



CITY OF CORTLAND COMMON COUNCIL MEETING

AUGUST 15, 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

CALL TO ORDER | ROLL CALL

SALUTE TO THE FLAG | MOMENT OF REFLECTION

PRIVILEGE OF THE FLOOR | PRESENTATIONS

Presentation No. 1. Child Development Council

MAYOR'S REPORT | WARD REPORTS

APPROVAL OF THE MINUTES

RESOLUTIONS

- Agenda Item No. 1 Amend the 2023 Adopted Budget by \$11,852 to Reflect Additional Revenues Received from Grants, Donations and Insurance Recovery
- Agenda Item No. 2 Approve Special Event and Sound Device Permit for St. Mary's School 95th Anniversary Event on September 16, 2023 *
- Agenda Item No. 3 Approve Special Event and Sound Device Permit for HOPE Foundation 5K Run at on September 16, 2023 *
- Agenda Item No. 4 Approve Special Event and Sound Device Permit for YMCA 5K Run on August 20, 2023 *
- Agenda Item No. 5 Approve Special Event and Sound Device Permit for the Cortland Community Matters Fair on September 3, 2023 *
- Agenda Item No. 6 Approve Special Event and Sound Device Permit for the 9/11 Memorial Ceremony on September 11, 2023 *
- Agenda Item No. 7 Authorize Agreement with C&S Engineers for Additional Engineering Services for the City of Cortland Storm Water Mitigation Study *

DISCUSSION ITEMS

Discussion Item No. 1 Parker School

ADJOURNMENT

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



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Presentation No. 1.

Child Development Council

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RESOLUTIONS

Agenda Item No. 1

Amend the 2023 Adopted Budget by \$11,852 to Reflect Additional Revenues Received from Grants, Donations and Insurance Recovery

WHEREAS, the City of Cortland Common Council is charged by the City Charter and Administrative 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 \$11,852 with appropriations to Police and Youth Bureau; AND

WHEREAS, the Police Department received one insurance recovery totaling \$1,762 to be appropriated to the equipment repair line A3120-540200; AND

WHEREAS, the Police Department received an annual Traffic Safety Committee no-match grant in the amount of \$6,000 to be appropriated to A3120-510400 (Overtime) for the purpose of increased seat belt usage and the reduction of dangerous driving behaviors; AND

WHEREAS, the Youth Bureau received a generous \$3,000 donation from the Kings Daughters Home for Children to support the Youth Center kitchen in the amount of \$2,000 to be appropriated to A7310-540000 and \$1,000 to support Suggest Pavilion repairs to be appropriated to A7110-520600; AND

WHEREAS, the Youth Bureau received a generous \$500 donation from the Cortland Elks Lodge to support Youth Center trips, to be appropriated to A7550-540502; AND

WHEREAS, the Youth Bureau received generous donations totaling \$590 made in memory of Bob Isaf from the following individuals:

- Kathleen Davies \$200.00
- Michael Natoli \$100.00
- Dorothy Sarvay \$100.00
- John Bardsley \$100.00
- David Taylor \$ 50.00
- Tyler’s Cleaners \$ 40.00; AND

WHEREAS, the donations listed above will be utilized for repairs or improvements in Suggett Park and appropriated to TE0-2090; NOW, THEREFORE, BE IT

RESOLVED, by the City of Cortland Common Council, that the 2023 budget be, and is hereby, amended in the amount of \$11,852 to reflect additional revenues received from grants, donations and insurance recovery as outlined in the table below.

Requesting Department	Description	Amount	Category		Action/Explanation
			Source	Fund	
Police Department	Insurance Recovery	\$1,762	Local Funds	General Fund	Appropriates a partial loss payment for a '16 Chevy Tahoe to A3120-42680 and Expenditure code A3120-540200 to offset the costs of repair.
Police Department	Grant Award	\$6,000	State Funds	General Fund	Appropriates a Traffic Safety Committee no-match grant in the amount of \$6,000 to be appropriated to A3120-510400 (Overtime) for the purpose of increased seat belt usage and the reduction of dangerous driving behaviors.
Youth Bureau	Donation	\$2,000	Local Funds	General Fund	Donation from the Kings Daughters Home for Children to support the Youth Center kitchen in the amount of \$2,000 and appropriated to A7310-540000.
Youth Bureau	Donation	\$1,000	Local Funds	General Fund	Donation from the Kings Daughters Home for Children in the amount \$1,000 to support Suggett Pavilion repairs to be appropriated to A7110-520600.
Youth Bureau	Donation	\$500	Local Funds	General Fund	\$500 donation from the Cortland Elks Lodge to support Youth Center trips, to be appropriated to A7550-540502.
Youth Bureau	Donation	\$590	Local Funds	Trust and Agency Fund	\$590 in donations made in memory of Bob Isaf for repairs or improvements in Suggett Park and appropriated to TE0-2090.

Agenda Item No. 2 **Approve Special Event and Sound Device Permit for St. Mary's School 95th Anniversary Event on September 16, 2023**

WHEREAS, organizers of the St. Mary's School 95th Anniversary have submitted a Special Event Permit application for the purposes of holding an event which includes a 5K family walk/run, games and music at Yaman Park from 8:00 a.m. to 2:00 p.m. on September 16, 2023; AND

WHEREAS, organizers have submitted a Sound Device Permit application for a microphone and sound system for musicians from 11:00 a.m. to 1:00 p.m. on September 16, 2023; AND

WHEREAS, the Youth Bureau, Police Department, Fire Department Code Enforcement Division, Department of Public Works, and City Clerk's Office have reviewed applicable aspects of said applications and recommended their approval; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council does hereby approve for issuance by the City Clerk a Special Event Permit and a Sound Device Permit without fee for the St. Mary's School 95th Anniversary to be held in Yaman park from 8:00 a.m. to 2:00 p.m. on September 16, 2023.

