

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, John P. Reynolds
Councilman, Douglas E. Withey
Town Clerk, Kristin Rocco-Petrella, RMC

Others present were: Town Attorney, John Folmer; Highway Sup’t. Glenn Bassett; News Reporters: Robert Creenan from the *Cortland Standard*, and Sharon Stevans from Channel 2, Access TV.

Supervisor Tupper called the meeting to order and welcomed Councilman John Reynolds, Councilman Douglas Withey, Highway Sup’t. Glenn Bassett, and Town Clerk/Tax Collector Kristin Rocco-Petrella to their first meeting of the new year as elected officials for the Town.

Councilman Proud made a motion, seconded by Councilman Testa, to approve the Town Board Minutes of December 6, 2017 as written. All voting aye, the motion was carried.

RESOLUTION #01

ACCEPT 2018 VENDOR LIST FOR THE TOWN HIGHWAY
DEPARTMENT/WATER-SEWER DEPARTMENT

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 accept the 2018 Vendor List submitted by Highway Sup’t. Bassett listing vendors used by the Highway Department and Water-Sewer Department for the year 2018.

RESOLUTION #02

AUTHORIZE PAYMENT OF VOUCHERS - JANUARY

Motion by Councilman Proud
Seconded by Councilman Testa
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 #1-27	
	General Fund A	\$ 138,106.14
	General Fund B	\$ 58,255.72
	Highway Fund DA	\$ 0.00
	Highway Fund DB	\$ 85,884.15
	Saunders Rd Sewer HE	\$ 0.00
	Gutchess Lumber SC Project HG	\$ 0.00
	Sewer Fund SS	\$ 11,799.87
	Water Fund SW	\$ 31,029.26
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 #1-2	
	C’Ville Fire District SF	\$ 0.00
	Trust & Agency TA	\$ 39,862.02
	Expendable Trust TE	\$ 0.00

Supervisor Tupper noted that there were no requests for privilege of the floor.

RESOLUTION #03 ACCEPT AUDIT REPORT FOR THE TOWN CLERK/TAX
COLLECTOR FROM INSERO & CO. CPAs, LLP FOR THE
PERIOD OF JANUARY 1, 2017 TO OCTOBER 31, 2017

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 accept the Audit Report for Town Clerk/Tax Collector Karen Q. Snyder, RMC as prepared by Insero & Co. CPAs, LLP for the period beginning January 1, 2017 and ending October 31, 2017.

Councilman Proud made a motion, seconded by Councilman Withey, to receive and file correspondence dated December 22, 2017 regarding the review of the Town of Cortlandville Justice Court Records & Documents for the year 2016 by Deputy Supervisor Testa. All voting aye, the motion was carried.

RESOLUTION #04 ACCEPT PROCEDURES AND FINDINGS REPORT FROM
PORT, KASHDIN & MCSHERRY FOR THE PERIOD ENDING
DECEMBER 31, 2016 FOR THE TOWN OF CORTLANDVILLE
COURT

Motion by Councilman Proud
Seconded by Councilman Testa

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

BE IT RESOLVED, the procedures and findings report from Port, Kashdin & McSherry for the period ending December 31, 2016 for the Town of Cortlandville Court is hereby accepted and shall be received and filed.

RESOLUTION #05 ACCEPT ANNUAL REPORT OF THE TOWN CLERK

Motion by Councilman Proud
Seconded by Councilman Withey

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

BE IT RESOLVED, the Annual Report of the Town Clerk, as submitted by Town Clerk Karen Q. Snyder, RMC for the year 2017 is hereby accepted, and shall be received and filed.

Councilman Proud made a motion, seconded by Councilman Withey, to receive and file the Town Clerk's Monthly Report of December 2017, as submitted by Town Clerk Karen Q. Snyder, RMC. All voting aye, the motion was carried.

RESOLUTION #06 ACCEPT ANNUAL PAYMENT SUMMARY REPORT OF THE
CODE ENFORCEMENT OFFICER

Motion by Councilman Proud
Seconded by Councilman Testa

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

BE IT RESOLVED, the Annual Payment Summary Report of the Code Enforcement Officer for the year 2017 is hereby accepted, and shall be received and filed.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file correspondence from Charter Communications, dated December 21, 2017 regarding programming services. All voting aye, the motion was carried.

