the Purchase of Equipment for NY Hemp Oil, LLC Under the NYS Small Cities CDBG Program
- Resolution No. 66 Set Required First Public Hearing Relating to the Proposed Fiscal Year 2023 Community Development Block Grant Program and Upcoming Funding Round, the Purpose of which is to Provide Information to the Public with Respect to the CDBG Program and to Allow the Public an Opportunity to Participate in the Grant Process
- Resolution No. 67 Authorize Sole Source Award and Contract with Air Cleaning Systems, Inc. for Armory Exhaust System
- Resolution No. 68 Appropriate Funds and Authorize the Purchase of a Tactical Response Unit (TRU) Vehicle
- Resolution No. 69 Create the Position of Recreation Maintenance Supervisor for the Cortland Youth Bureau
- Resolution No. 70 Accept and Recognize Donations to Cortland Youth Bureau



CITY OF CORTLAND COMMON COUNCIL MEETING

MARCH 21, 2023 AT 6:00 PM

MINUTES

CALL TO ORDER – ROLL CALL

Mayor Steve called the meeting to order at 6:05 p.m., and the City Corporation Counsel 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
Seth Thompson - Fifth Ward Alderperson
William Carpenter – Sixth Ward Alderperson
Troy Beckwith – Seventh Ward Alderperson
Thomas Michales – Eighth Ward Alderperson

SALUTE TO THE FLAG

MOMENT OF SILENCE/REFLECTION

PROCLAMATIONS

Proclamation No. 1

Congratulating and Recognizing the Cortland High School Varsity Girls Basketball Team on Winning the Section III Class B Championship and Appearing in the State Championship Final Four

RESOLVED, that Mayor Steve and the Common Council hereby commends, congratulates, and gives special recognition to the Cortland High School Varsity Girls Basketball team for its extraordinary achievement of winning the Section III Class B Championship and its appearance in the State Championship Final Four.

Discussion: Mayor Steve congratulated team members Aubree Larkin, Mallory Turner, Lily Yang, Kartyr Hubbard, Kendall Mack, Katherine Harris, Valerosa Gambitta, Ryleigh Larkin, Claire Turner, and Gabby Brown, and head coach Janet Meyer and assistant coach Rob Rivers for making the state final four, and gave the team a plaque with a key to the city.

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Proclamation No. 2

Proclaiming April as Fair Housing Month

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

Discussion: Mayor Steve commented that it was important to keep fair housing in mind and to improve housing stock in our community.

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

PRIVILEGE OF THE FLOOR

Tom Larson, a member of the City Zoning Board of Appeals (ZBA), commented on the proposed local law relating to substantial public benefit, and wanted to ensure the ZBA’s involvement. Mayor Steve stated that the suggestion would be considered.

Mike Dexter spoke regarding the possibility of putting walking trails throughout the Water Works property, stating that attention to be placed on the fact that it is where the location of the City’s sole aquifer. Also spoke on the back 100 acres of the Water Works and that downed trees during the “blowdown” in the 1980s where never completely cleaned up. He also drew attention to the wild deer as part of the consideration in these matters.

Brendan McGovern, a member of the City Planning Commission stated his objection to the proposed local law relating to substantial public benefit, and suggested “widening the door” for special use permits within the City Administrative Code so that the Planning Commission could address these matters accordingly.

MAYOR’S REPORT

Mayor Steve commented on Mr. Dexter’s remarks and indicated the City is taking his concerns into consideration, and has made steps with local and state agencies to explore ways for the City to become better stewards of the property – including the wildlife. He stated that these matters are currently slated to be discussed by the City Environmental Advisory Committee, and reiterated that the process is still in the planning stage – including the walking trails.

Mayor Steve commented on proposed local law relating to substantial public benefit, stating that changing the Administrative Code as Mr. McGovern suggested would create an open-ended issue for the City. The mayor acknowledged the need to create an open process with public input. He said the City would face similar hurdles with Mr. McGovern’s suggestion as it would if special use or zoning was made too specific or limited.

Mr. Steve discussed his ride-a-long with Meals on Wheels and stated it was very rewarding. He also shared update from his quarterly meeting with the hospital and that progress continues on all matters, including the influx of individuals by way of their home county providers.

There was a water main break that was resolved quickly. He said that downtown construction will begin next week and there will be a public meeting similar to those occurring in the fall. He said additional updates will be available on the Crown City Rising website. The Mayor thanked the Fire Department for its response to four calls on Sunday within a twenty minute period.