Agenda Item No. 3 **Approve Special Event and Sound Device Permit for HOPE Foundation 5K Run at on September 16, 2023**

WHEREAS, the HOPE Foundation has submitted a Special Event Permit application for the purposes of holding a 5K run in Suggestt Park and the neighboring vicinity from 9:00 a.m. to 1:00 p.m. on September 16, 2023; AND

WHEREAS, organizers have submitted a Sound Device Permit application for a sound system to be used in Suggestt Park from 9:00 a.m. to 1:00 p.m. on September 16, 2023; AND

WHEREAS, the Youth Bureau, Police Department, Fire Department Code Enforcement Division, Department of Public Works, and City Clerk's Office have reviewed applicable aspects of said applications and recommended their approval; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council does hereby approve for issuance by the City Clerk a Special Event Permit and a Sound Device Permit without fee for the HOPE Foundation 5K Run to be held in Suggestt Park and its neighboring vicinity from 9:00 a.m. to 1:00 p.m. on September 16, 2023; AND BE IT FURTHER

RESOLVED, that, if weather necessitates, said permits shall be granted for the same times and location on September 23, 2023.

Agenda Item No. 4 **Approve Special Event and Sound Device Permit for YMCA 5K Run on August 20, 2023**

WHEREAS, the YMCA has submitted a Special Event Permit application for the purposes of holding 5K Run in Suggestt Park and the neighboring vicinity from 9:00 a.m. to 11:00 a.m. on August 20, 2023; AND

WHEREAS, the Youth Bureau, Police Department, Fire Department Code Enforcement Division, Department of Public Works, and City Clerk's Office have reviewed applicable aspects of said applications and recommended their approval; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council does hereby approve for issuance by the City Clerk a Special Event Permit for the YMCA 5K Run to be held in Suggestt Park and the neighboring vicinity from 9:00 a.m. to 11:00 a.m. on August 20, 2023.

Agenda Item No. 5 **Approve Special Event and Sound Device Permit for the Cortland Community Matters Fair on September 3, 2023**

WHEREAS, organizers of the Cortland Community Matters Fair have submitted a Special Event Permit application for the purposes of holding the 4th annual event at Suggestt Park from 12:00 p.m. to 4:00 p.m. on September 3, 2023; AND

WHEREAS, organizers have submitted a Sound Device Permit application for a microphone and sound system to be used in Suggestt Park from 12:00 p.m. to 4:00 p.m. on September 3, 2023; AND

WHEREAS, the Youth Bureau, Police Department, Fire Department Code Enforcement Division, Department of Public Works, and City Clerk’s Office have reviewed applicable aspects of said applications and recommended their approval; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council does hereby approve for issuance by the City Clerk a Special Event Permit and a Sound Device Permit without fee for the Cortland Community Matters Fair to be held at Suggestt Park from 12:00 p.m. to 4:00 p.m. on September 3, 2023.

Agenda Item No. 6 **Approve Special Event and Sound Device Permit for the 9/11 Memorial Ceremony on September 11, 2023**

WHEREAS, organizers of the 9/11 Memorial Ceremony have submitted a Special Event Permit application for the purposes of holding the annual event at Courthouse Park from 8:30 a.m. to 11:00 a.m. on September 11, 2023; AND

WHEREAS, organizers have submitted a Sound Device Permit application for a microphone and sound system to be used in Courthouse Park during the event; AND

WHEREAS, the Youth Bureau, Police Department, Fire Department Code Enforcement Division, Department of Public Works, and City Clerk’s Office have reviewed applicable aspects of said applications and recommended their approval; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council does hereby approve for issuance by the City Clerk a Special Event Permit and a Sound Device Permit without fee for the 9/11 Memorial Ceremony to be held at Courthouse Park from 8:30 a.m. to 11:00 a.m. on September 11, 2023.

Agenda Item No. 7 **Authorize Agreement with C&S Engineers for Additional Engineering Services for the City of Cortland Storm Water Mitigation Study**

WHEREAS, the City of Cortland has made a commitment to continually investigate and mitigate storm sewer issues within our current system; AND

WHEREAS, C&S Engineers will provide data collection, storm water evaluation services and survey reviews with recommended upgrades to the Kellogg Rd., Dawn Dr. and Hickory Park Rd. areas which would be a benefit to our community; AND

WHEREAS, C&S Engineers has agreed to include field survey, data collection and storm water evaluation services of the areas named above; NOW, THEREFORE, BE IT

RESOLVED, the City of Cortland Common Council does hereby authorize Mayor Steve or his designee to execute an agreement with C&S Engineers for a scope of work that includes data collection, storm water evaluation

services and survey reviews with recommended upgrades to the Kellogg Rd., Dawn Dr. and Hickory Park Rd. areas, at a cost of \$19,450 for the services as outlined.

DISCUSSION ITEMS

Discussion Item No. 1

Parker School

ADJOURNMENT