

TOWN BOARD MEETING

The Regular Meeting of the Town Board of the Town of Cortlandville was held at the Municipal Garage, 3587 Terrace Road, Cortland, New York with Supervisor Williams presiding.

Members present:

Supervisor, Thomas A. Williams
Councilman, Jay E. Cobb
Councilman, Jeffrey D. Guido
Councilman, Theodore V. Testa
Councilman, Douglas E. Withey
Town Clerk, Kristin E. Rocco-Petrella

Others present were: Town Attorney, John A. DeVecchio; Highway Superintendent, Larry Drach; Deputy Town Clerk, Abigail Albro; Reception Clerk, Nick Alteri; Town Residents: Bob Martin; Stephen Flatt; and News Reporter, Colin Spencer from the *Cortland Standard*.

Supervisor Williams called the meeting to order.

Councilman Guido made a motion, seconded by Councilman Testa, to approve the Draft Town Board Minutes of August 5, 2020. All voting aye, the motion was carried.

Councilman Guido made a motion, seconded by Councilman Testa, to approve the Draft Town Board Minutes of September 16, 2020. All voting aye, the motion was carried.

RESOLUTION #241

AUTHORIZE PAYMENT OF VOUCHERS – OCTOBER

Motion by Councilman Withey
Seconded by Councilman Cobb
VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0
ADOPTED

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

Funds A, B, DA, DB, HG, SF, SS, SW	Voucher #1249-1343	
	General Fund A	\$ 107,265.51
	General Fund B	\$ 2,003.66
	Highway Fund DA	\$ 0.00
	Highway Fund DB	\$ 131,729.66
	Gutchess Lumber SC Project HG	\$ 1,125.00
	C’Ville Fire District SF	\$ 0.00
	Sewer Fund SS	\$ 31,221.41
	Water Fund SW	\$ 32,766.83
Funds CD1, CD3, CD4	Voucher #(None)	
	BMills Rehab CD1	\$ 0.00
	Town Wide Rehab CD3	\$ 0.00
	Business Devl CD4	\$ 0.00
Funds TA, TE	Voucher #29-31	
	Trust & Agency TA	\$ 43,910.47
	Expendable Trust TE	\$ 0.00

Supervisor Williams offered privilege of the floor to Bob Martin.

Town resident, Bob Martin addressed the Board regarding the Gutchess Lumber Sports Complex (GLSC) and the proposal to purchase 2.5 acres from the Lime Hollow Nature Center (LHNC) for the purpose of constructing a storage facility for the Town Highway Department and park equipment. Mr. Martin stated that he was speaking as a resident as well as a board member of LHNC. He asked why the facility could not be built on a portion of the 100+ acre site of the GLSC. In his research of town documents, he did not find anything that restricts the construction of a maintenance building on the GLSC site, noting that the July 27, 2015 CHA Athletic Complex Proposal has a “Maintenance Facility” included in the scope of services as part of the master plan. In closing, Mr. Martin asked for the Board to complete a “cost benefit analysis” on the proposed project as suggested by the NYS Comptroller’s previous audit related to Hiawatha Landing. Mr. Martin suggested the Board look at the following three options:

1. Purchase property from the LHNC – siting the building at this location will require a driveway/road, septic system, well, electrical and phone service. The shared site with Lime Hollow and future campers raises concern for liability.
2. Site the building on GLSC property – utility cost avoidance or reduced cost for driveway/road, septic system, well, electrical and phone service.
3. Negotiate with Byrne Dairy to use one of their parcels in the former Fingerlakes East Industrial Park – utility cost avoidance or reduced cost for driveway/road, septic system, well, electrical and phone service.

Members of the Board thanked Mr. Martin for his comments.

There were no further requests for privilege of the floor.

Councilman Cobb made a motion, seconded by Councilman Withey, to receive and file the following monthly reports:

- 1) Water & Sewer Department – September 2020;
- 2) Code Enforcement Officer, Kevin McMahon – September 2020;
- 3) Town Clerk – September 2020;

All voting aye, the motion was carried.

Councilman Cobb made a motion, seconded by Councilman Withey, to receive and file the Cortlandville Fire District Tentative Budget 2021. All voting aye, the motion was carried.

Under new business, Town Clerk Rocco-Petrella apprised the Board she received the liquor license renewal notification from the Cortland Country Club and asked that it be received and filed.

