

1. Agenda

Documents:

[AGENDA.3.3.2020.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2020.03.03.PDF](#)

## COMMON COUNCIL AGENDA March 3, 2020

7:00 PM Public Hearing on amendments to Zoning section 300

- Call Meeting to Order
- Salute to the Flag of the United States
- Public Comments
- Ward Reports
- Mayor's Report
- Minutes – Approval of minutes
- Proclamation – American Red Cross month – March 2020  
St. Baldrick's Day in Cortland – Saturday March 14, 2020

### **AGENDA:**

**Item #1** – Consideration of a Resolution to approve the special event application along with all other permits for Arts and Wine Festival on August 1, 2020 from 10AM-5PM in Courthouse Park. (Jim Weiss)

**Item #2** – Consideration of a Resolution to waive the fees associated with the permits for the Arts & Wine Festival for August 1, 2020. (Jim Weiss)

**Item #3** – Consideration of a Resolution to authorize the Mayor to enter into an agreement with the SPCA. (Mayor Tobin)

**Item #4** – Discussion and Consideration of a Resolution to declare as surplus, 2 vehicles currently at the Impound Lot, which have been declared abandoned and seized by Cortland City Police. The vehicles will be sold on Auctions International with the proceeds going towards new Police vehicles/Police equipment. (DC Sandy)

**Item #5** – Consideration of a Resolution to Proceed with the inter-connecting the City of Cortland's and the Town of Cortlandville's Municipal Water Distribution Systems. (Mayor Tobin)

**Whereas**, the City of Cortland, (City) and the Town of Cortlandville, (Cortlandville) the water distribution systems, (system/s) share adjoining physical locations, and

**Whereas**, the Town's system is operating near capacity, and

**Whereas**, the City's system is operating below capacity, and

**Whereas**, it is more cost effective for the Town to purchase water from the City than to construct and operate a new pumping station, and

**Whereas**, it is in the interest of the City to have a contingent access to the Town's system should unforeseen circumstance arise that limits the City's ability to pump, treat, and distribute water to City users, and

**Whereas**, the Town shall bear the costs to construct an interconnecting system, and

**Therefore, Be It Resolved** that the City of Cortland shall cooperate with the Town of Cortlandville with the process of drafting an inter-municipal agreement for the inter-connection of systems subject to final and mutual approval of the City's Common Council and the Town's Board of Trustees.

**Item #6** – Consideration of a Resolution to spend \$5,000 from contingency on DRI branding/information. (Mayor Tobin)

**Item #7** – Discussion on the City's trash and recycling.

### **Adjournment**

- Comments in blue
- Existing text in black
- Proposed new text in red

Tables 300-13, 300-22 and 300-30 should correct the confusing categories. Only single-family, two-family and multi-family are residential uses (see attached documents Residential Uses Table and Business Uses Table) These tables would probably be easier to understand without the categories.

**§300-4 Residential Use** – includes one-family dwellings, two-family dwellings and multi-family dwellings

Tables on pages 21, 25 and 30 should include prohibition from §300-163 M 3. On page 106 Table 300-13: Residential Permitted and Specially Permitted Uses

Land Use	R-1	R-2	R-3	R-4
Solar Photovoltaic Systems roof top units (accessory use only, ground mounted units prohibited)	P	P	P	SP

§300-163 M Solar Photovoltaic Systems. 3. Ground mounted solar photovoltaic systems are prohibited.

**Page 30 §300-42 Industrial Permitted and Specially Permitted Uses**  
Solar, ground mounted units permitted in GI district with a Special Use Permit

Table on Page 22 should link to §300-74 on page 54  
Table 300-14: Residential Lot, Area, and Yard Requirements  
Note: C. \*(1) (see §300-74) Front Yard Depth

(Below should be eliminated)

**§300-83 Off-street Parking Requirements**

**F. Maximum Parking**

1. The maximum number of parking spaces allowable is not to exceed 110% of the requirement as outlined in Table 300-83: Required Parking, unless approved by the Planning Commission.
- i. Maximum parking shall not apply to GB-1 District.

