



TALK OF THE TOWN

a newsletter from the Town of Cortlandville

Volume IV: Issue 3



[townofcortlandville](https://www.townofcortlandville.org)



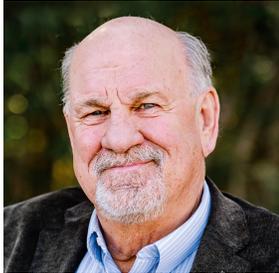
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607-756-6091

Fall 2023

A MESSAGE FROM YOUR TOWN SUPERVISOR



I hope this Fall edition of Talk of the Town finds you well. As the Autumnal Equinox approaches and we see temperatures drop and plant life slowing down, we at the Town are as busy as ever. Just a few things, we are in full swing of the 2024 budget process with the annual Town budget ready for adoption prior to November 20th. We have been working with a Human Resources professional, Sylvia Hall in observing and implementing new processes and procedures in regard to the Town's needs. The Town is also looking into a possible dog park in Cortlandville, details to come. As always, we hope that you find this newsletter informative, and our Town Board welcomes your questions and encourages your involvement in Town affairs.

- Tom Williams

Town Clerk's Office

I hope everyone is enjoying the last days of summer and looking forward to the cool, crisp fall air and all of the fun outdoor activities the new season brings. There are many incredible events going on this fall and winter to take advantage of. I hope to see you out there enjoying each other and all that our greater Cortland community has to offer.

As Town Clerk it is both my privilege and responsibility to connect with you, our residents, and to provide you with updates, insights and important information beneficial to you! As such, here are a few reminders and some helpful information based off of frequently asked questions. As always, please reach out with any questions or concerns! My team and I want to know, how can we help?

Local Events: Are you looking for a fun activity? Check out the calendar of events available online at Experience Cortland: Cortland County Convention & Visitors Bureau. (See *Local Events QR*)

School Tax Bills:

School tax bills were mailed at the end of August. Did you know that there are five school districts in the Town of Cortlandville and that each district has its own school tax collector? While I collect the Cortlandville Town/County property tax bills that are due in January each year, school tax bills are paid to the school districts or to the banks they've identified on the bills. While we love to see our residents this time of year, to save yourself time and avoid being redirected to a different location, please take note of the address listed on your school tax bill when paying in person or by mail.

Address Corrections:

Did you know that the mailing address listed on your school tax bill is the same mailing address for your Town/County property tax bill? If you've noticed an error, please contact the Town Assessor's office to update your information so it can be corrected in time for your property tax bill to be printed and mailed. Please note, the failure to receive your tax bill in the mail does not exclude payment from being due or relieve you from paying interest/penalties. As the collecting officer for property taxes, I have no authority to reduce or waive penalty charges.

Water/Sewer Customers:

Do we have the proper contact information for you on file? Most people have eliminated house phones and are using cell phones as their primary contact number. Also, email may be your preferred method of communication. Please help us update our records and provide cell phone and email addresses. We promise we won't sell your information or fill up your email inbox with junk mail, but we would love to be able to reach you if we notice high water consumption indicative of a potential leak or running toilet. Please take a quick moment to visit the Town's website and fill out the simple online form. (See *Water Info QR*)

Online Bill Pay:

Did you know... you may view and pay the following bills online via our Homepage at cortlandville.org? (Additional fees apply.)

- Town/County Property Tax Bill - select "Pay Tax Bill". Note, you may only view prior payments and receipts at this time. Online bill pay is only available during the collection period from January 1st through May 31st. (See *Pay Tax Bill QR*)
- Water/Sewer Bill (W/S) - select "Pay Water & Sewer Bill". Please have your account number and name exactly as it appears on your billing card. (See *Pay W/S Bill QR*)
- Dog License - select "Online Dog Renewal". (See *Dog License QR*)

Kristin Rocco-Petrella
Town Clerk/Collector



Local Events



Water Info



Pay Tax Bill



Pay W/S Bill



Dog License

On the Ballot this Fall



On August 7, 2023 the Town Board adopted a Resolution subject to Mandatory Referendum to eliminate the position of second Cortlandville Town Justice pursuant to Section 60-a of Town Law. This action provides Cortlandville voters the opportunity to vote on whether or not there should be two Cortlandville Town Justices. To read about the matter further you may reference the Cortlandville Town Board Minutes of February 3, 2013 when the Board restored the second Town Justice position, to more recent discussion on the matter from February 23, 2023 and March 1, 2023. All official Town Board Minutes can be found on the Cortlandville Website, cortlandville.org. Below you will read a response from both the Town Court and Town Supervisor.

