

**CORTLANDVILLE TOWN BOARD
AGENDA**

March 07, 2018 - 5:00 P.M.

Pledge Allegiance to the Flag

- A. CALL THE MEETING TO ORDER**
- B. APPROVE MINUTES**
 - B-1 Town Board Minutes of February 7, 2018
- C. PURCHASE ORDERS**
- D. AUTHORIZATION TO PAY THE BILLS**
- E. PRIVILEGE OF THE FLOOR**
 - E-1 Informal public input regarding the proposed Zoning Amendment
- F. REPORTS – (Town Clerk)**
 - F-1 Receive & file the Cortlandville Water & Sewer Monthly Report for February 2018
 - F-2 Receive & file the Supervisor’s Monthly Report for February 2018
 - F-3 Receive & file Code Enforcement, Kevin McMahon Monthly Report for February 2018
 - F-4 Receive & file the Town Clerk’s Monthly Report of February 2018
 - F-5 Receive & file the Town Tax Collector’s Monthly Report of February 2018
 - F-6 Receive & file the Cortland County SPCA Monthly Report of February 2018
- G. COMMUNICATIONS**
 - G-1 Receive & file the following correspondence regarding the proposed Zoning Amendment:
 - a.) Patricia Roiger, dated February 21, 2018
 - b.) Susan Fitts, dated February 27, 2018
 - c.) Jill Holl, dated February 27, 2018
- H. OLD BUSINESS**
- I. NEW BUSINESS**
 - I-1 Town Clerk

- I-2 Town Attorney
- I-3 CDBG #287HR326-16 Town-wide Housing Rehabilitation Grant Program:
 - a.) Authorize the Supervisor to sign the “Affidavit” and the “Owner Occupied Loan Agreement” of Jeri Ann Walker, 655 Lime Hollow Road, in the amount of \$28,161.35
 - b.) Authorize payment of the following Vouchers: **(Original in Supervisor’s packet to be signed & initialed by Board Members)**
 - 1.) Voucher # 21, Reome Electric & General Contracting, in the amount of \$8,900.00
 - 2.) Voucher #22, GT Contracting, in the amount of \$1,000.00
 - 3.) Voucher #23, R. Homer Carpets, in the amount of \$1,490.00
 - 4.) Voucher #24, Thoma Development Consultants, in the amount of \$6,319.73
- I-4 Receive & file the correspondence dated March 6, 2018 from Clay Walker, Town Highway Buildings & Grounds Laborer, regarding his retirement as of March 30, 2018
- I-5 Declare “April is Fair Housing Month”
- I-6 Receive & file the correspondences dated March 1, 2018 from Insero & Co. regarding the Town’s Audit for the year 2017 to start the week of March 19, 2018 and have the Supervisor to sign the “Terms of the Engagement” with Insero & Co. for our audit

J. ADJOURN

FINAL

B-1

TOWN BOARD MEETING

The Regular 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, Theodore V. Testa
Councilman, John C. Proud
Councilman, John P. Reynolds
Councilman, Douglas E. Withey
Town Clerk, Kristin Rocco-Petrella, RMC

Others present were: Town Attorney, John Folmer; Deputy Town Clerk, Kalee Updyke; Pam Jenkins; News Reporters: Robert Creenan from the Cortland Standard, and Brad Smith from WXHC.

Supervisor Tupper called the meeting to order. He explained that due to the winter storm the Board agreed to convene the meeting at noon instead of the regularly scheduled time at 5:00 p.m. The newspaper and the local radio station were contacted.

The Draft Town Board Minutes of December 20, 2017 and Draft Special Town Board Minutes of December 29, 2017 were presented to the Board for their review.

Councilman Proud made a motion, seconded by Councilman Testa, to approve the Town Board Minutes of January 3, 2018 as submitted. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Testa, to approve the Town Board Minutes of January 17, 2018 as submitted. All voting aye, the motion was carried.

Councilman Withey made a motion, seconded by Councilman Proud, to receive and file the Cortlandville Zoning Board of Appeals Minutes of December 26, 2017. All voting aye, the motion was carried.

Councilman Withey made a motion, seconded by Councilman Proud, to receive and file the Cortlandville Planning Board Minutes of December 26, 2017. All voting aye, the motion was carried.

RESOLUTION #41 AUTHORIZED PAYMENT OF VOUCHERS - FEBRUARY

Motion by Councilman Testa
Seconded by Councilman Withey
VOTES: AYE - Tupper, Testa, Reynolds, Withey NAY - 0
ABSTAIN - Proud
ADOPTED

BE IT RESOLVED, the vouchers submitted have been audited and shall be paid as follows:

Table with 3 columns: Fund Category, Voucher #, and Amount. Rows include Funds A, B, DA, DB, HE, HG, SS, SW; Funds CD1, CD3, CD4; and Funds SF, TA, TE.

Supervisor Tupper apprised the Board there were no requests for privilege of the floor.

Councilman Proud made a motion, seconded by Councilman Reynolds, to receive and file the monthly report of the Town Supervisor for the month of December 2017. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file correspondence from Councilman Reynolds regarding his review of the Highway Department and Water & Sewer records on January 5, 2018 for the year 2017, indicating he found everything in order. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file correspondence from Councilman Proud regarding his review of the Town Supervisor's records on January 11, 2018 for the year 2017, indicating he found everything in order. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file correspondence from Councilman Withey regarding his review of the Town Justices records on January 23, 2018 for the year 2017, indicating he found everything in order. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Withey, to receive and file the monthly report of the Water & Sewer Department for the month of January 2018. All voting aye, the motion was carried.

Councilman Withey made a motion, seconded by Councilman Testa, to receive and file the monthly report of Code Enforcement Officer Kevin McMahon for the month of January 2018. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file the monthly report of Code Enforcement Officer Desiree Campbell for the month of January 2018. All voting aye, the motion was carried.

Councilman Proud requested the Code Enforcement Office work to combine one monthly report to present to the Board in the future.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file the monthly report of the Cortland County SPCA for the month of January 2018. All voting aye, the motion was carried.

Councilman Testa made a motion, seconded by Councilman Proud, to receive and file the monthly report of the Tax Collector for the month of January 2018. All voting aye, the motion was carried.

Town Clerk/Tax Collector Rocco-Petrella reported that approximately 82% of the total warrant had been collected to date, for a total of \$9,776,725.65. She explained that \$743,224.93 was collected during the last week of December 2017 as a result of the Governor's Executive Order, and \$624,173.01 was collected by the County Treasurer's office for the utilities.

Councilman Proud made a motion, seconded by Councilman Reynolds, to receive and file the monthly report of the Town Clerk for the month of January 2018. All voting aye, the motion was carried.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file the 2017 Annual Quality Report for the Town of Cortlandville as submitted by Water & Sewer Sup't. Alteri. All voting aye, the motion was carried.

RESOLUTION #45 AUTHORIZE SUPERVISOR TO SIGN THE OWNER-
OCCUPIED LOAN AGREEMENT BETWEEN THE TOWN AND
ROXANNE L. SORRELLS FOR THE TOWN-WIDE HOUSING
REHABILITATION GRANT PROGRAM
CDBG #287HR326-16

Motion by Councilman Proud
Seconded by Councilman Withey
VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the Owner-Occupied Loan Agreement between the Town of Cortlandville and Roxanne M. Sorrells, 734 Bowling Green Road, Cortland, New York, regarding the extension of loan funds by the Town's CDBG Program (#287HR326-16) for the total amount of \$28,090.00.

RESOLUTION #46 AUTHORIZE APPROVAL OF PAYMENTS REGARDING THE
TOWN-WIDE HOUSING REHABILITATION GRANT
PROGRAM CDBG #287HR326-16

Motion by Councilman Proud
Seconded by Councilman Testa
VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize approval of payment for the following regarding the Town-Wide Housing Rehabilitation Grant Program-CDBG #287HR326-16:

Voucher #13: M.A.B. Roofing & Siding - \$4,000.00
Voucher #14: Reome Electrical & General Contracting - \$1,500.00
Voucher #15: Reome Electrical & General Contracting - \$8,250.00
Voucher #16: O'Donnell Construction - \$3,700.00
Voucher #17: Town of Cortlandville Building Permits - \$100.00
Voucher #18: Thoma Development Consultants - \$6,321.74

RESOLUTION #47 AUTHORIZE THE CORTLAND CITY SCHOOL DISTRICT
USE OF THE TOWN MEETING ROOM TO CONDUCT THEIR
ANNUAL SCHOOL BOARD ELECTION ON MAY 15, 2016

Motion by Councilman Withey
Seconded by Councilman Testa
VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize the Cortland City School District use of the Town meeting room in the Raymond G. Thorpe Municipal Building, to conduct their annual Budget Vote and School Board Elections on Tuesday, May 15, 2018 from 11:30 a.m. to 9:30 p.m.

RESOLUTION #48 AUTHORIZE REMOVAL AND REFUND OF THE SEWER
BENEFIT TAX FOR THE YEARS 2017 AND 2018 FOR
PROPERTY OWNED BY CARL AND LUCILLE DORAN
LOCATED AT 1581 SAUNDERS ROAD IN THE
TOWN OF CORTLANDVILLE

Motion by Councilman Proud
Seconded by Councilman Withey
VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
ADOPTED

WHEREAS, a verbal request was received from Carl and Lucille Doran to remove the Sewer Benefit Tax unit charge for the 2017 and 2018 Town and County tax bill for property located at 1581 Saunders Road, and

WHEREAS, such request was reviewed by Water & Sewer Superintendent Peter Alteri Jr., who reported that no lateral stub was run to the property during the 2015 design and construction phase of the project because the elevation of the sewer main in comparison to the elevation of the house septic is much higher and a gravity system would not work, and

WHEREAS, in the future if the property owner wishes to connect to Town sewer that runs along Pendleton Street they would have to pay to have a lateral installed, and it would then become necessary to have a private lift station installed in order to pump the sewage into the sewer main from the house, therefore

BE IT RESOLVED, the Town Board hereby authorizes and directs Town Clerk, Kristin E. Rocco-Petrella to remove the Sewer Benefit Tax unit charge for parcel #96.12-01-33.000, owned by Carl and Lucille Doran, commencing with the 2019 Town and County tax bill, until and unless the property owner connects to Town sewer, and it is further

RESOLVED, a refund in the amount of \$192.76 for the year 2017 and \$190.34 for the year 2018, for a total refund of \$383.10, shall be issued as both tax bills have been paid.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file correspondence from County Highway Sup't. Philip Krey to Betsy Parmley, NYS DOT, dated January 23, 2018, regarding the Town's request to reduce the speed limit on Clinton Street and Pendleton Street in the Town of Cortlandville. All voting aye, the motion was carried.

RESOLUTION #49 REFER AQUIFER PROTECTION PERMIT APPLICATION
 SUBMITTED BY PROP, INC. FOR PROPERTY LOCATED AT
 3877 LUKER ROAD TO THE TOWN AND COUNTY
 PLANNING BOARDS FOR REVIEW AND
 AND RECOMMENDATIONS

Motion by Councilman Proud
 Seconded by Councilman Testa
 VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
 ADOPTED

BE IT RESOLVED, the Aquifer Protection Permit application submitted by Prop, Inc. for property located at 3877 Luker Road, tax map #86.17-01-01.000, shall be forwarded to the Town and County Planning Boards for review and recommendations, and it is further

RESOLVED, the Aquifer Protection Permit application is hereby received and filed.

There was a brief discussion regarding the Aquifer Protection Permit application submitted by David Yaman for property owned by Cortland Commerce Center, LLC located off of Lime Hollow Road. Attorney Folmer apprised the Board he was in receipt of Part 1 of the EAF, however the complete documentation from Mr. Yaman was forthcoming. He suggested the Board refer the Aquifer Permit application to the Town and County Planning Boards when the complete documentation was received.

