

**CORTLANDVILLE TOWN BOARD
AGENDA
JUNE 20, 2018 - 5:00 P.M.**

Pledge Allegiance to the Flag

PUBLIC HEARING:

1.) CDBG #287HR326-16 Town-wide Housing Rehabilitation Grant Program

2.) Agricultural & Farmland Protection Plan

- a.) Open the Public Hearing
 - b.) Town Clerk to read Legal Notice
 - c.) Privilege of the Floor
 - d.) Close the Public Hearing
-

A. CALL THE MEETING TO ORDER

B. APPROVE MINUTES

B-1 Special Town Board Minutes of May 25, 2018

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 for May 2018 submitted by Kevin McMahon, CEO

F-2 Receive & file the Town Justice – Judge Lefevre Monthly Report for May 2018

F-3 Receive & file the Town Justice – Judge Casullo Monthly Report for May 2018

F-4 Accept the Town Tax Collector’s Summary from January 1 – June 15, 2018

F-5 Receive & file the Town Water & Sewer Monthly Report for May 2018

G. COMMUNICATIONS

G-1 Receive & file the correspondence dated June 8, 2018 from Charter Communications regarding programming

H. OLD BUSINESS

H-1 CDBG #287HR326-16 Town-wide Housing Rehabilitation Grant Program

H-2 Agricultural & Farmland Protection

H-3 Consider the Aquifer Protection Permit application of Cortlandville Fire Department – SEQRA

H-4 Discuss correspondence to NYS DEC regarding Rt. 13 ROCKS, LLC

I. NEW BUSINESS

I-1 Town Clerk

I-2 Town Attorney

I-3 Adopt revisions to the Town's Personnel Policy regarding Vacation Leave dated May 22, 2018 & clarification on Part-time Employees, as highlighted

I-4 Adopt the following as Town of Cortlandville Policy:
a.) Town of Cortlandville Information Security Policy dated November 16, 2017
b.) Town of Cortlandville Evacuation Procedure for the Raymond G. Thorpe Municipal Building dated May 14, 2018

I-5 Receive, file and authorization to close Carroll Street per the correspondence dated June 8, 2018 from Richard Bush, Cortland County Fair Manager regarding a request to close Carroll Street during the Cortland County Jr. Fair from July 9-12.

I-6 CDBG #287HR326-16 Town-wide Housing Rehabilitation Grant Program:
a.) Authorize payment of the following vouchers: **(Originals in Supervisor's packet to be signed & initialed by Town Board)**
1.) Voucher #44, Tom Kile Carpentry & Masonry in the amount of \$4,800.00
2.) Voucher #45, Actually Affordable Construction, in the amount of \$1,322.28
3.) Voucher #46, Builders Best Do It Center, in the amount of \$602.75
4.) Voucher #47, Joseph Jenne, in the amount of \$12,000.00
b.) Receive & file the correspondence dated June 15, 2018 from NYS Homes & Community Renewal regarding CDBG # 287HR326-16 Town-wide Housing Rehabilitation Grant Program – Grant Agreement 6-month Notice (Thoma Development will take care of this)

I-7 Discuss Zoning Amendment request of Emmanuel Pothos for property located on Weaver Road, Tax Map 87.00-5-11.000 (2.82 Acres) to change from Agricultural to B-3 (Mr. Pothos will attend meeting to answer any questions)

I-8 Create a second Full-time Code Enforcement Officer position

I-9 Appoint Kevin McMahon as Full-time Code Enforcement Officer effective June 25, 2018

J. ADJOURN

RECEIVED JUN 13 2018

1)

TOWN OF CORTLANDVILLE 2016 CDBG PUBLIC HEARING NO. 2

Town-wide Housing Rehabilitation Program

June 20, 2018

CDBG #287HR326-16

**Town of Cortlandville
 FY 2016 Small Cities Community Development Block Grant Program
 Town-wide Housing Rehabilitation Program**

Program: The Town of Cortlandville was awarded \$383,000 to administer a Town-wide Housing Rehabilitation Program of owner-occupied housing located on a scattered site basis within the Town. To meet the income eligibility requirements, owner-occupied households must have incomes at or below the low-to-moderate Section 8 income limits established for Cortland County and the housing structure must be determined to be in substandard condition using a Town’s adopted definition of “substandard.” Priority for rehabilitation will be given to owners of structures who have the lowest incomes, in tandem with the most urgent housing needs.

This rehabilitation effort includes lead based paint requirements. The average per structure cost of owner-occupied housing rehabilitation was estimated to be \$26,133. These costs include a lead based paint risk assessment and energy audit costs. In all cases, owner-occupied assistance is limited to a maximum of \$30,000 per structure.

Financing is provided as a deferred payment loan (DPL), which is similar to a grant in that there is no monthly repayment and the DPL is forgiven if the owner resides in the home for five years after rehabilitation.

CDBG Approved Budget:

<u>Activity</u>	<u>Budget</u>	<u>Total</u>
Rehabilitation	\$314,100	
Program Delivery	49,900	
Administration	19,000	\$383,000

Progress: The grant deadline is December 14, 2018. It is anticipated all funds will be disbursed by that date and all activities completed. Following is the progress to-date:

Applications Received:	22
Applicants Qualified:	12
Ineligible Applicants:	5
Waiting List:	5
Applicants Qualified:	12
Completed:	4
In Progress:	8

Goals per CDBG application: The Town proposed the rehabilitation of 12 substandard, low/mod owner occupied structures; all structures to be rehabilitated in accordance with local, State, and federal codes and deemed standard upon completion of the work. The Town will meet 100% of its goals.

LEGAL NOTICE
TOWN OF CORTLANDVILLE
NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Town Board of the Town of Cortlandville will hold a Public Hearing on June 20, 2018 at 5:00 pm at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland New York regarding the Draft Agriculture & Farmland Protection Plan for the Town of Cortlandville.

The text of the proposed Plan is available for examination at the office of the Town Clerk and is available on the Town's website at www.cortlandville.org.

At the time and place of said hearing all parties having an interest and citizens shall have an opportunity to be heard.

By order of the Town Board of the Town of Cortlandville.

Dated: June 4, 2018

Kristin Rocco-Petrella
Town Clerk/Tax Collector
Town of Cortlandville

SPECIAL TOWN BOARD MEETING
WORKSHOP ON TOWN FINANCIALS

The Special Meeting of the Town Board of the Town of Cortlandville was held at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York, with Supervisor Tupper presiding.

Members present: Supervisor, Richard C. Tupper
Councilman, John C. Proud
Councilman, John P. Reynolds
Town Clerk, Kristin E. Rocco-Petrella

Absent: Councilman, Theodore V. Testa
Councilman, Douglas E. Withey

Others present were: Town Bookkeeper, Marcia Hicks.

Supervisor Tupper called the Special Meeting to order to review and discuss financials for the Town of Cortlandville. Bookkeeper Marcia Hicks was present to provide the Board with a 10 year reflection of the Town's funds. She provided the Board with a packet of information to review and discuss at future workshops.

Supervisor Tupper briefed the Board on the current Town of Cortlandville financials. An array of matters were discussed ranging from the Town's fund balance, long term visions and formulating policy or targeted goals; County sales tax; general fund accounts; water and sewer funds; and payroll benefits.

A lengthy discussion continued with all those present contributing to the conversation and asking questions of Bookkeeper Hicks and Supervisor Tupper. The Board agreed to discuss the matter of fund balance and setting targeted goals at a future meeting.

Councilman Proud made a motion, seconded by Councilman Reynolds, to adjourn the Special Meeting. All voting aye, the motion was carried.

The Special Meeting was adjourned at 11:30 a.m.

Respectfully submitted,



Kristin E. Rocco-Petrella, RMC
Town Clerk
Town of Cortlandville

*Note:

The final version of this meeting was submitted to the Town Board for their review on June 6, 2018.
The final version of this meeting was approved as written at the Town Board meeting of _____.

