



Town of Cortland

Board of Trustees Town Board Meeting

Town Hall, 59 S. Somonauk Road Cortland, IL 60112

February 27, 2023 at 7:00 PM

AGENDA

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

APPROVAL OF AGENDA

PUBLIC WISHING TO SPEAK

CONSENT AGENDA

1. Approve Town Board Minutes of January 9, January 23 and February 13, 2023; Accept Parks Advisory Committee Minutes of January 10, 2023; Accept Treasurer's Report of January 2023 and Approve Expenditures Report of January 2023.

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. Midwest Truckers Association-DOT/CDL Drug & Alcohol Testing Program & Policy (*Updating DOT/CDL Drug & Alcohol Program & Policy Forms. If Approved, effective March 1, 2023*)
3. Approve an Intergovernmental Agreement Between the Town of Cortland and the City of Genoa (*for the use of Genoa City Hall for Cortland Administrative Adjudication Hearings*)
4. A Resolution Approving an Intergovernmental between the Town of Cortland and the City of Genoa (*for the use of Genoa City Hall for Cortland Administrative Adjudication Hearings*)

PARKS ADVISORY COMMITTEE REPORT

COMMENTS

DEPARTMENT HEAD REPORTS

5. Police Department, Public Works, Engineer/ Zoning and Permits Reports

MAYOR'S REPORT

ADJOURNMENT



Town of Cortland Board of Trustees Town Board Meeting

Town Hall, 59 S. Somonauk Road Cortland, IL 60112

January 09, 2023, at 7:00 PM

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

Mayor Pietrowski called the regular meeting of the Board of Trustees to order at 7:00 p.m. The Pledge of Allegiance was recited. Deputy Clerk Kaity Siewierski called roll showing as present; Mayor Mark Pietrowski, Trustees Charmaine Fioretto, Brad Stone, Doug Corson, Jim Walker, Randi Olson and Mike Siewierski. Quorum was present. Also present were Public Works Director Joel Summerhill, Engineer and Zoning Administrator Brandy Williams, Police Chief Lin Dargis, Clerk Cheryl Aldis and Attorney Kevin Buick

APPROVAL OF AGENDA

Trustee Siewierski moved to approve the agenda as presented, seconded by Trustee Walker. Unanimous voice vote carried the motion.

PUBLIC WISHING TO SPEAK

No public wishing to speak.

UNFINISHED BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. Discussion Only-Review Draft Ordinance Amending Title 3 "Business and License Regulations," to Add a New Chapter 11 Titled "Food Trucks" to The Cortland Town Code

The Board of Trustees discussed potential changes to the draft ordinance. Clerk Aldis mentioned she has done research to see what other municipalities in our area are doing which was shared and discussed.

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. Fulton Siren Services – 2023 Outdoor Warning Siren System one-year maintenance Contract (*this is an annual contract*)

Trustee Walker moved to Approve the Fulton Siren Services Contract for the 2023 year, seconded by Trustee Stone. Unanimous roll call vote carried the motion.

C2023-01

3. Approve a Resolution Authorizing the Destruction of Audio Recording of Closed Session Minutes (*This would approve the destruction of June 14, 2021, audio tape*)

Trustee Siewierski moved to approve a Resolution Authorizing the Destruction of Audio Recording of Closed Session Minutes from June 14, 2021, seconded by Trustee Corson. Unanimous roll call vote carried the motion.

Res. No. 2023-01

4. Approve Creation of Safety Committee for the Purpose of Promoting and Maintaining a Safe Work Environment (*This is an administrative committee that includes all department head staff or their designee*)

Trustee Corson moved to Approve the Creation of Safety Committee for the Purpose of Promoting and Maintaining a Safe Work Environment, seconded by Trustee Olson. Unanimous voice vote carried the motion.

5. Approve Proposal for Architectural and Structural Engineering Design Services for the Proposed Public Safety and Town Hall Relocation Study for the Town of Cortland, Illinois, provided by Larson & Darby Group for a proposed amount not to exceed \$17,500.00 unless otherwise agreed to in writing.

