



AG/Planning/Environmental

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Tuesday, August 8, 2023

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:00 AM by Committee Chair Beau Harbin

Attendee Name	Organization	Title	Status	Arrived	Departed
Douglas Bentley	Cortland County, NY	Committee Vice Chair	Present		12:06 PM
Beau Harbin	Cortland County, NY	Committee Chair	Present		
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present		12:25 PM
Paul Heider	Cortland County, NY	Committee Member	Present		
Cathy Bischoff	Cortland County, NY	Committee Member	Present		
Susan Wilson	Cortland County, NY	Committee Member	Present		
Mitchel Eccleston	Cortland County, NY	Committee Member	Excused		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present		11:15 AM
Rob Corpora	Cortland County, NY	County Administrator	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Present		
Melissa Potter	Cortland County, NY	Mobility Manager	Present		
Trisha Hiemstra	Cortland County, NY	Director of Planning	Present		
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Present		
Sandra Price	Cortland County, NY	Board Member	Present		
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present		
Christopher Newell	Cortland County, NY	Board Member	Present		
Amanda Barber	Cortland County Soil and Water	Director	Present		
Margaret Mellott	Cortland Standard	Reporter	Remote		
Laura Herling	Cortland County, NY	GIS Planner	Present		
Eddie Velazquez	Cortland Voice	Reporter	Remote		

MINUTES

1. Ag/Planning/Environmental - Committee Meeting - Jun 8, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Bentley, Committee Vice Chair
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Grant Application with New York State Department of Parks, Recreation and Historic Preservation for 2023-2024 Cortland County Snowmobile Trail Development and Maintenance Grant - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/24/2023 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Grant Application with New York State Department of Parks, Recreation and Historic Preservation for 2023-2024 Cortland County Snowmobile Trail Development and Maintenance Grant - Planning Department

WHEREAS, Article 27 of the New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, AND

WHEREAS, Cortland County is designated as the Local Sponsor under Section 27.17 of the New York State Parks, Recreation and Historic Preservation Law for the purpose of preparing a grant application for Snowmobile Trail Development and Maintenance for the period April 1, 2023 to March 31, 2024, AND

WHEREAS, the County will retain an administration fee up to ten percent (10%) of the grant award to offset the actual cost for administration expenses incurred as the local grant sponsor for the period of April 1, 2023 to March 31, 2024, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized to sign the Local Sponsor Signature Form with documentation to support Department of Environmental Conservation, Department of Transportation, Landowner and other State, or Federal Land Permissions for each Cortland County club to become part of the New York State Snowmobile Trail System, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee is hereby authorized to electronically sign all materials as it pertains to the Phase III approval of permissible expenses for Snowmobile Trail development and maintenance Grant for the period April 1, 2023 to March 31, 2024.

AGENDA ITEM NO. 2 – Approve Negative Declaration of Environmental Impact Under State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/24/2023 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson

ON MOTION OF HARBIN

RESOLUTION NO.

Approve Negative Declaration of Environmental Impact Under State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails - Planning Department

WHEREAS, Article 27 of the New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, AND

WHEREAS, having reviewed the criteria contained in 6NYCRR, Section 617.7, Cortland County finds that there will be no significant adverse environmental impact resulting from the development and use of snowmobile trails throughout Cortland County, AND

WHEREAS, it is the County's intent to support the development and maintenance of snowmobile trails as an important economic and recreational resource for Cortland County, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign a Negative Declaration of Environmental Impact statement under the New York State Environmental Quality Review (SEQR), Article 8 of the New York State Environmental Conservation Law, stating that there will be no significant adverse environmental impact resulting from the development and use of snowmobile trails throughout Cortland County.