Town of Cortlandville
Code Enforcement / Building Dept

Kevin J. McMahon
NYS Code Certified

Phone 607-756-7490
Cell 607-745-0004

Monthly Activity Report
May-18

	<u>Current Month</u>	<u>Year to Date</u>
Building Permits Issues	7	36
Building Permit Renewals		5
Expired Building Permit Notices		6
Building Permit Inquiries		10
Demo Permit Issues		4
Certificates of Occupancy Issued	2	16
Certificates of Compliance Issued	1	10
Temporary C of O Issued		1
Plan Reviews for permits	25	126
Complaints/ Notice of Violations	1	5
Stop Work Order Issued		1
Closed out Permits		2
Totals from above	36	222

Inspections:		
Site visit-Property/inspections	46	200
Foundations/Footers/Post Holes	25	56
Framing / Structural/demo insp.	30	109
Mechanical inspections	12	27
Insulation inspection	3	12
Final, pre-final Inspection	5	37
Chimney / wood burning devices		
Swimming Pool inspections		
911 Fire- Safety calls/inspections	1	3
TOTAL INSPECTIONS	122	444
Training Classes (24 hrs req min)		12

Town of Cortlandville Permit Monthly Report

From : May 01, 2018 To : May 31, 2018

<u>Document #</u> <u>Description of Work</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Document Type</u>	<u>Property Location</u> <u>SBL</u>	<u>Valuation</u>	<u>Amount</u>
May						
18-039	5/1/2018	Donna Kotas	Alterations-Residential	3819 Valley View Dr 85.19-01-24.000	\$15,000.00	\$70.00
18-040	5/4/2018	George Delorenzo	Decks	3981 Woodside Rd 85.16-01-20.000	\$3,500.00	\$48.00
18-041	5/10/2018	Dale Coville	Decks	3608 Kingsley Ave 96.09-04-15.000	\$0.00	\$40.00
18-043	5/1/2018	Pat and Jodi Gabriel	New Construction-Res	4297 Partridge HI 85.00-07-04.000	\$125,000.00	\$290.00
18-044	5/17/2018	Cortland MHP Associates	Decks	Cortland Estates 1054 Route 13 96.09-04-10.000	\$958.00	\$40.00
18-045	5/18/2018	Eric Maki	Sheds	2293 Blodgett Mills Rd 97.04-02-19.000	\$0.00	\$46.00
18-046	5/23/2018	John & Janet McMullin	Additions-Residential	2785 Hoxie Gorge Rd 108.00-02-05.000	\$15,000.00	\$70.00
18-047	5/24/2018	Arthur Perlman	Sheds	714 McLean Rd 95.11-03-04.000	\$0.00	\$46.00
18-048	5/25/2018	Trevor Schadevald	Swimming Pools	1157 Gallagher Rd 106.00-09-10.000	\$1,500.00	\$44.00
D18-07	5/31/2018	Aldi Inc	Demolition	Aldi 908 Route 13 95.16-02-45.000	\$0.00	\$1,083.00
<i>Remaining 10,830 sq. ft of building that will be demolished with the other 1/3. Building permit D17-05 reflects the other portion of demo.</i>						

<u>May</u>	<u>Total :</u>	<u>Year-to-Date :</u>
\$160,958.00	\$1,777.00	\$23,002.80
Reporting Period Total:	\$160,958.00	\$1,777.00
Year-to-Date :	\$4,890,154.00	\$23,002.80

June 11, 2018

Town of Cortlandville CO & CC Issued

1-May to May 31, 2018

Alterations-Commercial			
Permit #	SBL	Completion Type	Applicant
18-008	86.13-01-65.110	Certificate of Occupancy	Yumpeng Huang/ Relaxation Nail
			Location 3934 Route 281
			Issue Date 5/25/2018

Demolition			
Permit #	SBL	Completion Type	Applicant
D17-06	76.15-01-30.000	Certificate of Compliance	Hawatha Ventures LLC
			Location 4386,4392 Route 11
			Issue Date 5/3/2018

New Construction-Res			
Permit #	SBL	Completion Type	Applicant
18-022	86.13-01-44.000	Certificate of Occupancy	Benjamin & Kelley Locke
			Location 981 Route 222
			Issue Date 5/3/2018

Sheds			
Permit #	SBL	Completion Type	Applicant
18-047	95.11-03-04.000	Certificate of Compliance	Arthur Perlman
			Location 714 McLean Rd
			Issue Date 5/30/2018

Sheds # of CC/CO :Issued : 1

Signs			
Permit #	SBL	Completion Type	Applicant
17-063	105.00-02-01.000	Certificate of Compliance	JPB, LLC
18-001	105.00-02-03.000	Certificate of Compliance	BRE Rook SH Walden Place LL
18-004	105.00-03-11.000	Certificate of Compliance	Church Berean Bible
18-021	86.13-01-65.110	Certificate of Compliance	Cortlandville Crossing LLC
18-023	95.16-02-77.000	Certificate of Compliance	McNeil Development LLC
			Location 882 Route 13
			Issue Date 5/15/2018

Signs # of CC/CO : Issued : 6

Grand Total: 10

Town of Cortlandville
Code Enforcement Office/ Building Dept.
Daily Report for May 2018

Date:		miles
5/1/2018	1327 start time / site visit -AMM project 850 Lime Hollow Rd- foundation inspection -forming frost walls / Rte 13, Bennie Rd, Wellington Dr- site visits / preslab inspection, framing inspection -Lot 2 Wellington Dr / 1422 back to office / returned call to owner-4297 Partidge Hill-sent truss plans, need site plan / 3891 Valley View Dr- issued bldgprmt-reroof-pd \$70 -emailed to bldr / emailed contractor, PE, Water and Sewer Spr after more plan review for plan approval-Sunnyview Dr / quit 1730 (4hrs)/	3
5/2/2018	start 1226/ Rte 13, Rte 281, Luker Rd- site visits / 850 Lime Hollow Rd- foundation wall, insulation inspections / Stupke Rd, McLean Rd, Rte 222, Valley View Dr- site visits / framing inspection -Luker Rd columns set-mini storage / 3891 Valley View Dr- framing inspection -new shtg reroof / final inspection -4386 Rte 11-demo permit-building removed need to issue CofC / 981 Rte 222- framing inspection -installation of ohd's / 1601 Lighthouse Hill Rd- plumbing inspection, heating inspection, insulation inspection / Pendleton St Ext, Saunders Rd, office- site visits / emailed response to Fireworks display co for site plan review approval / Wellington Dr- foundation inspection -basement floor, framing inspection -subfloor almost complete / Eli Rd, Tower Rd- site visits -need to look up owner at corner of Page Green and Tower for junk all over / site visit across from Lash Rd-culvert in, no plans on file yet / quit time 1506 (2.7 hrs)/	23.1
5/3/2018	start 1256-S Cortland Virgil Rd, Rte 13, McLean Rd- site visits / 3819 Valley View Dr- framing inspection -reroof / 807 Rte 222- framing inspection, plumbing inspection, partial insulation inspection / 981 Rte 222- final inspection garage- issued C of O / prefinal inspection -876 Rte 13-carwash-equipment installation / plan review for trusses at Sunnyview Dr-emailed GC-gsl not compliant / 860 Rte 13- plan review for ADA parking compliance w proposed remodel for curb cuts and parking layouts / returned call to Aldi's GC-going to remove entire old store instead of partial w remodel-told them to contact PZO / quit time 1544 (2.8 hrs) /	7.5

5/4/2018	<p>start 0612 / site visit-4446 Raphael Dr-foundation start, no forming on footers yet / 4428 Raphael Dr-framing inspection-deck frame, north wall started w joists and no posting / site visit-4297 Partridge Run-need to contact site worker-silt fencing required / 3981 Woodside Rd-office visit and plan review-issued bldgprmt-deck-pd \$48 / daily log, monthly reports to catch up with / plan review-Cvl Hiway Garage-HVAC and Lighting comm check / 655 Lime Hollow Rd-plan review and email to owner and bldr for more required info / returned call to GC for Sunnyview-rec'd updated truss plans-called for okay and needing hard copy of house plans and updated permit fee / 3245 W River Rd-plan review and emailed bldr-items to address for permit acceptance-porch /</p>	
5/4/2018	<p>0958 left office/ 4765 Rte 41-bldr left truss plans for highway garage / had office mtg w TwnSpr-unwilling to separate job responsibilities / 850 Lime Hollow Rd-site visit, plan review w plmbg site spr, foundation inspections for footers and walls / Wellington Dr-partial framing inspection-new home-foundation inspection-basement floor saw cutting/ Walden Pond Lane, Bennie Rd, Rte 215-site visits / 1050 back to office /</p>	
5/4/2018	<p>3245 W River Rd-plan review-porch proposal-emailed bldr-need specs for approval / issued email to CCSWCD for storm water compliance for pending projects / worked on month end reports / emailed GC-850 Lime Hollow Rd-no MEP's issued yet-need to review them for site visits / 1520 left office for site visits / framing inspection-Luker Rd-self storage-girt installation, columns braced / 3832 Luker Rd-final inspection-Bestway Truck Shop-retention pond installation complete-sod needs establishment for NOT sign off, lacking final electrical cert. / plan review for pole barn, storm water discussion-Partridge Hill w owner / quit time 1640 (10.5 hrs)/</p>	18.8