Councilman Withey made a motion, seconded by Councilman Testa, to receive and file the “Standardized Notice Form for Providing 30-day Advance Notice to a Local Municipality or Community Board” from Cortland Country Club, received October 2, 2020, for the renewal of a two year on-premises alcoholic beverage license for Cortland Country Club, located at 4514 NYS Route 281 in the Town of Cortlandville. All voting aye, the motion was carried.

Attorney DelVecchio reported:

Lease Agreement Proposal - Park Outdoor Advertising of New York, Inc.:

Attorney DelVecchio recalled that the Town was presented with a proposal from Park Outdoor Advertising of New York, Inc. to lease a portion of Town property located off of Byrne Hollow Crossing/Route 13 (portion of the Gutches Lumber Sports Complex) to install a digital billboard. The term of the proposed lease was ten years with a payment of \$16,000 per year. Attorney DelVecchio apprised the Board he had extensive conversations with the attorney for the sign company and was satisfied with any legal issues involved. He recalled that there was conversation concerning what the Town did not want to see on the billboard, such as political advertisements. He asked if there were additional concerns and indicated that whatever the Town Board is concerned with could be included as an addendum to the lease agreement; prohibitive language would be added disallowing the company to display certain advertisements.

Councilman Withey stated that the billboard would be a true benefit and noted that the company would also use the billboard to display notifications such as Amber Alerts. Supervisor Williams added that the company works with the NYSDOT for traffic concerns/weather advisories and would also advertise events to be held at the Gutches Lumber Sports Complex at no charge to the Town.

Councilman Withey asked if there was an “escalator” to increase the payment for the lease agreement throughout the term of the lease. Attorney DelVecchio explained that the original proposal from Park Outdoor Advertising was for \$14,000 per year, however Supervisor Williams asked for \$16,000 per year; there was not an escalator in the agreement.

Councilman Testa asked whether Attorney DelVecchio was happy with the agreement and if the term of the lease was proper. Councilman Testa suggested a five-year lease with an option to renew. He voiced concerns that the annual payment may be undervalue in five years. Attorney DelVecchio stated he was happy with the agreement and indicated that the term of the agreement was standard.

Councilman Withey noted that the Town would not be spending a dime on the project, however he agreed the Board should have a period to review the terms of the lease agreement. Attorney DelVecchio stated there was no hurry to sign the lease. He would go back to the company and ask for a five-year lease agreement.

Siemens Contract – LED Street Lighting:

Attorney DelVecchio apprised the Board that the Town's contract with Siemens has finally materialized. In order to move forward with the project the Town must sign an additional contract with National Grid to accomplish the purchase of the streetlight fixtures. In 2019, the Board signed a \$1.3 million contract with Siemens to complete the work; which included the purchase of the streetlight fixtures from National Grid (\$400,000) and the installation of LED fixtures by Siemens on the National Grid owned poles. Supervisor Williams explained the project in more detail. The project would be financed through Siemens. In the end the Town would receive savings from the LED fixtures; National Grid would continue to own the poles.

Councilman Withey suggested the Board hear from Mayor McCabe from the Village of Homer as the Village went with a different company. Supervisor Williams explained that in 2019 the Town Board approved the contract with Siemens; Councilman Withey and Councilman Testa were on the Board at the time. There was a discrepancy between what Siemens and National Grid had on record for the inventory of poles and fixtures which has finally been resolved.

Councilman Withey asked what the Town's overall savings would be. Attorney DelVecchio explained that over a 20-year period the Town will eventually save \$1.3-\$1.5 million. The Town's annual payment to Siemens would be approximately \$90,266. Attorney DelVecchio asked the Board to adopt a resolution authorizing the Supervisor to execute an agreement with National Grid to accomplish the purchase of the fixtures.

RESOLUTION #242	AUTHORIZE SUPERVISOR TO EXECUTE THE LICENSE AGREEMENT AND AGREEMENT FOR PURCHASE AND SALE OF STREET LIGHTS BETWEEN NATIONAL GRID AND THE TOWN OF CORTLANDVILLE IN CONNECTION WITH THE TOWN'S LED STREETLIGHT PROJECT WITH SIEMENS INDUSTRY, INC.
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Motion by Councilman Testa

Seconded by Councilman Guido

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to execute the License Agreement between National Grid and the Town of Cortlandville and the Agreement for Purchase and Sale of Street Lights between Niagara Mohawk Power Corporation d/b/a National Grid and the Town of Cortlandville, in connection with the Town's LED streetlight project with Siemens Industry, Inc.