Under new business, Town Clerk Rocco-Petrella announced that Highway Sup.t. Bassett appointed Larry Drach to serve as Deputy Highway Superintendent, effective January 1, 2018 to December 31, 2019. Mr. Drach has been a Town Highway Department employee (HEO) since 2002.

Councilman Withey questioned whether Mr. Drach lived in the Town and if he could be a future successor for the Highway Sup't. position. Councilman Testa indicated that Mr. Drach does not live in the Town.

Town Clerk Rocco-Petrella requested the Board adopt a resolution authorizing them to sign the annual Commercial Crime Coverage Policy for the year 2018, as required.

RESOLUTION #07 AUTHORIZE TOWN BOARD TO SIGN THE COMMERCIAL
CRIME COVERAGE POLICY FOR THE TOWN OF
CORTLANDVILLE

Motion by Councilman Proud

Seconded by Councilman Reynolds

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

ADOPTED

BE IT RESOLVED, the Town Board is hereby authorized and directed to sign the Commercial Crime Coverage Policy for the Town of Cortlandville for the year 2018, agreeing to the coverage for the elected, appointed officials and all other Town employees.

Attorney Folmer reported:

Information Security Policy:

Attorney Folmer apprised the Board he received a Information Security Policy for their consideration from Jack Hess, Cortland County IT Department. The proposed policy, which was modeled after the County's policy, would ensure the Town's computer system was safe from hacking and that the system could be monitored to ensure it was being used in an appropriate fashion. Attorney Folmer would ask Mr. Hess to attend the January 17, 2018 Town Board meeting to discuss the proposed policy. Attorney Folmer provided Town Clerk Rocco-Petrella with a copy of the proposed policy for the Board's review.

Troy & Banks Utility Audit:

Attorney Folmer recalled that Troy & Banks offered to conduct a utility audit for the Town in October 2017. After review, Attorney Folmer realized the Board had not formally authorized the Supervisor to sign the agreement and requested they do so. He explained the agreement and that Troy & Banks would be paid based on the monetary refunds realized. There was a 6-year statute of limitations that bars the Town from going any further back. Troy & Banks conducted a similar audit for the Town in the past.

RESOLUTION #08 AUTHORIZE SUPERVISOR TO SIGN AGREEMENT WITH
TROY & BANKS CONSULTANTS, LLC TO CONDUCT A
UTILITY AUDIT FOR THE TOWN OF CORTLANDVILLE

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 agreement with Troy & Banks Consultants, LLC to conduct a utility audit of the Town of Cortlandville's fuel, natural gas, and electricity service accounts for the purpose of securing refunds, credits and cost reductions resulting from discovery of charges or costs in excess of those permitted or allowed by applicable contracts, tariffs, statutes, rules and regulations and/or from overcharges or billing errors.

2018 Annual Contracts:

Attorney Folmer apprised the Board he reviewed the 2018 annual contracts and found them to be in order, with the exception of the contract between the Town and the Village of McGraw. He explained there was an automatic renewal provision included in the contract that would need to be removed, since the money allocated has changed. Attorney Folmer was in communication with the Village Attorney and the Village Board of Trustees was in agreement with the change to the contract. Attorney Folmer indicated that the 2018 contract was forthcoming and that it would not contain an automatic renewal clause. He would also ensure the 2018 agreement would override and terminate any previous agreement.

Councilman Withey questioned the total dollar amount for the CHA engineering agreement. Supervisor Tupper explained the contract was municipal agreement based on hourly rates. The contract was budgeted for in several different accounts to pay for work completed by CHA.

RESOLUTION #09 APPROVE THE 2018 ANNUAL CONTRACTS

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 approve the annual contracts for 2018, and shall receive and file them as follows:

Cortland Regional Sports Council	\$18,000.00
CHA Municipal Consulting Agreement	\$ *hourly rates
Homer Recreation	\$24,870.00
Lamont Memorial Library	\$27,002.00
SPCA – Cortlandville	\$38,984.00
SPCA – McGraw	\$ 5,000.00
SPCA – Cats Spay/Neuter	\$ 3,500.00

**RESOLUTION #10 ADOPT TOWN OF CORTLANDVILLE
PROCUREMENT POLICY - 2018**

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 adopt the Town of Cortlandville Procurement Policy dated January 3, 2018 for the year 2018.

