

**CORTLANDVILLE TOWN BOARD  
AGENDA  
JULY 17, 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 June 19, 2019

**C. PURCHASE ORDERS**

**D. AUTHORIZATION TO PAY THE BILLS**

**E. PRIVILEGE OF THE FLOOR**

**F. REPORTS – (Town Clerk)**

F-1 Receive & file the Monthly Report of the Supervisor for June 2019

F-2 Receive & file the Monthly Report of the Cortland Community SPCA for June 2019

F-3 Accept Annual Report of the Records Management Office, Disposition Records in 2018 in accordance with the retention & disposition schedule

**G. COMMUNICATIONS**

**H. OLD BUSINESS**

**I. NEW BUSINESS**

I-1 Town Clerk

I-2 Town Attorney

I-3 Review & adopt the NYS Unified Solar Installation Permits Application

I-4 Authorize the Supervisor to sign the Grant Writing Agreement with Thoma Development Consultants to apply for a 2019 Empire State Development Grant for the Gutches Lumber Sports Complex

a.) Authorize the Supervisor to file an application for funds from Empire State Development for the Gutches Lumber Sports Complex

I-5 Authorize the Supervisor to sign the Grant Writing Agreement with Thoma Development Consultants to apply for a 2019 New York State Office of Parks, Recreation and Historic Preservation Grant for the Gutches Lumber Sports Complex

a.) Authorize the Supervisor to file an application for funds from New York State Office of Parks, Recreation and Historic Preservation Grant for the Gutches Lumber Sports Complex

- I-6 Receive & file correspondence dated June 28, 2019 from NYS Homes & Community Renewal regarding the CDBG Project #287HR323-19 Town-wide Housing Rehabilitation Grant Program Awarded to the Town
  - a.) Authorize the Supervisor to sign the Grant Agreement for the NYS CDBG #287HR323-19 Town-wide Housing Rehabilitation Grant
- I-7 Resolution of the Advisory Committee to authorize the inclusion in the 2020 Town Budget for two Part-time positions "Claims Auditor" & "Fiscal Officer" for the Town
- I-8 Receive & file the correspondence dated July 11, 2019 from Cortland County Attorney to Town of Virgil regarding Works Compensation
- I-9 Authorization to apply for a Source Water Protection Grant through NYS DEC to assist in the purchase of unimproved property consisting of  $\pm$  107.58 acres of land located at Lime Hollow Road and NYS Route 13, Tax Map #95.00-06-02.000, 95.00-06-04.100, & 105.00-03-01.000
- I-10 Authorization to purchase property owned by Farm East, LLC Tax Map #95.00-06-02.000, 95.00-06-04.100 & 105.00-03-01.000 for \$215,000.00
- I-11 Authorize the Supervisor to sign the payment application #7 to ZMK Construction Inc. regarding Phase 1 of GLSC
  - a. Authorize the Supervisor to sign Change Order #2 for work change directive 7, 8, & 9 to ZMK Construction Inc., regarding Phase 1 of GLSC
  - b. Authorization the Supervisor to sign the Certificate of Substantial Completion for Phase 1 of GLSC
- I-12 Authorize the Supervisor to sign Final payment application #2 to Vacri Construction Corp. in the amount of \$3,900.00 regarding work done at Terrace Road Well and accept the project as complete
- I-13 Discussion regarding Verizon Real Estate Manager, Gregory Hanley would like to attend a Town Board meeting to discuss small cells projects proposed for 2020 in the Town
- I-14 Authorize Salary Increase for Deputy Town Clerk, Amanda Rainbow

**J. ADJOURN**

F-2

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

Dogs Impounded		4
Citizen	1	
CCSD	0	
SPCA	1	
OS	2	

Dispositions		4
Redeemed	2	
Adopted	0	
Euthanized	0	
DOA	0	
Still at Shelter	2	
Transferred	0	

Complaints This Month	11
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Dog Control:	
Dog at Large	7
Unlicensed	1
Unvaccinated	1
Dog Nuisance	1
Harass/Barking/Loud	
Unable to Care for Dog	
Animal Cruelty:	
Dog/Cat Abandonment	2
Dog/Cat Abuse	1
Dog/Cat Neglect	
Dog/Cat Sick or Injured	2
Loose Farm Animal	
Animal Neglect/Cruelty	2
Inappropriate Shelter	
Hot/Cold Vehicle	2
Dispositions:	
Compliance Order	3
No Violation	
Completed	7
Unable to Locate	3
Animal Picked Up	3
Returned to Owner	
Pending Investigation	1
Charges/Arrest	2

