

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 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: Highway Sup’t. Glenn Bassett; Court Clerk, Pamela Bassett; Town Residents: Chad and Andrea Niggli; Judith Testa; Pamela Jenkins; Ken Wood; and Stephen Flatt.

Supervisor Williams called the meeting to order.

Councilman Testa made a motion, seconded by Councilman Guido, to approve the Draft Town Board Minutes of December 18, 2019. All voting aye, the motion was carried.

Councilman Guido made a motion, seconded by Councilman Withey, to approve the Special Town Board Minutes of January 2, 2020. All voting aye, the motion was carried.

RESOLUTION #02

ACCEPT 2020 VENDOR LIST FOR THE TOWN HIGHWAY  
DEPARTMENT/WATER-SEWER DEPARTMENT

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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 accept the 2020 Vendor List submitted by Highway Sup’t. Bassett listing vendors used by the Highway Department and Water/Sewer Department for the year 2020 as follows:

VENDOR	PO Number	VENDOR	PO Number	VENDOR	PO Number
Aftermarket Effects	1280	Fastenal Company	1312	NuWay Hydraulics	1344
Allied Spring & Service Inc.	1281	Finger Lakes System Chem	1313	PACS Security Sentinel Sys.	1345
Ames Linen Service Inc.	1282	First Choice Asphalt	1314	Pump Service Supply	1386
Amrex Chemical Co Inc.	1283	FS Lopke Contracting Inc.	1315	Rich & Rich Towing	1346
AT&T Mobility	1284	FW Webb	1381	Ricoh USA Inc.	1347
AW Direct Inc.	1285	Gartner Equipment	1383	Royal Chevrolet Cortland Inc.	1348
Beard Electric LLC	1286	Genson Overhead Door Inc.	1316	RT 13 Rocks LLC	1349
Beck Equipment Inc.	1287	Grainger Parts	1317	Safetly Kleen	1350
BSN Sports Inc.	1288	Grant Street Construction Inc.	1318	Skyline Electric Supply Co Inc	1351
Builders Best Do It Center	1289	Haun Welding Supply Inc.	1319	Stadium International Trucks	1352
Cargill Inc. Salt Division	1290	HEP Sales	1320	Staples Credit Plan	1353
Carrier – Mac Tools	1291	HD Supply LTD (Core&Main)	1321	Steel Sales Inc.	1354
Casella Waste System Inc.	1292	Hogan Drug & Alcohol Testing	1322	Stubs Tree Service	1355
Chemung Supply Corp.	1293	Holbrook’s Precast Inc.	1323	Suit-Kote Corp.	1356
Cincinnatus Home Center	1294	Homer Iron Works LLC	1324	Superior Plus Energy SVC Inc	1357
Cintas Corporation	1295	Homer Men & Boys Store Inc.	1325	Tallmadge Tire Service	1358
Clark Equipment Co.	1296	Hummel’s Office Equip Co.	1326	Team EJ Prescott	1384
CNY Farm Supply	1297	I-D Booth Inc.	1327	T.H. Kinsella	1359
CNY Rental	1298	JC Smith Inc.	1328	Thompson & Johnson Equip.	1360
CNY Signs & Graphics	1299	J&J Equipment	1329	Tifco Industries	1393
Commercial Maint. Supply	1300	Jack McNerney Chevrolet	1330	Ti-Sales Inc.	1361
Cook Brothers (Triple Cities)	1413	Joe Johnson Equip USA Inc.	1331	Tractor Supply Co.	1362
Cortland Country Max	1301	Kellogg Auto Supply Co Inc.	1332	Triple Cities ACQ LLC	1363
Cortland County Hwy Dept.	1302	Kinsley Power Systems	1333	United Radio	1364
Cortland County SWCD	1303	KJ Electric	1334	Vantage Equipment LLC	1365
Cortland Ready Mix	1304	Kurtz Truck Equip. Inc.	1335	Vellano Companies	1366
Cortland Water Department	1305	Lawson Products Inc.	1336	Verizon Wireless	1367
Cortland Wholesale Electric	1306	Lehigh Hanson	1337	Walmart Community	1368
Crossroads Highway Supply	1307	Lowes	1338	WEX Bank	1369
Cummins Northeast Inc.	1308	Meldrim’s Paint Center	1339	Zep Sales & Service	1370
D&L Landscaping	1382	Micro-Bac Labs	1340		
D&W Diesel Inc.	1309	Murdock’s Excavation	1341		
Dovi Motors	1310	Northern Block LLC	1342		
EMA of New York	1385	Northern Nurseries of NY Inc.	1343		
Empire Tractor	1311				

