

TOWN BOARD MEETING

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

Members present:

Supervisor, Thomas A. Williams
Councilman, Jay E. Cobb
Councilman, Jeffrey D. Guido
Councilman, Theodore V. Testa
Councilman, Douglas E. Withey
Town Clerk, Kristin E. Rocco-Petrella

Others present were: None. (Town Attorney, John A. DelVecchio was excused.)

Supervisor Williams called the meeting to order and asked for a moment of silence in honor of Attorney DelVecchio’s grandfather, Ardin DelVecchio, who passed away this morning.

Councilman Guido made a motion, seconded by Councilman Testa, to receive and file the Cortlandville Planning Board Minutes of March 3, 2020. All voting aye, the motion was carried.

Councilman Guido made a motion, seconded by Councilman Testa, to approve the Draft Town Board Minutes of February 19, 2020. All voting aye, the motion was carried.

RESOLUTION #86

AUTHORIZE PAYMENT OF VOUCHERS – MARCH

Motion by Councilman Testa
Seconded by Councilman Withey
VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0
ADOPTED

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

Funds A, B, DA, DB, HG, SF, SS, SW	Voucher #334-410		
	General Fund A	\$	45,258.26
	General Fund B	\$	81,550.85
	Highway Fund DA	\$	0.00
	Highway Fund DB	\$	41,168.64
	Gutchess Lumber SC Project HG	\$	54,963.68
	C’Ville Fire District SF	\$	0.00
	Sewer Fund SS	\$	79,782.90
	Water Fund SW	\$	41,863.89
Funds CD1, CD3, CD4	Voucher #(None)		
	BMills Rehab CD1	\$	0.00
	Town Wide Rehab CD3	\$	0.00
	Business Devl CD4	\$	0.00
Funds TA, TE	Voucher #10-11		
	Trust & Agency TA	\$	43,297.57
	Expendable Trust TE	\$	0.00

Councilman Withey made a motion, seconded by Councilman Cobb, to receive and file the following monthly reports:

- 1) Cortland Community SPCA – February 2020;
2) Town Justice LeFevre – February 2020;
3) Town Justice Mathey – February 2020.

All voting aye, the motion was carried.

Councilman Withey made a motion, seconded by Councilman Guido, to receive and file correspondence from Charter Communications, dated March 9, 2020, regarding programming services. All voting aye, the motion was carried.

Under new business, Councilman Withey apprised the Board that a meeting was scheduled for March 23, 2020 at the County regarding the Workers' Compensation Plan. The County wanted to discuss adjusting the pricing on insurance. The County was concerned that it was subsidizing towns and villages the way it was set up and wanted to review the payments Councilman Withey would report back to the Board at a later date.

Supervisor Williams reported that as a result of the novel coronavirus – or COVID 19 – he declared a state of emergency in the Town of Cortlandville. All Town offices and buildings were closed to the public effective March 16, 2020 at 5:00 p.m. The Town Hall and all Town buildings would be closed to the public until April 14, 2020, at which time Supervisor Williams would re-evaluate the situation.

At the direction of Governor Cuomo of the State of New York, and in an effort to combat and slow the spread of COVID-19, only “essential employees” were directed to report to work. The employees that are deemed essential vary by department and change day to day. Most employees would be working from home. At the direction of the NYS Office of Court Administration, the Town Court was closed and employees were directed to stay home. The Town Highway Department transitioned to a 4-day work week with employees rotating shifts. The Town Water Department was operating with both Water & Sewer Sup't. Alteri and Brian Congdon reporting to work. The remaining water/sewer operators were on-call. Supervisor Williams was in communication with the department heads and would keep the staff and Town Board updated as needed.

Supervisor Williams explained that he had the authority to postpone the Town Board's next meeting, scheduled for April 1, 2020. He directed that all agenda items for the next meeting be moved to the April 15, 2020 agenda. Supervisor Williams stated that his order to close the Town buildings was effective through April 14, 2020 and could be renewed. A decision would be made at that time as to what steps would be taken moving forward.

Supervisor Williams apprised the Board that according to Section 25 of the Executive Law of the State of New York, once an emergency declaration is made, the Board has almost unlimited power to conduct business. Supervisor Williams asked for authorization to be the sole signatory on vouchers to ensure that bills are paid timely and also to avoid the Board having to meet again to sign the vouchers. He explained that the Board would be provided by with the summary of the bills to be paid by email so that they would be aware of the bills being paid.

