

**CORTLANDVILLE TOWN BOARD  
AGENDA  
MAY 16, 2018 - 5:00 P.M.**

**Pledge Allegiance to the Flag**

***PUBLIC HEARING:***

***1.) Local Law – Revise Zoning Code to permit and regulate Solar Energy Systems***

***2.) Aquifer Protection Permit – Cortlandville Fire Department, NYS Route 13, Tax Map #96.09-02-05.000, to construct n 1,800sq. ft. live fire training/educational facility.***

- a.) Open the Public Hearing
  - b.) Town Clerk to read Legal Notice
  - c.) Privilege of the Floor
  - d.) Close the Public Hearing
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**A. CALL THE MEETING TO ORDER**

**B. APPROVE MINUTES**

B-1 Draft Town Board Minutes of April 18, 2018

B-2 Draft Town Board Minutes of May 2, 2018

B-3 Receive & file the Cortlandville Planning Board Minutes of April 24, 2018

**C. PURCHASE ORDERS**

**D. AUTHORIZATION TO PAY THE BILLS**

**E. PRIVILEGE OF THE FLOOR**

E-1 Carol Young - Cortland AmeriCorps Prevention Outreach Coordinator for Cortland County Area Communities that Care

**F. REPORTS – (Town Clerk)**

F-1 Receive & file the Supervisors Monthly Report for April 2018

F-2 Receive & file the Code Enforcement Office Monthly Report for April 2018, submitted by Kevin McMahon

F-3 Receive & file the Town Justice Monthly Report for April 2018 (Judge LeFevre)

F-4 Receive & file the Town Justice Monthly Report for April 2018 (Judge Casullo)

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

**G. COMMUNICATIONS**

G-1 Receive & file the correspondence dated April 30, 2018 from NYS DEC to NYS Senator James Seward regarding the Rt. 13 Rocks, LLC Mining Permit

G-2 Receive & file the email dated May 13, 2018 from Pam Jenkins

**H. OLD BUSINESS**

**I. NEW BUSINESS**

I-1 Town Clerk

I-2 Town Attorney

I-3 CDBG #287HR326-16 Town-wide Housing Rehabilitation Grant Program:

- a.) Authorize the Supervisor to sign the Affidavit of Darik & Amber Hanback, 3673 Pendleton Street
- b.) Authorize the Supervisor to sign the Affidavit of Earl & Donna Fox, 3133 Gracie Road
- c.) Receive & file the Concurrence of Determination of categorical Exclusion under 24 CFR 58.35 (a)
- d.) Authorize payment of Voucher #39, Tim Henry, in the amount of \$9,175.00
- e.) Authorize payment of Voucher #40, Actually Affordable Construction, in the amount of \$2,500.00 **(Originals in Supervisor's packet to be initialed by T.B.M. and signed by Supervisor)**

I-4 Receive & file the comments dated April 26, 2018 from Phillips Lytle LLP regarding the proposed Solar Zoning Code

I-5 Authorize the Supervisor to sign the "Extra Work Authorization" from CHA dated May 11, 2018 regarding the Gutches Lumber Sports Complex Phase 1 project

I-6 Receive & file the correspondence dated May 10, 2018 from NYS DEC regarding the Gutches Lumber Sports Complex regarding the SPDES General Permit GP-0-15-002 for Storm Water Discharge from construction activities

I-7 Receive invitation from Troy & Banks to attend a Smart LED Street Lighting Solution Seminar on Tuesday, June 19, 2018, 10:30 a.m. – 1:00 p.m. at Syracuse University Hotel & Conference Center at 801 University Ave., Syracuse, NY, please rsvp by June 5, 2018

I-8 Receive & file the Draft Farmland Protection Plan dated May 2018 and set a Public Hearing date for Wednesday, June 20, 2018 at 5:00 p.m.

I-9 Adopt "Standard Workday" for appointed & elected officials

**J. ADJOURN**

## **TOWN OF CORTLANDVILLE**

### **LEGAL NOTICE**

**PLEASE TAKE NOTICE** that a Public Hearing will be held by the Town Board of the Town of Cortlandville on May 16, 2018 at 5:00 p.m. at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York 13045, concerning the enactment of a Local Law revising the Zoning Code of the Town of Cortlandville to permit and regulate Solar Energy Systems.

The Environmental Impacts of the proposed Local Law will be examined at said 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>.

At said hearing, all persons wishing to comment on the proposed Local Law shall be given the opportunity to be heard,

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

Dated: May 1, 2018

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

**LEGAL NOTICE**  
**TOWN OF CORTLANDVILLE**  
**AQUIFER PROTECTION PERMIT**  
**PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that, pursuant to Section 178-46 of the Code of the Town of Cortlandville, a public hearing will be held before the Town Board of the Town of Cortlandville, County of Cortland, New York, at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Town of Cortlandville, New York, on May 16, 2018 at 5:00 p.m. or as soon thereafter as the parties may be heard concerning an application for an Aquifer Protection Permit.

The application is by the Cortlandville Fire District to permit the construction of a 1,800 sq. ft. live fire training/educational facility. The property is located on the northwest side of NYS Route 13, immediately west of the Terrace Road/NYS Route 13 intersection, tax map #96.09-02-05.000.

The Applicant is the owner of the property, which is located in the primary area of the Aquifer Protection District of the Town of Cortlandville, and is located in a Zoning District denominated B-3 (Planned Commercial Business).

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

The Town Board will examine the environmental impact of the application at the time of the hearing.

Dated: May 8, 2018

**KRISTIN ROCCO-PETRELLA, RMC**  
Town Clerk/Tax Collector  
Town of Cortlandville  
3577 Terrace Road  
Cortland, New York

Over the last decade, an opioid epidemic has spread across the country. Unfortunately, Cortland County has not been spared. From 2007 to 2015, prescription drug treatment admissions in Cortland County increased from 11 to 90, and heroin treatment admissions increased from 4 to 151. Due to the scope of the issue locally, no individual entity or organization can fix the problem alone. We need everyone working together across multiple sectors using multiple strategies to reduce the number of residents exposed to this deadly epidemic.

This toolkit was developed by Cortland Area Communities That Care Coalition (CACTC). The coalition consists of over forty community partners including nonprofit agencies, local schools, government agencies, human services and health organizations, businesses, and others from twelve sectors in the community. CACTC uses data to identify risk and protective factors related to youth success/failure and evidence-based strategies to address these issues.

In 2015, CACTC was awarded a Partnership for Success (PFS) Grant through the NY State Office of Alcohol and Substance Abuse (OASAS). CACTC is receiving a total of \$627,300 over 4 ½ years with the goal of reducing prescription drug, heroin and opiate abuse among 12-25 year olds in Cortland County. Cortland County is one of ten New York State communities awarded a PFS grant. The partnerships and strategies we are building here in Cortland will serve as a template to be used by communities throughout the state and country combating the opioid epidemic.

CACTC partners are collaborating to address the growing opioid epidemic here in Cortland County. We are enhancing existing efforts like the annual medication disposal events, increasing access to Narcan, creating countywide awareness campaigns, and developing stronger partnerships with physicians and local law enforcement agencies.

This Opioid Prevention Toolkit is intended to increase awareness of the dangers of prescription drugs and other opioids. It also contains local resources and strategies on how to prevent opioid abuse.

This Toolkit was developed through community partnerships and is supported by the following organizations and community leaders:



## MONTHLY REPORT OF SUPERVISOR

F-1 May 16 T.B.M

TO THE TOWN BOARD OF THE TOWN OF CORTLANDVILLE :

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

DATED: May 2, 2018

Richard C. Tipper  
SUPERVISOR

	Balance 03/31/2018	Increases	Decreases	Balance 04/30/2018
<b>A GENERAL FUND - TOWNWIDE</b>				
CASH - CHECKING	0.00	344,366.19	344,366.19	0.00
CASH - SAVINGS	2,208,763.75	112,440.18	344,366.19	1,976,837.74
PETTY CASH	750.00	0.00	0.00	750.00
SPECIAL RESERVE - UNEMPLOYMENT	83,602.61	1.42	0.00	83,604.03
SPECIAL RESERVE - RETIREMENT	30,099.04	0.52	0.00	30,099.56
<b>TOTAL</b>	<b>2,323,215.40</b>	<b>456,808.31</b>	<b>688,732.38</b>	<b>2,091,291.33</b>
<b>B GENERAL FUND - OUTSIDE VILLAGE</b>				
CASH - CHECKING	0.00	17,888.40	17,888.40	0.00
CASH - SAVINGS	610,690.99	5,856.48	17,888.40	598,659.07
STARR RD PARK RGT MEMORIAL FUN	1,645.48	0.03	0.00	1,645.51
SPECIAL RESERVE - RETIREMENT	19,010.60	0.33	0.00	19,010.93
<b>TOTAL</b>	<b>631,347.07</b>	<b>23,745.24</b>	<b>35,776.80</b>	<b>619,315.51</b>
<b>CD1- BLODGETT MILLS REHAB PROGRAM</b>				
	0.00	0.00	0.00	0.00
CASH - SAVINGS	7,969.68	0.14	0.00	7,969.82
<b>TOTAL</b>	<b>7,969.68</b>	<b>0.14</b>	<b>0.00</b>	<b>7,969.82</b>
<b>CD3- TOWNWIDE REHABILITATION</b>				
CASH - CHECKING	0.00	23,911.60	23,911.60	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>23,911.60</b>	<b>23,911.60</b>	<b>0.00</b>
<b>CD4- COMMUNITY DEVELOPMENT</b>				
CASH - CHECKING	1,701.27	0.00	0.00	1,701.27
CASH - SAVINGS	328,525.64	5,396.17	0.00	333,921.81
<b>TOTAL</b>	<b>330,226.91</b>	<b>5,396.17</b>	<b>0.00</b>	<b>335,623.08</b>
<b>DA HIGHWAY FUND - TOWNWIDE</b>				
	0.00	0.00	0.00	0.00
CASH - SAVINGS	275,147.32	4.72	0.00	275,152.04
<b>TOTAL</b>	<b>275,147.32</b>	<b>4.72</b>	<b>0.00</b>	<b>275,152.04</b>
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	24,369.37	204,966.07	201,539.35	27,796.09
<b>TOTAL</b>	<b>24,369.37</b>	<b>204,966.07</b>	<b>201,539.35</b>	<b>27,796.09</b>

MONTHLY REPORT OF SUPERVISOR

	Balance 03/31/2018	Increases	Decreases	Balance 04/30/2018
<b>TE EXPENDABLE TRUST FUND</b>				
CASH - CHECKING	791.93	0.00	0.00	791.93
<b>TOTAL</b>	<b>791.93</b>	<b>0.00</b>	<b>0.00</b>	<b>791.93</b>
<b>SS SEWER DISTRICT</b>				
CASH - CHECKING	1,885.49	183,927.27	12,114.32	173,698.44
CASH - SAVINGS	702,912.09	12.07	12,086.32	690,837.84
PETTY CASH	100.00	0.00	0.00	100.00
SPECIAL RESERVE - IMPROVEMENTS	382,091.01	6.49	0.00	382,097.50
SPECIAL RESERVE - RETIREMENT	13,402.70	0.23	0.00	13,402.93
<b>TOTAL</b>	<b>1,100,391.29</b>	<b>183,946.06</b>	<b>24,200.64</b>	<b>1,260,136.71</b>
<b>SW WATER DISTRICT</b>				
CASH - CHECKING	2,054.90	165,367.78	36,291.13	131,131.55
CASH - SAVINGS	1,764,728.60	30.30	36,247.08	1,728,511.82
PETTY CASH	100.00	0.00	0.00	100.00
SPECIAL RESERVE - IMPROVEMENTS	374,733.07	6.37	0.00	374,739.44
SPECIAL RESERVE - RETIREMENT	13,025.40	0.22	0.00	13,025.62
<b>TOTAL</b>	<b>2,154,641.97</b>	<b>165,404.67</b>	<b>72,538.21</b>	<b>2,247,508.43</b>
<b>SF CORTLANDVILLE FIRE DISTRICT</b>				
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>HE SAUNDERS ROAD SEWER PROJECT</b>				
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>DB HIGHWAY FUND - OUTSIDE VILLAGE</b>				
CASH - CHECKING	0.00	120,071.39	120,071.39	0.00
CASH - SAVINGS	1,524,509.70	22,958.64	120,071.39	1,427,396.95
SPECIAL RESERVE - EQUIPMENT	338,198.15	5.74	0.00	338,203.89
SPECIAL RESERVE - RETIREMENT	353.07	0.00	0.00	353.07
<b>TOTAL</b>	<b>1,863,060.92</b>	<b>143,035.77</b>	<b>240,142.78</b>	<b>1,765,953.91</b>
<b>HG GUTCHESS LUMBER SPORTS COMPLEX</b>				
CASH - CHECKING	0.00	84.36	84.36	0.00
CASH - SAVINGS	3,095,245.56	5,160.14	84.36	3,100,321.34
<b>TOTAL</b>	<b>3,095,245.56</b>	<b>5,244.50</b>	<b>168.72</b>	<b>3,100,321.34</b>
<b>TOTAL ALL FUNDS</b>	<b>11,806,407.42</b>	<b>1,212,463.25</b>	<b>1,287,010.48</b>	<b>11,731,860.19</b>

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

**Kevin J. McMahon**  
NYS Code Certified

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

**Monthly Activity Report  
April 2018**

	<u>Current Month</u>	<u>Year to Date</u>
Building Permits Issues	11	29
Building Permit Renewals		5
Expired Building Permit Notices		6
Building Permit Inquiries	4	10
Demo Permit Issues	1	4
Certificates of Occupancy Issued	5	14
Certificates of Compliance Issued	3	9
Temporary C of O Issued		1
Plan Reviews for permits	43	101
Complaints/ Notice of Violations	1	4
Stop Work Order Issued		1
Closed out Permits		2
<b>Permits, Certificates, Notices-Total</b>	<b>68</b>	<b>186</b>