AGENDA ITEM NO. 3 – Authorize Agreements Various Snowmobile Clubs for Annual Snowmobile Trail Maintenance - Grant Funding Years 2023-2024 - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/14/2023 10:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Agreements Various Snowmobile Clubs for Annual Snowmobile Trail Maintenance - Grant Funding Years 2023-2024 - Planning Department

WHEREAS, Article 27 of the New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System, AND

WHEREAS, Cortland County under Section 27.17 of the State Parks, Recreation and Historic Preservation Law will apply for Snowmobile Trail Development and Maintenance grant funding for the period April 1, 2023 to March 31, 2024, AND

WHEREAS, Cortland County enters into agreements with certain Snowmobile Clubs to ensure that the clubs perform trail maintenance and grooming of existing trails throughout Cortland County, AND

WHEREAS, the County serves as the local sponsor for the grant application and as the grant recipient, AND

WHEREAS, the County will retain an administration fee of up to ten percent (10%) of the grant award to offset the actual cost of administering the grant for the period April 1, 2023 to March 31, 2024, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or designee, to sign agreements with the following snowmobile clubs: Truxton Snowmobile Club, Inc., Trailblazers of Onondaga & Cortland County (Tully Trailblazers), Trail Hounds, Inc., Seven Valley Snow Goers, Inc., Ridge Rider's Snowmobile Club, Inc., Marathon Snowdusters, Inc., LaFayette Trailriders, and Dryden Caroline Drifters Snowmobile Club for the purposes as previously stated for the period April 1, 2023 to March 31, 2024.

AGENDA ITEM NO. 4 – Appoint Member Central New York Regional Market Authority

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/24/2023 6:00 PM
MOVER:	Douglas Bentley, Committee Vice Chair
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson

ON MOTION OF HARBIN

RESOLUTION NO.

Appoint Member Central New York Regional Market Authority

WHEREAS, Section 827 of the Public Authority Law of the State of New York provides that each County Legislature of the Central New York Regional Market District shall name directors to the Central New York Regional Market Authority, AND

WHEREAS, there is a vacancy due to a resignation, NOW THEREFORE BE IT

RESOLVED, that Paul Heider be and hereby is appointed to represent Cortland County on said Board, effective immediately for a term to expire December 31, 2026.

AGENDA ITEM NO. 5 – Authorize Agreement for Consulting Services to Create a Cortland County Strategic Development Plan - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/24/2023 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Agreement for Consulting Services to Create a Cortland County Strategic Development Plan - Planning Department

WHEREAS, the Cortland County Planning Department advertised for proposals for Consulting Services to create a Cortland County Strategic Development Plan, AND

WHEREAS, Resolution No. 174-22 approved monies awarded from Appalachian Regional Commission (ARC) and Empire State Development (ESD) in the amount of \$190,000 with a County

match of \$10,000 for the cost of services to create a Cortland County Strategic Development Plan, AND

WHEREAS, the Cortland County Planning Department received proposals from the following consultants:

MRB Group D.P.C. - \$200,000
220 Salina Meadows Parkway #180
Syracuse, NY 13212

C&S Engineers, Inc. - \$200,000
499 Col Eileen Collins Blvd
Syracuse, NY 13212

, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of involved parties, the County Legislature hereby awards the contract for consulting services to create a Cortland County strategic development plan to MRB Group, D.P.C., AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute the necessary agreements for said contract, AND BE IT FURTHER

RESOLVED, that all costs associated with the consulting services to create a Cortland County strategic development plan shall be paid from account #A80205.54055.

AGENDA ITEM NO. 6 – Adopt Cortland County Charter Service Permission and Reporting Policy – Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/24/2023 6:00 PM
MOVER:	Douglas Bentley, Committee Vice Chair
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson

ON MOTION OF HARBIN

RESOLUTION NO.

