

REVOLVING LOAN FUND SIDEWALK REPAIR/REPLACEMENT PROGRAM

Background

The City of Cortland offers a revolving loan program as an option for City property owners to pay for the cost of repairs to their sidewalks. The cost is placed on the property owner's tax bill and is paid over a five-year (5) period at six percent (6%) interest.

To be eligible to participate, the applicant's taxes must be current on all properties owned in the City of Cortland.

Program

As a benefit to local residents and property owners, the City of Cortland operates and maintains revolving loan program to assist with the financing costs associated with sidewalk repair or replacement.

In addition to any other requirement outlined, property owners may be eligible for funding from the revolving loan fund conditioned on the following requirements:

1. An application is submitted with all additional materials as requested (outlined below);
2. The application is approved by the City; and
3. Taxes must be current on all properties owned by the applicant in the City of Cortland.

The City will fund up to \$9,000.00 under this revolving loan fund program. The work must be performed by licensed contractors who have current insurance certificates on file with the City. The City of Cortland is unable to make recommendations. Applicants are encouraged to obtain three (3) quotes, but are required to submit one (1) itemized quote with their application.

All work must be inspected by the City of Cortland Code Enforcement Office or other City designated representative. The application must be signed by the Code Enforcement Office or City designated representative before payment will be issued to the contractor.

The City of Cortland will send an invoice to the property owner, which includes the contractor's costs and a \$25.00 administration fee. In the event the invoice is not paid in full to the City within thirty (30) days, the full amount due will be placed on the property owner's taxes to be paid over a five-year (5) period at six percent (6%) interest.

Procedure

1. Obtain an Application from City Hall, located at 25 Court Street, or online from the City of Cortland's website at www.cortland.org.
2. Obtain a minimum (recommend three) of one (1) itemized quote from a contractor who has a current insurance certificate on file with the City.
3. Complete the application and return to the City of Cortland with any additional required documentation (i.e. itemized quotes) for approval.

4. The City of Cortland will send an invoice to the property owner, which includes the contractor's costs and a \$25.00 administration fee.
5. The full amount due will be placed on the property owner's tax bill to be paid over a five-year (5) period at six percent interest (6%) in the event the invoice is not paid within thirty (30) days.
6. The City of Cortland reserves the right to deny any application.

REVOLVING LOAN FUND SEWER/STORM/WATER LINE REPAIR/REPLACEMENT PROGRAM

Background

The City of Cortland offers a revolving loan program as an option for City property owners to pay for the cost of repairs to their sewer/storm and/or water service, including backflow service. The cost is placed on the property owner's tax bill and is paid over a five-year (5) period at six percent (6%) interest.

To be eligible to participate, the applicant's taxes must be current on all properties owned in the City of Cortland.

Program

As a benefit to local residents and property owners, the City of Cortland operates and maintains revolving loan program to assist with the financing costs associated with sewer/storm lateral repair or replacement and water service repair or replacement – including backflow.

In addition to any other requirement outlined, property owners may be eligible for funding from the revolving loan fund conditioned on the following requirements:

1. An application is submitted with all additional materials as requested (outlined below);
2. The application is approved by the City; and
3. Taxes must be current on all properties owned by the applicant in the City of Cortland.

The City will fund up to \$9,000.00 under this revolving loan fund program. The work must be performed by licensed plumbers who have current insurance certificates on file with the City. The City of Cortland is unable to make recommendations. Applicants are encouraged to obtain three (3) quotes, but are required to submit one (1) itemized quote with their application.

All work must be inspected by the City of Cortland Code Enforcement Office or other City designated representative. The application must be signed by the Code Enforcement Office or City designated representative before payment will be issued to the plumber.

The City of Cortland will send an invoice to the property owner, which includes the plumber's costs (and/or City Sewer/Water Department costs, if applicable) and a \$25.00 administration fee. In the event the invoice is not paid in full to the City within thirty (30) days, the full amount due will be placed on the property owner's taxes to be paid over a five-year (5) period at six percent (6%) interest.

