

**CORTLANDVILLE TOWN BOARD  
AGENDA  
OCTOBER 16, 2019 - 5:00 P.M.**

**Pledge Allegiance to the Flag**

- A. CALL REGULAR MEETING TO ORDER**
- B. APPROVE MINUTES**
  - B-1 Town Board Minutes of September 18, 2019
- C. PURCHASE ORDERS**
- D. AUTHORIZE TO PAY BILLS**
- E. PRIVILEGE OF THE FLOOR**
  - E-1 Tommy Garrett, Siemens Industry Inc.
- F. REPORTS**
  - F-1 Receive & file the Monthly Report of the Supervisor for September 2019
  - F-2 Receive & file the Monthly Report of the Town Clerk for September 2019
  - F-3 Receive & file the Monthly Report of the Cortland Community SPCA for September 2019
  - F-4 Receive & file the Monthly Report of the Water & Sewer Department for September 2019
  - F-5 Receive & file the Monthly report of the Town Justice for September 2019, submitted by Judge Casullo & Judge LeFevre
- G. COMMUNICATIONS**
  - G-1 Receive & file the correspondence dated October 11, 2019 from Charter Communication regarding programming
- H. OLD BUSINESS**
- I. NEW BUSINESS**
  - I-1 Set date of November 6, 2019 at 5:00 p.m. for Public Hearing regarding the 2020 Preliminary Budget, and provide copies for distribution to the public
  - I-2 At the November 20, 2019 Town Board Meeting at 5:00 p.m., the Town Board will adopt the 2020 Preliminary Budget as the Annual Budget for the year 2020
  - I-3 Town Clerk
  - I-4 Town Attorney

- I-5 Authorize the Supervisor to sign the 2019 Recreation Contract/Agreement between the Town & the City of Cortland
- I-6 Authorization to pay Extra Work Order #2 from CHA regarding South Hill Dump 2019 environmental Services
- I-7 Authorize the Supervisor to sign the Final Annual Report for Royal Nissan of Cortland Inc. Grant #287SB902-18, (Original File in the Town Clerk's Office)
- I-8 Schedule a Public Hearing for November 6, 2019 at 5:00 p.m. regarding Local Law to Override the 2% Tax Cap
- I-9 Receive, file & forward the Aquifer Protection Permit application of McLean Solar I, LLC to the Town & County Planning Boards, to be considered along with the SEQR review of the applicant's request for a use variance, in order that the mandated SEQR not be conducted on a segmented basis, for their review & recommendations, also request that Town Planning Board be Lead Agency
- I-10 Address the engagement and hiring of an Engineer to evaluate the site and Stormwater Prevention Plan of Economy Paving Co., Inc. located at 1819 NYS Route 13, Cortland, NY, Tax Map #77.00-12-07.000, and consider the adoption of the RFP drafted by Planning Board Member, Nick Renzi
- I-11 Receive & file the "Decision of Hearing Officer" regarding the Small Claim Assessment Review for property owned by Christine Xaver & Edward Matlak, 3361 Page Green Road, Tax Map #96.00-10-11.000, reduced the total assessment from \$388,800.00 to \$368,800.00
- I-12 Authorization to pay Change Order #3 (Work Change Directive #6 & #10) from CHA regarding additional electric to the batting cage & dugouts at GLSC
- I-13 Receive & file the "Notice of Order" from the NYS DOT Traffic Operations Bureau regarding the McLean Road west of NYS Route 281 Railroad Crossing as Exempt.

**J. ADJOURN**

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

Dogs Impounded	1
Citizen	0
CCSD	0
SPCA	1
OS	0

Dispositions	1
Redeemed	0
Adopted	1
Euthanized	0
DOA	0
Still at Shelter	0
Transferred	0

<b>Complaints This Month</b>	<b>13</b>
------------------------------	-----------

Dog Control:	
Dog at Large	9
Unlicensed	
Unvaccinated	
Dog Nuisance	1
Harass/Barking/Loud	1
Unable to Care for Dog	
Animal Cruelty:	
Dog/Cat Abandonment	
Dog/Cat Abuse	
Dog/Cat Neglect	1
Dog/Cat Sick or Injured	
Loose Farm Animal	
Animal Neglect/Cruelty	
Inappropriate Shelter	
Hot/Cold Vehicle	1
Dispositions:	
Compliance Order	1
No Violation	
Completed	8
Unable to Locate	1
Animal Picked Up	1
Returned to Owner	
Pending Investigation	
Charges/Arrest	2

YTD: 100

Animal Control:  
Injured Wildlife:

Tickets Issued:		
Ticket #	App Date	Offense
355	8/19/2019	Cruelty
366	9/18/2019	DAL
367	9/18/2019	Dog Harass
370	9/30/2019	Cruelty
371	10/16/2019	Unlicensed
372	10/16/2019	Unlicensed
373	10/16/2019	Unlicensed
269	10/16/2019	DAL
270	10/16/2019	Unlicensed
374	10/16/2019	Dog Harass
375	10/16/2019	Unlicensed
376	10/16/2019	DAL

Tickets Issued: 12  
Dogs Impounded this month: 1  
Cats Impounded this month: 9

Tickets Issued YTD: 30  
Dogs Impounded YTD: 29  
Cats Impounded YTD: 71



October 11, 2019

**Re: Charter Communications – Upcoming Changes**

Dear Municipal Official:

At Charter, locally known as Spectrum, we continue to enhance our services in order to offer more entertainment and communication choices, and to deliver the best value to our customers. We are committed to offering our customers with products and services we are sure they will enjoy.

Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and continue to rise. Despite our best efforts to control these costs, this has resulted in a change in the rates we charge our customers.

Effective on or after November 12, 2019, the following monthly pricing changes will affect **new** customers subscribing to Spectrum TV Silver and Spectrum TV Gold Services.

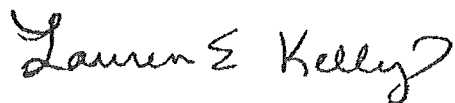
Services/Products/Equipment	Pricing Adjustment
Spectrum TV Silver	Will increase by \$5.00 to \$97.49
Spectrum TV Gold	Will increase by \$5.00 to \$117.49

Further, effective on or after November 12, 2019, Charter will launch the Spectrum TV Sports Pack, a new channel sports tier, available for monthly subscription to new customers for \$5.00 per month. Existing customers who currently receive these channels as part of their service will not be charged an additional fee for the new tier.

Spectrum TV Sports Pack
ESPN College Extra 1 HD
ESPN College Extra 2 HD
ESPN College Extra 3 HD
ESPN College Extra 4 HD
ESPN College Extra 5 HD
ESPN College Extra 6HD
ESPN College Extra 7HD
ESPN College Extra 8HD
ESPN Goal Line/Bases
ESPNews
Golf Channel
MAVTV Motorsports Network
MLB Strike Zone
NFL Network
NFL RedZone
NHL Network
Olympic Channel
Outdoor Channel
Tennis Channel

If you have any questions about this change, please feel free to contact me at 585-340-8188 or via email at [lauren.kelly@charter.com](mailto:lauren.kelly@charter.com).

Sincerely,



Lauren E. Kelly  
Director, Government Affairs – Finger Lakes  
Charter Communications

100 Town Centre Dr. Suite 100  
Rochester, NY 14623

Date: October 8, 2019

I-6

Project No. 34236Extra Work: 2

Proposal No.