Solar Arrays:

Attorney DelVecchio recalled that at the last Town Board Meeting he was asked to come back to the Board with suggestions regarding a possible moratorium or modifications to the Town's solar law. Since the last meeting he has had discussions with numerous people, including members of the Town Planning Board. Attorney DelVecchio stated that he did not believe a moratorium would accomplish much as it would take time to enact the moratorium; a local law would be drafted, public hearing held, local law adopted and filed with the Department of State. Instead of following that process, he suggested it would be better to focus on making modifications to the existing solar law. Involved in that is whether or not the Town Board believes the modifications will apply to any of the existing applications pending before the Town. He recalled that Councilman Guido's inclination was "not to change the rules in the middle of the game"; Councilman Testa was concerned that solar was stampeding the town; Supervisor Williams was of the opinion to change the law if it benefits the Town, but not change the rules for those who already made application; Councilman Cobb said it would be more beneficial to change the law; Councilman Withey wanted changes to the law and was in favor of a moratorium.

Councilman Withey explained that his biggest concern was how solar ties into the Comprehensive Plan. He stated that local residents were not keen on the solar panels as planned for the area. While he is in favor of solar he stated he was also concerned about giving up farmland which was the foundation of the Town. Councilman Withey stated he was concerned for the taxpayers, concerned for the residents and would like a “pause” to see the Comprehensive Plan come together.

Supervisor Williams understood the issue but explained that unfortunately you cannot hit a pause button. He stated that there are some arguments that solar may be beneficial to the farmland rather than building a housing development on the farmland. After the solar panels are removed the land is still there.

Councilman Withey was concerned with what is in the best interest of the community and mentioned that he has received numerous phone calls from residents concerned with proposed solar applications.

Attorney DelVecchio explained that he was trying to convene a meeting with the members of the Town’s solar law committee to discuss weaving solar regulations into the new Comprehensive Plan. He would do what he could to move that forward. He stated that the Town has done a good job to mitigate solar and has a good solar law. He added that due to COVID-19 the amount of funds available from the state for solar projects may decrease next year, which may limit the number of applications that come before the Town in the future, and may have attributed to the number of applications before the Town at this time.

Supervisor Williams apprised the Board that a Draft Comprehensive Plan has been on his desk for a month; the last official action taken by the Comprehensive Plan Committee was in February when a public meeting was held by the Committee. Issues that were recognized that needed to be addressed and then the COVID-19 pandemic occurred. Supervisor Williams stated it was time to get the Committee back and “move the Comprehensive Plan to the finish line”.

Town Board Member reports:

Councilman Withey reported that he sent an email to members of the Board regarding a potential opportunity for the Town to offer power to its residents. He explained that the Town of Geneva, New York has had success with its program for the past two to three years with a company called Joules. He stated that residents would purchase power from the Town, but the billing would be done through Joules/National Grid. Councilman Withey was optimistic that Town of Cortlandville residents could benefit from the program and provide the Board with more information at a later date.

Supervisor Williams reported:

Workers’ Compensation:

Supervisor Williams commented on the Workers’ Compensation Plan that the Town participates in with the County/Towns/Villages and stated it was prudent for the group to have a steering committee of five or six participants rather than try to get representatives from all of the members together. Supervisor Williams mentioned the idea to the Chair of the County Legislature. If such a committee was formed, Supervisor Williams stated he would want to appoint Councilman Withey as the Town’s representative. Councilman Withey stated he was willing to continue to be the Town’s representative for the group.

Cortlandville Fire Department:

Supervisor Williams reported that the Cortlandville Fire Department (CVFD) recently held a dedication ceremony to commemorate all those who were involved in the building of the fire department complex. He was impressed that members of the department were in full uniform at the ceremony. He mentioned that former Town Supervisor, Richard Tupper and Councilman Testa were recognized for their support over the years. Beyond providing life-saving services, Supervisor Williams stated that CVFD was very mindful of education and works very hard. He extended his appreciation to the CVFD.

