



CITY OF CORTLAND COMMON COUNCIL

SEPTEMBER 19, 2023 - 6:00 PM

MEETING 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. Presentation by Cayuga Addiction Recovery Services
- Presentation No. 2. Presentation of the 2021 and 2022 Final Draft Financial Statements

MAYOR'S REPORT | WARD REPORTS

APPROVAL OF THE MINUTES

RESOLUTIONS

- Agenda Item No. 1 A Resolution to Accept the 2021 Annual Comprehensive Financial Report
- Agenda Item No. 2 A Resolution to Accept the 2022 Annual Comprehensive Financial Report
- Agenda Item No. 3 A Resolution to Amend the 2023 Adopted Budget by \$442,151 to Recognize Revenues Not Appropriated in the Original Budget
- Agenda Item No. 4 A Resolution to Authorize a Letter of Support to OASAS in Favor of Cayuga Addiction Recovery Services (CARS)
- Agenda Item No. 5 A Resolution to Authorize the Fire Department the Purchase of Self Contained Breathing Apparatus (SCBA)
- Agenda Item No. 6 A Resolution to Create a Provision in Article VII Parking Standing, and Stopping of City Code of Ordinances Regulating No All Night Parking in Municipal Parking Lots
- Agenda Item No. 7 A Resolution to Renew Intermunicipal Agreement to Provide Wastewater Treatment Services to Village of Homer

DISCUSSION ITEMS

- Discussion Item No. 1 Parker School

ADJOURNMENT



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



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CALL TO ORDER | ROLL CALL

SALUTE TO THE FLAG | MOMENT OF REFLECTION

PRIVILEGE OF THE FLOOR | PRESENTATIONS

Presentation No. 1. Presentation by Cayuga Addiction Recovery Services

A presentation introducing the services of Cayuga Addiction Recovery Services (CARS) presented by Jessica Janssen

Presentation No. 2. Presentation of the 2021 and 2022 Final Draft Financial Statements

A presentation of the 2021 and 2022 Financials and related findings from the firm Insero & Co. CPAs, LLP presented by Duane Shoen and Matthew Ball

MAYOR'S REPORT | WARD REPORTS

APPROVAL OF THE MINUTES

RESOLUTIONS

Agenda Item No. 1 A Resolution to Accept the 2021 Annual Comprehensive Financial Report

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

WHEREAS, General Municipal Law Section 219-a requires the sponsor or designated program administrator of a Length of Service Award Programs (LOSAP) for Volunteer Firefighters to obtain an annual audit of its records by an independent Certified Public Accountant (CPA); AND

WHEREAS, Insero & Co., a public accounting firm, was retained via request for proposal and authorization of a contract to perform the 2021 financial audit; AND

WHEREAS, Insero & Co. has prepared the annual financial audit and corresponding notes and schedules with a presentation to Common Council on September 19, 2023; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council on this 19th day of September 2023, accept the 2021 Annual Comprehensive Financial Report as presented by Insero & Co.

Agenda Item No. 2

A Resolution to Accept the 2022 Annual Comprehensive Financial Report

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

WHEREAS, General Municipal Law Section 219-a requires the sponsor or designated program administrator of a Length of Service Award Programs (LOSAP) for Volunteer Firefighters to obtain an annual audit of its records by an independent Certified Public Accountant (CPA); AND

WHEREAS, Insero & Co., a public accounting firm, was retained via request for proposal and authorization of a contract to perform the 2022 financial audit; AND

WHEREAS, Insero & Co. has prepared the annual financial audit and corresponding notes and schedules with a presentation to Common Council on September 19, 2023; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council on this 19th day of September 2023, accept the 2022 Annual Comprehensive Financial Report as presented by Insero & Co.

