

**CORTLANDVILLE TOWN BOARD
AGENDA
AUGUST 7, 2019 - 5:00 P.M.**

Pledge Allegiance to the Flag

A. CALL THE MEETING TO ORDER

B. APPROVE MINUTES

B-1 Town Board Minutes of July 3, 2019

B-2 Receive & file the Zoning Board of Appeals Minutes of July 9, 2019

B-3 Receive & file the Planning Board Minutes of July 9, 2019

B-4 Receive & file the Cortlandville Board of Assessment Review Minutes of 2019

C. PURCHASE ORDERS

D. AUTHORIZATION TO PAY THE BILLS

E. PRIVILEGE OF THE FLOOR

F. REPORTS – (Town Clerk)

F-1 Accept the Cortland County Sheriff's Office Annual Report for 2018 (1 Original filed in the Town Clerk's office)

F-2 Accept the Town's Audit Report for 2018

F-3 Receive & file the Town Justice Monthly Report for June 2019 submitted by Judge Casullo & Judge LeFevre

F-4 Receive & file the Code Enforcement Office Monthly Report for July 2019 submitted by Keven McMahon, CEO

F-5 Receive & file the Supervisor's Monthly Report for July 2019

F-6 Receive & file the Town Clerk's Monthly Report for July 2019

F-7 Receive & file the Cortland Community SPCA Monthly Report for July 2019

F-8 Receive & file Fire & Safety Inspection Report Monthly Report for July 2019

G. COMMUNICATIONS

- G-1 Receive & file the Charter Communication correspondence dated July 18, 2019, regarding programming
- G-2 Receive & file the Charter Communication correspondence dated July 29, 2019, regarding programming

H. OLD BUSINESS

- H-1 Source Water Protection Grant application, per Deputy Supervisor, John Proud

I. NEW BUSINESS

- I-1 Town Clerk
- I-2 Town Attorney
- I-3 Accept the letter of intent to retire from Kathy Wickwire, Cortlandville Planning Board Chairperson, effective September 25, 2019
 - a.) Accept the resignation from David Plew, Cortlandville Zoning Board of Appeals Member, effective July 29, 2019
- I-4 Discuss Cortlandville Comprehensive Plan – Cortlandville’s Vision Chapter 3
- I-5 Review & Amend the Town of Cortlandville revised Building Permit Fee Schedule
- I-6 Authorize the Supervisor to sign the Town of Cortlandville Sewer Agreement with the Town of Homer revised July 11, 2019
- I-7 Acknowledge receiving Notice of Petition for Assessment Review – Walmart Stores East, LP #1781
- I-8 Acknowledge receiving the Small Claims Assessment Review Petition – Christine Xaver & Edward Matlak, 3361 Page Green Road
- I-9 Receive & file the correspondence dated July 24, 2019 from Cortland County Attorney, Karen Howe to the Supervisor of Scott, Kevin Fitch regarding Workers’ Compensation
 - a.) Receive & file the letter dated July 18, 2019 from Supervisor Dick Tupper to Chairman of the Legislature, Kevin Whitney, County Attorney, Karen Howe & Clerk of the Legislature, Eric Mulvihill regarding Workers’ Compensation
 - b.) Receive & file the correspondence dated July 24, 2019 from Cortland County Attorney, Karen Howe to Supervisor Dick Tupper stating they are in receipt of the Town’s letter regarding Worker’s Compensation

- I-10 Adopt the Standard Work Day for Recreation Attendants
 - a.) Adopt the Standard Work Day for Appointed Planning Board Member Laird Updyke
- I-11 Receive, file & discuss the correspondence dated July 31, 2019 from NYS DEC regarding Route 13 Rocks, LLC resubmission of Mining Permit for review & comments (1 original packet with maps file in the Town Clerk's Office)
- I-12 Authorize the Budget Officer to amend the 2019 Budget
- I-13 Discussion regarding the correspondence dated July 30, 2019 from NYS Department of Public Service regarding NYSEG request approval from the NYS Department of Public Service for proposed increases in Electric & Gas rates effective April 2020. The public is welcome to comment per the attached (copies are on the table by the Agendas)
- I-14 Authorize the Supervisor to sign the Agreement with Onix Networking Government Corporation regarding the Town's email account

