

TOWN BOARD MEETING

The Regular Meeting of the Town Board of the Town of Cortlandville was held at the Blodgett Mills Independent Baptist Church, Blodgett Mills, New York, with Supervisor Tupper presiding.

Members present:

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

Others present were: Town Attorney, John Folmer; Highway Sup't. Glenn Bassett; Cortlandville Fire Commissioner, Kevin Whitney; Town Residents: Pam Jenkins, Bob Martin, Greg Leach, Barb Leach, and Scott Friedah; and Videographer, Sharon Stevans.

Supervisor Tupper called the meeting to order.

Councilman Proud made a motion, seconded by Councilman Reynolds, to approve the Town Board Minutes of May 16, 2018. All voting aye, the motion was carried.

The Special Town Board Minutes of May 25, 2018 were presented to the Board for their review.

RESOLUTION #151

AUTHORIZE PAYMENT OF VOUCHERS – JUNE

Motion by Councilman Proud
Seconded by Councilman Withey
VOTES: AYE - Tupper, Testa, Proud, Reynolds, 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, SS, SW	Voucher #684-762	
	General Fund A	\$ 144,757.44
	General Fund B	\$ 33,254.06
	Highway Fund DA	\$ 0.00
	Highway Fund DB	\$ 186,719.30
	Saunders Rd Sewer HE	\$ 0.00
	Gutchess Lumber SC Project HG	\$ 58.00
	Sewer Fund SS	\$ 1,592.89
	Water Fund SW	\$ 9,298.84
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 #25-29	
	C'Ville Fire District SF	\$ 0.00
	Trust & Agency TA	\$ 39,339.86
	Expendable Trust TE	\$ 0.00

Supervisor Tupper offered privilege of the floor to those in attendance. No requests were made at this time.

Councilman Withey made a motion, seconded by Councilman Reynolds, to receive and file the monthly report of Town Code Enforcement Officer Campbell for the month of May 2018, including the Paid Fees Report and Unpaid Fees Report for Fire Inspections from January 1, 2018 to May 31, 2018. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Reynolds, to receive and file the monthly report of the Town Supervisor for the month of May 2018. All voting aye, the motion was carried.

Councilman Reynolds made a motion, seconded by Councilman Testa, to receive and file the monthly report of the Town Clerk for the month of May 2018. All voting aye, the motion was carried.

Councilman Withey made a motion, seconded by Councilman Proud, to receive and file the monthly report of the Tax Collector for the month of May 2018. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Reynolds, to receive and file the monthly report from the Cortland County SPCA for the month of May 2018. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file correspondence from Charter Communications, dated June 1, 2018, notifying the Town of the new point of contact for Government Affairs and franchising. All voting aye, the motion was carried.

Town Clerk Rocco-Petrella gave the Board a brief report on Tax Collection as the collection period ended on June 1, 2018. All unpaid tax bills would be returned to the County Treasurer's office for collection on June 12, 2018 when she settled with the Treasurer's office. Town Clerk/Tax Collector Rocco-Petrella reported that over 96% of the total warrant was collected. She thanked her staff for a seamless tax collection season.

Attorney Folmer reported:

Bonding for New Highway Garage:

Attorney Folmer apprised the Board that the closing for the bond for the new Highway Garage would occur on Friday, June 8, 2018 at 12:00 pm at the 1st National Bank of Dryden (Cortlandville office). Attorney Folmer was in receipt of the paperwork and reviewed it with the bank's attorney. The bond was a 20-year installment serial bond at a fixed interest rate of 3.95%. Attorney Folmer, Supervisor Tupper and Town Clerk Rocco-Petrella would attend the closing.

Diescher Lease Agreement:

Attorney Folmer recalled that the Board tabled action to this meeting regarding the proposed lease agreement between the Town and John Diescher for leasing a portion of the Town's land located on Route 13 known as the site of the Gutchess Lumber Sports Complex. Attorney Folmer apprised the Board that Mr. Diescher would lease a portion of the Town's property for the amount of \$5,107.00 for the purpose of growing crops for the year 2018. Mr. Diescher provided the Town with his workers' compensation insurance and liability insurance. After review, Attorney Folmer indicated that this was a Type II action under SEQR and was not subject to a SEQR review. However, the lease was subject to permissive referendum. Attorney Folmer suggested that if it was the Board's intent to approve the lease agreement that they authorize the Supervisor to sign the lease agreement upon the completion of the 30-day permissive referendum period.