Below would restore the exemption allowed for in the 2003 Codebook.

**Page 59 §300-84 Parking Area Location, Layout and Design**

7. Parking spaces shall be designed to permit entry and exit without moving any other vehicle, except for single-family dwellings.

Parking Table 300-83 remove categories and add some content (see attached document Parking Table 1)

**Page 114 §300-182 Certificates of Zoning Compliance.**

C. The Zoning Enforcement Officer is authorized to consult the following resources in assessing the use of a property for issuance of a Certificate of Zoning Compliance.

17. Information from City Code, Fire and Police concerning the condition and use of the property.

### §300-22 Residential Permitted and Specially Permitted Uses

Uses are allowed in residential or "R" zoning districts in accordance with Table 300-13 below.

- A. Uses identified with a "P" in the table are permitted as-of-right in the subject zoning district, subject to compliance with all other applicable standards of this zoning ordinance.
- B. Uses identified with a "SP" in the table may be allowed if reviewed and approved in accordance with the special permit procedures contained in Article XVI.
- C. Uses not listed and those identified with a "-" are expressly prohibited.

**Table 300-13: Residential Permitted and Specially Permitted Uses**

Land Use	Zoning District			
	R-1	R-2	R-3	R-4
<b>1. Residential</b>				
Single-family Dwellings, detached	P	P	P	P
Single-family Dwellings, attached	SP	P	P	P
Single-family Dwellings, non-owner occ.	SP	P	P	P
Two-family Dwellings	-	P	P	P
Multifamily Dwellings	-	-	P	P
Bed and Breakfasts	-	SP	SP	SP
Home Occupations	SP	SP	SP	SP
Fraternity or Sorority Dwellings	-	SP	SP	SP
Rooming Houses and Boarding Houses	-	-	SP	SP
Accessory Dwelling Units	SP	SP	-	-
Accessory Uses or Structures	P	P	P	SP
Solar Photovoltaic Systems (accessory only)	P	P	P	SP
<b>2. Institutional</b>				
Places of Worship	SP	SP	SP	SP
Schools	SP	SP	SP	SP
Public Service Utilities	SP	SP	SP	SP
Clubs (lodges, fraternal organizations, etc.)	-	-	-	SP
Ancillary Parking Areas	-	-	-	SP
Parks, Playgrounds	SP	SP	SP	SP
<b>3. Commercial</b>				
Indoor Lodging	-	-	SP	SP
Extended-Care Medical Facilities	-	-	SP	SP
Personal or Professional Offices	-	-	SP	P
Medical Offices	-	-	SP	P
Day Care Centers	-	-	-	P
Cemeteries	SP	SP	SP	SP

**NOTES:** "P" = Permitted; "SP" = Specially Permitted; "-" = Prohibited

**Land Use****CB****NB****PD****GB-2, GB-1****1-Residential**

Single-family Dwellings	-	P	P	-(1)
Two-family Dwellings	-	P	P	-(1)
Multifamily Dwellings	P	P	P	P
Bed and Breakfasts	SP	P	P	-
Home Occupations	-	SP	SP	SP
Fraternity or Sorority Dwellings	-	-	SP	SP
Rooming Houses and Boarding Houses	-	SP	-	-
Upper Floor Residential Units	P	P	P	P
Accessory Uses or Structures	SP	SP	SP	SP
Solar Photovoltaic Systems (accessory only)	SP	SP	SP	SP

NOTES: "P" = Permitted; "SP" = Specially Permitted; "-" = Prohibited

## Cortland Zoning Code Update

- (1) Single- and Two-family dwellings occupied as of the effective date of this revised Chapter are considered a permitted use. The development of new single- or two-family dwellings are prohibited.

**Zoning District****Land Use****CB****NB****PD****GB-2, GB-1****2-Institutional**

Places of Worship	SP	SP	SP	SP
Schools	-	P	SP	P
Public Service Utilities	SP	SP	SP	P
Clubs (lodges, fraternal organizations, etc.)	P	-	SP	P
Ancillary Parking Areas	-	-	SP	SP
Parks, Playgrounds	SP	SP	SP	SP

proposed change below:

Mixed-use Buildings	- (2)	P	P	P
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(2) Mixed-use buildings are allowed with residences on the upper floors only.