The Court Office has strong opinions regarding the vote to remove a Judge position. But as you are aware we have a job to do and respectfully, we do not want, nor can we, get caught up in the political mumble jumble. A good review of what is done in the Court was never made. No questions have been directed to the staff and how this vote will affect the office daily.

Should a vote go forward until this is done?

The Town Attorney has taken a stand on Centralized arraignments that is not based on fact. Yes, arraignments outside of Court hours are done during a time certain to allow the accused the right to be arraigned with counsel. That has no bearing on the case load for the Court. That case is then sent to the Court of origin where it is handled from beginning to end. At least 60% or more of Central Arraignment Process (CAP) arraignments are for the Town of Cortlandville Court. Moreover, CAP arraignments have absolutely no impact on Court revenue.

The Justice System was not put in place to be a financial source of revenue for municipalities. It is to deter crime and to keep people safe in their community. Having two Judges in the Town of Cortlandville has not caused a financial loss to the Town. It has provided the Town with a positive way to conduct justice to the constituents of this community. The State has implemented many new rules and regulations on the Court system that have put an added expense to municipalities. This is where the cost has increased to maintain the Courts in all jurisdictions throughout New York State.

Rescinding the second Judge position will only cause a backup of due process. Cortlandville Court is the 5th busiest Court in the 6th Judicial District. For the past several years Cortlandville Court has handled 25% more criminal cases than all other town and village courts in Cortland County combined. (Cincinnati, Cuyler Freetown, Harford, Homer Lapeer, Marathon, Preble, Scott, Solon, Taylor, Truxton, Virgil, and Willet)

The Town Board has voted to put this up for vote in November. They are leaving it up to the people of the Town. Come to the court during court sessions, speak to the Court Clerks regarding their daily duties. You, the people of the Town of Cortlandville, need to understand what this vote means for your Township and how it will affect you.

Margaret Capps
Chief Court Clerk

I think the best place to start, as usual, would be with the near term history of our Town Court. From 1978 to 2013 there was only one justice appointed/elected to the bench. As we neared 2013 the sitting justice requested the Town Board consider adding another justice to the court primarily because of the excessive amount of after hours (5:00 PM to 9:00 AM) arraignments he was called on to do (some weeks he was called out 2 and 3 times, often in the early morning hours). By adding a justice this changed, actually cutting the number of off-hour arraignments in half.

In 2020 the state approved a new court arraignment program called Central Arraignment Process (CAP) which allowed the county to set up one place (the Sheriff's office) for all off-hours arraignments and allowed for any magistrate in the county to handle these matters on a rotating basis. A system was established removing virtually all of the late night and off hours cases for our justices to manage.

Also, in 2020 the state radically changed the bail process for individuals charged with a crime which also has had a dramatic effect on local courts.

Beyond that, other changes have or will be implemented that are intended to streamline the whole court process including, but not limited to a "traffic diversion program" that is currently in place but not yet used by our town. It basically allows, in most cases, the recipient of a traffic offense citation to have the matter heard in town court or by an agent of the District Attorney's office. This, in towns where it is used, has significantly reduced the amount of time that local court officials spend with each case that comes before it.

So, ten years ago we had one justice who handled all of the town court matters but was "overrun" by the need to come back to court to take care of the late night and other off-hour needs for the local law enforcement agencies. Not now! Through efforts by the state, the whole arraignment system was overhauled with the result being that our court personnel no longer need to be responsible for most odd-hour, call-back cases.

Much of the decision by the board was based on the facts and figures that have come to light over the last few budget preparation cycles. I know that those sorts of things are at times difficult to understand. Because of that, I have asked Dick Tupper, retired Supervisor and Town Financial Advisor and Megan Johnson, Finance Administrator to put together a brief overview of the financial aspects of the Town Court over the last many years.

In reviewing the Court's financial history, it has shown that year after year the expenditures far outweigh the revenue brought in by the Court. The expenditures include salary, contractual, and everyday operating expenses. By far, the largest expense incurred by the Court is their salary line. In the past seven years the Court's expenditures have exceeded the revenue by an average of \$87,420.00 per year.

