

SPECIAL TOWN BOARD MEETING

The Special Meeting of the Town Board of the Town of Cortlandville was held at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York, with Supervisor Tupper presiding.

Members present:

Supervisor, Richard C. Tupper  
Councilman, Theodore V. Testa  
Councilman, John C. Proud  
Councilman, Douglas E. Withey  
Town Clerk, Kristin E. Rocco-Petrella

Others present were: Town Attorney, John B. Folmer; Deputy Town Clerk, Patricia Romer; Town Residents: Ken Woodman; Bob Martin; C. Randolph Ross and Jo Anne M. Ross.

Supervisor Tupper called the Special Meeting to order.

The Draft Special Town Board Minutes of October 17, 2018 (Budget Workshop) were presented to the Board for their review.

RESOLUTION #303                    AUTHORIZE PAYMENT OF VOUCHERS – YEAR END 2018

Motion by Councilman Proud  
Seconded by Councilman Withey  
VOTES: AYE – Tupper, Testa, Proud, Withey                    NAY – 0  
ADOPTED

BE IT RESOLVED, the vouchers submitted have been audited and shall be paid as follows:

Funds A, B, DA, DB, HE, HG, HH, SS, SW	Voucher #1872-1906		
	General Fund A	\$	8,735.07
	General Fund B	\$	356.18
	Highway Fund DA	\$	0.00
	Highway Fund DB	\$	14,723.82
	Saunders Rd Sewer HE	\$	0.00
	Gutchess Lumber SC Project HG	\$	0.00
	New Highway Garage HH	\$	308.00
	Sewer Fund SS	\$	534.07
	Water Fund SW	\$	2,562.79
Funds CD1, CD3, CD4	Voucher #59-60		
	BMills Rehab CD1	\$	0.00
	Town Wide Rehab CD3	\$	14,991.32
	Business Devl CD4	\$	0.00
Funds SF, TA, TE	Voucher #62		
	C’Ville Fire District SF	\$	0.00
	Trust & Agency TA	\$	126.00
	Expendable Trust TE	\$	0.00

RESOLUTION #304                    AUTHORIZE PAYMENT OF VOUCHERS – PRE-PAIDS 2019

Motion by Councilman Proud  
Seconded by Councilman Withey  
VOTES: AYE – Tupper, Testa, Proud, Withey                    NAY – 0  
ADOPTED

BE IT RESOLVED, the vouchers submitted have been audited and shall be paid as follows:

Funds A, B, DA, DB, HE, HG, HH, SS, SW	Voucher #1907-1909		
	General Fund A	\$	13,933.77
	General Fund B	\$	978.62
	Highway Fund DA	\$	0.00
	Highway Fund DB	\$	16,040.65
	Saunders Rd Sewer HE	\$	0.00
	Gutchess Lumber SC Project HG	\$	0.00
	New Highway Garage HH	\$	0.00
	Sewer Fund SS	\$	10,604.39
	Water Fund SW	\$	12,967.84

Funds CD1, CD3, CD4	Voucher #(None)		
	BMills Rehab CD1	\$	0.00
	Town Wide Rehab CD3	\$	0.00
	Business Devl CD4	\$	0.00
Funds SF, TA, TE	Voucher #(None)		
	C'Ville Fire District SF	\$	0.00
	Trust & Agency TA	\$	0.00
	Expendable Trust TE	\$	0.00

Under Communications, Supervisor Tupper apprised the Board that in response to the notice posted on the Town's website for the vacant Town Board position, approximately a dozen requests were received via e-mail.

Town Clerk Rocco-Petrella reported the Town water and sewer bills and the 2019 Town and County Tax bills would be mailed December 31, 2018.

**RESOLUTION #305                      AUTHORIZE BOOKKEEPER TO PREPARE BUDGET  
TRANSFERS TO BALANCE ACCOUNTS FOR THE 2018  
BUDGET**

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Motion by Councilman Proud

Seconded by Councilman Testa

VOTES: AYE – Tupper, Testa, Proud, Withey

NAY – 0

ADOPTED

BE IT RESOLVED, the Town Bookkeeper is hereby authorized and directed to prepare the budget transfers for the Budget Officer to adjust the accounts of the 2018 Budget, and it is further

RESOLVED, the budget transfers shall be presented to the Board for final approval in January of 2019.