J. ADJOURN

B-4

TOWN OF CORTLANDVILLE
3577 TERRACE ROAD
CORTLAND, NEW YORK 13045
DAVID BRIGGS, ASSESSOR

**TOWN OF CORTLANDVILLE
BOARD OF ASSESSMENT REVIEW MINUTES 2019**

The meeting was called to order at 4:02 p.m. on May 29th 2019, at Town Hall, 3577 Terrace Road. Cortland, New York.

Members Present: Gregory Robinson, BAR Chairman
Lou Clauson, BAR Member
John Diescher, BAR Member

The Board of Assessment Review swore in David Briggs, Assessor. Gregory Robinson was selected as Chairman.

APPEARING:

True & Living House of Prayer, Nathaniel Pittman
Tax Map Number 88.15-01-40.000
Tentative Assessment: \$30,000
Requested 2019 Assessment: Approval of Exemption

Property is a church located on 3 West Main St in the Village of McGraw. The church hasn't held services in a few years and was tax exempt. The exemption was removed. Property owner would like tax exempt status approved.

Board's decision: Deny exemption. All members concurred.

2) John & Noreen Barden
Tax Map Number 85.00-07-19.000
Tentative Assessment \$106,600
Requested 2019 Assessment: \$5,000

Property is a single family home on 1.19 acres located at 925 Blue Creek Rd, owners live on second home on property, owner say the

house is in very bad shape and are going to tear it down, and would like the assessment to be \$5,000

Board's decision: Reduce the 2019 total assessment. Final assessment **\$16,000** All members concurred.

- 3) Robert & James Lucas
Tax Map Number: 105.00-04-05.200
Tentative Assessment: \$229,000
Requested 2019 Assessment: \$108,000

Property is a 61.86 acre reclaimed gravel bed at 638 Route 13.

Board's decision: No reduction in the 2019 total assessment. Final assessment **\$229,000** All members concurred

MEETING ADJOURNED 6:00 PM

MEETING RECONVENED 7:01 PM John Diescher attended

- 4) Eric Sears, Pamela Cullip, Realtor
Tax Map Number: 98.07-01-09.200
Tentative Assessment: \$212,000
Requested 2019 Assessment \$175,000

Property is a single family home located on 65 South St, in the Village of McGraw, that was recently purchased for \$230,000.

Board's decision: No reduction in the 2019 total assessment. Final assessment **\$212,000** All members concurred.

- 5) Christine Xaver & Edward Matlak
Tax Map Number: 96.00-10-09.000
Tentative Assessment: \$388,800
Requested 2019 Assessment: \$152,000

Property is a 4367 square foot Colonial including 1,400 square feet finished over garage with bedrooms, located at 3361 Page Green Rd. Owner feels

they should be assessed at 38 percent value, with the assessment being \$152,000.

Board's decision – No reduction in the 2019 total assessment. Final assessment is **\$388,800** all members concurred

- 6) Gregory Gallow
Tax Map Number: 85.19-01-08.100
Tentative Assessment: \$113,000.
Requested 2019 Assessment: \$103,100

Property is a single family home located at 3892 Highland Rd. Owner recently purchased the property for \$148,000, owner feels the assessment should be \$103,100.

Board's decision – No reduction in the 2019 total assessment. Final assessment is **\$113,000** all members concurred

- 7) Sky Hospitality LLC
Tax Map Number: 105.00-03-08.000
Tentative Assessment: \$2,700,000
Requested 2019 Assessment: \$2,000,000

Property is a 69 room Hotel located at 3175 Finger Lakes Drive, off Route 13. Owner believes assessment should be \$2,000,000.

Board's decision: reduce the 2019 total assessment. Final assessment **\$2,500,000** All members concurred.