RESOLUTION #03                      AUTHORIZE PAYMENT OF VOUCHERS – YEAR END 2019

Motion by Councilman Testa

Seconded by Councilman Withey

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 #1991-2028		
	General Fund A	\$	24,139.23
	General Fund B	\$	494.79
	Highway Fund DA	\$	0.00
	Highway Fund DB	\$	50,462.79
	Gutchess Lumber SC Project HG	\$	0.00
	C'Ville Fire District SF	\$	0.00
	Sewer Fund SS	\$	0.00
	Water Fund SW	\$	8,214.65
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 #(None)		
	Trust & Agency TA	\$	0.00
	Expendable Trust TE	\$	0.00

RESOLUTION #04                      AUTHORIZE PAYMENT OF VOUCHERS – JANUARY

Motion by Councilman Testa

Seconded by Councilman Withey

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 #1-28		
	General Fund A	\$	70,427.02
	General Fund B	\$	8,609.05
	Highway Fund DA	\$	0.00
	Highway Fund DB	\$	78,632.18
	Gutchess Lumber SC Project HG	\$	0.00
	C'Ville Fire District SF	\$	0.00
	Sewer Fund SS	\$	1,585.15
	Water Fund SW	\$	14,814.78
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 #1-2		
	Trust & Agency TA	\$	45,340.15
	Expendable Trust TE	\$	0.00

Supervisor Williams acknowledged that there were no requests for privilege of the floor.

Councilman Testa commented that he audited the records of the Town Highway Department and the Water/Sewer Department and found everything to be in order.

Councilman Withey made a motion, seconded by Councilman Testa, to receive and file the monthly report of Building/Code Enforcement Officer Kevin McMahon for the month of December 2019. All voting aye, the motion was carried.

Councilman Testa made a motion, seconded by Councilman Withey, to receive and file the monthly report of the Town Clerk for the month of December 2019. All voting aye, the motion was carried.

Councilman Cobb made a motion, seconded by Councilman Guido, to receive and file the monthly report of Fire & Safety Inspections from Code Enforcement Officer Desiree Campbell for the month of December 2019. All voting aye, the motion was carried.

Attorney DelVecchio reported:

Notice of Claim – Stephen Compagni vs. Town of Cortlandville:

Attorney DelVecchio apprised the Board that a Notice of Claim was served on him, which he suggested the Board acknowledge.

RESOLUTION #05	ACKNOWLEDGE RECEIPT OF NOTICE OF CLAIM IN THE MATTER OF STEPHEN COMPAGNI, INDIVIDUALLY AND AS SOLE MEMBER OF ECONOMY PAVING, INC. VS. TOWN OF CORTLANDVILLE ET AL
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Motion by Councilman Withey

Seconded by Councilman Guido

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

ADOPTED

BE IT RESOLVED, the Town Board does hereby acknowledge, by receiving and filing, the Notice of Claim in the matter of Stephen Compagni, Individually and as Sole Member of Economy Paving, Inc. vs. Town of Cortlandville, Town of Cortlandville Planning Board, John DelVecchio, in his Individual and Official Capacity, Katherine Wickwire, in her Individual and in her Official Capacity, Christopher Newell, Individually and in his Official Capacity, Nicholas Renzi, Individually and in his Official Capacity, Nasrin Parvizi, Individually and in her Official Capacity, Bruce Weber, Individually and in his Official Capacity, Richard Tupper, Individually and in his Official Capacity, and DOES 1-100.

Conflict of Interest Disclosure Form:

Attorney DelVecchio presented the Board with a proposed “Conflict of Interest Disclosure Form”, which he drafted. He explained that Article 18, Section 803 of the General Municipal Law of the State of New York requires that “Any municipal officer or employee who has, will have, or later acquires an interest in or whose spouse has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the municipality of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to his or her immediate supervisor and to the governing body thereof as soon as he or she has knowledge of such actual or prospective interest.” Attorney DelVecchio explained that the form should indicate whether the employee/officer and/or his/her spouse has an economic/business interest which would reasonably appear to be affected by doing business with the Town of Cortlandville. The form would be completed and signed by the employee/officer, signed by the Town Supervisor, and signed and filed by the Town Clerk.

There was discussion amongst the Board regarding the proposed Conflict of Interest Disclosure Form and whether it was necessary for all employees to sign the form, or only officers and employees who receive money or authorize payment of any bills to sign the form. Councilman Withey mentioned that there is a code of ethics that must be complied with. After further discussion it was agreed upon to adopt the Conflict of Interest Disclosure Form and for all employees/officers to sign the form who receive money or have the authority to pay bills. Employees/officers would be provided with the form and asked to complete it by February 1, 2020.