<b>Inspections:</b>		
Site visit-Property/inspections	37	154
Foundations/Footers/Post Holes	16	31
Framing / Structural/ demo inspections	25	79
Plumbing, heating, vent inspections	1	15
Insulation inspection	1	9
Final, pre-final Inspection	8	32
Chimney / wood burning devices		
Swimming Pool inspections		
911 Fire and Safety call/inspection	1	2
<b>TOTAL INSPECTIONS</b>	<b>89</b>	<b>322</b>
Training Classes (24 hrs req min)	6	12



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

<u>Date:</u>		miles
4/2/2018	start 0612 / started in on monthly reports, timesheet, mileage / <b>office visit</b> -Luker Rd-self storage project-FAA approvals in order-to stop by for permit later in week / <b>office visit</b> -Raphael Dr.-deliv new ResChk for new home to construct-need more plan review / started <b>plan review</b> -3903 Rte 281-auto dealer remodel plans / 0858 lft office- <b>final inspection</b> -met GC-need to issue CofO 3861 Rte 281 / <b>site visit-interior demo inspection</b> -3903 Rte 281 / <b>framing inspection</b> -981 Rte 222-pole garage-roofing on, no siding / 807 Rte 222- <b>framing inspection</b> -addition / quit time 0936 (3.4hrs) /	5.6
4/3/2018	1304 start time- <b>post hole inspection, framing inspection</b> -415 McLean Rd-garage / <b>site visit</b> -807 Rte 222-no activity / 981 Rte 222- <b>framing inspection</b> -siding installation / quit time 1327 / start time 1523 at office / <b>plan review</b> for fireworks sales tent-turned in notes to Twnclrk office / 3827 Rte 11- <b>office visit</b> and <b>plan review</b> -addition to body shop-needs to get w PZO for approval / 3725 Fairview Dr-did <b>plan review</b> for ADA restroom- emailed PM all looks good for submittal-need ins. certs / 1721 quit time (2.4 total hrs)/	6.3
4/4/2018	start 0730-Code Training- <b>6 CEU's</b> -blower door, gas piping etc / returned calls / quit time 1657(9.5 hrs) / <b>site visit</b> -4433 Cosmos Hill Rd-demo almost complete /	8
4/5/2018	start 1258 / Rte 215, Rte 11- <b>site visits</b> / <b>site visit</b> -Rte 11 next to Cort Wholesale-possible active construction-no permit-need to ck in on / 4386 Rte 11- <b>site visit for demo inspection</b> -flooring gone, most of foundation removed / quit time 1315 / 1435 back to office / <b>office visit</b> Pheasant Run-site <b>plan review</b> -shed replacement vs setbacks / returned call to contractor-clean fill question / <b>office visit</b> and <b>plan review</b> -bath remodel proposed by owner -Quail Ridge Dr-to return w better dwgs for permit / 4433 Cosmos Hill Rd- <b>plan review</b> ,Code research, and email to AIA for porch plans / quit time 1724 (3.1 total hrs)/	5

4/6/2018	<p>start 0621 / daily log, time sheet updates / <b>issued CofO</b> 3861 Rte 281-remodel for Sun Auto / updates for month end reports / <b>issued bldgprmt-shed-office visit</b> and <b>plan review</b> for placement-owner <b>pd \$50</b>- 4457 Rte 41, McGraw / completed and turned in March reports to TwnClrk and TwnSpr office / more <b>plan review</b> and email response to AIA for Key bank remodel w updated items -861 Rte 13 / Luker Rd-<b>site visit</b> for new self storage site-SWPPP in place / Highland Rd, Hoy Rd, McCloy Rd-<b>site visits</b> -clean fill area in good shape / quit time 0854 /</p>	7.1
4/6/2018	<p>start 1110 / <b>framing inspection</b> 981 Rte 222-majority of siding complete / 4457 Rte 41-<b>office visit, site plan review, issued bldgprmt-shed replacement-pd \$50</b> / 860 Rte 13-emailed response and more <b>plan review</b> for remodel-Key Bank /emailed CO for Sun Auto / emailed updated <b>plan review-4446</b> Raphael Dr-needng couple more items / Town Hiway Super called-dropping off plans for new hiway garage next week for review / Wellington Dr-started <b>plan review</b>-new home proposed-Walden Oaks-emailed contractor items needed / <b>site visit-876</b> Rte 13-follow up to <b>Complaint</b>-site work unknown-no demo as stated / <b>site visit-3538</b> Rte 281-foundation demo almost complete / 4074 Kinney Gulf Rd-<b>framing inspection</b>-roofing complete-siding almost / <b>final inspection-4433</b> Cosmos Hill Rd-demo -need to issue CofC / quit time 1733(8.9 total hrs) /</p>	9.9
4/9/2018	<p>start time 0625 / <b>plan review</b> and printed changes-4433 Cosmos Hill Rd-permit application / <b>issued CofO-854</b> Rte 13-email to AIA-hard copy to file / <b>office visit-plan review-bldgprmtpkt</b> for sign at History Museum-4386 Rte 11-<b>issued bldgprmt pd \$58</b> / 4433 Cosmos Hill Rd-<b>office visit</b> and <b>plan review-issued bldgprmt-porch-pd \$160</b> / 4433 Cosmos Hill Rd-<b>issued CofC</b> for demo to mail out / 854 Rte 13-<b>issued CofO</b>-SuperCuts -emailed to tenant and AIA / 4347 Cosmos Hill Rd-<b>issued bldgprmt-reroof-office visit</b> and <b>plan review-pd \$48</b> / <b>office visit</b> and site <b>plan review</b>-new medical manufacturing facility-Lime Hollow Rd / returned call Royal Chevy-ques on gas pressure testing / Rte 281, Fisher Ave, Rte 11-<b>site visits</b> / <b>site visit-4386</b> Rte 11-deliv bldgprmt for sign / quit time 1029(4.1hrs)/</p>	3.8

4/10/2018	start 1505 / <b>footer inspection</b> 4433 Cosmos Hill Rd-sonotubes / 4347 Cosmos Hill Rd- <b>framing inspection</b> -called bldr-possible broken rafters / 4052 Quail Ridge-emailed owner-no plans rec'd / 3133 Gracie Rd-emailed Thoma-no plan specs on file / Weillington Dr-spoke w bldr-no truss plans on file yet / <b>site plan review</b> -Lime Hollow Rd-medical factory / Rte 281, Kinney Gulf Rd, Sweeney Rd, Blue Creek Rd- <b>site visits</b> / 4347 Cosmos Hill Rd- <b>reinspection for framing</b> -bracing in place / quit time 1810(3.1hrs)/	8.7
4/11/2018	1240 start- <b>site visit</b> -Lime Hollow Rd-silt fence in place, pavement grinding / Stupke Rd, Highland Rd, Rte 222- <b>site visits</b> / 807 Rte 222 <b>framing inspection</b> -door and window placement done / 981 Rte 222- <b>foundation inspection</b> -floor placed and finished-porch incomplete- <b>framing inspection</b> / 4437 Cosmos Hill Rd- <b>framing inspection</b> -shingling garage roof / 4433 Cosmos Hill Rd- <b>foundation inspection</b> -footings slushed / quit 1310 /	6.8
4/11/2018	1453 start time / 4386 Rte 11- <b>site visit</b> -sign location / returned emails, calls / <b>site visits</b> -McLean Rd, Starr Rd, Rte 215-no new activity / returned call fr appraisal firm-Lime Hollow Rd-no permit on file yet / Wellington Dr-printed truss plans and started <b>plan review</b> / quit time 1551(1.5 total hrs) /	7.3
4/12/2018	start 0637- <b>site visit</b> -follow up to damage call fr CFD-canopy frame damage-texted firefighter for contact info / start 1450 at office / <b>office visit-issued bldgprmt</b> -3747 Luker Rd-self storage units- <b>pd \$2400</b> / returned call-Carr Hill Rd-ques on filing for barn permit-site plan review / Tower Rd-returned call to realtor-Zoning questions on established site w improvements / 4118 N McGraw Rd-returned call-flooding questions to run by PZO / returned call-ques on lighting vs site plan review-Sun Auto-need to ck w PZO / 922 Blue Creek Rd-emailed specs on stairs per Code / quit 1754( 3.5 total hrs) /	5.7
4/13/2018	start 0630 / <b>framing inspection</b> -4428 Raphael Dr / daily log, time sheet,mileage log updates / flood zone ques for PZO-McGraw Rd North / emailed bldgprmt items needed for Wellington Dr permit approval / started <b>plan review</b> for Hiway Dept. new garage / left office 0905 /	

4/13/2018	<p>start 1100-Rte 281, Rte 222 <b>site visits</b> / 981 Rte 222-<b>framing inspection, insulation inspection-garage / framing inspection</b> 807 Rte 222-roofing tie in for rear addition / 3637 Abdallah Ave-<b>final inspection</b>-interior renovation-need to issue CofO / 3576 Parti Dr-<b>prefinal inspection</b>-siding almost complete / <b>site visit</b>-Lime Hollow Rd -prep for new medical manuf. facility-no activity / 415 McLean Rd-<b>framing inspection, pre final inspection</b>-needs concrete floor for completion / 3673 Pendleton St-emailed Thoma for more permit info / finished <b>plan review</b>-Wellington Dr-emailed bldr-just need permit fee to process / 4366 Rte 41-<b>office visit</b> and <b>plan review-issued Demo permit-owner pd \$73</b> / 4446 Raphael Dr-office visit and plan review-ready to process bldgprmt for new home / Town Hiway Super <b>office visit</b> and <b>plan review</b>-need to complete and do site visit / active shooter training-1500-1630-and back to office / spoke w Site Super-Lime Hollow Rd project-plan for Monday office appt / Carr Hill Rd-<b>office visit and plan review</b> for new construction-need to make notes on prints-phase one only / quit time 1721 (8.9 total hrs)/</p>	11.4
4/16/2018	<p>start 0643 / daily log, time sheet updates / returned call to bldr-<b>plan review</b>, discussions, and ques on remodel, stamped plans for repair and asbestos abatement-Royal Auto-3903 Rte 281 / 4446 Raphael Dr-site <b>plan review</b> for new home-<b>issued bldgprmt-pd \$1140</b> / 4375 Locust Ave-<b>office visit</b> and <b>plan review</b>-garage lean to-<b>issued bldgprmt-pd \$48</b> / call fr GC-860 Rte 13-Key bank remodel-confirmation of CO detectors -to move forward with bldgprmt application / returned call to bldr-to bring in pymnt for new house-Wellington Dr-confirmation of pymnt to submit / spoke w PZO-setback review for Blue Creek Rd project / lft office 0900 / started <b>plan review</b> for new medical manuf. facility-Lime Hollow Rd-need to contact owner - office visit and <b>plan review</b> for foundation plans / lft msg w owner-4366 Rte 41 demo permit-to make appt for site visit / 4386 Rte 11 <b>site visit</b>-demo almost complete / quit time 0937 (2.9 hrs)/</p>	3.6

4/17/2018	<p>start 1505 / Rte 11, Carr Hill, Ames Rd-<b>site visits</b> -no new activity / Hick Hill Rd, Phelps Rd-site visits / 4401 Nichols Rd-<b>framing inspection</b>-garage lean to-not complete / call fr Suit Kote-waiting since November for permit fr Des-told rep I'd look into it on Friday / need to issue a letter of repairs needed at A&amp;W from site visit as follow up to 911 call for canopy damage / 1538 back to office/ more <b>plan review</b> for Sunnyview Dr-new home-emailed owner, PE, and GC for missing items-new home / spoke w fireworks vendor-changes discussed for future location / <b>office visit</b> w TwnClrk-discussions of Conditional Permits-no clue /</p>	14.3
4/17/2018	<p>email review and response w bldr-Royal Auto demo and rebuild confirmation of items needed / returned call to PM-ques on remodel vs permits vs PZO involvement for future project / 860 Rte 13-returned call to GC-ready to issue permit for remodel w CO changes noted / forwarded 850 Lime Hollow Rd to my email for later plan review / quit time 1755 (2.8) /</p>	
4/18/2018	<p>start-1418 at office / 4118 McGraw Rd N-returned call to owner-ques on flood zone vs bldg location vs permit-need to drop off info w site plan / Wellington Dr-<b>issued bldgprmt-pd \$850</b>-did <b>site visit</b> - pre <b>foundation inspection</b>-site contractor putting in stone and drain tile for precast foundation / notieed Des processed permit incorrectly for Key Bank-need to make changes to system / left office 1520 / Bennie Rd, Rte 215- site visits / 1523 Tower Rd-<b>site visit</b>-follow up to <b>Complaint</b>-junk and junk vehicles everywhere-need to send Notice of Violation / <b>site visit</b> across from Lash Rd-proposed new garage w carraige house-no plans on file yet for review / 1547 quit time (1.5 hrs)/ start 1900, quit 2032 (1.5hrs)-foundation <b>plan review</b> for 850 Lime Hollow Rd at home /</p>	7.2
4/19/2018	<p>1439 start time / <b>site visit</b> 3903 Rte 281-demo permit-no new activity-need follow up fr contactor for possible asbestos and survey / <b>site visits</b>-Rte 13 N, Pendleton St Ext, Saunders Rd-no new activity / 860 Rte 13-made changes to permit for report updates / <b>plan reviews</b> for 850 Lime Hollow Rd-they sent partial steel structural plans / emailed back to fireworks seller for moving tent site to last years location / quit time 1706 (2.5 hrs)/</p>	6.2