**RESOLUTION #11 ADOPT POLICY REGARDING THE USE OF TOWN-ISSUED
CREDIT CARDS - 2018**

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 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.

Signature of Employee

Date

Department Head

Date

RESOLUTION #12

**REAPPOINT CHRISTOPHER A. NEWELL TO THE
CORTLANDVILLE PLANNING BOARD**

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 reappoint Christopher A. Newell, 4446 Cosmos Hill Road, Cortland, New York to the Cortlandville Planning Board for a five-year term commencing January 01, 2018 and shall expire December 31, 2022.

RESOLUTION #13

**REAPPOINT DAVID B. PLEW TO THE
CORTLANDVILLE ZONING BOARD OF APPEALS**

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 reappoint David B. Plew, 27 South Street, McGraw, New York to the Cortlandville Zoning Board of Appeals for a five-year term commencing January 01, 2018 and shall expire December 31, 2022.

RESOLUTION #14 REAPPOINT THEODORE V. TESTA AS
DEPUTY TOWN SUPERVISOR

Motion by Councilman Withey
Seconded by Councilman Proud

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

BE IT RESOLVED, the Town Board does hereby reappoint Theodore V. Testa as Deputy Town Supervisor for a two-year term commencing January 01, 2018 and shall expire December 31, 2019.

RESOLUTION #15 REAPPOINT JOHN B. FOLMER AS
TOWN ATTORNEY

Motion by Councilman Proud
Seconded by Councilman Reynolds

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

BE IT RESOLVED, the Town Board does hereby reappoint John B. Folmer as Town Attorney for a two-year term commencing January 01, 2018 and shall expire December 31, 2019.

RESOLUTION #16 APPOINT KRISTIN E. ROCCO-PETRELLA AS
REGISTRAR FOR THE TOWN

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 appoint Kristin E. Rocco-Petrella as Registrar for the Town of Cortlandville for a two-year term commencing January 01, 2018 and shall expire December 31, 2019.

RESOLUTION #17 AUTHORIZE TOWN CLERK/TAX COLLECTOR TO UTILIZE
ELECTRONIC BANKING

Motion by Councilman Testa
Seconded by Councilman Withey

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

BE IT RESOLVED, the Town Board does hereby authorize Town Clerk/Tax Collector Kristin E. Rocco-Petrella to utilize electronic banking for the Town Clerk and Tax Collector bank accounts.

RESOLUTION #18 DESIGNATE THE CORTLAND STANDARD AS
THE OFFICIAL NEWSPAPER FOR THE TOWN
OF CORTLANDVILLE FOR THE YEAR 2018

Motion by Councilman Proud
Seconded by Councilman Withey

VOTES: AYE - Tupper, Testa, Proud, Reynolds, 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 2018.

RESOLUTION #19

DESIGNATION OF DEPOSITORIES FOR
TOWN ACCOUNTS FOR THE YEAR 2018

Motion by Councilman Withey
Seconded by Councilman Proud

VOTES: AYE - Tupper, Testa, Proud, Reynolds, 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; Merchant & Trust Corp. Bank; Tompkins Trust Co.; and First National Bank of Dryden.

RESOLUTION #20

AUTHORIZE TOWN CLERK TO ACCEPT THE
SUPERVISOR'S ANNUAL FINANCIAL REPORT
90 DAYS AFTER THE CLOSE OF 2017

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 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 2017, 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 #21

DELEGATE TOWN BOARD MEMBERS TO AUDIT
2017 RECORDS OF TOWN OFFICIALS

Motion by Councilman Withey
Seconded by Councilman Testa

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

BE IT RESOLVED, the records of Town Officials and Town Employees, for the year 2017, shall be audited by Town Board members by January 17, 2018 as follows:

Supervisor	John C. Proud
Town Clerk/Tax Collector	Theodore V. Testa
Town Justices	Douglas C. Withey
Highway, Water & Sewer	John P. Reynolds

RESOLUTION #22

ACCEPT AGREEMENT OF EXPENDITURES OF
HIGHWAY MONIES FOR THE YEAR OF 2018

Motion by Councilman Withey
Seconded by Councilman Proud

VOTES: AYE - Tupper, Testa, Proud, Reynolds, 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 2018 is hereby accepted and shall be signed by members of the Town Board and Highway Superintendent.

