

PUBLIC HEARING NO. 1

2017 PRELIMINARY BUDGET

A Public Hearing was held by the Town Board of the Town of Cortlandville at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York, concerning the 2017 Preliminary Budget.

Members present:

Supervisor, Richard C. Tupper
Councilman, Theodore V. Testa
Councilman, John C. Proud
Councilman, Gregory K. Leach
Councilman, Walter J. Kasperek
Town Clerk, Karen Q. Snyder, RMC

Others present were: Town Attorney, John Folmer; Town Highway Sup't., Carl Bush; representing Lime Hollow Nature Center, Glenn Reisweber and Forrest Earl; Town Resident, Barb Leach; News Reporter, Tyrone Heppard from the *Cortland Standard*, Sharon Stevans from Channel 2, Access TV and Peter Blanchard from the *Cortland Voice*.

Supervisor Tupper called the Public Hearing to order.

Town Clerk, Karen Q. Snyder read aloud the Legal Notice as published, posted and filed.

Supervisor Tupper offered privilege of the floor to those in attendance.

No requests were made.

With no comments or discussions heard, the Public Hearing was closed at 5:05 p.m.

TOWN BOARD MEETING

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

Members present:

Supervisor, Richard C. Tupper
Councilman, Theodore V. Testa
Councilman, John C. Proud
Councilman, Gregory K. Leach
Councilman, Walter J. Kasperek
Town Clerk, Karen Q. Snyder, RMC

Others present were: Town Attorney, John Folmer; Town Highway Sup’t., Carl Bush; representing Lime Hollow Nature Center, Glenn Reisweber and Forrest Earl; Town Resident, Barb Leach; News Reporter, Tyrone Heppard from the *Cortland Standard*, Sharon Stevans from Channel 2, Access TV and Peter Blanchard from the *Cortland Voice*.

Supervisor Tupper called the meeting to order.

RESOLUTION #187 AUTHORIZE PAYMENT OF VOUCHERS – NOVEMBER

Motion by Councilman Leach
Seconded by Councilman Proud
VOTES: AYE - Tupper, Testa, Proud, Leach, Kasperek NAY - 0
ADOPTED

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

Funds A, B, DA, DB	Voucher #990-1044	
	General Fund A	\$ 103,960.25
	General Fund B	\$ 6,326.15
	Highway Fund DA	\$ 0.00
	Highway Fund DB	\$ 23,017.47
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 #406-421	
	Luker Rd Water HA	\$ 28,998.54
	Owego St Water HB	\$ 13,304.23
	NYS Rt 13 Sewer Rehab HC	\$ 0.00
	Oakcrest/Pendleton Sewer HD	\$ 0.00
	Saunders Rd Sewer HE	\$ 0.00
	Sewer SS	\$ 287.15
	Water SW	\$ 2,968.87
Funds SF, TA, TE	Voucher #44	
	C’Ville Fire District SF	\$ 0.00
	Trust & Agency TA	\$ 10.66
	Expendable Trust TE	\$ 0.00

Supervisor Tupper offered privilege of the floor to Forrest Earl & Glenn Reisweber.

Forrest Earl, President of Board of Lime Hollow and Glenn Reisweber addressed the Board. Mr. Earl thanked the Board for the financial support from the town sponsoring the Lime Hollow summer camp activities. There were twelve hundred (1200) campers attending the Lime Hollow summer camp program this summer. A few letters from the campers were read by Mr. Earl also thanking the Board for helping them to attend the summer program.

Mr. Earl also wanted to thank the Board and Cortland County in helping to preserve the Mural Ponds. These ponds were one of the first industries in Cortland County and part of the counties heritage and culture. The Mural was mined and used for white wash. The area of Lime Hollow is unique geologically with unique plants. The maintenance of the Leigh Trail is a great resource for individuals in the community for walking and to enjoy the nature.

Lastly Mr. Earl was thankful for the relationship Lime Hollow has with the Town Board, noting, thirty-one thousand (31,000) individuals visited the Lime Hollow Center either for research, recreation or just enjoying the nature.

The monthly reports of the Supervisor and Town Clerk for the month of October were on the table for review and are filed in the Town Clerk's office.

Councilman Proud, made a motion, seconded by Councilman Leach, to receive and file the 2017 Cortlandville Fire District Operating Budget. All voting aye, the motion was carried.

Councilman Leach made a motion, seconded by Councilman Kasperek, to receive and file the correspondence dated November 1, 2016 from Charter Communications (formally Time Warner Cable, regarding programming. All voting aye, the motion was carried.

Town Clerk, Karen Q. Snyder and Town Attorney, John B. Folmer had no business to report.

Councilman Leach made a motion, seconded by Councilman Proud, to receive and file the correspondence and disc dated October 19, 2016 from CHA, regarding the As-Built & Water Test Results for the Luker Road and Owego Street Water Main Installation Project. All voting aye, the motion was carried.