Table 300-83: Required Parking

Use Types	Number of Spaces
<b>Residential Uses</b>	
Single-family dwellings (rental non owner occupied)	Two per dwelling unit
Two-family dwellings	Two per dwelling unit
Multifamily dwellings	One and one half spaces per dwelling unit
Townhouses	Two per dwelling unit
Upper-story residential	One per dwelling unit
<del>Student Residences</del>	<del>80 per dwelling unit</del>
<b>Non residential Uses</b>	
Auditoriums, church convention halls, gymnasiums, stadiums, studios or other place of public assembly not otherwise classified	One per four permanent seats or one per each 40 square feet of seating area where fixed seating is not provided
Banks, savings and loan associations	One space per 250 square feet of gross floor area
Bars or nightclubs	One space per 100 square feet of gross floor area
Bed-and-breakfast establishments	One per guest bedroom
Bowling alleys	Six spaces per lane
Day-care center	One per employee + one per eight children capacity
Filling stations	One for every 100 square feet of store and business office space. Each pump station may be considered as a parking space.
Fraternal organizations	One and one-half for every person
Funeral homes	One space per three seats in the parlors and chapels
Furniture store	One per 500 square feet of gross floor area
Heavy industrial	One per 1,000 square feet of gross floor area
Hospitals	Two spaces per sleeping room, and one and one-half spaces per sleeping room for psychiatric hospitals
Hotels, motels, fraternity/sorority, rooming/boarding houses	One per guest bedroom, plus one per 200 gross floor area or restaurant area
Light manufacturing or light industrial	One per 250 square feet of gross floor area
Nursing homes	One per each five beds, plus one per each two employees on the premises at one time
Offices, business or professional	One per 400 square feet of gross floor area
Offices, medical	One per 250 square feet of gross floor area
Public or semipublic art gallery, library or museum	The same as auditorium, etc.
Repair garages	Three per service bay or repair station
Research institutions or laboratories	Determined by the Planning Commission upon site plan review
Restaurants, fast food and general eating establishments	One space per 100 square feet of gross floor area
Retail stores, sales and service	One per 300 square feet of gross floor area
Rooming and boarding house	One per bedroom
Veterinary hospital	One per 200 square feet of gross floor area
Wholesale establishment, warehouse	One per 1,000 square feet of gross floor area



Dear Friends,

The annual St. Baldricks, Cortland event will be held on **Saturday March 14, 2020** at the Red Jug Pub.

Childhood cancer research is grossly underfunded compared to cancer research for adults. The St. Baldrick's Foundation is a volunteer-powered charity that funds childhood cancer research through grants.

We are seeking your help and there are many ways to join us for this event. Sign up as a volunteer, a shavee (beards count) or through a sponsorship. Sponsorship opportunities are listed below.

**FULL ON BALD \$1000.00**

Huge banner at the event, Website and social media recognition, Radio Commercial Mention, Full talk up at the event.

**BUZZ CUT \$500.00**

Large banner at event, Website and social media recognition, sponsorship mention at event.

**CLIP \$100.00**

Sign at the event

Please consider a sponsorship today. Your dollars will help so many children now and in the future.  
Help us to conquer childhood cancers!

*Please make checks out to* St. Baldricks Foundation or Tom Terwilliger

Fill out and detach the information below and mail to:

Tom Terwilliger  
49 W. Court St.  
Cortland NY, 13045  
[www.stbaldricks.org/events/RedJugPub2020](http://www.stbaldricks.org/events/RedJugPub2020)  
Thank you.