RESOLUTION #50 REFER AQUIFER PROTECTION PERMIT APPLICATION
 SUBMITTED BY DAVID YAMAN FOR PROPERTY
 LOCATED AT 850 LIME HOLLOW ROAD TO THE TOWN
 AND COUNTY PLANNING BOARDS FOR REVIEW AND
 RECOMMENDATIONS

Motion by Councilman Proud
 Seconded by Councilman Withey
 VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
 ADOPTED

BE IT RESOLVED, the Aquifer Protection Permit application submitted by David Yaman for property located at 850 Lime Hollow Road, owned by Cortland Commerce Center, LLC, tax map #95.00-10-20.000, shall be forwarded to the Town and County Planning Boards for review and recommendations when the complete and appropriate documentation is received by PZO Weber, and it is further

RESOLVED, the Aquifer Protection Permit application is hereby received and filed.

RESOLUTION #51 REFER PROPOSED ZONING CODE AMENDMENT FOR
SOLAR ENERGY SYSTEMS TO THE TOWN AND COUNTY
PLANNING BOARDS FOR REVIEW AND
RECOMMENDATIONS

Motion by Councilman Withey
 Seconded by Councilman Proud
 VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
 ADOPTED

BE IT RESOLVED, the Town Board does hereby refer the proposed Local Law of 2018 for a Zoning Code Amendment for Solar Energy Systems to the Town and County Planning Boards for review and recommendations, and it is further

RESOLVED, the proposed Local Law, as submitted by the Solar Energy Systems Committee dated January 31, 2018, is hereby received and filed.

Supervisor Tupper complimented the Solar Energy Systems Committee, and especially Town Planning Board Member, Nasrin Parvizi, for their hard work on the draft ordinance. The Committee completed the draft very quickly. Supervisor Tupper looked forward to reading the proposal.

RESOLUTION #52 AUTHORIZE WAGE INCREASE FOR HIGHWAY
DEPARTMENT EMPLOYEE LOGAN WILLIAMS FROM
LABORER TO MOTOR EQUIPMENT OPERATOR

Motion by Councilman Testa
 Seconded by Councilman Proud
 VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
 ADOPTED

WHEREAS, the Town Board received notification from Highway Sup't. Bassett that Town Highway Department employee Logan Williams successfully obtained his Commercial Drivers License Class B, which qualified him for an increase in title and wage, therefore

BE IT RESOLVED, the Town Board does hereby authorize and direct a wage increase for Logan Williams from Laborer (\$15.50 per hour) to Motor Equipment Operator (\$19.75 per hour), retroactive to January 23, 2018.

Supervisor Tupper requested authorization to sign the incentive proposal from NYS ESD regarding the Gutches Lumber Sports Complex Grant. He explained that the Board authorized his signature at the January 20, 2018 Town Board Meeting, however NYS ESD discovered that the first proposal lacked the project number and submitted a new proposal to be signed.

RESOLUTION #53 AUTHORIZE SUPERVISOR TO SIGN THE INCENTIVE
PROPOSAL FROM NEW YORK STATE AND EMPIRE STATE
DEVELOPMENT REGARDING THE GUTCHES LUMBER
SPORTS COMPLEX GRANT

Motion by Councilman Withey
 Seconded by Councilman Proud
 VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0
 ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the Incentive Proposal from New York State and Empire State Development (NYS ESD) regarding the Gutches Lumber Sports Complex Grant, as amended by NYS ESD dated January 31, 2018, and to submit it no later than February 9, 2018 with the required application fee of \$250.00.

Discussion continued regarding the Gutches Lumber Sports Complex. Supervisor Tupper apprised the Board that he, Councilman Testa and Attorney Folmer met with Laura Cassalia from CHA earlier in the week regarding Phase 1 of the park project. It was suggested that the Town construct the first two fields to be NCAA compliant, however the cost to do so was significantly higher, and would have delayed the project several months. The fields would be constructed to High School regulations as originally planned. The Town could look into constructing NCAA fields in the next phase of the project.

Councilman Withey questioned what caused the price increase. Supervisor Tupper indicated that to make what he would consider "minor changes" would cost hundreds of thousands of dollars: the fields would have to be larger; the backstop would be moved further from home base; both dugouts would have to be bigger and further away; fences had to be higher.

Councilman Proud questioned if the Board had to wait to proceed with the project until the opinion letter was received from Bond Counsel. Attorney Folmer explained that the closing was complete and the Town was in receipt of the \$3 million. The Town could proceed with the project at this time.

Councilman Proud commented on his concern to utilize M/WBE businesses for the project and whether the Town would be able to achieve the percentage requirements. Supervisor Tupper explained that it would be the responsibility of the contractors in the bid documents.

Councilman Proud made a motion, seconded by Councilman Testa, to receive and file correspondence from the New York State Comptroller's Office, dated February 1, 2018, granting Supervisor Tupper an extension of time to May 1, 2018 for filing the annual financial report of the Town of Cortlandville. All voting aye, the motion was carried.

RESOLUTION #54 AUTHORIZE SUPERVISOR TO SIGN THE 2018 NEW YORK STATE COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT FOR ECONOMIC DEVELOPMENT/SMALL BUSINESS BETWEEN THE TOWN AND NYS HOMES & COMMUNITY RENEWAL FOR ROYAL NISSAN OF CORTLAND, INC. (#287SB902-18)

Motion by Councilman Proud

Seconded by Councilman Testa

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to sign the New York State Community Development Block Grant Agreement for Economic Development/Small Business between the Town and New York State Homes & Community Renewal for Royal Nissan of Cortland, Inc. (#287SB902-18) in the amount of \$100,000.00.

Supervisor Tupper requested the Board pull Agenda item I-13 from discussion, regarding the authorization for bonding for the construction of a new Highway Garage at 4765 Route 41. Supervisor Tupper explained that due to the inclement weather and change in meeting time, he did not feel it appropriate to act on the bonding as it would be for a significant dollar amount. After discussion, the Board agreed to pull the item from the Agenda.

There was a brief discussion regarding the Supervisor's request to amend the 2018 Budget to reduce General Fund A Petty Cash account A210 by \$200.00. Supervisor Tupper informed the Board that the \$200.00 was the Town Attorney's petty cash fund which was used in prior years for Town expenses. The documentation for the expenses was destroyed in Attorney Folmer's house fire in February 2017.

RESOLUTION #55 AUTHORIZE SUPERVISOR TO AMEND THE 2018 BUDGET
BY REDUCING THE GENERAL FUND A PETTY CASH
ACCOUNT A210 BY \$200.00

Motion by Councilman Proud

Seconded by Councilman Withey

VOTES: AYE - Tupper, Testa, Proud, Reynolds, Withey NAY - 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to amend the 2018 Budget by reducing the General Fund A Petty Cash account A210 by \$200.00.

Supervisor Tupper apprised the Board that the 7 Valley Health Coalition was applying for a \$50,000.00 grant to complete a study on substandard housing in Cortland County. In order to do so the Coalition was requesting funding from different municipalities to cover the \$2,500.00 fee to complete the grant application. The Coalition requested assistance from the Town to help cover the cost. Supervisor Tupper explained that the Town had money in its grant writing fund and could contribute.

Councilman Proud stated that as he mentioned during the 2018 budget workshops, it would be nice if other municipalities did not always look to the Town for funds as they had in the past. He suggested that since multiple municipalities would benefit from the services it should be a community effort. Supervisor Tupper indicated that the Coalition was seeking funding from several municipalities to pay for the grant writing fee.

Councilman Proud informed the Board he received an email from Thoma Development Consultants regarding the consolidated funding grant applications. He questioned whether the Board would like to start a consolidated grant application to purchase the property surrounding the Lime Hollow well to protect the well as discussed in the past. His concern was that if the Town applied for the grant it could delay the purchase of the property until 2019. Councilman Proud would look into the matter further to see if the grant application was a viable option or if the Town would have to move quicker to purchase the property.

Councilman Withey requested the Board receive the materials pertaining to the Town Board Meetings sooner as there was quite a bit of information to read. Supervisor Tupper explained that his Secretary prepared and provided the draft agenda and materials the Thursday or Friday before the meeting. The final agenda is complete on Tuesday before the meeting. The agenda and documents are emailed to the Board. Councilman Withey did not have access to his new Town email address, which he would look into.

Councilman Proud requested that items not be added to the agenda after it is finalized the day prior to the meeting. Supervisor Tupper mentioned that the Board made that a policy in the past, however some items are received the day of the meeting or are requested to be added by department heads. Moving forward, the Board agreed to Councilman Proud's request.

Councilman Reynolds questioned whether the bid contracts would expire for the proposed new highway garage. Supervisor Tupper explained that the bids just came in so they would not expire. Highway Sup't. Bassett would like to move forward with some of the preparation for the project, such as removing blacktop, however Supervisor Tupper felt that moving forward was dangerous in case the bonding did not pass. He explained that Highway Department and Water & Sewer Department employees could perform much of the work along with a couple retired Town employees, which would save the Town money. Supervisor Tupper would ask Highway Sup't Bassett to give a presentation on the proposed new highway garage at the next Board Meeting.

With regard to the gravel mine application of Rocks 13, Councilman Proud was concerned that the Town was only provided with one copy of the application from the DEC, while seven copies were requested. Councilman Withey questioned whether the files could be sent digitized. Councilman Proud would talk with County Planning to see if copies could be made on their large printers.

No further comments or discussion were heard.

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

The meeting was adjourned at 12:42 p.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 February 21, 2018.

The final version of this meeting was approved as written at the Town Board meeting of _____.

F-1

WATER MONTHLY ACTIVITY FOR FEBRUARY 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
01/31/18	Carry over Bal												\$49,007.64	\$521.87	\$48,485.77
02/02/18	Acct # 611		\$178.18									\$68.97	\$49,185.82	\$521.87	\$48,663.95
02/02/18	Deposit						\$0.22						\$49,116.85	\$521.87	\$48,594.98
02/02/18	Acct # 399						\$0.92						\$49,117.07	\$522.09	\$48,594.98
02/02/18	Acct # 1480												\$49,117.99	\$523.01	\$48,594.98
02/02/18	Deposit						\$0.34						\$43,866.83	\$523.01	\$43,343.82
02/02/18	Acct # 430												\$43,867.17	\$523.35	\$43,343.82
02/02/18	Deposit												\$41,842.34	\$523.35	\$41,318.99
02/05/18	Deposit												\$40,883.02	\$523.35	\$40,359.67
02/05/18	Penalty				\$3,987.98								\$44,871.00	\$523.35	\$44,347.65
02/06/18	Acct # 1297						\$35.29						\$44,865.48	\$523.35	\$44,342.13
02/06/18	Acct# 1274												\$44,900.77	\$558.64	\$44,342.13
02/06/18	Deposit												\$39,151.06	\$558.64	\$38,592.42
02/06/18	Acct # 276		\$24.05										\$39,175.11	\$558.64	\$38,616.47
02/08/18	Acct # 811		\$24.05							\$24.05			\$39,199.16	\$558.64	\$38,640.52
02/08/18	Acct # 1298												\$39,223.21	\$558.64	\$38,664.57
02/08/18	Acct # 1298								\$20.00				\$39,243.21	\$558.64	\$38,684.57
02/12/18	Deposit												\$38,267.69	\$558.64	\$37,709.05
02/14/18	Deposit												\$38,123.56	\$558.64	\$37,564.92
02/14/18	Acct # 1433		\$33.54										\$38,157.10	\$558.64	\$37,598.46
02/15/18	Acct # 650					\$25.00							\$38,182.10	\$558.64	\$37,623.46
02/15/18	Acct # 651					\$25.00							\$37,888.84	\$558.64	\$37,330.20
02/20/18	Deposit												\$37,883.46	\$558.64	\$37,324.82
02/22/18	Acct # 1374										\$5.38		\$37,883.46	\$558.66	\$37,324.82
02/22/18	Acct # 989						\$0.02						\$37,907.53	\$582.71	\$37,324.82
02/22/18	Acct # 866						\$24.05						\$36,400.15	\$582.71	\$35,817.44
02/22/18	Deposit												\$36,507.38	\$582.71	\$35,924.67
02/23/18	Deposit												\$36,367.66	\$582.71	\$35,784.95
02/23/18	Acct # 298		\$24.05										\$36,391.71	\$582.71	\$35,809.00