4/20/2018	start 0629 / updates to day log, timesheet, mileage / returned email to Suit Kote-started <b>plan review</b> for Storm Water permit requesting more info for issuing permit / call fr GC-850 Lime Hollow Rd project-gave them permit fee amount-owner in for <b>office visit</b> and signed permit-excavation taking place for footings-did site visit w <b>prefoundation inspection</b> / quit time 1008 (3.2)/	
4/20/2018	1121 start time / Rte 281, Luker Rd, McLean Rd- <b>site visits</b> / 506 McLean Rd- <b>final inspection-issued CofO</b> and emailed to bldr-put in pile for snail mail to owner / 850 Lime Hollow Rd- <b>site visit</b> -digging footers-plan review back at office to understand depth per wall section and location / <b>foundation inspection</b> -Lot #2 Wellington Drive-Superior crane onsite setting basement panels / Bennie Rd, Wellington Dr, Walden Pond Lane- <b>site visits</b> / back to office 1210 / Luker Rd- <b>office visit</b> and <b>plan reviews</b> -self storage units / 3673 Pendleton St- <b>office visit</b> and <b>plan review, issued bldgprmt</b> -Thoma project / office visit w BdMmbr regarding earlier pow wow w TwnSpr / <b>office visit</b> w GC-Wellington Dr-gave bldgprmt issued earlier-new home / quit time 1715(8.1 ttl hrs) /	11.2
4/23/2018	start time 0607-sent email to TwnSpr, TwnPZO for Suit Kote letter of required sign off not done by CEO from last Nov / email catch up and <b>plan review</b> for Sunnyview Dr. with sewer and water dept. and missing items / site <b>plan review</b> for 4446 Raphael Dr for updates / 4765 Rte 41- <b>plan review</b> for hiway garage w emails to bldr w items needed / 850 Lime Hollow Rd- <b>plan reviews</b> w pdf files for AMM facility / <b>framing inspection</b> -4433 Cosmos Hill Rd-porch deck joists / quit time 0805(2 hrs)/ start 1340/ quit 1555(2.2)-daily log and mileage updates, site visit schedules /	3.8

4/24/2018	<p>start 0655-<b>footer inspection</b>-850 Lime Hollow Rd for AMM / <b>site visits</b>-Rte 281, Luker Rd, McLean Rd, Stupke Rd / Lime Hollow Rd, Gracie Rd-<b>site visits</b> / quit time 0725 / 4765 Rte 41-<b>plan review</b> and correspondence w bldr for hiway garage -late afternoon scheduled site visit w guys/ start 1409 / <b>framing inspection</b>-4433 Cosmos Hill Rd-deck framing complete-rafters half done / returned call to Hiway Spr-items missing for bldgprmt / Blue Creek Rd, Rte 281, Luker Rd-<b>site visits</b> / no activity for self storage drilling yet-Luker Rd <b>site visit</b> / 850 Lime Hollow Rd-<b>footer inspection</b> / <b>site plan review</b>-horse barn-Carr Hill Rd-emailed owner okay / 4765 Rte 41-<b>site visit</b> w Hiway Spr and crew for new hiway garage and more <b>plan review</b> / 4366 Rte 41-<b>site visit</b>-demo permit-<b>plan reviews</b> for dwgs to submit for rebuild / lft office 1528 for site visits / returned expired permit notice 4006 Woodside Rd to follow up with-looking for final inspection / Starr Rd, Pendleton St Ext, Rte 41-<b>site visits</b> / Rte 41, Rte 11, Rte 81-<b>site visits</b> / 1745 quit time (4.1 total hrs) /</p>	22.1
4/25/2018	<p>1410 start time / <b>prefinal inspection</b>-981 Rte 222-garage missing ohd's / Rte 281, Rte 222, Fairview Dr, Luker Rd-<b>site visits</b> / 415 McLean Rd-<b>final inspection</b>-garage-need to issue CofO / 850 Lime Hollow Rd-<b>footer inspection</b>-rebar specs to review at office / Wellington Dr-<b>foundation inspection, partial framing inspection</b> -walkout wall framing in place / Bennie Rd, Blodgett Mills Rd, Clute Rd-<b>site visits</b> / camp still in place-Blodgett Mills Rd-removal date to review for Stop Work Order issued-no permit on file-<b>site visit</b> / quit time 1509(1 hr)-no office hrs /</p>	13.8
4/26/2018	<p>0630 start time / Luker Rd-self storage <b>site visit</b>-no auger yet / stopped at office-<b>plan review</b> and email to owner-Tower Rd building-way too much info missing / <b>framing inspection</b>-new siding installation-876 Rte 13 / quit time 0718 / start time 1400/ 4074 Kinney Gulf Rd-<b>final inspection</b>-Thoma project-need to issue CofC / <b>post hole inspection</b>-Luker Rd-self storage building project / 850 Lime Hollow Rd-rebar footer inspection and pier <b>foundation wall inspection</b> / 1438 back to office / <b>issued bldgprmt</b>-4765 Rte 41- new highway town barn building / 850 Lime Hollow Rd-<b>issued bldgprmt-pd \$10,410</b> / returned email to contractor for Aldis-items needed to issue full CofO-request for Temp CO to be extended / quit time 1730 (4.3 total hrs)/</p>	11.3

4/27/2018	start 0600 / <b>issued CofC-4074</b> Kinney Gulf Rd-siding and roofing project / 415 McLean Rd- <b>issued CofO</b> -garage / 4446 Raphael Dr- <b>site visit</b> -started boxing out footers-new home / 4428 Raphael Dr- <b>framing inspection</b> -deck started on north side / 850 Lime Hollow Rd-rebar <b>foundation wall inspection</b> / lft office 0717 for site visits / 4765 Rte 41- <b>site visit</b> and meeting w <b>plan review</b> w Hiway Super-dropped off bldgprmt-need oil separator details and lighting / <b>site visit</b> and <b>plan review</b> for addition-2785 Hoxie Gorge Rd-need dwgs and bldgprmtpkt / Rte 11, Blodgett Mills Rd, Pendleton St Ext <b>site visits</b> / handed in my resignation notice to TwnSpr / left office 0906 /	23.7
4/27/2018	1223 start time-returned calls to bldrs-open permits-Raphael Dr, Wellington Dr, Partridge Hill Rd/ 1234 back to office / 4052 Quail Ridge Rd- <b>office visit</b> and <b>plan review-issued bldgprmt</b> -remodel - <b>pd \$60</b> / returned call to owner-Rte 215-ques on zoning vs beef cattle and barn-sent pic of map and pic of zoning regs / 1629 left office for site visits / <b>framing inspection</b> -Wellington Dr-floor joists in place, carrying beams and columns / 850 Lime Hollow Rd-rebar wall <b>foundation inspection</b> -forming part of frost walls / 4433 Cosmos Hill Rd- <b>framing inspection</b> -most of hip roof framed and shtd / returned calls for bldrs-Raphael Dr, Lime Hollow Rd, Bell Dr for updates / quit time 1741(8.4 total hrs)/	8.8
4/30/2018	start 0605 / <b>framing inspection</b> -Luker Rd-self storage-sidewall columns set / <b>site visits</b> -Rte 281, Luker Rd, Stupke Rd / 850 Lime Hollow Rd-rebar wall <b>foundation inspection</b> -pump truck setting up / completed time sheet for Cvl and turned in / 4347 Cosmos Hill Rd- <b>issued CofC</b> to mail to owner-reroof / <b>plan review</b> for pole building-4297 Partridge Hill Rd / 4052 Quail Ridge Rd- <b>plumbing inspection, framing inspection</b> -remodel by owner / daily log, time sheet, mileage log updates / call fr TwnBd mbr-ques on resignation / back to office 0842 / <b>office visit-bldgprmtpkt</b> review-Thoma project-Lime Hollow Rd-gave bldr info needed for new porch build / <b>office visit</b> -Valley View Dr-issued bldgprmtpkt-reroof-specs needed, ins. cert update needed-issued <b>bldgprmtpkt</b> / returned call for Walden Place-ext door replacement questions and requirements by AIA / quit time 1038 (4.5hrs) /	10.7
	<b>Total mileage for April</b>	<b>222.3</b>

Submitted By: Kevin J. McMahon



## Town of Cortlandville Permit Monthly Report

From : April 01, 2018 To : April 30, 2018

<u>Document #</u> <u>Description of Work</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Document Type</u>	<u>Property Location</u> <u>SBL</u>	<u>Valuation</u>	<u>Amount</u>
<b>April</b>						
18-026	4/9/2018	Homer-Cortland Comm A;	Signs	4386,4392 Route 11	\$9,000.00	\$58.00
<i>Living History Museum 12 x 6 x 20' high sign</i>						
18-027	4/6/2018	Thomas Blodeau	Sheds	76.15-01-30.000 4457 Route 41	\$5,200.00	\$50.00
<i>12 x 20 shed by Midway Sales</i>						
18-028	4/9/2018	Derek & Lauren Davis	Additions-Residential	88.00-01-77.000 4433 Cosmos Hill Rd	\$60,000.00	\$160.00
<i>new 600 sf wrap around porch</i>						
18-029	4/9/2018	Jessica Marie Best	Alterations-Residential	76.13-01-02.100 4347 Cosmos Hill Rd	\$4,000.00	\$48.00
<i>remove and replace garage sheathing and shingles by Heider Construction</i>						
18-030	4/12/2018	John Congdon	New Construction-Comm.	76.17-01-02.000 Luker Rd	\$700,000.00	\$2,400.00
<i>3 self storage buildings-60 x 150, 60 x 175 &amp; 30 x 150</i>						
18-031	4/16/2018	Bruce and Tammy Zimmer	Sheds	95.08-01-17.000 4375 Locust Ave	\$4,000.00	\$48.00
<i>12 x 24 lean to addition on barn for cold storage</i>						
18-032	4/16/2018	John DelVecchio	New Construction-Res	76.16-01-13.000 Raphael Dr	\$250,000.00	\$1,140.00
<i>custom 3827 sq 4 bdrm 4.5 bth two story on crawlspace w 3 car attached garage by owner</i>						
18-033	4/17/2018	Key Bank	Alterations-Commercial	76.00-02-03.000 860 Route 13	\$111,185.00	\$427.20
<i>Interior renovations to Key Bank by Haynor Hoyt</i>						
18-034	4/18/2018	Mary Voorhees	New Construction-Res	95.20-02-04.000 Lot #2 Wellington Drive	\$225,000.00	\$850.00
<i>1825 sf custom 3 bdrm 2 bth ranch with full walkout basement and 2 car garage by CAH Elite Custom Homes</i>						
18-035	4/20/2018	Darik and Amber Hanback	Alterations-Residential	105.08-02-01.120 3673 Pendleton St	\$17,034.00	\$50.00
<i>Thoma project of reroof, plumbing and insulation by owner</i>						
18-036	4/26/2018	David Yaman	New Construction-Comm.	96.12-01-31.000 Lime Hollow Rd	\$2,500,000.00	\$10,410.00
<i>new 35k square foot medical manufacturing facility</i>						
18-037	4/26/2018	Cortlandville Town of	New Construction-Comm.	95.00-10-02.000 4765 Route 41	\$334,000.00	\$0.00
<i>60 x 140 x 17 insulated/heated pole type storage facility w weatheright shell by CCC</i>						
18-038	4/27/2018	Justin Limper	Alterations-Residential	88.00-01-80.000 4052 Quail Ridge Dr	\$10,000.00	\$60.00
<i>addition of guest bath and remodel of master bath</i>						
D18-06	4/13/2018	Dan Williams	Demolition	86.00-03-09.000 4366 Route 41	\$0.00	\$73.00
<i>interior demo for existing two story home</i>						

Document #  
Description of Work

Issue Date

Owner

Document Type

Property Location  
SBL

Valuation

Amount

April	Total :	\$4,229,419.00	\$15,774.20
Reporting Period Total:		\$4,229,419.00	\$15,774.20
Year-to-Date :		\$4,729,196.00	\$21,225.80

May 04, 2018

## Town of Cortlandville CO & CC Issued

4/1/2018 to April 30, 2018

Alterations-Commercial			
Permit #	SBL	Completion Type	Applicant
17-097	95.20-02-06.000-1	Certificate of Occupancy	Construction Process Solutions Ltd.
17-106	86.17-01-11.100	Certificate of Occupancy	BBL Construction Services LLC

Alterations-Commercial # of CC/CO :Issued : **2**

Alterations-Residential			
Permit #	SBL	Completion Type	Applicant
18-014	85.00-08-25.000	Certificate of Compliance	Mathew Shimer
18-020	95.14-01-12.000	Certificate of Occupancy	Crown Construction
18-029	76.17-01-02.000	Certificate of Compliance	Jessica Marie Best

Alterations-Residential # of CC/CO :Issued : **3**

Demolition			
Permit #	SBL	Completion Type	Applicant
D18-03	76.13-01-02.100	Certificate of Compliance	Upstream Construction

Demolition # of CC/CO :Issued : **1**

New Construction-Res			
Permit #	SBL	Completion Type	Applicant
18-025	95.00-01-41.000	Certificate of Occupancy	Dickie Scutt