5/7/2018	start 0630-office mtg w Water and Sewer Spr-plan review and discussion-Woods Edge additional home proposed / compilation of permit fee historical data for TwnSpr / plan review -873 Rte 13-new addition-emailed developer-needing manufacturers truss plans for permit approval / 655 Lime Hollow Rd-emailed Thoma-after plan review -items missing for permit approval / 1037 lft office / 850 Lime Hollow Rd- foundation inspection -backfill taking place- foundation insulation inspection-site visit w plmbg contractor for underslab review / framing inspection -w bldr-Wellington Dr-new home / Rte 13, Kinney Gulf Rd, Hatfield Rd- site visits / 1131 quit time (5.0 hrs)/	11.4
5/8/2018	start 0625- final inspection -3819 Valley View Dr-reroof project-need to issue CofC / underslab inspection w plbg contractor-850 Lime Hollow Rd-AMM facility / quit time 0644 (.3hrs) /	4.9
5/8/2018	start 1400- site visit and foundation inspection -Town Hiway Dept / 850 Lime Hollow Rd-returned call to plmbg contractor-tomorrow inspection request for smoke test on underslab / Clute Rd-returned call for owner-set back quesitons vs changing usage fr business to personal garage use w storage / returned call to site mgr-Royal Auto-items needed for permit on renovation at old car dealership/ 4446 Raphael Dr-need to return Complaint call-drainage vs septic vs new home construction / quit time 1738(3.9 ttlhrs) /	8.9
5/9/2018	start time 1230/ Blodgett Mills Rd, Rte 11, Rte 41- site visits / 4765 Rte 41- footer inspection -Town Hiway garage-rebar in place / 4366 Rte 41-demo inspection, site visit -framing inspection / 850 Lime Hollow Rd-underslab plumbing inspection w smoke test / in for office visit and job review w TwnSpr / Wellington Dr- framing inspection -walls up, most trusses set / Bennie Rd, Rte 215 site visits / quit time 1534 (3.1hrs) /	17.5
5/10/2018	1300 start time / Rte 13, Starr Rd, Pendleton St Ext, Rte 41- site visits / 4765 Rte 41- foundation wall inspection -hiway barn / 4433 Cosmos Hill Rd- framing inspection -porch addition / 4297 Partridge Run- site visit and plan review -need to contact PE for possible storm water plan / emailed response to AIA for KMart plaza w request for dwgs-needs to foil process / email response to Thoma-no bldgprmtpkt on file-3133 Gracie Rd / 1728 quit time (4.5 hrs)/	19.1

5/11/2018	0613 start time-site visit and prefoundation footing inspection -4446 Raphael Dr / 4428 Raphael Dr- site visit -no framing activity change / Luker Rd- framing inspection -gable end trusses in place-ext wall framing done-self storage unit-first of three bldgs / 850 Lime Hollow Rd- underslab inspection, wall and footing inspections -foundation walls complete / office visit and site plan review -Ridge Rd w bldr-need full site plan, house plans, and septic and well plans for barn permit / site visit to Aldis w contractor-new site plans submitted for total removal and new green space w no new parking spaces -need to resubmit Temp CofO if possible and email contractor w demo price tag for change on original permit /	6.6
5/11/2018	office visit w TwnSpr, HR for job description reviews and contract wording/ 3133 Gracie Rd- issued bldgprmt -Thoma-prepaid- office visit and plan review for scope of work - site visit / 4446 Raphael Dr- site plan review for septic plans w owner-returned call to neighbor w ques on septic location and design / site plan review-office visit-issued bldprmt -4297 Partridge Hill Rd-pole barn- pd \$290-site visit / 908 Rte 13-issued letter for extension of demo permit at Aldis and site plan dwgs needed to modify / quit time 1705	7.6
5/14/2018	start 0628- site visits -Highland Rd, McLean Rd, Stupke Rd/ 805 Lime Hollow Rd- underslab inspection / site visit -footings for sign in place-Webb Rd Sunoco-on Cvl property -no sign permit yet / office work / returned call to bldr-firewall 1098 Rte 222 questions / 0854 lft for inspections / 1608 Oakcrest St- site visit -no new activity for addition / 4765 Rte 41- foundation inspection -frost walls-Twn Hiway garage / 1601 Lighthouse Hill Rd- plumbing, mechanical, framing inspection -duplex / 4428 Raphael Dr- framing inspection, prefinal inspection -new home remodel / Cosmos Hill Rd, Blue Creek Rd, Sweeney Rd- site visits / Highland Rd, Fairview Dr, Luker Rd- site visits / framing inspection -Luker Rd-self storage-setting purlins on trusses / 1108 quit time (4.7 hrs)/	29.2

5/15/2018	start time 0625 / site visit and plan review 4540 Sweeney Rd-new log home-emailed owners w updates / Kingsley Ave deck permit plan review / 805 Lime Hollow Rd- site visit -crane set up for steel erection / quit time 0655/ start time 1350- site visits -Page Green Rd, Saunders Rd, Starr Rd / office visit -inspection request 807 Rte 222 / 4527 Locust Ave-emails w bldr-to send new truss plans for change to bldg size / 3673 Pendleton St-returned call to bldr-more details needed for plan review / 1656 left office / framing inspection 807 Rte 222 per earlier request called bldr w items to address/ quit time 1710 (4.1 total hrs) /	17.3
5/16/2018	sick day	
5/17/2018	0715 start time- issued bldgprmt -Kingsley Ave deck / email correspondences / emails w AIA for Rte 13 McDonalds remodel and items needed for permitting / 805 Rte 13-underslab plumbing inspection / quit time 0913 (2.0 hrs)/	3.3
5/21/2018	0638 start time - foundation inspection and site visit -4446 Raphael Dr / 805 Lime Hollow Rd-underslab plumbing inspection -AMM / 4540 Sweeney Rd- plan reviews , emails, returned calls -new home / 2785 Hoxie Gorge Rd-started plan review for addition-returned call to bldr / 3673 Pendleton St-returned call to bldr after plan review -scheduled for site visit / email response for McDonalds permit time and turnaround-867 Rte 13 / returned call to owner-CofO requirements for new home -Woods Edge / plans dropped off for Royal Auto remodel and new home plans-spoke w site super for review this week / site visit -876 Rte 13-tower work for siding, roofing complete- framing inspection / lot #2 Wellington Dr- framing inspection -new home-need to ck on truss plans for bracing / quit time 1115 (4.6 hrs)/	12
5/22/2018	start time 1253- site visits -S Cortland Virgil Rd-no new activity / prefinal inspection -854 Rte 13-nail salon-listed items to add and change-did follow up email w specs req'd / site visit -4297 Partridge Hill Rd-request for post hole insp-no one on site / returned call to AIA for remodel-West Rd Plaza-need sketches for plan review / 2785 Hoxie Gorge Rd- plan review -returned call to bldr-need BP1 and payment for issuing permit / quit time 1722 (4.5 hrs)/	10.4