WATER MONTHLY ACTIVITY FOR FEBRUARY 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	380 REC-BOOKKEEPER
02/26/18	Deposit											\$242.42	\$36,149.29	\$582.71	\$35,566.58
02/27/18	Deposit											\$27,365.33	\$8,783.96	\$582.71	\$8,201.25
02/28/18	Deposit											\$191.06	\$8,592.90	\$582.71	\$8,010.19
02/28/18	Carry over Bal												\$8,592.90	\$582.71	\$8,010.19

F-1

SEWER MONTHLY ACTIVITY FOR FEBRUARY 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
01/31/18	Carry over Bal												\$73,718.54	\$372.40	\$73,346.14
02/02/18	Acct # 611		\$74.50										\$73,793.04	372.40	73,420.64
02/02/18	Deposit											\$89.20	\$73,703.84	372.40	73,311.44
02/02/18	Deposit											\$5,343.94	\$68,359.90	372.40	67,987.50
02/02/18	Deposit											\$2,097.10	\$66,262.80	372.40	65,890.40
02/05/18	Deposit											\$398.18	\$65,864.62	372.40	65,492.22
02/05/18	Penalty				\$6,550.75								\$72,415.37	372.40	72,042.97
02/06/18	Acct # 1297										\$7.04		\$72,408.33	372.40	72,035.93
02/06/18	Deposit											\$6,223.65	\$66,184.68	372.40	65,812.28
02/06/18	Acct # 276		\$28.00										\$66,212.68	372.40	65,840.28
02/08/18	Acct # 811		\$28.00										\$66,240.68	372.40	65,868.28
02/08/18	Acct # 1298									\$28.00			\$66,268.68	372.40	65,896.28
02/12/18	Deposit											\$60.35	\$66,208.33	372.40	65,835.93
02/12/18	Deposit											\$1,164.93	\$65,043.40	372.40	64,671.00
02/14/18	Deposit											\$186.37	\$64,857.03	372.40	64,484.63
02/14/18	Acct # 1433		\$40.92										\$64,897.95	372.40	64,525.55
02/20/18	Deposit											\$283.86	\$64,614.09	372.40	64,241.69
02/22/18	Acct # 1374										\$6.85		\$64,607.24	372.40	64,234.84
02/22/18	Acct # 866						\$28.00						\$64,635.24	400.40	64,234.84
02/22/18	Deposit											\$1,262.67	\$63,372.57	400.40	62,972.17
02/23/18	Deposit											\$167.51	\$63,205.06	400.40	62,804.66
02/23/18	Acct # 298		\$28.00										\$63,233.06	400.40	62,832.66
02/26/18	Deposit											\$184.70	\$63,048.36	400.40	62,647.96
02/27/18	Deposit											\$47,299.03	\$15,749.33	400.40	15,348.93
02/28/18	Deposit											\$54.75	\$15,694.58	400.40	15,294.18
02/28/18	Carry over Bal												\$15,694.58	400.40	15,294.18

MONTHLY REPORT OF SUPERVISOR

TO THE TOWN BOARD OF THE TOWN OF CORTLANDVILLE :

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of February, 2018:

DATED: March 1, 2018

Richard C. Tupper
SUPERVISOR

	Balance 01/31/2018	Increases	Decreases	Balance 02/28/2018
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	1,140.00	117,125.68	117,125.68	1,140.00
CASH - SAVINGS	2,279,189.68	179,819.65	117,125.68	2,341,883.65
PETTY CASH	950.00	0.00	200.00	750.00
SPECIAL RESERVE - UNEMPLOYMENT	83,599.91	1.42	0.00	83,601.33
SPECIAL RESERVE - RETIREMENT	30,098.27	0.30	0.00	30,098.57
TOTAL	2,394,977.86	296,947.05	234,451.36	2,457,473.55
B GENERAL FUND - OUTSIDE VILLAGE				
CASH - CHECKING	0.00	16,627.60	16,627.60	0.00
CASH - SAVINGS	635,152.68	4,466.24	16,627.60	622,991.32
STARR RD PARK RGT MEMORIAL FUN	1,645.43	0.02	0.00	1,645.45
SPECIAL RESERVE - RETIREMENT	19,010.11	0.19	0.00	19,010.30
TOTAL	655,808.22	21,094.05	33,255.20	643,647.07
CD1- BLODGETT MILLS REHAB PROGRAM				
CASH - SAVINGS	0.00	0.00	0.00	0.00
	7,969.42	0.14	0.00	7,969.56
TOTAL	7,969.42	0.14	0.00	7,969.56
CD3- TOWNWIDE REHABILITATION				
CASH - CHECKING	23,699.91	23,871.74	47,571.65	0.00
TOTAL	23,699.91	23,871.74	47,571.65	0.00
CD4- COMMUNITY DEVELOPMENT				
CASH - CHECKING	1,701.27	0.00	0.00	1,701.27
CASH - SAVINGS	317,734.12	5,395.99	0.00	323,130.11
TOTAL	319,435.39	5,395.99	0.00	324,831.38
DA HIGHWAY FUND - TOWNWIDE				
CASH - SAVINGS	0.00	0.00	0.00	0.00
	275,140.34	2.70	0.00	275,143.04
TOTAL	275,140.34	2.70	0.00	275,143.04
TA TRUST & AGENCY				
CASH - CHECKING	25,474.84	222,866.05	225,447.08	22,893.81
TOTAL	25,474.84	222,866.05	225,447.08	22,893.81

MONTHLY REPORT OF SUPERVISOR

	Balance 01/31/2018	Increases	Decreases	Balance 02/28/2018
TE EXPENDABLE TRUST FUND				
CASH - CHECKING	791.93	0.00	0.00	791.93
TOTAL	791.93	0.00	0.00	791.93
SS SEWER DISTRICT				
CASH - CHECKING	169,785.75	236,762.34	162,741.99	243,806.10
CASH - SAVINGS	704,117.18	5,703.55	162,713.99	547,106.74
PETTY CASH	100.00	0.00	0.00	100.00
SPECIAL RESERVE - IMPROVEMENTS	382,078.66	6.49	0.00	382,085.15
SPECIAL RESERVE - RETIREMENT	13,402.36	0.13	0.00	13,402.49
TOTAL	1,269,483.95	242,472.51	325,455.98	1,186,500.48
SW WATER DISTRICT				
CASH - CHECKING	157,114.39	82,597.38	29,512.83	210,198.94
CASH - SAVINGS	1,670,371.56	16.40	29,488.78	1,640,899.18
PETTY CASH	100.00	0.00	0.00	100.00
SPECIAL RESERVE - IMPROVEMENTS	374,720.95	6.37	0.00	374,727.32
SPECIAL RESERVE - RETIREMENT	13,025.07	0.13	0.00	13,025.20
TOTAL	2,215,331.97	82,620.28	59,001.61	2,238,950.64
SF CORTLANDVILLE FIRE DISTRICT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
HE SAUNDERS ROAD SEWER PROJECT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
DB HIGHWAY FUND - OUTSIDE VILLAGE				
CASH - CHECKING	0.00	184,854.75	184,854.75	0.00
CASH - SAVINGS	1,849,139.99	10,718.16	184,854.75	1,675,003.40
SPECIAL RESERVE - EQUIPMENT	338,187.22	5.74	0.00	338,192.96
SPECIAL RESERVE - RETIREMENT	353.07	0.00	0.00	353.07
TOTAL	2,187,680.28	195,578.65	369,709.50	2,013,549.43
HG GUTCHESS LUMBER SPORTS COMPLEX				
CASH - CHECKING	250.00	0.00	250.00	0.00
CASH - SAVINGS	3,100,008.10	30.44	250.00	3,099,788.54
TOTAL	3,100,258.10	30.44	500.00	3,099,788.54
TOTAL ALL FUNDS	12,476,052.21	1,090,879.60	1,295,392.38	12,271,539.43

F-3

**Town of Cortlandville
Code Enforcement /
Building Dept**

Kevin J. McMahon
NYS Code Certified

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

**Monthly Activity Report
February 2018**

	<u>Current Month</u>	<u>Year to Date</u>
Building Permits Issues	8	13
Building Permit Renewals	4	4
Expired Building Permit Notices	3	5
Building Permit Inquiries	1	1
Demo Permit Issues	1	1
Certificates of Occupancy Issued	4	8
Certificates of Compliance Issued	4	5
Temporary C of O Issued		1
Plan Reviews for permits	20	33
Complaints/ Notice of Violations	2	2
Stop Work Order Issued		
Closed out Permits		2
Permits, Certificates, Notices-Total	47	75

Inspections:		
Site visit-Property/inspections	34	70
Foundations/Footers/Post Holes	5	7
Framing / Structural/ demo inspections	13	36
Plumbing, heating, vent inspections	2	3
Insulation inspection	4	5
Final, pre-final Inspection	7	14
Chimney / wood burning devices		
Swimming Pool inspections		
911 Fire and Safety call/inspection		1
TOTAL INSPECTIONS	65	136
Training Classes (24 hrs req min)	6	6

Town of Cortlandville Permit Monthly Report

From : February 01, 2018 To: February 28, 2018

<u>Document #</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>
February						
14-35	2/13/2018	John Barden	Permit Renewal	927 Blue Creek Rd 76.00-04-01.000	\$0.00	\$50.00
		<i>Permit renewal for original- dated 06/20/14 for 2300 sf ICF home built by owner</i>				
15-79	2/7/2018	Glenn Anderson	Permit Renewal	4444 Locust Ave 77.00-02-04.100	\$0.00	\$50.00
		<i>40 x 60 pole barn w office space</i>				
17-001	1/23/2018	Robert Jones	New Construction-Res	4401 Nichols Rd 78.00-01-31.000	\$0.00	\$50.00
		<i>Renewal permit for 12 x 30 garage addition</i>				
17-004	2/7/2018	Robert Jones	Decks	4401 Nichols Rd 78.00-01-31.000	\$0.00	\$50.00
		<i>Renewal permit for 40' covered porch and 40' arctic breezeway</i>				
18-010	2/5/2018	Jeffery King	Alterations-Residential	4473 Route 41 88.16-01-05.120	\$5,200.00	\$50.00
		<i>Thoma project for new porch, siding, windows etc by Reome Electrical and General Contracting</i>				
18-011	2/5/2018	Patricia Ostrander	Alterations-Residential	3221 S Cortland Virgil Rd 105.08-01-18.000	\$9,500.00	\$50.00
		<i>Thoma project-Reroofing and replacement porch by Reome Electrical and General Contracting</i>				
18-012	2/16/2018	Roxanne Sorrells	Alterations-Residential	734 Bowling Green Rd 95.11-01-05.000	\$27,240.00	\$50.00
		<i>Thoma project for :Reroofing, porch repair replacement windows and doors by Tim Henry Improvements</i>				
18-013	2/16/2018	Thomas and Jessica Thom	Alterations-Residential	3686 Route 11 97.02-01-17.000	\$26,050.00	\$50.00
		<i>Thoma project--reroofing, porch repair and replacement windows by O'Donnell Construction</i>				
18-014	2/16/2018	Matthew Shimer	Alterations-Residential	4074 Kinney Gulf Rd 85.00-08-25.000	\$24,923.00	\$50.00
		<i>Thoma project-replacement windows, doors, and roofing by O'Donnell Construction</i>				
18-015	2/23/2018	Tanya Fedorka	Alterations-Residential	3770 Fairview Dr 85.20-01-27.000	\$7,700.00	\$50.00
		<i>Thoma project-reroof porch, exterior landing, window and siding replacement by Empire Construction</i>				
18-016	2/27/2018	Pyrotek Inc	Additions-Commercial	Pyrotek 641 Route 13 105.00-03-14.000	\$3,000.00	\$44.00
		<i>12 x 12 shed by Essex -addition on footings</i>				
18-017	2/28/2018	Stanley Harwzinske	Additons-Residential	807 Route 222 85.20-01-06.000	\$39,000.00	\$118.00
		<i>21 x 22 addition for master suite on pole construction by Steve Randalls Remodeling</i>				