Adopt Cortland County Charter Service Permission and Reporting Policy – Planning Department

WHEREAS, Cortland County would like to establish a policy for using Federal Transit Administration (FTA) funded vehicles to follow FTA Charter Bus Service Regulations and request New York State Department of Transportation (NYSDOT) permission prior to accepting any charter trip, AND

WHEREAS, NYSDOT requires all transit systems who would like to offer charter services with federally funded equipment to request approval to provide a charter service, AND

WHEREAS, Cortland County will follow the Charter Service Permission and Reporting Policy prior to accepting any charter trips with Cortland County transit buses, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the attached Cortland County Charter Service Permission and Reporting Policy, outlining the guidelines and procedures for accepting any charter trips utilizing County owned, federally funded vehicles.

ACTION ITEMS

1. Letter of Support for IRT Construction Project - Highway Truck Garage

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Beau Harbin, Committee Chair
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson

MONTHLY REPORTS

1. August 2023 Planning Department Activity Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Cortland County Planning Board Appointments

RESULT:	COMPLETED
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2. Review & Discuss 2024 Budget Requests and Initiatives

RESULT:	COMPLETED
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3. Soil and Water Monthly Report & Proposed 2024 Budget

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 12:29 PM



AG/Planning/Environmental

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Thursday, June 8, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair Beau Harbin

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Chair	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Melissa Potter	Cortland County, NY	Mobility Manager	Present	
Trisha Hiemstra	Cortland County, NY	Director of Planning	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Gina Cassidy	Cortland County, NY	Land Use Planner	Present	
Amy Buggs	Cortland County, NY	Grants Administrator	Present	
Kim Cameron	Cortland County Planning Board	Member	Present	
Amanda Barber	Cortland County Soil & Water	Director	Present	
Carlita Withers	Cortland County, NY	Assistant Accountant	Remote	
James Coffman			Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	

MINUTES

1. Ag/Planning/Environmental - Committee Meeting - May 11, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Bentley, Committee Vice Chair
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Appoint Members - Central New York Regional Planning and Development Board

Minutes Acceptance: Minutes of Jun 8, 2023 10:00 AM (MINUTES)

RESULT: **APPROVED [UNANIMOUS]**

Next: 6/22/2023 6:00 PM

MOVER: Susan Wilson, Committee Member

SECONDER: Douglas Bentley, Committee Vice Chair

AYES: Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

ON MOTION OF HARBIN**RESOLUTION NO.****Appoint Members - Central New York Regional Planning and Development Board**

WHEREAS, there is an ex-officio position for the Cortland County Planning Director as a Cortland County Representative on the Central New York Regional Planning and Development Board, NOW THEREFORE BE IT

RESOLVED, that the following be appointed in conformance with the Regional Planning and Development Board By-Laws:

Name	Capacity	Term Expiration
Trisha Hiemstra	Cortland County Planning Director	12/31/23

AGENDA ITEM NO. 2 – Resolution Supporting Cortland Harvest and Cortland County Agriculture

RESULT: **APPROVED [5 TO 2]**

Next: 6/22/2023 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Susan Wilson, Committee Member

AYES: Bentley, Harbin, Bischoff, Wilson, Eccleston

NAYS: Ronald J. Van Dee, Paul Heider

ON MOTION OF HARBIN**RESOLUTION NO.****Resolution Supporting Cortland Harvest and Cortland County Agriculture**

WHEREAS, food system issues significantly affect the public health, land use, safety, economy and quality of life of Cortland County residents, and food related concerns are prevalent here, at a higher rate than other New York State counties, AND

WHEREAS, food security is a necessity of life, recognized as a condition in which all community residents can obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes community self-reliance and sovereignty, AND

WHEREAS, the Cortland County Legislature has made community food systems and agricultural products a top priority for economic development and job growth, AND

WHEREAS, the Cortland County Legislature believes that a well-conceived agriculture promotion program can dramatically increase support for local farmers and food processors, increase access to high quality food and products, reduce instances of food insecurity which place undue stress on other local resources, and build a shared sense of pride in both the citizens and the community, AND

WHEREAS, according to a 2019 article published by Todd Schmit, a Cornell University agricultural economics professor, when \$1 is generated by an agricultural business, about half of that (\$0.49) is spent locally, ultimately building a thriving and vibrant community, AND