RESOLUTION #23ADOPT THE 2018 SALARY SCHEDULE
FOR THE TOWN OF CORTLANDVILLE

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 adopt the 2018 Salary Schedule for Town of Cortlandville employees and elected/appointed officials.

RESOLUTION #24ADOPT TOWN HIGHWAY DEPARTMENT
SALARY SCHEDULE FOR 2018

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 adopt the Town Highway Department salary schedule for the year 2018 as follows:

	<u>HIGHWAY DEPARTMENT 2018 PAYROLL SCHEDULE</u>					
	HIRING	A	B	C	D	E
Deputy Highway Sup't.	Designated person will have \$2.04/hour added to their current titled job position hourly pay rate.					
Heavy Equipment Mechanic	23.20	23.70	24.20	24.70	25.20	25.70
Heavy Equipment Operator/ with Trailer CDL	22.50	23.25	23.75	24.25	24.75	25.26
Heavy Equipment Operator without Trailer CDL	22.00	22.75	23.25	23.75	24.25	24.86
Automotive Mechanic	21.25	22.50	23.01	23.51	24.02	24.52
Motor Equipment Operator	19.75	21.92	22.52	23.03	23.43	23.74
Laborer	15.50	16.50	17.50	18.50	19.50	20.00
Buildings & Grounds Laborer	15.50	16.50	17.50	18.50	19.50	20.00
Secretary/ Keyboard Specialist	15.50	16.50	17.50	18.00	18.50	19.00
Part-time Summer Laborer	10.40	10.65	10.90	11.15	11.40	11.65
Recreation Director	14.40	14.65	14.90	16.00	17.00	18.00
Asst. Recreation Director	10.40	10.65	10.90	11.15	11.40	11.65
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.)					

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 \$.40 to \$.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 if work improvement and performance are shown.

RESOLUTION #25 AUTHORIZE REQUEST TO REDUCE THE SPEED LIMIT ON
CLINTON STREET A DISTANCE OF 0.54 MILES OUTSIDE
THE VILLAGE OF MCGRAW LINE IN THE TOWN
OF CORTLANDVILLE

Motion by Councilman Proud

Seconded by Councilman Withey

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

ADOPTED

WHEREAS, a request was received from the Town Highway Sup't. to reduce the speed limit to 30 mph on Clinton Street for 0.54 miles (2840 feet) outside the Village of McGraw line, within the Town of Cortlandville, and

WHEREAS, Clinton Street is a very steep hill and residents and children walk along and in the roadway, and

WHEREAS, Clinton Street is a Town road, therefore

BE IT RESOLVED, the Town Board does hereby authorize and direct the request to reduce the speed limit on Clinton Street to 30 mph, a distance of 0.54 miles (2840 feet) outside the Village of McGraw line, within the Town of Cortlandville, be submitted to the NYS DOT for approval, via the Cortland County Highway Superintendent for his input, as required.

RESOLUTION #26 AUTHORIZE REQUEST TO REDUCE THE SPEED LIMIT ON
PENDLETON STREET FROM THE SAUNDERS ROAD
INTERSECTION TO THE AHRENS ROAD INTERSECTION
IN THE TOWN OF CORTLANDVILLE

Motion by Councilman Proud

Seconded by Councilman Withey

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

ADOPTED

WHEREAS, a request was received from the Town Highway Sup't. to reduce the speed limit to 40 mph on Pendleton Street, a distance of 0.50 miles (2675 feet), from the Saunders Road intersection to the Ahrens Road intersection within the Town of Cortlandville, and

WHEREAS, Pendleton Street is a steep hill with sharp curves that have warning speeds of 25 mph; motorists do not slow down enough and go off the roadway; the intersection at Saunders Road is not visible enough for speeding vehicles traveling towards Saunders Road, and

WHEREAS, Pendleton Street is a Town road, therefore

BE IT RESOLVED, the Town Board does hereby authorize and direct the request to reduce the speed limit on Pendleton Street to 40 mph, a distance of 0.50 miles (2675 feet) from the Saunders Road intersection to the Ahrens Road intersection within the Town of Cortlandville, be submitted to the NYS DOT for approval, via the Cortland County Highway Superintendent for his input, as required.