YTD: 45  
 Animal Control:  
 Injured Wildlife: 0

Tickets Issued:		
Ticket #	App Date	Offense
323	6/19/2019	DAL

Tickets Issued: 1  
 Dogs Impounded this month: 4  
 Cats Impounded this month: 19

Tickets Issued YTD: 11  
 Dogs Impounded YTD: 22  
 Cats Impounded YTD: 54

1-3

**PERMIT APPLICATION**

# NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

**PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS**

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). The proposed solar PV system installation:

- Yes     No    1. Has a rated DC capacity of 25 kW or less.
- Yes     No    2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy)
- Yes     No    3. Does not need a zoning variance or special use permit. (If variance or permit has already been issued answer YES and attach a copy)
- Yes     No    4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.
- Yes     No    5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes     No    6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded at the Town of Cortlandville website, or obtained in person at The Cortlandville Town Hall during business hours [Mon-Fri: 8:30- 4:30].

**SUBMITTAL INSTRUCTIONS**

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee is payable by cash, checks, credit cards with checks payable to the Town of Cortlandville. Permit fee amounts are determined per project and are available upon request.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to: [www.cortlandville.org](http://www.cortlandville.org), or in person at The Code office at 3577 Terrace Rd., Cortland NY 13045 during business hours shown above.

**APPLICATION REVIEW TIMELINE**

Permit determinations will be issued within 7-10 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 3-5 calendar days of receiving incomplete or inaccurate applications.

**FOR FURTHER INFORMATION**

Questions about this permitting process may be directed to the Cortlandville Code Enforcement office by phone: 607-756-7490 or by email through the Code Office at the town website at: [www.cortlandville.org](http://www.cortlandville.org)

## PROPERTY OWNER

Property Owner's First Name

Last Name

Title

Property Address

City

State

Zip

Section

Block

Lot Number

## EXISTING USE

Single Family

2-4 Family

Commercial

Other

## PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)

Solar PV System: \_\_\_\_\_ kW DC

## SELECT SYSTEM CONFIGURATION

Make sure your selection matches the Construction Documents included with this application.

Supply side connection with microinverters

Load side connection with DC optimizers

Supply side connection with DC optimizers

Load side connection with microinverters

Supply side connection with string inverter

Load side connection with string inverter

## SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address

City

State

Zip

Contractor Contact Name

Phone Number

Contractor License Number(s)

Contractor Email

Electrician Business Name

Electrician Business Address

City

State

Zip

Electrician Contact Name

Phone Number

Electrician License Number(s)

Electrician Email

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a unified solar permit.

Property Owner's Signature

Date

Solar Installation Company Representative Signature

Date

## SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS (ATTACHMENTS)

# NY State Unified Solar Permit

This information bulletin is published to guide applicants through the unified solar PV permitting process for solar photovoltaic (PV) projects 25 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

### PERMITS AND APPROVALS REQUIRED

The following permits are required to install a solar PV system with a nameplate DC power output of 25 kW or less:

- a) Unified Solar Permit
- b) Electrical Permit
- c) Planning review may be required for solar PV installations of this size dependent upon location.

Fire Department approval is not required for solar PV installations of this size.

### SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new solar PV system, the applicant must include:

- a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. This permit application form can be downloaded at : <https://www.cortlandville.org>
- b) Construction Documents, with listed attachments. Construction Documents must be by stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

The Town of Cortlandville, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- String configuration for solar PV array, clearly indicating the number of modules in series and strings in parallel (if applicable).
- Combiner boxes: Manufacturer, model number, NEMA rating.
- From array to the point of interconnection with existing (or new) electrical distribution equipment: identification of all raceways (conduit, boxes, fittings, etc.), conductors and cable assemblies, including size and type of raceways, conductors, and cable assemblies.
- Sizing and location of the EGC (equipment grounding conductor).
- Sizing and location of GEC (grounding electrode conductor, if applicable).
- Disconnecting means of both AC and DC including indication of voltage, ampere, and NEMA rating.
- Interconnection type/location (supply side or load side connection)
- For supply side connections only, indication that breaker or disconnect meets or exceeds available utility fault current rating kAIC (amps interrupting capacity in thousands).
- Ratings of service entrance conductors (size insulation type AL or CU), proposed service disconnect, and overcurrent protection device for new supply side connected solar PV system (reference NEC 230.82, 230.70).
- Rapid shutdown device location/method and relevant labeling.