Agenda Item No. 3

A Resolution to Amend the 2023 Adopted Budget by \$442,151 to Recognize Revenues Not Appropriated in the Original Budget

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 \$442,151 with appropriations to Fire, Public Works, Youth Bureau and Water Department; AND

WHEREAS, the Fire Department applied for a FEMA Assistance to Firefighters Grant (AFG) in November 2021 and has been awarded the grant totaling \$364,722 of federal assistance, with a 5% match funded via 2023 departmental operating funds, to provide for EMS training and equipment purchases and will be appropriated to multiple lines; AND

WHEREAS, the Department of Public Works has deemed two items to be beyond useful life and recommends Common Council declare the items as surplus and list for sale appropriately, a 2009 AL9700 International Dump Truck (Model/VIN 1HTMZSKL1AJ191419) and the associated attachments and a 1987 Hotsy 981a Hot Water High Pressure Washer (Model/VIN H09656); AND

WHEREAS, the Department of Public Works will appropriate revenue from the sale of these items to A5110-540500 to support the purchase of new operating equipment; AND

WHEREAS, the Youth Bureau received \$25 in memory of Bob Isaf to support improvements at Sugget Park, to be appropriated to TE0-2090; AND

WHEREAS, the Youth Bureau received \$2,283 for field usage and rental fees to be appropriated to A7140-540500; AND

WHEREAS, the Youth Bureau received \$16,000 from Cortland County Health Department as a pass through grant to support youth services and programming to be appropriated to A7310-510000; AND

WHEREAS, the Water Department received \$59,121 for participation in the Department of Health Lead Service Line Replacement Plan (LSLRP) for worked performed in the second quarter of 2023, these funds will cover spending associated with lead service lines charged to FX8340-540500; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council on this 19th day of September 2023, that the 2023 budget be, and is hereby, amended in the amount of \$442,151 as outlined in the accompanying table; AND BE IT

FURTHER RESOLVED, that the City of Cortland Common Council declare a 2009 AL9700 International Dump Truck (Model/VIN 1HTMZSKL1AJ191419) and the associated attachments and a 1987 Hotsy 981a Hot Water High Pressure Washer (Model/VIN H09656) as surplus property.

Requesting Department	Description	Amount	Category		Action/Explanation
			Source	Fund	
Fire Department	Accept and Appropriate Regional FEMA AFG Grant	\$364,722	Federal	General Fund	Assistance to Firefighters Grant that will provide EMS equipment and training for current staff to be appropriated to a variety of line items including equipment and personnel.
Public Works	Declare two items Surplus	TBD	Local Funds	General Fund	Declare a 2009 AL9700 International Dump Truck and the associated attachments and a 1987 Hotsy 981a Hot Water High Pressure Washer surplus and appropriate revenues received to A5110-540500 toward the purchase of new operating equipment.
Youth Bureau	Donation	\$25	Private Funds	Trust and Agency Fund	A \$25 donation in memory of Bob Isaf for repairs or improvements in Suggett Park and appropriated to TE0-2090.
Youth Bureau	Field Usage Fees	\$2,283	Local Funds	General Fund	Appropriate funding for field usage fees that exceed the original allocation to be appropriated to A7140-540500.
Youth Bureau	Grant Award	\$16,000	Other Government	General Fund	Funding from Cortland County via a state grant to support youth services and programming to be appropriated to A7310-510000.
Water	Department of Health Lead Service Line Replacement Plan	\$59,121	State Funding	Water Fund	Appropriation LSLRP funding received to cover lead line replacements for Pearne St, East Ave, York St, Elm St, and Central Ave. Funds will be appropriated to FX8340-540500.

Agenda Item No. 4

A Resolution to Authorize a Letter of Support to OASAS in Favor of Cayuga Addiction Recovery Services (CARS)

WHEREAS, Local data continues to show an increasing need for support to persons struggling with substance use disorder; AND

WHEREAS, Cortland County does not currently have a provider offering Methadone for Opioid Use Disorder; AND

WHEREAS, Cayuga Addiction Recovery Services (CARS) is well positioned to meet the needs of Cortland's residents with their current evidence-based strategies and extensive experience with small rural communities; AND

WHEREAS, CARS has several community partnerships, including an opioid treatment program for Cortland County Jail; AND

WHEREAS, CARS has offered a viable solution for a substance use program with a proposed location on Euclid Avenue in Cortland, replacing Beacon who closed their outpatient substance use program in Cortland in 2020; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council authorizes Mayor Steve to write a letter of support to OASAS in favor of Cayuga Addiction Recovery Services (CARS) opening an Opioid Treatment Program in the City of Cortland.