The board's hope in presenting this information in this way was to give the voters of the town the opportunity to understand the facts of the situation, not rumor and opinion, so as to be able to weigh-in on November 7th and decide the outcome. If you look at it, this is the purest form of living by democratic principals. One issue, one person, one vote.

Granted, this is a "snap-shot" view of the issue and if you need more information please feel free to reach out to me, those mentioned above or any board member.

Tom Williams
Town Supervisor

Historian Corner



In my journey through the Historian files and photographs I found a number of aerial photos of the Town. These were most likely taken by local residents flying over the Town from the Cortland Airport.

This summer I have been working with local resident and photographer Matthew Maniaci to capture some updated aerial photos of the Town. The results have been amazing! Pictured above is just one sample of the number of photos we have captured. The growth of the Town over the last 30 plus years is truly remarkable!

The photos above are of the Cortlandville Crossing Shopping Plaza out on Route 13. Although undated, the top photo must date back to at least the early 80s. You'll notice that Walden Oaks, Walden Place, and Wal-Mart have not been built yet. You will find the Golden Skillet (Jiffy Lube) and The Savings Banks (Applebee's) still standing. The beautiful trees were still lining the entrance to the Shopping Mall where Chapels once was. And, I would even bet that is Grants where the former K-Mart is.

Stay tuned for more before and after aerial photos of the Town coming soon!

And, as always - if you have any photos of places around the Town that you would like to share please stop into Town Hall. We can easily scan them into our system, note who they are from, and return them back to you. Any questions, feel free to reach out to me at historian@cortlandville.org

Nick Alteri
Town Historian

Welcome to the Team:

Keisha Chase joined the Assessor's Office as Clerk on September 5, 2023

Code Office

As the fall approaches, it is a good time to check the batteries of your Carbon Monoxide and Smoke Detectors. If they are 10 year detectors be sure to know when they should be replaced. Testing is always important as detectors can defect and not work properly.

Also, a reminder to keep your property maintained in a clean, sanitary condition. Grass should not grow over 6" without being cut.

Desiree Campbell
Code Department

Highway Department

Roads paved (Approximately 6,000 tons):

- Coventry Lane
- Fairway Heights
- Walden Oaks Blvd
- Walden Pond Lane
- Wellington Drive
- Vernon Drive
- Joseph Street

Roads Oil & Stoned (Approximately 5 miles):

- Hoy Road
- McCloy Road
- Sweeney Road (to Bond Road)

We get the question, "What is the purpose of oil and stone on a road?" This is a cost-efficient method that helps preserve the asphalt by preventing cracks and potholes. It also helps provide a skid resistant surface. After laying down the oil and stone, a roller will help pack it down and then the everyday traffic will continue the process. After a week or two, the gravel that is still loose is swept up. After new asphalt is put down, shoulders and topsoil areas will be done about a month later. This allows time for the blacktop to cure. Heavy equipment needed for this process will cause imprints in the new pavement if done too early. Crews are also patching roads with blacktop to ensure preservation for winter.

Road Parking: To facilitate snow removal and eliminate potential hazards the Town of Cortlandville has a no all night parking ordinance prohibiting parking on all highways within the Town between the hours of 1:00 a.m. and 7:00 a.m. from November 1st to May 1st. Vehicles in violation may be subject to a parking ticket or be towed. The vehicle's owner is responsible for all fees

Larry Drach
Highway Superintendent

A Note from your Legislators

Our County highway department continues to do a lot of great work. Under the leadership of our Superintendent of Highways, Charlie Subrink, the department takes care of not only our Highways, but also the landfill, recycling center, Dwyer Memorial Park, and the airport. By the end of the construction season we'll have upgraded about 20 miles of county roads this year. A lot of high-quality work gets done efficiently in large part due to the excellent cooperation between the county and the municipalities - which of course includes Cortlandville. Charlie is looking into replacing our failing county highway garage utilizing federal Readiness Reserves. Under this program the new building will be built by soldiers that are in training - at a very reduced local cost. The county is continuing to look at a long-term plan for the landfill as we have about 2 years to decide if we will continue to expand and use the landfill, or close it when the existing cells are full in approximately 13 years. As Fall comes upon us remember that it's a beautiful time to get to the County Owned Dwyer Memorial Park. Upgrades continue at the park by both the county and hard working volunteers. Be sure to see the new pier/dock that the Highway Department built to enhance access and enjoyment of Little York Lake. Enjoy the Fall!

