

CORTLANDVILLE TOWN BOARD  
AGENDA  
NOVEMBER 06, 2019 - 5:00 P.M.

**Pledge Allegiance to the Flag**

**PUBLIC HEARING:**

- 1.) **Local Law to Override the Limit on the amount of Real Property Taxes that may be levied by the Town**
- 2.) **2020 Preliminary Budget**

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

**A. CALL THE REGULAR MEETING TO ORDER**

**B. APPROVE MINUTES**

- B-1 Town Board Minutes of October 2, 2019

**C. PURCHASE ORDERS**

**D. AUTHORIZATION TO PAY THE BILLS**

**E. PRIVILEGE OF THE FLOOR**

**F. REPORTS**

- F-1 Receive & file the Cortlandville Fire District Final 2020 Budget
- F-2 Receive & file the Monthly Report of the Code Enforcement Office, submitted by CEO, Kevin McMahon for October 2019
- F-3 Receive & file the Monthly Report of the Town Clerk for October 2019
- F-4 Receive & file the Monthly Report of the Water & Sewer Department for October 2019

**G. COMMUNICATIONS**

**H. OLD BUSINESS**

- H-1 Local Law to Override the Limit on the amount of Real Property Taxes that may be levied by the Town

**I. NEW BUSINESS**

- I-1 Town Clerk
- I-2 Town Attorney

- I-3 Award in recognition to Katherine S. Wickwire
- I-4 Authorization to relevel outstanding Grass & Weed Control Charges onto the 2020 Town Tax Roll
- I-5 Receive, file & discuss request from Kathleen Telling, 3938 Highland Road to lower her sewer bill due to leak in a garden hose that was not detected
- I-6 Authorize the Supervisor to sign the Extra Work #3 for the 2020 Post-Closure Monitoring for the South Hill Dump
- I-7 Receive, file & forward the Aquifer Protection Permit applications from DG New York CS, LLC (property owner, Joanne Condon, property location East River Road, Tax Map #87.00-03-2.110) & (property owner, Douglas Christofferson, property location, Riley Road, Tax Map # 87.00-01-08.100), regarding ground-mounted large scale Solar Energy Systems, to the Town & County Planning Boards for their review & recommendations
  - a.) Receive & file the two correspondence from DG New York CS, LLC regarding their Solar projects on East River Road & Riley Road
- I-8 Receive & file the Stormwater System Maintenance Reports of 2015, 2017 & 2018 from Cortland County Soil & Water Conservation District
- I-9 Resolution to acknowledge receipt of Local Law #2 of 2019 – Amending Chapter 178, Article XVIII “Signs” Section 178-112 “Permitted Signs” of the Town Code effective October 11, 2019
- I-10 Award bid to Thoma Development Consultants for Program Delivery and Administrative Services for the 2019 NYS CDBG Town-wide Housing Rehabilitation Grant Program #287HR323-19
- I-11 Receive & file the correspondence dated October 23, 2019 from NYS DOT regarding the request of multiple speed limits to be lowered in the Town & Village of McGraw
- I-12 Authorize the Supervisor to transfer funds as listed:
  - a.) Water Fund & Sewer Fund into General Fund A
  - b.) DB Fund into Highway Equipment Capital Reserve Fund, Water Fund into Water Improvements Capital Reserve Fund, Sewer Fund into Sewer Improvement Capital Reserve Fund
- I-13 Resolution to approve the updated Section 3 Participation Plan
- I-14 Receive & file the Final Review of the Town’s Energy Project submitted by Thomas Garrett, Siemens Industry, Inc.

I-15 Address the engagement & hiring of an Engineer to evaluate the Site Plan and Stormwater Prevention Plan of Economy Paving Inc.

I-16 Review & authorize the Supervisor to sign & execute an easement for NYSEG Corp on Gutches Lumber Sports Complex site, NYS Route 13

**J. ADJOURN**

**LEGAL NOTICE**

**TOWN OF CORTLANDVILLE**

**NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that the Town Board of the Town of Cortlandville will hold a Public Hearing on November 6, 2019 at 5:00 pm or as soon thereafter as the parties may be heard, at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland New York regarding a Local Law to override the limit on the amount of real property taxes that may be levied by the Town of Cortlandville pursuant to General Municipal Law Section 3-c, to allow the Town of Cortlandville to adopt a town budget for (a) town purposes and (b) any other special or improvement district governed by the Town Board for the fiscal year 2020 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law Section 3-c.

At said public hearing all persons wishing to comment on the proposed Local Law shall be given the opportunity to be heard. Written comments may be submitted prior to or at the public hearing. The text of the proposed Local Law is available for examination at the office of the Town Clerk and is also available online at <https://www.cortlandville.org>.

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

Dated: October 17, 2019

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

## **LOCAL LAW FOR THE YEAR 2019**

### **TOWN OF CORTLANDVILLE, COUNTY OF CORTLAND**

**A Local Law to override the tax levy limit established in General Municipal Law Section 3-c.**

#### **Section 1. Legislative Intent.**

It is the intent of this Local Law to override the limit on the amount of real property taxes that may be levied by the Town of Cortlandville, County of Cortland pursuant to General Municipal Law Section 3-c, to allow the Town of Cortlandville, County of Cortland to adopt a town budget for (a) town purposes and (b) any other special or improvement district governed by the Town Board for the fiscal year 2020 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law Section 3-c.

#### **Section 2. Authority.**

This Local Law is adopted pursuant to subdivision 5 of General Municipal Law Section 3-c, which expressly authorizes the town Board to override the tax levy limit by the adoption of a Local Law approved by vote of sixty percent (60%) of the Town Board.

#### **Section 3. Tax Levy Limit Override.**

The Town Board of the Town of Cortlandville, County of Cortland is hereby authorized to adopt a budget for the fiscal year 2020 that requires a real property tax levy in excess if the limit specified in General Municipal Law Section 3-c.

#### **Section 4. Severability.**

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgement or order shall be rendered.

#### **Section 5. Effective Date.**

This Local Law shall take effect immediately upon filing with the Secretary of State.

RECEIVED OCT 28 2019

**LEGAL NOTICE  
TOWN OF CORTLANDVILLE  
NOTICE OF PUBLIC HEARING ON PRELIMINARY BUDGET  
FOR THE YEAR 2020**

**NOTICE** is hereby given that the preliminary budget for the Year 2020 of the Town of Cortlandville, Cortland County, New York has been completed and filed in the Office of the Town Clerk located at 3577 Terrace Road in said Town, where it is available for inspection by any interested person during office hours; and

**NOTICE** is hereby given that the Town Board of the Town of Cortlandville, will meet and review said preliminary budget and hold a Public Hearing thereon at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road in the Town of Cortlandville, New York on the 6<sup>th</sup> day of November 2019 at 5:00 p.m. and that at such Hearing any person may be heard in favor of or against said preliminary budget as filed, or for or against any item or items therein contained, and

Said preliminary budget proposes the amount of \$192,194.00 be raised by benefit tax on benefited properties in the Town Water Improvement District and \$294,980.00 to be raised by benefited tax on benefited properties in the Town Sewer Improvement District, and

**NOTICE IS HEREBY FURTHER GIVEN PURSUANT TO** Section 108 of the Town Law that the following are proposed yearly salaries for each of the Town Board of the Town of Cortlandville, the elected Town Clerk/Tax Collector and the elected Town Superintendent of Highways.

Supervisor	\$25,161.34
Councilman (4) – each	\$13,121.39
Highway Superintendent	\$82,240.00
Town Clerk/Tax Collector	\$53,114.70

Dated: October 25, 2019

Kristin Rocco-Petrella, RMC  
Town Clerk/Tax Collector  
Town of Cortlandville  
3577 Terrace Road  
Cortland, New York 13045

**Cortlandville Fire District**

999 New York State Route 13  
Cortland, New York 13045  
<http://home.twcny.rr.com/cortlandvillfire>  
General District email: [cvfdcomm@twcny.rr.com](mailto:cvfdcomm@twcny.rr.com)  
Chief of the District email: [cvfd1361@twcny.rr.com](mailto:cvfd1361@twcny.rr.com)

F-1

Headquarters Station  
(607) 753-9014

Fire Station 2  
(607) 756-2177

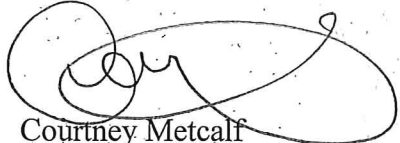
October 29, 2019

Ms. Kristin Rocco-Petrella  
Cortlandville Town Hall  
3577 Terrace Rd.  
Cortland, NY 13045

Dear Ms. Rocco-Petrella:

The Cortlandville fire district has passed its 2020 budget and the amount to be levied by property tax is \$813,244. The amount of \$813,244 is within the limit of the property tax cap given the growth factor provided by the state and previous year's carryover.