Tom Terwilliger  
St. Baldrick Cortland Chair

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Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Sponsorship Level;

FULL ON BALD \$1000.00

BUZZ CUT \$500.00

CLIP \$100.00



P.O. Box 5133 • Cortland, NY 13045

February 19, 2020

Brian Tobin, Mayor  
City Hall  
25 Court Street  
Cortland NY 13045

Dear Mayor Tobin,

Once again, the Cultural Council is beginning to plan for our annual Arts & Wine Festival, to be held this year on Saturday, August 1, 2020 from 10am-5pm. More complete information about the event can be found at <https://www.culturalcouncilofcortlandcounty.org/artsandwine>.

We would like the Cortland City Council's approval for use of the Courthouse Park, and to be granted a waiver of the open container law. Alcoholic beverages, of course, will be restricted to the Wine Tent, with proof of age required for entry. I have already reserved the park with the John McNerny, Cortland Youth Bureau. As in prior years, we will set up tents and other equipment in the park on the Thursday and/or Friday evening before the Festival, in coordination with John McNerny, and we will tear down and clean up the day of the Festival. Attached please find The City of Cortland Special Events Application and Sound Device Permit Application forms.

Also, as in past years, all required Cortland County and New York State permits will be obtained. Insurance arrangements are being handled by Jeremy Boylan at Bailey Place.

The Council appreciates your assistance in helping to make this event possible.

Please let me know if there is additional information that you need.

Sincerely,

A handwritten signature in cursive script that reads 'Jim Weiss'.

Jim Weiss, Secretary, Board of Directors, Cultural Council of Cortland County (CCCC)  
Member, Arts & Wine Festival Committee  
([jandjweiss@frontiernet.net](mailto:jandjweiss@frontiernet.net))

cc (by email): Kat McCarthy, CCCC Executive Director  
John McNerny, Director, Cortland Youth Bureau

enclosure: Special Event Application  
Sound Device Permit Application

607-753-1188 • [www.culturalcouncilofcortlandcounty.org](http://www.culturalcouncilofcortlandcounty.org) • [culturalcouncil3@gmail.com](mailto:culturalcouncil3@gmail.com)

**Board of Directors**

David Beale, *President* • Tina Minervini, *Vice President* • Jim Weiss, *Secretary* • Emily Gibbons, *Treasurer*  
Martha Beck, Mary Coffey, Sheila Cohen, Sherry Dans, Stacey Goldyn-Moller, Denise Knight, Lois Meyer, Richard Mitchell

Ex Officio: Bob Haight, *Executive Director Cortland Chamber of Commerce*

Advisors: Russ Ruthig, Esq., Peter VanderWoude



# City of Cortland Special Event Application

Event Name: Arts and Wine Festival Today's Date: 2/14/20  
 Event Contact: Jim Weiss CDP Member? Yes  No   
 Address: 3533 Horle Gorge Freetail Rd / Marathon NY 13853  New Event  Existing Event  
 Email: jandjweiss@frontiernet.net Phone: 607 849-3687  
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes  No  If yes, name the charitable causes: Cultural Cncl Cort. Cnty Non-profit Tax ID: 23-7269008

## Event Information

NAME OF EVENT: Arts & Wine Festival  
 TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): Festival  
 EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth:

DATE DAY 1: <u>Aug 1 2020</u>	DATE DAY 2: <u>X</u>
<input checked="" type="checkbox"/> STREET CLOSURE: Start Time: <u>8 AM</u> End Time: <u>5 PM</u> no parking Street: <u>Greenbush (next to park)</u>	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>10 AM</u> End Time: <u>5 PM</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: Courthouse Park END LOCATION: (same)  
 EXPECTED # OF PARTICIPANTS: 2000 # OF SPECTATORS: \_\_\_\_\_ # OF VEHICLES: 20\* HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: \_\_\_\_\_