Joseph Nauseef - Chris Newell - Eugene Waldbauer
Legislative District 13



- Kathy Smith -
Resident Artist for the
Town of Cortlandville

Her artwork is to be displayed
at the Town Hall
and rotated quarterly.

The piece to the left
is titled Maple King.

Come check out the fall display!



Cortlandville Fire Department Honors Hose 4 Members

Up until January 1st, 1974 there were no fire trucks housed in the Town of Cortlandville. Fire protection was provided by the Homer Fire Department. Fire trucks from Homer's South Main Street Village Firehouse would respond to incidents in the Town. Cortlandville Town Supervisor Frank K. Taylor worked extremely hard to persuade Homer to locate two of their fire trucks in the Town of Cortlandville. When this was achieved the first two trucks were housed in the Cortlandville Water Garage which eventually was torn down to make room for expanding the Town Hall.

Twenty-six residents from the Town of Cortlandville put applications into the Homer Fire Department on November 13th, 1973. Current Allen Drive resident Jack Harvey was one of those applications. Not only was Jack accepted as a member he was named Captain for the newly formed Homer Fire Department Hose Company #4. This company would operate out of the Town's Water Garage extension which was transformed into a second fire station for the Homer Fire Department.

Due to the inexperience of these new members, the more senior members of the Homer Fire Department gave them the name F-Troop. The term "F Troop" as defined in Wikipedia, is from the show F Troop which was a satirical American television sitcom that originally aired from 1965 to 1967 on ABC. This show was a comedy that portrayed the everyday antics of military personnel and their abilities to conjure up schemes.

The members of Hose Company #4 embraced this new moniker making magnets to go on the truck and having patches designed for their uniforms. Unfortunately, on July 14th, 1974 Supervisor Taylor died. On August 6th, 1974, the members of Hose Company #4 felt the need and duty to formally recognize Supervisor Taylor's arduous efforts in their creation by renaming their Company from Hose Company #4 to the Frank K. Taylor Hose Company #4. He provided the very clear vision and drive that eventually led this Hose Company to transition into the Cortlandville Fire District. Unfortunately, Supervisor Taylor's death thwarted him from being able to see his vision of increased fire protection services in the Town of Cortlandville as well as finally becoming their own fire department.

In April of this year, the Homer Fire Department celebrated 150 years of service with a parade on July 22nd, 2023. The Cortlandville Fire Department wanted to honor and recognize our founding members for their sacrifices and willingness to serve in this brand new company. It is because of their dedication and selfless devotion that we are the Cortlandville Fire Department now. A trailer was provided from CNY Farm Supply to create a float honoring these men in the Homer Fire Department 150th Anniversary Parade which they were a part of from 1974 to 1981.

Kevin Whitney
Fire District Chairman



Water & Sewer Department

This summer, with the help of volunteers from the Racker's Center the Water Department spent a great deal of time freshening up the paint on the fire hydrants within the Town. The road salt in the winter months can take a toll on the hydrants and as most vehicle owners know it doesn't take long for salt to leave its mark on any metal. We aim to paint the hydrants every couple of years in a rotation to not only keep them looking their best, but also for safety and visibility. Despite the frequent rain this summer, we were able to give most of the hydrants within the Town a fresh coat of paint.

Brian R. Congdon
Water/Sewer Superintendent

Attention Dog Owners

It's hunting season! You may not realize that a dog chasing a deer is considered a legal violation. Conservation Officers have the authority to destroy any dog found chasing a deer. Protect your "best friend" and know where your dog is during hunting season! Please be sure your dog is wearing its license tag at all times to help identify them if they stray from home. The license tag is an easy way for our Dog Control Officers to identify lost dogs. Replacement dog tags can be purchased from the Town Clerk's Office for a \$4.00 fee.

Yard Debris

Cortlandville residents may bring yard debris to the City DPW located at 19 S. Franklin Street, Cortland to be ground in the tub grinder. Items allowed:

- Brush & Branches (anything over 6 inches in diameter is not considered brush)
- Grass Clippings, Leaves, Twigs & Waste Plants from Gardens (no stones and no plastic bags)
- Please, NO TRASH!

Water Billing

Water Bills will be mailed by September 30, 2023 and are due by October 31, 2023 without penalty.