Sincerely,



Courtney Metcalf  
Cortlandville Fire District

Filed October 29, 2019 2:35p.m.  
TOWN OF CORTLANDVILLE  
CORTLAND COUNTY  
3577 TERRACE ROAD  
CORTLAND, N.Y.  
Kristin E. Rocco-Petrella TOWN CLERK

	Jan - Dec 19	2019	2020
Ordinary Income/Expense	<b>ACTUAL</b>	<b>BUDGET</b>	<b>10/15/2019 Final</b>
Income			
REVENUE - All sources			
310100 · REAL PROPERTY TAXES	780,750.00	780,750.00	813,244.00
324000 · INTEREST INCOME	411.11	1,000.00	1,000.00
326600 · SALE OF EQUIPMENT	22,010.00	12,000.00	0.00
327500 · GRANT INCOME	166,667.00		
327700 · MISCELLANEOUS INCOME	35,505.17	4,200.00	4,200.00
32800 · Town of Solon	27,000.00	27,000.00	27,000.00
Total REVENUE - All sources	1,032,343.28	824,950.00	
Total Income	1,032,343.28	824,950.00	
Gross Profit	1,032,343.28	824,950.00	845,444.00
Expense			
410000 · PERSONAL SERVICES			
410100 · SECRETARY SALARY	7,917.56	11,540.00	12,000.00
410200 · TREASURER Salary	7,917.56	11,540.00	12,000.00
Total 410000 · PERSONAL SERVICES	15,835.12	23,080.00	24,000.00
420000 · EQUIPMENT			
420200 · FIRE POLICE EQUIPMENT	0.00	500.00	500.00
420400 · COMMUNICATIONS EQUIPMENT	0.00	0.00	
420500 · FIRE GEAR	12,447.39	27,635.00	18,000.00
420600 · FIRE HOSE	0.00	2,000.00	2,000.00
420700 · OTHER EQUIPMENT	16,206.26	16,207.00	10,000.00
420800 · COMPUTER EQUIPMENT	260.00	1,500.00	
424300 · COMMAND VEHICLE	0.00	0.00	
Total 420000 · EQUIPMENT	28,913.65	47,842.00	30,500.00

Filed October 29, 2019 2:35PM.  
TOWN OF CORTLANDVILLE  
CORTLAND COUNTY  
3577 TERRACE ROAD  
CORTLAND, N.Y.  
*Kathleen E. MacFarland*  
TOWN CLERK



	Jan - Dec 19	2019	2020
430000 · ADMINISTRATION			
430100 · OFFICE SUPPLIES & EXPENSES	1,937.28	2,000.00	2,000.00
430200 · POSTAGE	310.99	550.00	550.00
430300 · COMPUTER SOFTWARE SUPPORT	14,688.25	20,000.00	19,067.00
430400 · ASSOCIATION DUES	490.00	750.00	750.00
430600 · PUBLICATION OF NOTICES	29.68	300.00	300.00
430700 · INTERNET & TV ACCESS	4,577.12	7,000.00	7,000.00
430800 · OFFICE EQUIPMENT MAINTENANCE	749.02	750.00	750.00
Total 430000 · ADMINISTRATION	22,782.34	31,350.00	30,417.00
440000 · UTILITIES AND WATER			
440100 · HEAT AND LIGHT	13,557.97	20,000.00	20,000.00
440200 · WATER	905.65	1,750.00	1,750.00
440500 · TELEPHONE	4,963.91	8,000.00	8,000.00
510000 · TRASH REMOVAL	1,941.44	3,500.00	3,500.00
Total 440000 · UTILITIES AND WATER	21,368.97	33,250.00	33,250.00
450000 · TRAVEL & FIREFIGHTERS' EXPENSES			
450100 · Annual Inspection	6,846.27	7,500.00	7,500.00
450200 · Conferences - Meals	2,949.81	14,467.00	4,467.00
450300 · Firefighter training	0.00	6,925.00	8,000.00
450400 · Fire Prevention	0.00	500.00	500.00
450500 · Commissioners Training	100.00	300.00	300.00
450800 · Recruitment & Retention	444.56	2,500.00	2,500.00
Total 450000 · TRAVEL & FIREFIGHTERS' EXPENSES	10,340.64	32,192.00	23,267.00
460000 · FIRE PROTECTION CONTRACTS			
460200 · VILLAGE OF HOMER	30,000.00	30,000.00	0.00
Total 460000 · FIRE PROTECTION CONTRACTS	30,000.00	30,000.00	0.00

	Jan - Dec 19	2019	2020
470000 · BUILDINGS			
470100 · BUILDING REPAIRS AND MAINT.	13,021.14	21,250.00	20,330.00
470200 · MAINTENANCE SUPPLIES	2,486.75	3,500.00	3,500.00
470300 · RENOVATIONS	55,073.85	55,073.00	72,073.00
470400 · CLEANING & PEST CONTROL	13,366.13	25,000.00	25,000.00
470500 · BLDG MAINTENANCE CONTRACTS	8,028.25	10,000.00	9,000.00
470600 · Burn Building	15,225.46		
<b>Total 470000 · BUILDINGS</b>	<b>107,201.58</b>	<b>114,823.00</b>	<b>129,903.00</b>
480000 · FIRE EQUIPMENT AND ALARM			
480100 · APPARATUS REPAIRS			
480103 · REPAIRS - 1303 - 1998 Saulsbury	1,113.89		
480111 · REPAIRS - 1311 - 2010 Ford F450	238.56		
480112 · REPAIRS - 1312 - 1999 Ford	676.00		
480121 · REPAIRS - 1321 - 1996 Internat	8,247.01		
480122 · REPAIRS - 1322 - 1991 Internat	87.14		
480123 · REPAIRS - 1323 - 1991 Internat	123.45		
480131 · REPAIRS - 1331 - 2007 Rosenbaue	1,881.65		
480141 · REPAIRS - 1341 - 2000 4Guys	7,443.62		
480148 · REPAIRS - Kubota 4x4	117.64		
480172 · 2016 Dodge PU	387.11		
480100 · APPARATUS REPAIRS - Other	1,532.35	25,000.00	
<b>Total 480100 · APPARATUS REPAIRS</b>	<b>21,848.42</b>	<b>25,000.00</b>	<b>25,000.00</b>
480200 · GASOLINE, DIESEL FUEL, OIL, ETC	5,964.97	12,500.00	12,500.00
480300 · NFPA EQUIP TESTING/MAINTENANCE	10,845.08	17,000.00	21,000.00
480400 · EQUIPMENT REPAIRS & SUPPLIES	2,704.00	14,000.00	14,000.00
480700 · NFPA Apparatus Maintenance	12,844.94	14,500.00	14,500.00
<b>Total 480000 · FIRE EQUIPMENT AND ALARM</b>	<b>54,207.41</b>	<b>83,000.00</b>	<b>87,000.00</b>

	Jan - Dec 19	2019	2020
490000 · INSURANCE			
490100 · Accident & Sickness	4,752.40	7,500.00	7,500.00
490200 · PUBLIC LIABILITY & PROPERTY	50,587.06	50,588.00	50,588.00
490300 · Workers Compensation	14,130.88	15,000.00	47,494.00
490500 · Cancer Insurance	2,773.00	2,773.00	3,000.00
Total 490000 · INSURANCE	72,243.34	75,861.00	108,582.00
520000 · FIREFIGHTER REHAB	0.00	1,000.00	1,000.00
530000 · CONTINGENCY	0.00	0.00	#REF!
540000 · CONTRACTUAL SERVICES			
540100 · ATTORNEY FEES	2,000.00	3,000.00	2,000.00
540200 · DEPARTMENT PHYSICIAN	8,103.83	17,500.00	17,500.00
540300 · POLL INSPECTORS	0.00	225.00	225.00
540500 · Independent Auditor	9,300.00	9,300.00	8,300.00
540800 · Grant Writer	0.00	1,500.00	1,500.00
Total 540000 · CONTRACTUAL SERVICES	19,403.83	31,525.00	29,525.00
550000 · SERVICE AWARDS PROGRAM			
550100 · Program Administration	2,000.00	2,000.00	2,000.00
550200 · LOSAP Contribution	87,158.00	87,402.00	80,000.00
Total 550000 · SERVICE AWARDS PROGRAM	89,158.00	89,402.00	82,000.00
630000 · NYS & Local Retirement	0.00	4,625.00	4,000.00

	Jan - Dec 19	2019	2020
700000 · Bond Payments			
740100 · 2010 Refunding Bond Principal	75,000.00	75,000.00	75,000.00
740200 · 2010 Refunding Bond Interest	13,875.00	30,000.00	25,000.00
740500 · 2018 Rosenbauer PRINCIPAL	0.00	65,000.00	65,000.00
750400 · 2018 Rosenbauer INTEREST	0.00	30,000.00	29,000.00
740500 · 2019 Rosenbauer PRINCIPAL			22,000.00
750400 · 2019 Rosenbauer INTEREST			5,500.00
740500 · BURN BLDG PRINCIPAL			31,000.00
750400 · BURN BLDG INTEREST			9,500.00
Total 700000 · Bond Payments	88,875.00	200,000.00	262,000.00
755000 · Due To Accounts			
790000 · DUE TO EQUIPMENT RESERVE	0.00	27,000.00	
Total 755000 · Due To Accounts	0.00	27,000.00	
Total Expense	560,329.88	824,950.00	#REF!
			#REF!

RECEIVED OCT 18 2019

1-5

October 18, 2019

**Re:** 3938 Highland Rd

Account: 1060

Supervisor Tupper and Members of the Town Board,

Kathleen Telling, of 3938 Highland Road, sent a letter requesting that her sewer bill be adjusted due to a leak in her garden hose that she was not aware of (see attached letter).

In the letter, she compares her usage for the current billing period ending 9/4/2019 of 69,988 gallons to the same billing period a year ago of 22,478 gallons. This is a difference of 47,510 gallons or \$260.46.

I would like to recommend that her account be credited for \$260.46 and a letter (sample attached) of some kind advising her that this is her only "get out of jail free card" and that she needs to become more familiar with her watering system so this doesn't happen again.

If you have any further questions please let me know.

Sincerely,

Peter Alteri Jr.



October 13, 2019

Mr. Richard Tupper  
Town of Cortlandville  
Raymond G. Thorpe Municipal Building  
3577 Terrace Road  
Cortland, New York 13045

**RE: Extra Work Authorization No. 3  
2020 Post-Closure Monitoring for the South Hill Dump Site  
CHA Project No.: 34236; CHA Proposal No.: X59443.000**

Dear Supervisor Tupper,

CHA is pleased to submit this Extra Work Authorization (EWA) to provide professional engineering services in connection with post-closure monitoring in accordance with the procedures and protocols included in the approved December 2015 Site Management Plan (SMP), prepared by MACTEC Engineering and Consulting, P.C.

CHA's proposed Scope of Services, Schedule, and Fee for 2020 are summarized in the following section. Anticipated fees for 2021 are also included for budgetary purposes only; a formal EWA will be submitted in late-2020 for approval.