RESOLUTION #27 AUTHORIZE SUPERVISOR TO COMPLETE THE YEAR-END
BUDGET TRANSFERS TO BALANCE THE 2017 ACCOUNTS

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 complete the year-end budget transfers to balance the 2017 accounts, subject to receipt of the specific account details at the January 17, 2018 Town Board meeting.

RESOLUTION #28 AUTHORIZE SUPERVISOR TO SIGN THE AFFIDAVIT
REGARDING THE TOWN'S 2016 COMMUNITY
DEVELOPMENT BLOCK GRANT TOWN-WIDE
REHABILITATION PROGRAM BETWEEN THE TOWN AND
MATTHEW T. & HEATHER L. SHIMER

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 the Supervisor to sign the Affidavit regarding the Town's 2016 Community Development Town-Wide Housing Rehabilitation Program, between the Town of Cortlandville and Matthew T. and Heather L. Shimer, 4074 Kinney Gulf Road, Cortland, New York regarding the extension of loan funds by the Town's CDBG #287HR326-16 Program for the total amount of \$25,772.80.

RESOLUTION #29 AUTHORIZE SUPERVISOR TO ISSUE PAYMENT TO GLENN
D. BASSETT FOR HIS ACCRUED AND UNUSED VACATION
DAYS

Motion by Councilman Testa

Seconded by Councilman Withey

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

ADOPTED

WHEREAS, Town Highway Superintendent Carl Bush did not seek re-election for his term expiring December 31, 2017, and

WHEREAS, Town Highway Department employee Glenn D. Bassett was elected Town Highway Superintendent effective January 1, 2018, and

WHEREAS, due to becoming an elected official, Mr. Bassett terminated his position as Town Highway Department employee effective December 31, 2017, and

WHEREAS, the Town's Personnel Policy allows any full-time employee who terminates their employment, entitlement to the vacation earned the previous year, plus the prorated vacation earned in the calendar year in which their employment terminates, and

WHEREAS, it has been attested that any elected official at the town level is not entitled to the Town's benefits as provided for any full-time employee such as earned vacation time, longevity pay and earned sick days, and

WHEREAS, concluding December 31, 2017, Mr. Bassett had 51.75 hours of accrued unused vacation time, and 160.00 hours of prorated vacation time, for a total of 211.75 vacation hours, therefore

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to issue payment to Glenn D. Bassett for his 211.75 accrued unused vacation hours in the amount of \$5,725.72

Supervisor Tupper apprised the Board he received a report from Councilman Withey at the onset of the meeting. Councilman Withey was representing the Town's interest on the Cortland County Insurance Board regarding workman's compensation. Supervisor Tupper thanked Councilman Withey for volunteering to be on the committee. Mr. Withey explained that the first committee meeting was cancelled and that he would report back to the Board at a later date.

Councilman Proud mentioned that the Water & Sewer quarterly bill was due by January 31, 2018. He explained that the water and sewer rates changed effective with the 4th Quarter billing, which covered usage from October 2017 to December 2017. The new water and sewer rates were listed on the back of the billing statement, along with a statement in red print that read "Attention customers please take notice! New water & sewer rates effective January 1, 2018." He apologized for any confusion customers have had as the statement should have read "... new water and sewer rates effective with the January 1st, 2018 billing." Supervisor Tupper added that because the Town operates on a cash basis, the billing rates increased with the 4th Quarter billing rather than with the 1st Quarter billing, which is payable in April.

No further comments or discussion were heard.

Councilman Proud 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 p.m.

Respectfully submitted,

Kristin E. Rocco-Petrella

Kristin E. Rocco-Petrella, RMC
Town Clerk
Town of Cortlandville

*Note:

The final version of this meeting was submitted to the Town Board for their review on January 17, 2018.

The final version of this meeting was approved as written at the Town Board meeting of February 7, 2018.