c) (For Roof Mounted Systems) A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.

d) Provide construction drawings with the following information:

- The type of roof covering and the number of roof coverings installed.
- Type of roof framing, size of members, and spacing.
- Weight of panels, support locations, and method of attachment.
- Framing plan and details for any work necessary to strengthen the existing roof structure.
- Site-specific structural calculations.

e) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

## PLAN REVIEW

Permit applications can be submitted to the Code Office in person at 3577 Terrace Rd, Cortland, NY 13045 and/or electronically (preferably) through the website at : [www.cortlandville.org](http://www.cortlandville.org)

## FEES

Cost based- post NYSERDA credits, pre tax credits

## INSPECTIONS

Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar PV system. On-site inspections can be scheduled by contacting The Code Department by telephone at: 607-756-7490 or electronically at [www.cortlandville.org](http://www.cortlandville.org) Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window. Electrical inspections are done by a third party, either **Atlantic Inland, Commonwealth Inspectors, or The Inspector LLC.**

In order to receive final approval, the following inspections are required:

**Rough Inspection:** During a rough inspection, the applicant must demonstrate that the work in progress complies with relevant codes and standards. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:

- Wiring concealed by new construction.
- Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system.
- Framing inspection of the roof mounts or ground mount systems

It is the responsibility of the applicant to notify the above Code Office before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector.

The inspector will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

**Final Inspection:** The applicant must contact The Code Office and the Electrical Inspector when ready for a final inspection. During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
- Photographs of key hard to access equipment, including;
  - Example of array attachment point and flashing/sealing methods used.
  - Opened rooftop enclosures, combiners, and junction boxes.
  - Bonding point with premises grounding electrode system.
  - Supply side connection tap method/device.
  - Module and microinverter/DC optimizer nameplates.
  - Microinverter/DC optimizer attachment.

The Town of Cortlandville has adopted a standardized inspection checklist, which can be found in the Understanding Solar PV Permitting and Inspecting in New York State document, found here: [www.cortlandville.org](http://www.cortlandville.org)

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly grounded.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- Appropriate signs are properly constructed, installed and displayed, including the following:
  - Sign identifying PV power source system attributes at DC disconnect.
  - Sign identifying AC point of connection.
  - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
  - Inverter has a rating as high as max voltage on PV power source sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
  - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the buss bar rating.

## UNIFIED SOLAR PERMITTING RESOURCES

The jurisdiction has adopted the following documents from the New York Unified Solar Permit process:

- Standard Application available at: [www.cortlandville.org](http://www.cortlandville.org)
- Understanding Solar PV Permitting and Inspecting in New York State document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide as shown in their website: <https://www.nyserda.ny.gov/.../Unified-Solar-Permit>

## DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at <https://www.cortlandville.org/building-code-department>, or contact Town of Cortlandville Code Office at 607-756-7490



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*partnering with communities for a better tomorrow*

July 9, 2019

Richard Tupper, Supervisor  
Town of Cortlandville  
3577 Terrace Road  
Cortland, NY 13045

Dear Supervisor Tupper:

Based upon our recent discussions, the following is Thoma Development Consultants' written proposal to provide grant writing services in relation to Phase 2 for Gutchess Lumber Park. This proposal is for two separate applications.

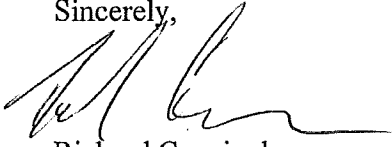
2019 NYS Environmental Protection Fund (EPF) Grant – Our fee will be \$3,500. This includes assistance to the Town concerning the project scope and preparation of the application. We will also assist the Town in meeting all the EPF project requirements. Applications are due July 26, 2019. If, in the event, the application does not proceed to its expected completion, the Town will be billed for the hours that Thoma has worked not-to-exceed the amount identified above. The Town should understand that the EPF grant will require a 25% match, either in-kind or cash.