Per conversations with the New York State Department of Conservation (NYSDEC) Environmental Engineer/Project Manager David Chiusano, the NYSDEC requested that the groundwater sampling frequency be changed to a 24-month period. The next groundwater sampling event will occur in September 2020. The semi-annual inspections and Periodic Review Report (PRR) will occur on an annual basis.

It is noted that due to the change in frequency requested by the NYSDEC, the Town will benefit from a cost savings as only semi-annual site-wide inspections will be required. The Town will incur higher costs on the alternating year due to the addition of groundwater monitoring, and submission of a PRR.

## **I. 2020 SCOPE OF SERVICES**

### Task 1 - 2020 Site-Wide Inspections

Two inspections, (June/July and September/October) of the landfill site will be performed to

identify and document any deficiencies that may have developed with time after final closure of the landfill. One of the inspections will take place while CHA is on site to collect the water samples described in Task 2. Observations will be documented on a post-closure inspection checklist, in accordance with the SMP.

CHA will immediately report any deficiencies to the Town, so any necessary adjustments/repairs can be implemented prior to the next semi-annual inspection.

#### Task 2 – 2020 Groundwater Monitoring Event

There are eleven (11) existing monitoring wells on the landfill site, all of which are to be sampled on a 24-month basis. The well sampling program is summarized as follows:

1. All eleven (11) monitoring wells will be gauged, and water levels will be recorded prior to commencing groundwater sampling activities.
2. Groundwater samples will be analyzed for volatile organic compounds (VOCs) via United States Environmental Protection Agency (USEPA) Method 8260B, and target analyte list (TAL) metals via USEPA Method 6010B.
3. All wells will be sampled via passive sampling technology (i.e. HydraSleeves) as required by the SMP.
4. CHA will use a turbidity meter to collect turbidity readings for each sample and will be documented on the well sampling logs.
5. Sampling of the upgradient well will be conducted first and will proceed through all the wells with the most contaminated well sampled last. Proper decontamination procedures will be followed for all sampling activities.
6. For QA/QC purposes, one (1) MS/MSD and one (1) blind field duplicate sample will be collected during the sampling event. One (1) trip blank will accompany the samples. The QA/QC samples will be submitted to the subcontracted laboratory for analysis along with the groundwater samples.
7. One (1) surface water sample and one (1) sediment sample will be collected from the stormwater detention basin and will be analyzed for VOCs, TAL metals, and polychlorinated biphenyls (PCBs) via USEPA Method 8082.
8. CHA will sample leachate seeps for VOCs, TAL Metals, and PCBs, if seeps are observed on the site at the time of the groundwater monitoring event.
9. All reporting and deliverables from the laboratory will be in accordance with NYSDEC July 2005 ASP, Category B.



10. A qualified third party will conduct an independent evaluation of data reduction and reporting by the laboratory. The data validation will be performed in accordance with the following documents: “USEPA Contract Laboratory Program National Functional Guidelines for Organic Data Review EPA 540/R-99-008, October 1999” and “USEPA Contract Laboratory Program National Functional Guidelines for Inorganic Data Review, EPA 540/R-04-004, October 2004”.

### Task 3 – 2020 Periodic Review Report

CHA will prepare a Periodic Review Report (PRR) for submittal to the NYS Department of Environmental Conservation and the NYS Department of Health. The report will include the following elements:

- Results of the groundwater monitoring activities, including graphical and tabular representation of the data;
- Results of all analyses and copies of all laboratory deliverables, including QA/QC data, for all samples collected during the reporting period;
- Results of the site-wide inspections;
- All applicable inspection forms and other records generated for the Site during the reporting period, including photographs documenting Site conditions and major elements of the Site; and
- Conclusions/recommendations.

## **II. ANTICIPATED 2021 SCOPE OF SERVICES**

### Task 1 - 2021 Site-Wide Inspections

Semi-annual inspections of the landfill site will be performed to identify and document any deficiencies that may have developed with time after final closure of the landfill. CHA will also collect and record static groundwater measurements from each of the monitoring wells during this time. CHA will document observations on a post-closure inspection checklist, in accordance with the SMP.

CHA will immediately report any deficiencies to the Town so any necessary adjustments/repairs can be implemented prior to the next semi-annual inspection.





Task 2 – 2021 Periodic Review Report

CHA will prepare a Periodic Review Report (PRR) for submittal to the NYS Department of Environmental Conservation and the NYS Department of Health. The report will include the following elements:

- Results of the site-wide inspections and groundwater gauging levels
- All applicable inspection forms and other records generated for the Site during the reporting period, including photographs documenting Site conditions and major elements of the Site.
- All conclusions/recommendations necessary based on field activities

**ASSUMPTIONS**

CHA offers the following assumptions relative to this Scope of Work. The assumptions are not intended to limit our proposal but are provided to clarify our understanding of the work required.

- CHA will be granted free and easy access to the Site.
- Groundwater samples will be analyzed on a standard (5 business day) turn-around schedule.
- The site-wide inspections will occur at times when the ground surface is free of snow/ice cover and one will be completed while CHA is on-site to collect the groundwater samples for 2020.
- This proposal does not include costs for additional work resulting from deficiencies identified during the site-wide inspection. Such services (e.g. coordination of repairs with the City, review of repair documentation, revisions to the PRR, re-submittal of the PRR to NYSDEC, etc.) will be billed out on a time and material basis in accordance with the labor rates provided in the Fee section below.
- This proposal includes costs for two annual inspections in 2020. Any additional inspections required by the SMP following the weather-related events or other extraordinary events as specified in the SMP will be performed by the Town. Digital photographs will be taken during any additional inspection and provided to CHA for inclusion in the PRR.

**III. SCHEDULE**

CHA anticipates conducting the site-wide inspections in June and September of 2020. CHA will perform the groundwater sampling event during the September event. CHA will coordinate with the Town to verify that the landfill has been mowed prior to site inspections.



#### IV. FEE

CHA proposes to be compensated for a lump sum fee of \$13,050.00. Any additional services will be charged on a time and material basis in accordance with 2020 Municipal Rate Schedule used by CHA (provided below).

CHA estimates a fee of \$5,200 for the semi-annual site-wide inspections, PRR during reporting year 2021. A separate proposal will be provided with a breakdown of the costs associated with 2021 environmental services.

<i>2020 Town of Cortlandville Rates</i>	
<u>Title</u>	<u>Rate per Hour</u>
<i>Senior Project Manager/Vice President</i>	<i>\$200</i>
<i>Principal Engineer/Associate Vice President</i>	<i>\$175</i>
<i>Project Manager/Principal Planner</i>	<i>\$150</i>
<i>Senior Engineer/Senior Landscape Architect</i>	<i>\$120</i>
<i>Chief Inspector/Senior Code Administrator</i>	<i>\$110</i>
<i>Engineer/Landscape Architect III/IV</i>	<i>\$105</i>
<i>Senior Planner/Senior Inspector</i>	<i>\$100</i>
<i>Senior GIS Specialist/Project Scientist</i>	<i>\$100</i>
<i>Landscape Architect/ Engineer II</i>	<i>\$95</i>
<i>Asst. Engineer/Technician/GIS</i>	<i>\$85</i>
<i>Technical Aid/Administrative Assistant</i>	<i>\$50</i>

Payment is required within thirty days of receipt of the invoice. CHA reserves the right to require payment of any invoices over 30 days prior to the issuance of documents. Any additional work (outside of the above stated scope of services) must be authorized by execution of a written change order by the Client prior to commencement of work. We appreciate the opportunity to provide the Town of Cortlandville with a proposal for this work. If the conditions of this proposal are to your satisfaction, please sign the attached EWA form and return it to CHA. Should you have any questions, please do not hesitate to contact Laura Cassalia at (315) 471-3920.

Sincerely,



James Trasher, P.E.  
Vice President

SJM/bc

\\cha-llp.com\proj\projects\\_billingsandcontracts\34236\contracts\draft\ewa\ewa 3 - 2020 services\ewa-3.doc





Date: October 13, 2019

Project No. 34236

Extra Work No. 3

**EXTRA WORK AUTHORIZATION**

**In accordance with the written Municipal Consulting Agreement between the parties designated below for:**

THE PROJECT: South Hill Dump Cortlandville - 2020 Environmental Services

THE CLIENT: The Town of Cortlandville

**hereby authorizes the Engineer to proceed with additional services as follows:**

**SCOPE OF SERVICES:**

2020 Site-wide inspections, as required by the Site Management Plan and detailed in our letter dated October 13, 2019.


**SCHEDULE:**

Site-wide inspections will be conducted in June and September 2020. Groundwater monitoring and sampling activities will occur during the September 2020 event.

**FEE:**

We propose to be compensated for the scope of services described above as a lump sum in accordance with the CHA rates included in our letter dated October 13, 2019. Total cost of the scope and services is \$13,050.00.

**Upon return of a fully-executed authorization, this Supplement shall become a part of the Agreement identified above.**

APPROVED BY: ENGINEER	APPROVED BY: CLIENT
NAME: James Trasher, P.E.	NAME:
SIGNATURE: 	SIGNATURE:
TITLE: Vice President	TITLE:
DATE: 10/13/19	DATE:

1-7a

## DG New York CS, LLC

October 27, 2019

*via certified mail, return receipt requested*

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

**Re:** Solar Project Development – Cortlandville 1

Dear Supervisor Tupper:

I am a solar energy project developer with DG New York CS, LLC, an indirect wholly owned subsidiary of NextEra Energy Resources, LLC (“NextEra”). In the competitive energy business, NextEra stands for clean energy. NextEra has invested – and will continue to invest – in a clean-energy tomorrow for future generations. The company’s expertise is in wholesale and retail electricity, in project development and construction, and in offering customers the energy products and services they need and rely upon. Our parent, NextEra Energy Inc., a Fortune 200 Company, is a leading clean-energy company with approximately 45,000 megawatts of generating capacity and 14,300 employees in 37 states and 4 provinces in Canada. Our Distributed Generation business is a premier provider of solar power services to commercial, institutional, and utility customers, which include public and private schools and universities, federal, state, and local governments; as well as utilities and electric cooperatives.