### EXTRA WORK AUTHORIZATION

In accordance with the written Municipal Consulting Agreement dated January 1, 2019 between the parties designated below for:

**THE PROJECT:** South Hill Dump Cortlandville - 2019 Environmental Services

**THE CLIENT:** Town of Cortlandville

Hereby authorizes the Engineer to proceed with additional services as follows:

#### SCOPE OF SERVICES:

Based upon our site inspection on July 3<sup>rd</sup>, it was determined that monitoring well MW-2B had been damaged during the spring/summer mowing event. (pictures included in the attached inspection).

The PVC and casing were damaged and in order to perform future sampling activities the well requires repair.

CHA will subcontract with NYEG Drilling repair the well.

#### SCHEDULE:

The repair work to the well will be completed in October 2019 during our semi-annual site inspection.

#### FEE

We proposed to be compensated on a time and materials basis, as follows:

CHA Labor:	\$ 135.00
Subcontracted Services:	\$ 850.00
<b>TOTAL</b>	<b>\$ 985.00</b>

**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 F. Trasher, P.E.	NAME:
SIGNATURE:	SIGNATURE:
TITLE: Vice President	TITLE:
DATE: 10/8/2019	DATE:



**SOUTH HILL DUMP  
SEMI-ANNUAL POST-CLOSURE  
INSPECTION CHECKLIST**

Report No. 003
Page 1 of 3
Date: 7/3/2019      Time: 14:00

<b>Inspector:</b> Samantha Miller	Project No. 34236
<b>People Accompanying Inspector:</b> Karyn Ehmann	Weather: Sunny
	Temp.: Hi 85°F Low 82°F

**SIGNAGE AND GATE INSPECTION**

ITEM/CONDITION	YES	NO	NA	COMMENTS
Is a sign posted at entrance to the landfill stating that the area is a closed landfill?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No sign present
Is a gate present at the entrance to the landfill?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the gate locked and secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**SOIL COVER SYSTEM INSPECTION**

ITEM/CONDITION	YES	NO	NA	COMMENTS
Evidence of erosion of cover soils from surface of landfill (top/sideslopes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of cracks or depressions in cover soils?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of exposed or damaged geomembrane/clay barrier?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**GAS VENTING SYSTEM INSPECTION**

ITEM/CONDITION	YES	NO	NA	COMMENTS
Gas vent structures intact?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screens on gas vents intact and unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Settlement of cover system soils in area of gas vents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vapors or odors emanating from gas vents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of stressed vegetation in areas around gas vents or other areas of the landfill?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of bubbling surface water on or in the area surrounding the landfill?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**VEGETATIVE COVER SYSTEM INSPECTION**

ITEM/CONDITION	YES	NO	NA	COMMENTS
Is vegetation well established over the entire landfill?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of stressed vegetation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of erosion or thin vegetative cover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the landfill need to be mowed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vegetation recently mowed



**SOUTH HILL DUMP  
SEMI-ANNUAL POST-CLOSURE  
INSPECTION CHECKLIST**

Report No. 003

Page 2 of 3

Date: 17/3/2019

Time: 14:00

ITEM/CONDITION	YES	NO	NA	COMMENTS
Evidence of exposed geotextile?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Presence of woody growth?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of ponded water?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of debris?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DRAINAGE SYSTEM INSPECTION				
ITEM/CONDITION	YES	NO	NA	COMMENTS
Evidence of erosion in drainage structures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Presence of siltation in drainage structures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of settlement in drainage structures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of restrictions of water flow in drainage ditches and structures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LEACHATE INSPECTION				
ITEM/CONDITION	YES	NO	NA	COMMENTS
Evidence of leachate seeps or staining around the perimeter of the landfill?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of leachate seeps or staining off the perimeter of the landfill?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of leachate seeps or staining in the drainage ditches or structures of the landfill?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of leachate seeps or staining on the surface of the landfill?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
MONITORING WELL INSPECTION				
ITEM/CONDITION	YES	NO	NA	COMMENTS
Are the monitoring wells in generally good condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See additional notes & observations
Are well caps installed on the wells?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are locks present and secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VECTOR INSPECTION				
ITEM/CONDITION	YES	NO	NA	COMMENTS
Were any vectors observed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of vector activity (tracks, droppings, dens, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of damage due to vector activity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SITE ACCESS ROAD INSPECTION				
ITEM/CONDITION	YES	NO	NA	COMMENTS
Are site access roads passable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presence of ruts or erosion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are site access roads in generally good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





# SOUTH HILL DUMP SEMI-ANNUAL POST-CLOSURE INSPECTION CHECKLIST

Report No. 003	
Page 3 of 3	
Date: 7/3/2019	Time: 14:00

## ADDITIONAL NOTES & OBSERVATIONS

The rope attached to the passive diffusion bag (PDB) (aka Hydrosleeve) in MW-2B appears to have been cut by the lawn mowing equipment. The rope has fallen down the well riser and was not able to be recovered during the inspection. The well identification tag was caught between the casing and the well cap.



MW-2D appears to have been struck by the lawn mowing equipment.



The casing associated with MW-2D has been damaged and the PVC riser has been clean cut. The riser is now approximately 1 foot above grade. Replacement of the casing and repair of the riser is necessary.



North side of the landfill.



West side of the landfill.



Drainage swale on the west side of the landfill.



South side of the landfill.



East side of the landfill.



Drainage swale on the south side of the landfill.

Signature:

*Samantha J. Miller*

**ANNUAL PERFORMANCE REPORT  
ECONOMIC DEVELOPMENT-SMALL BUSINESS-MICROENTERPRISE ACTIVITIES**

1-7

**I. PROJECT INFORMATION** (See Page 1 of the APR instructions)

<b>RECIPIENT NAME</b>	Town of Cortlandville				
<b>CDBG PROJECT #</b>					
<b>REPORT PERIOD</b>	1/1/2019-10/1/2019	<b>REPORT #</b>	2	<b>FINAL</b>	X

**II. PROJECT STATUS NARRATIVE** (See pages 1-2 of the instructions)

**A. Please refer to instructions for activity specific questions and provide a summary of the current status including significant accomplishments and milestones of each activity funded during this reporting period only.**

Since the last APR was filed, the company continued to advertise and interview to hire the remaining three employees under the jobs obligation of the grant. These three employees were hired and family income forms were submitted to the Town and forwarded to the NYS OCR with the June 30, 2019 semi-annual report. The family income forms for the first three employees hired were sent with APR #1 in January 2019. Those jobs were also reported on the 12/31/18 APR. The final three jobs are reported in Section IV of this final APR.

During this period the Town disbursed all loan funds to Royal Nissan totaling \$108,800 and the \$95,000 grant. The remaining administrative funds were drawn down as well. Royal expended all required equity and submitted documentation to the Town.

The facility was opened in May of 2019 and is fully operational.

**B.** Provide a detailed description of any problems that are impeding the progress and/or schedule of the project and the efforts taken to resolve the problems.

Project completed on schedule.

**C.** For Recipients submitting their Final Performance Report, if the project will not meet the accomplishments as proposed in the application, provide an explanation as to why these accomplishments will not be met.

Accomplishments met as proposed in application.