WHEREAS, for every job directly related to agriculture an additional .65 non-agricultural job is created - meaning that in rural communities like Cortland County, employment is bolstered across industries when agricultural entities are able to grow, AND

WHEREAS, Cortland County recognizes the establishment of an agriculture promotion program will encourage:

- Cortland County residents and visitors to purchase local food;
- the establishment of small businesses;
- the offering of locally available healthier and fresher food;
- small-scale food processors to build their businesses in Cortland County;
- larger institutional entities to commit to the use of local food to support growth and the local economy;
- efficient use of land and its conservation for agriculture;
- reduction in food transportation; and

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby supports Cortland Harvest and the Cortland Food Project, which developed and supported the creation of Cortland Harvest, AND BE IT FURTHER

RESOLVED that the Cortland County Legislature supports programming, promotion, and sustainability of Cortland Harvest by:

- advertising Cortland Harvest on the county website;
- providing advertising space on Cortland County transit buses, if available, to promote Cortland Harvest;
- working with the Cortland County IDA/BDC, Cortland County Chamber of Commerce, and Cornell Cooperative Extension of Cortland County to further promote Cortland Harvest with new and existing businesses, producers, and farms;
- engaging with the Experience Cortland/County Visitor's Bureau to promote the Cortland Harvest brand to visitors;
- ensuring Cortland Harvest has promotional materials at county events and offices;
- exploring opportunities for county institutions to participate in local purchasing;

, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature encourages all County agencies that purchase food to provide a geographic preference for Cortland County-based food and beverage products whenever practicable.

AGENDA ITEM NO. 3 – Reject Bid for Operation and Management of the Cortland County Public Transportation System and Authorize Amended Agreement Between Cortland County and TransDev

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/22/2023 6:00 PM
MOVER:	Susan Wilson, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

ON MOTION OF HARBIN**RESOLUTION NO.**

**Reject Bid for Operation and Management of the Cortland County Public Transportation System
and Authorize Amended Agreement Between Cortland County and TransDev**

WHEREAS, Cortland County advertised and received bids for Operation and Management of the Cortland County Public Transportation System, with the Provisions of Fixed Route and Demand Responsive Public Transportation, AND

WHEREAS, the County received one bid from the following:

First Transit, 720 E. Butterfield Rd., Suite 300, Lombard, IL 60148

, AND

WHEREAS, based upon evaluation of the bid it has been determined that it is in the County's best interest to continue the existing contract with First Transit and Cortland County, AND

WHEREAS, there is a need to amend the agreement with First Transit to assign the existing agreement between Cortland County and TransDev, as First Transit has been acquired by TransDev on March 6, 2023, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature be and hereby formally rejects the bid proposal received on April 24, 2023 for the Operation and Management of the Cortland County Public Transportation System, with the Provisions of Fixed Route and Demand Responsive Public Transportation, AND BE IT FURTHER

RESOLVED, that the Chairman of the Cortland County Legislature and/or County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to execute an amended agreement with TransDev.

MONTHLY REPORTS

1. Soil & Water Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:01 AM

Minutes Acceptance: Minutes of Jun 8, 2023 10:00 AM (MINUTES)

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.				
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:				
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)				
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____				
☐ Parkland				

Attachment: SEQR 2023.24 (11589 : Approve Negative SEQR Snowmobile Trail Maintenance)

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)



**Cortland County
Charter Service Permission and Reporting Policy**

Policy/Procedure Number:**Organization Date (s):** 6/22/2023**Resolution No.:****Effective Date:** 6/22/2023**Next Review:**

Objective: To establish a policy for using Federal Transit Administration (FTA) funded vehicles Cortland County will follow FTA Charter Bus Service Regulations and request DOT permission prior to accepting any charter trip.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement:

Responsible Department: The Planning Department is responsible for overseeing and making changes to this policy.

