



CITY OF CORTLAND COMMON COUNCIL MEETING

MAY 2, 2023 MEETING

MINUTES

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

607-758-8331

cityclerk@cortland.org

RESOLUTIONS ADOPTED

Resolution No. 90 Adopt Uniform City of Cortland Procurement Policy

Resolution No. 91 Approve Special Event and Related Permits for the Reunion for the Ages Benefit Concert

Resolution No. 92 Authorize the Award of Microenterprise Assistance Program Funds Under Community Development Block Grant #285ME506-22

Resolution No. 93 Designate City of Cortland Corporation Counsel as Fair Housing Officer

Resolution No. 94 Authorize Requests for Proposals for Curbing and ADA-Compliant Sidewalk Improvements

Resolution No. 95 Authorize Sale of Surplus Fire Department Equipment

Resolution No. 96 Accept and Recognize Donations to Cortland Fire Department

Resolution No. 97 Approve Property Conveyance



CITY OF CORTLAND COMMON COUNCIL

MAY 2, 2023 MEETING

MINUTES

CALL TO ORDER – ROLL CALL

Mayor Steve called the meeting to order at 6:02 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
Seth Thompson - Fifth Ward Alderperson
William Carpenter – Sixth Ward Alderperson
Troy Beckwith – Seventh Ward Alderperson

The following Council member was recorded absent:

Thomas Michales – Eighth Ward Alderperson

SALUTE TO THE FLAG

MOMENT OF SILENCE/REFLECTION

PRIVILEGE OF THE FLOOR

There was not anyone present wishing to speak.

FINANCIAL UPDATES AND REPORTS

The following financial reports were provided to the Council and posted on the City website on April 27, 2023:

Financial Report No. 1: Clinton Ave. Construction Project;
Financial Report No. 2: Grant Projects;
Financial Report No. 3: 2023 City Budget Revenue and Expenditure to date.

MAYOR'S REPORT

Mayor Steve said contract negotiations are ongoing with representatives of firefighter, CSEA and crossing guard unions, and that he recently met with the Chancellor of the State University of New York (SUNY) and President of SUNY Cortland, and the Cortland County Board of Relators. The Mayor said he scheduled a public meeting on the future of the building that formerly housed Parker Elementary School. At the request of Council Members Silliman and Lane, the meeting was rescheduled to 6:00 p.m. May 24, 2023 at the former parker School building.

WARD REPORTS

- Ward 1: Council Member Schutt thanked the Code Enforcement Division for resolving a garbage issue, and noted the successful Stone Soup and the college's Big Event which he participated in.
- Ward 2: Council Member Silliman commented on large inflatable pools being used college students. She encouraged that the pools not be left unattended and put away when not in use as they pose a safety hazard.
- Ward 3: Council Member Pennello said a large tree between Forest Ave. and Melvin Ave. is dying and may pose a danger. She has called it to the attention of the Department of Public Works (DPW). Ms. Pennello also said that the Little Library at the Water Works was vandalized and that staff there repaired the door which had been pulled off.
- Ward 4: Council Member Lane also commented on the vandalism of the Little Library which she saw and reported. She attended the Stone Soup event and recent firefighters' union contract negotiation meeting. Ms. Lane noted that there is a large pothole in the intersection of Tompkins St. and Broadway which DPW will fix.
- Ward 5: Council Member Thompson said that several streets were effected by heavy rain, leaving standing water which may be due to leaves clogging drains.
- Ward 6: Council Member Carpenter thanked the Yaman family foundation for new playground equipment which is being installed at Yaman Park. He said some trees need to be taken down and he will speak with DPW about them.
- Ward 7: Council Member Beckwith offered a reminder that the Council will not meet June 6, 2023 due to the Dairy Parade. He asked that there be a discussion about fireworks which are a concern to some pet owners.

APPROVAL OF THE MINUTES

The minutes of the April 18, 2023 Council meeting were approved.

Motioned by: Council Member Schutt

Seconded by: Council Member Beckwith

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

RESOLUTIONS

Resolution No. 90 Adopt Uniform City of Cortland Procurement Policy

RESOLVED, that the City of Cortland Common Council does hereby adopt the policy titled *City of Cortland Procurement Policy as Adopted by the Common Council on May 2, 2023*; AND BE IT FURTHER

RESOLVED, that all City departments, offices and employees shall be subject to the purchasing procedures as outlined therein, and that the policy shall apply to all material and service procurement, and related activities; AND BE IT FURTHER

RESOLVED, that the *City of Cortland Procurement Policy as Adopted by the Common Council on May 2, 2023* shall supersede all similar policies and directives.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Discussion: Mayor Steve said the City's procurement policy had not been updated since 2013 and that it should be updated every two years. Council Member Thompson inquired about whether language in the proposed policy ensures appropriate rules relating to nepotism. Corporation Counsel A.J. Meldrim replied that the City has a nepotism policy and that it is covered by state General Municipal Law. Mayor Steve asked Mr. Meldrim to write a memorandum to the Council outlining how nepotism is addressed by state law and city policy.

