



## CITY OF CORTLAND COMMON COUNCIL MEETING

SEPTEMBER 5, 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  
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#### RESOLUTIONS ADOPTED

- Resolution No. 151 Amend the 2023 Adopted Budget by \$29,420 to Recognize and Appropriate Additional Revenues Including Donations and Grants
- Resolution No. 152 Authorize City Fire Department to Hire Two Firefighters in Contemplation of Retirements
- Resolution No. 153 Authorize Repair of Wastewater Morris Pump and Components through Emergency Purchase Order for a Contract Totaling \$55,462
- Resolution No. 154 Authorize Mayor to Submit a Municipal Approval Letter for a Cannabis Growers Showcase Event in the City's General Business Regional Zoning District (GB-1)



# CITY OF CORTLAND COMMON COUNCIL

SEPTEMBER 5, 2023 | 6:00 PM

## MEETING MINUTES

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### CALL TO ORDER | 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  
Troy Beckwith – Seventh Ward Alderperson

The following Council Members were recorded absent:

Seth Thompson - Fifth Ward Alderperson  
William Carpenter – Sixth Ward Alderperson  
Thomas Michales – Eighth Ward Alderperson

### SALUTE TO THE FLAG

### MOMENT OF REFLECTION

Mayor Steve asked for a moment of silent reflection for Douglas Henty who passed away unexpectedly August 29, 2023 and for his daughter Lisa Henty and the Henty family.

### PRIVILEGE OF THE FLOOR

Mike Dexter, chairman of the Landscape Design Commission spoke regarding the City Tree Program. City residents may apply for a tree to be planted at no expense. More information may be found at [www.cortland.org/466/Trees-for-Cortland](http://www.cortland.org/466/Trees-for-Cortland).

### FINANCE REPORT

The following reports were provided to Council members and posted on the City website for the public on September 1, 2023.

<b>Financial Report No. 1</b>	<b>Year to Date Actuals through August 2023</b>
<b>Financial Report No. 2</b>	<b>External Audit Status</b>
<b>Financial Report No. 3</b>	<b>2024 Budget Development Process</b>
<b>Financial Report No. 4</b>	<b>Grant and Capital Projects</b>

Mayor Steve said that the 2024 budget development process has begun.

Mayor Steve said that the 2021 and 2022 independent audits will be presented to the Common Council and public at the September 19, 2023 Council meeting. He said that they delay in the 2021 audit was due to the need to correct errors made that year relating to debt and other financial areas. The 2022 independent audit will be complete and presented to the Council and public earlier than previous years. The 2020 audit was presented to the Council on November 16, 2021. The 2019 audit was presented to the Council October 20, 2020. The 2018 and 2017 audits are not publicly available.

APPROVAL OF THE MINUTES

The minutes of the August 15, 2023 Council meeting were approved.

Motioned by: Council Member Schutt

Seconded by: Council Member Beckwith

Approved: Ayes – 5 [Schutt, Silliman, Pennello, Lane, Beckwith]

Nays – 0

RESOLUTIONS

**Resolution No. 151 Amend the 2023 Adopted Budget by \$29,420 to Recognize and Appropriate Additional Revenues Including Donations and Grants**

RESOLVED, by the City of Cortland Common Council, that the 2023 budget be, and hereby is, amended in the amount of \$29,420 as outlined in the accompanying table; AND BE IT FURTHER

RESOLVED, that the Common Council declares Unication G1 Pagers, charging bases and accessories surplus items.

Requesting Department	Description	Amount	Category		Action/Explanation
			Source	Fund	
Police Department	Grant Award	\$5,000	Private Funds	General Fund	Appropriates a \$5,000 grant to A3120-540800 for the purpose of offsetting the cost of bulletproof vests from PERMA.
Police Department	Donation	\$600	Private Funds	Trust and Agency Fund	Accepts and appropriates \$600 of donations to support the K9 activities fund (TE0-2101).
Youth Bureau	Donation/ Additional Revenues	\$10,913	Private Funds	Trust and Agency Fund	A generous \$10,000 donation from Mr. Cleary for pickle ball court renovations to be appropriated to A7110-540500
Youth Bureau	Donation	\$2,050	Private Funds	Trust and Agency Fund	A total of \$2,050 of donations from Porch Fest to be appropriated to TE0-2090
Youth Bureau	Donation	\$240	Private Funds	Trust and Agency Fund	A \$40 donation in memory of Bob Isaf for repairs or improvements in Suggett Park and appropriated to TE0-2090
Code Department	Escrow Payment	\$10,000	Private Funds	Trust and Agency Fund	Appropriate \$10,000 escrow payment for a development project to pay for contractual professional services part of

					the project review process. Funds will be appropriated to A3620-541500
Fire Department	Donation	\$125	Local Funds	Trust and Agency Fund	A \$125 donation from Glen and Carole Clarke to support the purchase of smoke alarms to be appropriated to TE0-2044
Fire Department	Surplus Items	\$492	Local Funds	General Fund	Declare Unication Pagers, Charging Bases and Accessories surplus and appropriate funds to equipment repair A3410-540700