My company intends to construct 5 megawatts of solar photovoltaic (“PV”) generator, which will include an 5MW battery storage system to be interconnected to the Niagara Mohawk Power Corporation/National Grid distribution system running through the property on East River Road Road. The solar PV arrays will be ground mounted and will be located on East River Road Parcel # 87.00-03-02.110, Cortlandville, NY. The energy generated from the PV arrays will be fed into the National Grid’s distribution system utilizing the Community Solar and the Value of Distributed Energy incentive programs created through the New York Public Service Commission. These programs are creating long-term sustainable solar incentives that promote cost-effective solar development in the State of New York. This community solar development provides opportunities for both commercial and residential utility customers to subscribe to the community solar facility and reduce their carbon footprint to the benefit of the communities in the area. Using renewable sources of energy not only helps reduce energy bills, but also helps reduce emissions, and dependence on fossil fuels.

If you have any questions concerning the project, or would like more information about distributed solar energy, please contact me at 914-256-7644 or [Janet.ward@nexteraenergy.com](mailto:Janet.ward@nexteraenergy.com).

Sincerely,



Janet Ward  
Associate Project Manager  
Distributed Generation

A NextEra Energy Resources, LLC company

700 Universe Boulevard, Juno Beach, FL 33408

1-7a

DG New York CS, LLC

October 27, 2019

*via certified mail, return receipt requested*

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

**Re:** Solar Project Development – Cortlandville 3

Dear Supervisor Tupper,

I am a solar energy project developer with DG New York CS, LLC, an indirect wholly owned subsidiary of NextEra Energy Resources, LLC (“NextEra”). In the competitive energy business, NextEra stands for clean energy. NextEra has invested – and will continue to invest – in a clean-energy tomorrow for future generations. The company’s expertise is in wholesale and retail electricity, in project development and construction, and in offering customers the energy products and services they need and rely upon. Our parent, NextEra Energy Inc., a Fortune 200 Company, is a leading clean-energy company with approximately 45,000 megawatts of generating capacity and 14,300 employees in 37 states and 4 provinces in Canada. Our Distributed Generation business is a premier provider of solar power services to commercial, institutional, and utility customers, which include public and private schools and universities, federal, state, and local governments; as well as utilities and electric cooperatives.

My company intends to construct 5 megawatts of solar photovoltaic (“PV”) generator, which will include an 5MW battery storage system to be interconnected to the Niagara Mohawk Power Corporation/National Grid distribution system running through the property on Riley Road. The solar PV arrays will be ground mounted and will be located on Riley Road Parcel # 87.00-01-08.100, Cortlandville, NY. The energy generated from the PV arrays will be fed into the National Grid’s distribution system utilizing the Community Solar and the Value of Distributed Energy incentive programs created through the New York Public Service Commission. These programs are creating long-term sustainable solar incentives that promote cost-effective solar development in the State of New York. This community solar development provides opportunities for both commercial and residential utility customers to subscribe to the community solar facility and reduce their carbon footprint to the benefit of the communities in the area. Using renewable sources of energy not only helps reduce energy bills, but also helps reduce emissions, and dependence on fossil fuels.

If you have any questions concerning the project, or would like more information about distributed solar energy, please contact me at 914-256-7644 or [Janet.ward@nexteraenergy.com](mailto:Janet.ward@nexteraenergy.com).

Sincerely,



Janet Ward  
Associate Project Manager  
Distributed Generation

A NextEra Energy Resources, LLC company

700 Universe Boulevard, Juno Beach, FL 33408

RECEIVED OCT 28 2019

1-9

STATE OF NEW YORK  
**DEPARTMENT OF STATE**

ONE COMMERCE PLAZA  
99 WASHINGTON AVENUE  
ALBANY, NY 12231-0001  
WWW.DOS.NY.GOV

ANDREW M. CUOMO  
GOVERNOR

ROSSANA ROSADO  
SECRETARY OF STATE

October 17, 2019

Kristine E Rocco Petrella  
Town Clerk  
3577 Terrace Road  
Cortland NY 13045

**RE: Town of Cortlandville, Local Law 2 2019, filed on October 11 2019**

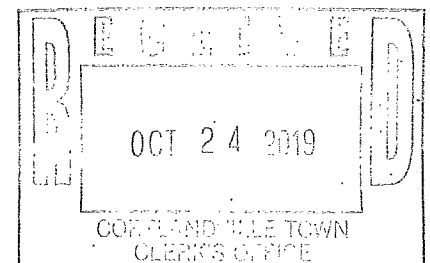
Dear Sir/Madam:

The above referenced material was filed by this office as indicated. Additional local law filing forms can be obtained from our website, [www.dos.ny.gov](http://www.dos.ny.gov).

Sincerely,  
State Records and Law Bureau  
(518) 473-2492



**Department  
of State**



Town of Cortlandville – Proposed Resolution  
Town Board Meeting – November 6, 2019

RESOLUTION #                      ACKNOWLEDGE NOTIFICATION FROM THE STATE FOR  
FILING OF LOCAL LAW NO. 2 OF 2019

---

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

BE IT RESOLVED, the New York State Department of State acknowledged receipt of Local Law No. 2 of 2019 Amending Chapter 178, Article XVIII “Signs”, Section 178-112 “Permitted Signs”, of the Code of the Town of Cortlandville, to be effective October 11, 2019.





Response to:

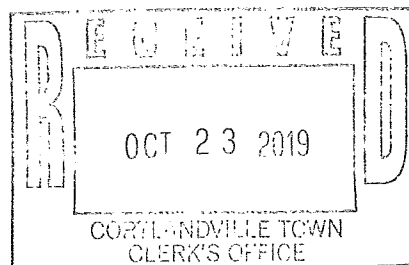
**Request for Proposals**

Town of Cortlandville

**Administrative and Program  
Delivery Services**

FY 2019 NYS CDBG  
Housing Rehabilitation Program

October 23, 2019



**THOMA**

*Development Consultants*

34 TOMPKINS STREET CORTLAND, NY 13045

Ph. 607.752.1433

# COVER PAGE

## Town of Cortlandville

FY 2019 NYS CDBG Housing Grant  
Administration & Program Delivery Services

### Date:

October 23, 2019  
Noon

### Submitted By:

Thoma Development Consultants  
34 Tompkins Street  
Cortland, NY 13045  
Voice: 607-753-1433  
Fax: 607-753-6818

## Our Company

*Thoma Development Consultants (Thoma)* is a community development consulting firm that was established by Bernard Thoma in 1980. Mr. Thoma served as the firm's President and Senior Consultant for thirty-seven years. Upon Mr. Thoma's retirement in 2018, Richard Cunningham, a twenty-three-year Thoma employee, acquired the business and now solely manages the day-to-day operations of the company. As President and Senior Consultant, Mr. Cunningham takes personal responsibility for each customer, and provides a professional hands-on approach to each project.

We have expertise in grant writing, project implementation, and planning. Our public sector customers are primarily towns, villages, cities, and counties in non-metropolitan areas of upstate New York. We have assisted customers from Lake Ontario to the Pennsylvania border, from the foothills of the Catskills, to the Finger Lakes, and are familiar with the unique issues and concerns of upstate communities. Thoma is a small firm of 11 persons, and we enjoy building close, trusted relationships with our customers. Our staff lives and works in the same types of New York communities that we work for, allowing us to know them in a manner that other firms may not. We customize planning efforts to our customers' needs, rather than providing boilerplate products. Our Team members are readily accessible and strive to provide individualized, personal attention to each of our customers.

Thoma is located at 34 Tompkins Street in the City of Cortland's downtown historic district. Cortland is an ideal location for Thoma's office as it is the geographic heart of New York State. This allows us to remain in close physical proximity to our customers, which is key to maintaining the level of service our customers have come to expect.

In 2002, New York State Secretary of State Randy Daniels recognized Thoma as a "Quality Community Award Winner" based on our commitment to the customers we serve. The Cortland County Business Development Corporation and several of our municipal customers nominated us for the award. In 2006, Thoma was recognized as the "Medium Sized Business of the Year" in Cortland County by the Cortland County Chamber of Commerce.

More information regarding our company, our staff, and our customers can be found on our website at [www.thomadevelopment.com](http://www.thomadevelopment.com). You can also follow us on Facebook.

## Our Grant Management Philosophy

*Thoma Development Consultants' (Thoma's)* roots lie in grant writing and management and are integral components of the many services we provide. Our expertise in grantsmanship is evidenced by the over \$100 million in project funding that Thoma has secured for our customers since 1992. We have experience working with more than 30 different State, federal, and private funding sources.

For many communities, implementing a grant can often be as challenging as securing funding. Thoma is a leader in grant project implementation and management, with particular expertise in the administration of Community Development Block Grants, including housing rehabilitation, homeownership, infrastructure, public facilities, and economic development projects, in addition to loan portfolio management. Thoma has worked extensively with a software developer to create a customized software package specifically designed to manage grant administration, with particular emphasis in administering housing rehabilitation programs.

Thoma approaches grant administration work with two main focuses: (1) partnering with our communities for the successful implementation and completion of their grant program by lending our expertise in meeting the regulations of the funding source, while recognizing that it is the customer's program; and (2) recognizing that program applicants will most likely need our assistance in navigating the program guidelines and process. Thoma is sensitive to these needs and strives to provide the utmost in technical assistance.

Thoma's staff includes both a Grant Writing/Planning Team and a Grant Management Team. It is our Grant Management Team that will undertake the project described herein. Their resumes and job expertise are included following in this proposal. Over the course of 39 years, this Team has honed its skills in helping communities implement and complete their grant programs, which results in positive change for the community.

Our Grant Management Team will perform, but not be limited to, such grant implementation tasks as completing the necessary environmental reviews; establishing filing systems; assisting with the financial management of grant funds; acting as a liaison between our customer and the funding source; assisting with grant program monitoring; working with local contractors; processing all required paperwork in a timely manner; discussing all grant issues with our customers; working with other involved entities such as engineering firms; and answering the day-to-day questions that arise. Thoma team members will also work closely with program applicants, making them feel comfortable with the process. Thoma provides professional, personal, and friendly attention to each of our customers. Our expertise and our commitment to customer service have resulted in a number of municipalities being repeat customers.

