



CITY OF CORTLAND COMMON COUNCIL MEETING

MAY 2, 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

CONTACT
ANDY JEWETT, CITY CLERK
607-758-8331
cityclerk@cortland.org

FINANCE REPORTS

- Financial Report No. 1 Clinton Ave. Construction Project*
- Financial Report No. 2 Grant Projects*
- Financial Report No. 3 City Budget YTD*

RESOLUTIONS

- Agenda Item No. 1 Adopt Uniform City of Cortland Procurement Policy*
- Agenda Item No. 2 Approve Special Event and Related Permits for the Reunion for the Ages Benefit Concert*
- Agenda Item No. 3 Authorize the Award of Microenterprise Assistance Program Funds Under Community Development Block Grant #285ME506-22
- Agenda Item No. 4 Designate City of Cortland Corporation Counsel as Fair Housing Officer
- Agenda Item No. 5 Authorize Requests for Proposals for Curbing and ADA-Compliant Sidewalk Improvements
- Agenda Item No. 6 Authorize Sale of Surplus Fire Department Equipment*
- Agenda Item No. 7 Accept and Recognize Donations to Cortland Fire Department*
- Agenda Item No. 8 Approve Property Conveyance

DISCUSSION ITEMS

- Discussion Item No. 1 Sound Device Permit Requirements and Fees

* Indicates there are supporting documents



CITY OF CORTLAND COMMON COUNCIL MEETING

MAY 2, 2023 AT 6:00 PM

AGENDA

CALL TO ORDER – ROLL CALL

SALUTE TO THE FLAG

MOMENT OF SILENCE/REFLECTION

PRIVILEGE OF THE FLOOR

FINANCIAL UPDATES AND REPORTS

Financial Report No. 1

Clinton Ave. Construction Project

Financial Report No. 2

Grant Projects

Financial Report No. 3

City Budget YTD

MAYOR'S REPORT

WARD REPORTS

APPROVAL OF THE MINUTES

RESOLUTIONS

Agenda Item No. 1

Adopt Uniform City of Cortland Procurement Policy

WHEREAS, Mayor Steve and the Common Council intend to establish a uniform policy by which the City of Cortland procures goods, supplies, equipment, and services necessary in performance of the City's business, as efficiently, effectively, and economically as possible; AND

WHEREAS, a draft of such policy has been provided to City department heads for review and comment; AND

WHEREAS, the policy establishes that, in accordance with New York State General Municipal Law §800, no City official or employee shall have a financial interest in any contract entered into by the municipality, and precludes the acceptance of gratuities, financial or otherwise, from any supplier of materials or services to the City; AND

WHEREAS, such policy shall conform to all current and future laws and regulations enacted by New York State in relation to the procurement of goods and services; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council does hereby adopt the policy titled *City of Cortland Procurement Policy as Adopted by the Common Council on May 2, 2023*; AND BE IT FURTHER

RESOLVED, that all City departments, offices and employees shall be subject to the purchasing procedures as

outlined therein, and that the policy shall apply to all material and service procurement, and related activities;
AND BE IT FURTHER

RESOLVED, that the *City of Cortland Procurement Policy as Adopted by the Common Council on May 2, 2023* shall supersede all similar policies and directives.

Agenda Item No. 2 Approve Special Event and Related Permits for the Reunion for the Ages Benefit Concert

WHEREAS, organizers of the Reunion for the Ages Benefit Concert have submitted a Special Event Application for the purposes of holding a benefit concert at the Port Watson St. Mini Conference Center located at 131 Port Watson St. on July 29, 2023 from 12:00 PM to 10:00 p.m.; AND

WHEREAS, organizers have submitted a Sound Device Permit Application for the event; AND

WHEREAS, organizers are submitting an application to the NYS Liquor Authority for sale of beer and/or wine; AND

WHEREAS, organizers plan to cook and provide for the sale of odd which shall be subject to a permit from the Cortland County Health Department; AND

WHEREAS, the Code Enforcement Division may determine the need for organizers to obtain an operating permit; AND

WHEREAS, organizers have submitted a Street Closure Application requesting the closure of Greenbush Street between Port Watson Street and Central Avenue for the period of 9:00 a.m. to 6:00 p.m. October 7, 2023 and 11:00 a.m. to 3:00 p.m. October 8, 2023; AND

WHEREAS, the Police Department, Fire Department and City Clerk’s Office have reviewed applicable aspects of these permit applications and recommended their approval; NOW, THEREFORE, BE IT

RESOLVED, that the Common Council does hereby approve a Special Event Permit and a Sound Device Permit without fee for the Reunion for the Ages Benefit Concert at the Port Watson St. Mini Conference Center located at 131 Port Watson St. on July 29, 2023 from 12:00 p.m. to 10:00 p.m.