5/23/2018	<p>0620 start-underslab plumbing inspection, framing inspection-Luker Rd-self storage bldg for office space / site visit-4297 Partridge Hill Rd-no auger, lumber on site / site visits-Rte 13, Luker Rd, Lime Hollow Rd / site visit 805 Lime Hollow Rd-framing inspection-steel erection - quit time 0658 / start 1250-site visits-Sears Rd, Rte 222 / framing inspection-3673 Pendleton St-site visit and plan review-remodel w framing changes / post hole inspection-4297 Partridge Hill Rd-met w bldr-review of fill vs depth / 2785 Hoxie Gorge Rd-addition-issued bldgprmt-pd \$70 / Starr rd, Pendleton St Ext, Tower Rd- site visits / quit time 1520 (3.1 total hrs) /</p>	29.2
5/24/2018	<p>1352 start time / Rte 11, Hoxie Gorge Rd-site visits / preslab foundation inspection-2785 Hoxie Gorge Rd-deliv bldgprmt / 4765 Rte 41-site visit-TwnHiway garage-no new activity / Carr Hill Rd, Ames Rd, Lighthouse Hill Rd-site visits / foundation excavation started for horse run in shed-Carr Hill Rd-site visit / 1601 Lighthouse Hill Rd-drywall installation-site visit / 4446 Raphael Dr-foundation inspection-precast walls in place, no floor yet / 4433 Cosmos Hill Rd-framing inspection-porch addition / 4297 Partridge Hill Rd-post hole inspection, framing inspection-setting columns / 1509 back to office / returned calls and email correspondence / 4537 Locust Ave-plan review w photo for underslab-emailed owner for verification of firewall w garage located too close to house / sent email to HR for issues / quit time 1730(3.6 hrs)/</p>	18.1
5/25/2018	<p>start 0638-spoke w HR, spoke w TwnSpr-no agreement to change hours to full time-told him I'd finish out today / 1011 left office for preslab inspection-3024 Rte 215-ckd out ok / 1157 Gallagher Rd-site visit -issued pool and deck permit-pd \$44.00 / quit time 1100 (headed to Caroline) / start time 1239-site visit-new sports park dirtwork-need to ck on status of SWPPP if any has been filed / framing inspection-Luker Rd self storage-installation of steel roofing / 850 Lime Hollow Rd-underslab plumbing inspection / 1330 stopped at office/</p>	7.9

5/25/2018	final inspection-3934 Rte 281-nail and spa salon -issued CofO and emailed copy / Rte 281, Fisher Ave, Locust Ave site visits / 4537 Locust Ave-preslab inspection-firewall needed for proximity to house / Cosmos Hill Rd, Blue Creek Rd, Raphael Dr-site visits / 4446 Raphael Dr-underslab plumbing inspection, preslab inspection / 4297 Partridge Hill -framing inspection-garage-sidewall girts and wall plates in place / 1527 back to office / lft msg w HR for contract negotiations / 4537 Locust Ave-lft msg w bldr and owner w setback concerns / 1724 left office and took plans home for review-Royal Auto shop and house / (9.1 total hrs)/	10.7
5/28/2018	plan review-3903 Rte 281-Royal Nissan-start 0705 / plan review -1068 Blue Creek Rd-new home/ plan review West Rd Plaza-tattoo shop remodel / Code research / quit time 1118 (4.2hrs) /	
5/29/2018	start 0630-completed , delivered notice for Twn Spr-lft at office for negotiations-quit time 0700 (.5hrs)/	
5/31/2018	start 0619- post hole inspection, framing inspection-4297 Partridge Hill -pole barn / 4446 Raphael Dr-underslab plumbing inspection new home / 4428 Raphael Dr-framing inspection, post hole inspection-ext deck / 1122 Commons Ave-site visit-follow up to 911 call for canopy damage-no structural issues, trim only / Luker Rd-new self storage-framing inspection-roof steel almost complete / 850 Lime Hollow Rd-plumbing inspection-met w plbg spr-storm drain installation w cast / quit time 0721 (1hr) /	10.5
	Total mileage for May	277

Submitted By: Kevin J. McMahon

Permit Status Report

May 01, 2014 - May 31, 2018

For Permit Type : All

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
14-17	Greg and Barb Leach	3245 West River Rd	108.00-04-04.	Swimming Pools	5/2/2014	Open
14-35	John Barden	927 Blue Creek Rd	76.00-04-01.0	Permit Renewal	2/13/2018	Open
15-24	Brian Francis	1900 E River Rd	77.00-07-02.0	Permit Renewal	3/3/2018	Open
15-38	Lawrence Carlisle	4462 Locust Ave	77.00-02-02.0	Decks	5/23/2015	Open
15-79	Empire Construction of CNY LLC	4444 Locust Ave	77.00-02-04.1	Permit Renewal	2/7/2018	Open
15-80	Glenn Anderson	4444 Locust Ave	77.00-02-04.1	Permit Renewal	10/4/2016	Open
15-85	Debra and Charles Tucker-Curley	989 Beechwood Ln	96.17-01-05.0	Permit Renewal	2/15/2017	Open
16-109	Bestway Enterprises Inc	3832 Luker Rd	86.17-02-01.1	New Construction-Comm.	12/5/2016	Open
16-12	Ben Giamichael	711 Sleepy Hollow Rd	95.11-02-07.0	Swimming Pools	3/11/2016	Open
16-42	Tom and Robin Casterline	758 Bowling Green Rd	95.11-01-18.0	Swimming Pools	6/2/2016	Open
16-45	James Jacob	3381 Page Green Rd	96.00-10-08.0	Swimming Pools	6/7/2016	Open
16-62	Byron Horak	1686 Lighthouse Hill Rd	77.09-01-03.0	Decks	7/19/2016	Open
16-70	Sam Darbshire	1644 Lighthouse Hill Rd	77.00-05-14.0	Additons-Residential	8/1/2016	Open
16-87	Jesse Gale	4151 Carr Hill Rd	87.00-01-09.1	Alterations-Residential	9/8/2017	Open
16-89	Dan and Christine Horn	922 Blue Creek Rd	85.00-08-16.2	New Construction-Res	9/12/2017	Open
16-92	Kirwin Gibbs	1199 Davinci Drive	76.00-02-13.1	Swimming Pools	9/28/2016	Open
17-001	Robert Jones	4401 Nichols Rd	78.00-01-31.0	New Construction-Res	1/23/2018	Open
17-003	Tieler and Megan Sweeney	3444 Pendleton St	97.00-05-03.0	Alterations-Residential	1/27/2017	Open

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
17-004	Robert Jones	4401 Nichols Rd	78.00-01-31.0	Decks	2/7/2018	Open
17-022	Charles Symons	3850 Highland Rd	85.19-01-19.0	Alterations-Residential	5/9/2017	Open
17-027	Complete Construction Concepts LLC	3833 Route 11	87.04-01-17.0	New Construction-Comm.	5/23/2017	Open
17-030	Glenn Doran	3791 McGraw Marathon Rd	98.08-01-02.0	Swimming Pools	6/1/2017	Open
17-033	John DelVecchio	1314 Bell Dr	76.15-01-05.2	New Construction-Res	6/5/2017	Open
17-036	Anne McLorn	1052 Blue Creek Rd	76.00-07-02.0	Swimming Pools	6/8/2017	Open
17-037	Jamie Prindle	1787 Lighthouse Hill Rd	77.00-06-03.0	New Construction-Res	6/8/2017	Open
17-039	James Cosimo	3430 Page Green Rd	96.00-09-05.0	Swimming Pools	6/9/2017	Open
17-043	Craig Turner	Clinton St	88.00-01-68.1	Additons-Residential	6/20/2017	Open
17-044	Robert VanDee	785 N Lamont	95.15-03-04.0	Swimming Pools	6/22/2017	Open
17-049	National Contractors LLC	Aldi 908 Route 13	95.16-02-45.0	New Construction-Comm.	6/29/2017	Open
17-050	2 Pro's Construction LLC	4428 Raphael Drive	76.00-06-11.0	Alterations-Residential	6/30/2017	Open
17-052	Eugene Forehand	3105 Clute Rd	107.00-02-09.	New Construction-Res	7/7/2017	Open
17-054	Tim Law	3865,3871 Route 11	87.00-04-04.0	New Construction-Comm.	7/17/2017	Open
17-056	T Mobile	4437 Locust Ave	76.00-03-16.0	Alterations-Commercial	7/19/2017	Open
17-058	Allied Sign Co	David Yaman Route 13	95.00-10-04.0	Signs	7/31/2017	Open
17-060	Arthur Bell	4245 Bellcrest Drive	76.00-07-04.2	New Construction-Res	8/4/2017	Open
17-066	Believers Chapel	Thrifty Shopper 1118 Route 222	86.13-01-57.2	Alterations-Commercial	8/25/2017	Open
17-067	Michael & Andrea Stevens	1601 Lighthouse Hill Rd	76.00-03-09.2	New Construction-Res	8/25/2017	Open
17-068	Transcend Wireless LLC	1863 Ahrens Rd	97.00-01-36.1	Alterations-Commercial	8/28/2017	Open