RESOLUTION #188 AUTHORIZE SUPERVISOR TO SIGN PAYMENT
APPLICATION #4 REGARDING THE LUKER ROAD AND
OWEGO STREET/ROUTE 215 WATER MAIN PROJECTS

Motion by Councilman Proud

Seconded by Councilman Leach

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

NAY - 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Town Supervisor to sign payment application #4 regarding the Luker Road and Owego Street/Route 215 Water Main Installation Projects in the amount of \$30,513.87 to Syracuse Constructors, Inc.

Councilman Leach made a motion, seconded by Councilman Kasperek, to receive and file the correspondence dated October 19, 2016 from NYS Homes & Community Renewal regarding the "Response to Monitoring" of the NYS CDBG Grant Program for IMS. All voting aye, the motion was carried.

Councilman Proud, made a motion, seconded by Councilman Leach, to receive and file the review and recommendations form the Cortland County Planning Department and the Cortland County Planning Board regarding the Aquifer Protection Permit application for Suburban Propane. All voting aye, the motion was carried.

RESOLUTION #189 SCHEDULE PUBLIC HEARING FOR AQUIFER
PROTECTION PERMIT APPLICATION SUBMITTED BY
SUBURBAN PROPANE FOR PROPERTY LOCATED AT 3833
ROUTE 11

Motion by Councilman Proud

Seconded by Councilman Leach

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

NAY - 0

ADOPTED

BE IT RESOLVED, a Public Hearing shall be scheduled for November 16, 2016 at 5:00 p.m. at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York, for the Aquifer Protection Permit application submitted by Suburban Propane, LLC, for property located at 3833 Route 11, tax map #87.04-01-17.000.

RESOLUTION #190 AUTHORIZE SALARY INCREASE FOR ALLEN MOORE,
WASTE WATER TREATMENT OPERATOR TRAINEE FOR
THE TOWN OF CORTLANDVILLE

Motion by Councilman Proud

Seconded by Councilman Leach

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

NAY - 0

ADOPTED

BE IT RESOLVED, the Town board does hereby acknowledge that Allen Moore, Cortlandville Waste Water Treatment Operator Trainee, has successfully obtained his Grade B System Operators Certification, and it is further

RESOLVED, that Mr. Moore's salary increase of \$2,000.00 shall be authorized for his successful completion and obtaining his certification.

Supervisor Tupper spoke to the Board regarding agenda item I-7, changes to the Employee Handbook.

After the 2016 Employee Handbook was adopted a meeting was held with the employees to discuss the newly adopted handbook. It was recommended three (3) changes be made to the Employee Handbook by Department Heads.

One issue was employee vacation time. The new handbook allows only ten (10) maximum roll over of vacation days. Some employees have accumulated fifty (50) days of vacation. In order for employees not to lose their vacation they would be allowed to use their accumulated time within one and a half (1½) years. Beginning January 2017 all employees would start with the new ten (10) day maximum roll over of vacation time. Department Heads were concerned the time frame would place a strain on their departments with a lack of help. The Department Heads recommended the date be changed to the employee's anniversary date in 2018 in order to use up the accumulated vacation time.

The second issue was with the new hire vacation time. The handbook allowed fifteen (15) vacation days earned in the eleventh year of employment. The Department Heads recommended the 15 vacation time earned be changed to the sixth (6) year.

The third issue was the wording of the "Holiday Observance" should be clarified regarding a holiday falling on a weekend day.

RESOLUTION #191 ACCEPT CHANGES TO THE ADOPTED 2016 EMPLOYEE
HANDBOOK

Motion by Councilman Proud

Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Proud, Kasperek

NAY - Leach

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and accept changes to the newly adopted 2016 Employee Handbook, and it is further

RESOLVED, these changes would include:

Employees hired *after* September 1, 2016 – Vacation leave credited as of their Anniversary Date:

1-5 years	10 days	70 hours - Administration	80 hours - Highway & Water/Sewer
6-15 years	15 days	105 hours - Administration	120 hours - Highway & Water/Sewer
16 years +	20 days	140 hours – Administration	160 hours – Highway & Water/Sewer

Accumulation – An employee may roll over up to a maximum of 10 vacation days. After this maximum number of days is reached, no additional days will be credited until the employee's vacation leave balance falls below 10 days. Any days over 10 will be forfeited. **Effective with the employees Anniversary Date of 2018.**

Holiday Observance – If a scheduled holiday falls on a Saturday, employees are normally given the preceding Friday off. If a scheduled holiday falls on a Sunday, the holiday is normally observed on Monday. **Updated 11/2/2016.**

No further comments or discussion were heard.

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

The meeting was adjourned at 5:30 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 20, 2017.

The final version of this meeting was approved as written at the Town Board meeting of April 5, 2017.