The Mayor discussed vacancies within City Hall and the Fire Department and efforts to fill them. He commented that this is a problem not unique to Cortland. Mayor Steve thanked Connie Sorrells for her years of hard work as she retires next week.

WARD REPORTS

- Ward 3: Council Member Pennello said a garbage and recycling tote problem was resolved quickly.
- Ward 4: Council Member Lane said SUNY Cortland students are back from break, so traffic has increased slightly. She received a couple of calls with questions on totes, which were resolved.
- Ward 5: Council Member Thompson said a constituent discussed with him a concern about people knocking on doors, but that no pattern has been reported and that it be related to election petitions.
- Ward 6: Council Member Carpenter said small garbage and recycling totes were delivered and will be dropped off directly on the regular pick up schedule this week, and the hauler will circle back to retrieve the large totes being exchanged.
- Ward 7: Council Member Michales said new residents moved in on his street and wanted to thank them for snow blowing the entire sidewalk along the street.

APPROVAL OF THE MINUTES

The minutes of the March 7, 2023 Council meeting were approved.

Motioned by: Council Member Schutt

Seconded by: Council Member Beckwith

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
 Nays – 0

RESOLUTIONS

Resolution No. 63 Confirm Mayor’s Appointment to Planning Commission

RESOLVED, that the City of Cortland Common Council does hereby confirm Mayor Steve’s appointment of Mike Swartwout, CCM to the Planning Commissions for a term expiring December 31, 2025.

Motioned by: Council Member Beckwith

Seconded by: Council Member Carpenter

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
 Nays – 0

Resolution No. 64 Confirm Mayor’s Appointment to Board of Public Works

RESOLVED, that the City of Cortland Common Council does hereby confirm Mayor Steve’s appointment of Alan Ricottelli to the Board of Public Works for a term expiring December 31, 2025.

Motioned by: Council Member Pennello

Seconded by: Council Member Beckwith

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
 Nays – 0

Agenda Item No. 3: Adopt Local Law No. 12 of 2023 Amending the City Administrative Code Relating to Mandated Statewide Municipal Code Enforcement Regulatory Updates was tabled to provide an opportunity for a second public hearing.

Resolution No. 65

Set Required Second Public Hearing Relating to Community Development Block Grant #285ED948-20, which Provided Funding for the Purchase of Equipment for NY Hemp Oil, LLC Under the NYS Small Cities CDBG Program

RESOLVED, that a public hearing shall be held prior to the Common Council’s scheduled regular meeting at 6:00 p.m. on April 4, 2023 at City Hall, 25 Court Street, Cortland NY with respect to Community Development Block Grant (CDBG) #285ED948-20, which provided funding for the purchase of equipment for NY Hemp Oil, LLC under the NYS Small Cities CDBG Program; AND BE IT FURTHER

RESOLVED, that public notice of such public hearing shall be published in the official newspaper of the City of Cortland.

Motioned by: Council Member Carpenter

Seconded by: Council Member Beckwith

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 66

Set Required First Public Hearing Relating to the Proposed Fiscal Year 2023 Community Development Block Grant Program and Upcoming Funding Round, the Purpose of which is to Provide Information to the Public with Respect to the CDBG Program and to Allow the Public an Opportunity to Participate in the Grant Process

RESOLVED, that a public hearing shall be held prior to the Common Council’s scheduled regular meeting at 6:00 p.m. on April 4, 2023 at City Hall, 25 Court Street, Cortland NY on the proposed 2023 Community Development Block Grant Program (CDBG) and upcoming funding round, to provide information to the public about the CDBG Program and to allow the public to provide input into the grant process; AND BE IT FURTHER

RESOLVED, that public notice of such public hearing shall be published in the official newspaper of the City of Cortland.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 67

Authorize Sole Source Award and Contract with Air Cleaning Systems, Inc. for Armory Exhaust System

RESOLVED, that the City of Cortland Common Council awards the sole source bid for the Exhaust Removal System to Air Cleaning Systems, Inc. in the amount of \$97,202 and authorizes the Fire Chief to sign a contract with same.

Motioned by: Council Member Schutt

Seconded by: Council Member Lane

Discussion: Council Member Michales commented that the City received one response to the RFP. Mayor Steve used this as an opportunity to thank the Fire Department for fixing the lights outside the Armory.