In order to do their jobs, our staff remains current and knowledgeable in the building trades and maintains the proper certification to address such issues as code, lead paint, and mold. In addition, members of our staff are knowledgeable in grant program requirements such as Fair Housing; and have the proper financial management background to carry out administration of your project.

## Past Projects – Housing Rehabilitation

*Thoma Development Consultants (Thoma)* has significant experience in developing and managing housing rehabilitation programs similar to the program proposed for your community. Our experience includes the following programs that we administered on behalf of our customers. Grant administration and program delivery includes, but is not limited to, assistance with or management of the following areas of the program:

- Contracts
- Banking Procedures
- Adherence to Program Schedule
- Environmental Review
- Fair Housing
- Eligibility Determination
- Client Intake and Technical Assistance
- Bidding Process
- Oversight of Rehabilitation Work
- Legal
- Drawdowns
- Liaison Between Homeowner and Municipality
- Completion of Performance Reports
- Grant Monitoring/File Maintenance

**Town of Waterloo CDBG 2016:** This \$500,000 grant award, awarded through the OCR, was used to rehabilitate 13 owner-occupied homes throughout the Town of Waterloo. All of the low-to-moderate income homes were rehabilitated within the 24-month timeframe. Contact person: Don Trout, Supervisor (315) 539-9331.

**Town of Marshall CDBG 2016:** This \$405,000 grant award, awarded through the OCR, was used to rehabilitate 13 homes throughout the Town occupied by low-to-moderate income homeowners. All homes were rehabilitated within the 24-month timeframe. Contact person: Andrew Williams, Jr., Supervisor (315) 841-4473 Ext. 4.

**City of Cortland CDBG 2015:** This \$500,000 grant was awarded through the Office of Community Renewal (OCR). It was used to rehabilitate income properties throughout the City where 51% of the tenants were low-to-moderate in income. In total, 9 rental properties with 21 total units were rehabilitated within the 24-month timeframe. Contact person: Brian Tobin, Mayor 607-758-8374.

**Village of Unadilla CDBG 2016:** This \$375,000 grant was awarded through the Office of Community Renewal (OCR). Eligible participants were low-to-moderate income homeowners living in scattered sites throughout the Village. In total, 11 owner occupied housing homes were rehabilitated within the required timeframe of 24 months. Contact person: David Welch, Mayor (607) 369-3421.



## Our Grant Management Project Team

*Thoma Development Consultants'* Grant Management Team has the skills and experience to implement a grant program that meets or exceeds your expectations. A list of the team members is included below with resumes to follow. Some or all of the individuals may be assigned to your Community Development Block Grant (CDBG) Program:

Rich Cunningham, Senior Consultant – Project Oversight

Linda Armstrong, Program Manager – Program regulations; reporting; program compliance.

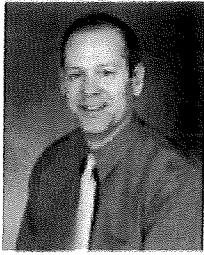
Daniel Ellis II, Esq., Program Manager – Environmental Reviews

Annette Huskins, Program Manager – Customer service; client intake; general grant coordination; financial management; reporting

Phil Connery, Program Manager – Oversight of rehabilitation projects; work scope development in consultation with program applicant; lead paint assessments, and other environmental issues

Kate Blaisdell, Program Assistant – Project coordination; bidding; construction contract execution; grant agreements

Tina Hall, Bookkeeper – Financial management; grant monitoring



RICH CUNNINGHAM  
SENIOR CONSULTANT

**Education:**

BFA, Syracuse  
University 1988

Main Street  
Manager  
Certification  
Training -  
National Trust  
for Historic  
Preservation

Leadership  
Cortland  
Graduate

**With Thoma  
Since: 1995**

**Affiliations:**

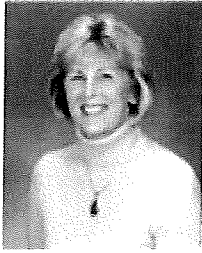
Member,  
Cortland  
Downtown  
Partnership  
Design  
Committee

Board of  
Directors,  
Preservation  
Association of  
Central New  
York (PACNY)

**Relevant Project Experience:**

Rich is responsible for the day-to-day operations of our company. This includes defining grant writing, planning, and administration projects and their implementation, project scheduling, and directing staff assignments. Rich is also involved in research, customer relations, and writing for many projects. Rich is a Certified Main Street Manager through the National Trust for Historic Preservation and oversees the administration of New York Main Street Programs.

- 2006 to Present – Management of numerous New York Main Street Programs
- 1995 to Present – Development of numerous successful CFA and Community Development Block Grants, including housing rehabilitation, public facilities, economic development, and downtown revitalization
- 1995 to Present – Development of several successful NYS Affordable Housing Corporation affordable homeownership grants
- 1995 to Present – Development of numerous HOME grants through the NYS Division of Housing and Community Renewal for homeownership and rehabilitation
- 1995 to Present – Development of numerous NYS Environmental Protection Fund grants for such projects as parks, historic preservation, and trails
- 1995 to Present – Development of successful grants for New York Main Street, DOS State Archives, LWRP, Historic Preservation, Restore NY and many others
- 2012 Project Lead for Town of LaFayette Comprehensive Plan
- 2012 Program Manager for City of Cortland Comprehensive Plan
- 2006 Fostered development of the Cortland Downtown Partnership, a downtown revitalization organization



LINDA ARMSTRONG  
PROGRAM MANAGER

**Education:**  
BSE, SUNY  
Cortland 1976

**With Thoma  
since: 1980**

**Affiliations:**  
Neighborhood  
Reinvestment  
Corporation  
Certified  
Housing  
Counselor

SUNY Cortland  
College Council

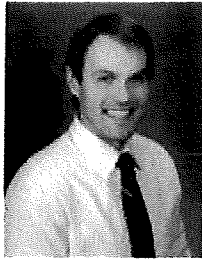
Treasurer,  
Great Cortland  
Pumpkinfest

### Relevant Project Experience:

Linda started with the company in 1980 in a grant writing capacity. Her years of grant writing experience, coupled with her current position on the Grant Management Team, provide unique and varied experience. Her current responsibilities include homeownership programs, working with lenders, realtors, and attorneys on behalf of the applicant; management of economic development opportunities in the City of Cortland; administration of public infrastructure (water & sewer) and public facilities projects, especially federal labor compliance related to these projects; and federal reporting requirements. Listed below are examples of relevant project experiences:

- 1982 to Present – Design and Implementation of City of Cortland’s Business Loan Program and Microenterprise Grant Programs
- 2008 to 2017 – Villages of Parish, Oriskany Falls, Nunda, and Groton; Towns of Springwater & Callin; and City of Cortland sewer, water, and drainage improvements
- 2004 to 2015 – City of Cortland Multi- and Single-Family Acquisition and Rehabilitation Program
- 2012 to 2013 – Village of Port Dickinson Municipal Building Handicapped Accessibility Project
- 2011 City of Cortland ALPLA Inc. Economic Development Expansion Project
- 2007 to 2009 – City of Cortland CDBG South End Revitalization Program including microenterprise development and housing rehabilitation
- 2004 to 2007 – City of Cortland Downtown Revitalization Project – Microenterprise Development; Façade, Building, and Parking Improvements





**DANIEL ELLIS II, ESQ.**  
**PROGRAM MANAGER**

**Education:**

J.D., Albany Law School, 2012

BA, Urban and Regional Planning, University of Buffalo, 2008

**With Thoma Since:** 2016

**Affiliations:**

Member, New York State Bar Association

**Relevant Project Experience:**

Dan was an employee of Thoma through 2013. In 2014, he joined the law firm of Pomeroy, Armstrong, Casullo, & Monty of Cortland, NY where he gained valuable experience in the private practice of law. Dan returned to Thoma in 2016. He earned his B.A. degree in Urban and Regional Planning in 2008, graduating cum laude, from the University at Buffalo School of Architecture and Planning. Following that, Dan earned his Juris Doctorate in 2012 from Albany Law School of Union University where he also graduated cum laude with a focus on environmental and land use law. While attending Albany Law, he was a Senior Editor for the Albany Law Review and an Executive Editor on the Student Editorial Board of the New York State Bar Association's Environmental Lawyer publication. Dan gained valuable experience clerking for the New York State Department of Environmental Conservation's Office of Hearings and Mediation Services where he worked under the direct supervision of the Chief Administrative Law Judge. He also clerked for an Albany based law firm focused primarily on issues involving environmental and land use law.

- 2014 to Present – Development of various CFA and CDBG grant applications, including housing rehabilitation
- 2016 to Present – Preparation and completion of numerous diverse Environmental Records to comply with the National Environmental Policy Act for federally funded projects
- 2013 – Town of LaFayette Agriculture & Farmland Protection Plan
- 2011 to 2012 – Conducted research on various issues of land use law, municipal law, and reviewed and edited environmental analysis reports prepared for Fortune 500 Companies
- 2009 to 2012 – Authored and co-authored land use articles for the NY Environmental Lawyer and the Albany Law Review on issues including hydraulic fracturing, natural gas extraction in state parks, and snowmobiling and the local economy
- 2010 – Conducted legal research and drafted legal memoranda on issues relevant to land use and environmental conservation law for the Chief Administrative Law Judge
- 2007 – Analyzed and organized survey data to be presented at public meetings and researched and compiled information on potential urban development grant opportunities



**ANNETTE HUSKINS**  
**PROGRAM MANAGER**

---

**Education:**

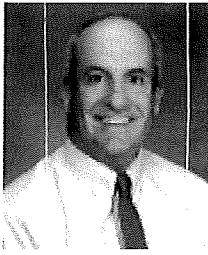
Manatee Junior  
College, FL  
1981-1984

**With Thoma  
since: 1995**

**Relevant Project Experience:**

Annette is responsible for the administration, procurement, and financial management for numerous grant programs administered by Thoma. She prepares Requests for Payments as well as processing drawdowns from funding sources. The majority of Annette's experience has been working with the CDBG and HOME programs, though she has a familiarity with administrative requirements of other programs, such as EPF.