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
17-076	Paul Ballard	2006 Ames Rd	77.00-07-03.0	Alterations-Residential	9/15/2017	Open
17-080	Carrie Jubran	1286 Starr Rd	96.10-02-46.0	Decks	9/19/2017	Open
17-084	William McDermott	Sunny Field Dr	85.11-02-08.0	New Construction-Res	9/26/2017	Open
17-085	Holly Doty	3472 Route 11	98.00-01-52.0	Decks	9/28/2017	Open
17-089	Rex's Pasta Inc	Rex's Pasta Inc 1098 Route 222	86.13-01-55.2	Additions-Commercial	10/5/2017	Open
17-090	Tim Law	3865,3871 Route 11	87.00-04-04.0	New Construction-Comm.	10/5/2017	Open
17-094	Clifton Land Co LLC	876 Route 13	95.16-02-78.1	Additions-Commercial	10/13/2017	Open
17-096	Prop, Inc.	Luker Rd	86.17-01-01.0	New Construction-Comm.	10/18/2017	Open
17-098	Michael Grossi	3066 Page Green Rd	106.00-01-50.	New Construction-Res	10/20/2017	Open
17-099	AT & T	1863 Ahrens Rd	97.00-01-36.1	Additions-Commercial	10/25/2017	Open
17-103	Ashley Partigianoni	4537 Locust Ave	76.00-03-14.0	Alterations-Residential	10/30/2017	Open
17-104	Ashley Partigianoni	4537 Locust Ave	76.00-03-14.0	New Construction-Res	10/30/2017	Open
17-108	Paul Alteri	3576 Parti Dr	96.10-01-33.0	Additons-Residential	11/14/2017	Open
17-109	Gibbons Construction	3821 Buck Dr	87.00-04-08.0	Sheds	11/17/2017	Open
17-110	Adam Mrozowski	3790 Clinton St	88.00-01-68.2	Decks	12/6/2017	Open
17-113	Aimee Dorward	3082 Ridge Rd	99.00-01-13.2	Decks	12/29/2017	Open
17-114	Bobbie Fox	1608 Oakcrest St	96.36-01-10.0	Additons-Residential	12/29/2017	Open
18-003	MAB Roofing and Siding	1159 Gallagher Rd	106.00-09-11.	Alterations-Residential	1/22/2018	Open
18-006	Cortland Asphalt Products Co	1902 Loring Xing	77.00-01-22.0	Permit Renewal	1/26/2018	Open
18-007	Dan King	3861 Route 281	86.17-01-11.1	Signs	1/30/2018	Open
18-012	Roxanne Sorrells	734 Bowling Green Rd	95.11-01-05.0	Alterations-Residential	2/16/2018	Open
18-013	Thomas and Jessica Thompson	3686 Route 11	97.02-01-17.0	Alterations-Residential	2/16/2018	Open

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
18-015	Tanya Fedorka	3770 Fairview Dr	85.20-01-27.0	Alterations-Residential	2/23/2018	Open
18-016	Pyrotek Inc	641 Route 13	105.00-03-14.	Additions-Commercial	2/27/2018	Open
18-017	Steve Randall Remodeling	807 Route 222	85.20-01-06.0	Additons-Residential	2/28/2018	Open
18-018	David Wayman	3673 Abdallah Ave	96.06-01-23.0	Alterations-Residential	3/6/2018	Open
18-019	George McCracken	655 Lime Hollow Rd	95.00-06-08.0	Alterations-Residential	3/8/2018	Open
18-026	Homer-Cortland Comm Agency Inc	4386,4392 Route 11	76.15-01-30.0	Signs	4/9/2018	Open
18-027	Thomas Bilodeau	4457 Route 41	88.00-01-77.0	Sheds	4/6/2018	Open
18-028	Bell Construction LLC	4433 Cosmos Hill Rd	76.13-01-02.1	Additons-Residential	4/9/2018	Open
18-030	John Congdon	Luker Rd	95.08-01-17.0	New Construction-Comm.	4/12/2018	Open
18-031	Bruce and Tammy Zimmerman	4375 Locust Ave	76.16-01-13.0	Sheds	4/16/2018	Open
18-032	John DelVecchio	Raphael Dr	76.00-02-03.0	New Construction-Res	4/16/2018	Open
18-033	Key Bank	860 Route 13	95.20-02-04.0	Alterations-Commercial	4/17/2018	Open
18-034	Mary Voorhees	Lot #2 Wellington Drive	105.08-02-01.	New Construction-Res	4/18/2018	Open
18-035	Darik and Amber Hanback	3673 Pendleton St	96.12-01-31.0	Alterations-Residential	4/20/2018	Open
18-036	Hayner Hoyt Corporation	Lime Hollow Rd	95.00-10-02.0	New Construction-Comm.	4/26/2018	Open
18-037	Cortlandville Town of	4765 Route 41	88.00-01-80.0	New Construction-Comm.	4/26/2018	Open
18-038	Justin Limper	4052 Quail Ridge Dr	86.00-03-09.0	Alterations-Residential	4/27/2018	Open
18-039	Artcraft Home Improvements	3819 Valley View Dr	85.19-01-24.0	Alterations-Residential	5/1/2018	Open
18-040	George Delorenzo	3981 Woodside Rd	85.16-01-20.0	Decks	5/4/2018	Open
18-041	Doug Smith	3608 Kingsley Ave	96.09-04-15.0	Decks	5/10/2018	Open

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
18-042	Earl Fox	3133 Gracie Rd	105.00-01-36.	Alterations-Residential	5/11/2018	Open
18-043	Pat and Jodi Gabriel	4297 Partridge HI	85.00-07-04.0	New Construction-Res	5/11/2018	Open
18-044	Cortland MHP Associates Inc	Cortland Estates 1054 Route 13	96.09-04-10.0	Decks	5/17/2018	Open
18-045	Eric Maki	2293 Blodgett Mills Rd	97.04-02-19.0	Sheds	5/18/2018	Open
18-046	John & Janet McMullin	2785 Hoxie Gorge Rd	108.00-02-05.	Additons-Residential	5/23/2018	Open
18-048	Trevor Schadeuald	1157 Gallagher Rd	106.00-09-10.	Swimming Pools	5/25/2018	Open
D17-03	Alicia Augur	3975 Carr Hill Rd	87.00-01-15.0	Demolition	6/2/2017	Open
D17-05	National Contractors LLC	Aldi 908 Route 13	95.16-02-45.0	Demolition	6/29/2017	Open
D18-02	Melvin Simon	3538 Route 281	95.16-01-20.0	Demolition	2/27/2018	Open
D18-05	Royal Auto Group	3903-3911 West Road	86.17-01-02.1	Demolition	3/29/2018	Open
D18-06	Dan Williams	4366 Route 41	89.00-01-08.0	Demolition	4/13/2018	Open
D18-07	Aldi Inc	Aldi 908 Route 13	95.16-02-45.0	Demolition	5/31/2018	Open
Total # Permits :						92

CORTLANDVILLE TOWN COURT

Raymond G. Thorpe Municipal Building

3577 Terrace Road

Cortland, New York 13045

Lenore M. LeFevre

Presiding Justice

F-2

(607) 756-2352

Fax (607) 756-6753

No service by fax



June 08, 2018

Richard C. Tupper
Town Supervisor
Town of Cortlandville
3577 Terrace Road
Cortland, New York 13045

RE: Justice Report for the month of May, 2018

Dear Mr. Tupper:

Please be advised the Court completed 529 cases for the month of May and turned over \$57,722.00 in fines and forfeitures to the New York State Comptroller for that period.

The Court also completed five alcohol cases relative to the STOP DWI Program.

Thank you for your attention in this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lenore M. LeFevre".

Lenore M. LeFevre
Town Judge
Town of Cortlandville

LML:mcc

PC Kristin E. Rocco-Petrella, Cortlandville Town Clerk

F-3

CORTLANDVILLE TOWN COURT

Raymond G. Thorpe Municipal Building

3577 Terrace Road

Cortland, New York 13045

Francis J. Casullo

Presiding Justice

(607) 756-2352
Fax (607) 756-6753
No service by fax



June 08, 2018

Richard C. Tupper
Town Supervisor
Town of Cortlandville
3577 Terrace Road
Cortland, New York 13045

RE: Justice Report for the month of May, 2018

Dear Mr. Tupper:

Please be advised the Court completed 606 cases for the month of May and turned over \$55,081.50 in fines and forfeitures to the New York State Comptroller for that period.

Thank you for your attention in this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Francis J. Casullo".