Agenda Item No. 5

A Resolution to Authorize the Fire Department the Purchase of Self Contained Breathing Apparatus (SCBA)

WHEREAS, The City of Cortland Common Council authorized the Fire Department to apply for and if awarded accept a FEMA Assistance to Firefighters Regional Grant and serve as the host applicant along with the Marathon Joint Fire District and the Willet Fire District for Firefighter Self Contained Breathing Apparatus (SCBA); AND

WHEREAS, a successful award has been achieved and accepted for a total of \$632,000 in which a federal share is \$568,800 and a local 10% match of \$63,200 will be split proportionally between the three recipient fire departments (Cortland: \$42,641.20, Marathon: \$12,944.65, Willet \$7,614.50): AND

WHEREAS, solicitation of qualified vendors and manufacturers resulted in a thorough evaluation of possible manufacturers and options and interoperability with other local departments and current equipment in use by the Cortland Fire Department; AND

WHEREAS, the lowest qualified responsible quote, also meeting NY State Bid Pricing, has been reviewed for accuracy and intent by the Fire Chief; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council authorize the Fire Chief to enter into an agreement with Municipal Emergency Services (MES) for the purchase of 83 SCOTT X3 Pro SCBA and appropriate additional equipment needed for the amount of \$632,000 with a FEMA contribution of \$568,800 and a local contribution of \$63,200, which will be divided as predetermined by an MOU with the three fire departments.

Agenda Item No. 6

A Resolution to Create a Provision in Article VII Parking Standing, and Stopping of City Code of Ordinances Regulating No All Night Parking in Municipal Parking Lots

WHEREAS, the City of Cortland in July 2023, adopted a City of Cortland Parking Program allowing for the regulation of paid parking for on-street parking and paid and permitted parking in City Parking lots; AND

WHEREAS, the adopted City of Cortland Parking Program did not address the parking of vehicles in municipal parking lots between the hours of 3:00 AM and 6:00 AM.; AND

WHEREAS, prior to the adoption of the City of Cortland Parking Program, parking was not allowed on any City street nor in any municipal parking lot with the exception of portions of parking lots signed for odd/even parking or overnight parking; AND

WHEREAS, the intent of the City of Cortland Parking Program is to not allow parking in any municipal lot with the only exception being portions of the parking lots signed for Residential Parking Permit; AND

WHEREAS, Only vehicles issued current Residential Parking Permits may park in residential parking areas; NOW, THEREFORE, BE IT

RESOLVED, that the City of Cortland Common Council pass a resolution updating Article VII Parking, Standing, and Stopping Section 11-62 All-night parking to read:

The parking of vehicles is hereby prohibited on all highways, roadways, or municipal parking lots within the corporate limits of this City between 3:00 AM and 6:00 AM with the exception of specific signed area within the municipal parking lot designated for Residential Permit Permits. Vehicles issued a current City of Cortland Residential Parking permit may park in a signed residential parking area of a municipal parking lot at any time of the day or night.

Agenda Item No. 7

A Resolution to Renew Intermunicipal Agreement to Provide Wastewater Treatment Services to Village of Homer

WHEREAS, the City of Cortland has provided sewerage conveyance within the City and wastewater treatment services for the Village of Homer since 1971; AND

WHEREAS, the formal agreement entered into in 1971 expired in 2001 save for a continuity clause; AND

WHEREAS, the Village of Homer requires a current, long-term, enforceable contract for sewerage services be in place to access funding for sewerage system improvements; AND

WHEREAS, both municipalities have determined renewing a contract will meet the current need, notwithstanding an intention to negotiate a superseding agreement that better serves each municipality's needs; NOW, THEREFORE, BE IT

RESOLVED, that the Common Council authorizes the Mayor to negotiate a new contract between the City of Cortland and Village of Homer to continue providing wastewater treatment services.

DISCUSSION ITEMS

Discussion Item No. 1 Parker School

Update on the Parker School ad hoc planning committee's discussions and efforts to identify viable options for the future use of the building. Information is available at <https://www.cortland.org/505/Parker-School-2023>.

ADJOURNMENT