RESOLUTION #152	AUTHORIZE THE 1-YEAR LEASE AGREEMENT BETWEEN THE TOWN OF CORTLANDVILLE AND JOHN DIESCHER FOR A PORTION OF TOWN PROPERTY LOCATED ON ROUTE 13 SUBJECT TO PERMISSIVE REFERENDUM
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Motion by Councilman Proud

Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0

ADOPTED

BE IT RESOLVED, that the Town Board of the Town of Cortlandville does hereby authorize the 1-year lease of approximately 80 acres of Town property located on Route 13 in the Town of Cortlandville, known as the site of the Gutchess Lumber Sports Complex, a portion of tax map #105.00-04-02.000, for the total rent of \$5,107.00, to John Diescher for the purpose of crop farming, and it is further

RESOLVED, that this action is found to be a Type II action pursuant to SEQRA, and it is further RESOLVED, this resolution is adopted Subject to Permissive Referendum as required by law.

2018 CDBG Housing Rehabilitation Grant Application:

Attorney Folmer apprised the Board the Supervisor's office received the proposal from Thoma Development Consultants to make application for a 2018 CDBG Housing Rehabilitation Grant. Attorney Folmer reviewed the agreement and found it to be in order. He suggested the Board adopt a resolution authorizing the Supervisor to sign the agreement with Thoma Development which would include survey work, project scope, and preparation and submission of the final application to the NYS Office of Community Renewal for the 2018 CDBG Housing Rehabilitation Grant. Supervisor Tupper noted that the Town has never been turned down for a housing rehabilitation grant.

RESOLUTION #153 AUTHORIZE SUPERVISOR TO SIGN THE GRANT WRITING AGREEMENT BETWEEN THE TOWN AND THOMA DEVELOPMENT CONSULTANTS TO APPLY FOR A 2018 NYS CDBG HOUSING REHABILITATION GRANT

Motion by Councilman Testa

Seconded by Councilman Proud

VOTES: AYE - Tupper, Testa, Proud, Reynolds, 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 2018 NYS Community Development Block Grant (CDBG) Town-Wide Housing Rehabilitation Grant, for the total cost of \$6,000.00.

RESOLUTION #154 AUTHORIZE SUPERVISOR TO SIGN THE OWNER-OCCUPIED LOAN AGREEMENT BETWEEN THE TOWN AND EARL D. AND DONNA M. FOX AND LAURA FOX FOR THE TOWN-WIDE HOUSING REHABILITATION GRANT PROGRAM CDBG #287HR326-16

Motion by Councilman Proud

Seconded by Councilman Withey

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the Owner-Occupied Loan Agreement between the Town of Cortlandville and Earl D. and Donna M. Fox, and Laura Fox, 3133 Gracie Road, Cortland, New York, regarding the extension of loan funds by the Town's CDBG Program (#287HR326-16) for the total amount of \$27,160.00.

RESOLUTION #155 AUTHORIZE SUPERVISOR TO SIGN THE OWNER-OCCUPIED LOAN AGREEMENT BETWEEN THE TOWN AND DARIK AND AMBER HANBACK FOR THE TOWN-WIDE HOUSING REHABILITATION GRANT PROGRAM CDBG #287HR326-16

Motion by Councilman Proud

Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the Owner-Occupied Loan Agreement between the Town of Cortlandville and Darik and Amber Hanback, 3673 Pendleton Street, Cortland, New York, regarding the extension of loan funds by the Town's CDBG Program (#287HR326-16) for the total amount of \$31,384.29.

RESOLUTION #156 AUTHORIZE APPROVAL OF PAYMENTS REGARDING THE
TOWN-WIDE HOUSING REHABILITATION GRANT
PROGRAM CDBG #287HR326-16

Motion by Councilman Withey
Seconded by Councilman Proud

VOTES: AYE - Tupper, Testa, Proud, Reynolds, 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 #287HR326-16:

Voucher #41: Reome Electrical & General Contractor - \$9,500.00

Voucher #42: Bonsbak Inc. - \$3,550.00

Voucher #43: Thoma Development Consultants - \$6,491.00

RESOLUTION #157 SCHEDULE PUBLIC HEARING REGARDING THE TOWN-
WIDE HOUSING REHABILITATION PROGRAM CDBG
#287HR326-16 FOR JUNE 20, 2018 AT 5:00 PM

Motion by Councilman Testa
Seconded by Councilman Proud

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby schedule a Public Hearing for the Town-Wide Housing Rehabilitation Program CDBG #287HR326-16, for Wednesday, June 20, 2018 at 5:00 p.m. at the Raymond G. Thorpe Municipal Building, for the purpose of providing details with respect to the program and program progress, to solicit comments with respect to funded activities and program administration, and to answer questions with respect to the CDBG Program or grant activities.

