



## CITY OF CORTLAND COMMON COUNCIL MEETING

AUGUST 1, 2023 - 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](#)

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#### 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

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#### CONTACT

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

#### RESOLUTIONS ADOPTED

- Resolution No. 137 Adopt an American Rescue Plan Act Allocation of Funds
- Resolution No. 138 Amend the 2023 Adopted Budget by \$985,560
- Resolution No. 139 Implement Recommendations from the 2022 Job Audit
- Resolution No. 140 Authorize Submission of a 2023 Small Cities Community Development Block Grant (CDBG) Application for Owner-Occupied Housing Rehabilitation
- Resolution No. 141 Authorize the Award of Microenterprise Assistance Program Funds under Community Development Block Grant #285ME506-22
- Resolution No. 142 Authorize Sale of Abandoned Impound Vehicles
- Resolution No. 143 Declare Tahoe as Surplus and Send to Auction



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AUGUST 1, 2023 AT 6:00 PM

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#### PUBLIC HEARINGS

#### **Public Hearing No. 1                      Relating to Proposed Sale and Future Use of the Former Parker School Building**

The City of Cortland is considering a proposal for the sale and future use of the former Parker Elementary School building. Information about the proposal, including a [Q&A document](#), may be found on the City's [website](#).

In February 2023, the Common Council voted to issue a [request for proposals](#) (RFP) to find new ownership and development opportunities for the former school building. The City received [one response](#) - from Ithaca Neighborhood Housing Services (INHS) - to develop quality housing for modest-income workers including single parents, retirees on fixed incomes, and people with intellectual, developmental and mobility needs.

On June 8, 2023, the City held a public meeting which included a [presentation](#) by INHS about the proposal and an opportunity for the community to ask questions and address their concerns. The Common Council held a public hearing on July 18, 2023 to provide an opportunity for the public to address questions and concerns.

This is the second public hearing on the proposed sale and future use of the former Parker School building.

The public hearing was opened at 6:01 p.m. The following persons spoke or submitted written comments in opposition to the proposal and/or in support of the building being developed for other purposes:

Anne Habermehl, Madison St.

Joan Henry-Gates, Madison St.

Jo Shaffer, Pearl St.

Anne Homer, N. Main St.

Steve Muka, Evergreen St.

Tim Gates, Madison St.

Bill Wood, Madison St.

Christine Gregory, Parker Ave.

Ralph Sangiogi, Mildred Ave.

Bill Williams, Madison St.

Billie Jean Goff, Halbert St.

Donna Curtain, Jewett Ave.

Donald Chu, Morningside Dr.

Janet Griffin, Madison St.

Mike Dexter, Cedar St.

Phyllis Williams, Madison St.

Luke Stevenson, Hubbard St.

Tom George, Hamlin St.

Beth Dillenbeck, Maple Ave.

Daniel and Deborah King, Hamlin St.

Amy Buggs, Chestnut St.

The following persons spoke in favor of the proposal:

Richard Henry, Hickory Park Rd.

Nancy McCool, Mildred Ave.

Andrew Haaland, Madison St.

Billie Jean Goff submitted a petition with approximately 130 signatures stating opposition to the proposal. The petition was received and filed by the City Clerk and copies provided to the Mayor and Council members.

The public hearing was closed at 7:09 p.m.

#### CALL TO ORDER – ROLL CALL

Mayor Steve called the meeting to order at 7:10 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 members were recorded absent:

Katy Silliman	Second Ward Alderperson
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#### SALUTE TO THE FLAG

#### MOMENT OF REFLECTION

#### PRIVILEGE OF THE FLOOR | PRESENTATIONS

Anne Habermehl said her sleep is frequently disturbed by car and motorcycle noise on Madison St. Jo Shaffer expressed concern about the impact of Groton Ave. construction on traffic and the return of college students. Mike Dexter expressed concern about the operation of motorized bicycles. Steve Muka suggested creation of a fund to reduce the financial risk to landlords due to more restrictive rules established during the pandemic for evicting tenants for failure to pay rent.

#### FINANCE REPORT

Lisa Henty, Director of Administration & Finance presented the financials which were provided to the Council and [posted publicly](#) on the City website on July 27, 2023. Ms. Henty noted that there was not much change from the reports presented at the July 18 meeting. Moving forward, financial reports will resume with the first Council meeting of the month. Discussion included review of the changes to the American Rescue Plan Act and responses to questions pertaining to the status of pickle ball courts at Randall Park. Lastly, the Director of Administration and Finance noted the 2021 audit will be delayed further to September 19, 2023 as the auditors and city staff continue to review and inspect capital project expenditures. Due to the timing of the original memo, written July 27, 2023, it was not known at that time that a delay would be necessary to report the most complete documents.

#### APPROVAL OF THE MINUTES

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

Motioned by: Council Member Beckwith

Seconded by: Council Member Carpenter

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

RESOLUTIONS

**Resolution No. 137 Adopt an American Rescue Plan Act Allocation of Funds**

RESOLVED, that the City of Cortland Common Council does hereby adopt the American Rescue Plan Act allocation as outlined below, and directs the Director of Administration and Finance to complete all necessary annual reporting on these funds.

