

**CORTLANDVILLE TOWN BOARD
ORGANIZATIONAL MEETING
JANUARY 3, 2018 - 5:00 P.M.**

PLEDGE ALLEGIANCE TO THE FLAG

A. CALL THE MEETING TO ORDER

B. APPROVE THE MINUTES

B-1 Town Board Minutes of December 6, 2017

C. PURCHASE ORDERS

C-1 Authorize the Blanket P.O. for the Town for 2018 (Submitted by Highway Superintendent) - in Dick's packet for review

D. AUTHORIZATION TO PAY THE VOUCHERS

E. PRIVILEGE OF THE FLOOR

F. REPORTS (Town Clerk)

F-1 Accept Audit Report for the Town Clerk/ Tax Collector from January 1 – October 31, 2017, and hereby receive & file this report

F-2 Receive & file the correspondence dated December 22, 2017 regarding Deputy Supervisor reviewed Town of Cortlandville Justice Court Records & Documents for the year 2016

F-3 Receive & file the Town Justice Court Audit for 2016 dated December 28, 2017 from Port, Kashdin and McSherry Certified Public Accounts

F-4 Accept the Town Clerk Annual Report for the year 2017, and hereby receive & file this report

F-5 Accept the Town Clerks December 2017 Monthly Report, and hereby receive & file this report

F-6 Receive & file the Annual Payment Summary Report submitted by Desiree Campbell, Code Enforcement Officer for the year 2017

G. COMMUNICATIONS

G-1 Receive & file the correspondence dated December 21, 2017 from Charter Communications regarding programming

H. OLD BUSINESS

I. NEW BUSINESS

- I-1 Town Clerk

- I-2 Town Attorney

- I-3 Approve the following Contracts/Agreements for 2018:
 - a.) Cortland Regional Sports Council
 - b.) Cortland County SPCA
 - c.) Lamont Memorial Free Library
 - d.) Village of Homer Recreation
 - e.) Village of McGraw Recreation
 - f.) Clough Harbour & Associates LLP - Municipal Consulting Agreement

- I-4 Review & Adopt the Town Procurement Policy for the year 2018

- I-5 Re-adopt the Town Credit Card Policy for 2018

- I-6 Authorization to appoint Chris Newell to the Cortlandville Planning Board for a five year term commencing January 1, 2018 and expiring December 31, 2022

- I-7 Authorization to re-appoint David Plew to the Cortlandville Zoning Board of Appeals for a five year term commencing January 1, 2018 and expiring December 31, 2022

- I-8 Authorization to designate the Cortland Standard as the official newspaper for the Town of Cortlandville for the year 2018

- I-9 Authorization to designate the following depositories for various accounts for the year 2018:
 - NBT Bank
 - Merchant & Trust Corp. Bank
 - Tompkins Trust Co.
 - First National Bank of Dryden
 - Key Bank
 - General Account A (Whole Town)
 - General Account B (Town Outside)
 - Town Clerk Account
 - Tax Collectors Accounts
 - Highway Account
 - Trust & Agency Account
 - Justice Account
 - Water Fund Account
 - Sewer Fund Account

- I-10 Authorize the Town Clerk to accept the Supervisor's Annual Financial Report to the New York State Comptroller 90 days after the close of the fiscal year 2017, and the Town Clerk shall publish a notice within 10 days after receipt thereof, stating that a copy is on file in the Town Clerk's office and available for public inspection and copying.
- I-11 Authorize the Town Board members to audit the books and records of Town officials and employees for the year 2017 and report you findings at the January 17, 2018 Town Board Meeting. Town Board Members assigned as follows:
- | | |
|--------------------------|-----------------|
| Supervisor | - John Proud |
| Town Clerk/Tax Collector | - Ted Testa |
| Justice | - Doug Withey |
| Highway, Water & Sewer | - John Reynolds |
- I-12 Authorization to accept the "Agreement of Expenditures of Highway Monies for 2018" and authorize the Supervisor, Deputy Supervisor, Councilmen, and Town Highway Superintendent to sign the Agreement.
- I-13 Authorization to approve the 2018 Salary Schedule (don't have paperwork yet)
- I-14 Authorization to amend the Highway Department and the Water & Sewer Department Hourly Payroll Schedule in the Personnel Policy for 2018
- I-16 Refer to Cortland County DOT the request to reduce the speed limit on Clinton Street outside the Village of McGraw line to 30 mph and Pendleton Street, a section of 2675 feet from Saunders Road intersection to Ahrens Road to 40 mph
- I-17 Re-appoint Theodore V. Testa as Deputy Town Supervisor for a two-year term commencing January 1, 2018 and expiring December 31, 2019
- I-18 Re-appoint John B. Folmer as Town Attorney for a two-year term commencing January 1, 2018 and expiring December 31, 2019
- I-19 Appoint Kristin Rocco-Petrella as Registrar of Vital Statistics for a two-year term commencing January 1, 2018 and expiring December 31, 2019
- I-20 Authorization for Town Clerk, Kristin Rocco-Petrella to utilize electronic banking for the Town Clerk/Tax Collector accounts

- I-21 Authorize the Supervisor to balance the Budget for 2017(don't have this paperwork yet)
- I-22 Authorize the Supervisor to sign the "Affidavit" of Matthew T. & Heather Shimer, 4074 Kinney Gulf Road regarding the Town-wide Housing Rehabilitation Grant Program (CDBG)

J. ADJOURN