**III. Project Team Update** (See Page 2-3 of the APR instructions)

**1. Municipal Information**

Name	Town of Cortlandville	Co/Ci/TV	Town		
Address	3577 Terrace Road				
C/TV	Cortland	State	NY	ZIP + 4	13045-3598
Phone	607-756-5725	Fax	607-756-4659		
Email	townclerk@cortlandville.org				
Website	www.cortlandville.org				
EIN	15-6000913	DUNS	024119729		
CDBG #	287SB902-18	FY End	12/31		

**2. Chief Elected Official (If term is ending, please provide new contact information)**

Current	Richard Tupper		Title	Supervisor	
	Term Effective Date	1/1/2018	Term End Date	12/31/2019	
New			Title		
	Term Effective Date		Term End Date		
C/TV	Cortland		State	NY	ZIP + 4 13045-3598
Phone	607-756-6091		Fax	607-758-7922	
Email	supervisor1@cortlandville.org				

**3. Local Grant Contact (Must be a municipal employee other than CEO)**

Name	Kristin Rocco-Petrella	Title	Town Clerk		
Address	3577 Terrace Road				
C/TV	Cortland	State	NY	ZIP + 4	13045-3598
Phone	607-756-5725		Fax	607-756-4659	
Email	townclerk@cortlandville.org				

**4. Municipal Clerk**

Name	See #3 Above	Title			
Address					
C/TV		State	NY	ZIP + 4	
Phone		Fax			
Email					

**5. Municipal Treasurer or Chief Financial Officer**

Name	Richard Tupper	Title	Supervisor		
Address	3577 Terrace Road				
C/TV	Cortland	State	NY	ZIP + 4	13045-3598
Phone	607-756-6091		Fax	607-758-7922	
Email	supervisor1@cortlandville.org				

**6. Municipal Attorney**

Name	John DelVecchio	Title	Town Attorney		
Firm	Cardinale & DelVecchio Law Firm, PLLC	Municipal Employee	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Address	4030 West Road				
C/TV	Cortland	State		ZIP + 4	
Phone	607-758-7520 (@ town)		Fax	607-758-7922 (@ Town)	
Email	jdelvecchio@cortlandville.org (@ Town)				

**7. Fair Housing Officer** Required for every CDBG award/project

Name	Desree Campbell	Title	Code Enforcer		
Address	3577 Terrace Road				
C/TV	Cortland	State	NY	ZIP + 4	13045-3598
Phone	607-756-7490		Fax	607-756-4659	
Email	dcampbell@cortlandville.org				

**8. Section 3 Coordinator** Required for any CDBG award above \$100,000

Name	Kevin McMahon	Title	Code Enforcer		
Address	3577 Terrace Road				
C/T/V	Cortland	State	NY	ZIP + 4	13045-3598
Phone	607-756-7490	Fax			
Email	kcmahon@cortlandville.org				

**9. Subrecipient**

Are activities to be undertaken by a Subrecipient?

Yes  No  To be selected  (If yes, complete this section)

Name of Subrecipient					
Contact Person				Title	
Address					
C/T/V		State		ZIP + 4	
Phone		Fax			
Email					

**10. Labor Standards Compliance Officer**

Will any CDBG activity be subject to Davis-Bacon Prevailing Wages?

Yes  No  (If yes, complete this section)

Name				Title	
Address					
C/T/V		State		ZIP + 4	
Phone		Fax			
Email					
	General Decision Number				
	Bid opening date				

**11. Consultant**

Has the Recipient retained the services of a Consultant for all or part of any CDBG activity?

Yes  No  To be selected  (If yes, complete this section.)

Name of Firm	Thoma Development Consultnats				
Contact Person	Richard Cunningham	Title	Sr. Consultant		
Address	34 Tompkins Street				
C/T/V	Cortland	State	NY	ZIP + 4	13045-0000
Phone	607-753-1433	Fax	607-753-6818		
Email	rich@thomadevelopment.com				

**12. Engineer**

Will the Recipient retain the services of an Engineer for all or part of any CDBG activity?

Yes  No  To be selected  (If yes, complete this section) Municipal Employee

Name of Firm					
Contact Person				Title	
Address					
C/T/V		State		ZIP + 4	
Phone		Fax			
Email					

**13. Lead Based Paint Risk Assessor**

Will any CDBG activity be subject to Lead Based Paint Regulations at 24CFR Part 35 and/or 40CFR Part 745?

Yes  No  To be selected  (If yes, complete this section)

Name of Firm					
Contact Person				Title	
Address					
C/T/V		State		ZIP + 4	
Phone		Fax			
Email					

**IV. BENEFICIARY DATA/PERFORMANCE MEASUREMENTS** (See pages 3 -7 of APR Instructions)

**A. LMJ NATIONAL OBJECTIVE – ECONOMIC DEVELOPMENT AND MICROENTERPRISE ACTIVITIES**

One form must be submitted for each activity/business funded except Program Delivery and Grant Administration.

Activity Number: 1 Activity Name: Royal Nissan of Cortland, Inc. Page 1 of 2

JOB CREATION		
FOR THIS REPORTING PERIOD, THE TOTAL NUMBER OF:		
FULL TIME JOBS	3	FOR THIS REPORTING PERIOD ONLY
FULL TIME JOBS MADE AVAILABLE TO LMI	3	
FULL TIME JOBS TAKEN BY LMI PERSONS	2	
PART TIME JOBS	0	
PART TIME JOBS MADE AVAILABLE	0	
PART TIME JOBS TAKEN BY LMI	0	
AVERAGE # OF HOURS WORKED PER WEEK FOR THE PART TIME JOBS	NA	
TOTAL JOBS WITH EMPLOYER SPONSORED HEALTH CARE BENEFITS	3	
TOTAL JOBS TAKEN BY PREVIOUSLY UNEMPLOYED PERSONS	1	
<b>TOTAL PART-TIME HOURS</b> # OF PART-TIME JOBS X AVERAGE # OF HOURS (PART-TIME) WORKED PER WEEK		
<b>TOTAL FTE JOBS CREATED</b>		For OFFICE USE ONLY
JOB RETENTION		
FOR THIS REPORTING PERIOD, THE TOTAL NUMBER OF:		
FULL TIME JOBS	0	FOR THIS REPORTING PERIOD ONLY
FULL TIME JOBS HELD BY LMI	0	
PART TIME JOBS	0	
PART TIME JOBS HELD BY LMI	0	
AVERAGE # OF HOURS WORKED PER WEEK FOR THE PART-TIME JOBS	0	
TOTAL JOBS WITH EMPLOYER SPONSORED HEALTH CARE BENEFITS	0	
<b>TOTAL PART-TIME HOURS</b> # OF PART-TIME JOBS X AVERAGE # OF HOURS (PART-TIME) WORKED PER WEEK		For OFFICE USE ONLY
<b>TOTAL FTE JOBS RETAINED</b>		For OFFICE USE ONLY

JOB CLASSIFICATIONS (FOR REPORTING PERIOD ONLY)		
PROVIDE THE TOTAL NUMBER OF JOBS CREATED AND RETAINED FOR EACH	CREATED	RETAINED
OFFICIALS AND MANAGERS		
PROFESSIONAL		
TECHNICIANS		
SALES		
OFFICE AND CLERICAL	2	0
CRAFT WORKERS (SKILLED)		
OPERATIVES (SEMI-SKILLED)		
LABORERS (UNSKILLED)	1	0
SERVICE WORKERS		

Complete the Racial/Ethnic Composition and Income Data for the persons filling the jobs created or retained. Do not include business information.