- 8) Wal-Mart Real Estate Trust # 1781
Tax Map Number: 105.00-02-07.000
Tentative Assessment: \$13,300,000
Requested 2019 Assessment: \$1,400,000

This Complaint was mailed to the Assessor's office and no one appeared. The property is a retail store located at 819 Bennie Rd Cortland. No additional documentation was provided.

Board's decision – No reduction in the 2019 total assessment. Final assessment is **\$13,300,000** all members concurred.

STIPULATIONS

- 9) Roy Schoener
Tax Map Number: 95.15-03-16.000
Tentative Assessment: \$50,100

Property is located at 745 Lime Hollow Rd. Mr. Schoener meet with David Briggs, Assessor and it was discussed that the home is falling in and no longer habitable they agreed to a 2019 final assessment of \$23,600.

- 10) Elm Tree Realty
Tax Map Number: 105.00-01-41.000
Stipulated 2019 Assessment: \$174,500

This property is vacant land belonging to Elm Tree Golf Course, located on Route 13.

- 11) John Del Vecchio
Tax Map Number: 76.00-02-03.000
Stipulated 2019 Assessment: \$252,500

This property is a single family home at 4446 Raphael Drive and is in the process of being built.

- 12) Justine Hotaling
Tax May Number: 87.13-01-35.000
Stipulated 2019 Assessment: \$50,700

This property is a single family home located at 1372 East River Rd, the property had an old barn on it that was torn down, property

owner brought in picture showing the barn being gone. Dave agreed to lower the 2019 final assessment to \$48,200

Two corrections were submitted to the board for their review,
All were approved

MEETING ADJOURNED 9:00 PM

F-7

Town of Cortlandville-Including Village of McGraw
 Monthly Report • July 2019

Dogs Impounded	2
Citizen	0
CCSD	2
SPCA	0
OS	0

Dispositions	2
Redeemed	0
Adopted	1
Euthanized	0
DOA	0
Still at Shelter	1
Transferred	0

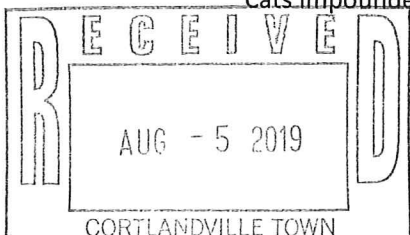
Complaints This Month 19

Dog Control:	
Dog at Large	3
Unlicensed	0
Unvaccinated	0
Dog Nuisance	0
Harass/Barking/Loud	2
Unable to Care for Dog	0
Animal Cruelty:	
Dog/Cat Abandonment	2
Dog/Cat Abuse	2
Dog/Cat Neglect	1
Dog/Cat Sick or Injured	1
Loose Farm Animal	0
Animal Neglect/Cruelty	1
Inappropriate Shelter	0
Hot/Cold Vehicle	7
Dispositions:	
Compliance Order	0
No Violation	1
Completed	9
Unable to Locate	2
Animal Picked Up	1
Returned to Owner	0
Pending Investigation	3
Charges/Arrest	3

YTD: 83
 Animal Control:
 Injured Wildlife: 0

Tickets Issued:		
Ticket #	App Date	Offense
324	7/15/2019	Dog Harass
325	7/15/2019	DAL
335	7/15/2019	Hot Car
339	7/15/2019	Hot Car

Tickets Issued:	4	Tickets Issued YTD:	15
Dogs Impounded this month:	2	Dogs Impounded YTD:	24
Cats Impounded this month:	2	Cats Impounded YTD:	56



Charter

COMMUNICATIONS

July 19, 2019

Re: Charter Communications – Upcoming Change

Dear Municipal Official:

Charter Communications (“Charter”), locally known as Spectrum, was recently informed of the following programming changes in the channel lineup serving your community:

On or around August 7, 2019, Jewelry TV HD will be added to SPP Basic HD and Broadcast TV HD.