RESOLUTION #06	APPROVE CONFLICT OF INTEREST DISCLOSURE FORM FOR THE TOWN OF CORTLANDVILLE AND REQUIRE THAT EMPLOYEES/OFFICERS UTILIZE THE FORM PER ARTICLE 18, SECTION 803 OF THE GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK
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Motion by Councilman Guido

Seconded by Councilman Cobb

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

ADOPTED

WHEREAS, Article 18, Section 803 of the General Municipal Law of the State of New York requires that “Any municipal officer or employee who has, will have, or later acquires an interest in or whose spouse has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the municipality of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to his or her immediate supervisor and to the governing body thereof as soon as he or she has knowledge of such actual or prospective interest.”; and

WHEREAS, the Town Board of the Town of Cortlandville finds it in the best interest of the Town to adopt a Conflict of Interest Disclosure Form to be completed by all municipal employees/officers who receive money or have the authorization to sign for the payment of any bill, therefore

BE IT RESOLVED, the Town Board does here by approve the Conflict of Interest Disclosure Form for the Town of Cortlandville and requires that it be completed by such employees/officers of the Town.

Political Signs:

Attorney DelVecchio discussed a situation that arose with regard to temporary political signs and ambiguities in the Town Code, and read Section 178-112 aloud. Attorney DelVecchio stated that there were two issues with the verbiage in place: 1) what constitutes “candidacy” for election, and 2) due to the new early voting, when does the 45 days commence prior to election? After discussion, the Board agreed it would be appropriate for Attorney DelVecchio to draft an amendment to the Code for the Board to consider, adding clarity to the regulations.

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RESOLUTION #07                      AUTHORIZE TOWN ATTORNEY TO DRAFT A PROPOSED  
LOCAL LAW TO AMEND SECTION 178-112 OF THE TOWN  
ZONING ORDINANCE

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Motion by Councilman Cobb

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 Town Attorney to draft a proposed Local Law to Amend Section 178-112 of the Town Zoning Ordinance as it relates to temporary signs and elections.

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RESOLUTION #08                      APPROVE THE 2020 ANNUAL CONTRACTS

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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 approve the annual contracts for 2020, and shall receive and file them as follows:

Advantage Cleaning Service (6 months)	\$13,832.00
CHA Municipal Consulting Agreement	\$ *hourly rates
Cortland City Youth Bureau	\$78,234.00
Cortland Regional Sports Council	\$20,000.00
John Mc Nerney, Recreation	\$ 6,100.00
SPCA – Cortlandville	\$38,984.00
SPCA – McGraw	\$ 5,000.00
SPCA – Cats Spay/Neuter	\$ 3,500.00
Village of Homer Recreation	\$20,000.00
Village of McGraw Recreation	\$12,000.00

## RESOLUTION #09

ADOPT TOWN OF CORTLANDVILLE  
PROCUREMENT POLICY - 2020

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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 adopt the Town of Cortlandville Procurement Policy dated January 8, 2020 for the year 2020.

## RESOLUTION #10

ADOPT POLICY REGARDING THE USE OF TOWN-ISSUED  
CREDIT CARDS – 2020

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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 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.

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Signature of Employee

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Date

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Department Head

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Date

RESOLUTION #11                      APPOINT SUPERVISOR, THOMAS A. WILLIAMS AS  
BUDGET OFFICER FOR THE TOWN OF CORTLANDVILLE

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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 appoint Supervisor, Thomas A. Williams as Budget Officer for the Town of Cortlandville for a two-year term commencing January 1, 2020 and shall expire December 31, 2021, to be compensated per the 2020 Salary Schedule.

RESOLUTION #12                      APPOINT JAY E. COBB AND JEFFREY D. GUIDO AS DEPUTY  
SUPERVISORS FOR THE TOWN OF CORTLANDVILLE

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Motion by Councilman Testa  
Seconded by Councilman Withey

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

WHEREAS, it is the desire of Supervisor Williams to appoint two Deputy Supervisors for the Town of Cortlandville, and

WHEREAS, there is no prohibition to appoint two deputies, therefore

BE IT RESOLVED, the Town Board does hereby appoint Councilman Jay E. Cobb and Councilman Jeffrey D. Guido as Deputy Supervisors for the Town of Cortlandville, for two-year terms commencing January 1, 2020 and shall expire December 31, 2021, to be compensated per the 2020 Salary Schedule.