Procedure

1. Obtain an application from City Hall, located at 25 Court Street, or online from the City of Cortland's website at www.cortland.org.
2. Obtain a minimum (recommend three) of one (1) itemized quote from a licensed plumber who has a current insurance certificate on file with the City, and

3. Complete the application and return to the City of Cortland with any additional required documentation (i.e. itemized quotes) for approval.
4. The City of Cortland will send an invoice to the property owner, which includes the plumber's costs (and/or City Sewer/Water Department costs, if applicable) and a \$25.00 administration fee.
5. The full amount due will be placed on the property owner's tax bill to be paid over a five-year (5) period at six percent interest (6%) in the event the invoice is not paid within thirty (30) days.
6. Applications submitted after the fact (after the work was performed) for "emergency work" will be considered on a case-by-case basis.
7. The City of Cortland reserves the right to deny any application.

City Clerk Duties

The duties of the City Clerk are enumerated in the City Charter and include:

- Attend all meetings of the Common Council and record the proceedings;
- Transmit to the Mayor in duplicate within three calendar days of any Council meeting certified copies of all resolutions, ordinances and local laws adopted at the Council meetings;
- Serve as ex officio clerk to various boards and commissions and maintain a record of their proceedings;
- Maintain an official depository of all City records, including but not limited to all proceedings, local laws, ordinances, resolutions, rules, regulations, contracts and agreements;
- Serve as the City's Records Access Officer, coordinating response to records requests under the state Freedom of Information Law (FOIL);
- Certify and the City budget and make it available to the public;
- Have all powers and duties assigned to city clerks by state law and such powers and duties assigned to town clerks which are not inconsistent with other provisions of this Charter or the Administrative Code; AND

The City Charter provides that other powers and duties may be assigned to the City Clerk by the Council or the Mayor. The following duties are currently assigned to the City Clerk by the Mayor:

- Preparing resolutions to be considered by the Common Council;
- Preparing and distributing the agenda for Common Council meetings;
- Ensuring that agendas and minutes of the Common Council and the City's boards and commissions are publicly posted to the City's website;
- Publishing public notices including notices of public hearings conducted by the Common Council and public meetings and hearings conducted by the Zoning Board of Appeals and Planning Commission;
- Ensuring that information is updated on the City's website; AND

The City Clerk supervises the operation of the Office of the City Clerk and its two employees pursuant to state laws and regulations, as well as City code and policy. Responsibilities of the Office of the City Clerk include:

- Maintaining vital records for the City including birth, death and marriage records;
- Issuing licenses and permits including marriage licenses, dog licenses, exotic pet permits, hunting and fishing licenses, city parking lot and handicap parking permits, event permits, vendor permits, and sidewalk café permits;
- Receiving applications and fees for Area Variances, Site Plan Review and other matters before the Zoning Board of Appeals, Planning Commission and Historic Commission;
- Collecting, recording and transmitting fees to the State of New York and the Department of Administration and Finance.

MEMORANDUM OF UNDERSTANDING
between
COUNTY OF CORTLAND
and
CITY OF CORTLAND

This Memorandum of Understanding (MOU) is between the **COUNTY OF CORTLAND** (the “**COUNTY**”), a municipal corporation organized and existing under the laws of the State of New York, with its offices located at 60 Central Avenue, Cortland, New York, 13045, and the **CITY OF CORTLAND** (the “**CITY**”), a municipal corporation organized and existing under the laws of the State of New York, with its offices located at 25 Court Street, Cortland, New York, 13045. This MOU is to set forth the parties’ understanding for City Court Purposes within the Cortland County Courthouse located at 46 Greenbush Street, Cortland, New York 13045.

In order to benefit all citizens of Cortland County and in order to assist in decreasing costs for the City of Cortland, the County of Cortland, and the State of New York; and in order to make accessibility to the Cortland City Court more convenient for all citizens, the City of Cortland, New York wishes to move its City Court operations to the Cortland County Courthouse.