- 2000 to Present - marketing and management of various OCR CDBG Programs
- 1995 to Present - marketing and management of various HOME Programs
- 1995 to 2000 - marketing and management of various HUD CDBG Programs
- Coordinator of SHPO review for rehabilitation projects
- Authorized user of HUD Integrated Disbursement and Information System (IDIS)
- Fair Housing Coordinator for municipal customers
- Reviews and qualifies program applicants
- Prepares and executes housing rehabilitation construction contracts



**PHIL CONNERY**  
**PROGRAM MANAGER**

**Education:**  
BA, SUNY  
Geneseo 1983

**With Thoma  
since:** 2013  
(previously  
1987-2008)

**Affiliations:**

NYS DOS Code  
Enforcement  
Officer

American  
Association  
Home  
Inspectors

EPA Certified  
Lead Paint Risk  
Assessor

HUD/FHA  
Inspector

**Relevant Project Experience:**

After a five-year absence, Phil Connery returned to Thoma as a Rehabilitation Manager in 2013. Prior to his departure, Phil was with Thoma for over 20 years.

Phil oversees the work of our two Rehabilitation Assistants and is responsible for housing rehabilitation projects completed under the HOME and Community Development Block Grant (CDBG) Programs. Additionally, he develops needed work scopes and provides project oversight for the New York Main Street (NYMS) Programs.

Phil is certified by the NYS Building and Code Department for basic code enforcement, the National Radon Proficiency Program, and as a Lead Based Paint Risk Assessor. Listed below are some of his most relevant project experiences:

- 2015 Village of Waterville CDBG Village-Wide Owner-Occupied Housing Rehabilitation Program
- 2015 City of Cortland HOME City-Wide Single Family Owner-Occupied Housing Rehabilitation Program
- 2015 City of Cortland CDBG City-Wide Income Property Housing Rehabilitation Program
- 2015 Village of Waterloo New York Main Street Program
- 2014 City of Cortland CDBG City-wide Owner-Occupied Housing Rehabilitation Program
- 2014 Town of Groton CDBG-CRF Town-Wide Owner-Occupied Housing Rehabilitation Program
- 2014 Village of Unadilla CDBG-CRF Village-Wide Owner-Occupied Housing Rehabilitation Program
- 2014 Village of Oriskany Falls New York Main Street Program



**KATE BLAISDELL  
PROGRAM ASSISTANT**

---

**Education:**

Tompkins  
Cortland  
Community  
College (2018-  
Present)

**With Thoma  
since: 2015**

Notary Public

**Relevant Project Experience:**

Kate assists in the implementation of housing rehabilitation programs by providing customer service to homeowners and contractors, maintaining files, monitoring loan portfolios, and monitoring insurance compliance. She also prepares and executes housing rehabilitation contracts. Listed below are her relevant project experiences:

- 2015 to Present – Services as described above for all OCR/CDBG Programs administered by Thoma
- 2015 to Present – Services as described above for various HOME Programs administered by Thoma
- Assists with file monitoring and audits of all grant program
- 2018 to Present – Assists with Microenterprise Grant Program File Setup and Implementation



**TINA HALL**  
**BOOKKEEPER**

**Education:**

AAS, Tompkins  
Cortland  
Community  
College 1997

**With Thoma  
since: 2001**

**Affiliations:**

Neighborhood  
Reinvestment  
Corporation  
Certified  
Housing  
Counselor

Notary Public

**Relevant Project Experience:**

Tina provides bookkeeping services for Thoma, as well as for our customers' programs and loan portfolios. She has expertise in managing payables/receivables, preparing financial statements, encumbering contracts, preparing bills and customer abstracts, monitoring loan repayments, and completing federal and State financial reports. Tina routinely interfaces with our customers' banks, clerks, and bookkeepers and ensures that all program financial requirements are met.

- Services as described above for all OCR/CDBG Programs administered by Thoma Development Consultants
- Services as described above for various HOME Programs administered by Thoma Development Consultants
- Assists with file monitoring and audits of all grant programs

# Town of Cortlandville CDBG Housing Rehabilitation Program Administration and Program Delivery Services

## Introduction

*Thoma Development Consultants (Thoma)* has a depth of familiarity in the management of Community Development Block Grant (CDBG) Housing Rehabilitation Programs and can provide exceptional services to the Town for its program. We have provided community development services for municipal customers for the past thirty-nine years and have worked with the Town of Cortlandville on other CDBG housing projects, partnering with the Town to foster an environment for a better tomorrow.

We have reviewed a copy of the Town's Request for Proposals (RFP) and believe our firm is most qualified to carry out the proper program delivery and administrative tasks with respect to the Town's newly awarded CDBG Grant for a Town-Wide Single-Family Owner-Occupied Housing Rehabilitation Program.

Thoma will undertake the following tasks in administering the Town of Cortlandville's CDBG Program to comply with the scope of services stated in the Town's RFP:

### **Task 1: Program Start Up**

Thoma will complete the following tasks at the startup of the CDBG Grant Program:

- Prepare the Environmental Review Record, which includes assisting the Town in complying with the State Environmental Quality Review Act (SEQRA) and National Environmental Protection Agency (NEPA) requirements.
- Assist the Town in finalizing program design and guidelines.
- Develop a grant accounting system and work with the Town to ensure all accounting is included in the Town's accounting system.
- Develop a file maintenance system for the Town, including preparation of files for the system.
- Develop an Eligible Contractors List, which includes advertising for contractors.
- Prepare/update the Town's plans, such as Fair Housing, Implementation Plan, and other plans, related to the requirements of the CDBG Program.

## **Task 2: Intake and Qualification of Program Participants for Rehabilitation Program**

Under Task Two, Thoma will complete the following:

- Advertise for and contact potential program participants.
- Establish a system to facilitate submission of applications.
- Perform preliminary property inspections and discuss with property owners.
- Perform work write-ups and cost estimates for selected properties.
- Conduct or contract for an EPA Lead Based Paint Risk Assessment, as required.
- Conduct or contract for a BPA certified Energy Audit for each project.
- Assist the property owner in contractor selection for bids.
- Prepare specifications and assist property owners in bidding work.
- Submit program participants to the Town Board.

## **Task 3: Monitoring and Completion of Rehabilitation Work**

Under Task Three, Thoma will complete the following:

- Encumber funds for the approved work.
- Prepare program documents.
- Monitor the progress of work expenditures on each property.
- Assist the Town with required security filings on each property.
- Inspect all approved work including final inspections.
- Conduct or contract for an EPA Lead Based Paint Clearance, as required.

## Task 4: Grant Administrative Work

Under Task Four, Thoma will complete all administrative tasks related to the grant, including the following:

- Prepare all payment and drawdown documentation.
- Submit monthly reports to the Supervisor and Town Board.
- Attend Town Board meetings, as necessary.
- Advise the Town Clerk, Town Board and Supervisor in all matters relating to the grant program and/or the Office of Community Renewal (OCR).
- Upon approval by the Town and Town Board, prepare grant amendments or modifications, as needed, and prepare Conflict of Interest Waivers.
- Prepare all reports required by the Office of Community Renewal (OCR) including status, annual performance, final reports, and close out.



Town of Cortlandville  
 CDBG Housing Rehabilitation Program  
 Administration and Program Delivery Services

Administration and Program Delivery Fees

Thoma will provide Program Delivery Services for a total cost of \$43,000 and Administrative services for a total cost of \$16,000, plus reimbursables. All fees to be disbursed according to the following schedule:

Program Delivery

Final Program Design: \$3,000

Initial Client Contact: \$3,000

Funds Encumbered:

10%	\$3,700
20%	\$3,700
30%	\$3,700
40%	\$3,700
50%	\$3,700
60%	\$3,700
70%	\$3,700
80%	\$3,700
90%	\$3,700
100%	\$3,700

Administration

Complete Environmental Review: \$4,500

Funds Expended:

10%	\$1,150
20%	\$1,150
30%	\$1,150
40%	\$1,150
50%	\$1,150
60%	\$1,150
70%	\$1,150
80%	\$1,150
90%	\$1,150
100%	\$1,150

**Total Fee for the Duration of the Program: \$59,000**

Town of Cortlandville  
 CDBG Housing Rehabilitation Program  
 Cost Breakdown Form

**Cost Per Hour**

<u>Job Categories</u>	<u>Pay Rate</u>	<u>Fringe*</u>	<u>Overhead**</u>	<u>Total</u>
Senior Consultant	\$77	\$19	\$39	\$135
Program Manager	\$55	\$13	\$27	\$95
Clerical	\$26	\$6	\$13	\$45

\* % Fringe Benefits = 25%

\*\* % Overhead = 50%

**Estimated Hours**

<u>Job Categories</u>	<u>Total Hours</u>		<u>Hourly Fee</u>		<u>Total Cost</u>
Senior Consultant	28	X	\$135	=	\$3,780
Program Manager	460	X	\$95	=	\$43,700
Clerical	230	X	\$45	=	\$10,350
				<b>TOTAL</b>	<b>\$57,830</b>

**Proposed Profit Added**

<u>Total Cost</u>		<u>Profit</u>	<u>Total Proposed Cost</u>
\$57,830	+	\$1,170	\$59,000

NAME: RICHARD CUNNINGHAM

SIGNATURE: \_\_\_\_\_



Town of Cortlandville  
CDBG Housing Rehabilitation Program  
Administration and Program Delivery Services

Reimbursable Costs

Reimbursable costs will include all out-of-pocket expenses that *Thoma Development Consultants (Thoma)* incurs during the life of this project which are eligible expenditures from grant funds. These reimbursable costs include, but are not limited to, copying, postage, photographs, advertising, and fax transmissions. Mileage is not included. Overnight travel expenses are only included when authorized in advance by the Town.