RESOLUTION #13                      REAPPOINT KRISTIN E. ROCCO-PETRELLA AS REGISTRAR  
FOR THE TOWN OF CORTLANDVILLE

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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 reappoint Kristin E. Rocco-Petrella as Registrar for the Town of Cortlandville for a two-year term commencing January 1, 2020 and shall expire December 31, 2021.

RESOLUTION #14                      APPOINT COUNCILMAN DOUGLAS E. WITHEY AS THE  
TOWN'S REPRESENTATIVE TO THE CORTLAND COUNTY  
AIRPORT COMMITTEE

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Motion by Councilman Testa  
Seconded by Councilman Guido

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

BE IT RESOLVED, the Town Board does hereby appoint Councilman Douglas E. Withey as the Town's representative to the Cortland County Airport Committee, to replace former Councilman John C. Proud, and it is further

RESOLVED, the Town Clerk is hereby directed to file a certified copy of this resolution with Clerk of the Cortland County Legislature.

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RESOLUTION #15                      APPOINT CARLOS KARAM TO THE CORTLANDVILLE  
ZONING BOARD OF APPEALS

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Motion by Councilman Guido  
Seconded by Councilman Cobb

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

BE IT RESOLVED, the Town Board does hereby appoint Carlos Karam of 3740 Lyncort Drive, Cortland, New York, to the Cortlandville Zoning Board of Appeals to fulfill the unexpired term of David Plew, effective January 8, 2020 until December 31, 2022.

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RESOLUTION #16                      DESIGNATE THE CORTLAND STANDARD AS  
THE OFFICIAL NEWSPAPER FOR THE TOWN  
OF CORTLANDVILLE FOR THE YEAR 2020

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Motion by Councilman Testa  
Seconded by Councilman Cobb

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

BE IT RESOLVED, the Cortland Standard is hereby designated as the official newspaper for the Town of Cortlandville for the year 2020.

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RESOLUTION #17                      DESIGNATION OF DEPOSITORIES FOR  
TOWN ACCOUNTS FOR THE YEAR 2020

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Motion by Councilman Cobb  
Seconded by Councilman Guido

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey      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	Water Fund Account
Town Clerk Account	Sewer Fund Account
Tax Collector Account	

AND BE IT FURTHER RESOLVED, the following banks may be considered if necessary: Key Bank of Central NY; M&T Corp. Bank; Tompkins Trust Co.; and First National Bank of Dryden.

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RESOLUTION #18                      AUTHORIZE TOWN CLERK TO ACCEPT THE  
SUPERVISOR'S ANNUAL FINANCIAL REPORT  
90 DAYS AFTER THE CLOSE OF 2019

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Motion by Councilman Cobb  
Seconded by Councilman Guido

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey      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 2019, 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 #19

DELEGATE TOWN BOARD MEMBERS TO AUDIT  
2019 RECORDS OF TOWN OFFICIALS

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

BE IT RESOLVED, the records of Town Officials and Town Employees, for the year 2019, shall be audited by Town Board members by January 22, 2020 as follows:

Supervisor	Douglas C. Withey
Town Clerk/Tax Collector	Jeffrey D. Guido
Town Justices	Jay E. Cobb
Highway, Water & Sewer	Theodore V. Testa

RESOLUTION #20

ACCEPT AGREEMENT OF EXPENDITURES OF  
HIGHWAY MONIES FOR THE YEAR OF 2020

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Motion by Councilman Withey  
Seconded by Councilman Testa  
VOTES: AYE – Williams, Cobb, Guido, Testa, Withey    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 2020 is hereby accepted and shall be signed by members of the Town Board and Highway Superintendent.

RESOLUTION #21

ADOPT THE 2020 SALARY SCHEDULE  
FOR THE TOWN OF CORTLANDVILLE

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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 adopt the 2020 Salary Schedule for Town of Cortlandville employees and elected/appointed officials.

RESOLUTION #22

ADOPT TOWN HIGHWAY DEPARTMENT  
SALARY SCHEDULE FOR 2020

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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 adopt the Town Highway Department salary schedule for the year 2020 as follows:

	<b><u>HIGHWAY DEPARTMENT 2020 PAYROLL SCHEDULE</u></b>					
	<b>HIRING</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Deputy Highway Sup’t.	Designated person will have \$2.08/hour added to their current titled job position hourly pay rate.					
Heavy Equipment Mechanic	24.32	24.84	25.37	25.89	26.41	26.94