On or around August 21, 2019, EVINE channel located on Spectrum Basic/Starter TV will be rebranded to ShopHQ.

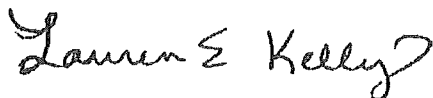
On or around August 21, 2019, GEM HD will be added to Expanded Basic/Standard Tier.

On or around August 21, 2019, Shop Zeal 7 will be rebranded to FETV (Family Entertainment Television) on Expanded Basic/Standard Tier.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have any questions about this change, please feel free to contact me at 585-340-8188 or via email at lauren.kelly@charter.com.

Sincerely,



Lauren E. Kelly
Director, Government Affairs – Finger Lakes
Charter Communications

RECEIVED JUL 30 2019

G-2



July 29, 2019

Re: Charter Communications – Upcoming Change

Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, was recently informed of the following programming changes in the channel lineup serving your community:

On or around August 2, 2019, Telemundo will be added to SPP Latino View on channel 803.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have any questions about this change, please feel free to contact me at 585-340-8188 or via email at lauren.kelly@charter.com.

Sincerely,

A handwritten signature in cursive script that reads "Lauren E. Kelly".

Lauren E. Kelly
Director, Government Affairs – Finger Lakes
Charter Communications

100 Town Centre Dr. Suite 100
Rochester, NY 14623



**CORTLAND COUNTY ATTORNEY
KAREN L. HOWE**

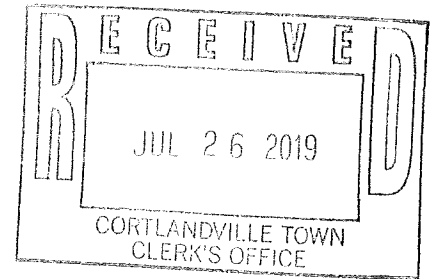
CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045

TEL: 607-753-5095

FAX: 607-756-3489

David Hartnett
Chief Assistant County Attorney

Wendy Franklin
Assistant County Attorney



Sherry Davenport
Paralegal

Maria Adsit
Confidential Secretary

Deborah Burton
Keyboard Specialist

July 24, 2019

Hon. Kevin Fitch
Supervisor, Town of Scott
6689 NYS Route 41
Homer, New York 13077

Re: Town of Scott
Workers' Compensation

Dear Supervisor Fitch:

Cortland County is in receipt of your letter dated July 24, 2019, indicating the Town of Scott is reserving its right to terminate its workers' compensation policy with New York State Mutual. Please be advised that pursuant to Local Law 9 of 2016, Section 4, "Any participant in the plan may withdraw therefrom at the beginning of the next ensuing calendar year by filing with the Clerk of the County Legislature on or before the 31st day of July of any year, a certified copy of a resolution of its governing body electing to withdraw from the plan . . ."

We appreciate your cooperation and assistance in following the requirements of the Local Law, as you determine what is in the best interests of the Town of Cortlandville. This in turn will assist the remaining participants in their endeavors to properly allocate and budget regarding the plan.

Additionally, your request for Loss Runs will be submitted and the information forwarded to you upon our receipt of same.

Finally, Cortland County has indicated that for those members still in the plan after the above July 31st deadline, the County will participate with the municipalities in discussions involving amendments to Local Law 9 of 2016 as well as any other concerns regarding the Workers' Compensation plan. We are hopeful that municipalities will follow the mandates of the current Local Law and if leaving the plan file their certified copy of the resolution withdrawing from the plan with the Clerk of the County Legislature on or before July 31, 2019 to ensure fairness to all of the plans participants.

Should you have any questions please let us know. Thank you in advance for your assistance in this matter.