<u>Document #</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Document Type</u>	<u>Property Location</u>	<u>Valuation</u>	<u>Amount</u>
D18-01	2/20/2018	Suburban NY Property Ac	Demolition	<u>SBL</u> 3833 Route 11 87.04-01-17.000	\$5,500.00	\$250.00
		<i>Removal of old Suburban Propane office and warehouse by Bergeron Contracting</i>				
D18-02	2/27/2018	Melvin Simon	Demolition	3538 Route 281 95.16-01-20.000	\$0.00	\$57.60
		<i>Demolition of 24 x 48 house</i>				
				February Total:	\$148,113.00	\$969.60
				Reporting Period Total:	\$148,113.00	\$969.60
				Year-to-Date:	\$391,633.00	\$4,279.60

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

Date:		miles
2/1/2018	start 1440/ returned emails and returned calls / call for rebar inspection-Suit Kote next week for tank pads / 807 Rte 222- returned text-no updates for pending permit-missing info / spoke w Spr at Dollar Tree-854 Rte 13- issued CofO -printed out alarm system report for file-emailed copy out / monthly reports, CC reports, etc for Jan / office visit -3918 Rte 281-nail salon-gas piping questions -researching Code to return call / worked on plan reviews for mini storage buildings-Luker Rd/ quit time 1743(3.0 hrs)/	
2/2/2018	start 0630 / log book, mileage journal, time sheet entries / 3918 Rte 281-texted gas piping info for nail salon-modified permit for correct address / spoke w developer for new building proposed at Lime Hollow Rd SCM parking lot to fast track for construction- gave them heads up of min. requirements for plan reviews, permit plans, insurance certs and the like-PM to email me w initial pdf files / emailed revised bldgprmt to nail and spa salon owners and had clerks office make changes 3918 Rte 281 / left office 0840 (2.2hrs) / start back in 0954/ insulation inspection -1601 Lighthouse Hill Rd-spray foam backer w roxul batts-plan review w sitesuper-fire rock vs hatchway designs in garage / site visits -McDonald Rd, Lighthouse Hill Rd, Locust Ave, Rte 222 /	6
2/2/2018	back to office 1023 / office discussion w TwnSpr for Thoma permits to stay w me and Yaman's project at SCM / worked on monthly reports-turned into TwnSpr and TwnClrk offices / worked awhile on reaching out to Thoma bldrs and emailing, calling and texting to get missing info for processing permits / office visit and gave plan copies to bldr for 4537 Locust Ave from permit file/ more plan review for new mini storage buildings proposed for Luker Rd and emailed PZO for updates on site plan review and approvals / quit time 1636 (8.9 hrs)/	

2/5/2018	email correspondence to bldr-Thoma project- 3686 Rte 11 McGraw-missing permit info / W River Rd, Blodgett Mills Rd, Page Green Rd- site visits / start 0647 / office visit and plan review -issued bldgprmt -4473 Rte 41-Thoma porch and reroof / office visit and plan review-issued bldgprmt -3221 S Cortland Virgil Rd-Thoma porch and roof/ plan reviews for Luker Rd-mini storage buildings and email correspondence for missing permit app info / quit 0925 (2.6 hrs)	5.1
2/6/2018	Start time 1330- site visits -Lighthouse Hill, Locust Ave, Pendleton St Ext / 1601 Lighthouse Hill- framing inspection -ohd installation / plan reviews for Valley Storage and emailed bldr after Code research-two of three bldgs too large for non-sprinkler systems/ 1608 Oakcrest St- site visit -no work on addition yet / 3444 Pendleton St Ext- prefinal inspection -remodel/ update w TwnClrk-Thoma permits vs pay / Plan reviews , Code research, correspondence w Luker Rd mini storage units / quit time 1709 (3.6 hrs)/	13.3
2/7/2018	start 1125-Town hall shut down at 1300-snow day for schools-roads crappy / plan review and Code research-Luker Rd-mini storage units for fire area and insulation values-emails to bldr / renewed bldgprmt -4444 Locust Ave- pd \$50 / 655 Lime Hollow Rd-emailed Thoma-still need application for permit to issue and close out / 3444 Pendleton St Ext-emailed owners-need to change out for fire door / quit time 1627 (5 hrs) /	
2/8/2018	1323 start-Clute Rd, Kellogg Rd, E River Rd- site visits / quit time 1340 (.3 hrs) / start 1445 / text w Suit Kote for Friday inspection / call w Supercuts for final plmbg tomorrow / emails , plan reviews and research for mini storage-Luker Rd - insulation and oversize bldg / more emails w Thoma-info for 655 Lime Hollow Rd to update / quit 1731 (2.8hrs) /	6.3
2/9/2018	start 0625 / daily log, time sheet, permit reviews / Fairview Dr, Highland Rd, College View Dr- site visits / 4062 College View- framing inspection -railings in place, steps missing/ prefinal inspection -938 Blue Creek Rd-missing one ohd/ Locust Ave, Rte 11, Rte 41 site visits /	

2/9/2018	3871 Rte 11- framing inspection -large storage CNY-interior clg complete/ 3833 Rte 11- site visit -demo on hold for contractor/ 4473 Rte 41- site visit -Thoma project-not started / Clinton St Ext, Ridge Rd, Blodgett Mills Rd, Ely Rd- site visits / 3802 Ridge Rd- site visit -deck no activity / 1159 Gallagher Rd- site visit -no new activity-need to ck w bldr-Thoma project / Thoma project- 3221 S Cortland Virgil Rd- final inspection-need to issue CofO -texted elec inspector for final elec cert /	27.8
2/9/2018	plumbing inspection -Super Cuts-not complete-no Temp CofO per request-three sinks not hooked up! / 876 Rte 13- site visit -carwash-no activity-locked up / left office 1319-Des on phone / 1539 Saunders Rd- final inspection-issued CofC / 1902 Loring Crossing- final inspection -tanks 20 &21- issued CofC -emailed to Suit Kote a copy/ 1902 Loring Xng- preslab rebar inspection -tank #90 (double pad-1 tank install)/ 3444 Pendleton St Ext-email response to owner for fire wall and fire door needed for attached garage-started Temp CofO letter-need to hold off for now-no final electrical yet either / quit time 1642 (9.1 ttl hrs) /	10.8
2/12/2018	start at desk 0630 / daily log, mileage, timesheet / discusssion w PZO on GML vs County and Town for filing subdivisions, parcel splits etc -review of newest PZO mtg notes/ more plan review on blueprints for Supercuts-3918 Rte 13 per site visit / 807 Rte 222- office visit -bldr stopped for plan to have stamped / left office 0927 -stopped at 1608 Oakcrest St for site visit -and foundation inspection -no activity yet on addition w site variance / quit time 0933 (3 hrs)/	2.8
2/13/2018	1313 start-Rte 215, Saunders Rd, Rte 13, Lighthouse Hill Rd- site visits / insulation inspection -1601 Lighthouse Hill Rd / quit time 1337 / 1445 start- site visit -museum deconstruction-platform only left-4386 Rte 11 / 981 Rte 222- plan review -garage-email to owner-ques on bldg hght / 3444 Pendleton St Ext-emails w items needed for Temp CO and fire separation issues / call fr mech for SuperCuts-looking for Temp CO / quit at desk 1709 (2.8 ttl hrs)/	11.1
2/14/2018	start time- 1320 /1902 Loring Xng- foundation inspection -tank slab / framing inspection -3861 Rte 281-assembly for overlooks at fascia / Lighthouse Hill Rd, Loring crossing, Rte 13, Rte 281 site visits / site visit -SuperCuts-locked up-no answer-follow up as a request for prefinal visit / quit time 1532 (2.2 hrs)/	12.6

2/15/2018	1355 start time / framing inspection, insulation inspection -4428 Raphael Dr-custom remodel / returned call for Sterling Pk home occupation zoning question / returned call to appraiser-Hoxie Gorge Rd vs past bldgprmts-none on file / Code research, plan reviews , for nail salon vs hlth dept regs and returned call to proprietor / Code research, plan reviews , and emails w PE-4428 Raphael Dr-attic areas vs insulation vs fireblocking vs CO detection / shut down at desk 1800 (4.1 hrs) /	4.9
2/16/2018	start 0628 / plan reviews for Thoma projects and bldgprmtpkts/ quit time 0700 / start back at 1000-site visits-Rte 11 / demo inspection-3833 Rte 11-old Suburban Propane bldg - site visit / 3865 Rte 11- framing inspection -interior wall liner, insulation inspection / E River Rd, Loring Crossing, Lighthouse Hill Rd site visits / quit time 1025 / start 1100- framing inspection -3861 Rte 281-tented off exterior for facade rebuild / 734 Bowling Green- issued bldgprmt -Thoma project-put in mail to owner / emailed owner w garage height per zoning-981 Rte 222 / 3221 S Cortland Virgil Rd- issued CofC -Thoma project / 3770 Fairview Dr-bldgprmtpkt plan review -emailed bldr for missing info-Thoma project not yet permitted /	9.7
2/16/2018	4074 Kinney Gulf Rd- issued bldgprmt -Thoma project-mailing to owner / 4432 Cosmos Hill Rd- issued CofC -shed permit / 4401 Nichols Rd-mailed out expired permit notice for garage extension and issued expired permit notice for deck and porch conversion-reg mail / 927 Blue Creek Rd- issued expired permit notice -reg mail / Luker Rd mini storage-new plan set-more plan reviews / 4428 Raphael Dr-more Code research and emails w PE / shut down at desk 1730 (7.5 hrs total) /	
2/19/2018	(Presidents Day) start 0635 / turned in timesheet, updated daily log, mileage log, emails / holiday/ worked most all morning on Conditional Permit log for updates and questions and left w PZO in mailbox / calls and Code research w bldr-4428 Raphael Dr for egress vs lvg space-need updated plans / site visits - Fairview Dr, Highland Rd, Hoy Rd, McCloy Rd / quit time 1344 (7.1 hrs)/	5.8

2/20/2018	start 1350- site visit -4386 Rte 11-demo work-no recent activity / office visit-issued demo permit -3833 Rte 11-old Suburban Propane building - pd \$250 / researched sign codes, called back developer for Luker Rd mini storage, gave direction on filling out for sign permits -picked up bldgprmtpkt / completed annual Census report for TwnClrk and turned in / left office 1723-did final inspection 4062 College View Dr-need to issue CofO / final inspection -938 Blue Creek Rd-need to issue CofO garage / framing inspection -roofing not complete-4245 Bellcrest Dr / quit time 1730 (3.7 hrs)/	8.2
2/21/2018	start time 0645-left for Norwich-all day Code Training-Fire Code updates / Earned 6 CEU's / framing inspection 4473 Rte 41-Thoma project-siding and windows in place-front porch needs completion / returned call for final inspection-St Joes next week / returned call, lft msg for final inspection-SuperCuts later in week / more plan review for 873 Rte 13 (Brix Express) and need to send email to bldr / quit time 1530 (8.5 hrs) /	10.1
2/22/2018	start 1412 at office/ email updates, returned calls / truss plan review for 873 Rte 13-emailed bldr for details on insulation-small truss heel / 1412 E River Rd-Code research and returned email to bldr for room attached to existing garage vs fire separation and insulation / 1253 Starr Rd- office visit -researched property for Violations and notices / 4401 Nichols Rd-call fr owner-coming in next week for permit renewals / quit time 1713 (3 hrs)/	10.1
2/23/2018	start 0640-log catchup, emails / issued CofO -938 Blue Creek Rd-to mail out-garage / issued CofO -4062 College View Dr-porch-to mail out / left office 0820/ start time 0957 back to town hall / 981 Rte 222-returned call to owner-garage permit update vs items still missing fr bldr / 1059 lft office for SuperCuts prefinal -854 Rte 13-told tenant okay to set up for training-can issue CofO next week-need to contact AIA for info on alarm system and sprinkler tests / emailed bldr 807 Rte 222-needing footer details-did Code research for footing size-none available in IRC for post frame addition / office visit and plan review - issued bldgprmt -Thoma project-gave to builder-3770 Fairview Dr / 854 Rte 13-called back tenant-no F&S as promised today/ left townhall 1339 / site visit, foundation inspection - Moe's-need to contact bldr for upkeep on safety fence / site visits Rte 13, S Cortland Virgil Rd /	