New Construction-Res # of CC/CO :Issued : **1**

**Grand Total: 7**

# Permit Status Report

April 30, 2014 - April 30, 2018

For Permit Type : All

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
Description of Work						
14-17	Greg and Barb Leach	3245 West River Rd	108.00-04-04.	Swimming Pools	5/2/2014	Open
<i>13 x 30 inground pool by Royal</i>						
14-35	John Barden	927 Blue Creek Rd	76.00-04-01.0	Permit Renewal	2/13/2018	Open
<i>Permit renewal for original- dated 06/20/14 for 2300 sf ICF home built by owner</i>						
15-24	Brian Francis	1900 E River Rd	77.00-07-02.0	Permit Renewal	3/3/2018	Open
<i>Renewal permit for 15 x 25 family room addition/pt post foundation</i>						
15-38	Lawrence Carlisle	4462 Locust Ave	77.00-02-02.0	Decks	5/23/2015	Open
<i>32 x 16 deck for above ground pool</i>						
15-79	Empire Construction of CNY LLC	4444 Locust Ave	77.00-02-04.1	Permit Renewal	2/7/2018	Open
<i>40 x 60 pole barn w office space</i>						
15-80	Glenn Anderson	4444 Locust Ave	77.00-02-04.1	Permit Renewal	10/4/2016	Open
<i>2400 sf home with walkout basement</i>						
15-85	Debra and Charles Tucker-Curley	989 Beechwood Ln	96.17-01-05.0	Permit Renewal	2/15/2017	Open
<i>RENEWAL OF ORIGINAL PERMIT #15-85 dated: 10/21/15 for a 3270 sf home on walkout bsmt</i>						
16-109	Bestway Enterprises Inc	3832 Luker Rd	86.17-02-01.1	New Construction-Comm.	12/5/2016	Open
<i>80 x 125 insulated steel framed vehicle maintenance shop w break room, office and bath</i>						
16-12	Ben Giamichael	711 Sleepy Hollow Rd	95.11-02-07.0	Swimming Pools	3/11/2016	Open
<i>16 x 36 inground pool w fence</i>						
16-42	Tom and Robin Casterline	758 Bowling Green Rd	95.11-01-18.0	Swimming Pools	6/2/2016	Open
<i>18' round above ground pool by Canon</i>						
16-45	James Jacob	3381 Page Green Rd	96.00-10-08.0	Swimming Pools	6/7/2016	Open
<i>Royal fiberglass inground 13 x 30 pool</i>						
16-62	Byron Horak	1686 Lighthouse Hill Rd	77.09-01-03.0	Decks	7/19/2016	Open
<i>14 x 24 deck, 11 x 12 patio slab, 11 x 21 roof over patio slab</i>						
16-70	Sam Darbshire	1644 Lighthouse Hill Rd	77.00-05-14.0	Additons-Residential	8/1/2016	Open
<i>16 x 23 sunroom</i>						
16-87	Jesse Gale	4151 Carr Hill Rd	87.00-01-09.1	Alterations-Residential	9/8/2017	Open
<i>Permit renewal- interior remodel fire restoration</i>						
16-89	Dan and Christine Horn	922 Blue Creek Rd	85.00-08-16.2	New Construction-Res	9/12/2017	Open
<i>24 x 30 interior post frame house remodel + 26 x 18 garage w attic</i>						
16-92	Kirwin Gibbs	1199 Davinci Drive	76.00-02-13.1	Swimming Pools	9/28/2016	Open
<i>inground 16 x 40 pool and spa</i>						
17-001	Robert Jones	4401 Nichols Rd	78.00-01-31.0	New Construction-Res	1/23/2018	Open
<i>Renewal permit for 12 x 30 garage addition</i>						
17-003	Tieler and Megan Sweeney	3444 Pendleton St	97.00-05-03.0	Alterations-Residential	1/27/2017	Open

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
		<i>remodel of kitchen and bath and new furnace by owner</i>				
17-004	Robert Jones	4401 Nichols Rd	78.00-01-31.0	Decks	2/7/2018	Open
		<i>Renewal permit for 40' covered porch and 40' artic breezeway</i>				
17-022	Charles Symons	3850 Highland Rd	85.19-01-19.0	Alterations-Residential	5/9/2017	Open
		<i>foundation renovations and repairs for garage</i>				
17-027	Complete Construction Concepts LLC	3833 Route 11	87.04-01-17.0	New Construction-Comm.	5/23/2017	Open
		<i>3880 sf post frame office space with floating slab for Suburban Propane by CCC Construction</i>				
17-030	Glenn Doran	3791 McGraw Marathon Rd	98.08-01-02.0	Swimming Pools	6/1/2017	Open
		<i>18 x 33 x 54" pool w alarm by Canon</i>				
17-033	John DelVecchio	1314 Bell Dr	76.15-01-05.2	New Construction-Res	6/5/2017	Open
		<i>1494 sf stick framed 3 bdrm/2 bth home w attached 2 car garage on block crawl space</i>				
17-036	Anne McLorn	1052 Blue Creek Rd	76.00-07-02.0	Swimming Pools	6/8/2017	Open
		<i>16 x 32 inground pool by Tarson with fence, alarm and safety cover</i>				
17-037	Jamie Prindle	1787 Lighthouse Hill Rd	77.00-06-03.0	New Construction-Res	6/8/2017	Open
		<i>32 x 70 garage w 2 story conditioned space on existing slab</i>				
17-039	James Cosimo	3430 Page Green Rd	96.00-09-05.0	Swimming Pools	6/9/2017	Open
		<i>13 x 30 inground fiberglass pool by Royal with fence and alarm</i>				
17-040	Benjamin Slamp	4379 Route 281	76.14-01-58.0	Alterations-Residential	6/12/2017	Open
		<i>interior remodel at vacated sgl family</i>				
17-043	Craig Turner	Clinton St	88.00-01-68.1	Additons-Residential	6/20/2017	Open
		<i>12 x 20 family room + 6 x 10 mudroom addition on existing cabin on ICF crawl space</i>				
17-044	Robert VanDee	785 N Lamont	95.15-03-04.0	Swimming Pools	6/22/2017	Open
		<i>18' above ground pool by Canon w alarm and removable ladder</i>				
17-049	National Contractors LLC	Aldi 908 Route 13	95.16-02-45.0	New Construction-Comm.	6/29/2017	Open
		<i>new 19k square foot retail food store by National Contractors LLC located at 908 Rte 13 Cortland</i>				
17-050	2 Pro's Construction LLC	4428 Raphael Drive	76.00-06-11.0	Alterations-Residential	6/30/2017	Open
		<i>4626 sf of addition and remodel at existing house</i>				
17-052	Eugene Forehand	3105 Clute Rd	107.00-02-09.	New Construction-Res	7/7/2017	Open
		<i>addition of 2 story 16 x 40 bedroom space with baths and remodeling</i>				
17-054	Tim Law	3865,3871 Route 11	87.00-04-04.0	New Construction-Comm.	7/17/2017	Open
		<i>2 new mini storage units-non heated-30 x 300 each by CCC</i>				
17-056	T Mobile	4437 Locust Ave	76.00-03-16.0	Alterations-Commercial	7/19/2017	Open
		<i>tower antenna modifications by T Mobile</i>				
17-058	Allied Sign Co	David Yaman Route 13	95.00-10-04.0	Signs	7/31/2017	Open
		<i>Verizon signs-building and road side by Allied Sign</i>				
17-060	Arthur Bell	4245 Bellcrest Drive	76.00-07-04.2	New Construction-Res	8/4/2017	Open
		<i>40/80/16 pole garage w 30/14/8 &amp; 30/16/8 bumpouts w shingle roof B&amp;B siding</i>				
17-063	JPB, LLC	842 Bennie Rd	105.00-02-01.	Signs	8/14/2017	Open
		<i>unlit freestanding 4x8 sign +1 building mount 4x10 sign</i>				
17-066	Believers Chapel	Thrifty Shopper 1118 Route 222	86.13-01-57.2	Alterations-Commercial	8/25/2017	Open
		<i>three interior classroom spaces- 1800 sf total</i>				
17-067	Michael & Andrea Stevens	1601 Lighthouse Hill Rd	76.00-03-09.2	New Construction-Res	8/25/2017	Open

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
<i>Post frame duplex on slab-2 bdrm &amp; 2-bth 900 sf units + 2 car garages</i>						
17-068	Transcend Wireless LLC	1863 Ahrens Rd	97.00-01-36.1	Alterations-Commercial	8/28/2017	Open
<i>3 microwave dish antennae added- for T Mobile</i>						
17-076	Paul Ballard	2006 Ames Rd	77.00-07-03.0	Alterations-Residential	9/15/2017	Open
<i>rebuild of existing deck and addition of 10 x 14 deck</i>						
17-080	Carrie Jubran	1286 Starr Rd	96.10-02-46.0	Decks	9/19/2017	Open
17-084	William McDermott	Sunny Field Dr	85.11-02-08.0	New Construction-Res	9/26/2017	Open
<i>2100 sf custom 4 bdrm 2.5 bath home on full foundation w attached garage</i>						
17-085	Holly Doty	3472 Route 11	98.00-01-52.0	Decks	9/28/2017	Open
<i>deck &amp; pool</i>						
17-089	Rex's Pasta Inc	Rex's Pasta Inc 1098 Route 222	86.13-01-55.2	Additions-Commercial	10/5/2017	Open
<i>interior renovation of store space to resturaunt/deli-1800 sf addition</i>						
17-090	Tim Law	3865,3871 Route 11	87.00-04-04.0	New Construction-Comm.	10/5/2017	Open
<i>60 x 198 x 14 utv cold storage post frame building on monolithic slab by CCC LLC</i>						
17-094	Clifton Land Co LLC	876 Route 13	95.16-02-78.1	Additions-Commercial	10/13/2017	Open
<i>30 x 90 addition to existing car wash by owner</i>						
17-096	Prop, Inc.	Luker Rd	86.17-01-01.0	New Construction-Comm.	10/18/2017	Open
<i>12000 sf storage building</i>						
17-098	Michael Grossi	3066 Page Green Rd	106.00-01-50.	New Construction-Res	10/20/2017	Open
<i>48 x 100 x 16 pole barn</i>						
17-099	AT & T	1863 Ahrens Rd	97.00-01-36.1	Additions-Commercial	10/25/2017	Open
<i>Modification to antenna (AT&amp;T)</i>						
17-103	Ashley Partigianoni	4537 Locust Ave	76.00-03-14.0	Alterations-Residential	10/30/2017	Open
<i>interior remodel of living space for attached two car garage w hndcp ramp</i>						
17-104	Ashley Partigianoni	4537 Locust Ave	76.00-03-14.0	New Construction-Res	10/30/2017	Open
<i>24 x 28 x 8 detached two car garage on mono slab</i>						
17-108	Paul Alteri	3576 Parti Dr	96.10-01-33.0	Additons-Residential	11/14/2017	Open
<i>28 wide x 8 deep gable front porch frame-no floor plus new roof</i>						
17-109	Gibbons Construction	3821 Buck Dr	87.00-04-08.0	Sheds	11/17/2017	Open
<i>10 x 10 and 11 x 11 sheds built to cover heating systems No variance required.</i>						
17-110	Adam Mrozowski	3790 Clinton St	88.00-01-68.2	Decks	12/6/2017	Open
<i>25 X 16 Roof over deck</i>						
17-113	Aimee Dorward	3082 Ridge Rd	99.00-01-13.2	Decks	12/29/2017	Open
<i>10 x 6 deck w stairs and ramp-sono tubes below frost footings</i>						
17-114	Bobbie Fox	1608 Oakcrest St	96.36-01-10.0	Additons-Residential	12/29/2017	Open
<i>6 x 12 kitchen addition on shallow footings</i>						
18-001	BRE Rook SH Walden Place LLC	Walden Place 839 Bennie Rd	105.00-02-03.	Signs	1/19/2018	Open
<i>2 free standing signs (Replacement) 4' x 8' each</i>						
18-003	MAB Roofing and Siding	1159 Gallagher Rd	106.00-09-11.	Alterations-Residential	1/22/2018	Open
<i>reroofing portion of house with metal and addition of 4x4 detached platform landing by MAB Roofing and Siding</i>						
18-004	Church Berean Bible	Berean Bible Church 726 Route 13	105.00-03-11.	Signs	1/24/2018	Open

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
	<i>6x6 sign 9' in height</i>					
18-006	Cortland Asphalt Products Co	1902 Loring Xing	77.00-01-22.0	Permit Renewal	1/26/2018	Open
	<i>Replacement permit for 17-026-changing from 2-12k tanks and pad to a double pad and 1 -30k tank #90</i>					
18-007	Dan King	3861 Route 281	86.17-01-11.1	Signs	1/30/2018	Open
	<i>Signage updates</i>					
18-008	Yunpeng Huang/ Relaxation Nails & Spa	854 Rte 13	95.20-02-06.0	Alterations-Commercial	1/30/2018	Open
	<i>Interior renovations for Nail and Spa Salon</i>					
18-012	Roxanne Sorrells	734 Bowling Green Rd	95.11-01-05.0	Alterations-Residential	2/16/2018	Open
	<i>Thoma project for :Reroofing, porch repair replacement windows and doors by Tim Henry Improvements</i>					
18-013	Thomas and Jessica Thompson	3686 Route 11	97.02-01-17.0	Alterations-Residential	2/16/2018	Open
	<i>Thoma project--reroofing, porch repair and replacement windows by O'Donnell Construction</i>					
18-015	Tanya Fedorka	3770 Fairview Dr	85.20-01-27.0	Alterations-Residential	2/23/2018	Open
	<i>Thoma project-reroof porch, exterior landing, window and siding replacement by Empire Construction</i>					
18-016	Pyrotek Inc	641 Route 13	105.00-03-14.	Additions-Commercial	2/27/2018	Open
	<i>12 x 12 shed by Essex -addition on footings</i>					
18-017	Steve Randall Remodeling	807 Route 222	85.20-01-06.0	Additons-Residential	2/28/2018	Open
	<i>21 x 22 addition for master suite on pole construction by Steve Randalls Remodeling</i>					
18-018	David Wayman	3673 Abdallah Ave	96.06-01-23.0	Alterations-Residential	3/6/2018	Open
	<i>interior wall removal</i>					
18-019	George McCracken	655 Lime Hollow Rd	95.00-06-08.0	Alterations-Residential	3/8/2018	Open
	<i>Thoma permit by Des</i>					
18-021	Cortlandville Crossing LLC	854 Rte 13	95.20-02-06.0	Signs	3/16/2018	Open
	<i>3' x 32' 2" Building Mounted sign</i>					
18-023	McNeil Development LLC	882 Route 13	95.16-02-77.0	Signs	3/19/2018	Open
	<i>1 building mounted sign 4x10 1 free standing (replacing) 4x10</i>					
18-024	Signs by Marsh	Cortland Health Center, Pro Active 1259 Fisher Ave	76.18-01-07.0	Signs	3/26/2018	Open
18-026	Homer-Cortland Comm Agency Inc	4386,4392 Route 11	76.15-01-30.0	Signs	4/9/2018	Open
	<i>Living History Museum 12 x 6 x 20' high sign</i>					
18-027	Thomas Bilodeau	4457 Route 41	88.00-01-77.0	Sheds	4/6/2018	Open
	<i>12 x 20 shed by Midway Sales</i>					
18-028	Bell Construction LLC	4433 Cosmos Hill Rd	76.13-01-02.1	Additons-Residential	4/9/2018	Open
	<i>new 600 sf wrap around porch</i>					
18-030	John Congdon	Luker Rd	95.08-01-17.0	New Construction-Comm.	4/12/2018	Open
	<i>3 self storage buildings-60 x 150, 60 x 175 &amp; 30 x 150</i>					
18-031	Bruce and Tammy Zimmerman	4375 Locust Ave	76.16-01-13.0	Sheds	4/16/2018	Open
	<i>12 x 24 lean to addition on barn for cold storage</i>					
18-032	John DelVecchio	Raphael Dr	76.00-02-03.0	New Construction-Res	4/16/2018	Open