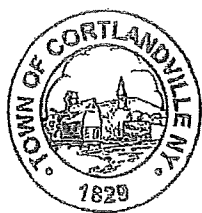
Sincerely,



Karen L. Howe
County Attorney

cc: Kevin Whitney, Chair of the Legislature
Eric Mulvihill, Clerk of the Legislature
Town of Cincinnatus
City of Cortland
Town of Cortlandville ✓
Town of Cuyler
Town of Freetown
Town of Harford
Town of Homer
Town of Lapeer
Town of Marathon
Village of Marathon
Village of McGraw
Town of Preble
Town of Solon
Town of Taylor
Town of Truxton
Town of Virgil
Town of Willet

1-9a



**TOWN OF CORTLANDVILLE
THE RAYMOND G. THORPE MUNICIPAL BUILDING**

3577 Terrace Rd.
Cortland, New York 13045
Phone (607) 756-6091
Fax (607) 758-7922
TDD 1-800-662-1220

Supervisor

Richard C. Tupper

Attorney

John A. DelVecchio

Town Board Members

John Proud, Deputy Supervisor
Ted Testa
Douglas E. Withey
Randy Ross

Confidential Secretary

Patty O'Mara

July 18, 2019

Hon. Kevin Whitney
60 Central Avenue
Cortland, NY 13045

Hon. Karen Howe
60 Central Avenue
Cortland, NY 13045

Hon. Eric Mulvihill
60 Central Avenue
Cortland, NY 13045

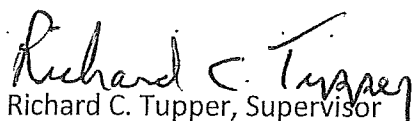
Re: Workers' Compensation

Dear Hon. Whitney, Hon. Howe, Hon. Mulvihill;

The intent of this letter is to reserve the Town of Cortlandville's right to terminate our workers' compensation policy with New York State Municipal effective January 1, 2020. The purpose of this letter is not to terminate coverage, but to give the Town of Cortlandville an opportunity to explore our options regarding workers' compensation. Please confirm our request.

If you should have any questions, please feel free to contact me at the above phone number or email at supervisor1@cortlandville.org

Sincerely,


Richard C. Tupper, Supervisor

*The Town of Cortlandville is an equal opportunity provider and employer.
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form or letter in the form. Send your complete complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.*

1-96



CORTLAND COUNTY ATTORNEY

KAREN L. HOWE

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045

TEL: 607-753-5095

FAX: 607-756-3489

David Hartnett
Chief Assistant County Attorney

Wendy Franklin
Assistant County Attorney

Sherry Davenport
Paralegal

Maria Adsit
Confidential Secretary

Deborah Burton
Keyboard Specialist

July 24, 2019

Hon. Richard C. Tupper
Supervisor, Town of Cortlandville
The Raymond G. Thorpe Municipal Building
3577 Terrace Road
Cortland, New York 13045

Re: Town of Cortlandville
Workers' Compensation

Dear Supervisor Tupper:

Cortland County is in receipt of your letter dated July 18, 2019, indicating the Town of Cortlandville is reserving its right to terminate its workers' compensation policy with New York State Mutual. Please be advised that pursuant to Local Law 9 of 2016, Section 4, "Any participant in the plan may withdraw therefrom at the beginning of the next ensuing calendar year by filing with the Clerk of the County Legislature on or before the 31st day of July of any year, a certified copy of a resolution of its governing body electing to withdraw from the plan . . ."

We appreciate your cooperation and assistance in following the requirements of the Local Law, as you determine what is in the best interests of the Town of Cortlandville. This in turn will assist the remaining participants in their endeavors to properly allocate and budget regarding the plan.

Should you have any questions please let us know. Thank you in advance for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Karen L. Howe".