Direct Project Costs

Direct projects costs are soft costs directly associated with individual projects, including lead-based paint testing/clearance and energy audits. Thoma will provide these services directly or indirectly through a sub-consultant. Lead-based paint testing and clearance will be charged at a cost of \$750 per project. Energy audits will be charged at a cost of \$350 per project.

Program Schedule

Thoma is familiar with the 24-month program schedule proposed in the Town of Cortlandville's CDBG Grant application and is also familiar with the requirements placed on the Town by the Office of Community Renewal (OCR). We feel confident that we can complete this project within that timeframe.

## Our References

*Thoma Development Consultants (Thoma)* has a significant number of current customers that we think will provide excellent references. The references that follow are a partial listing of our customers for whom we have done similar work, any of whom will give an honest assessment of our organization. We encourage you to contact them.

<u>Name</u>	<u>Contact Person and Title</u>	<u>Main Phone</u>
City of Cortland	Brian Tobin Mayor	607-758-8374
City of Geneva	Sage Gerling City Manager	315-789-6104
Village of Waterloo	Ted Young Mayor	315-539-9131
Village of Groton	Nancy Niswender Clerk/Treasurer	607-898-3966
Cortland County	Garry VanGorder Director, BDC/IDA	607-756-5005
Village of Dansville	Peter Vogt Mayor	585-335-5330
Village of Marathon	William McGovern Mayor	607-849-3812
Town of Cortlandville	Dick Tupper Supervisor	607-756-6091
City of Oneonta	Gary Herzig Mayor	607-432-6450
Village of Whitney Point	Ryan Reynolds Mayor	607-692-4907
Office of Community Renewal (OCR)	Denise Cannon Community Dev. Rep	518-474-2057

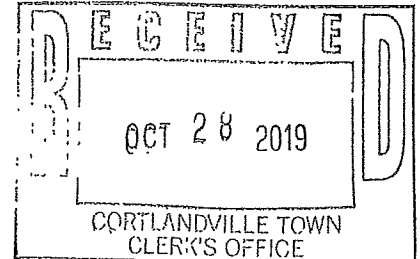

**Department of  
Transportation**
**ANDREW M. CUOMO**  
Governor

**MARIE THERESE DOMINGUEZ**  
Commissioner

**DAVID P. SMITH, P.E.**  
Regional Director

October 23, 2019

The Honorable Kristin E. Rocco-Petrella  
Town Clerk, Town of Cortlandville  
Town Hall  
3577 Terrace Road  
Cortland, NY 13045



Dear Ms. Rocco-Petrella:

RE: SPEED LIMIT REQUESTS  
CORTLANDVILLE AND MCGRAW

This is in further response to your letter where you requested multiple speed limit reductions in the town of Cortlandville and the village of McGraw. New York State Department of Transportation (NYSDOT) traffic safety staff have completed their studies. Our investigations included a field study, test drives, and a three-year crash screening. The results of these investigations are as follows:

**Area Speed Study 1:** Gwen Lane, Woodside Road, Collegeview Drive, Hart Drive, Northway Drive, and Field Crest Drive, town of Cortlandville.

**Area Speed Study 2:** Meadow Lane and Hillside Drive, town of Cortlandville.

Our analysis determined that for the above listed area speed studies, reducing the speed limit to a 30 MPH area speed limit would be appropriate at this time. The official orders authorizing the 30 MPH area speed limit will follow. Upon receipt of the official orders, the town may install the signing necessary to implement the lower area speed limits.

**Linear Speed Study 1:** Parti Drive, from Starr Road to Parti Drive's terminus, town of Cortlandville.

Our analysis determined that reducing the speed limit to 30 MPH would be appropriate at this time. The official order authorizing the 30 MPH linear speed limit will follow. Upon receipt of the official order, the town may install the signing necessary to implement the lower linear speed limit.

The Honorable Kristin E. Rocco-Petrella  
October 23, 2019  
Page 2

**Linear Speed Study 2:** Clinton Street Extension, from village of McGraw east boundary line to town of Cortlandville east boundary line, town of Cortlandville.

Our analysis determined that reducing the speed limit to 30 MPH would not be appropriate at this time. Studies conducted throughout the country have shown that drivers are influenced more by the appearance of the highway itself and prevailing traffic conditions rather than by the posted speed limit. If speed limit signs are posted for a lower limit than is needed, many drivers will simply ignore the signs. At the same time, other drivers will stay within the posted speed limit. This increases the conflicts between faster and slower drivers, reduces the gaps in traffic, and increases the difficulty for other motorists and pedestrians to judge the speed of approaching vehicles.

However, it was found that the section of Clinton Street Extension between the McGraw east village line and a point 0.5 miles east of the McGraw east village line is currently posted for 30 MPH. The current Notice of Order (attached) for this section is for a 40 MPH speed limit. The signs will need to be updated to show the correct 40 MPH speed limit signs.

Thank you for your interest in this matter. If you have any questions, please contact me at (315) 428-4380.

Very truly yours,



Elizabeth H. Parmley, P. E.  
Regional Traffic Engineer

Attachment

cc: Charles Sudbrink, Cortland County Superintendent of Highways  
Christopher B. Newell, Cortland County Legislator, District 11  
Michael K. Barylski, Cortland County Legislator, District 12  
Kevin Whitney, Cortland County Legislator, District 13

COPY

STUDY NO.: 3960483  
FILE: 11.06-Local  
TROOP: C

NOTICE OF ORDER

THE DEPARTMENT OF TRANSPORTATION HAS FILED AN ORDER WITH THE SECRETARY OF STATE WHEREBY:

SECTION 1111.06 SUBDIVISION (t) PARAGRAPH \_\_\_\_\_

OF THE DEPARTMENT'S REGULATIONS IS  ADDED  AMENDED to read as follows:  REPEALED

(t) 40 MPH on Clinton Street Extension, a town highway, between the McGraw East Village line and a point 0.5± mile east of the McGraw East Village line, a distance of 0.5± mile.

The above order will be effective upon the installation, modification or removal of the necessary traffic control device (s) required by and conforming to the State Manual of Uniform Traffic Control Devices.

3/12/97

(DATE)

APPROVED BY:

(SIGNATURE)

Regional Traffic Engineer II

(TITLE)

DESCRIPTION: Order establishes a 40 MPH speed limit on the above described section of Clinton Street Extension.

COUNTY: Cortland

LOCALITY: Town of Cortlandville

OTHER RELATED ACTIONS  NONE

\_\_\_\_\_  
(Identify)

cc:	<input type="checkbox"/> CITY	<input type="checkbox"/> SHERIFF	<input type="checkbox"/> _____ POLICE DEPARTMENT
	<input type="checkbox"/> VILLAGE	<input checked="" type="checkbox"/> STATE POLICE	<input checked="" type="checkbox"/> REGION <u>3</u> TRAFFIC ENGINEER
	<input checked="" type="checkbox"/> TOWN	<input type="checkbox"/> PERMITTEE	<input type="checkbox"/> OTHER _____
	<input checked="" type="checkbox"/> COUNTY SUPT.		(Specify)



**Department of  
Transportation**

RECEIVED OCT 28 2019

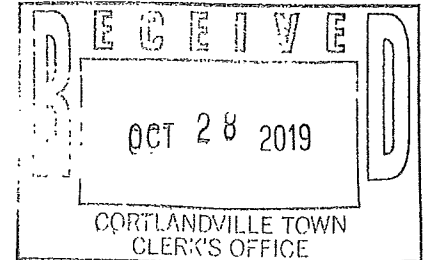
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Commissioner

**DAVID P. SMITH, P.E.**  
Regional Director

October 23, 2019

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Town Hall  
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The Honorable Kristin E. Rocco-Petrella  
October 23, 2019  
Page 2

**Linear Speed Study 2:** Clinton Street Extension, from village of McGraw east boundary line to town of Cortlandville east boundary line, town of Cortlandville.

Our analysis determined that reducing the speed limit to 30 MPH would not be appropriate at this time. Studies conducted throughout the country have shown that drivers are influenced more by the appearance of the highway itself and prevailing traffic conditions rather than by the posted speed limit. If speed limit signs are posted for a lower limit than is needed, many drivers will simply ignore the signs. At the same time, other drivers will stay within the posted speed limit. This increases the conflicts between faster and slower drivers, reduces the gaps in traffic, and increases the difficulty for other motorists and pedestrians to judge the speed of approaching vehicles.

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Thank you for your interest in this matter. If you have any questions, please contact me at (315) 428-4380.

Very truly yours,



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COPY

STUDY NO.: 3960483  
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3/12/97  
(DATE)

APPROVED BY: [Signature]  
(SIGNATURE)

Regional Traffic Engineer II  
(TITLE)

DESCRIPTION: Order establishes a 40 MPH speed limit on the above described section of Clinton Street Extension.

COUNTY: Cortland

LOCALITY: Town of Cortlandville

OTHER RELATED ACTIONS  NONE

\_\_\_\_\_  
(Identify)

cc:  CITY  
 VILLAGE  
 TOWN  
 COUNTY SUPT.