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
						<i>custom 3827 sf 4 bdrm 4.5 bth two story on crawlspace w 3 car attached garage by owner</i>
18-033	Key Bank	860 Route 13	95.20-02-04.0	Alterations-Commercial	4/17/2018	Open
						<i>Interior renovations to Key Bank by Haynor Hoyt</i>
18-034	Mary Voorhees	Lot #2 Wellington Drive	105.08-02-01.	New Construction-Res	4/18/2018	Open
						<i>1825 sf custom 3 bdrm 2 bth ranch with full walkout basement and 2 car garage by CAH Elite Custom Homes</i>
18-035	Darik and Amber Hanback	3673 Pendleton St	96.12-01-31.0	Alterations-Residential	4/20/2018	Open
						<i>Thoma project of reroof, plumbing and insulation by owner</i>
18-036	Hayner Hoyt Corporation	Lime Hollow Rd	95.00-10-02.0	New Construction-Comm.	4/26/2018	Open
						<i>new 35k square foot medical manufacturing facility</i>
18-037	Cortlandville Town of	4765 Route 41	88.00-01-80.0	New Construction-Comm.	4/26/2018	Open
						<i>60 x 140 x 17 insulated/heated pole type storage facility w weathertight shell by CCC</i>
18-038	Justin Limper	4052 Quail Ridge Dr	86.00-03-09.0	Alterations-Residential	4/27/2018	Open
						<i>addition of guest bath and remodel of master bath</i>
D17-03	Alicia Augur	3975 Carr Hill Rd	87.00-01-15.0	Demolition	6/2/2017	Open
						<i>removal of 11 x 24 garage</i>
D17-05	National Contractors LLC	Aldi 908 Route 13	95.16-02-45.0	Demolition	6/29/2017	Open
						<i>removal of approx. one third existing store per site plan approval for new store construction</i>
D18-02	Melvin Simon	3538 Route 281	95.16-01-20.0	Demolition	2/27/2018	Open
						<i>Demolion of 24 x 48 house</i>
D18-05	Royal Auto Group	3903-3911 West Road	86.17-01-02.1	Demolition	3/29/2018	Open
						<i>Removal block curtain wall partitions and built up floor section (Old Ames Chevorlet Building) by Contento Demolition</i>
D18-06	Dan Williams	4366 Route 41	89.00-01-08.0	Demolition	4/13/2018	Open
						<i>interior demo for existing two story home</i>

**Total # Permits : 90**



OFFICE OF THE COMMISSIONER

RECEIVED MAY 07 2018

APR 30 2018

G-1

New York State Department of Environmental Conservation  
625 Broadway, 14th Floor, Albany, New York 12233-1010  
P: (518) 402-8545 | F: (518) 402-8541  
www.dec.ny.gov

APR 25 2018

Honorable James L. Seward  
New York State Senate  
41 South Main Street  
Oneonta, NY 13820

Dear Senator Seward:

Thank you for your letter regarding concerns expressed by the Town of Cortlandville with a mining application submitted by Rt. 13 Rocks, LLC. The company is seeking to modify its existing permit to add 11.5 acres to the mine footprint and to mine 100 feet below the mean seasonal water table. The Town is concerned about its nearby municipal water well and the sole source aquifer located beneath the mine.

The State Environmental Quality Review Act (SEQRA) requires a complete review of the proposed action, including any impacts to water supplies. The Town was notified that DEC would act as lead agency under that review process. As lead agency, the initial obligation is to determine whether the proposed expansion has the potential to cause significant environmental impacts. All information submitted by the applicant, together with existing data on file, such as the mined land use plan, is used for making that determination. One of our primary goals is to ensure that any application includes necessary protections for the municipal well and sole source aquifer.

There was not enough information submitted in the original application to make a determination of significance. Consequently, as you know, DEC sent the applicant a Notice of Incomplete Application and specifically requested more technical data about the aquifer and municipal well.

Recently, DEC received additional information from the applicant. Agency staff will continue their review of this material. The Town will also receive the completed application, and it will have ample opportunity to comment.

DEC has focused on new initiatives throughout the State designed to protect our surface and ground water. I assure you that we share the Town's concerns about protecting residential water supplies. Those concerns will remain paramount as we go through the necessary process to review this application.



Department of  
Environmental  
Conservation

2.

Thank you for your interest in this matter. If you have further questions, please contact Chris Lucidi, Minerals and Mining Supervisor, at (315) 426-7461.

Sincerely,

A handwritten signature in black ink, appearing to read "Basil Seggos", with a long horizontal line extending to the right.

Basil Seggos  
Commissioner

c: C. Lucidi – NYSDEC Region 7

**From:** KRISTIN ROCCO-PETRELLA <krisrocco@yahoo.com>  
**To:** townclerk@cortlandville.org  
**Date:** 05/13/2018 10:45 AM  
**Subject:** Fwd: please receive and file this letter at the CV Town Bd meeting of May 16, 2018

---

G-2

Sent from my iPhone

Begin forwarded message:

**From:** Pam Jenkins <meadowlark54@gmail.com>  
**Date:** May 12, 2018 at 3:27:44 PM EDT  
**To:** KRISTIN ROCCO-PETRELLA <krisrocco@yahoo.com>  
**Subject:** please receive and file this letter at the CV Town Bd meeting of May 16, 2018

May 12, 2018

Dear Ms Rocco-Petrella,,

Please receive and file this letter at the May 16 Cortlandville Town Bd meeting.

