

TOWN BOARD MEETING

The Regular Meeting of the Town Board of the Town of Cortlandville was held at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York, with Supervisor Tupper presiding.

Members present:

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

Absent:

Councilman, Ronal L. Rocco

Others present were: Highway Sup't. Carl Bush; David Alexander; Karen Howe; Town Historian, Jeff Guido; County Legislator, Susan Briggs; News Reporters: Steve Howe from the *Cortland Standard*, and Sharon Stevans from Channel 2, Access TV.

Supervisor Tupper called the meeting to order.

Councilman Leach made a motion, seconded by Councilman Testa, to approve the Draft Town Board Minutes of August 7, 2013 as submitted. All voting aye, the motion was carried.

Councilman Leach made a motion, seconded by Councilman Proud, to receive and file the Cortlandville Zoning Board of Appeals Minutes of July 30, 2013. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Leach, to receive and file the Cortlandville Planning Board Minutes of July 30, 2013. All voting aye, the motion was carried.

RESOLUTION #157 AUTHORIZE SUPERVISOR TO SIGN
PURCHASE ORDER #1193

Motion by Councilman Leach

Seconded by Councilman Proud

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

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign Purchase Order #1193 submitted by Highway Sup't. Bush to be paid to Beck Equipment for the one month rental of a CAT 314C LCR Excavator for the cost of \$3,750.00.

RESOLUTION #158 AUTHORIZE PAYMENT OF VOUCHERS – AUGUST

Motion by Councilman Leach

Seconded by Councilman Proud

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

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

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| Funds A, B, DA, DB | Voucher #750-817 | |
| | General Fund A | \$ 93,641.06 |
| | General Fund B | \$ 48,390.89 |
| | Highway Fund DA | \$197,426.66 |
| | Highway Fund DB | \$ 0.00 |
| Funds CD1, CD3, CD4 | Voucher #30-31 | |
| | BMills Rehab CD1 | \$ 0.00 |
| | Town Wide Rehab CD3 | \$ 6,038.83 |
| | Business Devl CD4 | \$ 0.00 |

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| Fund HC, SS, SW | Voucher #264-289 | |
| | NYS Rt 13 Sewer Rehab HC | \$ 0.00 |
| | Sewer SS | \$138,568.91 |
| | Water SW | \$ 13,477.97 |
| Funds SF, TA, TE | Voucher #22-24 | |
| | C'Ville Fire District SF | \$ 0.00 |
| | Trust & Agency TA | \$ 33,081.18 |
| | Expendable Trust TE | \$ 0.00 |

Supervisor Tupper offered privilege of the floor to Jeff Guido.

Town Historian, Jeff Guido reported his recent activities to the Board. In June 2013 Reverend Robert Calvert and his family held a dedication ceremony at the South Cortland Cemetery to place an additional monument at the grave of their ancestor, John Calvert. Mr. Guido attended the event, which was filmed by Mike Stevans and is available on CD. Mr. Guido extended Rev. Calvert's gratitude to the Board for their support.

Mr. Guido apprised the Board he met with Mr. and Mrs. Kimberly from the McGraw Historical Association. Mr. Guido would be giving a presentation in the Village of McGraw on October 10, 2013 regarding the development in Cortlandville. Mr. Guido would also be participating in the following upcoming meetings/events: County Historian meeting in September 2013; Cemetery Walk with the Marathon Historical Society; Regional Association of NYS Public Historians annual fall meeting in October 2013. Mr. Guido also explained some of the events he recently attended, such as the demolition of a building in the Village of McGraw.

Supervisor Tupper questioned whether Mr. Guido submitted photos to the Town's website designer, Keegan & Associates. Mr. Guido submitted some photos and had more to submit, which he would accomplish. Supervisor Tupper asked what Mr. Guido was doing with all of the photos he had been taking over the years. Mr. Guido explained that he was storing the photos electronically on disc which was the best way to preserve the images at this time.