Francis J. Casullo
Town Judge
Town of Cortlandville

FJC:mcc

PC Kristin E. Rocco-Petrella, Cortlandville Town Clerk

RECEIVED JUN 15 2018

F-4

**TOWN OF CORTLANDVILLE
TAX COLLECTOR'S SUMMARY
JANUARY 01, 2018 – JUNE 15, 2018**

AMOUNT OF WARRANT	\$ 11,891,729.58
ADJUSTMENTS (DECREASE IN WARRANT)	-\$ 0.00
ADJUSTMENTS (INCREASE IN WARRANT)	+\$ 0.00
PAID TO TOWN SUPERVISOR	-\$ 3,124,210.86
PAID TO COUNTY TREASURER	-\$ 7,375,000.00
INCORPORATED COMPANIES PAID TO COUNTY	-\$ 729,725.18
INCORPORATED COMPANIES PENALTY PAID TO COUNTY	-\$ 0.00
UNPAID'S RETURNED TO COUNTY TREASURER	-\$ 403,976.38
-----AMOUNT OF COLLECTOR'S MAILING FEE ON RETURNED TAXES (173 TAX BILLS x \$2.00)	----- -\$ 346.00
FINAL PAYMENT TO COUNTY TREASURER 6/12/17	-\$ <u>258,471.16</u>
	\$ 0.00
<hr/>	
UNPAID NOTICES SENT OUT IN MAY 2018 247 X \$2.00/PARCEL	\$ 494.00
TOTAL BASE AMOUNT COLLECTED FOR THE 2018 TAX YEAR	\$ 11,487,753.20
PERCENTAGE OF TAXES COLLECTED BY TOWN AS OF 6/11/18	96.60%
<hr/>	
OPENING BALANCE OF TAX SAVINGS ACCOUNT	\$ 0.01
\$2.00 CHARGE FOR UNPAIDS RETURNED TO COUNTY TREASURER ON 6/13/17 (173 BILLS X \$2.00/PARCEL)	+\$ 346.00
\$2.00 CHARGE FOR UNPAIDS COLLECTED	+\$ 148.00
INTEREST EARNED FROM TAX COLLECTION SAVINGS (JAN-MAY)	+\$ 349.82
PENALTIES COLLECTED FROM 2/1/18-6/11/18	+\$ 31,802.99
NSF FEES CHARGED BY NBT BANK	-\$ 20.00
NSF FEES COLLECTED	+\$ 20.00
TAX COLLECTION CHECKING ACCOUNT BALANCE AS OF 6/11/18	=\$ 32,646.82
PAID TO TOWN SUPERVISOR 6/15/18	-\$ <u>32,646.81</u>
TAX COLLECTION BALANCE AS OF 6/15/18	\$ 0.01

I, KRISTIN E. ROCCO-PETRELLA being duly sworn, say that I am the Town Clerk/Collector of the Town of Cortlandville and the foregoing is a full and true statement of all fees and moneys received during the Tax Collection period of 2018, dated this 15th day of June, 2018.

Kristin E. Rocco-Petrella

Kristin E. Rocco-Petrella, RMC
Town Clerk/Collector
Town of Cortlandville

F-5

WATER MONTHLY ACTIVITY FOR MAY 2018

DATE	TRANSACTION	WATER BILLING	FINALS	APPL.	PENALTY	TURN ON/OFF	UNAPPLIED CREDITS	APPLIED CREDITS	NSF CHECK	ACCOUNT ADJ.	ACCOUNT ADJ.	DEPOSIT	TOTAL AIR	UNAPPLIED CREDIT	350 REC> BOOKKEEPER
05/01/18	Carry over Bal												\$36,823.71	\$109.93	\$36,713.78
05/01/18	Acct # 1137		\$24.05										\$36,847.76	\$109.93	\$36,737.83
05/01/18	Deposit											\$67.24	\$36,780.52	\$109.93	\$36,670.59
05/01/18	Deposit											\$8,589.18	\$28,191.34	\$109.93	\$28,081.41
05/01/18	Deposit											\$6,864.81	\$21,326.53	\$109.93	\$21,216.60
05/01/18	Deposit											\$1,118.24	\$20,208.29	\$109.93	\$20,098.36
05/04/18	Deposit											\$748.25	\$19,460.04	\$109.93	\$19,350.11
05/04/18	Deposit											\$31.66	\$19,428.38	\$109.93	\$19,318.45
05/04/18	Deposit											\$399.87	\$19,028.51	\$109.93	\$19,918.58
05/04/18	Penalty				\$1,481.01								\$20,509.52	\$109.93	\$20,399.59
05/07/18	Acct # 401										\$2.83		\$20,506.69	\$109.93	\$20,396.76
05/08/18	Deposit											\$683.87	\$19,922.82	\$109.93	\$19,812.89
05/08/18	Deposit											\$26.46	\$19,796.36	\$109.93	\$19,686.43
05/09/18	Deposit											\$902.52	\$18,893.84	\$109.93	\$18,793.91
05/11/18	Deposit											\$519.34	\$18,374.50	\$109.93	\$18,264.57
05/15/18	Acct # 576					\$25.00							\$18,399.50	\$109.93	\$18,289.27
05/15/18	Acct # 1525					\$25.00							\$18,424.50	\$109.93	\$18,314.57
05/15/18	Deposit											\$1,408.78	\$17,015.72	\$109.93	\$16,905.79
05/16/18	Acct # 1615			\$60.00									\$17,075.72	\$109.93	\$16,965.79
05/16/18	Deposit											\$60.00	\$17,015.72	\$109.93	\$16,905.79
05/16/18	Deposit											\$146.11	\$16,869.61	\$109.93	\$16,759.68
05/21/18	Deposit											\$123.46	\$16,746.15	\$109.93	\$16,636.22
05/22/18	Acct # 1001		\$61.23										\$16,807.38	\$109.93	\$16,697.45
05/22/18	Deposit											\$244.33	\$16,563.05	\$109.93	\$16,453.12
05/22/18	Deposit											\$35.99	\$16,527.06	\$109.93	\$16,417.13
05/24/18	Deposit											\$295.95	\$16,231.11	\$109.93	\$16,121.18
05/25/18	Acct # 710		\$24.05										\$16,255.16	\$109.93	\$16,145.23
05/25/18	Acct # 793		\$53.97										\$16,309.13	\$109.93	\$16,199.20
05/30/18	Deposit											\$262.37	\$16,046.76	\$109.93	\$15,936.83
05/30/18	Acct # 598		\$34.07										\$16,080.83	\$109.93	\$15,970.90

WATER MONTHLY ACTIVITY FOR MAY 2018

DATE	TRANSACTION	WATER BILLING	FINALS	APPL.	PENALTY	TURN ON/OFF	UNAPPLIED CREDITS	APPLIED CREDITS	NSF CHECK	ACCOUNT ADJ.	ACCOUNT ADJ.	DEPOSIT	TOTAL A/R	UNAPPLIED CREDIT	350 REC< BOOKKEEPER
05/31/18	Deposit											\$205.59	\$15,875.24	\$109.93	\$15,765.31
05/31/18	Carry over Bal												\$15,875.24	\$109.93	\$15,765.31