2/23/2018	quit time 1345 / start time 1447- site visits -Rte 215, Saunders Rd, Oakcrest St / 1608 Oakcrest St site visit for addition-no activity / 1458 back to office / email Complaint from City of Cortland-junk vehicles-forwarded to Des / did Code research for footings/ quit time 1647 (7.5 total hrs) /	11.8
2/26/2018	start time 0623/ log, mileage, timesheet, monthly reports, emails, correspondence / 854 Rte 13-emailed AIA needing sprinkler and alarm reports and final electrical for full CofO-SuperCuts / Luker Rd-email response and property research for Bestway to confirm compliance w form used fr prior CEO/ 3918 Rte 281- office visit and plmbg insp request for tomorrow / emailed bldr-807 Rte 222-footing details need stamping / framing inspection -Sun Auto-substrates in place for stone work at front pillars / quit 0913 (2.8 hrs)/	3.1
2/27/2018	start time 0625 / email to 1052 Blue Creek Rd-follow up to Complaint filed for Zoning non compliance fr neighbor / email to bldr-missing attachment for footings-807 Rte 222 addition / renewed bldgprmt -porch-4401 Nichols Rd- pd \$50 -mailed to owner / renewed bldgprmt -garage addition-4401 Nichols Rd- pd \$50 -mailed to owner / 641 Rte 13- office visit and issued bldgprmt -Pyrotek-addition shed- pd \$44 -left w TwN Clrk / shut down at desk 0837 (2.2hrs)/	
2/27/2018	1215 start- final inspection -3993 Rte 281-St Joe's- issued CofO and emailed copy to installer / plumbing inspection -3934 Rte 281-started more plan review for exit and air lock changes / Rte 41 site visits / 4473 Rte 41- framing inspection, post hole inspection -Thoma project-stairs w bldr / site visit -3833 Rte 11-demo at rear of Suburban Propane complete / 3871 Rte 11- 2 framing inspections -large storage done, last small storage roofing installation / 1608 Oakcrest St- site visit -no action yet / 1356 back to office / spoke w TwNClrk-FOIL request for Bellcrest Dr pole barn -gave folder for copy / Complaint call msg-Cosmos Hill Rd -phone books on lawns / 927 Blue Creek Rd- issued permit renewal -new home- pd \$50 / email sent to neighbor- Complaint -4275 Bellcrest Dr w open permit info / quit 1702 (4.8hrs)/	17.8

2/28/2018	<p>start 1223 / site visits-Gracie Rd, McLean Rd, Highland Rd-need to ck on status for Surrey Dr reroof / site visit-981 Rte 222-no site work for garage yet / quit time 1242(.3)/start 1407/ site visits Cosmos Hill Rd, Blue Creek Rd, Kinney Gulf Rd/ site visit for proposed garage w owner and hiway dpt / 4074 Kinney Gulf Rd-framing inspection-Thoma reroof / 1541 left office/ Starr Rd, Rte 215 site visits / 807 Rte 222-issued bldgprmt -addition-more plan review-spoke w owner-pd \$118-need to mail out / email to PZO-storm water vs my permit issue Bellcrest / site visit-3576 Parti Dr-siding not complete / 1286 Starr Rd-site visit-no railing-need to issue Stop Work Order-no railing after months / quit time 1548(2.0 total hrs)/</p>	14.2
	Total mileage for February	181.4

Submitted By: Kevin J. McMahon

Town of Cortlandville CO & CC Issued Report

March 02, 2018

Feb. 1, 2018 to February 28, 2018

Alterations-Commercial			Completion Type	Applicant	Location	Issue Date
Permit #	SBL					
18-005	86.13-01-65.110		Certificate of Occupancy	Dollar Tree	3918-3944 Rte 281	2/1/2018
17-025	77.00-01-22.000		Certificate of Compliance	Cortland Asphalt Products Co	1902 Loring Xing	2/9/2018
17-111	86.13-01-17.000		Certificate of Occupancy	Accurate Acoustical Inc	3993 Route 281	2/27/2018
Alterations-Commercial # of CC/CO :Issued :						<u>3</u>

Alterations-Residential			Completion Type	Applicant	Location	Issue Date
Permit #	SBL					
18-009	96.12-01-24.000		Certificate of Compliance	Louis Thompson	1539 Saunders Rd	2/9/2018
18-011	105.08-01-18.000		Certificate of Compliance	Patricia Ostrander	3221 S Cortland Virgil Rd	2/16/2018
17-072	85.12-01-01.200		Certificate of Occupancy	Jackie Brown	4062 College View Dr	2/23/2018
Alterations-Residential # of CC/CO :Issued :						<u>3</u>

Permit Renewal			Completion Type	Applicant	Location	Issue Date
Permit #	SBL					
15-96	85.00-08-15.000		Certificate of Occupancy	Gregory Robinson	938 Blue Creek Rd	2/23/2018
Permit Renewal # of CC/CO :Issued :						<u>1</u>

Sheds			Completion Type	Applicant	Location	Issue Date
Permit #	SBL					
17-100	76.13-01-15.000		Certificate of Compliance	Terry Ryan	4432 Cosmos Hill Rd	2/16/2018
Sheds # of CC/CO :Issued :						<u>1</u>
Grand Total:						<u>8</u>

Permit Status Report

February 01, 2014 - February 28, 2018

For Permit Type : All

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
Description of Work						
14-17	Greg and Barb Leach	3245 West River Rd	108.00-04-04.	Swimming Pools	5/2/2014	Open
	<i>13 x 30 inground pool by Royal</i>					
14-35	John Barden	927 Blue Creek Rd	76.00-04-01.0	Permit Renewal	2/13/2018	Open
	<i>Permit renewal for original- dated 06/20/14 for 2300 sf ICF home built by owner</i>					
15-24	Brian Francis	1900 E River Rd	77.00-07-02.0	Permit Renewal	3/3/2017	Open
	<i>15 x 25 family room addition/pt post foundation</i>					
15-38	Lawrence Carlisle	4462 Locust Ave	77.00-02-02.0	Decks	5/23/2015	Open
	<i>32 x16 deck for above ground pool</i>					
15-79	Empire Construction of CNY LLC	4444 Locust Ave	77.00-02-04.1	Permit Renewal	2/7/2018	Open
	<i>40 x 60 pole barn w office space</i>					
15-80	Glenn Anderson	4444 Locust Ave	77.00-02-04.1	Permit Renewal	10/4/2016	Open
	<i>2400 sf home with walkout basement</i>					
15-85	Debra and Charles Tucker-Curley	989 Beechwood Ln	96.17-01-05.0	Permit Renewal	2/15/2017	Open
	<i>RENEWAL OF ORIGINAL PERMIT #15-85 dated: 10/21/15 for a 3270 sf home on walkout bsmt</i>					
16-109	Bestway Enterprises Inc	3832 Luker Rd	86.17-02-01.1	New Construction-Comm.	12/5/2016	Open
	<i>80 x 125 insulated steel framed vehicle maintenance shop w break room, office and bath</i>					
16-12	Ben Giamichael	711 Sleepy Hollow Rd	95.11-02-07.0	Swimming Pools	3/11/2016	Open
	<i>16 x 36 inground pool w fence</i>					
16-42	Tom and Robin Casterline	758 Bowling Green Rd	95.11-01-18.0	Swimming Pools	6/2/2016	Open
	<i>18' round above ground pool by Canon</i>					
16-45	James Jacob	3381 Page Green Rd	96.00-10-08.0	Swimming Pools	6/7/2016	Open
	<i>Royal fiberglass inground 13 x 30 pool</i>					
16-62	Byron Horak	1686 Lighthouse Hill Rd	77.09-01-03.0	Decks	7/19/2016	Open
	<i>14 x 24 deck, 11 x 12 patio slab, 11 x 21 roof over patio slab</i>					
16-70	Sam Darbshire	1644 Lighthouse Hill Rd	77.00-05-14.0	Additons-Residential	8/1/2016	Open
	<i>16 x 23 sunroom</i>					
16-87	Jesse Gale	4151 Carr Hill Rd	87.00-01-09.1	Alterations-Residential	9/8/2017	Open
	<i>Permit renewal- interior remodel fire restoration</i>					
16-89	Dan and Christine Horn	922 Blue Creek Rd	85.00-08-16.2	New Construction-Res	9/12/2017	Open
	<i>24 x 30 interior post frame house remodel + 26 x 18 garage w attic</i>					
16-92	Kirwin Gibbs	1199 Davinci Drive	76.00-02-13.1	Swimming Pools	9/28/2016	Open
	<i>inground 16 x 40 pool and spa</i>					
17-001	Robert Jones	4401 Nichols Rd	78.00-01-31.0	New Construction-Res	1/23/2018	Open
	<i>Renewal permit for 12 x 30 garage addition</i>					
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
		<i>remodel of kitchen and bath and new furnace by owner</i>				
17-004	Robert Jones	4401 Nichols Rd	78.00-01-31.0	Decks	2/7/2018	Open
		<i>Renewal permit for 40' covered porch and 40' artic breezeway</i>				
17-018	T Mobile LLC	1863 Ahrens Rd	97.00-01-36.1	Alterations-Commercial	4/28/2017	Open
		<i>new antennae work on Cell Tower at 1785-repl 3 units</i>				
17-022	Charles Symons	3850 Highland Rd	85.19-01-19.0	Alterations-Residential	5/9/2017	Open
		<i>foundation renovations and repairs for garage</i>				
17-027	Complete Construction Concepts LLC	3833 Route 11	87.04-01-17.0	New Construction-Comm.	5/23/2017	Open
		<i>3880 sf post frame office space with floating slab for Suburban Propane by CCC Construction</i>				
17-030	Glenn Doran	3791 McGraw Marathon Rd	98.08-01-02.0	Swimming Pools	6/1/2017	Open
		<i>18 x 33 x 54" pool w alarm by Canon</i>				
17-033	John DelVecchio	1314 Bell Dr	76.15-01-05.2	New Construction-Res	6/5/2017	Open
		<i>1494 sf stick framed 3 bdrm/2 bth home w attached 2 car garage on block crawl space</i>				
17-036	Anne McLorn	1052 Blue Creek Rd	76.00-07-02.0	Swimming Pools	6/8/2017	Open
		<i>16 x 32 inground pool by Tarson with fence, alarm and safety cover</i>				
17-037	Jamie Prindle	1787 Lighthouse Hill Rd	77.00-06-03.0	New Construction-Res	6/8/2017	Open
		<i>32 x 70 garage w 2 story conditioned space on existing slab</i>				
17-039	James Cosimo	3430 Page Green Rd	96.00-09-05.0	Swimming Pools	6/9/2017	Open
		<i>13 x 30 inground fiberglass pool by Royal with fence and alarm</i>				
17-040	Benjamin Slamp	4379 Route 281	76.14-01-58.0	Alterations-Residential	6/12/2017	Open
		<i>interior remodel at vacated sgl family</i>				
17-043	Craig Turner	Clinton St	88.00-01-68.1	Additons-Residential	6/20/2017	Open
		<i>12 x 20 family room + 6 x 10 mudroom addition on existing cabin on ICF crawl space</i>				
17-044	Robert VanDee	785 N Lamont	95.15-03-04.0	Swimming Pools	6/22/2017	Open
		<i>18' above ground pool by Canon w alarm and removable ladder</i>				
17-049	National Contractors LLC	Aldi 908 Route 13	95.16-02-45.0	New Construction-Comm.	6/29/2017	Open
		<i>new 19k square foot retail food store by National Contractors LLC located at 908 Rte 13 Cortland</i>				
17-050	2 Pro's Construction LLC	4428 Raphael Drive	76.00-06-11.0	Alterations-Residential	6/30/2017	Open
		<i>4626 sf of addition and remodel at existing house</i>				
17-052	Eugene Forehand	3105 Clute Rd	107.00-02-09.	New Construction-Res	7/7/2017	Open
		<i>addition of 2 story 16 x 40 bedroom space with baths and remodeling</i>				
17-054	Tim Law	3865,3871 Route 11	87.00-04-04.0	New Construction-Comm.	7/17/2017	Open
		<i>2 new mini storage units-non heated-30 x 300 each by CCC</i>				
17-056	T Mobile	4437 Locust Ave	76.00-03-16.0	Alterations-Commercial	7/19/2017	Open
		<i>tower antenna modifications by T Mobile</i>				
17-058	Allied Sign Co	David Yaman Route 13	95.00-10-04.0	Signs	7/31/2017	Open
		<i>Verizon signs-building and road side by Allied Sign</i>				
17-060	Arthur Bell	4245 Bellcrest Drive	76.00-07-04.2	New Construction-Res	8/4/2017	Open
		<i>40/80/16 pole garage w 30/14/8 & 30/16/8 bumpouts w shingle roof B&B siding</i>				
17-063	JPB, LLC	842 Bennie Rd	105.00-02-01.	Signs	8/14/2017	Open
		<i>unlit freestanding 4x8 sign +1 building mount 4x10 sign</i>				
17-066	Believers Chapel	Thrifty Shopper 1118 Route 222	86.13-01-57.2	Alterations-Commercial	8/25/2017	Open
		<i>three interior classroom spaces- 1800 sf total</i>				