## Event Components

- |   |  |   |
|---|--|---|
| <b>Location/Safety</b><br><input type="checkbox"/> City park use<br><input checked="" type="checkbox"/> City streets blocked <u>no pking</u><br><input type="checkbox"/> City sidewalks blocked<br><input type="checkbox"/> City parking lots closed<br><input type="checkbox"/> City barricades<br><input type="checkbox"/> City cones<br><input type="checkbox"/> Animal ban<br><input type="checkbox"/> Animals are part of the event<br><input type="checkbox"/> EMTs needed on site<br><input type="checkbox"/> Police escort requested<br><b>Waste Management</b><br><input type="checkbox"/> City litter pickup<br><input type="checkbox"/> City street sweeping<br>Other components not listed: _____ | <b>Structures</b><br><input type="checkbox"/> Temporary structures<br><input checked="" type="checkbox"/> Canopies up to 10' x 10'<br><input checked="" type="checkbox"/> Grounded tents over 10' x 10'<br><input checked="" type="checkbox"/> Beer and/or wine garden<br><input type="checkbox"/> Street banner requested<br><input type="checkbox"/> Rides or amusements<br><input type="checkbox"/> Showmobile rental requested<br><input type="checkbox"/> Portable restrooms<br><input type="checkbox"/> Seating area<br><b>Sound</b><br><input type="checkbox"/> Fireworks<br><input checked="" type="checkbox"/> Amplified sound or music<br><input type="checkbox"/> Ceremonial Gun Salute | <b>Food</b><br><input type="checkbox"/> Food cooked on-site<br><b>Alcohol</b><br><input checked="" type="checkbox"/> Alcohol sold on-site <u>only in sealed bottles</u><br><input checked="" type="checkbox"/> Alcohol served <u>only testing</u><br><b>Vending</b><br><input checked="" type="checkbox"/> Vending of goods<br><input checked="" type="checkbox"/> Vending of food<br><b>Power Source</b><br><input checked="" type="checkbox"/> City electricity use<br><input type="checkbox"/> Generator use<br><b>Insurance</b><br><input checked="" type="checkbox"/> General Liability insurance certificate<br><input checked="" type="checkbox"/> Liquor Liability insurance certificate <u>each winery has own</u> |
|---|--|---|

Fire Approval: \_\_\_\_\_  
 CPD Approval: \_\_\_\_\_  
 Council Approval: \_\_\_\_\_

Marketing budget: \$4,000 Admission Fee: Free  
 (except wine tent)

\* vehicles of wineries to wine tent

## SOUND DEVICE PERMIT APPLICATION

DATE REQUESTED: Aug. 1, 2020      ISSUANCE DATE: \_\_\_\_\_  
NAME: CULTURAL COUNCIL OF CORTLAND COUNTY      EXPIRATION DATE: \_\_\_\_\_  
ADDRESS: 17 MAIN ST      TELEPHONE: \_\_\_\_\_  
CORTLAND NY  
13045

TYPE OF SOUND DEVICE: Stage Amp. (low level) Times: 10 AM - 5 PM

NON-PROFIT:

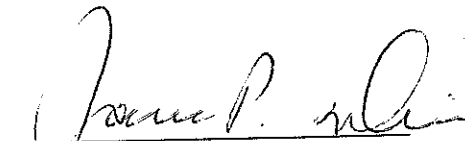
(\*Please check if you are a non-profit group therefore no licensing fee applies)

LICENSE FEE: Fixed Location-\$250    Mounting upon Motor Vehicle-\$500    For Business: \$100

**Fixed Location:** For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place from any one fixed location and not in, or mounted upon a motor vehicle, the sum of **\$250** for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

**Mounting upon motor vehicle:** For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place to be used in, or mounted upon, a motor vehicle, the sum of **\$500** for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

**Business permit fee:** For the use or operation of any radio, phonograph, microphone or other device by which sound is magnified and caused to be heard over any public street or public place from any one fixed location and not mounted on a motor vehicle, the sum of **\$100** for up to 6 events, as approved by Common Council in 2015.

