

TOWN BOARD MEETING

The Regular 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, Walter J. Kasperek
Councilman, John C. Proud
Councilman, Gregory K. Leach
Town Clerk, Karen Q. Snyder, RMC

Others present were: Town Attorney, John Folmer; News Reporters; Tyrone Heppard from the *Cortland Standard*, Peter Blanchard from the *Cortland Voice*, Sharon Stevans from Channel 2, Access TV.

Supervisor Tupper called the meeting to order.

RESOLUTION #

ACCEPT 2017 VENDOR LIST FOR THE TOWN HIGHWAY
DEPARTMENT/WATER-SEWER DEPARTMENT

Motion by Councilman Proud
Seconded by Councilman Testa
VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach
ADOPTED

NAY - 0

BE IT RESOLVED, the Town Board does hereby accept the 2017 Vendor List submitted by Highway Sup’t Bush listing vendors used by the Highway Department and Water-Sewer Department for the year 2017.

RESOLUTION #

AUTHORIZE PAYMENT OF VOUCHERS - JANUARY

Motion by Councilman Leach
Seconded by Councilman Testa
VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach
ADOPTED

NAY - 0

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

Funds A, B, DA, and DB	Voucher #1-8	
	General Fund A	\$ 114,650.65
	General Fund B	\$ 57,284.03
	Highway Fund DA	\$ 0.00
	Highway Fund DB	\$ 70,918.94
Funds CD1, CD3, CD4	Voucher # (None)	
	BMills Rehab CD1	\$ 0.00
	Town Wide Rehab CD3	\$ 0.00
	Business Devl CD4	\$ 0.00
Fund HA, HB, HC, HD, HE, SS, SW	Voucher #1-3	
	Luker Rd Water HA	\$ 0.00
	Owego St Water HB	\$ 0.00
	NYS Rte 13 Sewer Rehab HC	\$ 0.00
	Oakcrest/Pendleton Sewer HD	\$ 0.00
	Saunders Rd Sewer HE	\$ 0.00
	Sewer SS	\$ 498.39
	Water SW	\$ 20,771.80
Funds SF, TA, TE	Voucher #1-2	
	C’Ville Fire District SF	\$ 0.00
	Trust & Agency TA	\$ 32,641.63
	Expendable Trust TE	\$ 0.00

Supervisor Tupper reported that there were no requests for privilege of the floor.

The monthly report of the Town Clerk for the month of December 2016 was on the table for review and is filed in the Town Clerk's office.

Councilman Proud stated he has copies of the draft of the “Privilege of the Floor Policy”. It has been reviewed and has been provided to Town Attorney Folmer. A couple of suggested changes have been made and will email to members of the Board again for review. It should be ready for the next Town Board meeting.

Supervisor Tupper apprised the Board that in the last two or three months, there have been inquiries for locations for possible gas stations in the Town of Cortlandville. He stated there is currently a “Moratorium on discussion”. Now that it is the first of the year, it is time to revisit the proper procedures to get the Local Law on the agenda.

Town Clerk Snyder offered a resolution to the Board regarding the yearly authorization of endorsing the Commercial Crime Coverage Policy, as required.

RESOLUTION#

AUTHORIZE TOWN BOARD TO SIGN THE COMMERCIAL
CRIME COVERAGE POLICY FOR THE TOWN OF
CORTLANDVILLE

Motion by Councilman Leach
Seconded by Councilman Testa
VOTES: AYE – Tupper, Testa, Proud, Leach, Kasperek

NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board is hereby authorized and directed to sign the Commercial Crime Coverage Policy for the Town of Cortlandville for the year 2017, agreeing to the coverage for the elected, appointed officials and all other town employees.

Attorney Folmer had no new business to report.

RESOLUTION #

APPROVE THE 2017 ANNUAL CONTRACTS

Motion by Councilman Proud
Seconded by Councilman Leach
VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach

NAY - 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby approve the annual contracts for 2017, and shall receive and file them as follows: with the exception of Cortland Recreation, Cortland County IT department, and Valley View Gardens:

Cortland Regional Sports Council	\$18,000.00
Homer Recreation	\$31,873.62
Advantage Cleaning Service	\$13,832.00 (6 months)
Lamont Memorial Library	\$25,962.78
Lime Hollow Nature Center	\$ 7,400.00
McGraw Recreation	\$20,000.00
SPCA – Cortlandville	\$38,984.00
SPCA – McGraw	\$ 5,000.00
SPCA – Cats Spay/Neuter	\$ 3,500.00
Modular Mechanical Services	\$ 1,920.00

RESOLUTION

ADOPT TOWN OF CORTLANDVILLE PROCUREMENT
POLICY 2017

Motion by Councilman Leach

Seconded by Councilman Proud

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach

NAY - 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby adopt the Town of Cortlandville Procurement Policy dated January 4, 2017 for the year 2017.