Trustee Siewierski moved to Approve a Proposal for Architectural and Structural Engineering Design Services for the Proposed Public Safety and Town Hall Relocation Study for the Town of Cortland, Illinois, provided by Larson & Darby Group for a proposed amount not to exceed \$17,500.00 unless otherwise agreed to in writing, seconded by Trustee Corson. Engineer Brandy Williams recapped the proposal stating they would provide three floor plans and an estimated budget. This will take about 6-8 weeks. Unanimous roll call vote carried the motion. *[Clerks Note: Funds to be taken from budget line 016300-210, Engineering Expense]* **C2023-02**

6. Suppeland Park Splash Pad Discussion

For discussion only, Brandy Williams discussed the splash pad that is proposed in Suppland Park. Ms. Williams provided the Trustees with preliminary pictures of what the slash pad design could look like. Ms. Williams is awaiting formal approval for the grant application that was submitted in 2021. Trustee Fioretto questioned why the town did not go out for bid and how the proposed vendor (Vortex) was selected. Ms. Williams stated that the vendor is a state approved vendor which streamlines the grant process. She further stated that she and the Director of Public Works had visited other splash pads this past year. Vortex equipment was the vendor with the least color fading and maintenance issues.

COMMENTS

Trustee Stone thanked Trustee Corson for putting on an excellent Christmas Parade. There were a lot of great comments from the event.

MAYOR'S REPORT

Mayor Pietrowski reported that the City of DeKalb is doing a Metra train study. He also reported that it is National Police Officer Day and thanked our Chief of Police for his hard work and dedication.

ADJOURNMENT

Trustee Siewierski moved to adjourn, seconded by Trustee Stone. Unanimous voice vote carried the motion. Meeting adjourned at 8:21 p.m.

Respectively Submitted,

Kaity Siewierski
Deputy Clerk



Town of Cortland Board of Trustees Town Board Meeting

Town Hall, 59 S. Somonauk Road Cortland, IL 60112

January 23, 2023 at 7:00 PM

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

Mayor Pietrowski called the regular meeting of the Board of Trustees to order at 7:00 p.m. The Pledge of Allegiance was recited. Deputy Clerk Kaity Siewierski called roll showing as present; Mayor Mark Pietrowski, Trustees Charmaine Fioretto, Brad Stone and Mike Siewierski. Showing as absent was Trustees Walker, Corson and Olson. Quorum was present with the mayor. Also present were Public Works Director Joel Summerhill, Engineer and Zoning Administrator Brandy Williams, Police Chief Lin Dargis, Clerk Cookie Aldis and Attorney Kevin Buick.

APPROVAL OF AGENDA

Trustee Stone moved to approve the agenda as presented, seconded by Trustee Siewierski. Voice vote carried the motion.

PUBLIC WISHING TO SPEAK

No public wishing to speak.

CONSENT AGENDA

1. Approve Minutes of December 12, 2022, Approve Expenditure Reports of November & December 2022, and Accept Treasurers Reports of November & December 2022

Trustee Stone moved to Approve Minutes of December 12, 2022, Approve Expenditure Reports of November & December 2022, and Accept Treasurers Reports of November & December 2022, seconded by Trustee Siewierski. Roll call vote carried the motion.

UNFINISHED BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. An Ordinance Amending Title 3 "Business and License Regulations," to Add a New Chapter 11 Titled "Food Trucks" to The Cortland Town Code

Trustee Siewierski moved to approve the ordinance as amended; 3-11-2; licensing procedure; C, annual fee to be \$150.00 and addition of language, annual fee shall include any special event, seconded by Trustee Stone. Clerk Aldis discussed the changes added to the document, which were recommended at the previous board meeting. Roll call vote carried the motion.

Ord. 2023-01

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

3. Amending Appendix A, Town of Cortland Wage & Salary Scale with Related Benefits

Trustee Stone moved to approve, amending Appendix A Town of Cortland Wage and Salary Scale with Related Benefits, seconded by Trustee Siewierski. Discussion ensued regarding the wage and salary scale. This amendment includes adjustments of CPI for 2022 & 2023, therefore should not need to be amended for two years. Then, discussion ensued regarding related benefits, a proposed holiday; option to add a

Approve:

Attest:

holiday, don't add a holiday or trade an existing holiday. It was decided that an employee survey would be circulated asking for employee input. Trustee Stone moved to amend the original motion to approve only the wage and salary scale, seconded by Trustee Siewierski. Roll call vote carried the motion.