RESOLUTION #243 AUTHORIZE APPROVAL REQUEST OF DAVID BRAGG FOR
THE 2019 COMMUNITY DEVELOPMENT BLOCK GRANT
TOWN-WIDE HOUSING REHABILITATION PROGRAM
(CDBG #287HR323-19)

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize the approval request of David Bragg for property located at 3483 Route 11 in the Town of Cortlandville, for a 100% deferred loan for the 2019 Community Development Block Grant Town-Wide Housing Rehabilitation Program (CDBG #287HR323-19), and it is further

RESOLVED, the work to be completed includes heating, plumbing, flooring, electric, windows & doors, exterior and interior carpentry and siding, for a total cost of \$32,664.50.

RESOLUTION #244 AUTHORIZE SUPERVISOR TO SIGN THE AFFIDAVIT
REGARDING THE TOWN'S 2019 COMMUNITY
DEVELOPMENT BLOCK GRANT TOWN-WIDE HOUSING
REHABILITATION PROGRAM BETWEEN THE TOWN AND
MELISSA DAVIS

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize the Supervisor to sign the Affidavit regarding the Town's 2019 Community Development Town-Wide Housing Rehabilitation Program, between the Town of Cortlandville and Melissa Davis, 471 Sears Road, Cortland, New York regarding the extension of loan funds by the Town's CDBG Program (#287HR323-19) for the total amount of \$28,767.00.

RESOLUTION #245 AUTHORIZE SUPERVISOR TO SIGN THE AFFIDAVIT
REGARDING THE TOWN'S 2019 COMMUNITY
DEVELOPMENT BLOCK GRANT TOWN-WIDE HOUSING
REHABILITATION PROGRAM BETWEEN THE TOWN AND
TANESHA HENRIQUES

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize the Supervisor to sign the Affidavit regarding the Town's 2019 Community Development Town-Wide Housing Rehabilitation Program, between the Town of Cortlandville and Tanesha Henriques, 3621 Kellogg Road, Cortland, New York regarding the extension of loan funds by the Town's CDBG Program (#287HR323-19) for the total amount of \$26,850.00.

RESOLUTION #246 AUTHORIZE APPROVAL OF PAYMENTS REGARDING THE
TOWN-WIDE HOUSING REHABILITATION GRANT
PROGRAM CDBG #287HR323-19

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED the Town Board does hereby authorize approval of payment for the following regarding the Town-Wide Housing Rehabilitation Grant Program-CDBG #287HR323-19:

Town of Cortlandville – \$100.00 (Building Permits for Davis/Henriques)
Thoma Development – \$4,600.00 (Program Delivery/Project Services)

RESOLUTION #247 ACKNOWLEDGE RECEIVING 2021 TENTATIVE BUDGET

Motion by Councilman Cobb

Seconded by Councilman Withey

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby acknowledge that the Town Clerk received the 2021 Tentative Budget on September 29, 2020 and has presented it to the Town Board members, in accordance with Town Law.

RESOLUTION #248 SCHEDULE SPECIAL TOWN BOARD MEETING (BUDGET WORKSHOP) FOR OCTOBER 14, 2020

Motion by Councilman Cobb

Seconded by Councilman Withey

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby schedule a Special Town Board Meeting (Budget Workshop) for Wednesday, October 14, 2020 at 5:00 p.m. at the Municipal Garage located at 3587 Terrace Road, Cortland, New York for the purpose of discussing the 2021 Tentative Budget of the Town of Cortlandville.

RESOLUTION #249 REFER AQUIFER PROTECTION PERMIT APPLICATION SUBMITTED BY ROUTE 222 CORTLANDVILLE, LLC (WELLNOW URGENT CARE) FOR PROPERTY LOCATED OFF OF NYS ROUTE 222 TO THE TOWN AND COUNTY PLANNING BOARDS FOR REVIEW AND RECOMMENDATIONS

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Aquifer Protection Permit application submitted by Route 222 Cortlandville, LLC (wellNOW Urgent Care), for property located off of NYS Route 222, tax map #86.13-01-58.100, shall be forwarded to the Town and County Planning Boards for review and recommendations, and it is further

RESOLVED, the Aquifer Protection Permit application is hereby received and filed.