WHEREAS, the City of Cortland and the County of Cortland hereby reach the following agreement:

- 1) The Cortland City Court will move from its current location at 25 Court Street, Cortland, New York, to the Cortland County Courthouse located at 46 Greenbush Street, Cortland, New York.
- 2) The County agrees to provide space as approved by the State of New York Unified Court System within the Cortland County Courthouse to the City for purposes of implementing a City Court.
- 3) Pursuant to the Agreement between the New York State Unified Court System and the County of Cortland executed by the County on December 17, 2013 and the New York State Unified Court System on February 19, 2014 and as most recently modified by Contract Renewal and Budget for the period of April 1, 2018 through March 31, 2023, the New York State Unified Court System is responsible for full reimbursement to the County of Cortland for, among other things, cleaning services for the interior of the Cortland County Courthouse as well as minor and emergency repairs and preventive building and property maintenance services for that facility.
- 4) The City agrees that after the relocation of Cortland City Court to the County Courthouse, the County shall continue to be entitled to the full reimbursement amount from the New York State Unified Court System as outlined in paragraph three (3) herein.
- 5) It is agreed herein that should the New York State Unified Court System decide not to continue with a satisfactory payment schedule, the County reserves the right to terminate

this Agreement upon twenty-four (24) months' notice; or negotiate mutually agreeable terms of repayment with the City.

- 6) There shall be two (2) designated parking spaces for City Court Judges at the County Courthouse.
- 7) This Agreement shall be for a term of twenty (20) years, commencing on _____, 202__, and shall be automatically renewed so long as the terms of this Memorandum continue to be met by the County and the City.
- 8) This Agreement may be terminated by any party upon 24 months' written notice to the other party.

The foregoing is understood, accepted, and agreed to by the County of Cortland and the City of Cortland and shall be effective immediately upon the execution hereof.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year set opposite their respective signatures.

COUNTY OF CORTLAND

Date: _____

By: _____
Robert J. Corpora, County Administrator

CITY OF CORTLAND

Date: _____

By: _____
Scott Steve, Mayor



CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

MEMORANDUM

TO: Mayor Steve and Cortland Common Council

FROM: Thoma Development Consultants

DATE: July 11, 2022

RE: Comprehensive Plan Update Application

The City of Cortland is proposing to submit a DOS smart growth grant application requesting \$90,000 to update the city's comprehensive plan. The current comprehensive plan was developed over 10 years ago and was adopted in 2012. This plan should be updated at this time, as the city has completed a majority of the included goals in the plan, while others require updating given changes in current conditions.

With the DRI funding supporting many downtown improvement projects, a completed Brownfield Opportunity Area Study, and an ongoing Local Waterfront Revitalization Program, the city is poised to go back to the comprehensive planning stage and create a new set of goals for the next 10-20 years.

The grant scope will include the procurement of a consulting firm to complete the comprehensive plan update. A resolution for adoption to authorize submission of the application is attached.



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MEMORANDUM

TO: Mayor Steve and Cortland Common Council

FROM: Thoma Development Consultants

DATE: July 11, 2022

RE: EPF Grant Application For Randall Park

The City of Cortland is proposing to submit an EPF parks grant application requesting \$500,000 to complete phase 1A of the multi-phased Randall Park Improvements Project. Phase 1A has a total budget of \$931,000 and will complete the construction of a new softball field with a synthetic turf infield at Randall Park. The matching portion of the project budget will come from budgeted cash and force account labor.

The grant project scope of work will include demolition of the existing softball field and installation of a new softball field with a synthetic turf infield. Subsequent project phases will include installation of pickleball and tennis courts, a box lacrosse facility, two new pavilions, a playground, and new parking. The proposed resolution is required as part of the EPF grant application.

Attached is resolution for adoption to authorize submission of the application and execution of grant documents assuming the grant is approved.

**Resolution for the submission of a 2022 EPF
Parks Development Grant for the Randall Park
Improvements Project**

WHEREAS, the City of Cortland is applying for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) under Title 9 of the Environmental Protection Act of 1993, for the purpose of funding the Randall Park Improvements Project; AND

WHEREAS, the City of Cortland believes that EPF Parks Development funding is necessary to complete the proposed park improvements; AND

WHEREAS, the City of Cortland has determined that making the proposed improvements to Randall Park is in the best interest of the residents of the City of Cortland; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland is authorized and directed to accept these grant funds in an amount not to exceed \$500,000 for the project described in the grant application; AND BE IT FURTHER