4. Cash Farm Lease Approval – *(Steve Swanson has farmed the land for several years. This is a continuation of previous leases. Motion to authorize Mayor to sign a one-year lease agreement with Steve Swanson.)*

Trustee Stone moved to approve the Cash Farm Lease, seconded by Trustee Fioretto. This is a one-year lease agreement between the Town of Cortland and Steve Swanson. Roll call vote carried the motion. **A2023-01**

5. Resolution Approving the Plat for the Penelope Almady Subdivision within the Chestnut Grove – Unit 1 Subdivision *(Resubdivision Lot 12 Chestnut Grove Subdivision Unit 1)* **Res. No. 2023-02**

Trustee Fioretto moved to approve a resolution approving the Plat for the Penelope Almady Subdivision within Chestnut Grove – Unit One Subdivision, Seconded by Trustee Siewierski. Roll call vote carried the motion. **Res. No. 2023-02**

PARKS ADVISORY COMMITTEE REPORT

Trustee Fioretto reported the committee has been discussing the potential uses of the parks. The next meeting will be held on February 14, 2023, but is to be determined at the moment.

COMMENTS

Trustee Stone commented on the town's decorations, stating the holiday decorations looked very nice and makes our town look presentable.

DEPARTMENT HEAD REPORTS

6. Police Department, Public Works, Engineer & Zoning and Monthly Permit Reports
Department Head Reports were provided in the packet. There were no questions or comments.

MAYOR'S REPORT

Mayor Pietrowski reported he will be starting up a quarterly newsletter with the help of the Deputy Clerk.

ADJOURNMENT

Trustee Siewierski moved to adjourn, seconded by Trustee Fioretto. Voice vote carried the motion. Meeting adjourned at 8:18 p.m.

Respectively submitted,

Kaity Siewierski

Deputy Clerk

Approve:

Attest:



Town of Cortland Board of Trustees Town Board Meeting

Town Hall, 59 S. Somonauk Road Cortland, IL 60112

February 13, 2023, at 7:00 P.M.

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

Mayor Pietrowski called the regular meeting of the Board of Trustees to order at 7:00 p.m. The Pledge of Allegiance was recited. Deputy Clerk Kaity Siewierski called roll showing as present; Mayor Mark Pietrowski, Trustees Charmaine Fioretto, Brad Stone, Jim Walker, Randi Olson and Mike Siewierski. Shown as absent was Trustee Doug Corson. Quorum was present. Also present were Public Works Director Joel Summerhill, Engineer and Zoning Administrator Brandy Williams, Police Chief Lin Dargis, Clerk Cheryl Aldis and Attorney Kevin Buick.

APPROVAL OF AGENDA

Trustee Stone moved to approve the agenda as presented, seconded by Trustee Siewierski. Unanimous voice vote carried the motion.

PUBLIC WISHING TO SPEAK

No public wishing to speak.

UNFINISHED BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. Discussion regarding proposed amendment to Employee Handbook regarding alteration of Holiday Schedule

Clerk Aldis sent out a survey to town employees via email asking their input on the possibility of adding Juneteenth to the holiday schedule. Of twenty-two employees, eight responded with their input. A consensus among the Trustees was made to make no revisions and leave the holiday schedule as is.

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. An Ordinance to Repeal Ordinance 1980-7 "Chapter 4, Amusements, Article B. Raffles" of the Cortland Town Code (This Ordinance, if passed, will repeal Chapter 4, Amusements, Article B. Raffles within the Cortland Town Code which would eliminate Town licensing of raffles, which will revert to County)

Trustee Siewierski moved to approve an Ordinance to Repeal Ordinance 1980-7 "Chapter 4, Amusements, Article B. Raffles" of the Cortland Town Code, seconded by Trustee Olson. Unanimous roll call vote carried the motion. **Ord. 2023-02**

3. A Resolution Approving the Allocation of Funds and Entering into a Joint Funding Agreement with IDOT For Somonauk Road (This Resolution, if passed, will authorize expenditure of the Town's portion of funding for Somonauk Road resurfacing)

Trustee Stone moved to approve a Resolution Approving the Allocation of Funds and Entering into a Joint Funding Agreement with IDOT For Somonauk Road, seconded by

Trustee Walker. The Towns portion is coming from TIF funds in the amount of \$119,000. Unanimous roll call vote carried the motion.