General Information:

I. Definitions and Summary of Charter Bus Regulations:

Cortland County maintains operating authority with the NYS Dept. of Transportation (NYSDOT) to provide charter services within New York State. FTA's definition of charter services includes:

- Transportation provided by Cortland County Transit at the request of a third party for the exclusive use of a bus or van for a negotiated price. Such services also are generally paid for by a third party, are not part of Cortland County Transit regular services and occur irregularly.
- Transportation provided by Cortland County Transit to the public for events or functions that occur on an irregular basis or for a limited duration and has either premium fares or the service is paid for in whole or in part by a third party.

FTA's definition of charter service does not include demand response services with multiple stops or for a group with special needs. (For example, demand response service that takes all of the members of a group home on an annual excursion to a baseball game.)

Cortland County Transit provides both charter services that fit the FTA definition (such as serving a wedding party) and demand response services for groups that serve populations with special needs. A weekly trip from a group home to a recreation center is considered "special transportation" and not considered charter service.

The FTA rule includes some exemptions and exceptions. For example, Cortland County Transit may provide limited services to government officials and Qualified Human Service Organizations (QHSO). A QHSO is a human service agency serving persons who qualify for human service or transportation-related programs or services due to disability, income, or



Cortland County Charter Service Permission and Reporting Policy

advanced age and receives any one of a number of common Federal funds, such as a Senior Center receiving Older Americans Act funds or a Nursing Home receiving Medicaid/Medicare funding. (This term is used consistent with the President's Executive Order on Human Service Transportation Coordination - February 24, 2004).

Cortland County Transit may also provide charter services where we have an agreement with a charter operator to operate services, for say a limited number of passengers or those requiring wheelchair accessible vehicles. The Mobility Manager has more detailed information on the exceptions and reporting requirements.

II. Policy:

As a charter provider using Federal Transit Administration (FTA) funded vehicles Cortland County will follow FTA Charter Bus Service Regulations and request DOT permission prior to accepting any charter trip.

III. Procedure:

Notifying Charter Companies of Charter Opportunities

1. A request for agreement with all registered charter providers within the Cortland County geographic area will be emailed or faxed using the information listed on the FTA website on or about January 1st annually. For those not responding to the initial email, a follow up email will be sent one week later. The second email will request the charter company to identify if they wish to be notified of any charter requests and will note that a nonresponse will indicate that they are not interested in receiving such notices for a period of one year.
2. Response emails received will be kept on file for a period of three years in both electronic and paper format. Any agreements or specifications received from a charter operator will be placed in the charter service file to be considered when requests for new charter services are received.
3. Should a request come in from a charter company on the FTA website requesting Cortland County cease agreement with the charter company for specific charter services, we will have 90 days to address the concerns raised. This may mean the customer is referred to other charter providers who are interested in operating the service.
4. Charter companies that have specified that they wish to be notified of any or all charter opportunities will be notified when a request for charter services is received. Such notifications will include the following information for each request:
 - Customer Name, Address, Phone Number, and Email Address (if available)
 - Requested Date of Service



Cortland County Charter Service Permission and Reporting Policy

- Approximate Number of Passengers
- Type of Vehicle Requested
- Trip Itinerary and Approximate Duration
- The fare Cortland County Transit intends to charge for the service

Responding to Requests for Charter Services

1. When a request for charter service is received, first determine if a vehicle funded with FTA funds will be the appropriate one to use. If so, continue to item 2, following the Charter Bus Regulations. If a vehicle funded with 100% local funds is to be used, then provide a quotation for the service and verify with scheduling if a vehicle and operator will be available to fulfill the request.
2. If the request falls under the FTA Charter Bus Regulation, the next step is to determine if the request falls under one of the exemptions or exceptions. These include:
 - Transporting employees, contractors, bidders, or officials for the purpose of oversight functions such as inspections, evaluation, or review for emergency preparedness, or for training activities.
 - Government officials on official government business.
 - Qualified Human Service Organization - verify the organization is a QHSO. Maintain a list of known QHSOs.
 - When no registered charter operator responds to notices that service has been requested.
 - When Cortland County has an agreement in place with a charter provider that states they are not interested in the particular type of service being requested.