Dog License Renewals

Dog License Renewals are due by the 15th of the month following the expiration of the license without penalty. Thereafter, a \$5.00 late fee/month will be added. Please note, the rabies vaccination must be valid and not expiring within 30 days of the license renewal date or we will be unable to license the dog.

Access Laserfiche from Cortlandville Website

- Click C'Ville Public Portal on the Homepage
- It will redirect you to the Laserfiche Portal
- If the page prompts you, click Sign Out
- It will then redirect you to a new page
- Be sure that the drop down menu for Repository says CortlandvillePublic
- Once you change the Repository it will autofill the other information
- Click Sign In

Town Board Updates

- The Audit Report of the fiscal affairs of the Town of Cortlandville for the year ending December 31, 2022 was completed by Insero & Co. CPA's LLC and is on file in the Town Clerk's office and can be found on the Town's website under Town Financials.
- 2024 Budget preparation is underway.
- Adopted a resolution, subject to mandatory referendum, to eliminate the position of Second Cortlandville Town Justice pursuant to Section 60-a of Town Law. The proposition will be on the November 2023 General Election ballot for Cortlandville voters to decide.
- The fees established by Local Law No. 4 of 2022 for the registration of vacant residential and commercial properties were amended to \$50.00 and \$100.00 respectively. The application is available on the Town's website under forms and is being mailed by the Code Enforcement Office, who may be contacted with any questions.
- As approved at the 9/2/2023 meeting, the Town is embarking on a recodification project for the Town Code, which was originally done in 1997, and contracted with General Code to accomplish the review and updates.

- Approved the Mutual Road Maintenance Agreement between the Town of Cortlandville and the Town of Homer concerning the maintenance of Bond Road and Hatfield Road.
- Town Supervisor was authorized to create a Dog Park Committee to discuss a potential dog park in the Town.
- Authorized the expenditure of \$157,280.00 from the Highway Equipment Reserve Fund, subject to permissive referendum, for the purchase of a new Volvo Roller on 9/2/2023.
- The Town Board accepted the slate of nominations for the 2023 Town Hall of Fame. More information will be forthcoming.
- Approved Aquifer Protection Permit Applications:
 - Regan Development - 968 Route 13 - Mixed-Use Commercial/Residential Building
 - Triple Cities, LLC - Cook Brothers Truck Parts Co. - 3762, 3772 Route 11 - Warehouse Addition to an existing Commercial Building
 - Cortland Chrysler Dodge Jeep, Inc. - 3878 Route 281 - Construction of a new auto sales and repair facility
 - Cortlandville PV, LLC/RIC New York, LLC - 3023 Route 215 - large scale solar energy system (5,000 mwAC)
- *The Town Board meets the 1st and 3rd Wednesday of every month at 5 p.m. at the Raymond G. Thorpe Municipal Building.*

Parks and Recreation

Where Adventure and Fun Collide

The Town of Cortlandville continues to partner with the City of Cortland Youth Bureau and offer a wide variety of fall parks and recreation opportunities. TGIF - Thank God It's Fall. Visit cortlandyb.recdesk.com and the social media pages @cortlandyouthbureau for a full guide of events, programs and youth sports.

This fall, highlights include Youth Football and Cheerleading, Fun For Tots, Pumpkinfest, Crown City Little League fall ball, Trunk or Treat, Youth Basketball and a special 9/11 Ceremony at Courthouse park to name a few.

Also located in downtown Cortland at 35 Port Watson Street is the newly remodeled Youth Center. The Youth Center offers a huge variety of programs and events for young people. Field Trips, Music Lessons, Cooking Classes, Free Dinners, Table Games, and Tutoring. There are always responsible, caring staff members on the premises to play games with you, help with homework, or connect with service agencies if needed

Fall Pavilion Rentals at Town Parks

Looking for a great place to host a family reunion or special birthday party for a family member? The Town of Cortlandville still has available dates in September and October at Town Park Pavilions. The pavilions are equipped with tables, grills, restrooms, and playgrounds. Visit cortlandville.org to complete a facility request to book your next event.