Res. No. 2023-03

4. Motion the Authorize the Mayor to Execute a Joint Funding Agreement for State Let Construction Work

Trustee Walker moved to Authorize the Mayor to Execute a Joint Funding Agreement for State-Let Construction Work, seconded by Trustee Fioretto. Unanimous roll call vote carried the motion.

A2023-03

5. A Resolution approving General Maintenance under the Illinois Highway Code 23-00000-00-GM in the amount of \$85,000 (This Resolution, if passed, will approve using MFT funds for sealcoating in NeuCort Lakes subdivision)

Trustee Fioretto moved to approve A Resolution Approving General Maintenance under the Illinois Highway Code 23-00000-00-GM in the amount of \$85,000, seconded by Trustee Olson. Unanimous roll call vote carried the motion.

Res. No. 2023-04

6. Approve an Estimate for General Maintenance under the Illinois Highway Code 23-00000-00-GM in the amount of \$79,674 (*Estimate of MFT funds for seal coating project in NeuCort Lakes subdivision*)

Trustee Fioretto moved to Approve an Estimate for General Maintenance under the Illinois Highway Code 23-00000-00-GM in the amount of \$79,674, seconded by Trustee Walker. Unanimous roll call vote carried the motion.

7. Motion to Ratify the Authorization of Application for Zoning Variance (Letter for Mr. Kapu Aluli from owner of land (Town of Cortland) to allow applicant to petition for variances on town owned property; 86 S. Somonauk Rd.)

Trustee Stone moved to Ratify the Authorization of Application for Zoning Variance (Letter for Mr. Kapu Aluli from owner of land (Town of Cortland) to allow applicant to petition for variances on town owned property; 86 S. Somonauk Rd.), seconded by Trustee Fioretto. Unanimous roll call vote carried the motion.

8. Motion to Approve and Authorize Mayor and Engineer to submit a Grant Application to DeKalb County Community Foundation and provide an accompanying letter of support in the amount of \$19,231 for ADA play equipment at McPhillips Park

Trustee Siewierski moved to Approve and Authorize Mayor and Engineer to submit a Grant Application to DeKalb County Community Foundation and provide an accompanying letter of support in the amount of \$19,231 for ADA play equipment at McPhillips Park, seconded by Trustee Fioretto. Unanimous roll call vote carried the motion.

9. Motion to Confirm Mayor's Appointment of the following individuals to the Planning Commission

Lexi Bowers to fill an unexpired term to expire May 2024; Joelle Morken to fill an unexpired term to expire May 2025; Alex Haughee to fill a vacant seat to expire May 2026 and Vicky Torres to fill a vacant seat to expire May 2026.

Trustee Fioretto moved to Confirm Mayor's Appointments to the Planning Commission, seconded by Trustee Olson. Unanimous roll call vote carried the motion.

10. Discussion Only-Presentation of 2022 Draft Comprehensive Plan

Ms. Williams, Engineer, and Zoning Administrator discussed the Planning Commission recommendations of the Comprehensive Plan Future land use map with the Trustees. The Trustees, with some adjustments, came to a consensus to move forward.

PARKS ADVISORY COMMITTEE REPORT

No report made.

COMMENTS

Clerk Aldis commented that there has been compliments on the town's snowflake decorations.

No other comments made.

DEPARTMENT HEAD REPORTS

Chief Dargis reported he is working on the Police Department Annual Report.

Ms. Williams reported the Prairiefield Ave project plans are ready. There will be an upcoming advertisement for bid. The splash pad project is still awaiting formal approval. A new arm on an existing ComEd utility pole will be installed at the intersection south of Tallgrass Parkway on Somonauk on March 18th.

Public Works Director Joel Summerhill reported Public Works is filling potholes and the decorations on the light poles will be taken down at the end of February.

No other reports were made.

MAYOR'S REPORT

Mayor Pietrowski gave a brief overview of the Dekalb County Mayors meeting.

No other reports were made.

ADJOURNMENT

Trustee Fioretto moved to adjourn, seconded by Trustee Stone. Unanimous voice vote carried the motion. Meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Kaity Siewierski

Deputy Clerk

Town of Cortland
Town Hall
59 S. Somonauk Road
Cortland, IL 60112
Park Advisory Committee
Minutes
January 10, 2023
6:30 p.m.