If the request falls under an exemption, Cortland County may operate the service. Proceed to check for the availability of a vehicle and driver on the date requested and provide a quotation for the service.

3. Notify any charter companies that have requested notification of charter opportunities of the service request. Maintain a current list of companies with any agreements or specifics that are in place.
 - If any charter companies express an interest in operating the service, Cortland County Transit will not service the request. Cortland County Mobility Manager will tell the customer that they should expect to hear from the other charter business.
 - If no charter operators respond in the allowed time frame (72 hours for trips less than 30 days and 14 days for service requested 30 or more days in the future), Cortland County Transit may proceed with operating the service upon receiving final approval from NYSDOT.
4. All charter service requests for contracted services will be forwarded to



Cortland County Charter Service Permission and Reporting Policy

NYSDOT for final approval. Complete the form and follow instructions for submission. Notify the customer that there will be a delay of up to three days while waiting for NYSDOT to approve the request. Once approval is received, proceed to schedule the service.

Recordkeeping, Quarterly Reporting and Other Activities

1. For all services meeting the FTA definition of charter services, maintain the following information on a Charter Services spreadsheet:
 - Customer Name, Address, Phone Number and Email Address (if available)
 - Requested Date of Service
 - Approximate Number of Passengers
 - Number of the Vehicle Used
 - Trip Itinerary and Approximate Duration
 - The Fare Collected for the Service
2. Complete and submit the quarterly report on charter services to NYSDOT.
3. Quarterly follow-up will be conducted of the FTA Charter Bus Service website for any newly registered charter providers in our geographic area. Should a new charter provider appear on the site, an initial email request will be sent within 90 days of the company registration date. Following the initial request and possible subsequent request one week later, the charter company will be entered into the list with follow up agreements sent on or about January 1st annually.



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

August 2, 2023

Southern Tier 8
Attn: Jennifer Gregory
49 Court Street, Suite 222
Binghamton, NY 13901

RE: Letter of Support for IRT Construction Project for Highway Truck Garage

Dear Ms. Gregory:

On behalf of the Agricultural, Planning and Environmental and Highway Committees of the Cortland County Legislature, we are writing to express our strong support for the proposed Innovative Readiness Training (IRT) construction project aimed at establishing a modern Highway Truck Garage in Cortland County.

As members of the legislature, we recognize the critical importance of a well-maintained infrastructure in promoting economic development, ensuring public safety, and delivering essential services to our constituents. By endorsing the IRT construction project for the Highway Truck Garage, we are demonstrating our commitment to the long-term prosperity and well-being of Cortland County. The modern facility will not only enhance the efficiency and safety of our highway operations, but also contribute to overall cost savings in the management of county resources.

We are well aware of the challenges associated with securing funding for infrastructure projects, and we hope to utilize the IRT program to save taxpayer money, while facilitating the training needs that IRT provides. We believe that this project aligns with the county's strategic vision and will have a positive impact on our community's future growth and development.

The Cortland County Legislature commits to the betterment of our county and will take this opportunity to invest in the critical infrastructure needed to sustain our community's success. The benefits of this project will extend beyond the immediate improvements to our highway operations, positively impacting the lives of every resident in Cortland County.

Thank you for your time and consideration of our stance on this matter. We are confident that your support for the IRT construction project will reinforce our county's resilience and foster a prosperous future for all.

Should you require any further information or assistance from the Cortland County Legislature, please do not hesitate to contact the legislative office at (607) 753-5048 or by email to shempstead@cortland-co.org.