RESOLVED, that City of Cortland is authorized and directed to agree to the terms and conditions of the Master Contract with OPRHP for such Randall Park Improvements Project; AND BE IT FURTHER

RESOLVED, that the City of Cortland is authorized and directed to agree to the terms and conditions of any required deed of easement granted to OPRHP that affects title to real property owned by the municipality and improved by the grant funds, which may be a duly recorded public access covenant, conservation easement, and/or preservation covenant; AND BE IT FURTHER

RESOLVED, that the governing body of the municipality delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the individual(s) who hold(s) the following elected or appointed municipal office(s) or employment position title(s): Mayor

CERTIFIED TRUE COPY

I, Andrew Jewett, Clerk of the City of Cortland, hereby certify that the foregoing is a full, true, and accurate copy of a resolution duly and regularly adopted by the governing body of the municipality, at a meeting duly and regularly held on July 19, 2022, at which quorum was present throughout, and the required majority of the governing body voted in favor of this resolution. I further certify that this resolution is still in full force and effect and has not been revoked or modified.

Dated: _____

Signature:
Clerk

Affix Seal of Municipality Here



CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

MEMORANDUM

TO: Mayor Steve and Cortland Common Council

FROM: Thoma Development Consultants

DATE: July 14, 2022

RE: WQIP Grant Application For Cortland Wastewater Treatment Facility

The City of Cortland is proposing to submit a DEC Water Quality Improvement Program Grant requesting \$4,985,625 to complete an upgrade of the treatment system to bring the system into compliance with the Chesapeake Bay Commission's nitrogen and phosphorus removal requirements. DEC is under EPA requirements to meet certain reduction goals and Cortland is a significant portion of the nitrogen removal goal.

At this time, the aeration system is unable to meet oxygen demands of the required Sequencing Batch Reactor, and in order to do this, the facility will need to be upgraded. Work to be done include one additional blower, reworking of piping, replacement of aeration grids within the treatment basins, and replacement of current fabric selector barriers with proper block or concrete partitions. The total project cost is \$6,647,500, with \$4,985,625 to come from the WQIP grant, and the 25% match of \$1,661,625 that will come from the City of Cortland.

Attached is resolution for adoption to authorize submission of the application and execution of grant documents assuming the grant is approved.

**Resolution for the submission of a 2022 WQIP
Wastewater Treatment Improvement Grant for
City of Cortland Wastewater Treatment Facility**

WHEREAS, the City of Cortland is applying for financial assistance from the New York State Department of Environmental Conservation (“DEC”), for the purpose of funding improvements for the Cortland Wastewater Treatment Facility; AND

WHEREAS, the City of Cortland believes that DEC Water Quality Improvement Program (WQIP) funding is necessary to complete the proposed improvements to the Wastewater Treatment Facility to bring the system into compliance with the Chesapeake Bay Commission’s nitrogen and phosphorus removal requirements; AND

WHEREAS, the City of Cortland has determined that making the proposed improvements to the Cortland Wastewater Treatment Facility is in the best interest of the residents of the City of Cortland; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland is authorized and directed to accept these grant funds in an amount not to exceed \$5,000,000 for the proposed \$6.68M project described in the grant application, with the City providing a 25% grant match; AND BE IT FURTHER

RESOLVED, that City of Cortland is authorized and directed to agree to the terms and conditions of the Master Contract with DEC for such Cortland Wastewater Treatment Facility Improvements Project; AND BE IT FURTHER

RESOLVED, that the governing body of the municipality delegates signing authority to execute the Master Contract and any amendments thereto, and any other certifications to the individual(s) who hold(s) the following elected or appointed municipal office(s) or employment position title(s):
Mayor

CERTIFIED TRUE COPY

I, Andrew Jewett, Clerk of the City of Cortland, hereby certify that the foregoing is a full, true, and accurate copy of a resolution duly and regularly adopted by the governing body of the municipality, at a meeting duly and regularly held on July 19, 2022, at which quorum was present throughout, and the required majority of the governing body voted in favor of this resolution. I further certify that this resolution is still in full force and effect and has not been revoked or modified.

Dated: _____

Signature:
Clerk

Affix Seal of Municipality Here