Call to Order / Roll Call

Committee Chair Charmaine Fioretto called the meeting to order at 6:35 p.m. Chair Fioretto called the roll call showing as present Committee Members Liz Botts, Josh Orr, Angel Mendez, Trent Moser, and Mariann Kaminski. Shown as absent were Committee Members Michelle Bergeson and Patricia Mackey. Quorum was present.

Approval of Agenda

Mr. Orr moved to approve the agenda as presented, seconded by Ms. Botts. Unanimous voice vote carried the motion.

Consent Agenda

Chair Fioretto read the Consent Agenda into the record. Approve minutes of December 15, 2022. Ms. Botts moved to approve, seconded by Mr. Moser. Unanimous roll call vote carried the motion.

Hearing of Staff/Citizens

No one wished to speak at that time.

New Business

Cortland Community Parks

Chair Fioretto mentioned to the committee that Public Works Director Joel Summerhill had pulled all the basketball backboards to be repainted and purchased new nets. He also started looking into equipment for the Frisbee golf course, along with working on how to convert Hetchler Park's old tennis courts into a Pickleball Court. The committee talked about past ideas and what parks would be best suited for each idea. The committee decided that a dog park would be best suited in the Cortland Community Park and to put it out towards the water tower to keep the noise further away from homes. Mr. Mendez mentioned that he would like to see the dog park have a disk launcher. The committee also agreed they would like to see other items in the park for people to interact with their dogs. Mr. Orr stated since the Cortland Community Park is to be the park with the large event space that he would like there to be signage off

Somonauk to direct people to the parks. Mr. Moser inquired about the Lion's Den. Whether the committee was to work around the den or if the den would be moving out of Cortland Community Park. It was also wanted to know if the Lions owned the land or if Cortland did. Chair Fioretto mentioned that Cortland owns the land, but the Lions built the shelter. She also mentioned that the committee was to work around the Lion's Den when planning the park. Chair Fioretto also included that the Lions are in the process of taking over the Parade and Festival Committee for Cortland and that the den's locations to what would possibly be the future event space of the town could be very beneficial. The committee also talked about the importance of getting handicap-accessible park equipment as soon as possible and the importance of an inclusive park. Mr. Orr excused himself from the meeting at 7:32 p.m. The committee talked about moving the February 14th meeting to the 15th. Chair Fioretto said she would find out if Town Hall would be available for February 15th.

Adjournment

Ms. Bergeson moved to adjourn, seconded by Mr. Moser. Unanimous voice vote carried the motion. The meeting Adjourned at 7:46 p.m.

Respectfully Submitted,

Charmaine Fioretto
Committee Chair

Town of Cortland

Cash Summaries

Month Ending:

January 31, 2023

	<u>General</u>	<u>MFT</u>	<u>CIF</u>	<u>Sewer</u>	<u>Water</u>	<u>Festival & Parade</u>	<u>RAF</u>	<u>TIF</u>	<u>Total</u>
Beginning Cash	<u>\$ 994,744.55</u>	<u>\$ 608,420.36</u>	<u>\$ 873,852.89</u>	<u>\$ 2,109,690.42</u>	<u>\$ 1,077,970.39</u>	<u>\$ 6,506.43</u>	<u>\$ 1,401,728.78</u>	<u>\$ 600,313.34</u>	<u>\$ 7,673,227.16</u>
Revenue over Expenses:	\$ (65,313.25)	\$ 19,350.31	\$ 54,221.78	\$ 127,950.37	\$ 98,158.24	\$ 5.76	\$ 7,370.39	\$ (1,002.29)	\$ 240,741.31
Receivables									
Prev month	\$ 10,423.00	\$ -	\$ -	\$ 38,465.15	\$ 9,534.37	\$ -	\$ 4,540.92	\$ -	\$ 62,963.44
Current month	<u>14,666.00</u>	<u>-</u>	<u>-</u>	<u>169,187.13</u>	<u>130,902.85</u>	<u>-</u>	<u>4,540.92</u>	<u>-</u>	<u>319,296.90</u>
Change in receivables	\$ (4,243.00)	\$ -	\$ -	\$ (130,721.98)	\$ (121,368.48)	\$ -	\$ -	\$ -	\$ (256,333.46)
Less: non-expense AJE for Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payables									
Prev month	\$ 53,742.32	\$ -	\$ 77,238.16	\$ 701,229.38	\$ 70,044.56	\$ -	\$ 877,245.54	\$ -	\$ 1,779,499.96
Current month	<u>51,807.58</u>	<u>-</u>	<u>77,238.16</u>	<u>701,229.38</u>	<u>70,044.56</u>	<u>-</u>	<u>878,863.68</u>	<u>-</u>	<u>1,779,183.36</u>
Change in Payables	\$ (1,934.74)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,618.14	\$ -	\$ (316.60)
Ending Cash	<u>\$ 923,253.56</u>	<u>\$ 627,770.67</u>	<u>\$ 928,074.67</u>	<u>\$ 2,106,918.81</u>	<u>\$ 1,054,760.15</u>	<u>\$ 6,512.19</u>	<u>\$ 1,410,717.31</u>	<u>\$ 599,311.05</u>	<u>\$ 7,657,318.41</u>
Per Cash									
Trial Balance:	<u>\$ 923,253.56</u>	<u>\$ 627,770.67</u>	<u>\$ 928,074.67</u>	<u>\$ 2,106,918.81</u>	<u>\$ 1,054,760.15</u>	<u>\$ 6,512.19</u>	<u>\$ 1,410,717.31</u>	<u>\$ 599,311.05</u>	<u>\$ 7,657,318.41</u>