  
Signature of Applicant

2/19/20  
Date

**APPLICATION MUST BE FILED WITH APPLICATION FEE AT LEAST TWO (2) WEEKS BEFORE FUNCTION AND ONE (1) WEEK PRIOR TO COMMON COUNCIL MEETING TO ALLOW TIME FOR APPROVAL.**

**IF APPROVED, YOUR PERMIT WILL BE MAILED TO YOU.**

**IF NOT APPROVED, YOUR APPLICATION FEE WILL BE RETURNED TO YOU.**



879 McLean Road  
Cortland, NY 13045  
(607) 753-9386  
[www.cortlandspca.org](http://www.cortlandspca.org)

## 2020 Contract Agreement City of Cortland

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the **Cortland County Society for the Prevention of Cruelty to Animals, Inc. (CCSPCA)**, a not-for-profit corporation created and existing under and by virtue of the laws of the State of New York, and having its office and principal place of business at 879 McLean Road, Cortland, New York, party of the first part and the **City of Cortland**, a city corporation of the State of New York having its office at 25 Court Street, Cortland, New York, party of the second part.

### **WITNESSETH:**

**WHEREAS**, the Common Council of the City of Cortland has appropriated the sum of Seventy-Seven Thousand, Three Hundred Twenty One Dollars and Seventy Six Cents (\$77,321.76) for the year 2020 for the purpose of furnishing public dog related services pursuant to the provisions of Article 7, Section 113, Subsection (2) of the Agriculture and Market Law, in the City of Cortland, New York.

**NOW, THEREFORE**, for the purpose of carrying out the intentions of the parties, the party of the first part does hereby, in consideration of the sum of Seventy-Seven Thousand, Three Hundred Twenty One Dollars and Seventy Six Cents (\$77,321.76), agree to furnish said public dog related services to the citizens of the City of Cortland, and the City of Cortland, for the year 2020, and the party of the second part hereby covenants and agrees to pay the party of the first part for such services, the said sum to be paid in twelve (12) monthly payments of Six Thousand Four Hundred Forty Three Dollars and Forty Eight Cents (\$6,443.48), with payment to be made on or before the first day of each and every month.

### **A. Dog Control Services**

In consideration of the payment to it by the City of Cortland in the sum referenced above and to be paid as specified above, the CCSPCA hereby covenant and agrees that it shall, through its duly appointed agents, employees and subcontractors, within the corporate limits of said City, carry out the duties and responsibilities of Dog Control Officer in the enforcement of the provisions of Article 7 of the New York State Agriculture and Markets Law and its rules and regulations and of the provisions of the City of Cortland Dog Control Ordinances and amendments thereto.

1. The CCSPCA will through its duly appointed agents and employees, within the corporate limits of the City of Cortland, carry out the duties and responsibilities of Dog Control Officer in the enforcement of the provisions of Article 7 of the New York State Agriculture and Markets Law and any rules and regulations promulgated

#### **Mission Statement:**

To strive to prevent cruelty to animals. To stop pet overpopulation. To promote public responsibility for the humane care, treatment and well-being of all animals through adoption, education, investigation and action.

pursuant thereto, and of the provisions of the City of Cortland Dog Control Ordinance and amendments thereto to the City of Cortland from January 1, 2020 through December 31, 2020. The CCSPCA's responsibilities shall include periodic patrols within the municipality. The CCSPCA shall enforce the provisions of Article 7 of the New York State Agriculture and Market Law and the provisions of the City of Cortland Dog Control Ordinances. In accordance with these laws, the CCSPCA shall:

- i. Seize "at large" dogs that are off their owners' property
  - ii. Respond to calls to pick up unlicensed and injured dogs
  - iii. Seize dogs that are determined to be dangerous according to law
  - iv. Commence Dangerous Dogs Proceedings, when necessary
  - v. Enforce violations of New York State and City of Cortland Dog Control Laws and Ordinances
2. A copy of the most recent City of Cortland Dog Control Ordinance and amendments thereto will be sent to the party of the first part upon signing of this agreement or by January 1, 2020.
  3. The CCSPCA shall provide dog control on all business days for eight hours per day between 7:30 a.m. to 3:30 p.m. Business days shall be defined as those days in which the City of Cortland municipal offices are open for business.
  4. The CCSPCA shall provide a vehicle for the use of its authorized agents and staff, naming the "City of Cortland, 25 Court Street, Cortland, NY 13045" as an additional insured. Under the contract, the CCSPCA shall also assume responsibility for staff uniforms, vehicle fuel, upkeep and repair, as well as auto liability coverage. The CCSPCA shall maintain peace officer liability coverage and mandatory worker compensation coverage.
  5. The CCSPCA shall maintain and file records pertaining to the seizure and disposition of all animals. The CCSPCA shall maintain an accounting of all impoundment fees and other monies collected in carrying out the provisions of the contract. Monthly reports shall be provided by the CCSPCA to the municipality in which dog control activities, including seizure and disposition information is included. Information pertaining to the collection of impoundment fees shall also be reported to the municipality each month. Those fees shall be turned over to the municipality in accordance with Article 7.