Heavy Equipment Operator/ with Trailer CDL	23.59	24.38	24.90	25.43	25.95	26.49
Heavy Equipment Operator without Trailer CDL	23.06	23.85	24.38	24.90	25.43	26.07
Automotive Mechanic	22.28	23.59	24.12	24.65	25.18	25.71
Motor Equipment Operator	20.71	22.98	23.61	24.14	24.56	24.88
Laborer	16.25	17.30	18.34	19.39	20.44	20.97
Buildings & Grounds Laborer	16.25	17.30	18.34	19.39	20.44	20.97
Secretary/ Keyboard Specialist	16.25	17.30	18.34	19.39	20.44	20.97
Part-time Summer Laborer	11.41	11.66	11.92	12.18	12.43	12.69
Recreation Director	15.10	15.35	15.62	16.77	17.82	18.87
Asst. Recreation Director	11.41	11.66	11.92	12.18	12.43	12.69

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 \$0.40 to \$0.50 per hour less than the H.E.O. employees that do have the license.

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

Councilman Withey made a motion, seconded by Councilman Guido, to receive and file correspondence from New York State Parks, Recreation and Historic Preservation, dated December 19, 2019, notifying the Town that its application for funding for the Gutches Lumber Sports Complex Phase 2 Development was not selected for funding. All voting aye, the motion was carried.

Councilman Testa made a motion, seconded by Councilman Cobb, to receive and file the "Glint and Glare Analysis" dated December 20, 2019, and the Site Overview maps dated November 19, 2019, for the Cortlandville 1 and Cortlandville 3 Solar and Energy Storage Projects, submitted by DG New York, CS, LLC. All voting aye, the motion was carried.

RESOLUTION #23 SCHEDULE TWO PUBLIC HEARINGS FOR AQUIFER PROTECTION PERMIT APPLICATIONS SUBMITTED BY DG NEW YORK, CS, LLC FOR PROPERTIES LOCATED OFF OF RILEY ROAD AND EAST RIVER ROAD FOR JANUARY 22, 2020

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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 schedule two public hearings for January 22, 2020 at 5:00 p.m. or as soon thereafter as the parties may be heard, for two Aquifer Protection Permit applications submitted by DG New York CS, LLC to construct two, five megawatt ground mounted large scale solar energy systems on the following properties:

- 1) Property owned by Joanne Condrion located on the east side of East River Road and north side of Riley Road, tax map #87.00-03-02.110 (Cortlandville 1).
- 2) Property owned by Douglas J. Christofferson located at the end of Riley Road, tax map #87.00-01-08.100 (Cortlandville 3);

Councilman Testa made a motion, seconded by Councilman Guido, to receive and file correspondence from Cortland County Soil and Water Conservation District, dated January 2, 2020, regarding the Cortlandville Sand & Gravel Mine (NYS DEC Permit #7-1122-00043/00008), disagreeing with the conclusion that the mine does not recharge the Lime Hollow public water supply well. All voting aye, the motion was carried.

Councilman Withey commented that the location of the Cortlandville Sand & Gravel mine, and the proposed changes in the mining permit, has potential to jeopardize the Town's water supply. The mine is within 700 ft. of the Town's production wells. He recalled the incident that occurred at Smith Corona and the water pollution that affected the Town's water supply. He stated that it was important for the proper protections to be in place. He also stated that there were advantages to partnering with the City of Cortland.

RESOLUTION #24                      AUTHORIZE SUPERVISOR TO SIGN THE CORTLAND  
COMMUNITY/PERMA WORKERS' COMPENSATION  
COOPERATIVE AGREEMENT

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Motion by Councilman Cobb

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 the Cortland Community/PERMA Workers' Compensation Cooperative Agreement effective January 1, 2020.

RESOLUTION #25                      AUTHORIZE SUPERVISOR TO SIGN THE ANNUAL  
PERFORMANCE REPORT FOR THE TOWN-WIDE HOUSING  
REHABILITATION GRANT PROJECT #287HR323-19

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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 the Annual Performance Report for the Town-wide Housing Rehabilitation Grant Project #287HR323-19.

Supervisor Williams apprised the Board that he was working on receiving design bids for a simple and effective sound system for the meeting room/court room, to include better microphones and speakers. He was also looking to install a wall-mounted television to be used for presentations as well as to post the agenda items for the public to follow along with the meeting agenda. Video recording the meetings was also being investigated.

Councilman Withey made a motion to conduct all 2020 Town Board Meetings at 5:30 p.m. to be more conducive to the working public. Councilman Testa voiced his opposition to changing the meeting times, noting that in the past 20+ years the previous Boards have conducted meetings at different times and it did not increase public participation. There was no second to the motion.

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 5:56 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 February 5, 2020.

The final version of this meeting was approved as written at the Town Board meeting of February 19, 2020.