Town Clerk Snyder apprised the Board she received notification from Night Owls regarding the renewal of their liquor license.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file the Renewal Application Notice from William L. Baker, dated August 15, 2013, regarding the renewal of the liquor license for Night Owls located at 3840 Route 11 in the Town of Cortlandville. All voting aye, the motion was carried.

There was a brief discussion regarding the award of the Program Delivery and Administrative Services for the NYS CDBG's for Byrne Dairy, Inc. and Innovative Manufacturing Solutions, Inc. Town Clerk Snyder explained that the award must be given subject to approval from the Office of Community Renewal (OCR) because the Town only received one bid out of twelve requests.

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| RESOLUTION #159 | AWARD BID TO THOMA DEVELOPMENT CONSULTANTS FOR PROGRAM DELIVERY AND ADMINISTRATIVE SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANTS FOR BYRNE DAIRY, INC. AND INNOVATIVE MANUFACTURING SOLUTIONS, INC. SUBJECT TO OCR APPROVAL |
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Motion by Councilman Leach

Seconded by Councilman Proud

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

WHEREAS, a Request for Proposal was advertised for the program delivery and administrative services for the Community Development Block Grant - Economic Development for Byrne Dairy, Inc., and the Community Development Block Grant - Small Business for Innovative Manufacturing Solutions, Inc. (IMS), and

WHEREAS, sealed bids were opened by the Town Clerk on August 19, 2013 at 12:00 p.m. as follows:

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|-------------------------------|-------------------------------|
| Thoma Development Consultants | \$15,750.00 Byrne Dairy, Inc. |
| 34 Tompkins Street | \$ 9,750.00 IMS |
| Cortland, NY 13045 | Total: \$25,500.00 |

BE IT RESOLVED, the bid as recommended is hereby awarded to Thoma Development Consultants of Cortland, New York in the amount of \$15,750.00 for Byrne Dairy, Inc. and \$9,750.00 for Innovative Manufacturing Solutions, Inc., subject to approval from the Office of Community Renewal (OCR).

Supervisor Tupper apprised the Board that the Paychex, Inc. submitted a final version of the new Personnel Policy for the Town of Cortlandville, which the Town had been working on for years. He asked the Board to approve the new policy. Once approved, the policy would be distributed to employees and a presentation would be made by Paychex to answer employee questions. Supervisor Tupper indicated that many of the changes were due to federal and state changes, and mentioned that there were no significant changes to benefits.

RESOLUTION #160 ACCEPT PERSONNEL POLICY FROM PAYCHEX, INC. AS
THE PERSONNEL POLICY FOR THE TOWN OF
CORTLANDVILLE

Motion by Councilman Proud

Seconded by Councilman Leach

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

BE IT RESOLVED, the Town Board does hereby accept the Personnel Policy prepared by Paychex, Inc. as the Personnel Policy for the Town of Cortlandville, superseding the Town's Employee Handbook of 2002.

Supervisor Tupper asked the Board to accept the resignation for retirement from Gregory Schmidt as Motor Equipment Operator for the Town Highway Department with regret. Mr. Schmidt was retiring after 26 years of service to the Town. Supervisor Tupper also noted that Highway Sup't. Bush would be filling the position.

RESOLUTION #161 ACCEPT RESIGNATION FOR RETIREMENT FROM
GREGORY SCHMIDT, MOTOR EQUIPMENT OPERATOR
FOR THE TOWN OF CORTLANDVILLE HIGHWAY
DEPARTMENT

Motion by Councilman Leach

Seconded by Councilman Testa

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

BE IT RESOLVED, the Town Board does hereby accept, with regret, the resignation for retirement from Gregory Schmidt, Motor Equipment Operator for the Town of Cortlandville Highway Department, effective August 31, 2013.

Councilman Leach made a motion, seconded by Councilman Proud, to receive and file correspondence from the New York State Environmental Facilities Corporation, dated August 6, 2013, regarding financing for the Town of Cortlandville's NYS Route 13 Sewer Rehabilitation Project. All voting aye, the motion was carried.