RACIAL/ETHNIC COMPOSITION (FOR THIS REPORTING PERIOD ONLY)		
RACIAL CATEGORIES	PERSONS	
	RACIAL GROUP	*HISPANIC
WHITE	3	0
BLACK/AFRICAN AMERICAN		
ASIAN		
AMERICAN INDIAN/ALASKAN NATIVE		
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		
AMERICAN INDIAN/ALASKAN NATIVE AND WHITE		
ASIAN AND WHITE		
BLACK/AFRICAN AMERICAN AND WHITE		
AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN		
OTHER MULTI-RACIAL		
<b>TOTALS</b>	<b>3</b>	<b>0</b>

HISPANIC\* = HUD HAS DESIGNATED HISPANIC AS AN ETHNIC GROUP. A HOUSEHOLD OR PERSON CAN BE IDENTIFIED AS BOTH A MEMBER OF A RACIAL GROUP AND AN ETHNIC GROUP, BUT CANNOT BE DESIGNATED ONLY AS AN ETHNIC GROUP.





**B. LMC/MC NATIONAL OBJECTIVE –MICROENTERPRISE ACTIVITIES**

(See pages 7-9 of the APR Instructions)

ALL PERSONS OR BUSINESSES ASSISTED UNDER THE LMC/MC NATIONAL OBJECTIVE MUST BE LOW- AND MODERATE-INCOME (LMI)  
One form must be submitted for each activity/business funded except Program Delivery and Grant Administration.

Activity Number: NA Activity Name: \_\_\_\_\_

**LOW- AND MODERATE-INCOME MICROENTERPRISE ASSISTANCE**

TRAINING/TECHNICAL ASSISTANCE ACTIVITIES		
FOR THIS REPORTING PERIOD, THE TOTAL NUMBER OF:		
PERSONS THAT ENROLLED IN TRAINING PROGRAM		FOR THIS REPORTING PERIOD ONLY
PERSONS THAT COMPLETED TRAINING PROGRAM		
PERSONS RECEIVING TECHNICAL ASSISTANCE & BUSINESS SUPPORT (IN ADDITION TO TRAINING PROGRAM, IF APPLICABLE)		

BUSINESS INFORMATION		
FOR THIS REPORTING PERIOD, THE TOTAL NUMBER OF:		
MICROENTERPRISES RECEIVING CDBG ASSISTANCE		FOR THIS REPORTING PERIOD ONLY
OF THE TOTAL NUMBER OF MICROENTERPRISES ASSISTED, THE TOTAL NUMBER OF:		
NEW MICROENTERPRISES ASSISTED		FOR THIS REPORTING PERIOD ONLY
EXISTING MICROENTERPRISES ASSISTED		
MICROENTERPRISES ASSISTED WITH COMMERCIAL FAÇADE TREATMENT AND/OR REHAB		
MICROENTERPRISES ASSISTED THAT PROVIDE GOODS OR SERVICES TO MEET THE NEEDS OF A SERVICE AREA, NEIGHBORHOOD, OR COMMUNITY		
OF THE TOTAL NUMBER OF EXISTING MICROENTERPRISES, THE TOTAL NUMBER OF:		
EXPANDED MICROENTERPRISES		FOR THIS REPORTING PERIOD ONLY
RELOCATED MICROENTERPRISES		

Complete the Racial/Ethnic Composition and Income Data for the LMI persons receiving technical assistance and/or training for the LMI business owners. If there are two activities for LMC/MC, two separate forms must be submitted.

RACIAL/ETHNIC COMPOSITION (FOR THIS REPORTING PERIOD ONLY)		
RACIAL CATEGORIES	PERSONS	
	RACIAL GROUP	*HISPANIC
WHITE		
BLACK/AFRICAN AMERICAN		
ASIAN		
AMERICAN INDIAN/ALASKAN NATIVE		
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		
AMERICAN INDIAN/ALASKAN NATIVE AND WHITE		
ASIAN AND WHITE		
BLACK/AFRICAN AMERICAN AND WHITE		
AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN		
OTHER MULTI-RACIAL		
<b>TOTALS</b>	<b>0</b>	<b>0</b>

HISPANIC\* = HUD HAS DESIGNATED HISPANIC AS AN ETHNIC GROUP. A HOUSEHOLD OR PERSON CAN BE IDENTIFIED AS BOTH A MEMBER OF A RACIAL GROUP AND AN ETHNIC GROUP, BUT CANNOT BE DESIGNATED ONLY AS AN ETHNIC GROUP.

BENEFICIARY INCOME DATA		
MEDIAN INCOME (% OF HUD ADJUSTED MEDIAN FAMILY INCOME)	PERSONS	FOR THIS REPORTING PERIOD ONLY
0 - 30 % (VERY LOW-INCOME)		
31 - 50 % (LOW-INCOME)		
51-80 % (MODERATE INCOME)		
81% AND ABOVE		
<b>TOTALS</b>	<b>0</b>	
OF THE TOTAL BENEFITING, THE NUMBER OF:		
ELDERLY		FOR THIS REPORTING PERIOD ONLY
FEMALE HEAD OF HOUSEHOLD		
DISABLED		



Please identify the Fair Housing Officer: Kevin McMahon

Was the Fair Housing Officer appointed by resolution? Yes  No

If yes, what was the date of the resolution? 2/22/2012

Has a Fair Housing Plan been adopted? Yes  No . If yes, please attach a copy.

Provide a description of actions being undertaken to Affirmatively Further Fair Housing:

Designation of FHO and publication of notices so public aware of Town's effort to further fair housing

Adoption of FH Plan

Creation of brochure available at Town Hall and upon request

Designation of April as Fair Housing month at public Board meeting and publication in newspaper regarding same

Inclusion of fair housing language and insignia in all Town housing rehabilitation program brochures

**FAIR HOUSING IMPLEMENTATION PLAN**  
**TOWN OF CORTLANDVILLE**

The Town of Cortlandville is committed to the provision of equal access and equal housing opportunities for all its residents. Discrimination in the sale, rental or financing of dwellings on the basis of race, color, religion, sex, national origin, handicap or familial status is specifically prohibited by the Federal Fair Housing Law of Title VIII of the 1968 Civil Rights Act and the Fair Housing Amendments Act of 1988. While the federal law protects us from discrimination in housing, the Town recognizes that this is only the first step towards Fair Housing and that action to affirmatively further this right is also necessary.

The Town will further Fair Housing by focusing its attention in the following areas:

I. Educational Activities

These activities will promote the education of the Town residents as to the aspects of the Fair Housing Law and other pertinent housing issues. This would be accomplished by the preparation and dissemination of a brochure, public service announcements, and quarterly advertisements in the local newspaper(s).

The Town will work cooperatively with any agencies directly involved with public housing in the Town. In addition, the Town will make known to attorneys, realtors, financial institutions or other agencies involved in housing issues in the Town about the Town's stand against discriminatory housing practices.

II. Local Compliance Activities

This activity will include the designation of the Fair Housing Officer. The Fair Housing Officer will assist families and individuals with information regarding Fair Housing. The Fair Housing Officer will also network with local offices which focus on housing issues to make known the Town's commitment to Fair Housing.

III. Assistance to Minority Families

As stated in Number I above, a successful educational program will make known the Town's stand against discriminatory housing practices. The Town's Fair Housing Officer will work cooperatively with any public housing in the Town and will notify County agencies of the Town's stand with respect to Fair Housing. This assistance to minority families will be aided by

maintaining a list of attorneys, realtors or landlords who are willing to assist minority families who seek housing opportunities in the Town.

#### IV. Special Programs

Special programs may be varied. A letter writing campaign to disperse the Fair Housing brochure is the first step. Secondly, informing attorneys, realtors, landlords and financial institutions of the Fair Housing program in the Town may generate special programs. The Town may also want to work in conjunction with any of the aforementioned agencies in a coordinated effort to offer a social program. An example would be to work with the Board of Realtors in helping to promote April as Fair Housing Month.