SEWER MONTHLY ACTIVITY FOR MAY 2018															
DATE	TRANSACTION	SEWER BILLING	FINALS	APPL.	PENALTY	TURN ON/OFF	UNAPPLIED CREDITS	APPLIED CREDITS	NSF CHECK	ACCOUNT ADJ.	ACCOUNT ADJ.	DEPOSIT	TOTAL AIR	UNAPPLIED CREDIT	360REC> BOOKKEEPER
04/30/18	Carry over Bal												\$41,800.42	\$159.10	\$41,641.32
05/01/18	Acct # 1137		\$28.00										\$41,828.42	\$159.10	\$41,587.24
05/01/18	Deposit											\$82.08	\$41,746.34	\$159.10	\$41,587.24
05/01/18	Deposit											\$9,766.74	\$31,979.60	\$159.10	\$31,820.50
05/01/18	Deposit											\$8,268.42	\$23,711.18	\$159.10	\$23,552.08
05/03/18	Deposit											\$1,040.33	\$22,670.85	\$159.10	\$22,511.75
05/04/18	Deposit											\$615.83	\$22,055.02	\$159.10	\$21,895.92
05/04/18	Deposit											\$37.90	\$22,017.12	\$159.10	\$21,858.02
05/04/18	Deposit				\$1,769.06							\$380.00	\$21,637.12	\$159.10	\$21,478.02
05/04/18	Penalty												\$23,406.18	\$159.10	\$23,247.08
05/07/18	Acct # 401									\$3.38			\$23,402.80	\$159.10	\$23,243.70
05/08/18	Deposit											\$606.42	\$22,796.38	\$159.10	\$22,637.28
05/08/18	Acct # 454							\$12.92					\$22,783.46	\$146.18	\$22,637.28
05/08/18	Deposit											\$30.80	\$22,752.66	\$146.18	\$22,606.48
05/08/18	Acct # 217							\$4.10					\$22,752.66	\$142.08	\$22,610.58
05/09/18	Deposit											\$968.21	\$21,784.45	\$142.08	\$21,642.37
05/11/18	Deposit											\$635.74	\$21,148.71	\$142.08	\$21,006.63
05/15/18	Deposit											\$3,432.33	\$17,716.38	\$142.08	\$17,574.30
05/16/18	Acct # 1615			\$85.00									\$17,801.38	\$142.08	\$17,659.30
05/16/18	Deposit											\$85.00	\$17,716.38	\$142.08	\$17,574.30
05/16/18	Deposit											\$101.17	\$17,615.21	\$142.08	\$17,473.13
05/21/18	Deposit											\$56.03	\$17,559.18	\$142.08	\$17,417.10
05/21/18	Deposit											\$160.09	\$17,399.09	\$142.08	\$17,257.01
05/22/18	Deposit											\$269.66	\$17,129.43	\$142.08	\$16,987.35
05/22/18	Deposit											\$53.90	\$17,075.53	\$142.08	\$16,933.45
05/24/18	Deposit											\$170.89	\$16,904.64	\$142.08	\$16,762.56
05/25/18	Acct # 710		\$28.00										\$16,932.64	\$142.08	\$16,790.56
05/30/18	Deposit											\$174.28	\$16,758.36	\$142.08	\$16,616.28
05/31/18	Deposit											\$189.57	\$16,568.79	\$142.08	\$16,426.71
05/31/18	Carry over Bal												\$16,568.79	\$142.08	\$16,426.71



June 8, 2018

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

This is to inform you about a programming change that will affect our subscribers in New York.

Effective on or after July 1, 2018, Olymposat is ceasing distribution of El Garage on Latino View.

A slate will be placed on the channel to notify subscribers of this change.

If you have any questions or concerns, please feel free to contact me at 315-634-6170 or by email at alice.kim@charter.com.

Sincerely,

A handwritten signature in cursive script that reads "Alice J. Kim".

Alice J. Kim
Director, Government Affairs
Charter Communications

1006 Vacation Leave

Eligibility - Full-time employees are eligible for paid vacation leave for a period of rest and relaxation in recognition for services performed throughout the year. Part-time and temporary employees are not eligible for paid vacation leave but are allowed unpaid time off with prior Department Head approval.

Allowance - Eligible employees are credited with paid vacation leave in accordance with the following schedule:

Employees hired prior to September 1, 2016

Completed, Continuous Length of Service as of Anniversary Date	Vacation Leave Credited as of Anniversary Date	Administrative Hours	Highway/Water/Sewer Hours
1-4 Years	10 Days	70 Hours	80 Hours
5 Years	15 Days	105 Hours	120 Hours
6 Years	16 Days	112 Hours	128 Hours
7 Years	17 Days	119 Hours	136 Hours
8 Years	18 Days	126 Hours	144 Hours
9 Years	19 Days	133 Hours	152 Hours
10 Years	20 Days	140 Hours	160 Hours
15 Years	21 Days	147 Hours	168 Hours
20 Years	22 Days	154 Hours	176 Hours
25 Years	23 Days	161 Hours	184 Hours
30 Years	24 Days	168 Hours	192 Hours
35 Years	25 Days	175 Hours	200 Hours

Employees hired after September 1, 2016

Completed, Continuous Length of Service as of Anniversary Date	Vacation Leave Credited as of Anniversary Date	Administrative Hours	Highway/Water/Sewer Hours
1-10 Years	10 Days	70 Hours	80 Hours
11- 15 Years	15 Days	105 Hours	120 Hours
16 Years +	20 Days	140 Hours	160 Hours

Employees hired after September 1, 2017

Completed, Continuous Length of Service as of Anniversary Date	Vacation Leave Credited as of Anniversary Date	Administrative Hours	Highway/Water/Sewer Hours
0-12 months	5 days after 3 months of service	70 hours	80 hours
2-10 Years	10 Days	70 Hours	80 Hours
11-15 Years	15 Days	105 Hours	120 Hours
16 Years +	20 Days	140 Hours	160 Hours

Vacation leave is credited based on the number of hours an employee is normally scheduled to work, up to a maximum of eight hours per day and 40 hours per workweek for a full-time employee.

New Employees - A newly hired employee is given Administrative - 35 hours, Highway/Water/Sewer - 40 hours after the completion of 3 months of continuous service. Vacation cannot be taken until the completion of three (3) months. Any time remaining at the end of the first year of service will be forfeited.

Vacation leave is rounded up to 15 minute intervals.

Benefit Year - The benefit year is the period commencing and ending on an employee's annual anniversary date.

Vacation Leave Pay - A non-exempt employee is compensated at the employee's current base rate of pay for each hour of vacation leave taken. An exempt employee receives the employee's regular salary for the vacation period.

Scheduling - Vacation requests 10 days or more must be submitted in writing to an employee's Department Head at least 4 workweeks in advance. Every effort is made to authorize vacations in accordance with employee requests, taking the date the request is received, operating requirements, and length of employment into account. Due to business needs, the Town may authorize only one member of a department to take vacation leave at any given time. In addition, the Town reserves the right to designate when some or all of an employee's vacation leave is taken.

Use of Vacation Leave - Vacation leave may be used in increments of one hour, one day or one week.

Accumulation - An employee may roll over up to a maximum of 10 vacation days. After this maximum number of days is reached, no additional days will be credited until the employee's vacation leave balance falls below 10 days. Any days over 10 will be forfeited. (Effective 1.1.2017)

Holiday During Scheduled Vacation - If a Town-observed holiday falls on an employee's normally scheduled workday and the employee is on paid vacation, the day is counted as a paid holiday and not a vacation day. No allowance is made for sickness or other paid absence occurring during a scheduled vacation.

Leave of Absence - Vacation leave accrues while an employee is on a paid leave of absence, but does not accrue while an employee is on an unpaid leave of absence. For the purpose of this policy, paid leave is defined as leave during which an employee is using credited; unused vacation, personal, and/or sick leave. An employee who has taken an unpaid leave of absence during the preceding benefit year is credited with prorated vacation leave on the employee's anniversary date based on the time worked during the preceding year.

Separation from Employment - An employee who resigns, retires, or is laid off is eligible to receive compensation for credited, unused vacation leave at the time of separation from the Town. To be eligible for this payment, the employee must give and complete at least 2 workweeks written notice and return all Town property in the employee's possession. An employee's credited; unused vacation leave is forfeited if the employee is terminated for misconduct or poor performance.

200 EMPLOYMENT CLASSIFICATIONS

Policy Statement - Each position is also designated as exempt or non-exempt from minimum wage and overtime requirements in accordance with federal and state regulations. Employees are notified of their employment classification and exempt/non-exempt status at the time of hire and if changed during the course of employment. For the purpose of this employee handbook, the following terms are defined as follows:

201 *Full-Time Employees*

A full-time (12 month) employee is an employee who is hired and is regularly scheduled to work a specific number of hours per week. Hours vary depending on departments:

- Town Administrative - 35 hours
- Water/Sewer Department - 40 hours
- Highway - 40 hours

202 *Part-Time Employees*

A part-time employee is an employee who is hired for a continuing, unspecified period and is regularly scheduled to work less than 35 hours per week. **Part-time employees are not eligible for benefits until status changes to full-time.**

203 *Interns*

An intern is a student, enrolled in an educational program, who participates in a field placement and/or work experience program with the Town. This experience is not a guarantee of future employment with the Town, but rather a platform for a work-related learning experience.

204 *Temporary Employee*

A temporary employee is an employee who is employed on an interim basis or employed to work on a special or emergency basis for a specified period, consistent with the Civil Service Law as applicable.

205 *Seasonal Employee*

The term seasonal employee means an employee who is employed to work for a given season.

206 *Exempt Employees*

An exempt employee is an employee who qualifies for an exemption from federal and state minimum wage and overtime provisions. In accordance with these regulations, an exempt employee is not eligible for overtime compensation.