2019 Empire State Development (ESD) grant – Our fee will be \$2,750. This includes assistance to the Town concerning the project scope and preparation of the application. We will also assist the Town in meeting all the ESD project requirements. Applications are due July 26, 2019. If, in the event, the application does not proceed to its expected completion, the Town will be billed for the hours that Thoma has worked not-to-exceed the amount identified above. The Town should understand that the ESD grant will fund 20% of the project cost, although a portion of the remaining 80% can be paid with EPF funding.

Based upon the Town's agreement for our Level One Grant Writing Service, a 10% reduction in our above fee will be provided. All the above fees are exclusive of reimbursable costs which would include items such as copying, photographs, etc. Hourly fees, if any, and all reimbursable costs associated with the project will be charged as identified in our Grant Writing Service contract. Based upon current billings the Town has \$3,100 in its grant writing account with Thoma that will be used to reduce the application cost.

Thank you for the opportunity to assist the Town concerning this important project. If this proposal meets with your approval, please sign the acceptance line below and return a copy to me. We will begin work immediately.

Sincerely,



Richard Cunningham  
Senior Consultant

\*\*\*\*\*

ACKNOWLEDGED AND ACCEPTED:

Signed: \_\_\_\_\_  
Town of Cortlandville

\_\_\_\_\_ Date

Proposed Resolutions  
Town Board Meeting – July 17, 2019

RESOLUTION # 1 AUTHORIZES SUPERVISOR TO SIGN THE GRANT WRITING AGREEMENT BETWEEN THE TOWN AND THOMA DEVELOPMENT CONSULTANTS TO APPLY FOR A 2019 EMPIRE STATE DEVELOPMENT GRANT FOR THE GUTCHESS LUMBER SPORTS COMPLEX PARK PROJECT

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Motion by Councilman  
Seconded by Councilman  
VOTES: AYE – NAY – 0  
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the Grant Writing Agreement between the Town of Cortlandville and Thoma Development Consultants to apply for a 2019 Empire State Development Grant for the Gutchess Lumber Sports Complex Park Project, for the total cost of \$\_\_\_\_\_.

RESOLUTION # 2 AUTHORIZES SUPERVISOR TO FILE AN APPLICATION FOR FUNDS FROM EMPIRE STATE DEVELOPMENT FOR THE GUTCHESS LUMBER SPORTS COMPLEX PARK PROJECT

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Motion by Councilman  
Seconded by Councilman  
VOTES: AYE – NAY – 0  
ADOPTED

BE IT RESOLVED, that Richard C. Tupper, as Supervisor of the Town of Cortlandville, is hereby authorized and directed to file an application for funds from Empire State Development, in an amount not to exceed \$250,000, and upon approval of said request to enter into and execute a project agreement with the State for financial assistance to the Town of Cortlandville for the Gutchess Lumber Sports Complex Park Project.

Proposed Resolutions  
Town Board Meeting – July 17, 2019

RESOLUTION # 3 AUTHORIZED SUPERVISOR TO SIGN THE GRANT WRITING AGREEMENT BETWEEN THE TOWN AND THOMA DEVELOPMENT CONSULTANTS TO APPLY FOR A 2019 NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION GRANT FOR THE GUTCHESS LUMBER SPORTS COMPLEX PARK PROJECT

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Motion by Councilman  
Seconded by Councilman  
VOTES: AYE – NAY – 0  
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the Grant Writing Agreement between the Town of Cortlandville and Thoma Development Consultants to apply for a 2019 New York State Office of Parks, Recreation and Historic Preservation Grant for the Gutches Lumber Sports Complex, for the total cost of \$\_\_\_\_\_.

RESOLUTION # 4 AUTHORIZED SUPERVISOR TO FILE AN APPLICATION FOR FUNDS FROM THE NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION FOR THE GUTCHESS LUMBER SPORTS COMPLEX PARK PROJECT

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Motion by Councilman  
Seconded by Councilman  
VOTES: AYE – NAY – 0  
ADOPTED

BE IT RESOLVED, that Richard C. Tupper, as Supervisor of the Town of Cortlandville, is hereby authorized and directed to file an application for funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000, and upon approval of said request to enter into and execute a project agreement with the State for financial assistance to the Town of Cortlandville for the Gutches Lumber Sports Complex Park Project and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property.

