



Cortland Common Council

March 15, 2022 – 6:00 PM

City Hall, 25 Cortland Street, Cortland NY 13045

Call to Order – Roll Call

Attendee Name	Present	Absent	Late	Arrived
Scott Steve - Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wayne Schutt – First Ward Alderperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Katy Silliman – Second Ward Alderperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mary Clare Pennello – Third Ward Alderperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia Lane – Fourth Ward Alderperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seth Thompson - Fifth Ward Alderperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
William Carpenter – Sixth Ward Alderperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Troy Beckwith – Seventh Ward Alderperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thomas Michales – Eighth Ward Alderperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Salute to the Flag

Moment of Silence/Reflection

Proclamations/Presentations

Declaring April as Fair Housing Month

WHEREAS, in accordance with Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988; AND

WHEREAS, the month of April 2022 has been designated by the U. S. Department of Housing and Urban Development’s Office of Fair Housing and Equal Opportunity as Fair Housing Month; NOW, THEREFORE, BE IT

RESOLVED that the Common Council of the City of Cortland hereby declares and proclaims April as Fair Housing Month in the City of Cortland, New York.

Declaring April Child Abuse Prevention Month

WHEREAS, in Federal fiscal year 2020, 3.9 million reports were made to child protective services; AND

WHEREAS, child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; AND

WHEREAS, our children are our most valuable resources and will shape the future of our city, state and nation; AND

WHEREAS, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; AND

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; AND

WHEREAS, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; AND

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families; AND

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; AND

WHEREAS, prevention remains the best defense for our children and families; NOW, THEREFORE, BE IT

RESOLVED, that the Common Council does hereby proclaim April 2022 as National Child Abuse Prevention Month in the City of Cortland and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Privilege of the Floor

Mayor's Report

Ward Reports

Finance Report

Approval of the Minutes: Minutes of March 15, 2022

Resolutions

ON MOTION OF

AGENDA ITEM NO. 1

Approve Porch Fest Special Event and Sound Device Application

WHEREAS, a special event application has been submitted for Porch Fest Cortland music festival to be held on from 11:00 a.m. to 6:00 p.m. August 21, 2022; AND

WHEREAS, the application requests closure to traffic on Van Hoesen Street, Harrison Street, Joy Street and Chestnut Street; AND

WHEREAS, a sound device permit application proposes the use of sound amplification for some performers that will not exceed the decibel level of acoustic performers: NOW, THEREFORE, BE IT

RESOLVED, that Porch Fest Cortland's special event application and sound device permit application are hereby approved without fee: AND BE IT FURTHER

RESOLVED, that this approval permits closure to traffic on Van Hoesen Street, Harrison Street, Joy Street and Chestnut Street from 11:00 a.m. to 6:00 p.m. on August 21, 2022.

ON MOTION OF

AGENDA ITEM NO. 2

Request for an Increase in Aid and Incentives for Municipalities

WHEREAS, Aid and Incentives for Municipalities (AIM) funding plays a pivotal role in funding essential municipal services such as water, sewer, public works, police, fire and ambulance for cities and villages across New York State; AND

WHEREAS, the State has not increased AIM funding in 13 years: AND

WHEREAS, inflation has eroded AIM funding by roughly 29% over that time period; AND

WHEREAS, the New York State Conference of Mayors and nearly 400 of its members have signed onto a letter to the Governor requesting an inflationary increase of \$210 million in AIM funding; AND

WHEREAS, the Governor's Executive Budget proposed keeping AIM funding flat; AND

WHEREAS, the New York State Senate and Assembly have included increases of \$210 million and \$150 million, respectively, to AIM funding in their one-house budgets; AND

WHEREAS, an increase in AIM funding would reduce the local tax burden and help revitalize communities across New York; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland urges Governor Hochul to work with the leaders of the Senate and Assembly and increase Aid and Incentives for Municipalities funding in the 2022-23 adopted State Budget.