They are essentially the comments I delivered to the Cortlandville Town Bd on May 2, 2018.

~~~~~

Board members,

Taxpayers pay for three codes enforcement officers. Things appear to be going very wrong with how the codes department is doing business.

All too often files are very incomplete or non-existent.

This has bearing on several pending legal matters so I urge you to look very deeply into this and to resolve this.

As an example: In November of 2017, the Cortlandville Planning Board passed a Resolution directing the codes office to get the Conditional Permit LOG caught up..That was in Novemeber of 2017.

In April of 2018 the senior codes officer wrote to me that there is NO log, it hasn' t been done since Tom Williams left ( since this Town Bd meeting, I learned that Tom W left in January of 2016)..

I urge you to look deeply into this and to resolve these problems.

thank you,

Pam Jenkins

1-3a

AFFIDAVIT

TOWN OF CORTLANDVILLE:  
STATE OF NEW YORK: ss:

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

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

2. In my capacity as Supervisor, I am fully familiar with the extension of loan funds by the Town's Community Development Program to Darik Hanback and Amber Hanback, on or about May 7, 2018 in the amount of \$31,384.29 and

3. The Town received in return for said loan funds a mortgage on the property located at 3673 Pendleton Street, in the Town of Cortlandville, and

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

\_\_\_\_\_  
Richard Tupper, Supervisor

Sworn to me this  
\_\_\_\_ day of \_\_\_\_\_, 2018

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

1-36

AFFIDAVIT

TOWN OF CORTLANDVILLE:  
STATE OF NEW YORK: ss:

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

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

2. In my capacity as Supervisor, I am fully familiar with the extension of loan funds by the Town's Community Development Program to Earl D. Fox and Donna M. Fox and Laura Fox, on or about May 7, 2018 in the amount of \$27,160.00 and

3. The Town received in return for said loan funds a mortgage on the property located at 3133 Gracie Road, in the Town of Cortlandville, and

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

\_\_\_\_\_  
Richard Tupper, Supervisor

Sworn to me this  
\_\_\_\_ day of \_\_\_\_\_, 2018

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



## Homes and Community Renewal

ANDREW M. CUOMO  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

April 30, 2018

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

Dear Supervisor Tupper:

Re: Concurrence of Determination of Categorical Exclusion under 24 CFR 58.35 (a)  
NYS CBDG Project # 287SB902-18

The NYS Office of Community Renewal accepts the determination and Certification of NEPA Classification of the Town of Cortlandville that the project identified above is Categorically Excluded under 24 CFR 58.35 (a), and no activities are affected by Federal environmental statutes and executive orders [i.e., exempt under 58.34 (a)(12)].

The proposed activities are not required to undergo an environmental assessment, public notice, or comment period; and as such, the Town of Cortlandville may begin requesting funds covering approved project costs April 25, 2018.

Please refer to the OCR Grant Administration Manual for the forms required to request a disbursement of funds. You may also download the forms from our website at [www.nyshcr.org/Forms/NYS-CDBG](http://www.nyshcr.org/Forms/NYS-CDBG). If you have any questions concerning the disbursement of funds, please contact your Economic Developer, Kristi Schwebke, at (518) 474-2057.

We look forward to working with you on this important project.

Sincerely,

Jason Purvis  
Program Director  
Office of Community Renewal

JP/pd

cc: Kristin Rocco Petrella, Clerk/Treasurer/Registrar, Town of Cortlandville  
Kristi Schwebke, Economic Developer, OCR



RECEIVED APR 27 2018

1-4

# Phillips Lytle LLP

Via E-Mail and FedEx

April 26, 2018

Town of Cortlandville Town Board  
Attn: Richard C. Tupper, Town Supervisor  
The Raymond G. Thorpe Municipal Building  
3577 Terrace Road  
Cortland, NY 13045

**Re: Comments on the Town of Cortlandville's Proposed Solar Zoning Ordinance**

Dear Supervisor Tupper and Members of the Town of Cortlandville Town Board:

We represent C2 Energy Capital ("C2 Energy"), a local, New York-based solar developer with extensive experience in operating over fifty (50) projects on behalf of utilities, school districts, governmental authorities, colleges, low-income housing, non-profits, and hospitals. C2 Energy builds long-term, mutually-beneficial relationships with local municipalities and solar clients and is proud to have recently acquired the following six (6) solar projects in the Town of Cortlandville (the "Town") that will deliver both immediate and long-term benefits to the local community and the State:

| Project                    | Project Location                                    |
|----------------------------|-----------------------------------------------------|
| <i>Gunzenhauser 1</i>      | 415 McLean Road, Cortland, NY13045                  |
| <i>Gunzenhauser 2</i>      | Lime Hollow Road, Cortland, NY 13045                |
| <i>Cortland County Lot</i> | 1994 East River Road, Cortland, NY 13045            |
| <i>Griswold Oaks</i>       | Sherman Road, Cortland, NY 13045                    |
| <i>SCM</i>                 | 3245 South Cortland Virgil Road, Cortland, NY 13045 |
| <i>Stupke</i>              | 684 McClean Road, Cortland, NY 13045                |

In advance of the public hearing on the proposed amendments to the Town's Zoning Ordinance ("Proposed Amendments") scheduled for May 16, 2018, please find below C2 Energy's comments on the Proposed Amendments. While C2 Energy generally supports the Proposed Amendments, it believes that certain provisions are counter-productive to the Town's goals related to solar development, and that certain

ATTORNEYS AT LAW

KEVIN C. BLAKE, ASSOCIATE DIRECT 716 847 7082 KBLAKE@PHILLIPSLYTLE.COM

OMNI PLAZA 30 SOUTH PEARL STREET ALBANY, NY 12207-3425 PHONE 518 472 1224 FAX 518 472 1227

NEW YORK: ALBANY, BUFFALO, CHAUTAUQUA, GARDEN CITY, NEW YORK, ROCHESTER | WASHINGTON, DC | CANADA: WATERLOO REGION | PHILLIPSLYTLE.COM





April 26, 2018

Page 2

zoning restrictions would be better addressed through alternative methods as described below.

C2 Energy wishes to work collaboratively with the Town to appropriately tailor the Proposed Amendments to achieve mutually-shared goals and provide economic benefits to the Town and local residents. In addition to the below comments, C2 Energy welcomes the opportunity to further discuss its projects with the Town at the May 16, 2018 public hearing.

## I. Proposed Amendments

On January 31, 2018, the Solar Energy System Zoning Committee (the "Committee") submitted to the Town Board the Proposed Amendments incorporating new sections related to solar energy systems. The Proposed Amendments include definitions, zoning regulations, and permitting provisions which set forth the procedures for approval and installation of all solar energy systems in the Town. While the conditional use design and installation standards set forth in the Proposed Amendments are similar to those seen in the New York State Model Solar Energy Law, and other local solar ordinances of neighboring communities, certain zoning provisions are unnecessarily restrictive and could be modified in a manner that more appropriately balances the interests of the Town, its residents, and solar developers.

In particular, Section D(3)(a) of the Proposed Amendments provides that Ground-Mounted Large-Scale Solar Energy Systems are permitted as principal and accessory uses through the issuance of a Conditional Permit within Agriculture and Industrial zoning districts, only. While this provision appears to be drafted with the intention of limiting solar development in high-density residential or business districts, it effectively prohibits three (3) of C2 Energy's six (6) projects, which are located at the far outskirts of the R-1 district, directly adjacent to the Agricultural district. **See Exhibit A, Town of Cortlandville Zoning Map.** This result runs counter to the spirit of the Town's support of solar energy and appears to be an unnecessary and unfortunate consequence of the Proposed Amendments. Some rural portions of the Town, while technically located on the fringes of the R-1 district, are suitable and appropriate for solar development. As such, since the reason for prohibiting solar in Residential/Business districts is to avoid large-scale solar projects in high-density communities, and since there are portions of the R-1 district that are low-density and rural in nature, the prohibition is overly restrictive for its purpose.



April 26, 2018

Page 3

In order to address this concern and fairly balance the interests of the Town, its citizens, and the solar community, C2 Energy respectfully suggests that the Town include a waiver provision in Section D(3) of the Proposed Amendments, inserted as Section D(3)(d), which should state:

Waiver: The Planning Board may, in its sole discretion, modify and/or waive the requirements of this section for a Large-Scale Solar Energy System that it believes is harmonious with surrounding land uses, and where, because of its size or other considerations, the Planning Board believes that it does not need to be subjected to the specific requirements set forth herein. This waiver may be a partial waiver, allowing the Planning Board to require a Large-Scale Solar System to comply with individual requirements found in this section.

Such a provision is consistent with the New York State Model Solar Energy Law and would maintain the spirit of the Proposed Amendments without unnecessarily or unintentionally negatively restricting solar development in the Town. The waiver would provide an avenue through which a solar developer, such as C2 Energy, could develop a project as a principal or accessory use (with the issuance of a Conditional Permit) in a location that is on the fringe of an Agricultural or Industrial zoning district, or where such a project would fit harmoniously with the surrounding land uses. This modification preserves the Town with flexibility to dictate the circumstances under which such a waiver would be granted, rather than be forced into unnecessarily rigid application of its zoning law. For the Town's convenience, we are providing a redline of the Proposed Amendments which includes the above-referenced waiver provision along with minor housekeeping modifications where appropriate to ensure clarity and consistency. **See Exhibit B, Revised Proposed Amendments.**

## **II. Economic and Environmental Benefits**

As the Solar Energy System Zoning Committee has recognized, the Proposed Amendments are intended to protect and promote the health, safety, and welfare of the Town. C2 Energy's proposed solar projects will bring revenues and benefits to the Town and its residents in several ways. The owner of a project site will lease land to C2 Energy in return for lease payments. Community solar customers, which may include municipalities, business, and residents, will save money on their utility bills. And local counties, cities, towns, villages and school districts can benefit from payment-in-lieu-of-taxes (PILOT) agreements. Each component of a solar project benefits the local economy and wellbeing of the residents. Beyond those economic benefits, the solar



April 26, 2018

Page 4

projects being proposed in the Town provide essential electric energy necessary to drive New York toward a clean, local, renewable energy future that is not reliant on out-of-state or out-of-county fuel sources. Solar energy is a passive form of energy, converting sunlight into electricity, with no toxic materials used, and no emissions created. For every solar farm in operation, we can reduce our reliance on burning fossil fuel and carbon intensive sources for energy. As such, it is important to provide flexibility to the Planning Board, as described above, to promote the development of solar in the Town.

Thus, we respectfully submit that the Proposed Amendments be modified to include the above-referenced waiver which appropriately balances the interests of the Town, its residents, and solar developers. C2 Energy looks forward to continuing this cooperative and productive relationship with the Town, and welcomes the opportunity to further discuss its projects, and this request, with the Town at the May 16, 2018 public hearing.

Very truly yours,

Phillips Lytle LLP

By

Kevin C. Blake

CC: John Folmer, Town Attorney (jfolmer@cortlandville.org)  
Kristin E. Rocco-Petrella, RMC, Town Clerk (townclerk@cortlandville.org)

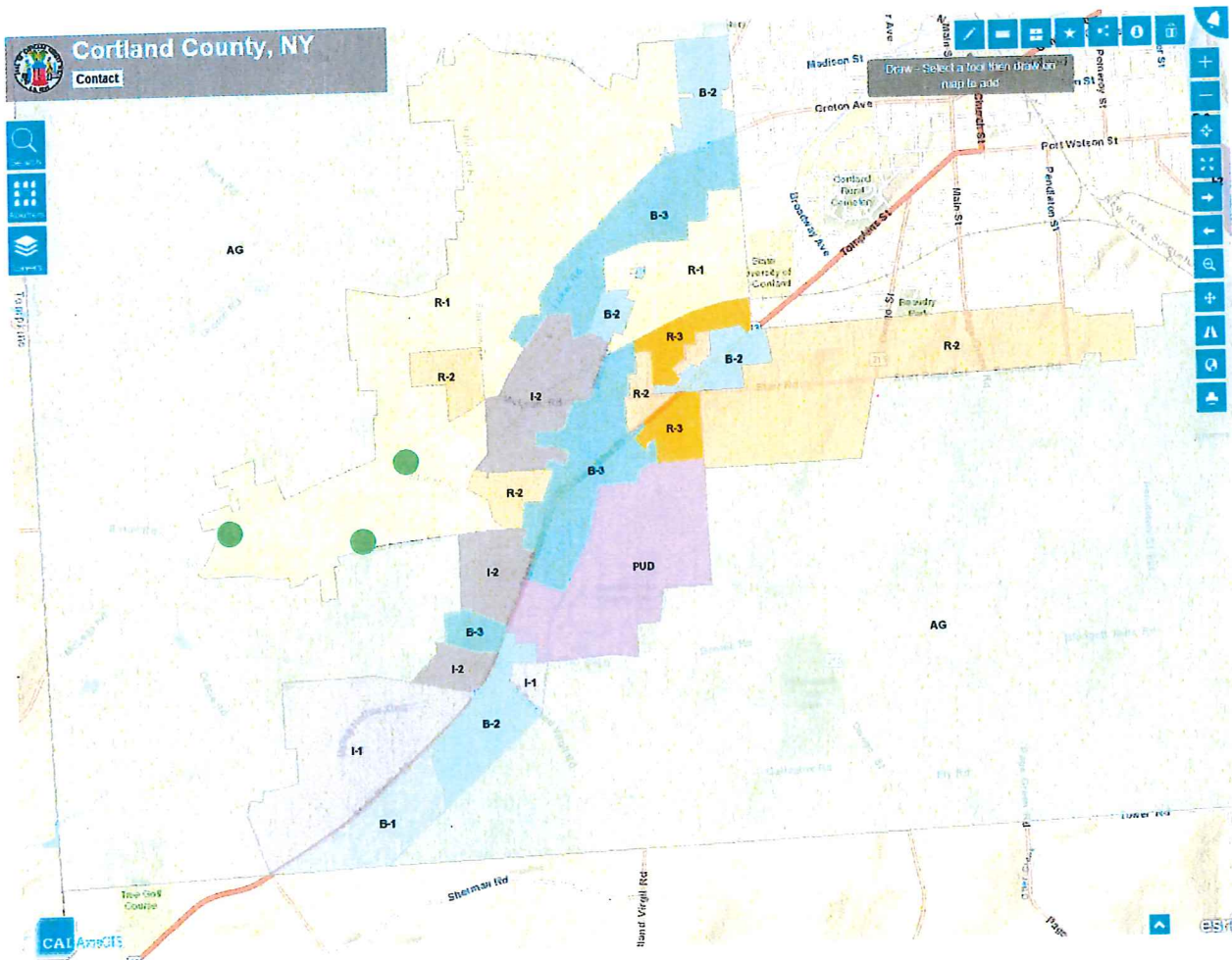


April 26, 2018

Page 5

### Exhibit A: Town of Cortlandville Zoning Map

*This map illustrates the zoning districts located in the southwestern corner of the Town. The three (3) green circles represent the location of C2 Energy's three (3) solar projects located within the R-1 district. As demonstrated below, these projects are located at the far outskirts of the R-1 district, directly bordering the Agricultural district, and are harmonious with land uses in the area.*



**Exhibit B**

**Revised Proposed Amendments**

**Resolution - Authorizing Adoption of the Town of Cortlandville  
Zoning for Solar Energy Law**

**WHEREAS**, the Town of Cortlandville would benefit from the installation of solar electric energy systems on private property within the community; and

**WHEREAS**, residents of, and businesses within, the Town of Cortlandville may wish to install solar electric energy systems on their property; and

**WHEREAS**, the Town of Cortlandville can use the proposed Zoning Solar Energy Law to meet the need of residents and businesses and to facilitate the review of installations of solar electric energy systems.

**WHEREAS**, the proposed Zoning for Solar Energy Law of Town of Cortlandville will modify Article I/section 178.2- Definitions, by adding definitions for solar photovoltaic systems and by amending Article XIX/Section 178.123.3- Supplement Regulations and Exceptions, Solar Energy systems, by incorporating new sections to permit certain solar photovoltaic systems as accessory uses in any zoning district and by revising Article XIV/Section 178 - Conditional Permit, by adding provisions for the permitting of certain solar photovoltaic systems; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Cortlandville adopts the proposed Zoning for Solar Energy Law for solar electric energy systems which has been attached; and

**BE IT FURTHER RESOLVED** that the proposed Zoning for Solar Energy Law may be adopted pursuant to [sections 261-264 of the Town Law / sections 7-700 through 7-704 of the Village Law / sections 19 and 20 of the City Law??] of the State of New York, which authorize the Town of Cortlandville to adopt zoning provisions that advance and protect the health, safety, and welfare of the community; and

**BE IT HEREBY ENACTED AND ORDAINED** by the Town Board of Town of Cortlandville, Cortland County, New York, that the proposed Zoning Ordinance amendments shall be adopted as of today's date.

Town of Cortlandville

Ordinance No. XIX 178.123.3  
[Effective Date/Date Enacted]

An Ordinance to amend the Zoning Ordinance of Cortlandville by modifying *Article 1/Section 178.2- Definitions*, adding definitions for solar photovoltaic systems and by amending *Article XIX/Section 178.123.3- Supplemental Regulations and Exceptions, Solar Energy Systems*, incorporating new sections to permit certain solar energy systems as accessory uses in any zoning district and by revising *Article XIV/Section 178.73-77- Conditional Permit*, adding provisions for the permitting of certain solar photovoltaic systems.

This Zoning for Solar Energy Law is adopted pursuant to sections 261-264 of York Town Law, of the State of New York, which authorize the Town of Cortlandville to adopt zoning provisions that advance and protect the health, safety, and welfare of the community (Town Board to modify).

BE IT HEREBY ENACTED AND ORDAINED by the Town Board of Town of Cortlandville, Cortland County, New York, that the Town of Cortlandville Zoning Ordinance shall be amended in the following respects:

A. Intent

This section regulates and promotes the safe, effective efficient use of installed solar energy systems in order to encourage the renewable energy systems and a sustainable life style, while protecting the health, safety and welfare and minimize the adverse impact on the adjacent and surrounding neighboring properties.

B. Definitions

Array: Any number of electrically connected photovoltaic (PV) modules providing a single electrical output.

Building-Integrated System: A solar photovoltaic system that is constructed as an integral part of a principal or accessory building or structure and where the building-integrated system features maintain a uniform profile or surface of vertical walls, window openings, and roofing. Such a system is used in lieu of a separate mechanical device, replacing or substituting for an architectural or structural component of the building structure that appends or interrupts the uniform surfaces of walls, window openings and roofing. A building-integrated system may occur within vertical facades, replacing view glass, spandrel glass or other facade material; into semitransparent skylight systems; into roofing systems, replacing traditional roofing materials; or other building or structure envelope systems.

Building-Mounted System: A solar photovoltaic system attached to any part or type of roof on a building or structure that has an occupancy permit on file with the Town of Cortlandville and

that is either the principal structure or an accessory structure on a recorded lot. This system also includes any solar-based architectural elements.

Drip line: The outermost edge of a roof including eaves, overhangs and gutters.

Farmland of Local Importance: A land that has been identified by the local agency or agencies as farmlands for the production of food, feed, fiber, forage, and oilseed crops, even though these lands are not identified as having national or statewide importance. Farmlands of local importance may include tracts of land that have been designated for agriculture by local ordinance.

Farmland of Statewide Importance: A land, in addition to prime and unique farmlands, that is of statewide importance for the production of food, feed, fiber, forage, and oil seed crops as determined by the appropriate state agency or agencies. Farmlands of statewide importance may include tracts of land that have been designated for agriculture by state law.