**Homes and  
Community Renewal****Housing  
Trust Fund  
Corporation**

1-6

**ANDREW M. CUOMO**  
Governor**RUTHANNE VISNAUSKAS**  
Commissioner/CEO

June 28, 2019

Honorable Richard Tupper  
Town of Cortlandville  
3577 Terrace Road  
Cortland, NY 13045

Dear Supervisor Tupper:

Re: CDBG Program Award  
NYS CDBG Project #287HR323-19  
Town of Cortlandville Housing Rehabilitation

Congratulations! On behalf of Governor Andrew Cuomo, the Housing Trust Fund Corporation (HTFC), and the NYS Office of Community Renewal (OCR), it is my pleasure to inform you that the Town of Cortlandville has been awarded \$336,000 in New York State Community Development Block Grant (NYS CDBG) funds, as part of the 2019 NYS CDBG Competitive Housing Round.

For this year's NYS CDBG Competitive Housing Round, NYS Homes and Community Renewals' OCR will award more than \$10 million to assist communities across New York in addressing local affordable housing needs. Working collaboratively with our local partners, these investments will help to revitalize communities and improve the quality of life for the working families of New York by providing homeownership opportunities and better quality of living through home rehabilitation programs.

The OCR will advance a Grant Agreement separately for the housing award. The agreement will outline the conditions of the CDBG program that must be addressed to satisfy the award. Please be advised that no work can be performed, nor any cost committed or incurred prior to the execution of a grant agreement with HTFC and approval of all required environmental review record materials. The HTFC and OCR reserve the right to rescind an award and de-obligate funds for projects unable to satisfy all requirements.

Ben Mattison will contact you within (10) ten days of this letter to outline the procedures necessary to facilitate the Grant Agreement and advance this project effectively. Should you have any questions in the interim, please contact Mr. Mattison at [Ben.Mattison@nyshcr.org](mailto:Ben.Mattison@nyshcr.org).

Sincerely,

RuthAnne Visnauskas  
Commissioner/CEO

cc: Jason Purvis, Vice President, Federal Programs, Office of Community Renewal

RECEIVED JUL 16 2019



ANDREW M. CUOMO  
Governor

Homes and  
Community Renewal

RUTHANNE VISNAUSKAS  
Commissioner/CEO

Housing  
Trust Fund  
Corporation

1-6a  
copy to Rich

July 11, 2019

Honorable Richard Tupper  
Supervisor  
Town of Cortlandville  
3577 Terrace Road  
Cortland, NY 13045

Dear Supervisor Tupper:

Re: Town of Cortlandville  
NYS CDBG Project #287HR323-19  
Town of Cortlandville Housing Rehabilitation

Congratulations to the Town of Cortlandville on being awarded a 2019 New York State Community Development Block Grant (NYS CDBG) for Housing Rehabilitation through the 2019 Housing Application.

Enclosed are two (2) copies of the Grant Agreement for the above referenced project. Included in the Grant Agreement are the following: **Schedule A**, which may provide additional requirements or instructions that must be addressed prior to the execution of the Grant Agreement; **Schedule B**, which is the approved NYS CDBG project budget, including proposed accomplishments of the project, as stated in the application for CDBG funds, and **Schedule C**, which identifies the steps required to complete the Environmental Review Record, which is required to obtain approval for the release of funds.

**Both** copies of the Grant Agreement must be signed by the Chief Elected Official (CEO) **and** returned to the address listed below no later than **Thursday, August 22, 2019**. To fully execute the Grant Agreement and to set up the electronic transfer of funds, a non-interest bearing financial account, solely for the deposit and disbursement of NYS funds, must be established in the name of the Town of Cortlandville, and the following must be completed and submitted to the OCR with the signed copies of the Grant Agreement:

- *Authorized Signature Form for Request for Funds* (original)
- *ACH/Direct Deposit Authorization of NYS CDBG Funds* (original)
- *Program Schedule*
- *Project Team*

Submittal of the *Authorized Signature*, the *Designation of Depository*, *Program Schedule* and *Project Team* are required for **all new, current, and prior Recipients** of NYS CDBG funding. These forms and instructions are available on the OCR website, <https://hcr.ny.gov/community-development-block-grant>.

The effective date of the Grant Agreement and the date your community can begin incurring costs for exempt activities, as identified in 24CFR58.34 and 58.35 is June 27, 2019. **Costs for non-exempt activities cannot be incurred until the required Environmental Review Record (ERR) is submitted to the OCR and the Request for Release of Funds has been approved.**

CDBG funds will only be disbursed after the ERR has been accepted and a Release of Funds is approved or a concurrence letter is issued. Please refer to Schedule C of the Grant Agreement for more information on completing the ERR process.