207 *Non-Exempt Employees*

A non-exempt employee is an employee who is subject to federal and state minimum wage and overtime provisions. In accordance with such regulations, a non-exempt employee is paid the current statutory minimum wage or higher and overtime compensation when more than 40 hours are worked during a workweek.

RECEIVED JUN 08 2018

1-5

June 8, 2018

Dear Mr. Tupper,

I would like to again ask permission to close off Carroll Street beside the Cortland Sports Complex from July 9th thru 15th for the Junior Fair.

It has been a much safer event with people and cars not trying to use the same space on Carroll Street. .

The midway will be setting up on Monday and tearing down on Sunday the 15th.

It is my understanding the Cortlandville Town Board will be meeting at the the Sports Complex ~~Thursday~~ ^{Wed} night on July ~~5th~~ ^{11th}. The fair is running a week later this year and the next couple of years.

I would like to thank the Board for all the support that it has given the fair over the years.

Thank You

Richard Bush Fair Manager

753-3109



CC: Town Clerk
Glenn Bassett, Hwy Supt.

RECEIVED JUN 18 2018



**Homes and
Community Renewal**

Housing
Trust Fund
Corporation

1-66
copy to
Rich & Linda

ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

June 15, 2018

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

Dear Supervisor Tupper:

Re: Grant Agreement 6-Month Completion Notice
NYS CDBG Project #287HR326-16

The Office of Community Renewal (OCR) would like to take this opportunity to remind the Town of Cortlandville that the completion date for the above referenced NYS CDBG project, the **Town of Cortlandville Housing Rehabilitation Program**, is set to occur in 6 months' time on December 14, 2018.

OCR records indicate that, as of the date of this letter, there is a balance of **\$99,002.53** in unexpended grant funds. It is our sincerest hope that the project will be completed in a timely manner, and these funds expended according to the project budget and schedule, so as to avoid the reallocation of the grant funds.

As per the NYS CDBG Program Guidelines, the OCR provides grantees a 30-day window following the completion date of a grant agreement to submit any final drawdown requests for costs incurred prior to the grant agreement completion date. Pursuant to Section 12(d) of your grant agreement, after **January 14, 2019** any unspent grant funds will be immediately turned over to the Housing Trust Fund Corporation. The remaining project funds will be reallocated according to New York State's approved Action Plan.

As always, the OCR is prepared to assist the Town of Cortlandville in any way we can to ensure the successful completion of the project. Please contact Lynne VanDenburgh, Community Developer, with any questions at (518) 474-2057 or Lynne.Vandenburgh@nyschr.org.

Sincerely,

Christian M. Leo
President
Office of Community Renewal

cc: **VIA ELECTRONIC MAIL, NO HARD COPY TO FOLLOW**
Lynne VanDenburgh, Community Developer
Kristin Rocco Petrella, Clerk/Treasurer/Registrar

1-7

Emmanuel Pothos
109 N Main Street
Cortland, NY 13045

Dear Mr. Supervisor,

I am writing you and the board in regards to a parcel that I recently purchased which is situated in the Town of Cortlandville. The 2 parcels in question are Tax Map ID#: 87.00-05-05.00 (13.01 acre) & 87.00-05-11.000 (2.82 acre). If you can please see the zoning map that is attached with this letter, you will see that the land is located in Polkville NY, in between Route 11 and Interstate 81. Weaver Road, branches off of Route 11. The current zoning of the larger parcel and surrounding parcels is B-3. The smaller parcel (2.82 acres) is currently zoned as Agriculture. I am requesting that your board consider my request to change the zoning for the smaller parcel from Agriculture to B-3.

The two parcels were part of the old Alexander farm, which was recently owned by Doug and Deborah Staley. I purchased the property in June 2018, and upon researching the land, found that the inside smaller parcel's current zoning. I am in the process of working with the ZBA in Cortlandville for an area variance on the larger parcel. As part of my plan, I would like to have the smaller, landlocked parcel have the same zoning classification as its neighboring and adjacent property that I own.

In closing, I am asking the town board to allow the zoning change of the landlocked smaller parcel to be changed from Agricultural (Ag) to B-3. The change will fit with its neighboring parcels which are all B-3. The parcel does not have any road frontage on Weaver Road and essentially can only be accessed from adjacent parcel which was sold in its entirety. If you have any questions or comments, please do not hesitate to contact me at the address above, or by email at: Emmanuel.Pothos@gmail.com or via cell phone: (607)-745-7434.

Respectfully Submitted,



EMMANUEL POTHOS - Owner



Cortlandville Current Zoning Map

Cortland County, NY

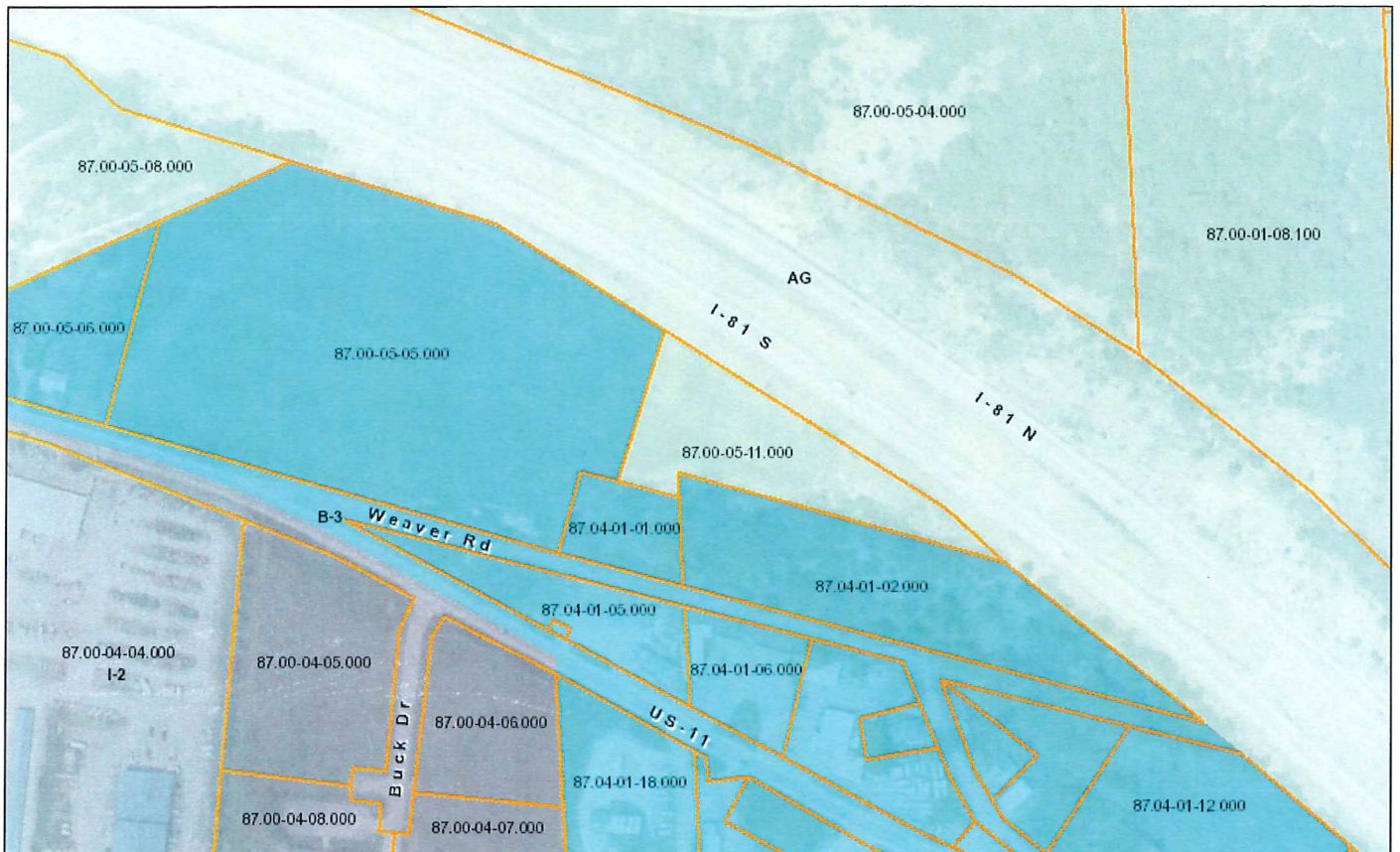


June 17, 2018

1 inch = 268 Feet



www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.