Ground-Mounted System: A solar photovoltaic system mounted on a structure, pole or series of poles constructed specifically to support the photovoltaic system and not attached to any other structure, and the primary purpose of producing electricity or thermal energy for onsite or offsite use.

Interconnection: The technical and practical link between the solar generator and the grid providing electricity to the greater community.

Kilowatt (kW): A unit of electrical power equal to 1,000 Watts, which constitutes the basic unit of electrical demand. A watt is a metric measurement of power (not energy) and is the rate (not the duration) at which electricity is used. 1,000 kW is equal to 1 megawatt (MW).

Large Solar Energy System: A Solar Energy System that is primarily for the purpose of onsite or offsite sale or electricity consumption, and is larger than three thousand (3,000) square feet in area of solar collectors (measuring the equipment surface area) per lot. This system may be ground-mounted or building-mounted.

Module: A module is the smallest protected assembly of interconnected PV cells.

Net Metering Agreement: An agreement with a local electric utility that allows customers to receive a credit for surplus electricity generated by certain renewable energy systems.

Prime farmland: A land designated by the U.S. Department of Agriculture as land that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber, arid oilseed crops and is also available for these land uses.

Qualified Solar installer: A person who has skills and knowledge related to the construction and operation of solar electrical equipment and installations and has received safety training on the hazards involved. Persons who are on the list of eligible photovoltaic installers maintained by the New York State Energy Research and Development Authority (NYSERDA), or who are



certified as a solar installer by the North American Board of Certified Energy Practitioners (NABCEP), shall be deemed to be qualified solar installers for the purposes of this definition.

Remote Net Metering: Allows solar photovoltaic owner generators to apply excess generation credits from the generator system (“Host Account”) to other meters on property that is owned or leased by the same customer and are within the same load zone as the generator (“Satellites”).

Rooftop or Building Mounted System: A solar power system in which solar panels are mounted on top of the structure of a roof either as a flush-mounted system or as modules fixed to frames which can be tilted toward the south at an optimal angle.

Small Solar Energy System: A solar photovoltaic energy systems up to and including three thousand (3000) square feet (measuring the equipment surface area) and the principal purpose of which is to provide electrical power to be consumed on site or to provide power to be shared with other power customers (which may include both physical and virtual aggregation).

Solar-based Architectural Element: Structural/architectural element that provides protection from weather that includes awnings, canopies, porches or sunshades and that is constructed with the primary covering consisting of solar PV modules, and may or may not include additional solar PV related equipment.

Solar Photovoltaic (PV) Related Equipment: Items including a solar photovoltaic cell, panel or array, lines, mounting brackets, framing and foundations used for or intended to be used for collection of solar energy.

Solar collector: A photovoltaic cell, panel or array, or solar hot air or water collector device, which relies upon solar radiation as in an energy source for the generation of electricity or transfer of stored heat.

Solar Easement: A document recorded pursuant to NYS Real Property Law 335-b, the purpose of which is to secure the right to receive sunlight across real property of another for continued access to sunlight necessary to operate a Solar Energy System.

Solar Energy Applicant: Any person, firm, corporation or any other entity submitting an application to the Town of Cortlandville for a Solar Energy System.

Solar Energy Equipment: Solar collectors, controls, inverters, energy storage devices, and other materials and hardware, associated with the production of electrical or thermal energy from solar radiation.

Solar Energy System: An electrical or thermal energy generating system composed of Solar Collectors, Solar Thermal Systems, and/or Solar Energy Equipment.

Solar Panel: A photovoltaic device capable of collecting and converting solar energy into electrical energy.

Solar Thermal System: A system in which water or other liquid is directly heated by the sunlight. The heated liquid is then used for purposes such as space heating and cooling, domestic hot water and the heating of swimming pools.

Tracking System: A number of photovoltaic modules mounted such that they track the movement of the sun across the sky to maximize energy production, either with a single-axis or dual-axis mechanism.

C. Applicability

1. This Ordinance applies to all building-mounted and ground-mounted systems installed and constructed after the effective date of the Ordinance.
2. Solar Energy systems constructed prior to the effective date of this Ordinance are not required to meet the requirements of this Ordinance.
3. Any upgrade, modification or structural change that alters the physical size or placement of an existing solar energy system shall comply with the provisions of this Ordinance.
4. The installation of any Solar Energy System does not carry with it a right to a clear line of sight to the sun. It shall be the responsibility of the Applicant, installer, or developer to gain any and all solar easements or agreements to maintain a line of sight to the sun if necessary.

D. Permitted Locations

No solar energy system or device shall be installed or operated in the Town of Cortlandville except in compliance with this article.

1. Building-Mounted Solar Energy Systems

- a. Building-Mounted Solar Energy Systems (large or small scale) are permitted as an accessory use in all zoning districts when attached to any lawfully permitted building or structure.
- b. Height. Solar Energy Systems shall not exceed the maximum height restrictions of the Zoning district within which they are located and are provided the same height exemptions that apply to building mounted mechanical devices or equipment.
- c. All Building-Mounted Solar Energy Systems shall be exempt from the requirement for a Conditional Permit, unless such Building-Mounted system increases the overall height of the structure by six (6) feet or more.
- d. All owners of Building-Mounted Solar Energy Systems must file a building permit application with the Building Department, and obtain a valid building permit, prior to starting their installation.

2. Ground-Mounted Small -Scale Solar Energy Systems

- a. Ground-Mounted Small-Scale Solar Energy Systems shall not be-located in the following areas, unless otherwise approved by the Planning Board in conjunction with a Conditional Permit provided in Article XIV/Section 178.73-77.
  - i. Prime farmland soils as identified by the United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS) or alternative available resource.
  - ii. Areas of potential environmental sensitivity, such as Unique Natural Areas as designated by the Cortland County Soil and Water Conservation District, flood plains, historic sites, airports, state-owned lands, conservation easements, trails, parkland, prime soils, and wetlands as identified by Cortland County Planning Department mapping services, the New York State Department of Environmental Conservation, or the United States Army Corps of Engineers.
  - iii. Development is prohibited on slopes of greater than fifteen percent (15%) unless the Solar Energy Applicant can demonstrate through engineering studies and to the satisfaction of the Town that the proposed development will cause no adverse environmental impact that will not be satisfactorily mitigated.
  - iv. Placement within the front yards of residential lots, if any above-ground portion of the system is within 100 feet of a Public Highway right-of-way.
- b. Ground-Mounted Small-Scale Solar Energy Systems are permitted as principal and accessory structures in all zoning districts and shall adhere to the following:
  - i. Lot Coverage. The horizontal surface area covered by ground-mounted solar collectors shall be included in total lot coverage and when combined with the coverage of other structures, the total area shall not exceed the maximum lot coverage as permitted in the underlying zoning district.
- c. Except as provided in subsection 2.a above, Ground-Mounted Small-Scale Solar Energy Systems shall be exempt from the requirement for a Conditional Permit.

3. Ground-Mounted Large-Scale Solar Energy Systems

- a. Ground-Mounted Large-Scale Solar Energy Systems are permitted as principal and accessory uses through the issuance of a Conditional Permit

by the Town Planning Board within Agriculture and Industrial Zoning Districts, subject to the requirements set forth in this section.

- i. Ground-Mounted Large-Scale Solar Energy Systems that produce electricity or thermal energy primarily for active farming or agricultural uses, where the generation is less than one hundred and ten percent (110%) of the farm use, shall be exempt from the requirement to obtain a Conditional Permit.
  - i-ii. The Planning Board may, in its sole discretion, modify and/or waive the requirements of this section for a Large-Scale Solar Energy System that it believes is harmonious with surrounding land uses, and where, because of its size or other considerations, the Town Planning Board believes that it does not need to be subjected to the specific requirements set forth herein.
- b. Ground-Mounted Large-Scale Solar Energy Systems shall not be located in the following areas unless otherwise approved by the Town Planning Board in conjunction with the Conditional Permit approval process.
- i. Prime farmland soils as identified by the USDA-NRCS or alternative available resource.
  - ii. Areas of potential environmental sensitivity, including Unique Natural Areas, flood plains, historic sites, state-owned lands, conservation easements, trails, parkland, prime soils, and wetlands as identified by Cortland County Planning Department mapping services, the New York State Department of Environmental Conservation, or the United States Army Corps of Engineers.
  - iii. On slopes of greater than fifteen percent (15%), unless the Solar Energy Applicant can demonstrate through engineering studies and to the satisfaction of the Town Planning Board that the proposed development will cause no adverse environmental impact that will not be satisfactorily mitigated.
- c. No Conditional Permit or renewal thereof or amendment of a current Conditional Permit relating to a Ground-Mounted Large-Scale Solar Energy System shall be granted by the Town Planning Board unless the Solar Energy Applicant demonstrates that such Ground-Mounted Large-Scale Solar Energy System:
- i. Conforms to all federal and state laws and all applicable rules and regulations promulgated by any federal or state agencies having jurisdiction.
  - ii. Is designed and constructed in a manner which minimizes visual impact to the extent practical.

- iii. Complies with all other requirements of the Town of Cortlandville Zoning Law.
- iv. Conforms to all adopted land use plans of the Town of Cortlandville.
- v. Complies with a fifty-foot (50) front yard, rear yard, and side yard setback.
- vi. Does not exceed twenty (20) feet in height -from the ground.
- vii. Has a solar collector surface area (as measured in the horizontal plane) that, when combined with the coverage of other structures on the lot, does not exceed twice the maximum lot coverage as permitted in the underlying zoning district, unless otherwise approved by the Town Planning Board.

E. Conditional Use Design and Installation Standards

1. Appearance and Buffering

- a. The Ground-Mounted Large-Scale Solar Energy System shall have the least visual effect practical on the environment, as determined by the Town Planning Board. Based on site specific conditions, including topography, adjacent structures, and roadways, reasonable efforts shall be made to minimize visual impacts by preserving natural vegetation, and providing landscape screening to abutting residential properties and roads, but screening should minimize the shading of solar collectors.
- b. Any exterior lighting installed shall have the least visual effect practical on the contiguous properties and shall be approved by the Town Planning Board.
- c. The Town Planning Board may require additional information, such as line-of-sight drawings, detailed elevation maps, visual simulations, before and after renderings, and alternate designs to more clearly identify adverse impacts for the purpose of their mitigation.
- d. Equipment and vehicles not used in direct support, renovations, additions or repair of any Ground-Mounted Large-Scale Solar Energy System shall not be stored or parked on the facility site.

2. Access and Parking

- a. Ground-Mounted Large-Scale Solar Energy Systems may be enclosed by fencing to prevent unauthorized access. Warning signs with the owner's name and emergency contact information shall be placed on any access point to the system and on the perimeter of the fencing. The fencing and

the system shall be further screened by any landscaping or decorative fencing needed to avoid adverse aesthetic impacts as approved by the Town Planning Board.

- b. Motion-activated or staff-activated security lighting around the equipment area of a Ground-Mounted Large-Scale Solar Energy System or accessory structure entrance may be installed provided that such lighting does not project off the site. Such lighting should only be activated when the area within the fenced perimeters has been entered.
- c. A locked gate at the intersection of the access way and a public road may be required to obstruct entry by unauthorized vehicles. Such gate must be located entirely upon the lot and not on the public right-of-way.

3. Engineering and Maintenance

- a. Every Solar Energy System shall be built, operated and maintained to acceptable industry standards, including but not limited to the most recent, applicable standards of the Institute of Electric and Electronic Engineers (“IEEE”) and the American National Standards Institute (“ANSI”).
- b. The Town, at the expense of the Solar Energy Applicant, may employ its own consultant(s) to examine the application and related documentation and make recommendations as to whether the criteria for granting the Conditional Permit have been met, including whether the Applicant’s conclusions regarding safety analysis, visual analysis, structural inspection, and storm water management aspects are valid and supported by generally accepted and reliable engineering and technical data and standards.

F. Special Provision

The Town Planning Board may impose conditions on its approval of any Conditional Permit under this section in order to enforce the standards referred to in this section or in order to discharge its obligations under the State Environmental Quality Review Act (SEQRA).

G. Height and Setback Restrictions

- 1. Building-mounted systems shall not exceed height limitations on the zoning district:
  - a. System installed on a pitched roof that faces the front yard of a property, the system must be installed at the same angle as the roof on which it is installed with a maximum distance, measured perpendicular to the roof, of eighteen (18) inches between the roof and edge or surface of the system.

- b. System installed on a sloped roof, the highest point of the system shall not exceed the highest point of the roof to which it is attached.
  - c. System installed on a flat roof, the highest point of the system shall be permitted to extend up to six (6) feet above the roof to which it is attached.
- 2. Ground-mounted systems may not exceed the permitted height of accessory structures in the zoning district where the solar energy system is to be installed or 20 feet from the ground, whichever is less.
  - 3. Setback for Ground-mounted Systems as a primary use or accessory use are subject to setback requirements in the zoning district in which the system is to be constructed.
    - a. The required setbacks are measured from the Property line to the nearest part of the system. No part of the ground-mounted system shall extend into the required setbacks due to a tracking system or other adjustment of solar energy related equipment or parts.

H. Non-conformance

- 1. Building-mounted systems:
  - a. If a building-mounted system is to be installed on any building or structure that is non-conforming because its height violates the height restrictions of the zoning district in which it is located, the building-mounted system shall be permitted, so long as the building-mounted system does not extend above the peak or highest point of the roof to which it is mounted and so long as it complies with the other provisions of this Ordinance.
  - b. If a building-mounted system is to be installed on a building or structure on a nonconforming property that does not meet the minimum setbacks required and/or exceeds the lot coverage limits for the zoning district in which it is located, a building-mounted system shall be permitted, so long as there is no expansion of any setback or lot coverage non-conformity and so long as it complies with the other provisions of this Ordinance.
- 2. Ground-mounted systems:
  - a. If a ground-mounted system is to be installed on a property containing a structure that is non-conforming because the required minimum setbacks are exceeded, the proposed system shall be permitted so long as the system does not encroach into the established setback for the property.
  - b. If a ground-mounted system is to be installed on a property that is nonconforming because it violates zoning district requirements other than setbacks, then a Conditional Permit must be obtained for the proposed installation.

I. Signage and/or Graphic Content

1. No signage or graphic content may be displayed on the solar PV system except the manufacturer's badge, safety information and equipment specification information. Said information shall be depicted within an area no more than thirty-six (36) square inches in size.
2. Disconnect and other emergency shutoff information will be clearly displayed on a light reflective surface.
3. 24 hour emergency contact information will be clearly displayed.
4. Systems and sites may not be used for displaying advertising except for reasonable identification of the owner/operator and shall comply with all signage restrictions.

J. Right of Inspection