RESOLUTION #87 AUTHORIZE TOWN SUPERVISOR TO BE THE SOLE
SIGNATORY ON VOUCHERS IN ORDER TO PAY BILLS AS
NEEDED DURING THE DECLARED STATE OF
EMERGENCY IN THE TOWN OF CORTLANDVILLE

Motion by Councilman Testa

Seconded by Councilman Withey

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

WHEREAS, as a result of the novel coronavirus, or COVID 19, Supervisor Williams declared a State of Emergency in the Town of Cortlandville and closed all Town offices and buildings to the public effective March 16, 2020 through April 14, 2020, therefore

BE IT RESOLVED, in accordance with Section 25 of the Executive Law of the State of New York, the Town Board does hereby authorize and direct the Town Supervisor to be the sole signatory on vouchers in order to pay bills as needed during the declared State of Emergency.

RESOLUTION #88 AUTHORIZE ASSISTANT BOOKKEEPER TO ATTEND THE
ANNUAL TOWN FINANCE SCHOOL

Motion by Councilman Cobb

Seconded by Councilman Withey

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct Megan Johnson, Assistant Bookkeeper, to attend the 20th Annual Town Finance School co-sponsored by the Association of Towns of the State of New York (AOT) and the Office of the State Comptroller (OSC), Division of Local Government and School Accountability, to be held May 21-22, 2020 in Geneva, New York, and it is further

RESOLVED, if such conference is postponed and/or rescheduled to a later date in 2020, the Town Board authorizes Mrs. Johnson to attend the Town Finance School.

Councilman Withey made a motion, seconded by Councilman Cobb, to receive and file the email correspondence from the Office of the State Comptroller (OSC), Division of Local Government and School Accountability, dated March 10, 2020, granting the Town Supervisor and extension of 30 days for filing the 2019 Annual Financial Report. All voting aye, the motion was carried.

RESOLUTION #89 AUTHORIZE RENEWAL OF MOBILE HOME PARK PERMIT
FOR LANDMARK MOBILE HOME PARK FOR 2020

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

WHEREAS, Cortland MHP Associates, Inc., of Pittsford, New York, owner, submitted a completed application and the appropriate fee of \$35.00 for the renewal of the Landmark Mobile Home Park Permit for property located at 1030-1038 Route 13 in the Town of Cortlandville, tax map #96.09-04-09.000, and

WHEREAS, the Town Code Enforcement Officer, Desiree Campbell conducted an inspection of the Mobile Home Park on January 8, 2020 and January 23, 2020 and submitted her inspection reports to the Town Board for review, and

WHEREAS, the Town Code Enforcement Officer reported no violations, therefore

BE IT RESOLVED, the Town Board does hereby approve the Mobile Home Park Permit Renewal for Cortland MHP Associates, Inc. for the Landmark Mobile Home Park for the year 2020, and it is further

RESOLVED, the Town Clerk is hereby authorized and directed to issue the Mobile Home Park Permit, which shall be valid until December 31, 2020, at which point the permit must be renewed.

RESOLUTION #90 AUTHORIZE PAYMENT APPLICATION NO. 8 SUBMITTED
BY ZMK CONSTRUCTION, INC. FOR THE GUTCHESS
LUMBER SPORTS COMPLEX PHASE 1

Motion by Councilman Withey

Seconded by Councilman Testa

VOTES: AYE – Williams, Cobb, Guido, Testa, Withey NAY – 0

ADOPTED

BE IT RESOLVED, the Town Board does hereby authorize and direct the Supervisor to execute Payment Application No. 8 as submitted by ZMK Construction, Inc. for payment in the amount of \$54,963.68 for the Gutches Lumber Sports Complex Phase 1.

Councilman Cobb made a motion, seconded by Councilman Withey, to receive and file the correspondence and the “Certificate of Completion” from New York State Homes & Community Renewal, dated March 10, 2020, regarding the Town’s 2016 NYS Community Development Block Grant, Town-wide Housing Rehabilitation Grant, NYS CDBG #287HR326-16. All voting aye, the motion was carried.

No further comments or discussion were heard.

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

The meeting was adjourned *sine die* at 5:12 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Kristin E. Rocco-Petrella". The signature is written in a cursive, flowing style.

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

*Note:

The draft version of this meeting was submitted to the Town Board for their review on March 27, 2020.

The final version of this meeting was approved as written at the Town Board meeting of April 15, 2020.