SHERIFF  
 STATE POLICE  
 PERMITTEE

\_\_\_\_\_ POLICE DEPARTMENT  
 REGION 3 TRAFFIC ENGINEER  
 OTHER \_\_\_\_\_  
(Specify)

EASEMENT

1-16

THIS INSTRUMENT WITNESSETH THAT \_\_\_\_\_ TOWN OF CORTLANDVILLE \_\_\_\_\_

hereinafter called the Grantor(s), being the owner(s) of or having an interest in land situate in the \_\_\_\_\_ TOWN \_\_\_\_\_ of \_\_\_\_\_ CORTLANDVILLE \_\_\_\_\_, County of \_\_\_\_\_ CORTLAND \_\_\_\_\_, State of New York, fronting on the street or highway known as \_\_\_\_\_ BYRNE HOLLOW CROSSING \_\_\_\_\_, bounded \_\_\_\_\_ EASTERLY IN PART \_\_\_\_\_ by lands of \_\_\_\_\_ BURN HOLLOW CROSSING \_\_\_\_\_ and \_\_\_\_\_ SOUTHERLY IN PART \_\_\_\_\_ by lands of \_\_\_\_\_ NYS ROUTE 13 \_\_\_\_\_, for and in consideration of the sum of One and No/100 Dollars (\$1.00), the receipt of which is hereby acknowledged, does hereby grant and release unto NEW YORK STATE ELECTRIC & GAS CORPORATION, a corporation organized under the laws of the State of New York, having an office at 18 Link Drive, in the Town of Kirkwood, County of Broome, State of New York, hereinafter called the Grantee, its lessees, licensees, successors and assigns forever, a permanent easement and right of way, with the right, privilege and authority to install, construct, reconstruct, extend, operate, inspect, maintain, repair, replace, and at its pleasure, remove an underground gas pipeline, including hand/man holes, pipes, ducts and conduits, with the necessary fixtures or appurtenances thereto which the Grantee shall require now and from time to time for the underground transmission and/or distribution of natural and/or manufactured gas for public or private use, in, under, and across said land and/or the highways abutting or running through said land.

The easement and right of way hereby granted and released is \_\_\_\_\_ -15- \_\_\_\_\_ feet in width throughout its extent, situate, lying and being as follows:  
SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE GRANTEE, its successors and assigns, are hereby expressly given and granted the right to assign this easement and right of way, or any part thereof, or interest therein, and the same shall be divisible among two or more owners, as to any right or rights created hereunder, so that each assignee or owner shall have the full rights and privileges herein granted, to be owned and enjoyed either in common or severally.

TOGETHER with ingress and egress over the easement and right of way and other lands of the Grantor(s) for all of the above purposes and the right now and from time to time to trim, cut, burn, treat and/or remove by manual, mechanical and chemical means trees, roots, brush, structures and other obstructions within said easement and right of way.

PROVIDED, however, that any damage (other than for trimming, cutting, treating, burning and/or removing trees, roots, brush, structures and other obstructions as above provided) to the property of the Grantor(s), caused by the Grantee in the exercise of its rights under this instrument shall be borne by the Grantee.

RESERVING, however, to the Grantor(s) the right to cultivate the ground, the right to cross and recross said easement and right of way provided that such use of said ground shall not interfere with, obstruct or endanger any rights granted as aforesaid and shall not disturb the grade of said ground as it now exists, and provided that no structure shall be erected, no trees shall be grown, cultivated or harvested, and no excavating, mining or blasting shall be undertaken within the limits of the easement and right of way without written consent of the Grantee.

This Instrument shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the Grantor(s) ha \_\_\_\_\_ hereunto set \_\_\_\_\_ hand(s) and seal(s) this \_\_\_\_\_ day of \_\_\_\_\_, 2019 .

IN PRESENCE OF:

\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_

*Notary ->*

**EASEMENT**

Line 3111 BYRNE HOLLOW CROSSING  
Auth. 9800008392 Parcel No. \_\_\_\_\_  
Area Cost Center No. RC2J020410  
Construction W.O. No. 801000261341

TOWN OF CORTLANDVILLE

TO  
**NEW YORK STATE ELECTRIC  
& GAS CORPORATION**

Dated \_\_\_\_\_, 2019  
STATE OF NEW YORK }  
COUNTY OF \_\_\_\_\_ } ss:

Recorded on the \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_ o'clock \_\_\_\_\_ M.  
in Book \_\_\_\_\_ of Deeds at  
Page \_\_\_\_\_ and examined.  
  
\_\_\_\_\_  
(Clerk)

Consideration on this document  
is less than \$100.00

(Personal or Corporate Acknowledgment)

STATE OF NEW YORK }  
COUNTY OF \_\_\_\_\_ } ss:

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person\* upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

\* "For the purposes of this section, the term "person" means any corporation, joint stock company, estate, general partnership (including any registered limited liability partnership or foreign limited liability partnership), limited liability company (including a professional service limited liability company), foreign limited liability company (including a foreign professional service limited liability company), joint venture, limited partnership, natural person, attorney in fact, real estate investment trust, business trust or other trust custodians, nominee or any other individual or entity in its own or any representative capacity."

(Personal or Corporate Acknowledgment)

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COUNTY OF \_\_\_\_\_ } ss:

On the \_\_\_\_\_ day of \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_

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(Subscribing Witness Acknowledgment)

STATE OF NEW YORK }  
COUNTY OF \_\_\_\_\_ } ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, before me personally came \_\_\_\_\_

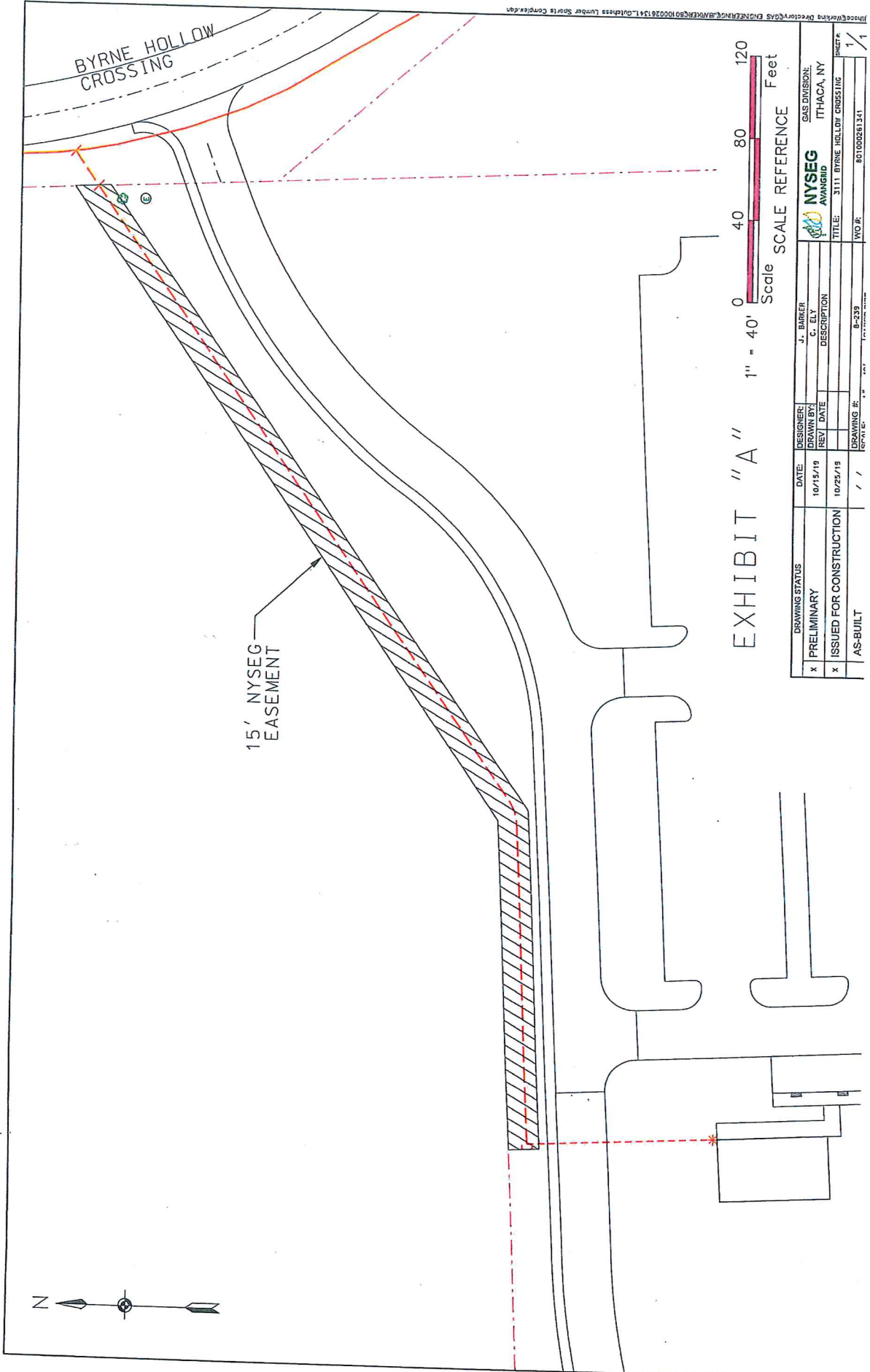
the subscribing witness to the foregoing instrument, with whom I am personally acquainted, who being by me duly sworn, did depose and say that \_\_\_\_\_ he reside(s) at \_\_\_\_\_ in the \_\_\_\_\_ that \_\_\_\_\_ he knew \_\_\_\_\_ to be the individual \_\_\_\_\_ described in and who executed the foregoing instrument that \_\_\_\_\_ he, said subscribing witness, was present and saw \_\_\_\_\_ execute the same; and that \_\_\_\_\_, said witness, at the same time, subscribed h\_\_\_\_\_ name as witness thereto.

\_\_\_\_\_  
Notary Public

**TAX MAP NUMBER**

Section 105.00 Block 04 Lot 02.200

RETURN TO  
PROPERTY MANAGEMENT  
RECORDS CENTER  
NEW YORK STATE ELECTRIC & GAS CORP.  
POST OFFICE BOX 5224  
BINGHAMTON, NEW YORK 13902-5224



# EXHIBIT "A"

DRAWING STATUS	DATE	DESIGNER	DATE	DESCRIPTION
<input checked="" type="checkbox"/> PRELIMINARY	10/15/19	J. BARKER C. ELY		
<input checked="" type="checkbox"/> ISSUED FOR CONSTRUCTION	10/23/19			
<input type="checkbox"/> AS-BUILT				

		GAS DIVISION: ITHACA, NY
TITLE: 3111 BYRNE HOLLOW CROSSING		SHEET #: 1/1
DRAWING #: B-239		W/O #: 80100281341