1. In order to verify that the Solar Energy System's owners and any and all lessees, renters and/or operators of the Solar Energy System place, construct, modify and maintain such Systems, including solar collectors and solar inverters, in accordance with all applicable technical, safety, fire, building and zoning codes, laws, ordinances and regulations and other applicable requirements, the Town may inspect all facets of said System's placement, construction, modification and maintenance.
2. Any inspections required by the Town of Cortlandville Building Department that are beyond its scope or ability shall be at the expense of the Solar Energy Applicant.

K. Abandonment and Decommissioning

1. At the time of submittal of the application for a Conditional Permit for a Ground-Mounted Large-Scale Solar Energy System, the Solar Energy Applicant shall submit and agree to the performance of a decommissioning plan that includes the removal of the Solar Energy System and all associated equipment, driveways, structures, buildings, equipment sheds, lighting, utilities, fencing, and gates. If such System becomes technologically obsolete or, for other than a force majeure event, ceases to perform its originally intended function for more than six (6) consecutive months, the Town may require its removal in accordance with the decommissioning plan. The Town shall provide the Solar Energy System Owner thirty (30) days prior written notice of a request for decommissioning. Upon removal of a Ground-Mounted Large-Scale Solar Energy System, the land shall be restored to its previous condition, including but not limited to the seeding and sodding, as appropriate depending upon the season of the work, of exposed soils.
2. At the time of obtaining a building permit, the Solar Energy Applicant may be required to provide a financial security bond or other form of financial security



acceptable to the Town for removal of the Ground-Mounted Large-Scale Solar Energy System and property restoration, with the Town of Cortlandville as the obligee, in an amount approved by the Town Board (the amount to restore the site to its pre-construction or negotiated condition). Upon any amendment of the Conditional Permit, the Town Board may adjust the required amount of the financial security bond to adequately cover increases in the cost of removal of the Ground-Mounted Large-Scale Solar Energy System and property restoration. If the Ground-Mounted Large-Scale Solar Energy System is not decommissioned after being considered abandoned, the Town may remove the system and restore the property and impose a lien on the property to recover these costs to the Town.

3. All other Solar Energy Systems shall be considered abandoned after 6 consecutive months without electrical energy or thermal energy generation and must be removed from the property. The Town Board may consider and grant, for good cause shown, an application for one extension not exceeding 24 months for Solar Energy Systems other than Ground-Mounted Large-Scale Solar Energy Systems.

L. Permit Requirements

1. Before any construction or installation on any solar PV system shall commence, a building permit issued by town of Cortlandville shall be obtained to document compliance with this Ordinance.

**-The end of ordinance-**

Date: May 11, 2018 1-5Project No. 31591 EWA 4Proposal No. X

### EXTRA WORK AUTHORIZATION

In accordance with the written Contract dated 4/11/2016 Between the parties designated below for:

**THE PROJECT:** Town of Cortlandville – Gutches Lumber Sports Complex Phase I

**THE CLIENT:** Town of Cortlandville

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

#### SCOPE OF SERVICES:

##### Construction Phase Services

We have assumed that the contractor will commence construction around May 22, 2018 and will be finished by December 13, 2018, which is the project's completion date. CHA will provide the Construction Phase Services for this construction duration.

##### **A. Contract Administration**

CHA will provide the following:

1. Arrange and conduct pre-construction meeting between the Town, CHA, contractor, and other interested parties. Prepare agenda, and prepare and distribute meeting minutes to attending parties.
2. Check detailed construction shop drawings and product submittals submitted by the contractor for compliance with the contract documents.
3. Complete quality assurance submittal reviews to include: subgrade surveys, stone surveys, infiltration test results, GMAX test results, earthwork.
4. Respond to construction related questions raised by the contractor
5. and document clarifications (RFI).
6. Make minor design revisions, as required, to adjust the proposed construction to site-specific conditions. Major design changes due to unforeseen conditions will be considered extra work beyond the scope of this submittal.
7. Review and certify the contractor's monthly and final payment applications. Payment applications will be prepared and submitted to the Town monthly.
8. Coordinate submittal of contractor's MWBE/SDVOB participation forms with NYSESD Office of Contractor and Supplier Diversity.
9. Receive, review and prepare change orders, as required. Provide the Town with recommendations on the validity of the change orders.
10. Notify the Town and contractor of work not conforming to the contract documents.
11. Inform the Town in writing of potential operations or procedures that may lead to a delay in the construction schedule.
12. Coordinate the preliminary and final punch list meetings.
13. Prepare record drawings based on red-lime markups provided by the contractor.
14. Compile and submit to the Town a final closeout package including reports, warrantee information, and record drawings.

##### **B. Construction Observation**

CHA will provide a Resident Project Representative (RPR) on a part-time basis for the construction duration. We are assuming that 20 hours per week will be sufficient to observe the construction activities, but we will monitor the number of hours need to be on-site on a week-by-week basis in order to provide the necessary observation during critical installations.

The duties and responsibilities of the RPR are as follows:

1. Observe and inspect, in the Owner's interest, the materials furnished and the work done as the work progresses in order to monitor general compliance with the construction documents and to verify quantities of work completed.
2. Review progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Engineer concerning acceptability.
3. Conduct on-site observations of the work in progress while on site to assist Engineer in determining if the work is in general proceeding in accordance with the contract documents. Report to Engineer whenever RPR believes that any work is unsatisfactory, faulty or defective or does not conform to the contract documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise

Engineer of work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

4. Report to Engineer when clarifications and interpretations of the contract documents are needed and transmit to Contractor clarifications and interpretations as issued by Engineer.
5. Consider and evaluate Contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Engineer. Transmit to Contractor decisions as issued by Engineer.
6. Keep a diary or log book, recording Contractor hours on the job site, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
7. Furnish Engineer periodic reports as required of progress of the work and of Contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
8. Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.
9. Conduct a preliminary inspection in the company of Engineer, Owner and Contractor. Prepare a punch list of items that are deficient.
10. Conduct final inspection to confirm that all items on the punch list have been completed or corrected and make recommendations to Engineer concerning acceptance.
11. Attend meetings with Contractor, such as pre-construction meeting, progress meetings, job conferences and other project-related meetings.

### **C. Storm Water Pollution Prevention Plan (SWPPP) Inspections**

SWPPP inspections are required by the New York State Department of Environmental Conservation (NYSDEC) as part of their GP-0-15-002 permit, and must commence when on-site construction related activities begin (i.e. grading operations, construction of public utilities, roadways, building of residential structures, etc.). These inspections are dependent on the number of acres being disturbed and must continue until the vegetative cover is achieved.

#### **C.1. *SWPPP Inspection for Disturbance Less than 5 Acres***

1. CHA will provide a qualified professional to inspect the implementation and maintenance of the SWPPP by the general site contractor. Site inspections shall be conducted at least once every seven calendar days.
2. CHA will provide the construction manager and owner with an inspection report that describes what was observed and lists any deficiencies or actions that may be required to ensure compliance with the SWPPP.
3. At the conclusion of the project, CHA will provide certification that the structures were constructed per the SWPPP and that an operation and maintenance manual has been prepared and made available to the owner.
4. Once 80% vegetative coverage is achieved, CHA will conduct a final inspection and submit the Notice of Termination (NOT) to the NYSDEC.

#### **C.2. *SWPPP Inspection for Disturbance Greater than 5 Acres***

##### C.2.A. - 5 Acre Waiver

1. CHA will meet with owner and contractor to determine intended disturbance area, phasing and sequencing.
2. CHA will prepare plan sheets based on meeting with owner which outline phasing, sequencing, and additional erosion control measures required.
3. Upon owner's approval of plans, CHA will submit waiver request and related documents to the regulating agency for approval.
4. CHA will perform one round of revisions per Agency comments for approval.

##### C.2.B.- SWPPP Inspections

1. In addition to the scope of services provided in Task C.1., CHA will provide one additional SWPPP inspection per seven calendar days as required when disturbing 5 or more acres of land.

Assumptions: Winter shutdown inspections are not considered due to the probability that grading operations will continue through the winter months. Please note that should grading operations cease and proper stabilization occur, monthly inspections could take place during this time.

**SCHEDULE:**

CHA will provide the Construction Phase Services during the construction duration.

**FEE**

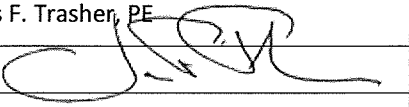
Based on the nature of this scope of services, we are recommending that the method of compensation be based on an hourly charge out rate (plus expenses) amount as noted below:

- A. **Contract Administration**.....\$49,000.00
  - B. **Construction Observation**.....\$89,000.00
  - C. **Storm Water Pollution Prevention Plan (SWPPP) Inspections**
    - C.1. SWPPP Inspections < 5 acres (20 visits)..... \$6,300.00
    - C.2.A 5 Acre Waiver..... \$1,800.00
    - C.2.B. SWPPP Inspections > 5 acres (16 visits).....\$5,040.00
- Estimated Expenses** (including mileage, printing and copying costs, etc.) ....\$5,000.00

**Assumptions:**

- Our fee for construction phase services is based on an assumed construction duration of 30 weeks, which can vary depending on the contractor’s work schedule. Construction schedules shorter or longer than (30 weeks) will translate to either less cost, or more cost, respectively.
- Hourly Rates will be in accordance with our current Municipal Consulting Agreement.

**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, PE                                                                     | NAME:               |
| SIGNATURE:  | SIGNATURE:          |
| TITLE: Vice President                                                                          | TITLE:              |
| DATE: 5/11/18                                                                                  | DATE:               |

1-6

RECEIVED MAY 14 2018

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

**Division of Water, Bureau of Permits**

625 Broadway, Albany, New York 12233-3505

P: (518) 402-8111 | F: (518) 402-9029

www.dec.ny.gov

5/10/2018

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

**Re ACKNOWLEDGMENT of NOTICE of INTENT for  
Coverage Under SPDES General Permit for  
Storm Water Discharges from CONSTRUCTION  
ACTIVITY General Permit No. GP-0-15-002**

Dear Prospective Permittee:

This is to acknowledge that the New York State Department of Environmental Conservation (Department) has received a complete Notice of Intent (NOI) for coverage under General Permit No. GP-0-15-002 for the construction activities located at:

**Gutchess Lumber Sports Complex  
NYS Route 13 & Gracie Road  
Cortlandville, NY 13045**

County: **CORTLAND**

Pursuant to Environmental Conservation Law (ECL) Article 17, Titles 7 and 8, ECL Article 70, discharges in accordance with GP-0-15-002 from the above construction site will be authorized 5 business days from **05/09/2018**, which is the date we received your final NOI, unless notified differently by the Department.

The permit identification number for this site is: **NYR11D628**. Be sure to include this permit identification number on any forms or correspondence you send us. When coverage under the permit is no longer needed, you must submit a Notice of Termination to the Department.

This authorization is conditioned upon the following:

1. The information submitted in the NOI received by the Department on **05/09/2018** is accurate and complete.
2. You have developed a Stormwater Pollution Prevention Plan (SWPPP) that complies with GP-0-15-002 which must be implemented as the first element of construction at the above-noted construction site.
3. Activities related to the above construction site comply with all other requirements of GP-0-15-002.



Department of  
Environmental  
Conservation

0105 11 10M (11/11/05)

4. Payment of the annual \$110 regulatory fee, which is billed separately by the Department in the late fall. The regulatory fee covers a period of one calendar year. In addition, since September 1, 2004, construction stormwater permittees have been assessed an initial authorization fee which is now \$110 per acre of land disturbed and \$675 per acre of future impervious area. The initial authorization fee covers the duration of the authorized disturbance.

5. When applicable, project review pursuant to the State Environmental Quality Review Act (SEQRA) has been satisfied.

6. You have obtained all necessary Department permits subject to the Uniform Procedures Act (UPA). You should check with your Regional Permit Administrator for further information.

**\*Note: Construction activities cannot commence until project review pursuant to SEQRA has been satisfied, when SEQRA is applicable; and, where required, all necessary Department permits subject to the UPA have been obtained.**

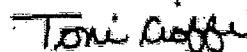
7. Before disturbing greater than 5 acres of soil at any one time, you have obtained approval from our regional office. You should contact the regional office listed below to have your construction sequencing plan reviewed.

Matthew Kazmierski  
NYS Department of Environmental Conservation - Region 7  
615 Erie Blvd. West  
Syracuse, NY 13204-2400

Please be advised that the Department may request a copy of your SWPPP for review.

Should you have any questions regarding any aspect of the requirements specified in GP-0-15-002, please contact Dave Gasper at (518) 402-8114 or the undersigned at (518) 402-8109.

Sincerely,



Toni Cioffi

Environmental Program Specialist 1

**PLEASE NOTE: EPA HAS FINALIZED THE eREPORTING RULE; AND, IN THE NEAR FUTURE, ALL NOIs WILL HAVE TO BE SUBMITTED ELECTRONICALLY. BY FILING AN NOI ELECTRONICALLY, A PROJECT CAN TYPICALLY GAIN COVERAGE IN 5 BUSINESS DAYS COMPARED TO 10 BUSINESS DAYS FOR THE PAPER NOI. INFORMATION ON THE eNOI CAN BE FOUND ON OUR WEBSITE AT: <http://www.dec.ny.gov/chemical/43133.html> UNDER "FORMS."**

cc RWE - 7  
SWPPP Preparer  
CHA Consulting, Inc.  
Harris, Kristy  
300 South State Street  
Syracuse, NY - New York 13202

1-7

RECEIVED MAY 14 2018



# TROY & BANKS

Utility and Telecommunication Consultants

**Corporate Offices:**

**BUFFALO - NEW YORK**

2216 Kensington Avenue  
Kensington Avenue  
at Saratoga  
Buffalo, NY 14226  
(800) 499-8599  
(716) 839-4402  
Telefax (716) 839-4452

**Branch Offices:**

**CALIFORNIA**

398 E. Carob Ave.  
Fresno, CA 93654

2080 San Pasqual St.  
Pasadena, CA 91107

**FLORIDA**

3980 W. Broward Blvd.  
#202  
Ft. Lauderdale, FL 33312

2330 Warbler Circle  
Lakeland, FL 33810

**NEW YORK**

Rockefeller Center  
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New York, NY 10185  
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May 9, 2018

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

**RE: Smart LED Street Lighting Solutions Seminar**

Greetings.

Troy & Banks and RealTerm Energy invite you to attend a **free Lunch and Learn session** on the numerous benefits of **LED street lighting**, acquisition of street lights and smart city solutions.

With Troy & Banks, clients have experienced a reduction in their utility bills. Through our partnership with RealTerm Energy, your municipality can benefit from the additional cost savings that an LED street lighting upgrade and Smart City platform will provide.

**The seminar will be held on Tuesday, June 19, 2018, from 10:30 am to 1:00 pm at the Sheraton Syracuse University Hotel & Conference Center located at 801 University Ave, Syracuse, NY 13210.**

Reserve your place today by completing the form below and sending it to [events@realtermenergy.com](mailto:events@realtermenergy.com). All seating must be reserved by June 5, 2018.

Please feel free to extend this invitation to interested Councilors and/or appropriate staff members in your municipality. Space is limited so please ensure to RSVP as soon as possible.

Questions and comments can be directed to Molly Pancurak at [mpancurak@troybanks.com](mailto:mpancurak@troybanks.com).

Sincerely,

Thomas T. Ranallo  
President  
Troy & Banks

**ABOUT TROY & BANKS**

Troy & Banks is a contingency-based utility and telecommunications bill auditing company. Headquartered in Buffalo, NY, Troy & Banks has recovered over \$500 million for its clients and has performed over 10,000 utility audits in all 50 states.

**ABOUT REALTERM ENERGY**

RealTerm Energy is responsible for helping over 200 municipalities and utilities upgrade their lights to energy-efficient LED technology. We specialize in designing and developing customized and innovative solutions that have demonstrated increased system performance, greater savings and new revenue streams. The addition of intelligent, autonomous lighting controls at each fixture offers a host of benefits to communities.