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

Resolution No. 91 Approve Special Event and Related Permits for the Reunion for the Ages Benefit Concert

RESOLVED, that the Common Council does hereby approve a Special Event Permit and a Sound Device Permit without fee for the Reunion for the Ages Benefit Concert at the Port Watson St. Mini Conference Center located at 131 Port Watson St. on July 29, 2023 from 12:00 p.m. to 10:00 p.m.

Motioned by: Council Member Schutt

Seconded by: Council Member Beckwith

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

Resolution No. 92 Authorize the Award of Microenterprise Assistance Program Funds Under Community Development Block Grant #285ME506-22

RESOLVED, that the City of Cortland Common Council does hereby approve the award of \$30,000 to Bernard Custom Logo and The Vault Grand Venue on Main Street subject to terms and conditions as required under the CDBG Microenterprise regulations and as established by the Microenterprise Assistance Program (MAP) Review Committee; AND BE IT FURTHER

RESOLVED, that Mayor Steve is authorized to sign commitment letters detailing the terms and conditions of the award of these funds and any other document(s) necessary to implement the award of said funding.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

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

Resolution No. 93 Designate City of Cortland Corporation Counsel as Fair Housing Officer

RESOLVED, that the City of Cortland Common Council hereby designates the City of Cortland Corporation Counsel, Arthur J. Meldrim and future Corporation Counsels as its Fair Housing Officer; AND BE IT FURTHER

RESOLVED, that any individual who desires to file a fair housing complaint alleging discrimination should contact the City of Cortland Law Department.

Motioned by: Council Member Lane

Seconded by: Council Member Schutt

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

Resolution No. 94 Authorize Requests for Proposals for Curbing and ADA-Compliant Sidewalk Improvements

RESOLVED, that the City of Cortland Department of Public Works (DPW) is authorized to advertise an official request for proposals (RFP) for curbing and ADA-compliant sidewalk improvements.

Motioned by: Council Member Pennello

Seconded by: Council Member Thompson

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

Resolution No. 95 Authorize Sale of Surplus Fire Department Equipment

RESOLVED, that the City of Cortland Common Council authorizes the following equipment possessed and used by the Fire Department to be declared surplus and authorizes the Fire Chief to advertise the sale of said equipment on Auctions International as surplus and available for sale:

<u>Item Description</u>	<u>Year</u>	<u>VIN No.</u>	<u>Inventory No.</u>
Am-LA Fire Engine	1998	4Z36ETDBPWR9963383	AP9801

AND BE IT FURTHER

RESOLVED, that the Common Council authorizes any revenue generated from the sale of such surplus equipment to be transferred into the Fire Department budget line A.3410-540700 - Equipment Repair.

Motioned by: Council Member Beckwith

Seconded by: Council Member Carpenter

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

Resolution No. 96 Accept and Recognize Donations to Cortland Fire Department

RESOLVED, that the City of Cortland Common Council hereby accepts the donations listed below, and appropriates the funds to the Cortland Fire Department Donation Accounts for the purposes indicated below:

<u>Donor</u>	<u>Amount</u>	<u>Account</u>	<u>Purpose</u>
Georgianna T. Sepe	\$50.00	TE-00-2044	AED Replacement
Family of Gerald Kalk	\$300.00	TE-00-2110	Here Comes Santa Event

Motioned by: Council Member Carpenter

Seconded by: Council Member Schutt

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

Resolution No. 97 Approve Property Conveyance

RESOLVED, that the City of Cortland Common Council does hereby approve the conveyance of a vacant strip of land owned by the City of Cortland, abutting western property lines of lots on the western side of Glenn St. to

Edward G. Gyukeri, Jr. of 4 Glenn St. (Tax Map No.: 86.55-02-68.000) in exchange for paying any filing fees with the Cortland County Clerk.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Approved: Ayes – 7 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith]

Nays – 0

DISCUSSION ITEMS

Discussion Item No. 1 Sound Device Permit Requirements and Fees

Scott Heath seeks a sound device permit for a public address system to be used as part of street ministry he wishes to conduct in city parks on weekends.

The City Clerk explained that the City Administrative Code provides that a fee for use of a sound device in “any public street or public place from any one fixed location” shall be “\$250 for any day or part of a day for which the applicant desires permission.” Exempted from the fee are any “service club, religious organization, charitable organization or educational institution” provided that use of the sound device “will promote the general health, safety and welfare of the community.” Mr. Heath acknowledges that he is not acting as part of a 501(c) (3) charitable or religious organization.

Several Council members voiced opposition to issuing a permit for use of a public address system as submitted, expressing concern that its use in city parks would intrude on the use and enjoyment of parks by others and that those who do not want to hear what is being amplified will be pushed out of the public space.

ADJOURNMENT

The meeting was adjourned at 7:11 p.m.

Motioned by: Council Member Silliman

Approved: Ayes – 7 [Schutt, Silliman, Pennello, Lane, Thompson, Carpenter, Beckwith]

Nays – 0