RESOLUTION #250 REFER AQUIFER PROTECTION PERMIT APPLICATION SUBMITTED BY SUIT-KOTE CORPORATION FOR PROPERTY LOCATED AT 3779 US ROUTE 11 TO THE TOWN AND COUNTY PLANNING BOARDS FOR REVIEW AND RECOMMENDATIONS

Motion by Councilman Guido

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Aquifer Protection Permit application submitted Suit-Kote Corporation, for property located at 3779 US Route 11, tax map #97.00-01-31.000, shall be forwarded to the Town and County Planning Boards for review and recommendations, and it is further

RESOLVED, the Aquifer Protection Permit application is hereby received and filed.

RESOLUTION #251 REFER AQUIFER PROTECTION PERMIT APPLICATION
SUBMITTED BY CORTLAND TRAVEL HOLDING INC. FOR
PROPERTY LOCATED AT 3742 ROUTE 11 TO THE TOWN
AND COUNTY PLANNING BOARDS FOR REVIEW AND
RECOMMENDATIONS

Motion by Councilman Cobb

Seconded by Councilman Withey

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Aquifer Protection Permit application submitted by Cortland Travel Holding Inc., for property located at 3742 Route 11, tax map #97.02-01-24.000, shall be forwarded to the Town and County Planning Boards for review and recommendations, and it is further

RESOLVED, the Aquifer Protection Permit application is hereby received and filed.

Councilman Guido made a motion, seconded by Councilman Testa, to receive and file Cortland County Planning Board Resolution #20-21 dated September 16, 2020, and the Cortland County Planning Department Review and Recommendations, dated September 11, 2020, regarding the Aquifer Protection Permit application submitted by SSC Cortlandville II, LLC to subdivide the existing 113.3+/- acre parcel into two lots for the purpose of constructing a solar array, accessory access driveway and security fencing encompassing approximately 37.5+/- acres, for property located south of Blue Creek Road and west of Ridgeview Ave., tax map #86.00-02-01.100. All voting aye, the motion was carried.

Councilman Guido made a motion, seconded by Councilman Testa, to receive and file Cortland County Planning Board Resolution #20-22 dated September 16, 2020, and the Cortland County Planning Department Review and Recommendations, dated September 11, 2020, regarding the Aquifer Protection Permit application submitted by SSC Cortlandville III, LLC to subdivide the existing 113.3+/- acre parcel into two lots for the purpose of constructing a solar array, accessory access driveway and security fencing encompassing approximately 37.2+/- acres, for property located south of Blue Creek Road and west of Ridgeview Ave., tax map #86.00-02-01.100. All voting aye, the motion was carried.

Councilman Guido made a motion, seconded by Councilman Testa, to receive and file Cortland County Planning Board Resolution #20-16 dated September 16, 2020, and the Cortland County Planning Department Review and Recommendations, dated September 11, 2020, regarding the Aquifer Protection Permit application submitted by Cipriani Energy to construct a solar array, accessory access driveway and security fencing encompassing approximately 14.72+/- acres, for property located at 1585 Tower Road, tax map #106.00-06-05.200. All voting aye, the motion was carried.

RESOLUTION #252 SCHEDULE PUBLIC HEARING FOR AQUIFER
PROTECTION PERMIT APPLICATION SUBMITTED BY
CIPRIANI ENERGY FOR PROPERTY LOCATED AT
1585 TOWER ROAD

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, a Public Hearing shall be scheduled for October 21, 2020 at 5:00 p.m. for an Aquifer Protection Permit application submitted by Cipriani Energy to construct a solar array, accessory access driveway and security fencing encompassing approximately 14.72+/- acres, for property located at 1585 Tower Road, tax map #106.00-06-05.200.

RESOLUTION #253 AUTHORIZE TOWN EMPLOYEE VALERIE HALL TO
CARRY OVER FIVE UNUSED VACATION DAYS THROUGH
NOVEMBER 30, 2020

Motion by Councilman Testa

Seconded by Councilman Guido

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize Town employee Valerie Hall to carry over five unused vacation days past her work anniversary date through November 30, 2020.

RESOLUTION #254 AUTHORIZE SUPERVISOR TO SIGN A TWENTY-FOUR (24)
MONTH RENEWAL CONTRACT BETWEEN WINDSTREAM
AND THE TOWN OF CORTLANDVILLE REGARDING THE
TOWN'S LANDLINE TELEPHONES

Motion by Councilman Withey

Seconded by Councilman Cobb

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign a twenty-four (24) month renewal contract between Windstream and the Town of Cortlandville regarding the Town's landline telephones.