<b>AMERICAN RESCUE PLAN ACT ALLOCATION</b>	<b>Allocation</b>	<b>To Date Spending</b>	<b>Remaining</b>	<b>Status</b>
Equipment for Parks	120,000	68,311	51,689	Underway
Randall Park Planning	36,347	36,347	-	Complete
Make Furloughed Staff Whole	20,858	20,858	-	Complete
Employee Compensation for working in pandemic	29,700	29,700	-	Complete
Computer servers and accessories	74,858	74,858	-	Complete
Fire Department vehicle	40,000	40,000	-	Complete
Code vehicle	41,840	41,840	-	Complete
Ballfield groomer for Youth Bureau	17,397	17,397	-	Complete
Police patrol vehicles x3	143,272	143,272	-	Complete
DPW plow/salt truck	177,000	-	177,000	Awaiting equipment
Veterans of Foreign Wars	5,000	5,000	-	Complete
American Legion	5,000	5,000	-	Complete
Disable American Veterans	5,000	5,000	-	Complete
Elk's Lodge	5,000	5,000	-	Complete
Cortland Area Communities That Cares	2,000	2,000	-	Complete
Family and Children Counseling Services	8,000	8,000	-	Complete
Childcare service providers	40,000	40,000	-	Complete
Pickle ball court lining	55,000	-	55,000	Not yet started
Sidewalks: City owned, replace. Resident owned 50/50	100,000	20,000	80,000	Underway
2022 Audit Costs - Two Audits processed in 2023	45,000	45,000	-	Underway
2023 Recruitment Costs	12,000	-	12,000	Not yet started
2023 Trash Contract Adjustment	745,000	-	745,000	Underway
Financial Services	50,000	-	50,000	Not yet started
2023 Wastewater Boiler Replacement - partial	125,000	-	125,000	Not yet started
<b>Total</b>	<b>1,903,272</b>	<b>607,583</b>	<b>1,295,689</b>	
<b>Funding Awarded</b>	<b>1,914,866</b>			
<b>Difference - unallocated (over allocated)</b>	<b>11,594</b>			

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

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

**Resolution No. 138 Amend the 2023 Adopted Budget by \$985,560**

RESOLVED, that the 2023 budget be, and is hereby, amended in the amount of \$985,560 as outlined in the accompanying table.

Requesting Department	Description	Amount	Category		Action/Explanation
			Source	Fund	
Police Department	Insurance Recovery	\$136	Local Funds	General Fund	Appropriates a partial loss payment for a '22 Chevy Tahoe to A3120-42680 and Expenditure code A3120-540200 to offset the costs of repair.
Police Department	Insurance Recovery	\$703	Local Funds	General Fund	Appropriates a reimbursement for overpayment from a damaged police vehicle to be appropriated into A3120-42680 and the expenditure code A3120-540200.
Police Department	Worker's Compensation Reimbursement	\$2,721	Local Funds	General Fund	Accepts and appropriates an insurance recovery to A3120-42680 for the payment of wages covered by worker's compensation and appropriates it to A3120-510000 where the expenses occurred.
Police Department	Donation	\$4,000	Local Funds	TE Fund	Accepts and appropriates a \$4,000 donation from Cortland Rotary Breakfast Club to support the K9 activities fund (TE0-2101).
Police Department	Donation	\$1,000	Local Funds	TE Fund	Accepts and appropriates a \$1,000 donation from Disabled American Veterans to support the K9 activities fund (TE0-2101).
Finance	ARPA Allocation	\$107,000	Federal Funds	General Fund	Appropriates \$107,000 for three items to line item A1325-541500: 2021 Audit reimbursement (\$45K), recruitment contract (\$12K); and Financial Services (\$50K)
Public Works	ARPA Allocation	\$745,000	Federal Funds	General Fund	Appropriates \$745,000 to A8160-541500 to cover the estimated costs of the remaining trash contract and payments to the County for 2023.
Wastewater	ARPA Allocation	\$125,000	Federal Funds	Wastewater Fund	Appropriates up to \$125,000 or 50% of the total cost of the boiler replacement to G8197-520601-RECON.

Motioned by: Council Member Pennello

Seconded by: Council Member Carpenter

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

**Resolution No. 139**

**Implement Recommendations from the 2022 Job Audit**

RESOLVED, that the City of Cortland Common Council hereby abolishes the positions of Clerk (#100000053) and Account Clerk (#100000020) and establishes a Keyboard Specialist in the Police Department and a Senior Account Clerk in the Water Department; AND BE IT FURTHER

RESOLVED, that the Director of Administration and Finance is directed to transfer funding from the currently authorized and allocated positions to the newly established or updated roles to be effective with the pay period starting August 3, 2023.

Motioned by: Council Member Schutt

Seconded by: Council Member Carpenter

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

**Resolution No. 140**

**Authorize Submission of a 2023 Small Cities Community Development Block Grant (CDBG) Application for Owner-Occupied Housing Rehabilitation**

RESOLVED, that the City of Cortland is authorized and directed to apply for funds from the New York State Office of Community Renewal under the Small City Community Development Block Grant (CDBG) Program in an amount not to exceed \$500,000 for an Owner-Occupied Rehabilitation Program; AND BE IT FURTHER

RESOLVED, that Mayor Steve is authorized and directed to execute a grant agreement upon award.

Motioned by: Council Member Schutt

Seconded by: Council Member Lane

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

**Resolution No. 141**

**Authorize the Award of Microenterprise Assistance Program Funds under Community Development Block Grant #285ME506-22**

RESOLVED, that the City’s Common Council does approve the award of \$35,000 to Ramos and Pellot, LLC, DBA LaBamba Cuisine subject to terms and conditions as required under the Community Development Block Grant (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, Pennello, Lane, Thompson, Carpenter, Beckwith, Michales]  
Nays – 0

**Resolution No. 142**

**Authorize Sale of Abandoned Impound Vehicles**

RESOLVED, that the Common Council does hereby authorize the Cortland City Police Department to sell thirteen (13) abandoned vehicles at the Impound Lot and place all proceeds from such sale into budget line A3120-