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 68

Appropriate Funds and Authorize the Purchase of a Tactical Response Unit (TRU) Vehicle

RESOLVED, that the City of Cortland Common Council hereby appropriates \$40,000.00 to the Cortland City Police Department budget line A.3120-520600 - Operating Equipment and authorizes the purchase and modification of a new vehicle for the Tactical Response Unit.

Motioned by: Council Member Schutt

Seconded by: Council Member Carpenter

Discussion: Mayor Steve commented that the current Tactical Response Unit van is in rough shape and needs to be replaced and that a slightly bigger vehicle is needed to allow for standing room.

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 69

Create the Position of Recreation Maintenance Supervisor for the Cortland Youth Bureau

RESOLVED, that the City of Cortland Common Council does hereby create the position of Recreation Maintenance Supervisor within the department of the Youth Bureau, to be paid from budget line A.7110-5100 with a salary range of \$51,022.40 to \$58,947.20 based on the current Civil Service Employees Association (CSEA) Local 1000 contract.

Motioned by: Council Member Carpenter

Seconded by: Council Member Michales

Discussion: Council Member Michales stated that his position was a shared role between Youth Bureau and DPW. The idea is to separate the duties and allow this position to focus on Youth Bureau matters like the park system and not be pulled in multiple directions between the two departments.

Youth Bureau Director Andrea Piedigrossi said that a recent retirement prompted this consideration. She agrees with Mr. Michales that Youth Bureau needs its own maintenance supervisor to focus on day-to-day maintenance. The position will be a working supervisor.

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

Resolution No. 70

Accept and Recognize Donations to Cortland Youth Bureau

RESOLVED, that the City of Cortland Common Council accepts the donations listed below, and appropriates funds to the Cortland Youth Bureau operating budget accounts outlined below.

<u>Donor</u>	<u>Amount</u>	<u>Project/Event</u>	<u>Budget Line</u>
Constance & Craig Biviano	\$100.00	Cathy Stage Softball League	A.7140-5405
Jeannette & Randy Babcock	\$25.00	Cathy Stage Softball League	A.7140-5405

Motioned by: Council Member Beckwith

Seconded by: Council Member Thompson

Approved: Ayes – 8 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]
Nays – 0

DISCUSSION ITEMS

Discussion Item No. 1 Director of Administration & Finance Search Update

The search committee has completed interviews with City Administrator candidates. The final set of milestones are expected to be completed by April 4, 2023 for the Common Council to confirm a hiring.

Milestones	Status	Target Dates
Interview top 3 candidates virtually	Completed	March 2-3
Finalist in-person visits	Completed	March 10-16
Final review, recommendations to Mayor, contract negotiations	In Progress	March 16-31
Council resolution to confirm hiring		April 4

Mayor Steve indicated the search committee is in the final stages and thanked committee members and Council members and department heads who made time to meet the candidates. The search committee plans to have candidate for Council consideration at April 4th meeting.

Discussion Item No. 2 Contract Negotiations

Fire union contract negotiations are ongoing, as are negotiations with crossing guards. Mayor Steve discussed the Spectrum Franchise Agreement, and stated it expired 18 years ago. He asked Council members to volunteer to assist with this negotiation. He is seeking things like lower costs for qualified residents. He noted that the Cable Commission was previously utilized for these negotiations but this body is outdated.

Tax discussions with the County will begin soon. He is looking to address several things, including the 1.5 % issue which he believes should be eliminated, and to modify the manner in which City tax payments to the County are issued.

Bruce Adams spoke about the Spectrum contract being 22 years expired, and that a dialogue has been reopened to negotiate a contract for these services, with other local municipalities receiving the same. Among the goals is the creation of equity in terms amongst them.

Discussion Item No. 3 MOU with Cortland County for IT Services

A discussion took place regarding a shared services contract with the County to facilitate IT services in light of the City's IT Director retiring. In the meantime, IT services are need and the plan is to utilize an IT company already on retainer with the City that works in conjunction with the IT Director. There has been an ongoing assessment of the City's IT assets with the director to ensure a fluid transition.

Discussion Item No. 4 Local Law to Allow for Building or Property Repurpose that Serves a Substantial Public Benefit

A revised draft of the proposed local law has been provided to Council members and the public, and will be submitted to the Planning Commission for its review and recommendation on March 27, 2023.

ADJOURNMENT

The meeting was adjourned at 7:26 p.m. on motion of Council Member Schutt and approved by a vote of 8-0.