Adopted: 2/22/2013

Karen Snyder, Clerk  
Town of Cortlandville

## Fair and Equitable Housing Office

[www.nyshcr.org](http://www.nyshcr.org)  
 E-mail: FEHO@nyshcr.org

### Utilization of Section 3 Residents and Businesses

1. Recipient Name & Address (street, city, state, zip):		2. CDBG #:		3. Dollar Amount of Award:	
Town of Cortlandville 3577 Terrace Road Cortland, NY 13045		287SB902-18		\$100,000	
		4. Contact Person:		5. Phone (w/ area code):	
		Richard Cunningham		607-753-1433	
		6. Reporting Period		7. Date Report Submitted:	
1/1/2019 - 10/1/2019					
8. Program Code* (use a separate sheet for each program code)			9. Project Name:		
8			Royal Nissan of Cortland, Inc.		
<b>Part I: Employment and Training (Include New Hires in Columns E and F)</b>					
A Job Category	B # of New Hires	C # of New Hires that are Section 3 Residents	D % of Aggregate # of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F # of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (list trade)					
No Town hirees for Grant					
Grant amount does not meet threshold for					
Section 3 covered contracts					
Other (list)					
<b>Total</b>	0	0	0	0	0

**\*Program Codes**  
 1=Flexible Subsidy      2=Section 202/811      3=Public/Indian Housing      A=Development      B=Operation      C=Modernization  
 4=Homeless Assistance      5=HOME      6=HOME State Administered      7=CDBG Entitlement  
 8=CDBG State Administered      9=Other CD Program      10=Other Housing Programs

<b>Part II: Contracts Awarded</b>	
<b>1. Construction Contracts:</b>	
A. Total dollar amount of all contracts awarded on the project	\$ 0
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving contracts	0
<b>2. Non-Construction Contracts:</b>	
A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$ 0
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

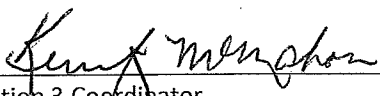
**Part III: Waiver Request** Indicate the "Good Faith Efforts" made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government housing. (Check all that apply and provide documentation and a narrative of the outcome.)

\_\_\_ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which Section 3 covered program or project is located, or similar method.

\_\_\_ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

\_\_\_ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concern.

\_\_\_ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

  
 Section 3 Coordinator

10/10/19  
 Date

**Non-compliance with the requirements of Section 3 may result in sanctions, terminations of this contract for default and debarment or suspension from future HUD assisted contracts.**



**V. FINAL PERFORMANCE REPORT** (See page 10 of the APR Instructions)

Recipients submitting their final Performance Report must provide the following information for each activity that provided grants and loans (use additional pages if necessary):  *Additional Sheets Attached*

Activity Number: 1

Activity Name: Royal Nissan of Cortland, Inc.

Total Number of Grants:		Total Number of Loans:	
	Interest Rate	Amortization Period (Months)	Total Amount
CDBG Direct Loan	2.55%	120 months (Program Income)	\$108,800
CDBG Deferred Payment Loan	0%	12 months	\$95,000.00
CDBG Grant			\$203,800

Activity Number:

Activity Name:

Total Number of Grants:		Total Number of Loans:	
	Interest Rate	Amortization Period (Months)	Total Amount
CDBG Direct Loan			
CDBG Deferred Payment Loan			
CDBG Grant			

Activity Number:

Activity Name:

Total Number of Grants:		Total Number of Loans:	
	Interest Rate	Amortization Period (Months)	Total Amount
CDBG Direct Loan			
CDBG Deferred Payment Loan			
CDBG Grant			

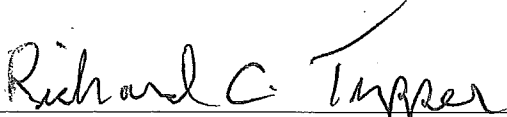
Activity Number:

Activity Name:

Total Number of Grants:		Total Number of Loans:	
	Interest Rate	Amortization Period (Months)	Total Amount
CDBG Direct Loan			
CDBG Deferred Payment Loan			
CDBG Grant			

**VI. CERTIFICATION OF THE ANNUAL PERFORMANCE REPORT** (See page 10 of the APB Instructions)

I certify that, to the best of my knowledge, this report is correct and complete; and that all expenditures were for eligible NYS CDBG activities and deposited and disbursed, according to requirements of Title I of the Housing and Community Development Act of 1974, and the grant agreement executed with the NYS Office of Community Renewal and the policies and program requirements governing the NYS CDBG Program.

Richard Tupper, Supervisor	
Typed Name of Chief Elected Official	<input type="checkbox"/> Check box if Chief Elected Official has changed since last reporting period and provide name of former CEO
	10/10/19
Signature of Chief Elected Official	Date Report Signed by CEO
607-756-6091	supervisor1@cortlandville.org
Telephone	E-mail Address
Linda M Armstrong	linda@thomadevelopment.com
Name of Person who prepared this report	Email Address

**REQUEST FOR PROPOSAL**

1-10

**PROJECT TITLE:** Stormwater Management System and Site Plan assessment and recommended corrective action re Economy Paving property at 1819 NYS Route 13.

**PROJECT LOCATION:** 1819 NYS Route 13 Cortland, NY 13045 and 1799 NYS Route 13 Cortland, NY 13045

**BACKGROUND:** The property located at 1819 NYS Rote 13 known as Economy Paving was granted a Conditional Permit and Site Plan approval by the Cortlandville Planning Board in 1999. Since that time there have been reported physical changes at the Economy Paving property resulting in reported flooding of the property located at 1799 NYS Route 13 known as Barden.

**REFERENCE DOCUMENTS:**

Cortlandville Town Code  
 Approved Stormwater Management Plan  
 Approved Conditional Permit  
 Approved Site Plan  
 LACROSS Development Engineer's report dated February 21, 2018  
 RZ Engineering Report dated April 12, 2018  
 Cortland County Soil and Water Conservation District memo to Bruce Weber dated 8/22/18

**SCOPE OF WORK:**

1. To determine if the existing stormwater management system and site on 1819 NYS Route 13 conform to what was originally approved.
2. To determine the differences between the existing stormwater Management System and the approved configuration.
3. To determine the differences between the existing site and the approved site plan as it relates to the flooding problem.
4. To describe the impact of the differences to the functionality of the stormwater management system
5. To determine the cause of the flooding on the property located at 1799 NYS Route 13.
6. To prescribe the necessary corrective action required to eliminate the flooding on Barden's property. Both narrative and stamped engineering drawings are desired.
7. Final report summarizing all findings and corrective actions. Ten copies required.

**TIME TABLE:**

Issuance of RFP October 14, 2019  
 End date for questions October 25, 2019  
 Period for site visits October 28 to November 1, 2019  
 Submittal date for proposals November 8, 2019  
 Selection and award of contract November 15, 2019  
 Final report submittal December 2, 2019 at 4:00pm to Chris Newell Chairman  
 Cortlandville Planning Board

**CONTACT PERSONNEL:**

Client: Cortlandville Town Board, Richard Tupper Supervisor 607 756-6091  
Scope of work Chris Newell 607 423 8800  
Question re RFP Chris Newell  
Questions re Cortlandville Town Code Bruce Weber 607 756-7052  
Legal John DeVecchio 607 299-4796  
Reference documents Bruce Weber 607 756-7052

**PROPOSAL CONTENT:**

Narrative describing company qualifications and related experiences including at least three references.

Personnel assigned to this project including experience and licenses.