Permit #	Applicant Description of Work	Parcel Location	SBL#	Permit Type	Issued	Status
17-067	Michael & Andrea Stevens <i>Post frame duplex on slab-2 bdrm & 2-bth 900 sf units + 2 car garages</i>	1601 Lighthouse Hill Rd.	76.00-03-09.2	New Construction-Res	8/25/2017	Open
17-068	Transcend Wireless LLC <i>3 microwave dish antennae added- for T Mobile</i>	1863 Ahrens Rd	97.00-01-36.1	Alterations-Commercial	8/28/2017	Open
17-074	Eileen Whalen <i>New roof. Singles, ice & water</i>	437 Surrey Dr	95.13-01-02.0	Alterations-Residential	9/14/2017	Open
17-076	Paul Ballard <i>rebuild of existing deck and addition of 10 x 14 deck</i>	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 <i>2100 sf custom 4 bdrm 2.5 bath home on full foundation w attached garage</i>	Sunny Field Dr	85.11-02-08.0	New Construction-Res	9/26/2017	Open
17-085	Holly Doty <i>deck & pool</i>	3472 Route 11	98.00-01-52.0	Decks	9/28/2017	Open
17-089	Rex's Pasta Inc <i>interior renovation of store space to restaurant/deli-1800 sf addition</i>	Rex's Pasta Inc 1098 Route 222	86.13-01-55.2	Additions-Commercial	10/5/2017	Open
17-090	Tim Law <i>60 x 198 x 14 utv cold storage post frame building on monolithic slab by CCC LLC</i>	3865,3871 Route 11	87.00-04-04.0	New Construction-Comm.	10/5/2017	Open
17-094	Clifton Land Co LLC <i>30 x 90 addition to existing car wash by owner</i>	876 Route 13	95.16-02-78.1	Additions-Commercial	10/13/2017	Open
17-096	Prop, Inc. <i>12000 sf storage building</i>	Luker Rd	86.17-01-01.0	New Construction-Comm.	10/18/2017	Open
17-097	Construction Process Solutions Ltd. <i>remodel of former Radio Shack space-2 tenants-1050 sf + 1388 sf-one for Super Cuts hair studio + one unknown tenant</i>	3918-3944 Rte 281	86.13-01-65.1	Alterations-Commercial	10/18/2017	Open
17-098	Michael Grossi <i>48 x 100 x 16 pole barn</i>	3066 Page Green Rd	106.00-01-50.	New Construction-Res	10/20/2017	Open
17-099	AT & T <i>Modification to antenna (AT&T)</i>	1863 Ahrens Rd	97.00-01-36.1	Additions-Commercial	10/25/2017	Open
17-103	Ashley Partigianoni <i>interior remodel of living space for attached two car garage w hndcp ramp</i>	4537 Locust Ave	76.00-03-14.0	Alterations-Residential	10/30/2017	Open
17-104	Ashley Partigianoni <i>24 x 28 x 8 detached two car garage on mono slab</i>	4537 Locust Ave	76.00-03-14.0	New Construction-Res	10/30/2017	Open
17-106	BBL Construction Services LLC <i>New facade, entry and windows at Sun Auto by BBL Construction Services LLC</i>	3861 Route 281	86.17-01-11.1	Alterations-Commercial	11/10/2017	Open
17-108	Paul Alteri <i>28 wide x 8 deep gable front porch frame-no floor plus new roof</i>	3576 Parti Dr	96.10-01-33.0	Additons-Residential	11/14/2017	Open
17-109	Gibbons Construction <i>10 x 10 and 11 x 11 sheds built to cover heating systems No variance required.</i>	3821 Buck Dr	87.00-04-08.0	Sheds	11/17/2017	Open
17-110	Adam Mrozowski <i>25 X 16 Roof over deck</i>	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

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
	<i>10 x 6 deck w stairs and ramp-sono tubes below frost footings</i>					
17-114	Bobbie Fox	1608 Oakcrest St	96.36-01-10.0	Additons-Residential	12/29/2017	Open
	<i>6 x 12 kitchen addition on shallow footings</i>					
18-001	BRE Rook SH Walden Place LLC	Walden Place 839 Bennie Rd	105.00-02-03.	Signs	1/19/2018	Open
	<i>2 free standing signs (Replacement) 4' x 8' each</i>					
18-003	MAB Roofing and Siding	1159 Gallagher Rd	106.00-09-11.	Alterations-Residential	1/22/2018	Open
	<i>reroofing portion of house with metal and addition of 4x4 detached platform landing by MAB Roofing and Siding</i>					
18-004	Church Berean Bible	Berean Bible Church 726 Route 13	105.00-03-11.	Signs	1/24/2018	Open
	<i>6x6 sign 9' in height</i>					
18-006	Cortland Asphalt Products Co	1902 Loring Xing	77.00-01-22.0	Permit Renewal	1/26/2018	Open
	<i>Replacement permit for 17-026-changing from 2-12k tanks and pad to a double pad and 1 -30k tank #90</i>					
18-007	Dan King	3861 Route 281	86.17-01-11.1	Signs	1/30/2018	Open
	<i>Signage updates</i>					
18-008	Yunpeng Huang/ Relaxation Nails & Spa	3918-3944 Rte 281	86.13-01-65.1	Alterations-Commercial	1/30/2018	Open
	<i>Interior renovations for Nail and Spa Salon</i>					
18-010	Jeffery King	4473 Route 41	88.16-01-05.1	Alterations-Residential	2/5/2018	Open
	<i>Thoma project for new porch, siding, windows etc by Reome Electrical and General Contracting</i>					
18-012	Roxanne Sorrells	734 Bowling Green Rd	95.11-01-05.0	Alterations-Residential	2/16/2018	Open
	<i>Thoma project for :Reroofing, porch repair replacement windows and doors by Tim Henry Improvements</i>					
18-013	Thomas and Jessica Thompson	3686 Route 11	97.02-01-17.0	Alterations-Residential	2/16/2018	Open
	<i>Thoma project--reroofing, porch repair and replacement windows by O'Donnell Construction</i>					
18-014	Matthew Shimer	4074 Kinney Gulf Rd	85.00-08-25.0	Alterations-Residential	2/16/2018	Open
	<i>Thoma project-replacement windows, doors, and roofing by O'Donnell Construction</i>					
18-015	Tanya Fedorka	3770 Fairview Dr	85.20-01-27.0	Alterations-Residential	2/23/2018	Open
	<i>Thoma project-reroof porch, exterior landing, window and siding replacement by Empire Construction</i>					
18-016	Pyrotek Inc	Pyrotex 641 Route 13	105.00-03-14.	Additions-Commercial	2/27/2018	Open
	<i>12 x 12 shed by Essex -addition on footings</i>					
18-017	Steve Randall Remodeling	807 Route 222	85.20-01-06.0	Additons-Residential	2/28/2018	Open
	<i>21 x 22 addition for master suite on pole construction by Steve Randalls Remodeling</i>					
D17-03	Alicia Augur	3975 Carr Hill Rd	87.00-01-15.0	Demolition	6/2/2017	Open
	<i>removal of 11 x 24 garage</i>					
D17-05	National Contractors LLC	Aldi 908 Route 13	95.16-02-45.0	Demolition	6/29/2017	Open
	<i>removal of approx. one third existing store per site plan approval for new store construction</i>					
D17-06	Hiawatha Ventures LLC	4386,4392 Route 11	76.15-01-30.0	Demolition	12/7/2017	Open
	<i>deconstruction for rebuild off site for railway setting building</i>					
D18-01	John Bergeron	3833 Route 11	87.04-01-17.0	Demolition	2/20/2018	Open
	<i>Removal of old Suburban Propane office and warehouse by Bergeron Contracting</i>					
D18-02	Melvin Simon	3538 Route 281	95.16-01-20.0	Demolition	2/27/2018	Open
	<i>Demolion of 24 x 48 house</i>					

Total # Permits : 79

F-4

Account#	Account Description	Fee Description	Qty	Local Share
A1081	In Lieu Taxes	In Lieu Taxes	2	7,465.18
		Sub-Total:		\$7,465.18
A1255	Clerk Fees	Certified Copies - Marriage	1	10.00
		FOIL - Fee	1	21.50
		Interest on NOW Account	1	0.07
	Conservation	Conservation	2	6.77
	Marriage License Fee	marriage license	1	17.50
		Sub-Total:		\$55.84
A1550	Clerk Fees	Dog Redemption Fee	2	70.00
		Sub-Total:		\$70.00
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	25	250.00
		Female, Unspayed	2	38.00
		Male, Neutered	25	250.00
		Male, Unneutered	5	95.00
	Late Fee	Late Fee	5	25.00
		Sub-Total:		\$658.00
B1540	Ordinance Permit Fee	Fire Inspection Fee	6	960.00
		Sub-Total:		\$960.00
B1570	Ordinance Permit Fee	Demolition Permit	2	307.60
		Sub-Total:		\$307.60
B1603	Clerk Fees	Genealogy	1	22.00
		Vitals - Death	18	190.00
		Sub-Total:		\$212.00
B2110	Ordinance Permit Fees	Aquifer	1	50.00
		Subdivision Application	1	100.00
		Variance	5	280.00
		Sub-Total:		\$430.00
B2111	Ordinance Permit Fee	Building Permit - Renewal	4	200.00
	Ordinance Permit Fees	Building	3	212.00
		Sub-Total:		\$412.00

Account#	Account Description	Fee Description	Qty	Local Share
			Total Local Shares Remitted:	\$10,570.62
Amount paid to:	NYS Ag & Markets for spay/neuter program	ck#1016 ✓		71.00
Amount paid to:	NYS Department of Health	ck#1014 ✓		22.50
Amount paid to:	NYS Environmental Conservation	ACH electronic		608.23
Total State, County & Local Revenues:		\$11,272.35	Total Non-Local Revenues:	\$701.73

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Kristin E. Rocco-Petrella, RMC, Town Clerk, Town of Cortlandville during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

_____	_____	<i>Kristin E. Rocco-Petrella</i>	<i>3/2/2018</i>
Supervisor	Date	Town Clerk	Date

Trial Balance Report 2018

Date: 03/02/2018 Town/County

Warrant	\$11,891,729.58			
Adjustments	\$0.00			
Adjusted Warrant	\$11,891,729.58			
Full Payments	\$9,306,035.01			
Partial Payments	\$462,345.28			
Direct to County	\$729,725.18	<i>NOT Deposited in the bank</i>	Direct to City	\$729,725.18
<i>Over Paid</i>	<i>\$0.00 (to be refunded)</i>		Direct Penalties	\$0.00
Tax Collected	\$10,498,105.47	Collected 88.28 %	Total Direct	\$729,725.18
Tax Less Direct	\$9,768,380.29			
Service Charge	\$20.00	Service Charge Billed \$-20.00	Credit	\$31,689.46
Surcharge	\$0.00		Cash	\$129,805.32
Misc Coll.	\$0.00		Check	\$9,611,106.89
Full/Partial Penalties	\$4,201.38			
Net Deposit	\$9,772,601.67		Total Deposit	\$9,772,601.67
NOT Collected	\$1,393,624.11			

Does not include any overpayments shown above

Includes overpayments shown above

Balance Successful

This sheet should match your bank records.