ON MOTION OF

AGENDA ITEM NO. 3

Appropriate Miscellaneous Income for 2022 City-Wide Sidewalk Program

WHEREAS, citizens and property owners in the City of Cortland are responsible for the conditions of the sidewalks that are contiguous to their real property; AND

WHEREAS, the City of Cortland encourages all property owners to maintain sidewalks in good repair to ensure the safety of pedestrians; AND

WHEREAS, since 2001 the City of Cortland has provided financial assistance to certain property owners to subsidize the cost of replacing or repairing deteriorating sidewalks that pose a hazard to pedestrian traffic; AND

WHEREAS, the cost of sidewalk replacement/repairs continues to escalate yearly making it more difficult for property owners to maintain safe sidewalks; AND

WHEREAS, the City wishes to provide assistance to property owners in 2022 under a Sidewalk Replacement Program that will operate similar to the Program administered in 2021; NOW, THEREFORE, BE IT

RESOLVED, that the Common Council does hereby authorize and appropriate \$20,000 from Misc. Revenue for the continuation of the Sidewalk Replacement Program in 2022, which will be administered by Thoma Development Consultants; AND BE IT FURTHER

RESOLVED, that the Common Council authorizes the Mayor to review the proposed guidelines and recommend any changes for the program's administration.

ON MOTION OF

AGENDA ITEM NO. 4

Authorize Agreement for Cleaning and Custodial Services at City Hall

WHEREAS, the City of Cortland has contracted for cleaning and custodial services at City Hall, 25 Court Street Cortland, NY; AND

WHEREAS, the current contract expired March 31, 2022; AND

WHEREAS, the city solicited proposals for such services and wishes to contract with the low bidder, Absolutely Clean; NOW, THEREFORE, BE IT

RESOLVED, that the Mayor is hereby authorized to enter into an agreement on behalf of the City of Cortland with Absolutely Clean for an annual amount of \$46,200.00 for a period beginning April 1, 2022 and ending March 31, 2023.

ON MOTION OF

AGENDA ITEM NO. 5

Authorize Contract Amendment for Clinton Avenue Phase III Streetscape Project

WHEREAS, the City of Cortland desires to continue and complete the ongoing Clinton Avenue Phase III Streetscape Project; AND

WHEREAS, there is a need for additional services to be provided through Contract Amendment No. 2 to the city's Engineering Services Agreement with Cedarwood Engineering Services PLLC; AND

WHEREAS, the additional services and expenses include additional Construction Inspection and Administration in the amount of \$180,000 as outlined in the proposed amendment; NOW, THEREFORE, BE IT

RESOLVED, that the Mayor is hereby authorized to sign Amendment #2 to the Engineering Services Agreement with Cedarwood Engineering Services PLLC in the amount of \$180,000 for Construction Inspection and Administration as part of the Clinton Avenue Phase III Streetscape Project.

ON MOTION OF

AGENDA ITEM NO. 6

Authorize Donation of Surplus Fire Department Gear to Ukraine

WHEREAS, the City of Cortland Fire Department is required to provide personal protective equipment to all of its members to perform the various inherently dangerous job functions associated with the mission of saving lives and protecting property; AND

WHEREAS, the personal protective equipment used is required to meet various stringent standards that include design, materials and service expectancy; AND

WHEREAS, use of this equipment through normal operations in the performance of firefighting duties as well as a 10 year service life has made certain gear unusable; AND

WHEREAS, a recent acquisition of replacement gear following a replacement schedule has occurred outfitting members with new current serviceable gear; NOW THEREFORE BE IT

RESOLVED, that the Common Council affirms the surplus of approximately 50 sets of 2010 Globe Personal Protective Gear deemed non-serviceable, with minimal fiscal return on sale as is; AND BE IT FURTHER

RESOLVED, that the Common Council authorizes the Fire Chief to donate the surplus personal protective equipment to the not-for-profit organization "Heavens Community Center" in Ukraine, supporting the emergency services in that country during this tumultuous time.

ON MOTION OF

AGENDA ITEM NO. 7

Appoint Assessment Review Board Member

WHEREAS, the City of Cortland Charter establishes a Board of Assessment Review to consist of five members appointed by the Common Council; AND

WHEREAS, each member shall serve a term of five years; AND

WHEREAS, vacancies exist on the Board of Assessment Review; NOW, THEREFORE, BE IT

RESOLVED, that Kathryn A. Wilcox, residing at 62 Church Street Cortland, NY is appointed to the Board of Assessment Review for a term beginning April 6, 2022 and ending April 5, 2027.