RESOLUTION #255 AUTHORIZE SUPERVISOR TO SIGN THE AGREEMENT
BETWEEN THE TOWN AND PLAN FIRST TECHNOLOGIES,
INC. FOR SERVICE, MAINTENANCE AND MANAGEMENT
OF ALL COMPUTERS AND SERVERS FOR THE TOWN OF
CORTLANDVILLE

Motion by Councilman Guido

Seconded by Councilman Withey

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

WHEREAS, per Town Board Resolution #84 of 2020 adopted March 4, 2020, the Town Board authorized the Supervisor to sign the agreement between the Town and Plan First Technologies, Inc. for service, maintenance and management of all computers and servers for the Town of Cortlandville in the amount of \$1520 per month (\$40 per workstation), and

WHEREAS, the agreement has been amended to include the Town's five servers at a monthly cost of \$40 per server, therefore

BE IT RESOLVED, the Town Board hereby authorizes and directs the Supervisor to sign the quote/agreement between the Town and Plan First Technologies, Inc. to increase its monthly contract to include the Town's five servers at a cost of \$40 each, for a total cost of approximately \$1,760.00 per month.

RESOLUTION #256 ACKNOWLEDGE APPOINTMENT OF MICHAEL L.
DIMORIER AS THE DEPUTY HIGHWAY
SUPERINTENDENT / HEAVY EQUIPMENT OPERATOR FOR
THE TOWN OF CORTLANDVILLE

Motion by Councilman Testa

Seconded by Councilman Cobb

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

WHEREAS, due to the appointment of Larry J. Drach to the position Town Superintendent of Highways, a vacancy occurred in the office of the Deputy Highway Superintendent, and

WHEREAS, Highway Superintendent, Larry J. Drach has appointed Michael L. Dimorier of 4520 N. Tower Road, Cincinnati, New York to the position of Deputy Highway Superintendent/ Heavy Equipment Operator (HEO) for the Town of Cortlandville, to be effective September 25, 2020, therefore

BE IT RESOLVED, the appointment of Michael L. Dimorier as Deputy Highway Superintendent/HEO is hereby acknowledged, and it is further

RESOLVED, the Town Board hereby authorizes a salary of \$70,000.00 for the Deputy Highway Superintendent position and directs that the Town Highway Department Salary Schedule for 2020 be amended to reflect the same.

RESOLUTION #257 AMEND TOWN OF CORTLANDVILLE EMPLOYEE
HANDBOOK TO ADD “INFECTIOUS DISEASE CONTROL”

Motion by Councilman Testa

Seconded by Councilman Guido

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby amend the Town of Cortlandville Employee Handbook to add provisions for “Infectious Disease Control” as follows:

Infectious Disease Control Policy

Policy Statement – The Town of Cortlandville will take proactive steps to protect the workplace in the event of an infectious disease outbreak or declared pandemic. It is the goal of the Town during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Town of Cortlandville is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace - The Town will provide a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, copiers, door handles and railings, as well as shared tools and equipment. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

While we will implement various protocols to ensure your safety, it’s up to you and your co-workers to execute these protocols daily. We ask all employees to cooperate by taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious -- frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. It’s important to note that these guidelines are subject to change based on state and local guidance, and the pandemic itself.

Unless otherwise notified, our normal attendance and leave policies will remain in place and/or will be modified as required by any federal, state or local ordinance, order or regulation that is enacted specifically for the infectious disease outbreak. If such policies do not address an employee’s particular challenges, the employee should take steps to develop necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Personal Protective Equipment – The Town of Cortlandville maintains adequate supplies of recommended personal-protective equipment, such as face masks and anti-bacterial hand sanitizers, throughout the workplace and in common areas.

Limiting Travel - All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States or to identified trouble spots, may need to be restricted or suspended until further notice. Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

Staying Home When Ill - During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms associated with a currently prevalent virus or disease. Examples may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. The Town will follow the Centers for Disease Control and Prevention (CDC) guidelines and will communicate these guidelines to all employees. Employees who report to work ill will be sent home in accordance with these health guidelines. Employee health screening may also be conducted in accordance with applicable federal and state regulations.

Employees will be required to use accrued paid sick time and other benefits when unable to work due to illness.