Sincerely,

Kevin Fitch
Chair of the Legislature

Beau Harbin
Agriculture, Planning & Environmental
Committee Chair

Christopher Newell
Highway Committee
Chair

Cortland County Planning Department

Activity Report – August 2023

Administration

Strategic Development Plan

IRT – Construction

Staffing – Land Use Planner – Gina Cassidy

GIS Planner - Laura Herrling

CNY Regional Planning Board

- NYSERDA's proposal to US DOT – EV Charging Stations
- Clean Energy Communities/Climate Smart Communities
- Continued conversation about ConnectALL opportunities

Southern Tier 8

- CEDS
- Opportunity Zone Collaboration
- Work on Planning Committee Regional Strategies

Mobility

5311 grant funding to be announced early fall

DOT Site Review completed – no violations

Continue working on transportation system upgrades /rebranding plans

Cortland County Planning Board Meeting – July 19th, 2023

17 General Municipal Law M-239's returned for local determination

4 General Municipal Law M-239's reviewed and brought before County Planning Board

ON MOTION OF KEVIN FITCH, CHAIR OF THE LEGISLATURE

Appoint Members to the Cortland County Planning Board - Planning Department

WHEREAS, the term of Municipality representatives expires June 30, 2023, AND

WHEREAS, Article III, Section 3, Terms of Office of the Cortland County Planning Board Bylaws states each voting member shall be appointed by the Legislature for a term of four (4) years, and a member who has served more than half a term in office shall be considered to have served a full term, AND

WHEREAS, Article IV, Section 4, Vacancies of the Cortland County Planning Board Bylaws states vacancies in membership on the Board shall be filled by appointment by the Legislature in accordance with Section I, Article III of these Bylaws, NOW THEREFORE BE IT

RESOLVED, that the following are hereby appointed to the Cortland County Planning Board for the terms as provided below:

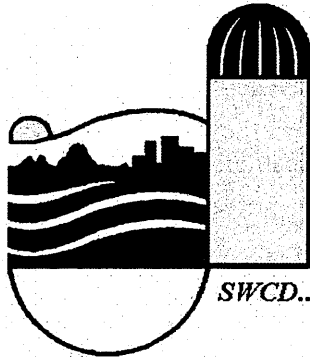
Paul Dries 1656 Lighthouse Hill Rd Homer, NY 13077	<u>Term to Expire</u> June 30, 2027
Donnell Boyden 6460 NYS Route 41, Lot #G Homer, NY 13077	June 30, 2027
Ann Swisher PO Box 1006 McGraw, NY 13101	June 30, 2027

CORTLAND COUNTY
AUTHORIZED AGENCY BUDGET REQUEST
BUDGET COMPARISON

Agency: Cortland County Soil and Water Conservation District Date: 8/7/2023

Public Support and Revenue - All Sources		2021 Fiscal Year Adopted	2022 Fiscal Year Adopted	2023 Fiscal Year Adopted	2024 Fiscal Year Proposed
1	County Funds	\$150,000	\$180,000	\$221,344	\$265,194
2	Contributions	\$5,100	\$1,425	\$1,250	\$525
3	Special Events				
4	Legacies and Bequests				
5	Contributed by Associated Organ.	\$178,736	\$178,874	\$188,005	\$241,747
6	Allocated by United Way				
7	Fees and Grants	\$299,402	\$373,694	\$377,120	\$385,105
8	Membership Dues				
9	Program Service Fees	\$11,265	\$18,120	\$28,506	\$43,273
10	Sales of Materials	\$8,312	\$9,521	\$9,558	\$17,070
11	Investment Income	\$367	\$6,124	\$350	\$382
12	Miscellaneous Rev.-Savings/Carryover	\$137,881	\$64,589	\$65,800	\$140,600
13	TOTAL SUPPORT AND REVENUE	\$791,063	\$832,347	\$891,933	\$1,093,896
Operating Expenses					
14	Salaries	\$468,463	\$510,064	\$537,345	\$654,756
15	Employee Benefits	\$258,810	\$261,993	\$287,088	\$304,302
16	Equipment (new Truck inc.)				\$51,500
17	Professional Fees-insurance, audit	\$2,000	\$2,000	\$4,000	\$5,000
18	Supplies-field and office inc. gas	\$2,700	\$4,400	\$5,000	\$8,000
19	Telephone	\$7,500	\$7,000	\$8,000	\$7,200
20	Postage and Shipping	\$500	\$400	\$500	\$500
21	Occupancy/Rent	\$28,800	\$28,800	\$28,800	\$28,800
22	Rental and Maint. of Equipment	\$3,000	\$3,000	\$4,000	\$5,000
23	Printing and Publications	\$1,500	\$1,000	\$2,000	\$1,000
24	Travel and Training	\$2,700	\$2,600	\$2,700	\$6,000
25	Insurance	\$12,500	\$8,500	\$10,000	\$15,000
26	Marketing and Promotion				
27	Membership and Dues	\$2,590	\$2,590	\$2,500	\$2,500
28	Awards and Grants				
29	Miscellaneous				
30	Payments to Affiliated Organizations				
31	TOTAL EXPENSES (add 14 thru 30)	\$791,063	\$832,347	\$891,933	\$1,089,558