Gutchess Lumber Fall Tournament Schedule

Sept 1 - Sept 4	Fall Super Select
Sept 8 - Sept 10	PBRT Fall World Series
Sept 15 - Sept 17	Fall Frenzy Tournament
Sept 22 - Sept 24	Junior College Fall Jam
Sept 29 - Oct 1	LY Fall Classic
Oct 6 - Oct 8	PBRT Fall Open
Oct 20 - Oct 22	Northeast College Club Championships



QR Code
Cortland Youth Bureau
Park-a-roo

John McNerney
Parks & Recreation Director

Hunting Season

Hunting licenses for the 2023-24 season are on sale and available at the Town Clerk's office! Don't miss the October 1st deadline to apply for your Deer Management Permits (DMP's). The second round of DMP's are expected to be available (limited areas) after November 1st.

Are you a new hunter, or youth hunter who was gifted a lifetime license? Don't forget to bring your new hunter safety certification to the Town Clerk's office so we can update your account. NYS DEC mails the lifetime licenses/tags directly to you. Please plan ahead to allow time for the license/tags to reach you prior to opening day!

- Regular and Bowhunting Deer Seasons 2023 (Southern Zone):
 - Early Bowhunting: October 1 - November 17
 - Crossbow: November 4 - November 17
 - Regular: (opens Saturday) November 18 - December 10
 - Late Bowhunting: December 11 - 19 and December 26 - January 1
- Muzzleloading Deer Seasons 2023 (Southern Zone):
 - Deer of Either Sex: December 11 - 19 and December 26 - January 1
- Youth Hunt (ages 12-15) - 3 consecutive days beginning on the Saturday of Columbus Day Weekend

Resident Spotlight

The Town would like to recognize Town resident and owner of Royal Motor Co., Joseph "Joe" Reagan for being awarded the 2023 College-Community Appreciation Award by the SUNY Cortland College Foundation. The award recognizes citizens whose efforts have directly benefited SUNY Cortland. Joe was honored for his generosity with both time and money in supporting the local community.



"I believe if you're a businessman in the community, you have a responsibility to give back. You don't just take."

In 2004, Reagan co-founded, with SUNY Cortland President Erik J. Bitterbaum and other local college and community leaders the Cortland Regional Sports Council (CRSC), which has a mission to promote Cortland County for sports-related business, events, competition, and education. Recently, the CRSC was instrumental in the development of the Gutchess Lumber Sports Complex (GLSC), bringing the partnership of Prep Baseball Report to the community.

***words from the 2023 College-Community Appreciate Award Ceremony Program*

Town of Cortlandville
 Raymond G. Thorpe Municipal Bldg
 3577 Terrace Road
 Cortland, NY 13045
 607-756-6091

Town Hall Holiday Schedule

The offices of the Raymond G. Thorpe Municipal Building will be closed for the following holidays:

Columbus Day	October 9, 2023
Election Day	November 7, 2023
Veterans Day 9 (observed)	November 10, 2023
Thanksgiving (observed)	November 22, 2023 (close at 12:00p)
Thanksgiving Day	November 23, 2023
Thanksgiving (observed)	November 24, 2023



Town Dropbox

If you missed us during our regular office hours or find it more convenient, you can use our secure dropbox located curbside at the main entrance.

Election Day

Tuesday, November 7, 2023

The following polling places will be open from 6:00p to 9:00p

- Peter Alteri Municipal Garage - 3587 Terrace Rd.
 - LD11-1 ◦ LD13-5
 - LD11-2 ◦ LD13-6
- Highway Garage - 4765 NYS Route 41
 - LD12-3 ◦ LD12-4

If you have any questions, please reach out to Cortland County Board of Elections at 607-753-5032 or cortland-co.org/182/Elections

TOWN OFFICIALS

Assessor

- David Briggs dbriggs@cortlandville.org

Attorney

- John DelVecchio jdelvecchio@cortlandville.org

Code Enforcement

- Kevin McMahon kmcmahon@cortlandville.org
- Desiree Campbell dcampbell@cortlandville.org

Highway Supt.

- Larry Drach ldrach@cortlandville.org

Historian

- Nick Alteri townhistorian@cortlandville.org

Planning & Zoning

- Bruce Weber bweber@cortlandville.org

Town Clerk/Collector

- Kristin Rocco-Petrella townclerk@cortlandville.org

Town Justice

- Hon. Robert DeMarco
- Hon. MaryBeth Mathey

Water/Sewer Supt.

- Brian Congdon bcongdon@cortlandville.org

Town Hall Hours



Monday - Friday
 9:00 am - 12:00 pm
 1:00 pm - 4:00 pm