F-6

Town of Cortlandville-Including Village of McGraw
 Monthly Report • February 2018

Dogs Impounded	2
Citizen	
CCSD	
SPCA	2
OS	

Dispositions	2
Redeemed	2
Adopted	
Euthanized	
DOA	
Still at Shelter	
Transferred	

Complaints This Month	9
------------------------------	----------

YTD: 21

Dog Control:

Dog at Large	5
Unlicensed	1
Unvaccinated	
Aggressive Dog	
Dog Bite	

Animal Cruelty:

Dog/Cat Abandonment	1
Dog/Cat Abuse	1
Dog/Cat Neglect	
Dog/Cat Sick or Injured	
Inadequate Shelter	
Hot/Cold Vehicle	1

Dispositions:

Compliance Order	2
No Violation	2
Unable to Locate	3
Animal Picked Up	1
Pending Investigation	1
Charges/Arrest	

Tickets Issued:	0	Tickets Issued YTD:	0
Dogs Impounded this month:	2	Dogs Impounded YTD	3
Cats Impounded this month:	0	Cats Impounded YTD:	1
Citizen Assist:	2	Citizen Assist YTD:	4

RECEIVED FEB 22 2018

G-1a

Patricia Roiger
795 North Lamont Drive
Cortland, NY 13045

Feb. 21, 2018

Dear Cortlandville Town Board,

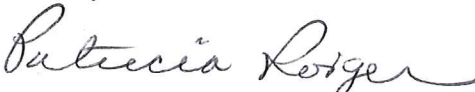
I am against a zone change from a B-2 to a B-3 for the property along Tompkins Street (Rt. 13).

B3 rezoning would allow things like: drive in theaters, airplane landing fields, storage warehouses, campgrounds, and gas stations within shopping centers

1. The proposed rezoning 42 acres of neighborhoods and small businesses is an automatic SEQR Type 1 Action.
2. A Type 1 Action is the adoption of changes in the allowable uses within any zoning district, affecting 25 or more acres of the district.
3. This sounds like spot zoning: 1) it is being done for Byrne Dairy, and 2) it is inconsistent with the Aquifer Protection Plan which recommended that such aquifer recharge areas be deemed as Critical Environmental Areas and numerous other reasons found throughout the aquifer protection plan.
4. I demand an Environmental Assessment Form, Scoping and an Environmental Impact Statement.

It is imperative we protect our water, protect our aquifer.

Sincerely,


Patricia Roiger

Patty O'Mara

G-16

From: supervisor1@cortlandville.org on behalf of susan fitts <cutcan2@gmail.com>
Sent: Tuesday, February 27, 2018 5:02 PM
To: Patty O'Mara
Subject: [supervisor1] rezoning

I am against rezoning 43 acres along Tompkins Street. The zoning was put in place to protect our sole source aquifer and it was done because people like you , in the past, bent over backwards for business. We have nice clean businesses already here. There are some housing developments around the area. We already have many gas stations and stores . Why do you always draw up laws that we don't want changed?

Personally, I am surprised at how easily you bend over for all the wrong things. I thought you cared about the people but have accepted the fact that you obviously only care about your own pocketbook. Shame on you!

Susan Fitts

Patty O'Mara

From: supervisor1@cortlandville.org on behalf of Jill Holl <jholl9435@gmail.com>
Sent: Tuesday, February 27, 2018 7:37 PM
To: Patty O'Mara
Subject: [supervisor1] Tompkins Street Zoning Change Proposal

Hi,

I am writing to express my opinion about this possible change.

It does not seem ethical to me that someone would propose to change an entire section of road since it isn't legal to change one parcel to suit their needs. The area from the city line to McLean/Starr Road has all sorts of residential streets off of it along with single family homes and small businesses. I do not see the value in changing the zoning from B2 to B3. Additionally, that section of road is above the aquifer. To have a gas station in that area is taking a risk that is not necessary. Please do not change the zoning. There are plenty of options for B2 zoning that fit with the neighborhood. And there are plenty other places in the county that Byrne Dairy and storage units could be built. There is no hardship for either company and taking a risk on our drinking water to comply with a business is not the way to plan for the future of our community. I am an existing tax payer and resident. Please do NOT change zoning for business purposes only! I like knowing that I live in a community that supports our families and values.

Thank you!

Jill Holl
25 Abdallah Ave
Cortland, NY 13045
607-745-2465

1-3a

AFFIDAVIT

TOWN OF CORTLANDVILLE:
STATE OF NEW YORK: ss:

I, Richard Tupper, having been duly sworn, hereby depose and say that:

1. I am Supervisor of the Town of Cortlandville, an incorporated municipality in the County of Cortland, State of New York, and

2. In my capacity as Supervisor, I am fully familiar with the extension of loan funds by the Town's Community Development Program to Jeri Ann Walker, f.k.a. Jeri Ann Mc Cracken, on or about March 5, 2018 in the amount of \$28,161.35 and

3. The Town received in return for said loan funds a mortgage on the property located at 655 Lime Hollow Road, in the Town of Cortlandville, and

4. Upon information and belief, based upon the information supplied by the New York State Department of Taxation and Finance the Town of Cortlandville is "... an organization organized other than for profit which is operated on a non-profit basis no part of the net earnings of which inures to the benefit of any officer, director or member and which is exempt from Federal Income Taxation pursuant to Section A of Section 501 of the Internal Revenue Code ...", and as such, is exempt from the mortgage tax as well as the special mortgage tax imposed by State Tax Law, and I request the Clerk of the County of Cortland to record the aforesaid mortgage without charging the above mentioned mortgage taxes.

Richard Tupper, Supervisor

Sworn to me this
____ day of _____, 2018

Notary Public

OWNER-OCCUPIED LOAN AGREEMENT

1-3a

Made this 5th day of March 2018 by Jeri Ann Walker, f.k.a. Jeri Ann Mc Cracken, residing at 655 Lime Hollow Road, Cortland, New York (the "Borrower") and the Town of Cortlandville, a municipal corporation with offices at 3577 Terrace Road, Cortland, New York (the "Town"), through the Town of Cortlandville's Community Development Block Grant (CDBG) Program (the "program").

WITNESSETH THAT:

WHEREAS the Town has funds available through its CDBG Program for loans to homeowners qualifying under the CDBG Program, and

WHEREAS the Borrower has applied for such a loan, or loans, and is qualified and eligible for funds from this program, to be spent on her property located at 655 Lime Hollow Road, Cortland, New York, (the "subject property" as described in the attached Schedule A) for certain repairs and improvements (the "CDBG project"), and

WHEREAS the Town is willing to lend money to the Borrower(s) pursuant to such program for the purpose of undertaking the CDBG project, subject to certain terms and conditions.

NOW, THEREFORE, in reliance upon the information provided to the Town by the Borrower, and in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. The Town agrees to lend \$28,161.35 plus additional funds if there are any approved change orders to the Borrower (the "total CDBG assistance"); \$ N/A of which shall be provided as a direct loan with an interest rate of zero percent (0%) repayable pursuant to the terms and conditions noted below under the heading "Direct Loan" if applicable, and \$28,161.35 of which shall be provided as a deferred payment loan with an interest rate of zero percent (0%) repayable pursuant to the terms and conditions noted below under the heading "Deferred Payment Loan". The direct loan and/or deferred payment loan portions of the CDBG assistance may also be referred to as the loan or loans, collectively.

A. Direct Loan

Not Applicable

B. Deferred Payment Loan

The Borrower agrees to repay to the Town all or a portion of the deferred payment loan portion of the total CDBG assistance (as calculated below) if:

a. The Borrower sells the property within five years from the date of completion of the CDBG project, or

b. The Borrower voluntarily or involuntarily no longer makes the property his/her/their primary residence within five years from the date of completion of the CDBG project including but not limited to, relocation, death, nursing home confinement, or imprisonment; or

c. The Borrower sells, conveys or otherwise transfers ownership or title in the Property within five years from the date of completion of the CDBG project; or

d. The Borrower rents, leases, or allows the use of the Property for any other person other than the Borrower within five years from the date of completion of the CDBG project; or

e. The Borrower violates any other terms of this Agreement within five years from the date of completion of the CDBG project.

The CDBG project completion date will be the date on which the final disbursement of the total CDBG assistance is/was made. In the event a, b, c, d, or e above should occur, the Borrower may be required to repay all or portion of the assistance. To determine the amount of the assistance to be repaid, the Borrower will be credited 1/60th of the deferred payment loan portion of the CDBG assistance for each month the Borrower reside(s)/resided in the property from the date of completion of the CDBG project, until the date of occurrence of default (i.e., the date a, b, c, d, or e above occurs) (the "residency credit"). The amount of the residency credit shall be subtracted from the deferred payment loan portion of the total CDBG assistance and the resulting balance of the deferred payment loan portion of the total CDBG assistance will be due and payable to the Town.

2. The Borrower agrees to sign a new Owner-Occupied Loan Agreement and Note and Mortgage if the amount of funds advanced is different from the amount identified in #1 above.

3. The Borrower agrees and accepts as a condition of this assistance from the Town to bring current, and keep current for the duration of this loan, all real property taxes, assessments, and water/sewer charges pertaining to all property owned by Borrower in the Town of Cortlandville, Cortland County, New York.

4. The Borrower will provide proof of fire insurance on the subject property to the Town with the Town of Cortlandville listed as a Loss Payee or Mortgagee, as determined by the Town. The insurance shall be in an amount adequate to cover all outstanding debts on the property including the Town's loan or loans, whichever is greater. The insurance will be kept current for the life of the loan or loans.

5. The Borrower will sign a Note and Mortgage in the amount of \$28,161.35, even date herewith, as a condition of this Agreement, and in the event that said Note and Mortgage terms conflict with the terms and conditions stated herein, said Note and Mortgage provisions shall prevail.

6. The Borrower acknowledges the rights of the Town as creditor and agrees to notify the Town prior to incurring any additional debt on the subject property which could cause a lien to be filed against said property.

7. At the option of the Town, the direct loan and /or deferred payment loan portions of the CDBG assistance, whichever is applicable, will be paid in full if the property is sold and/or if the Borrower no longer uses the subject property as Borrower's primary place of residence before the term of the direct loan and/or deferred payment loan expires, whichever is applicable. In the event a pay off is required hereunder, the Borrower will be credited with a residency credit on the deferred payment loan portion of the CDBG assistance determined as noted in condition 1.B. above.

8. At the option of the Town, no advance shall be due unless (a) all work usually done at that stage of construction is done in a good and workmanlike manner, and (b) all materials and fixtures usually installed and furnished by that stage of construction are installed and furnished. The Town shall inspect the work prior to the making of any installment. Work is to be done to the Town's satisfaction. No installment is to be paid unless construction is approved by an engineer, architect, or other party satisfactory to the Town.