RESOLUTION #158 AUTHORIZE SUPERVISOR TO SIGN AGREEMENT WITH
CHA TO COMPLETE THE REQUIRED PUMP TESTING FOR
THE SUSQUEHANNA RIVER BASIN COMMISSION WATER
SUPPLY WELL PERMIT

Motion by Councilman Proud
Seconded by Councilman Withey

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, at the request of Water & Sewer Superintendent Alteri, the Town Board does hereby authorize and direct the Supervisor to sign the agreement with CHA to complete the required pump testing in connection with the Town's renewal of the water supply withdrawal permits with the Susquehanna River Basin Commission, for the total cost of \$16,400.00, and it is further

RESOLVED, correspondence from Water & Sewer Superintendent Alteri, dated May 31, 2018, is hereby received and filed.

RESOLUTION #159 AMEND THE 2018 BUDGET AND AUTHORIZE
SUPERVISOR TO TRANSFER FUNDS

Motion by Councilman Proud
Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, the Supervisor is hereby authorized and directed to transfer funds to adjust the accounts of the 2018 Budget for the Town of Cortlandville, to account for expenditures that are not eligible to be paid for from the bond for the Gutches Lumber Sports Complex Project as follows:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
B9901.9	B391	\$254,729.72
HG360	HG5031	\$254,729.72

RESOLUTION #160 APPOINT MEGAN B. JOHNSON AS FULL-TIME ASSISTANT
BOOKKEEPER FOR THE TOWN OF CORTLANDVILLE

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

WHEREAS, there is a vacancy for the position of full-time Assistant Bookkeeper, therefore

BE IT RESOLVED, that Megan B. Johnson, of 3958 US Route 11, Cortland, New York, is hereby appointed as full-time Assistant Bookkeeper for the Town of Cortlandville, effective June 11, 2018, and it is further

RESOLVED, the starting salary shall be \$37,000.00 with an additional \$500.00 after 6 months and an additional \$500.00 at her one-year anniversary.

RESOLUTION #161 APPOINT KEVIN J. MCMAHON AS PART-TIME CODE
ENFORCEMENT OFFICER FOR THE TOWN OF
CORTLANDVILLE

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

WHEREAS, there is a vacancy for the position of part-time Town Code Enforcement Officer, therefore

BE IT RESOLVED, that Kevin J. McMahon, of 1047 Route 90, Homer, New York, is hereby appointed to the part-time position of Code Enforcement Officer for the Town of Cortlandville, effective May 13, 2018 through June 24, 2018, at an hourly wage of \$30.63, for 17 hours per week, with no benefits, and it is further

RESOLVED, it is the Town Board's intent to appoint Mr. McMahon as a full-time Code Enforcement Officer after the position is formally created to be effective June 25, 2018.

Councilman Proud made a motion, seconded by Councilman Reynolds, to receive and file correspondence from the Cortland County Board of Elections regarding the use of Town facilities for the 2018 Primary Election on Thursday, September 13, 2018 from 11:00 am – 9:30 pm, and for the 2018 General Election on Tuesday, November 6, 2018 from 5:00 am – 9:30 pm. All voting aye, the motion was carried.

Supervisor Tupper and Councilman Withey thanked Superintendent of Highway Glenn Bassett again for the two basketball hoops recently installed at the Town's Blodgett Mills Park.

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

The meeting recessed at 5:18 pm.

No action was taken in Executive Session.

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

The Executive Session adjourned at 5:35 pm.

RESOLUTION #162 AUTHORIZE SALARY INCREASE FOR DEPUTY TOWN
CLERK, PATRICIA L. ROMER

Motion by Councilman Proud

Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, at the request of Town Clerk Rocco-Petrella, based on merit and consistent with the employee's job duties and responsibilities, the Town Board does hereby authorize a salary increase for Deputy Town Clerk, Patricia L. Romer from \$36,949.89 to \$40,000.00 effective with the next payroll period.

Supervisor Tupper offered privilege of the floor to Scott Friedah.

Town resident, Scott Friedah apprised the Board that he recently contacted Councilman Withey regarding the lack of basketball hoops at the small Blodgett Mills Park. He thanked Councilman Withey for looking into the matter and Highway Sup't. Bassett for installing the new basketball hoops.

Councilman Withey mentioned there is a concern for pedestrians walking along the side of the road to access the Blodgett Mills Park. He understood that Kellogg Road was a County Road, but would like to see sidewalks installed for safety of pedestrians. While there is a posted speed limit of 40 mph, vehicles travel at higher speeds. Councilman Withey and Highway Sup't. Bassett would talk with representatives from the County, while Mr. Friedah would ask for support from local residents.

No further comments or discussion were heard.

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

The meeting was adjourned at 5:40 pm.

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 June 20, 2018.

The final version of this meeting was approved as written at the Town Board meeting of July 11, 2018.