Requests for Medical Information and/or Documentation - If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent; to show whether and how an absence relates to the infection; and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information - Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to individuals on a need to know basis only. Disclosure will be made by the Bookkeeper to the Supervisor (Confidential Bookkeeper) only.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks - In the event of an infectious disease outbreak, the Town of Cortlandville may implement these social distancing guidelines to minimize the spread of the disease among the staff. During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
4. Do not congregate with multiple persons in offices, conference rooms, kitchens, copier rooms, or other areas where people socialize.
5. Bring lunch and eat at your workstation or away from others (avoid lunchrooms and crowded restaurants). Properly clean the area when finished.
6. If orders and/or materials must be exchanged, have them ready for fast pick-up or delivery.

Duty to Comply with Guidelines - It is expected that all employees will assist the Town of Cortlandville in upholding and enforcing guidelines established by local and federal government agencies for the health, and well-being of our employees, our customers, and our communities. Ignoring and/or acting contrary to these guidelines and expectations could result in disciplinary action up to and including termination.

RESOLUTION #258

AUTHORIZE ANNUAL EMPLOYEE/OFFICIALS TRAINING
SESSION ON ANTI-HARASSMENT AND COVID-19 TO BE
CONDUCTED ON THURSDAY, OCTOBER 22, 2020

Motion by Councilman Cobb

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize the annual employee/officials required training session on Anti-Harassment and COVID-19 to be conducted by the Town's Human Resource firm HR1 on Thursday, October 22, 2020 from 9:00 a.m. - 10:00 a.m.; 10:00 a.m. - 11:00 a.m.; and 11:00 a.m. - 12:00 p.m.

Councilman Withey made a motion, seconded by Councilman Testa, to receive and file correspondence from the New York State Department of Transportation, dated September 28, 2020, denying the Town's request for "No Jake Brake Signs" to be installed on NYS Route 222 due to the "Jake Brake" being a legitimate safety device. All voting aye, the motion was carried.

No further discussion was had at this time.

Councilman Cobb made a motion, seconded by Councilman Withey, to recess the Regular Meeting to an Executive Session to discuss contracts. All voting aye, the motion was carried.

The meeting was recessed at 6:00 p.m.

Councilman Withey made a motion, seconded by Councilman Testa, to adjourn the Executive Session and reconvene the Regular Meeting. All voting aye the motion was carried.

The Executive Session was adjourned at 6:20 p.m.

Members of the public were invited to return to the meeting.

RESOLUTION #259 AUTHORIZE SUPERVISOR TO SIGN THE GRANT WRITING
AGREEMENT BETWEEN THE TOWN AND THOMA
DEVELOPMENT CONSULTANTS TO APPLY FOR A 2020
NYS CDBG ECONOMIC DEVELOPMENT GRANT

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the Grant Writing Agreement between the Town of Cortlandville and Thoma Development Consultants to apply for a 2020 NYS Community Development Block Grant (CDBG) Economic Development Grant, for the total cost of \$6,000.00.

RESOLUTION #260 AUTHORIZE SUPERVISOR TO SIGN PURCHASE ORDER
#1424 TO BEARD ELECTRIC, LLC FOR THE
INSTALLATION OF A SECURITY CAMERA SYSTEM AT
THE CORTLANDVILLE HIGHWAY GARAGE

Motion by Councilman Testa

Seconded by Councilman Guido

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign Purchase Order #1424 submitted by Highway Sup't. Drach to be paid to Beard Electric, LLC for labor and materials for the installation of a security camera system at the Cortlandville Highway Garage located at 4765 Route 41, Cortland, New York, for the total cost of \$13,970.00.

RESOLUTION #261 AUTHORIZE SUPERVISOR TO SIGN PURCHASE ORDER
#0166 TO BEARD ELECTRIC, LLC FOR THE
INSTALLATION OF A VIDEO CAMERA AND EQUIPMENT
FOR THE PURPOSE OF VIDEO RECORDING TOWN
MEETINGS

Motion by Councilman Testa

Seconded by Councilman Withey

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign Purchase Order #0166 to be paid to Beard Electric, LLC for the purchase and installation of a video camera and equipment for the purpose of recording town meetings, for the total cost of \$3,412.00.

No further comments or discussion were heard.

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

The meeting was adjourned at 6:23 p.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 October 31, 2020.

The final version of this meeting was approved as written at the Town Board meeting of November 4, 2020.