

**TOWN BOARD
AGENDA
FEBRUARY 05, 2020 - 5:00 P.M.**

Pledge Allegiance to the Flag

A. CALL THE MEETING TO ORDER

B. APPROVE MINUTES

- B-1 Receive & file the Cortlandville Planning Board Minutes of December 3, 2019
- B-2 Receive & file the Cortlandville Zoning Board of Appeals Minutes of December 3, 2019
- B-3 Receive & file the Cortlandville Planning Board Minutes of January 7, 2020
- B-4 Special Town Board Minutes of December 30, 2019

C. PURCHASE ORDERS

D. AUTHORIZATION TO PAY THE BILLS

E. PRIVILEGE OF THE FLOOR

F. REPORT

- F-1 Receive & file the Monthly Reports of the Water & Sewer Department for November & December 2019
- F-2 Receive & file the corrected Monthly Report of the Supervisor for December 2019
- F-3 Receive & file the Monthly Report of the Code Enforcement Office for January 2020
- F-4 Receive & file the Monthly Report of the Fire & Safety Inspections for January 2020
- F-5 Receive & file the Monthly Report of the Town Clerk for January 2020

G. COMMUNICATIONS

H. OLD BUSINESS

I. NEW BUSINESS

- I-1 Town Attorney
- I-2 Town Clerk
- I-3 Town Supervisor
- I-4 Authorization for the Town to participate in the County-wide Hazard Mitigation Plan (HMP) for a five-year regulatory plan. Per Federal regulations, all local governments must have a FEMA approved HMP in order to be eligible to apply for and receive Federal Mitigation Grant funding
- I-5 Authorize the Supervisor to sign the Discharge of Mortgage for Betty J. Fisk regarding the Town-wide Housing Grant Program (CDBG) 2009
- I-6 Receive & file the Draft Town Comprehensive Plan dated December 2019
- I-7 Authorization to amend the 2020 Budget within the Water Fund
- I-8 Authorization to amend the 2020 Budget within the General Fund – Town Wide –GFA
- I-9 Receive & file the correspondence dated January 14, 2020 from the Cortland County Board of Election regarding Primary & General Election dates & times to use the Raymond G. Thorpe Municipal & the Cortlandville Water & Sewer Garage
- I-10 Receive & file the correspondence dated January 22, 2020 from Sharon Stevans, City of Cortland Cable Commission that was sent to the Executive Vice-President of Governmental Affairs for Charter Communications regarding information the Cable Commission is requesting
- I-11 Authorize the Supervisor to sign the correspondence to Denise Cannon, NYS Home & Community Renewal regarding Type II Action of the Town-wide Housing Rehabilitation Grant Program (CDBG) # 287HR323-19

J. ADJOURN



1-4

**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

Tom Williams

Attorney

John A. DelVecchio

Town Board Members

Jay Cobb, Deputy Supervisor
Jeff Guido, Deputy Supervisor
Ted Testa
Douglas E. Withey

Confidential Secretary

Patty O'Mara

February 5, 2020

Courtney Metcalf, Deputy Director
Emergency Response and Communications
54 Greenbush Street, Suite 201
Cortland, NY 13045

Subject: Cortland County Multi-Jurisdictional All-Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Town of Cortlandville

Dear Ms. Metcalf:

This is to confirm that the Town of Cortlandville is committed to participating in the Cortland County Multi-Jurisdictional All-Hazard Mitigation Plan (HMP) update project. By way of this letter, the Town of Cortlandville:

1. Authorizes the Cortland County Department of Emergency Response and Communications Division of Emergency Management and the Cortland County Hazard Mitigation Steering Committee ("Steering Committee"), to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of municipal participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this "Authorization and Acknowledgement" letter to the Cortland County Department of Emergency Response and Communications Division of Emergency Management, attention: Courtney Metcalf.
 - Identify municipal representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.

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.

- Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at municipal Planning Committee meetings (~ 3 meetings over 6-8 months, including a Kick-Off Meeting and a Mitigation Strategy Workshop).
 - Provide data and information about your community as requested by the Steering Committee or the contract consultant, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions.
 - Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on your municipal website with links to a County project website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area
 - Supporting outreach to National Flood Insurance Program (NFIP) Repetitive Loss and Severe Repetitive Loss property owners in your community.
 - Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Completing data and information collection survey forms in a timely manner.
 - Identify specific mitigation actions to address each of the natural hazards posing significant [or high or medium] risk to your community.
 - Involve your local NFIP Floodplain Administrator in the planning process.
 - Review draft Plan sections when requested and provide comment and input as appropriate.
 - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
 - Periodically provide the Steering Committee with reports of municipal staff and volunteer labor spent on the planning process.
3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring municipal representation at municipal Planning Committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary POC: Tom Williams	Position/Department: Supervisor
Phone Number: 607-756-6091	Email Address: tawilliams@cortlandville.org

Alternate/Secondary POC: Doug Withey	Position/Department: Town Board Member
Phone Number: 607-345-0016	Email Address: dwithey@cortlandville.org

4. Our designated local Floodplain Administrator (FPA) under the NFIP is:

Name of NFIP FPA:	Position/Department:
Phone Number:	Email Address:

5. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our municipality being excluded from the planning process.