## **B. Emergency Services**

1. Emergency Services shall be defined as, but not limited to:
  - i. Responding to calls for the seizure of dangerous dogs
  - ii. Injured abandoned dogs
  - iii. Dog attacks on farm and domestic animals.
2. The CCSPCA shall provide Emergency Services during business hours and after hours upon request.

### **Mission Statement:**

To strive to prevent cruelty to animals. To stop pet overpopulation. To promote public responsibility for the humane care, treatment and well-being of all animals through adoption, education, investigation and action.

- 3. The CCSPCA shall provide an emergency telephone number for the use of the municipality, if it chooses to contract for after hour services.

**C. Sheltering Services**

- 1. The CCSPCA shall provide and maintain a shelter for seized dogs that conforms to the requirements of New York State Agriculture and Market Laws. Within those requirements, the CCSPCA shall provide proper care for all dogs, including adequate shelter, food and medical care.
- 2. The CCSPCA may test dogs for Parvo virus and shall provide Parvo and Rabies vaccinations for any dog with an unknown vaccination record.
- 3. The CCSPCA shall assess all seized and unredeemed dogs to determine their suitability for adoption.
- 4. The CCSPCA will meet the requirements of law to ensure that all adoptable dogs are spayed or neutered.
- 5. Those dogs whose temperament or serious health conditions do not permit adoption may be euthanized in a manner permitted by Article 7 of the law.
- 6. The CCSPCA shall open its shelter to the public for a reasonable number of hours each week to facilitate the adoption of seized, yet unredeemed dogs. It will make reasonable effort to screen adoption applicants to assure that all adopted dogs are appropriately placed.

**D. This agreement may not be enlarged, modified or altered except by a written instrument signed and endorsed by both parties.**

IN WITNESS WHERE OF the parties have caused their respective corporate seals to be hereunto affixed and these presents to be signed by their duly authorized officers the day and year first written above.

**City of Cortland**

**Cortland County Society for the Prevention of Cruelty to Animals, Inc.**

By: \_\_\_\_\_  
Mayor

By: Cheryl L. Hicks  
CCSPCA Board President, Cheryl Hicks

APPROVED AS TO FORM  
RICHARD VANDONSEL, ESQ.  
DATE 2/18/2020  
SIGNATURE [Signature]

**Mission Statement:**  
To strive to prevent cruelty to animals. To stop pet overpopulation. To promote public responsibility for the humane care, treatment and well-being of all animals through adoption, education, investigation and action.



# **CORTLAND POLICE DEPARTMENT**

## **2020**

### **Impound Vehicle Sale Proceeds**

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**February 30, 20**

**TO: Mack Cook, Director of Administration & Finance**  
**FROM: Deputy Chief Paul A. Sandy**  
**RE: Request for Proceeds from Impound Sales**

**POLICE VEHICLES:(A3120.206.00 account – Operational Equipment)**

I am requesting the Common Council to declare as surplus, two vehicles currently at the Cortland City Police Impound Lot, which have been declared abandoned and seized by the Cortland City Police, so they may be sold through Auctions International, an on-line auction company, with the proceeds be appropriated back to the Cortland City Police Department Budget line noted above to go towards the purchase of new police vehicles/police vehicle equipment. The two vehicles are a 2006 Pontiac Grand Am, 4DSD and a 2010 Chevrolet Aveo 4DSD., with the proceeds being used to help alleviate the burden on taxpayers funding in the budget process.

**§**