RESOLUTION

ADOPT POLICY REGARDING THE USE OF TOWN-ISSUED
CREDIT CARDS - 2017

Motion by Councilman Proud

Seconded by Councilman Leach

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach

NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby adopt the following Policy regarding the Use of Town-Issued Credit Cards:

Policy Regarding Use of Town-Issued Credit Cards

The Town will issue Town credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of Town-issued credit cards is a privilege, which the Town may withdraw in the event of serious or repeated abuse. Any credit card the Town issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Town) with their own funds or personal credit cards. The Town will not regard expenses for one's own business-related use, such as lodging and meals while on Town-approved business trips, as personal purchases, as long as such expenses are consistent with the Town's travel and expense reimbursement policy. If any employee uses a Town credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question. If an employee uses a Town credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the Town's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Town via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a Town credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

Agreement for Wage Deductions Associated with Improper Use of Town-Issued Credit Cards

I, _____ hereby certify that I understand and agree to abide by the Town's policy regarding use of Town-issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the Town) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Town may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Town may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the Town's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the Town via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

Signature of Employee_____
Date_____
Department Head_____
Date

RESOLUTION # APPOINT NASRIN PARVIZI TO THE TOWN OF
CORTLANDVILLE PLANNING BOARD

Motion by Councilman Leach
Seconded by Councilman Testa

VOTES: AYE - Tupper, Kasperek, Proud, Leach, Testa NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby appoint Nasrin Parvizi, 4395 Cosmos Hill Road, Cortland, New York to the Cortlandville Planning Board for a five-year term commencing January 01, 2017 and shall expire December 31, 2021.

The Town Board thanked John Finamore for his years of service as a Town Planning Board Member.

RESOLUTION # REAPPOINT JOANNE ALOI TO THE TOWN OF
CORTLANDVILLE ZONING BOARD

Motion by Councilman Leach
Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby reappoint Joanne L. Aloï, of 3655 Levydale Park, Cortland, New York to the Cortlandville Zoning Board of Appeals commencing January 01, 2017 and shall expire December 31, 2021.

RESOLUTION # DESIGNATE THE CORTLAND STANDARD AS THE
OFFICIAL NEWSPAPER FOR THE TOWN OF
CORTLANDVILLE FOR THE YEAR 2017

Motion by Councilman Proud
Seconded by Councilman Kasperek

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach NAY - 0
ADOPTED

BE IT RESOLVED, the Cortland Standard is hereby designated as the official newspaper for the Town of Cortlandville for the year 2017.

RESOLUTION # DESIGNATION OF DEPOSITORIES FOR TOWN ACCOUNTS
FOR THE YEAR 2017

Motion by Councilman Leach
Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach NAY - 0
ADOPTED

BE IT RESOLVED, NBT Bank is hereby designated as the depository for the following Town accounts:

General Fund A (Townwide)	Trust & Agency Account
General Fund B (Town outside villages)	Justice Account
Highway Account	

AND BE IT FURTHER RESOLVED, Key Bank of Central New York is hereby designated as the depository for the following Town accounts:

Town Clerk Account	Water Fund Account
Tax Collector Account	Sewer Fund Account

AND BE IT FURTHER RESOLVED, the following banks may be considered if necessary Merchant & Trust Corp. Bank; Tompkins Trust Co.; First National Bank of Dryden.

RESOLUTION # AUTHORIZE TOWN CLERK TO ACCEPT THE SUPERVISOR'S
ANNUAL FINANCIAL REPORT 90 DAYS AFTER THE CLOSE
OF 2016

Motion by Councilman Leach

Seconded by Councilman Proud

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach

NAY - 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize the Town Clerk to accept the Supervisor's Annual Financial Report to the State Comptroller 90 days after the close of the fiscal year of 2016, and

BE IT FURTHER RESOLVED, that the Town Clerk shall cause a notice to be published within ten (10) days after receipt thereof, stating that a copy of such report is on file in the Town Clerk's office and available for public inspection and copying, in accordance with Town Law, Section 29, Article 10-A, amended June 29, 1979.