There was discussion regarding a LED street lighting project for the Town of Cortlandville. Supervisor Tupper reported the process has started for Requests for Qualifications. Town Clerk Rocco-Petrella would arrange for the public notice to be published in the Cortland Standard for 5 days. Supervisor Tupper said 3 firms have contacted the Town in regard to the project over the course of the last year. He indicated the proposals will be complicated and will take adequate time for Board members to review. Supervisor Tupper stated he had a copy of the pre-proposal to be placed on the Town of Cortlandville's website. Councilman Proud asked if the proposal included the larger lights as well as decorative lights. Supervisor Tupper answered yes, that it includes the arms and heads on approximately 450 lights and on approximately 100 decorative lights in the new housing developments. Every streetlight in the Town would be LED. Councilman Withey inquired about recreation fields in the Town, to which Supervisor Tupper said Gutchess Sports Complex had LED lighting; Testa Park does not have lights on the fields.

Councilman Proud remarked that the Town would not be able to make a determination on savings for 7-9 years, but would then see 25 years of savings. Supervisor Tupper explained the biggest expense would be paying National Grid \$450,000.00 to buy the arms and heads, therefore the pay back will take 7-9 years. Councilman Withey questioned if there would be any potential problems working on National Grid poles in the event a bulb needed to be changed. Supervisor Tupper inferred that it would be rare for an LED bulb to go out, but said the Town can sub contract for a repair and if an accident were to occur, it would be taken care of through the insurance company.

**RESOLUTION #306                      AUTHORIZE SUPERVISOR TO ISSUE A REQUEST FOR  
QUALIFICATIONS FOR SELECTION OF A FIRM TO  
EVALUATE AND IMPLEMENT ENERGY EFFICIENCY  
PROJECTS LIMITED TO THE TOWN OF CORTLANDVILLE**

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Motion by Councilman Testa

Seconded by Councilman Withey

VOTES: AYE – Tupper, Testa, Proud, Withey

NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to issue a Request for Qualifications (RFQ) for a LED Street Lighting Project for the selection of a firm to evaluate and implement energy efficiency projects limited to the Town of Cortlandville, and be it further

RESOLVED, a mandatory pre-proposal review of the proposal requirements and walk-through inspection tour of the facilities will be held on January 11, 2019 at 10:00 a.m., and be it further

RESOLVED, the RFQ's must be delivered to the Supervisor by no later than January 25, 2019 at 10:00 a.m.

Attorney Folmer wished to verify that proper procedure was followed in regards to the Legal Notice and the December 28, 2018 meeting Agenda being posted. The agenda needed to reflect items to be discussed at the meeting. Supervisor Tupper said that new items were added to the agenda and confirmed the new agenda was posted to the website on December 27, 2018 at 12:00 p.m.

In regard to item I-5 on the meeting's agenda, Supervisor Tupper reiterated there were 11 resumes for the vacant Town Board Councilman position. The inquiries were well divided as to sex, age and political parties. Councilman Withey applauded the community's interest in quickly filling the position. Town Board members were pleased and enthusiastic by the amount of requests.

Councilman Proud initiated the approval of applicant C. Randolph Ross. The vacant Town Board position would be filled until December 31, 2019 and then the applicant would be required to run for election in November of 2019 if he wishes to remain a Councilman for the Town of Cortlandville. Supervisor Tupper commended Mr. Ross's credentials.

Mr. Ross stated if the motion carried, he wished to thank the Board for their confidence in him and he hoped to show that confidence was well deserved. He encouraged both parties to rally candidates to run for the remainder of the term.

RESOLUTION #307                      APPOINT C. RANDOLPH ROSS AS TOWN COUNCILMAN

Motion by Councilman Proud

Seconded by Councilman Withey

VOTES: AYE – Tupper, Testa, Proud, Withey

NAY- 0

ADOPTED

WHEREAS, due to the resignation of John P. Reynolds, an elected Councilman for the Town of Cortlandville Town Board, a vacancy has occurred, therefore

BE IT RESOLVED, the Town Board of the Town of Cortlandville does hereby appoint C. Randolph Ross of 683 Hatcher's Run, Cortland, New York as Councilman for the Town of Cortlandville, effective December 28, 2018, and it is further

RESOLVED, that such term shall expire December 31, 2019.

No further comments or discussion were heard.

Councilman Proud made a motion, seconded by Councilman Testa, to adjourn the Special Meeting. All voting aye, the motion was carried.

The Special Meeting was adjourned at 10:21 a.m.

Respectfully submitted,

*Kristin E. Rocco-Petrella*

Kristin E. Rocco-Petrella, RMC  
Town Clerk  
Town of Cortlandville

\*Note:

The draft version of this meeting was submitted to the Town Board for their review on December 28, 2019.  
The final version of this meeting was approved as written at the Town Board meeting of January 2, 2019.