Description of deliverables in detail

Comments on timetable

Contract cost

Date this document was generated was October 7, 2019

1-11

DECISION OF HEARING OFFICER

Prepare in triplicate. Complete within 30 days of date of hearing. Send one copy to the petitioner's representative or the petitioner if not represented, one copy to the Individual representing the assessing jurisdiction, and the original and one copy to the assessment review clerk.

Date hearing held 08/27/2019 Date decision submitted to clerk 10/03/2019 Date settled

PART I - CASE IDENTIFICATION

Supreme Court, County of: Cortland Assessment Review Filing # 2019-00002 Calendar #
Name of owner or owners: Christine Xaver, Edward Mattak
Address: 3361 Page Green Road
City/State/Zip Code: Cortland, New York 13045
Assessing Unit: Town of Cortlandville
Tax Map#: 96 Section: 10 Block: 11 Lot:

PART II - DECISION

DISPOSITION - Check 1, 2, 3, 4 or 5

- 1. Disqualified (check appropriate box below)
a. More than three family
b. Not owner-occupied
c. Property not used exclusively for residential purposes
d. Cooperative
e. Condominium, other than a condominium designated as Class I in Nassau County or as a "homestead" in an approved assessing unit
f. Did not file with Board of Assessment Review
g. Did not file within 30 days of filing of final roll
h. Other, state reasons

NOTICE OF DISQUALIFICATION AND RIGHT TO JUDICIAL REVIEW

If one or more of the reasons set forth in numbers 1a through 1h (above) is checked, this petition did not qualify for review under the Small Claims Assessment Review Program pursuant to Section 730 of the Real Property Tax Law. Pursuant to Section 733 of the Real Property Tax Law, you may seek judicial review of the disqualification of this petition within 30 days of receipt of this notice.

Table with 4 columns: Description, FINAL ASSESSMENT ROLL, CLAIMED ASSESSMENT, DECISION BY HEARING OFFICER. Row 1: Unequal Assessment Total Assessment \$368,800.00 \$172,000.00 \$368,800.00. Row 2: Excessive Assessment Exempt Amount. Row 3: No Change in Assessment Taxable. Row 4: Settled pursuant to an agreement of both parties.

Filed October 9, 2019 M.

TOWN OF CORTLANDVILLE
CORTLAND COUNTY
3577 TERRACE ROAD

CORTLAND, N.Y.

Kristen E. Riccio TOWN CLERK



SCAR-2019-00002
10/04/2019 09:20:23 AM

DECISION OF HEARING OFFICER
Elizabeth Larkin, County Clerk

## COSTS

AWARD OF COSTS (Check if applicable)

Costs of \_\_\_\_\_ are awarded to the petitioner, to be paid by the assessing unit.

**Note to Hearing Officer:** If the decision reduces the assessment by 50 percent or more of the claimed reduction in assessment, you **MUST** award costs of \$30.00. If the decision reduces the assessment by less than 50 percent of the claimed reduction in assessment, you **MAY** award costs of up to \$30.00.

## NOTICE OF REQUIRED ACTION BY ASSESSING AND TAXING JURISDICTIONS

This decision grants your petition in whole or in part. The assessment will be changed, if possible, before the levy of taxes, or a refund of taxes will be made within 90 days of the date of this decision. Attached is a list of the name(s) of the person(s) or department(s) in this county responsible for taking this action. Compare the names of the taxing jurisdictions listed in PART III of your petition with the name(s) listed in the attachment to determine the appropriate person(s) or department(s) to be contacted, if the need arises.

State below, the findings of fact concerning the assessment, and the basis for your decision.

The Subject Property is currently assessed at \$388,800, resulting in an assessed market value of \$422,609 (Town of Cortlandville Equalization Rate is 92%).

In support of the application the Petitioner submitted an appraisal dated November 30, 2017. The appraisal by CFCU Community Credit Union indicates the Fair Market Value of the property is \$400,000.00. The Subject Property is approximately 4,367 square feet, and is on 5 acres of land. The main structure was built in 2002, and an addition that includes a large garage with bedrooms above, was built in 2017. The Petitioners submitted the following comparable properties: 3655 Page Green Road (3 bedrooms, 3 bathrooms, 1,792 square feet), assessed value of \$115,000; 3381 Page Green Road (3 bedrooms, 2 1/2 baths, 2,476 square feet), assessed at \$249,900; 3301 Page Green Road (3 bedrooms, 2 baths, 1500 square feet), assessed value \$148,200; 3281 Page Green Road (3 bedrooms, 2 baths, 1,800 square feet), assessed at \$198,500. The assessment per square foot for each of the above is \$64, \$100, \$98 and \$110, respectively. Despite their relatively close location, each of these properties are distinguishable from the subject property. The petition also include references to: 4357 Meadow Lane, Cortland (5 bedrooms, 3 baths, 2,820 square feet), sold for \$300,00 in November of 2017, assessed at \$250,000 (assessed market value \$271,739); and 983 Beechwood Lane, Cortland (4 bedrooms, 4 baths, 4,622 square feet) which was last sold in 2014 for \$416,500, and is assessed at \$336,000 (assessed market value \$365,217). The assessed value per square foot for each of these properties is \$88 and \$72. The Subject Property assessment is approximately \$89 per square foot.

An adjustment is warranted.

The best evidence as of the valuation date are the petitioners' comparable properties at 4357 Meadow Lane and 983 Beechwood Lane. I find the assessed value should be reduced to \$368,800. Since the Town of Cortlandville is assessed at 92% of market value, the assessed market value of the property should be reduced to \$400,870.

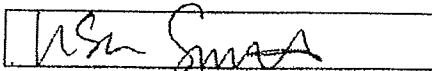
Name and Address of Hearing Officer

Lisa D. Smith, Esq.

31 Lewis Street, 5th Floor

Binghamton, New York 13901

Signature:



CHANGE ORDER

PROJECT: Gutchess Lumber Sports Complex

DATE OF ISSUANCE: 10/11/2019 EFFECTIVE DATE: 10/11/2019

OWNER: Town of Cortlandville

OWNER'S Contract No. Contract 1G-General Construction

CONTRACTOR ZMK Construction, Inc. ENGINEER CHA Consulting, Inc.

You are directed to make the following changes in the Contract Documents.

Description: Work Change Directive No. 6 and 10

Reason for Change Order: See Work Change Directives

Attachments: Work Change Directive No. 6 and 10

CHANGE ORDER IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$3,896,000.00	Original Contract Times Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net changes from previous Change Orders. \$ 139,037.97	Net changes from previous Change Orders No. _____ to _____ days
Contract price prior to this Change Order: \$4,035,037.97	Contract Times prior to this Change Order Substantial Completion: _____ Ready for final payment: _____
Net increase (decrease) of this Change Orders WCD No. 6 \$5,430.50 WCD No. 10 \$5,500.00 <b>Total \$11,701.00</b>	Net increase (decrease) of this Change Orders days
Contract price with all approved Change Orders: \$4,046,738.97	Contract Times with all approved Change Orders Substantial Completion: _____ Ready for final payment: _____

This change order represents full and complete compensation for all costs relative to the change itself and all other impacts on the project. Contractor hereby acknowledges that it has considered and priced into this change order impacts beyond the scope of the individual change order and waives all claims otherwise.