Attachment: Soil and Water Report 8-7-2023 (11637 : Soil and Water Monthly Report & Proposed 2024 Budget)



Cortland County Soil and Water Conservation District

100 Grange Place, Room 202, Cortland, NY 13045

Phone: (607) 756-5991 Fax: (607) 756-0029

www.cortlandswcd.org

SWCD...established to promote the conservation and wise use of our county's natural resources

SOIL AND WATER CONSERVATION DISTRICT MONTHLY REPORT

From: Amanda Barber, SWCD Manager

August 8, 2023

AGRICULTURE AND PRIVATE LAND CONSERVATION

Agricultural Environmental Management (AEM) – Design work continues for projects funded by the Climate Resilient Farming (CRF) program, Agricultural Environmental Management (AEM) and Agricultural NPS Control and Abatement Program (AGNP) planned for this summer/fall. We submitted applications to modify projects for funding under our AEM Base financial assistance program as approved by the board last month. We have a site showing tomorrow for one of those projects which is for silage leachate collection and treatment. We expect installation to be completed in September.

Seven applications were submitted for AGNP Round 29 funding last month. Several projects withdrew during the project development and ranking process. CRF program applications were due yesterday, August 7th and we submitted six applications with two withdrawing from the original pool.

Chesapeake Bay Watershed and Upper Susquehanna Coalition –Best management practice (BMP) verification and reporting for the Chesapeake Bay TMDL and NY Watershed Implementation Plan was completed. Training on new nutrient management techniques is next week and we will begin planning activities.

COMMUNITY NATURAL RESOURCES MANAGEMENT AND PLANNING

Little York Lake Protection and Rehabilitation District – SWCD has been operating a leased weed harvester for the LYLPS which has now been returned. A contractor has been hired to finish harvesting over the next couple of weeks. We have an RFQ for the lake management plan review project. The LYLPRD Advisory Board met to review progress for this year and discuss the 2024 budget and work priorities. They have made a recommendation for the SWCD Board for next year.

Aquatic Invasive Species Spread Prevention

The AIS “Landing Blitz” project was completed and the grant has been closed. This was a great short-term project adding extra emphasis to aquatic invasive species and spread prevention focused on Finger Lakes access points. Funding was from a Great Lakes Commission grant.

Our boat steward continues to educate at local launches on weekends. Majority of time is divided between Tully Lake and Little York Lake, while also making periodic visits to other hand launches throughout the county.

Skaneateles Lake Watershed and Skaneateles Lake 9E Plan – the Watershed Advisory Committee met July 6th to continue with the development of the 9E Plan. The Town of Scott was present. The next meeting is now planned for early September and will focus on the approval of BMP modeling scenarios.

We identified two BMP planning/implementation projects with an education/outreach component to submit for funding through the new Finger Lakes Watershed Grants. The proposal was submitted the end of July.