



# CITY OF CORTLAND COMMON COUNCIL MEETING

AUGUST 1, 2023 - 6:00 PM

## AGENDA

### MEETING LOCATION

CITY HALL  
25 COURT STREET  
CORTLAND, NY 13045

### STREAMING VIA ZOOM

MEETING ROOM ID:  
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

### DIRECTOR OF ADMINISTRATION & FINANCE

LISA HENTY

### CONTACT

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

### PUBLIC HEARINGS

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

### CALL TO ORDER | ROLL CALL

### SALUTE TO THE FLAG | MOMENT OF REFLECTION

### PRIVILEGE OF THE FLOOR | PRESENTATIONS

### FINANCE REPORT \* | MAYOR'S REPORT | WARD REPORTS

### APPROVAL OF THE MINUTES

### RESOLUTIONS

- Agenda Item No. 1 Adopt an American Rescue Plan Act Allocation of Funds
- Agenda Item No. 2 Amend the 2023 Adopted Budget by \$985,560
- Agenda Item No. 3 Implement Recommendations from the 2022 Job Audit \*
- Agenda Item No. 4 Authorize Submission of a 2023 Small Cities Community Development Block Grant (CDBG) Application for Owner-Occupied Housing Rehabilitation
- Agenda Item No. 5 Authorize the Award of Microenterprise Assistance Program Funds under Community Development Block Grant #285ME506-22
- Agenda Item No. 6 Authorize Sale of Abandoned Impound Vehicles \*
- Agenda Item No. 7 Declare Tahoe as Surplus and Send to Auction \*

### DISCUSSION ITEMS

Discussion Item No. 1 Former Parker School Building

### ADJOURNMENT

\* Indicates there are supporting documents within an addendum to the agenda



## CITY OF CORTLAND COMMON COUNCIL MEETING

AUGUST 1, 2023 AT 6:00 PM

### AGENDA

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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.

The Common Council will hold a second public hearing on the proposal at 6:00 p.m. on August 1, 2023 in the Common Council Chambers, third floor of City Hall, 25 Court St., Cortland NY. Members of the public are invited to attend and speak on the matter. The elevator may be accessed through the rear entrance of City Hall.

Written comments may be submitted to the City Clerk at 25 Court St. Cortland NY 13045 or via email at [cityclerk@cortland.org](mailto:cityclerk@cortland.org). Written comments received by 3:00 p.m. August 1<sup>st</sup> will be distributed to Common Council members and the Mayor. Written comments of 450 words or less will be read during the public hearing.

CALL TO ORDER – ROLL CALL

SALUTE TO THE FLAG

MOMENT OF REFLECTION

PRIVILEGE OF THE FLOOR / PRESENTATIONS

FINANCE REPORT

MAYOR'S REPORT

WARD REPORTS

APPROVAL OF THE MINUTES

RESOLUTIONS

**Agenda Item No. 1                      Adopt an American Rescue Plan Act Allocation of Funds**

WHEREAS, the City of Cortland Common Council accepted from the State of New York two allocations of American Rescue Plan Act (ARPA) funding totaling \$1,914,866; AND

WHEREAS, United States Treasury mandates annual reporting for a Non-entitlement Units (NEUs) on an annual basis; AND

WHEREAS, the reporting requirements include an allocation plan as well as spending to date on the identified projects; AND

WHEREAS, all funding must be obligated by December 31, 2024 and fully expended no later than December 31, 2026; AND

WHEREAS, the Department of Administration and Finance recommends the Common Council adopt an allocation plan for the awarded American Rescue Plan Act funds; AND

WHEREAS, the table below outlines the recommendation for allocation, including spending to-date and status of the project to be entered into the United States Treasury portal for reporting compliance; NOW, THEREFORE, BE IT

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>			

**Agenda Item No. 2**

**Amend the 2023 Adopted Budget by \$985,560**

WHEREAS, the Cortland Common Council is charged by the City Charter and Code with the preparation of an annual budget for the City of Cortland; AND

WHEREAS, on December 20, 2022, the Common Council adopted the City Budget for 2023; AND

WHEREAS, during the course of the fiscal year certain events occur that necessitate changing the budget plan by increasing or decreasing the total budget; AND

WHEREAS, the Department of Administration and Finance recommends the following adjustments to the budget; AND

WHEREAS, this resolution amends the City’s 2023 Adopted budget by \$7,560 with appropriations to Police, Finance, Public Works and Wastewater; AND

WHEREAS, the Police Department received two insurance recoveries totaling \$839 to be appropriated to the equipment repair line A3120-540200; AND

WHEREAS, the Police Department received a reimbursement for the payment of wages covered by worker’s compensation in the amount of \$2,721 to be appropriated to A3120-510000; AND

WHEREAS, the Police Department received a generous \$4,000 donation from Cortland Rotary Breakfast Club and a generous donation of \$1,000 from the Disabled American Veterans to be appropriated to the K9 Fund account to support the activities of the K9 Fund, account code TE0-2101; AND

WHEREAS, administration presented an allocation plan earlier in the meeting for the remaining American Recuse Plan dollars which included the following projects that require budget appropriation:

- \$745,000 to the Public Works Department to cover the estimated payments for trash collection and County tipping fees for the months of July through December to be allocated to A8160-541500; AND
- \$107,000 to the Finance Department to cover the cost of the 2021 audit (charged in 2022), the cost of a recruitment services contract; and the funding for a contract for additional financial services to be allocated to A1325-541500; AND
- Up to \$125,000 or 50% of the cost of the replacement of boilers at the wastewater treatment plant to be allocated to G8197-520601-RECON; NOW, THEREFORE, BE IT

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.

**Agenda Item No. 3 Implement Recommendations from the 2022 Job Audit**

WHEREAS, the Cortland County Personnel and Civil Service Department performed a job audit of administrative positions in February 2022; AND

WHEREAS, the results of the job audit led to a recommendation to re-title three positions in the City as the individuals performing the tasks exceeded the current job description and approved duties from Civil Service; AND

WHEREAS, Mayor Steve and the Director of Administration and Finance recommend the following adjustments based on the results of the February 2022 audit; AND

WHEREAS, the Police Department has two impacted positions, for a total financial impact of \$5,332.95 which include abolishing the Clerk position (#100000053) in the Police Department and establishing a Keyboard





WHEREAS, the Cortland City Police Department believes this vehicle has served its usefulness to the agency and would like it to be declared as surplus; AND

WHEREAS, the Cortland City Police Department would like to auction the above noted vehicle on Auctions International and have any proceeds placed back in the department budget for new equipment; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council hereby declares a 2016 Chevrolet Tahoe utilized by the Cortland City Police Department as surplus and grants permission for the agency to sell the vehicle on Auction International, with any proceeds from the sale being placed in the Cortland City Police Department 2023 budget towards the purchase of new police vehicles and/or equipment (A3120-520600-Operating Equipment).

#### DISCUSSION ITEMS

##### **Discussion Item No. 1**

##### **Former Parker School Building**

#### ADJOURNMENT