RECOMMENDED: *Laura C. Casone* BY: \_\_\_\_\_  
 Engineer (Authorized Signature) Owner (Authorized Signature) Contractor (Authorized Signature)

Date: 10/11/2019 Date: \_\_\_\_\_ Date: \_\_\_\_\_

## WORK CHANGE DIRECTIVE

No. 6DATE OF ISSUANCE 5/1/2019 EFFECTIVE DATE 5/1/2019

OWNER Town of Cortlandville  
 CONTRACTOR ZMK Construction, Inc.  
 Contract: Contract 1G-General Construction  
 Project: Gutchess Lumber Sports Complex Phase 1  
 OWNER's Contract No. \_\_\_\_\_ ENGINEER's Project No. 31591

You are directed to proceed promptly with the following change(s):  
 Description:

This Work Change Directive covers changes required to the electric design, as follows:

1. Electric Service: Eliminate directional bore conduit under Rt 13 and approximately 900 ft of 4" conduit from transformer to utility pole. Install approximately 412 ft of 4" conduit from NG Pad 1 to transformer. Installed concrete encasement at driveway crossing for electrical service. Installed curb around transformer pad and containment system.
2. Batting Cage: Install conduit and wire.

Purpose of Work Change Directive:

1. As per National Grid, the electric service will be off of Byrne Hollow Road and not Rt 13.
2. As per National Grid, changes required to the curb and containment for the Utility Transformer and driveway crossing for the electrical service.
3. Owner requires electric to the batting cage.

Attachments: (List documents supporting change)

1. National Grid Easement Sketch
2. Revised Contract Plans for batting cage electrical: E-002 and E-601, revised 10/9/18
3. Nelcorp Electrical Contracting Corporation credits and additional costs, dated 5/13/2019

If OWNER or CONTRACTOR believe that the above change has affected Contract Price any Claim for a Change Order based thereon will involve one or more of the following methods as defined in the Contract Documents.

Method of determining change in Contract Price:

- Unit Prices  
 Lump Sum  
 Cost of the Work

Estimated increase (decrease) in Contract Price:  
 \$ 5,430.50

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated increase (decrease) in Contract Times:  
 Substantial Completion: \_\_\_\_\_ days;  
 Ready for final payment: \_\_\_\_\_ days.

RECOMMENDED:

*Laura C. Cassalia*

ENGINEER

By: Laura C. Cassalia, P.E. CHA Consulting, Inc.

AUTHORIZED:

OWNER

By: Town of Cortlandville  
 Supervisor Richard Tupper

EJCDC No. 1910-8-F (1996 Edition)

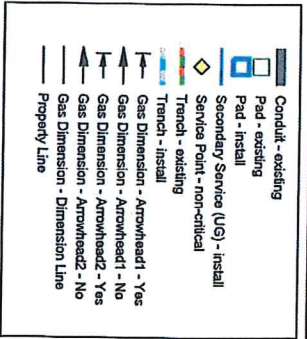
Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.



LANDS OF:  
 EAST LAKES VENTURE LLC  
 TAX# 105.00-04-03.0

EXHIBIT A  
 LANDS OF:  
 CORTLANDVILLE TOWN OF  
 TAX# 105.00-04-02.2

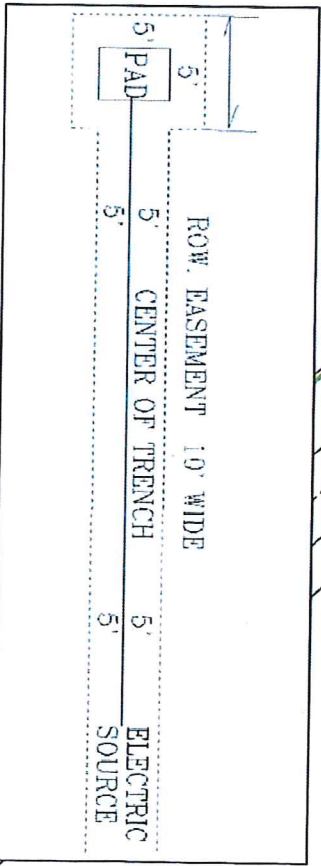
Pad: 1 - 1  
 Customer Owned



**REQUIRED FACILITIES EASEMENTS**

A MINIMUM 10 FT EASEMENT IS REQUIRED. THE CENTERLINE OF THE EASEMENT BEING THE CENTERLINE OF THE TRENCH. (SEE EASEMENT DETAIL).

A MINIMUM 5 FT EASEMENT IS ALSO REQUIRED AROUND ALL THE SPICE POINT(S), JUNCTION(S), PADMOUNT TRANSFORMER(S) AND HANDHOLE(S). (SEE EASEMENT DETAIL)



EASEMENT #:

EASEMENT SKETCH - EXHIBIT A

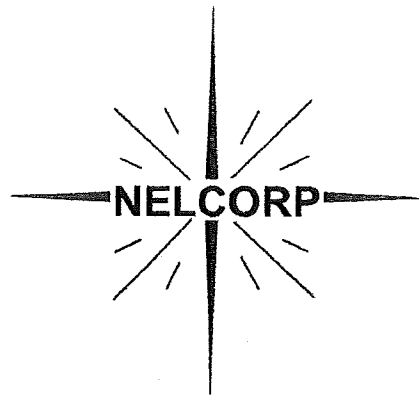
NOT TO SCALE

DESIGNER: Bryan Pettengill  
 DATE:  
 WORK ORDER #: 12-18-28652811

DEVELOPMENT NAME and LOCATION  
 1 BYRNE HOLLOW XING  
 CORTLAND, NY 13045  
 CORTLAND COUNTY  
 TOWN CORTLANDVILLE

**nationalgrid**

NELCORP Electrical Contracting Corporation



---

35 N. Kelly Avenue, Endwell, NY 13760 (607) 754-8428  
FAX (607) 785-8783

5/13/19

To: ZMK Construction  
3430 Route 434  
Apalachin, NY 13732

Attn: Jon Van Deusen

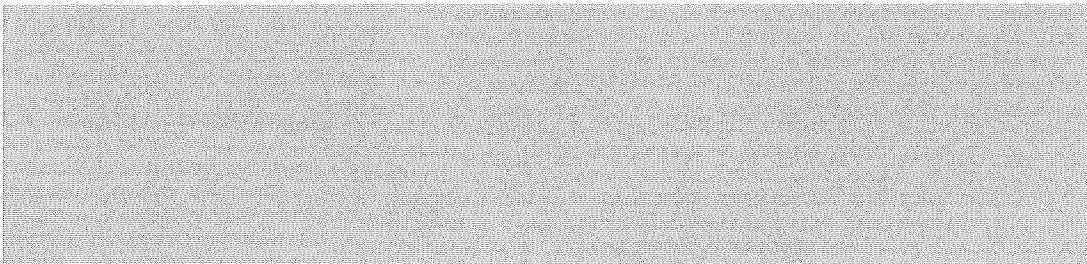
Re: Gutches Lumber Sports Complex Phase #1.

Dear Jon,

Listed below is our position in regards to the primary utility power to the facility by both Nelcorp and National Grid. It is our request that we are paid for the added construction costs as listed.

Nelcorp base bid work includes the following based on RFI response, Exhibit #2.

1. Provide pad as detailed on drawing E-701, Detail #1.
2. Provide 900' of 4" PVC Schedule 80 conduit from pad to pole. (Wire provided by the Utility)
3. Provide permit and road boring, per drawing E-002.
4. Provide riser on pole, per drawing E-700, detail #5.



Based on the items listed above and the attached exhibits, the following is our requested adds and deducts.