RESOLUTION #162 APPROVE EXTRA WORK AUTHORIZATION NO. 2 FROM
CLOUGH HARBOUR & ASSOCIATES FOR THE NYS ROUTE
13 SEWER REHABILITATION PROJECT

Motion by Councilman Leach

Seconded by Councilman Proud

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

BE IT RESOLVED, the Town Board does hereby approve the Extra Work Authorization No. 2 from Clough Harbour & Associates, dated August 6, 2013, for the NYS Route 13 Sewer Rehabilitation Project in the amount of \$6,690.00.

Supervisor Tupper apprised the Board he received correspondence from the Cortland County Soil and Water Conservation District regarding the 17th Annual Cortland County River Cleanup. The Cleanup was scheduled for September 28, 2013. Residents were encouraged to participate in the event. Town Clerk Snyder would post the flier on the Town Clerk's sign board.

RESOLUTION #163 AUTHORIZE SUPERVISOR TO SIGN THE AFFIDAVIT
REGARDING THE TOWN'S 2011 COMMUNITY
DEVELOPMENT BLOCK GRANT HOUSING
REHABILITATION PROGRAM BETWEEN THE TOWN AND
TOM A. WOOD

Motion by Councilman Leach

Seconded by Councilman Proud

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

BE IT RESOLVED, the Town Board does hereby authorize the Supervisor to sign the Affidavit regarding the Town's 2011 Community Development Housing Rehabilitation Program, between the Town of Cortlandville and Tom A. Wood, 3260 US Route 11, McGraw, New York regarding the extension of loan funds by the Town's CDBG Program for the total amount of \$12,598.83.

RESOLUTION #164 AUTHORIZE SUPERVISOR TO SIGN THE OWNER-
OCCUPIED LOAN AGREEMENT BETWEEN THE TOWN AND
TOM A. WOOD FOR THE TOWN'S 2011 COMMUNITY
DEVELOPMENT BLOCK GRANT HOUSING
REHABILITATION PROGRAM

Motion by Councilman Leach

Seconded by Councilman Proud

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

BE IT RESOLVED, the Town Board does hereby authorize the Supervisor to sign the Owner-Occupied Loan Agreement between the Town of Cortlandville and Tom A. Wood, 3260 US Route 11, McGraw, New York, for a 100% deferred loan for the 2011 Community Development Block Grant Housing Rehabilitation Program in the amount of \$12,598.83.

Councilman Leach made a motion, seconded by Councilman Proud, to receive and file correspondence from New York State Homes & Community Renewal, dated August 16, 2013, regarding the NYS Community Development Block Grant for Innovative Manufacturing Solutions, Inc. (IMS). All voting aye, the motion was carried.

Councilman Leach commented on the recent flash flood that affected the Town of Cortlandville, and specifically Blodgett Mills. He commended Highway Sup't. Bush and the Town Highway Department for their hard work. He stated that they all went above and beyond to help correct the flooding situation and worked throughout the night and the following day. Councilman Leach apprised the Board that as of today the small park in Blodgett Mills was back up and running.

Councilman Proud apprised the Board that the Land Use Planning Committee was making progress with regard updating the Town's Route 281/Route 13 Land Use & Aquifer Protection Plan. He anticipated that the Board would receive a report from the Committee by mid-September.

Councilman Proud also reported that the Cortland County Soil and Water Conservation District should have a report to the Board by mid-September regarding the Sustainable Yield Analysis of the Town's supply wells.

Councilman Leach reported that the NYS DOT recently paved Route 11 (Homer Avenue) which enhanced the appearance of the Route 11 corridor. Supervisor Tupper added that according to Thoma Development Consultants the State planned to plant trees along the Route 11 corridor, and may also add a bicycle lane when they widen the shoulders of the road.

No further comments or discussion were heard.

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

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Karen Q. Snyder, RMC
Town Clerk
Town of Cortlandville

*Note:

The draft version of this meeting was submitted to the Town Board for their review on August 30, 2013.

The draft version of this meeting was approved as written at the Town Board meeting of _____.