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PROPERTY TAX</u>					
01-4051 PROPERTY TAX REVENUE	.00	.00	594,000.00	594,000.00	.0
01-4052 RE TAX - CORPORATE LEVY	.00	490,010.87	.00 (490,010.87)	.0
01-4055 PROPERTY TAX-POLICE	.00	125,005.39	124,000.00 (1,005.39)	100.8
01-4058 RE TAX - IMRF LEVY	.00	56,456.00	.00 (56,456.00)	.0
01-4059 RE TAX - SOC SEC LEVY	.00	52,424.62	.00 (52,424.62)	.0
TOTAL PROPERTY TAX	.00	723,896.88	718,000.00 (5,896.88)	100.8
<u>FINES & FORFEITURES</u>					
01-4062 COURT FINES	926.47	1,862.80	9,000.00	7,137.20	20.7
01-4069 POLICE FINES	.00	1,272.88	.00 (1,272.88)	.0
TOTAL FINES & FORFEITURES	926.47	3,135.68	9,000.00	5,864.32	34.8
<u>ROAD & BRIDGE TAX</u>					
01-4071 ROAD & BRIDGE TAX REV	145.35	18,290.07	20,000.00	1,709.93	91.5
TOTAL ROAD & BRIDGE TAX	145.35	18,290.07	20,000.00	1,709.93	91.5
<u>BUILDING & ZONING PERMITS</u>					
01-4081 BUILDING & ZONING PERMITS	.00	325.00	37,500.00	37,175.00	.9
01-4082 ZONING PERMITS	150.00	2,650.00	.00 (2,650.00)	.0
01-4083 BUILDING PERMITS	3,500.00	34,977.97	.00 (34,977.97)	.0
01-4084 SITE GRADING PLAN REVIEW	200.00	2,100.00	.00 (2,100.00)	.0
TOTAL BUILDING & ZONING PERMITS	3,850.00	40,052.97	37,500.00 (2,552.97)	106.8
<u>INCOME TAX REVENUE</u>					
01-4101 STATE INCOME TAX REVENUE	65,455.42	545,878.22	497,000.00 (48,878.22)	109.8
TOTAL INCOME TAX REVENUE	65,455.42	545,878.22	497,000.00 (48,878.22)	109.8
<u>SALES TAX</u>					
01-4122 SALES TAX	24,807.16	218,962.07	455,000.00	236,037.93	48.1
01-4123 LOCAL USE TAX	15,807.60	111,257.72	155,000.00	43,742.28	71.8
TOTAL SALES TAX	40,614.76	330,219.79	610,000.00	279,780.21	54.1