Sincerely,

Tom Williams, Supervisor
Town of Cortlandville

RECEIVED JAN 22 2020



Cortland County Emergency Response & Communications

January 13, 2020

To: Town of Cortlandville Elected Official and Clerk

Happy New Year! Cortland County is preparing to update its county-wide hazard mitigation plan and is inviting your municipality to participate in its 5-year regulatory of the plan. This plan is an important part of increasing the resiliency of the County and your community and your municipality is strongly encouraged to participate in the planning process. Per Federal regulation, all local governments must have a FEMA-approved HMP in order to be eligible to apply for and receive Federal mitigation grant funding for public and private mitigation projects.

On behalf of the County, the Department of Emergency Response and Communications, Division of Emergency Management, are inviting your municipality to participate in the five-year update of the County's HMP. **Why participate?** There are numerous benefits to participating in the HMP update including:

- Increases your awareness of risk and vulnerabilities to severe weather and flooding events.
- Reduces hazard impacts – save lives, property, and money!
- Helps identify implementable strategies and funding sources.
- Eligible to apply for and receive FEMA mitigation funds for public and private mitigation projects.
- Creates more resilient communities – bounce back from disasters faster!

The requirements and expectations for municipal participation in the HMP update are summarized below and outlined in the attached Letter of Intent to Participate (LOI). In order to formally document your intent to participate, the LOI needs to be drafted on municipal letterhead, signed by a governing official, and returned to the County by February 6th. Please return your completed LOI to:

Courtney Metcalf, Deputy Director
Emergency Response and Communications
54 Greenbush Street, Suite 201
Cortland, NY 13045

By participating in the HMP update, each municipality will have requirements and expectations to fulfill throughout the planning process. This includes:

- Provide a completed LOI to the County by February 6th.
- Assign a planning point-of-contact for your municipality, who will:
 - Provide representation at regular planning group meetings and workshops.
 - Be responsible for providing data and information as requested.
 - Review and comment on data and information compiled by the contract consultant relevant to their jurisdiction.

54 Greenbush Street Suite 201, Cortland, NY 13045 Ph: (607) 753-5064 Fax: (607) 756-8457 www.cortlandcountyfire.org
Scott Roman, Director
Dave Denniston, Deputy Fire Coordinator
Dustin Contri, Deputy Fire Coordinator
John Tillotson, Deputy Fire Coordinator – EMS
Courtney Metcalf, Deputy Director
Kevin Whitney, Deputy Fire Coordinator
Mahlon Irish Jr., Deputy Fire Coordinator



Cortland County Board of Elections
112 River Street, Suite 1
Cortland, NY 13045-2828
Tel: 607-753-5032 Fax: 607-758-5513

Robert C. Howe, Commissioner

Thomas H. Brown, Commissioner

To: Cortland County Poll Sites
From: Cortland County Board of Elections
Date: January 14, 2020
Re: Use of Facility for 2020 Elections

This letter is to inform you that the Board of Elections will need the use of your facility for the following 2020 Elections:

***** Please note that Primary Election hours have changed. Hours are 6:00AM to 9:00PM. *****

Presidential Primary Election, Tuesday, April 28, 2020, 5:00AM to 9:30PM

- Due to Election Law changes, Primary Election hours are now 6:00AM to 9:00PM.

State/Local Primary Election, Tuesday, June 23, 2020, 5:00AM to 9:30PM (if there is a Primary held)

- Due to Election Law changes, Primary Election hours are now 6:00AM to 9:00PM.

General Election, Tuesday, November 3, 2020, 5:00AM to 9:30PM

We will also need access to your building in the weeks leading up to the Elections to allow our Voting Machine Custodians to set up the voting machine and booth(s).

We thank you for your cooperation in the past and if there should be any questions or problems concerning the above, please contact our office at 753-5032.

Sincerely,

Handwritten signature of Robert C. Howe in cursive.

Robert C. Howe, Commissioner

Handwritten signature of Thomas H. Brown in cursive.

Thomas H. Brown, Commissioner

RECEIVED FEB 04 2020

1-10

City of Cortland Cable Commission
City Hall, 25 Court Street
Cortland, New York 13045
ATTN: Sharon Stevans

January 22, 2020

Catherine C. Bohigan
Executive Vice-President, Governmental Affairs
400 Atlantic Street
10th floor
Stamford, CT 06901

Dear Ms. Bohigan:

The Cortland Cable Commission requests the following information:

- the number of current subscribers in our franchise area;
- the number of subscribers who are receiving cable plus internet;
- the number of subscribers who receive internet only.

Please forward the requested information to my attention at the above address. Thank you for your anticipated cooperation.

Sincerely,



Sharon Stevans
o/b/o Cortland Cable Commission

cc: Mayor, City of Cortland; Mayor, Village of Homer; Supervisor, Town of Homer;
Supervisor, Town of Cortlandville; NYSPSC