Deducts

#1. Road boring and permit.	- (5,500.00)
#2. Riser pole detail.	- (650.00)
#3. 4" PVC schedule 80 – 100'	- (562.50)
Total Credits:	- (6,712.50)


Adds

#1. A curb around transformer pad	+2,355.00
#2. Oil containment inside curb	+2,390.00
#3. Special stone/ sand in containment	+1,050.00
#5. Added concrete encasement at driveway 40'	+632.00
#6. Added cost for power to batting cages only	+5,716.00

Note: No OH&P in above added#, straight cost.

After your review, if you have any questions, please feel free to call.

Thank you,

  
Dean Rypkema  
President

DR/dk  
Cc: file





**WORK CHANGE DIRECTIVE**

No. 10

DATE OF ISSUANCE 10/11/2019 EFFECTIVE DATE 10/11/2019

OWNER Town of Cortlandville  
CONTRACTOR ZMK Construction, Inc.  
Contract: Contract 1G-General Construction  
Project: Gutchess Lumber Sports Complex Phase 1  
OWNER's Contract No. \_\_\_\_\_ ENGINEER's Project No. 31591

You are directed to proceed promptly with the following change(s):

Description:

This Work Change Directive covers changes required to the electric design, as follows:

- 1. Dugouts: Install conduit, wire and receptacles.

Purpose of Work Change Directive:

Owner requires electric to dugouts.

Attachments: (List documents supporting change)

Revised Contract Plans: E-002 10/9/18 revised 6/25/19

If OWNER or CONTRACTOR believe that the above change has affected Contract Price any Claim for a Change Order based thereon will involve one or more of the following methods as defined in the Contract Documents.

Method of determining change in Contract Price:

- Unit Prices
- Lump Sum
- Cost of the Work

Estimated increase (decrease) in Contract Price:  
\$ 5,500.00

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated increase (decrease) in Contract Times:  
Substantial Completion: \_\_\_\_\_ days;  
Ready for final payment: \_\_\_\_\_ days.

RECOMMENDED:

*Laura C. Cassalia*

ENGINEER

By: Laura C. Cassalia, P.E. CHA Consulting, Inc.

AUTHORIZED:

OWNER

By: Town of Cortlandville  
Supervisor Richard Tupper

EJCDC No. 1910-8-F (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.





3430 Route 434  
Apalachin, NY 13732

Tel: 607-687-0981  
Fax: 607-687-1485

October 4, 2019

To: Laura Cassalia  
CHA Consultants

Re: Dugout Outlets

Description	Quantity	Rate	Total
<b><u>Material</u></b>			
None			
<b><u>Labor &amp; Equipment</u></b>			
None			
<b><u>Subcontracting</u></b>			
Nelcorp Electrical	1 ls	\$5,000.00	\$5,000.00
<b>Subtotal</b>			\$5,000.00
<b>10% O&amp;P</b>			\$500.00
<b>Total</b>			\$5,500.00



1-13

STATE OF NEW YORK – DEPARTMENT OF TRANSPORTATION  
TRAFFIC OPERATIONS BUREAU

NOTICE OF ORDER

STUDY NO.: 3190042

FILE: 11.06-local

TROOP: C

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

SECTION: 2811.06

SUBDIVISION: (a)

PARAGRAPH: (2)

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

McLean Road, (CR120), west of Route 281, with EXEMPT signs on approaches from the north and south

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.

8/12/19

(DATE)

APPROVED BY

*E. H. Parmlly*  
(SIGNATURE)

Regional Traffic Engineer

(TITLE)

DESCRIPTION:

Order establishes and exempt RR grade crossing as described above.

COUNTY: Cortland

LOCALITY: Cortlandville

OTHER RELATED ACTIONS

NONE

(Identify)

cc:  CITY

VILLAGE

SHERIFF

POLICE DEPARTMENT

TOWN

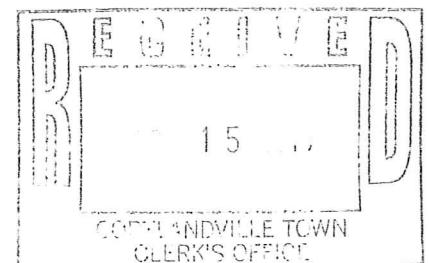
STATE POLICE

REGION 3 TRAFFIC ENGINEER

COUNTY SUPT.

PERMITTEE

OTHER - Specify:



STATE OF NEW YORK – DEPARTMENT OF TRANSPORTATION  
TRAFFIC OPERATIONS BUREAU

NOTICE OF ACTION TAKEN

STUDY NO.: 3190042

FILE: 11.06-local

TROOP: C

BY DEPARTMENT OF TRANSPORTATION ORDER

SECTION: 2811.06

SUBDIVISION: (a)

PARAGRAPH: (2)

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

McLean Road, (CR120), west of Route 281, with EXEMPT signs on approaches from the north and south

This notice must be forwarded to the Regional Traffic Engineer as soon as the appropriate action required by this order has been taken.

8/12/19

(DATE)

APPROVED BY

*E. H. Pasmley*  
(SIGNATURE)

Regional Traffic Engineer

(TITLE)

**DESCRIPTION:**

Order establishes and exempt RR grade crossing as described above.

COUNTY: Cortland

LOCALITY: Cortlandville

OTHER RELATED ACTIONS

NONE

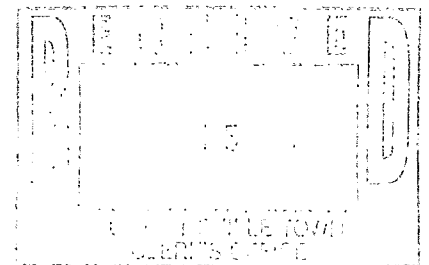
(Identify)

ACTION REQUIRED BY THE ABOVE ORDER WAS TAKEN ON:

(DATE)

(SIGNATURE)

(TITLE)



STATE OF NEW YORK – DEPARTMENT OF TRANSPORTATION  
TRAFFIC OPERATIONS BUREAU

STUDY NO.: 3190042

FILE: 11.06 local

TROOP: C

~~PART: 2811~~

~~SECTION: 2811.06~~

~~SECTION: 2811.06 SUBDIVISION: (c)~~

~~SECTION: 2811.06 SUBDIVISION (c) PARAGRAPH (2)~~

0890

SECTION: 2811.06 SUBDIVISION: (a) PARAGRAPH: (2)

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

The following highway-railroad grade crossing in Cortland County are designated as exempt. Crossings and EXEMPT signs are ordered installed at the highway approaches to such crossings as follows:

Section 2811.06 Town of Cortlandville

(a) Crossing the NYS&W Railroad, Cortland Industrial Track with:

(2) McLean Road, (CR120), west of Route 281, with EXEMPT signs on approaches from the north and south

The above order shall be published IMMEDIATELY

8/12/19  
(DATE)

APPROVED BY *E. J. Parsmley*  
(SIGNATURE)

Regional Traffic Engineer  
(TITLE)

I hereby certify that the above is an original of an order of the Department of Transportation adopted pursuant to the authority contained in Section 1620, 1621, 1622, and 1628, and in accordance with the provisions of Sections 1111, 1112, 1113, 1680 and 1681, of the State Vehicle and Traffic Law.

Dated: Albany, New York

9/27/2019

*Donald R. Sweszy*  
DIRECTOR, TRAFFIC OPERATIONS BUREAU

STATE OF NEW YORK  
DEPARTMENT OF STATE  
FILED

OCT 01 2019.

with the  
Division of Administrative Rules

RECEIVED  
OCT 01 2019  
ADMINISTRATIVE RULES  
DEPARTMENT OF STATE