9. At the option of the Town, if the work stops or does not proceed at a reasonable speed, the Town may employ workmen and purchase materials to complete or protect the work. If mechanics liens or orders or assignments of contract are filed against the property, the Town may pay and satisfy them. If any taxes, assessments, sewer rates, or water rates charged against the property are not paid when due, the Town may pay them. Payments made by the Town under this Paragraph are secured by the aforementioned Note and Mortgage as if they were installments paid to the Borrower.

10. At the option of the Town, Borrower agrees to pay for and indemnify the Town for all claims or liens for materials, labor, or services furnished for the improvements on the property. Borrower shall defend any action or proceeding brought against the Town on these liens or claims with an attorney of the Town's choice.

11. The Borrower agrees to maintain the subject property and make immediate corrections to any code violations. Yearly inspections of the subject property may be made for the term of the loan or loans, whichever term is longer, by the Town Code Enforcement Office or other Town representatives.

12. Compliance with HUD requirements: The Borrower shall comply with all of the following requirements:

(a) The regulations for the CDBG Program contained in 24, Part 570.

(b) All requirements imposed by Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations related to equal opportunity (24 CFR, Part 570.601). No person in the United States shall, on the grounds of race, color, creed, religion, national origin, sex, familial status, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any project assisted with Community Development Block Grant funds.

(c) The flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234), if the rehabilitated property is located within the Town's floodplain area.

(d) The regulations, policies, guidelines, and requirements of OMB Circular A-102 Revised (Handbook 1300.17), which relates to the acceptance and use of federal funds.

(e) Requests from HUD, the Town and/or the Comptroller General (or any authorized representatives) for access to and the right to examine all records, books, papers or documents related to the loan and cooperate fully with the Town in supplying information to meet CDBG audit requirements.

(f) The regulations of Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988; which directly prohibits discrimination in the sale, financing, rental, or advertisement of housing on the basis of race, color, religion, national origin, sex, familial status, or handicap.

(g) The lead-based paint requirements of 24 CFR, Part 35, Subpart B, issued pursuant to the Lead-Based Paint Poisoning Act (42 U.S.C., 4801 et seq.).

13. The Borrower will, if requested by the Town, cooperate fully and adjust for clerical errors, execute, or re-execute any and all agreements or other documents executed as evidence of the Borrower's debt to the Town as deemed necessary or desirable in the reasonable discretion of the Town to enable the Town to fully complete the transaction as intended, and to protect the Town's interests to the satisfaction of its Town's legal counsel.

14. In the event the direct loan and/or deferred payment loan is provided to rehabilitate a multi-family, owner-occupied property, the Borrower agrees to comply with the Town's requirements to make units both available and affordable to low-to-moderate income persons/households. In order to insure the rental unit(s) are available to low/mod persons/households, the Borrower agrees to rent the non owner-occupied unit(s) to only low-to-moderate income individuals or households for the longer of the term of the direct loan or deferred payment loan portion of the total CDBG assistance, whichever is applicable. The most current HUD income limits for the County as adjusted for family size shall be used to determine if a person/household meets the low-to-moderate income test.

In order to insure the rental unit(s) are affordable to low-to-moderate income persons/households, rent(s) for the non-owner occupied units for the first year following completion of rehabilitation must not exceed Fair Market Rents (FMR) in accordance with the Town's Process to Insure Affordability. Rents will be deemed affordable if:

(i) the subject property's rental unit(s) is occupied by a low/mod household and the current rent does not exceed the current Fair Market Rate (FMR) as established by HUD. FMR includes utilities but will be adjusted accordingly for utilities paid directly by the tenant;

(ii) the subject property's rental unit(s) is renting above the FMR and is occupied by a low/mod household(s), the property owner agrees to immediately reduce the rent for said unit(s) to the established FMR (net of utility allowances for utilities paid by tenant) at the time of signing the agreement to participate in the rehabilitation program.

(iii) the unit(s) is renting above the FMR and is occupied by a non low/mod tenant, the property owner will not be required to reduce the rent nor be required or allowed to displace the non low/mod tenant(s). The property owner agrees to comply with the FMR requirements when and if the non low/mod tenant(s) first vacate the property.

(iv) the unit(s) is vacant, the property owner agrees to rent to a low/mod household and to comply with the FMR requirements immediately upon occupancy.

The allowable rent for any rental unit(s) in the subject property for the first year shall be as follows:

Unit 1: Gross FMR - \$ n/a less total utility allowances of \$ n/a = \$ n/a
(Landlord provides *itemize utilities here*; Tenant provides *itemize utilities here*)

15. In the event there is more than one Borrower, each shall be jointly and severally responsible for the direct loan and/or deferred payment loan, whichever is/are applicable.

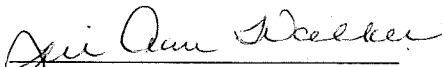
16. This Agreement is binding upon the parties hereto, their heirs, successors, representatives, administrators, and assigns. The Borrower shall not assign without Town approval.

IN WITNESS WHEREOF, the Town and the Borrower hereto have set their hands as of the date set forth at the beginning of this Agreement.

Town of Cortlandville

Richard Tupper, Supervisor

BORROWER:



Jeri Ann Walker
f.k.a. Jeri Ann Mc Cracken

ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF CORTLAND) ss:

On the ____ day of _____ in the year 2018 before me, the undersigned, a Notary Public in and for said state, personally appeared Richard Tupper, Supervisor of the Town of Cortlandville, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
COUNTY OF CORTLAND) ss:

On the 5th day of March in the year 2018 before me, the undersigned, a Notary Public in and for said state, personally appeared Jeri Ann Walker, f.k.a. Jeri Ann Mc Cracken, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Katharine L. Blaisdell
Notary Public

KATHARINE L. BLAISDELL
Notary Public, State of New York
No. 01BL6251151
Qualified in Cortland County
My Commission Expires 11/14/2019

SCHEDULE A

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND, situate in the Town of Cortlandville, County of Cortland and State of New York, being part of Lot 82 in said Town, bounded and described as follows: BEGINNING at a point in the centerline of Lime Hollow Road, said point being 2420.13± feet distant northwesterly along the centerline of Lime Hollow Road from its intersection with the centerline of Stupke Road; running thence N 73° 06' 00" W along the centerline of Lime Hollow Road a distance of 275 feet to a point; thence N 22° 53' 00" E a distance of 460.90 feet to a point; thence S 68° 58' 00" E a distance of 273.65 feet to a point; thence S 22° 53' 00" W a distance of 441.07 feet to the point and place of beginning, containing 2.83± acres of land.

That portion of the above described premises lying within the boundary of Lime Hollow Road are conveyed subject to the rights of the public to use the same for street and highway purposes.

SUBJECT TO easements and restrictions of record.

ALSO ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND situate in the Town of Cortlandville, County of Cortland, State of New York, being part of Lot 82 of said Town and bounded and described as follows: BEGINNING at a point in the centerline of Lime Hollow Road, said point being 2214± feet distant northwesterly along the centerline of Lime Hollow Road from its intersection with the centerline of Stupke Road; running thence N 73° 27' 00" W along the centerline of Lime Hollow Road a distance of 123.39 feet to a point; thence N 73° 06' 00" W along the centerline of Lime Hollow Road a distance of 82.74 feet to a point; thence N 22° 53' 00" E a distance of 441.07 feet to a point; thence S 68° 58' 00" E a distance of 210.35 feet to a point; thence S 23° 36' 00" W a distance of 425.63 feet to the point and place of beginning, containing 2.06± acres of land.

That portion of the above described premises lying within the boundary of Lime Hollow Road are conveyed subject to the rights of the public to use the same for street and highway purposes.

SUBJECT TO easements and restrictions of record.

Being the same premises conveyed by Gunzenhauser Real Estate Company to George L. McCracken by deed bearing even date herewith, delivered and intended to be recorded simultaneously herewith, this mortgage being given to secure a portion of the purchase money or consideration for which said conveyance was given.

RECEIVED MAR 06 2018

1-4

Clay Walker
188 Penguin Drive
Cortland, New York 13045

March 6, 2018

Glenn Bassett
Town of Cortlandville Highway Superintendent
3577 Terrace Road
Cortland, New York 13045

Glenn:

As you know, I am at retirement age. Therefore, my last day of work as Buildings and Grounds Laborer will be Friday, March 30, 2018.

If there are any documents required for processing my retirement and continuing my insurance, please let me know. I will be happy to cooperate.

Finally, I want to thank you and the Town of Cortlandville for providing me with employment over the past 31 years. It has been a privilege. I wish you all success for many years to come.

With my respect,

Clay Walker

Clay Walker

PROCLAMATION

MONTH OF APRIL

"WHEREAS, in accordance with the Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988 and,

WHEREAS, the month of April 2018 has been designated by the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of _____ hereby declares and proclaims April as Fair Housing Month in the Town.

Supervisor



partnering with communities for a better tomorrow

March 1, 2018

Dear Fair Housing Officer:

This is a friendly reminder for you to have the Board declare "April is Fair Housing Month" at your March or April Board meeting. Please call me when this is done and I will publish the notice in the Cortland Standard. A copy of the proclamation is included in the Fair Housing packet that you were sent when the program started. A sample is also attached.

If you have any questions, do not hesitate to contact me at (607) 753-1433.

Sincerely,

A handwritten signature in cursive script that reads "Annette Huskins".

Annette Huskins
Program Manager

alh/FairHsg/AprilRemCort


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Certified Public Accountants | Business Advisors

March 1, 2018

To the Town Board
Town of Cortlandville
Cortland, New York

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Town of Cortlandville (the Town) for the year ended December 31, 2017. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards, and the Uniform Guidance

As stated in our engagement letter dated March 1, 2018 our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the Town's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the Town's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the Town's compliance with those requirements.

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Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis, Budgetary Comparison Information, Schedules of Fund Progress, the Schedule of the Town's Contributions – NYSLRS Pension Plans, and the Schedule of the Town's Proportionate Share of the Net Pension (Asset) Liability, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Schedule of Expenditures of Federal Awards which accompanies the financial statements but is not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately March 19, 2018 and issue our report on approximately June 1, 2018. Duane Shoen is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Town of Cortlandville
March 1, 2018
Page 3

This information is intended solely for the use of the Town Board and management of the Town of Cortlandville and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Inero & Co. CPAs, LLP". The signature is written in a cursive, slightly slanted style.

Inero & Co. CPAs, LLP
Certified Public Accountants
Ithaca, New York


insero&co

Certified Public Accountants | Business Advisors

March 1, 2018

Richard Tupper, Town Supervisor
and Town Board
Town of Cortlandville
3577 Terrace Road
Cortland, New York 13045

We are pleased to confirm our understanding of the services we are to provide the Town of Cortlandville (the Town) for the year ended December 31, 2017. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Cortlandville as of and for the year ended December 31, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the Town of Cortlandville's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to the Town of Cortlandville's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules: General, Highway, Water and Sewer Funds
3. Schedule of Funding Progress
4. Schedule of the Town's Contributions – NYSLRS Pension Plans
5. Schedule of the Town's Proportionate Share of the Net Pension (Asset) Liability

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We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Cortlandville's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Town Board of the Town of Cortlandville. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinions are other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Cortlandville's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Cortlandville in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documents, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Town involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Inero & Co. CPAs, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Department of Agriculture or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Inero & Co. CPAs, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the U.S. Department of Agriculture. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Duane Shoen is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on March 19, 2018 and to complete your information returns and issue our reports no later than June 1, 2018.

We estimate that our fees for these services will be \$12,000 for the Town audit and an additional \$5,000 for single audit procedures, if they are required. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Town of Cortlandville
_____, 2018
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We appreciate the opportunity to be of service to the Town of Cortlandville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us

Very truly yours,

Insero & Co. CPAs, LLP

Insero & Co. CPAs, LLP
Certified Public Accountants
Ithaca, New York

Accepted by:

Name: _____

Date: _____