Specific guidelines for administering the grant, including the required environmental review requirements, can be found in the Grant Administration Manual located on the OCR website at <https://hcr.ny.gov/community-development-block-grant>.

To better assist the **Town of Cortlandville**, the Office of Community Renewal (OCR) is pleased to provide the following schedules for webinars:

- |                                |                 |
|--------------------------------|-----------------|
| 1. Getting Started             | July 24, 2019   |
| 2. Environmental Review        | July 31, 2019   |
| 3. Financial Management        | August 7, 2019  |
| 4. Program Administration      | August 21, 2019 |
| 5. Lead Based Paint Compliance | August 28, 2019 |

Participation in all webinars is required for all Recipients. Information for webinar registration will be sent via e-mail.

The OCR would like to take this opportunity to introduce Ben Mattison, the assigned NYS Community Developer. Please contact Ben Mattison at [ben.mattison@nyshcr.org](mailto:ben.mattison@nyshcr.org) with any questions regarding this project or for the completion of the Grant Agreement and associated documents.

The OCR looks forward to working with the Town of Cortlandville to successfully complete this important NYS CDBG project.

Sincerely,



Jason Purvis  
Vice President, Federal Programs  
Office of Community Renewal

(2) enclosures

cc: VIA E-MAIL (cover letter only)  
Ben Mattison, Community Developer

Town of Cortlandville  
Draft Resolution – July 17, 2019

RESOLUTION #                      AUTHORIZED THE INCLUSION IN THE 2020 BUDGET OF  
THE PART-TIME POSITION OF A “CLAIMS AUDITOR” AND  
“FISCAL OFFICER” FOR THE TOWN OF CORTLANDVILLE

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Motion by Councilman  
Seconded by Councilman  
VOTES: AYE –  
            ADOPTED

NAY – 0

WHEREAS, in Resolution No. 7 of 2019, the Town Board established “an advisory committee to examine the Financial Organization of the Town,” and

WHEREAS, the Town Board accepted the Committee’s Memorandum and Report (the “Report”) at its meeting on July 3, 2019, and

WHEREAS, the Town Board also set a date to vote on any recommendations made by this Committee at the next meeting of the Town Board, therefore

BE IT RESOLVED, the Town Board:

1. Hereby authorizes the inclusion in the 2020 Town budget of the part-time position of “Claims Auditor,” and further authorizes the commencement of the process of working with the County Civil Service Office to create this position, consistent with the Report but with the precise duties and final compensation to be defined by the Town Board as constituted in January 2020, and to be filled at a time to be decided by that Town Board; and
2. Hereby authorizes the inclusion in the 2020 Town budget of the part-time position of “Fiscal Officer” for at least the amount now budgeted for the Town Budget Officer, and further authorizes the commencement of the process of working with the County Civil Service Office to create this position, consistent with the duties as described in the Report, to be filled as of January 2020.





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**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*

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Maria Adsit  
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Deborah Burton  
*Keyboard Specialist*

July 11, 2019

Hon. John P. Kaminski  
Supervisor, Town of Virgil  
The Virgil Town Hall  
1176 Church Street  
Cortland, New York 13045

Re: Town of Virgil  
Workers' Compensation

Dear Supervisor Kaminski:

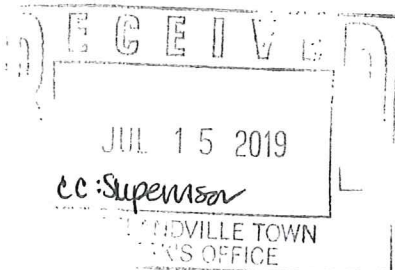
Cortland County is in receipt of your letter dated June 25, 2019, indicating the Town of Virgil is reserving its right to terminate its workers' compensation policy with New York State Mutual. Please be advised that pursuant to Local Law 9 of 2016, Section 4, "Any participant in the plan may withdraw therefrom at the beginning of the next ensuing calendar year by filing with the Clerk of the County Legislature on or before the 31<sup>st</sup> 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 Virgil. 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,

Karen L. Howe  
County Attorney



cc: Kevin Whitney, Chair of the Legislature