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Approved: Ayes – 5 [Schutt, Silliman, Pennello, Lane, Beckwith]

Nays – 0

**Agenda Item No. 2                      Sound Device Permit Application Submitted by Scott Heath for City Parks and Public Spaces**

RESOLVED, that the City of Cortland Common Council does hereby approve the Sound Device Permit application as submitted by Scott Heath for use of a public address system within City parks and public spaces during the hours of 10:00 a.m. and 6:00 p.m.; AND BE IT FURTHER

RESOLVED, that the permit shall not limit use of the said sound device to one fixed location; AND BE IT FURTHER

RESOLVED, that the Common Council does hereby exempt Mr. Health from the \$250 per day fee.

Motioned by: Council Member Schutt

Seconded by: Council Member Silliman

Discussion: The applicant, Scott Heath, was given an opportunity to speak. Mr. Heath said he conducts ministry work in the City and wishes to use a sound amplification device to be heard rather than raising his voice or shouting. He would like to make use of the sound device primarily in City parks but also in residential areas on weekends. Council members asked questions of Mr. Heath and the City Clerk advised the Council that the Administrative Code provides for the issuance of a permit for any one fixed location with payment of a \$250 per day permit fee and exempts from payment of the fee 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 acknowledged that he does not have status as a 501c3 organization. Several Council members stated their support and appreciation for the outreach and ministry work that Mr. Heath does, but that they cannot support the issuance of a permit which is considerably inconsistent with the Administrative Code. Mayor Steve suggested that the Council vote on the request currently before them with the understanding that the City and Mr. Heath would have further discussions about conditions by which the Council may approve such a permit. Mr. Heath thanked the Council and Mayor for their consideration.

The motion failed: Ayes – 0

Nays – 5 [Schutt, Silliman, Pennello, Lane, Beckwith]

**Resolution No. 152                      Authorize City Fire Department to Hire Two Firefighters in Contemplation of Retirements**

RESOLVED, that the City of Cortland Common Council grants authority to the Fire Chief to hire two additional firefighters above authorized staffing levels and commence their training to lessen the impact of the anticipated staffing shortage resulting from the stated intent of two firefighters to retire in the first half of 2024.

Motioned by: Council Member Pennello

Seconded by: Council Member Schutt

Approved:     Ayes – 5            [Schutt, Silliman, Pennello, Lane, Beckwith]  
                     Nays – 0

**Resolution No. 153                      Authorize Repair of Wastewater Morris Pump and Components through Emergency Purchase Order for a Contract Totaling \$55,462**

RESOLVED, that the City of Cortland Common Council hereby authorizes an emergency purchase order in lieu of issuing a Request for Proposals (RFP) for a contract with Emmons Metro, LLC to repair the Wastewater Treatment Facility’s Morris sludge pump; AND BE IT FURTHER

RESOLVED, that the Common Council hereby authorizes the appropriation of \$55,462 from Wastewater Equipment Reserves to fund the necessary repairs.

Motioned by: Council Member Silliman

Seconded by: Council Member Beckwith

Approved:     Ayes – 5            [Schutt, Silliman, Pennello, Lane, Beckwith]  
                     Nays – 0

**Resolution No. 154                      Authorize Mayor to Submit a Municipal Approval Letter for a Cannabis Growers Showcase Event in the City’s General Business Regional Zoning District (GB-1)**

RESOLVED, that the Common Council hereby authorizes the organization of a Cannabis Growers Showcase event at 156 Clinton Avenue, conditioned on the organizers’ compliance with the rules, regulations, and requirements set forth by the Office of Cannabis Management; AND BE IT FURTHER

RESOLVED, that the Mayor is authorized to submit a Municipal Approval Letter to the Office of Cannabis Management in support of this Cannabis Growers Showcase event for a period to expire on January 1, 2024, as is consistent with the temporary nature of the New York State approved program.

Motioned by: Council Member Schutt

Seconded by: Council Member Beckwith

Approved:     Ayes – 5            [Schutt, Silliman, Pennello, Lane, Beckwith]  
                     Nays – 0

DISCUSSION ITEMS

**Discussion Item No. 1                      Parker School**

Mayor Steve provided an update on recent meetings and discussions of the Parker School ad hoc advisory committee.

**Discussion Item No. 2                      Foreclosures**

Mayor Steve and the Corporation Council advised the Council that the City's ability to proceed with foreclosures has been effected by federal court decisions.

ADJOURNMENT

The meeting was adjourned at 7:20 p.m. on motion of Council Member Silliman.