Karen L. Howe
County Attorney

cc: Kevin Whitney, Chair of the Legislature

Eric Mulvihill, Clerk of the Legislature
Town of Cincinnatus
City of Cortland
Town of Cuyler
Town of Freetown
Town of Harford
Town of Homer
Town of Lapeer
Town of Marathon
Village of Marathon
Village of McGraw
Town of Preble
Town of Scott
Town of Solon
Town of Taylor
Town of Truxton
Town of Virgil
Town of Willet

RECEIVED AUG 01 2019



**Department of
Public Service**

1-13

Public Service Commission
John B. Rhodes
Chair and
Chief Executive Officer

Diane X. Burman
James S. Alesi
Tracey A. Edwards
John B. Howard
Commissioners

Thomas Congdon
Deputy Chair and
Executive Deputy

John J. Sipos
Acting General Counsel

Kathleen H. Burgess
Secretary

Office Locations

3 Empire State Plaza, Albany, NY 12223-1350
90 Church Street, 4th Floor, New York, NY 10007-2929
295 Main Street, Suite 1050, Buffalo, NY 14203-2508
125 East Bethpage Road, Plainview, NY 11803

www.dps.ny.gov

July 30, 2019

Dear Community Leader/Elected Official:

In May 2019, New York State Electric & Gas Corporation (NYSEG) and Rochester Gas and Electric Corporation (RG&E) requested that the New York State Public Service Commission (Commission) approve proposed increases in their electric and gas rates to take effect in April 2020. NYSEG and RG&E (collectively, the Companies) serve approximately 1,786,000 customers in 46 counties in upstate and western New York.

I am writing to inform you that the Commission has scheduled public statement hearings to gather public input on Companies' proposal. The hearings are open to the public who wish to participate and comment. The public comments received at these hearings will be considered by the Commission in deciding this case. The enclosed fact sheet provides detailed information on how to participate in the public statement hearings as well as the available options to submit comments on the proceedings.

I would appreciate your assistance with informing your constituents about the public statement hearings and encouraging them to provide comments. It is the Commission's intent to facilitate and encourage active and meaningful participation throughout all of its proceedings. We hope you will consider joining us at one of these hearings.

Sincerely,

John B. Auricchio
Acting Director
Office of Consumer Services

Enc.



Public Service Commission

Factsheet and Notice of Public Hearings

New York State Electric & Gas/Rochester Gas and Electric Proposed Rate Request

In May 2019, New York State Electric & Gas Corporation (NYSEG) and Rochester Gas and Electric Corporation (RG&E) requested that the New York State Public Service Commission (Commission) approve proposed increases in their electric and gas rates to take effect in April 2020. NYSEG and RG&E (collectively, the Companies) serve approximately 1,786,000 customers in 46 counties in upstate and western New York.

New York State Department of Public Service (DPS) Staff is in the process of evaluating whether - or to what extent - a rate increase is justified. DPS Staff represents the public interest in these proceedings and evaluates such requests with the goal of ensuring safe and reliable service at just and reasonable rates. Review of the filings is also underway by other parties to these proceedings. The information contained below does not reflect DPS Staff's ongoing evaluation of the proposals.

The Commission is seeking public comment on the Companies' proposed increases to electric and gas delivery rates. A series of public statement hearings will be held in August 2019 in the Companies' service territories. Details regarding the hearings and other ways to comment on the proposals can be found in the Public Involvement section of this factsheet.

Summary of the Rate Case

According to the filings, RG&E's electric rate proposal is driven by increases in operating expenses and infrastructure investments, while NYSEG's proposal is driven by increased costs associated with expanded vegetation management. The gas delivery rate increases at the Companies are primarily associated with infrastructure investments and increases to operation and maintenance expenses.

Proposed Rates:

An electric or gas bill consists of two parts: a supply charge and a delivery charge. Through the *supply* charge, the utility recovers the cost of the electric or gas commodity. The cost of the commodity is determined by the competitive market place and is not set by the Commission or the utility. Through the *delivery* charge, the utility recovers the cost to transport electricity or gas to customers through the utility's delivery system. The delivery charge is regulated by the Commission.

NYSEG:

Under NYSEG's proposal, annual electric delivery rates would increase by \$156.7 million (20.4% on base delivery revenues and 10.4% in total revenues) and annual gas delivery rates would increase by \$6.3 million (3% in gas delivery revenues and 1.4% in total revenues). NYSEG projects that the average residential monthly electric bill will increase by \$10.20 (or 13.5% on the total bill). The average monthly residential gas bill will increase by \$1.03 (or 0.9% on the total bill).