RESOLUTION # DELEGATE TOWN BOARD MEMBERS TO AUDIT 2016
RECORDS OF TOWN OFFICIALS

Motion by Councilman Leach

Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach

NAY - 0

ADOPTED

BE IT RESOLVED, the records of Town Officials and Town Employees, for the year 2016, shall be audited by Town Board members by January 20, 2017 as follows:

Supervisor	Walter J. Kasperek
Town Clerk/Tax Collector	John C. Proud
Town Justices	Theodore V. Testa
Highway, Water & Sewer	Gregory K. Leach

RESOLUTION # ACCEPT AGREEMENT OF EXPENDITURES OF HIGHWAY
MONIES FOR THE YEAR OF 2017

Motion by Councilman Leach

Seconded by Councilman Kasperek

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach

NAY - 0

ADOPTED

WHEREAS, the Agreement of Expenditures of Highway monies, in accordance with Section 284 of the Highway Law, was submitted by the Town Highway Sup't. as required, therefore

BE IT RESOLVED, the Agreement of Expenditures of Highway monies for 2017 is hereby accepted and shall be signed by members of the Town Board and Highway Superintendent.

RESOLUTION # ADOPT THE 2017 SALARY SCHEDULE FOR THE TOWN OF
CORTLANDVILLE

Motion by Councilman Proud

Seconded by Councilman Leach

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach

NAY - 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby adopt the 2017 Salary Schedule for Town of Cortlandville employees and elected/appointed officials.

RESOLUTION #ADOPT TOWN HIGHWAY DEPARTMENT SALARY SCHEDULE FOR 2017

Motion by Councilman Leach
Seconded by Councilman Proud
VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach
ADOPTED

NAY - 0

BE IT RESOLVED, the Town Board does hereby adopt the Town Highway Department salary schedule for the year 2017 as follows:

HIGHWAY DEPARTMENT 2017 PAYROLL SCHEDULE						
	HIRING	A	B	C	D	E
Deputy Highway Sup't.	Designated person will have \$2.02/hour added to their current titled job position hourly pay rate.					
Heavy Equipment Mechanic	22.93	23.43	23.94	24.45	24.95	25.46
Heavy Equipment Operator/ with Trailer CDL	22.49	23.00	23.51	24.01	24.52	25.02
Heavy Equipment Operator without Trailer CDL	22.09	22.60	23.10	23.61	24.11	24.62
Automotive Mechanic	21.25	22.26	22.77	23.27	23.78	24.28
Motor Equipment Operator	19.65	21.68	22.28	22.79	23.19	23.50
Laborer	15.15	16.17	17.21	18.46	19.47	20.48
Buildings & Grounds Laborer	15.26	16.26	17.26	18.26	18.76	19.26
Secretary/ Keyboard Specialist	15.50	16.50	17.50	18.00	18.50	19.00
Part-time Summer Laborer	9.75	10.00	10.25	10.50	10.75	11.00
Recreation Director	14.50	15.00	15.50	16.00	16.50	17.00
Asst. Recreation Director	10.50	11.00	11.50	12.00	12.50	13.00
NIGHT SHIFT RATE:	\$1.00 per hour is added to the regular hourly base wage. (The night shift is a regular scheduled shift from 8:00 p.m. to 5:00 a.m. during winter)					
WAGES NOTE:	An H.E.O. that does not have the required CDL license that is needed to move the Town's equipment using the largest equipment trailer the Town has will receive \$.40 per hour <u>less</u> than the H.E.O. employees that do have the license.					

Hiring rate and step rates are given on anniversary dates if work improvement and performance are shown.

Councilman Proud made a motion, seconded by Councilman Leach, to receive and file Cortland County Board Resolution #16-35 & the recommendation from the Cortland County Planning Department, dated December 16, 2016, regarding the Aquifer Protection Permit application of APD Engineering & Architecture, PLLC (Aldi).