ON MOTION OF

AGENDA ITEM NO. 8

Authorize Credit Card Account for Use by the Mayor

WHEREAS, the Common Council desires to maintain a credit card account with Tompkins Trust Company, located at 36 Main Street Cortland, New York, to enable the Mayor to conduct authorized city business when payment is required to be made via credit card, and/or the normal procedure of obtaining a purchase order is not feasible; AND

WHEREAS, the Cortland City Common Council adopted a Credit Card Policy on August 3, 2021; AND

WHEREAS, said credit card policy allows credit card accounts to be established by departments with the approval of the Common Council; AND

WHEREAS, said credit card policy requires copies of all monthly credit card statements to be provided to the Common Council; NOW, THEREFORE, BE IT

RESOLVED, the Common Council does hereby grant authority for the Mayor to maintain a credit card account with Tompkins Trust Company to conduct official business when circumstances necessitate in compliance with the City's credit card policy.

ON MOTION OF

AGENDA ITEM NO. 9

Authorize Credit Card Accounts for Use by the Police Department

WHEREAS, the Cortland City Police Department desires to establish a new credit card account with Tompkins Trust Company, located at 36 Main Street Cortland, New York, for the purpose of conducting department purchases when payment is required to be made via credit card, and/or the normal procedure of obtaining a purchase order is not feasible; AND

WHEREAS, the Cortland City Police Department has been utilizing a credit card account for several years without incident through another financial institution; AND

WHEREAS, the Cortland City Police Department is simply changing from one vendor to another; AND

WHEREAS, the Cortland City Common Council adopted a Credit Card Policy on August 3, 2021; AND

WHEREAS, said credit card policy allows credit card accounts to be established by departments with the approval of the Common Council; AND

WHEREAS, said credit card policy requires copies of all monthly credit card statements to be provided to the Common Council; NOW, THEREFORE, BE IT

RESOLVED, the Common Council does hereby grant authority for the Cortland City Police Department to establish a credit card account with Tompkins Trust Company to conduct department business when circumstances necessitate in compliance with the City's credit card policy.

ON MOTION OF

AGENDA ITEM NO. 10

**Authorize Agreement for Phase II Environmental Site Assessment
at Former Cortland Corset Factory, 75 East Court Street**

WHEREAS, in December, 2020, C&S Engineers, Inc. (C&S) prepared a Phase I ESA for the Former Cortland Corset Factory site at 75 East Court Street (Site) to determine if environmental concerns or issues may be present

WHEREAS, based on site inspection and review of current and historical records, C&S concluded that further environmental assessment of the Site was warranted; AND

WHEREAS, C&S proposes to perform a Phase II Environmental Site Assessment (Phase II ESA) for the property; AND

WHEREAS, C&S proposes to provide a scope of services which includes project planning, field investigation, reporting and additional Environmental Protection Agency (EPA) requirements for a cost of \$45,035.00; AND

WHEREAS, EPA assessment grant funds need to be administered no later than September 2022; AND

WHEREAS, the Phase II ESA will use the remaining available EPA grant funds, NOW, THEREFORE, BE IT

RESOLVED, that the Common Council does hereby authorize the Mayor to enter into an agreement with C&S Engineers, Inc. to perform a Phase II Environmental Site Assessment for the property located at 75 East Court Street in an amount of \$45,035.00

ON MOTION OF

AGENDA ITEM NO. 11

**Authorize Agreement for Limited Phase II Environmental Site Assessment
at the Former Apex Tools Facility at 43-45-47 Cleveland Street**

WHEREAS, in February 2021, C&S Engineers, Inc. (C&S) prepared a Phase I Environmental Site Assessment (ESA) for the former Apex Tools Facility located at 43-45-47 Cleveland Street (Site) to determine if environmental concerns or issues may be present; AND

WHEREAS, based on-site inspection and review of current and historical records, C&S concluded that further environmental assessment of the Site was warranted; AND

WHEREAS, C&S proposes to perform a limited Phase II Environmental Site Assessment (Phase II ESA) for the property; AND

WHEREAS, C&S proposes to provide a scope of services which includes project planning, field investigation, reporting and additional Environmental Protection Agency (EPA) requirements for a cost of \$15,000.00; AND

WHEREAS, EPA assessment grant funds need to be administered no later than September 2022; AND

WHEREAS, the Phase II ESA will use the remaining available EPA grant funds, NOW, THEREFORE, BE IT

RESOLVED, that the Common Council does hereby authorize the Mayor to enter into an agreement with C&S Engineers, Inc. to perform a limited Phase II Environmental Site Assessment for the property located at 43-45-47 Cleveland Street in an amount of \$15,000.00

Discussion Items