NYSEG 19-E-0378
RG&E 19-G-0379

RG&E:

RG&E requests an annual electric rate increase of \$31.7 million (7.0% on base delivery revenues and 4.1% in total revenues) and an annual gas rate increase of \$5.8 million (3.3% on base delivery revenues and 1.4% in total revenues). RG&E projects that the average monthly residential electric bill will increase by \$2.76 (or 2.9% on the total bill). The average monthly residential gas bill will increase by \$1.66 (or 2.3% on the total bill).

The actual bill impacts for NYSEG and RG&E customers will vary by customer class based upon revenue allocations and rate design.

Major Rate Case Components:

- **Vegetation Management:** NYSEG is proposing to move to a full-cycle distribution vegetation management program. According to the Company, implementing this program would reduce the number of tree-related outages and provide for faster storm restoration.
- **Outside Services and Incremental Maintenance Expenses:** The Companies are proposing several new initiatives, including programs related to inspection and maintenance technologies, transformer monitoring and bushing replacement, and maintenance at Fossil and Hydro facilities.
- **Leak Prone Pipe Replacement:** The Companies plan to replace 30 miles of pipe per year. The program will reduce leaks and risks to the distribution system.
- **Resiliency and Emergency Preparedness:** The Companies developed a Resiliency Plan as a requirement of the 2018 DPS Staff Storm Report (Case 19-M-0285). The plan includes Enhanced Vegetation Management, transmission line upgrades, pole replacements, installation of tree wire and topology improvements.
- **Heat Pump Adoption:** The Companies are proposing to accelerate residential heat pump adoption starting in 2019 in order to achieve their share of the Statewide 5 Btu heat pump goal for 2020-2025.
- **Electric Vehicles (EV):** The Companies are proposing an EV program with charging infrastructure, EV load integration and customer engagement. The Companies are also implementing three EV-related pilots and demonstration projects – two at NYSEG and one at RG&E.
- **Low Income Programs:** The Companies propose to increase the Bill Reduction program based on greater customer participation, which will be offset by elimination of the Arrears Forgiveness program.
- **Walk-In Office Closures:** The Companies propose to close 15 of their 18 walk-in offices due to decreasing levels of transactions at these locations.

The full text of the rate cases may be viewed online at DPS's www.dps.ny.gov website. From the homepage, click on "Search," and enter any of the case numbers (NYSEG electric: 19-E-0378, NYSEG gas: 19-G-0379, RG&E electric: 19-E-0380 or RG&E gas: 19-G-0381) in the "Search by Case Number" field.

PUBLIC INVOLVEMENT

The Commission strongly believes that obtaining public input is a critical component of the rate-setting process. Stakeholders, such as consumers, government agencies and officials, public interest and environmental groups, and industry representatives, are invited to participate in the process, review the proposals, and submit comments.

An Administrative Law Judge (ALJ) will preside over the gathering of public comments and all evidence relating to the rate requests. The Commission must consider a utility's proposal and may adopt or reject it in whole or in part or modify it by adopting changes proposed by participating parties, the public or the Commission.

There are several ways to participate in the rate case review process, including:

- **Become a Party:** Some individuals or groups participate in rate cases by becoming a party in the case. Becoming a party to a case enables an individual or group to contribute to the development of a complete record by conducting discovery, submitting testimony, briefs, or other formal written comments, and participating in evidentiary hearings, procedural conferences and other formal events conducted in the case.

Interested groups or individuals can submit a request for party status online through the Commission's www.dps.ny.gov website by searching for the case numbers and clicking the "Request for Party Status" link at the top of the case page. Alternatively, a request form may be downloaded from the website or obtained by calling 518-474-4520 or by writing to the NYS Public Service Commission, Three Empire State Plaza, Albany, NY 12223. The requestor will be provisionally given party status, subject to the right of other parties to object and subject to the determination of the Administrative Law Judge.