RESOULTION #

SCHEDULE PUBLIC HEARING FOR AQUIFER PROTECTION
PERMIT APPLICATION OF APD ENGINEERING &
ARCHITECTURE, PLLC (ALDI)

Motion by Councilman Proud
Seconded by Councilman Leach
VOTES: AYE- Tupper, Testa, Proud, Leach, and Kasperek
ADOPTED

NAY-0

BE IT RESOLVED, a public hearing shall be scheduled for January 18, 2017 at 5:00 p.m. at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York for the Aquifer Protection Permit application for APD Engineering & Architecture, PPLC (ALDI).

RESOLUTION #

AUTHORIZE TRANSFER OF FUNDS TO BALANCE
ACCOUNTS FOR THE 2016 BUDGET

Motion by Councilman Leach
Seconded by Councilman Proud
VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach
ADOPTED

NAY - 0

BE IT RESOLVED, the Budget Officer is hereby authorized and directed to transfer funds to adjust the accounts of the 2016 Budget for the Town of Cortlandville as follows:

1) **GENERAL FUND A - TOWN WIDE:** Transfer \$16,441.18

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
A1990.4	A1110.4	\$ 4,580.97
A1990.4	A1930.4	\$ 11,259.68
A1990.4	A1110.41	\$ 27.50
A1430.41	A1430.4	\$ 573.03
TOTAL:		\$ 16,441.18

2) **GENERAL FUND B - PART TOWN:** Transfer \$42,126.37

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
B7110.24	B7110.25	\$ 9,769.75
B7110.24	B7110.45	\$32,356.62
TOTAL:		\$42,126.37

3) **HIGHWAY FUND – PART TOWN DB:** \$35,780.73

CHIPS REVENUE HAS BEEN INCREASED

Debit DB 3501	35,780.73
Credit DB 5110.4	35,780.73

4) **SS – SEWER FUND:** Transfer \$29,194.89

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
SS1990.4	SS8130.4	\$ 10,000.00
SS8120.4	SS8130.4	\$ 11,500.00
SS8120.41	SS8130.4	\$ 7,654.89
SS8110.4	SS8110.2	\$ 40.00
TOTAL:		\$ 29,194.89

5) **SW – WATER FUND:** Transfer \$4,268.23

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
SW8310.4	SW8310.2	\$ 80.29
SW8320.4	SW8320.41	\$ 4,187.94
TOTAL:		\$ 4,268.23

RESOLUTION # AUTHORIZE THE CORTLAND CITY SCHOLL DISTRICT USE
OF THE TOWN MEETING ROOM TO CONDUCT THEIR
ANNUAL SCHOOL BOARD ELECTIONS ON MAY 16, 2017

Motion by Councilman Leach
Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize the Cortland City School District use of the town meeting room in the Raymond G. Thorpe Municipal Building, to conduct their annual Budget Vote and School Board Elections on Tuesday, May 16, 2017 from 11:30 a.m. to 9:30 p.m.

Councilman Leach made a motion, seconded by Councilman Proud, to receive and file correspondence dated December 21, 2016, from NYS Department of State regarding 2016-2017 Local Government Efficiency Grants – Metering Consolidation. All voting Aye, the motion was carried.

RESOLUTION # AUTHORIZE SUPERVISOR TO SIGN THE 2017 MUNICIPAL
CONSULTING AGREEMENT WITH CHA

Motion by Councilman Leach
Seconded by Councilman Kasperek

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the 2017 Municipal Consulting Agreement between the Town of Cortlandville and CHA (Clough Harbour & Associates LLP) for engineering services.

RESOLUTION # ACCEPT THE LUKER ROAD AND OWEGO STREET WATER
MAIN INSTALLATION PROJECT CLOSEOUT DOCUMENTS

Motion made by Councilman Leach
Seconded by Councilman Proud

VOTES: AYE - Tupper, Testa, Kasperek, Proud, Leach NAY - 0

BE IT RESOLVED, the Town Board does hereby accept the Luker Road and Owego Street Water Main Installation Project Closeout Documents and such correspondence and documents are hereby received and filed.

Councilman Proud made a motion, seconded by Councilman Leach, to receive and file correspondence dated December 21, 2016 from CHA regarding Pendleton & Oakcrest Street Sewer Installation Project As-Built Documents (2 disks, Supervisors Office & Town Clerk's Office). All voting aye, the motion was carried.

No further comments or discussion were heard.

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

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Karen Q. Snyder, RMC
Town Clerk
Town of Cortlandville

*Note:

The final version of this meeting was submitted to the Town Board for their review on March 31, 2017.
The final version of this meeting was approved as written at the Town Board meeting of April 5, 2017.