Agenda Item No. 3 Authorize the Award of Microenterprise Assistance Program Funds Under Community Development Block Grant #285ME506-22

WHEREAS, the City of Cortland was awarded \$200,000 in Community Development Block Grant (CDBG) Microenterprise funds to administer a Microenterprise Assistance Program (MAP) in the City pursuant to CDBG #285ME506-22; AND

WHEREAS, the City of Cortland solicited applications from eligible Microenterprises for assistance provided under the above referenced CDBG; AND

WHEREAS, funding for this Program is competitive requiring that applications be rated and reviewed by an established MAP Review Committee said Committee to subsequently make recommendations of funding to the Common Council which is charged with making final approval for all funding under CDBG #285ME506-22; AND

WHEREAS, the City’s MAP Review Committee is recommending the award of \$30,000 to each of two businesses, Bernard Custom Logo and The Vault Grand Venue on Main Street; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council does hereby approve the award of \$30,000 to Bernard Custom Logo and The Vault Grand Venue on Main Street subject to terms and conditions as required under the

CDBG Microenterprise regulations and as established by the Microenterprise Assistance Program (MAP) Review Committee; AND BE IT FURTHER

RESOLVED, that Mayor Steve is authorized to sign commitment letters detailing the terms and conditions of the award of these funds and any other document(s) necessary to implement the award of said funding.

Agenda Item No. 4 Designate City of Cortland Corporation Counsel as Fair Housing Officer

WHEREAS, under Title VIII of the 1968 Civil Rights Act, the Federal Fair Housing Law and the Fair Housing Amendments Act of 1988 it is unlawful to discriminate in the sale, rental, or financing of housing based on certain protected characteristics, and certain federal, state, and local fair housing and anti-discrimination laws protect individuals from such housing discrimination; AND

WHEREAS, protected characteristics include, but are not limited to: race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, or familial status; AND

WHEREAS, any individual(s) who believes they have been the victim of housing discrimination in the sale, rental, or financing of housing has the right to file a complaint with its local government through its Fair Housing Office; AND

WHEREAS, the City of Cortland previously designated a specific employee as its Fair Housing Officer (FHO) to whom complaints could be brought, and said employee is no longer employed by the City necessitating designation of another person to accept complaints; AND

WHEREAS, in an effort to promote continuity with its fair housing complaint process, the City desires to name the City’s Corporation Counsel, Arthur J. Meldrim, as its Fair Housing Officer, and Attorney Meldrim’s successors in the event Mr. Meldrim no longer holds the position; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council hereby designates the City of Cortland Corporation Counsel, Arthur J. Meldrim and future Corporation Counsels as its Fair Housing Officer; AND BE IT FURTHER

RESOLVED, that any individual who desires to file a fair housing complaint alleging discrimination should contact the City of Cortland Law Department.

Agenda Item No. 5 Authorize Requests for Proposals for Curbing and ADA-Compliant Sidewalk Improvements

WHEREAS, the City of Cortland has identified specific areas in need of curbing and sidewalk improvements; AND

WHEREAS, the City of Cortland desires to solicit sealed bids for these upgrades which include ADA-compliant sidewalk ramps; AND

WHEREAS, this work shall provide a great benefit to the traveling public; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Department of Public Works (DPW) is authorized to advertise an official request for proposals (RFP) for curbing and ADA-compliant sidewalk improvements.

Agenda Item No. 6 Authorize Sale of Surplus Fire Department Equipment

WHEREAS, the City of Cortland Fire Department acquires equipment to provide service to the residents of Cortland; AND

WHEREAS, said equipment has an estimated useful life that depends on recognized standards, frequency of use,

and various levels of condition; AND

WHEREAS, at the end of serviceable life and functional need to the Fire Department and City, equipment is removed from service and required to be advertised appropriately for surplus; AND

WHEREAS, the sale of surplus equipment will generate income that can be reinvested to assist in offsetting future purchases of equipment needed by the department; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council authorizes the following equipment possessed and used by the Fire Department to be declared surplus and authorizes the Fire Chief to advertise the sale of said equipment on Auctions International as surplus and available for sale:

<u>Item Description</u>	<u>Year</u>	<u>VIN No.</u>	<u>Inventory No.</u>
Am-LA Fire Engine	1998	4Z36ETDBPWR9963383	AP9801

AND BE IT FURTHER

RESOLVED, that the Common Council authorizes any revenue generated from the sale of such surplus equipment to be transferred into the Fire Department budget line A.3410-540700 - Equipment Repair.

Agenda Item No. 7 Accept and Recognize Donations to Cortland Fire Department

WHEREAS, donations have been made to the Cortland Fire Department; AND

WHEREAS, the Common Council must accept and allocate such funds; AND

WHEREAS, the Mayor, Common Council and Cortland Fire Department wish to publicly recognize these donations and the generosity of the donors; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council hereby accepts the donations listed below, and appropriates the funds to the Cortland Fire Department Donation Accounts for the purposes indicated below:

<u>Donor</u>	<u>Amount</u>	<u>Account</u>	<u>Purpose</u>
Georgianna T. Sepe	\$50.00	TE-00-2044	AED Replacement
Family of Gerald Kalk	\$300.00	TE-00-2110	Here Comes Santa Event

Agenda Item No. 8 Approve Property Conveyance

WHEREAS, the City of Cortland has previously advised property owners that they may take possession of abutting vacant strips of land owned by the City of Cortland in exchange for paying any filing fees with the Cortland County Clerk; AND

WHEREAS, the owner of property located at 4 Glenn St., Cortland NY 13045 wishes to take possession of an abutting vacant strip of land owned by the City; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council does hereby approve the conveyance of a vacant strip of land owned by the City of Cortland, abutting western property lines of lots on the western side of Glenn St. to Edward G. Gyukeri, Jr. of 4 Glenn St. (Tax Map No.: 86.55-02-68.000) in exchange for paying any filing fees with the Cortland County Clerk.

DISCUSSION

Discussion Item No. 1 Sound Device Permit Requirements and Fees

ADJOURNMENT