- **Join the Service List:** Interested persons who wish to monitor the proceedings of a particular case may do so without the formal commitment to become a party to the proceeding. The persons who subscribe to the service list of a case will receive an e-mail with a direct link to the documents issued by the Commission, such as orders, notices, and rulings. Persons unable or unwilling to receive such electronic notification will receive hard copies of Commission-issued documents by regular mail.

To register online, visit the Commission's www.dps.ny.gov website, search for the rate case numbers and click on the "Subscribe to Service List" link at the top of the page. A "Service List and Mail Service List Request Form" may be downloaded from the site and the completed form sent by e-mail to Hon. Kathleen H. Burgess, Secretary at secretary@dps.ny.gov or by mail to: Secretary, Public Service Commission, Three Empire State Plaza, Albany, NY 12223-1350.

- **Monitor the Case on the Commission Website:** Interested persons who choose not to sign up to receive e-mail notifications may view the Commission's website at their convenience to check on the status of a case. All documents filed by parties, correspondence, hearing transcripts, and Commission issued documents in a given case are posted on the website. All comments submitted by the public are posted under the "public comments" tab for the case.

➤ **Provide Comments:** All comments may be submitted through the methods below:

- **Via Public Statement Hearings:** The Commission will hold hearings in the Companies' service territories. Each hearing will be preceded by an informational forum where a NYSEG/RGE representative will provide an overview of the Companies' proposals and an Administrative Law Judge will explain the rate case process pursuant to the Public Service Law and how individuals can participate. It is not necessary to make an appointment in advance or present written material in order to speak at the hearing.*

Date	Location	Time
Tuesday, August 6	City of Rochester City Council Chambers 30 Church Street Rochester, NY 14614	Information Forum – 1:30 pm
		Public Statement Hearing – 2:30 pm
Wednesday, August 14	Keene Valley Public Library 1796 NYS Route 73 Keene Valley, NY 12943	Information Forum – 1:00 pm
		Public Statement Hearing – 2:00 pm
Thursday, August 15	Tompkins County Public Library Borg Warner Room 101 E. Green Street Ithaca, NY 14850	Information Forum – 1:00 pm
		Public Statement Hearing – 2:00 pm
Thursday, August 15	Binghamton City Hall Council Chambers 38 Hawley Street Binghamton, NY 13901	Information Forum – 5:00 pm
		Public Statement Hearing – 6:00 pm

- **Via the Department's Website:** Comments may also be entered directly into the case by locating the case via the home page of the Commission's website, www.dps.ny.gov, by clicking on "Search," and entering the associated case number (19-E-0378, 19-G-0379, 19-E-0380 or 19-G-0381) in the "Search by Case Number" field. After clicking to open the case, enter comments in the "Post Comments" section located at the top of the page.
- **Via Mail/E-Mail:** Submit comments electronically to Kathleen H. Burgess, Secretary, at secretary@dps.ny.gov or by mail or delivery to Secretary Burgess at the Department of Public Service, Three Empire State Plaza, Albany, New York 12223-1350. Comments delivered in these manners should reference "NYSEG and RG&E Rate Cases (19-E-0378/19-G-0379 and 19-E-0380/19-G-0381)".
- **Via Toll-Free Opinion Line:** Individuals may choose to submit comments by calling the Commission's toll-free Opinion Line at 1-800-335-2120. This line is set up to receive in-state calls 24-hours a day. Comments received via the Opinion Line are not transcribed, but a summary is provided to the Commission for their consideration.

Comments will be accepted at any point while this proceeding is pending but are requested by **August 26, 2019** to ensure full consideration. All comments will become part of the record considered by the Commission.

*Disabled persons requiring special accommodations should call the Department of Public Service Human Resources Management Office at 518-474-2520 as soon as possible. TDD users may request a sign language interpreter by placing a call through the New York Relay Service at 711. Individuals with difficulty reading or understanding English are encouraged to call DPS at 1-800-342-3377 for free language assistance services.