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REPLACEMENT TAX - TOWNSHIP</u>					
01-4131	REPLACEMENT TAX - TOWNSHIP	.00	.00	200.00	200.00	.0
	TOTAL REPLACEMENT TAX - TOWNSHIP	.00	.00	200.00	200.00	.0
	<u>REPLACEMENT TAX - STATE</u>					
01-4141	REPLACEMENT TAX - STATE	617.95	3,343.32	4,000.00	656.68	83.6
01-4142	VIDEO GAMING TAX - STATE	1,858.84	10,165.62	15,000.00	4,834.38	67.8
01-4143	CANNABIS USE TAX - STATE	558.20	3,975.58	6,000.00	2,024.42	66.3
	TOTAL REPLACEMENT TAX - STATE	3,034.99	17,484.52	25,000.00	7,515.48	69.9
	<u>OTHER PERMITS</u>					
01-4151	OTHER PERMITS	.00	333.00	1,000.00	667.00	33.3
01-4154	PARK RENTAL	.00	110.00	.00	(110.00)	.0
01-4156	SOLICITORS PERMIT	25.00	25.00	.00	(25.00)	.0
	TOTAL OTHER PERMITS	25.00	468.00	1,000.00	532.00	46.8
	<u>FRANCHISE FEES</u>					
01-4181	FRANCHISE FEES	2,532.62	14,237.88	20,000.00	5,762.12	71.2
	TOTAL FRANCHISE FEES	2,532.62	14,237.88	20,000.00	5,762.12	71.2
	<u>SIMPLIFIED TELECOM TAX (IMF)</u>					
01-4201	SIMPLIFIED TELECOMM TAX (IMF)	508.14	3,622.62	10,000.00	6,377.38	36.2
	TOTAL SIMPLIFIED TELECOM TAX (IMF)	508.14	3,622.62	10,000.00	6,377.38	36.2
	<u>CORTLAND HISTORY BOOK</u>					
01-4851	CORTLAND HISTORY BOOK	35.20	85.20	.00	(85.20)	.0
	TOTAL CORTLAND HISTORY BOOK	35.20	85.20	.00	(85.20)	.0
	<u>REIMBURSEMENTS</u>					
01-4901	REIMBURSEMENTS	.00	.00	150,000.00	150,000.00	.0
01-4909	REIMBURSEMENTS - OTHER	.00	12,546.95	.00	(12,546.95)	.0
	TOTAL REIMBURSEMENTS	.00	12,546.95	150,000.00	137,453.05	8.4

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>RESTITUTION</u>					
01-4911 RESTITUTION FOR PROP DAMAGE	.00	15,295.66	.00	(15,295.66)	.0
TOTAL RESTITUTION	.00	15,295.66	.00	(15,295.66)	.0
<u>MISCELLANEOUS REVENUE</u>					
01-4990 MISC REV PD REPORTS	.00	80.00	500.00	420.00	16.0
01-4991 MISC REVENUE	.00	2,065.56	5,000.00	2,934.44	41.3
01-4996 BUSINESS LICENSES	325.00	1,100.00	1,250.00	150.00	88.0
01-4997 MISC REV-PD OTHER	.00	20.00	.00	(20.00)	.0
TOTAL MISCELLANEOUS REVENUE	325.00	3,265.56	6,750.00	3,484.44	48.4
<u>INTEREST ON INVESTMENT</u>					
01-8011 INTEREST ON INVESTMENT	3,052.62	17,536.39	3,000.00	(14,536.39)	584.6
TOTAL INTEREST ON INVESTMENT	3,052.62	17,536.39	3,000.00	(14,536.39)	584.6
<u>TRANSFERS FROM OTHER FUNDS</u>					
01-8101 TRANSFERS FROM OTHER FUNDS	.00	.00	143,228.00	143,228.00	.0
TOTAL TRANSFERS FROM OTHER FUNDS	.00	.00	143,228.00	143,228.00	.0
<u>GRANTS</u>					
01-8301 GRANTS	.00	334,930.57	299,931.00	(34,999.57)	111.7
TOTAL GRANTS	.00	334,930.57	299,931.00	(34,999.57)	111.7
TOTAL FUND REVENUE	120,505.57	2,080,946.96	2,550,609.00	469,662.04	81.6

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>						
01-6000-110	SALARIES - ELECTED OFFICIALS	9,011.48	84,884.61	121,400.00	36,515.39	69.9
01-6000-119	SALARIES - CLERICAL WORKERS	7,055.27	68,323.53	89,600.00	21,276.47	76.3
01-6000-131	EMPLOYEE HEALTH INSURANCE	1,706.23	44,901.96	22,800.00	(22,101.96)	196.9
01-6000-133	IMRF CONTRIBUTION	1,105.90	10,814.14	14,600.00	3,785.86	74.1
01-6000-193	PAYROLL TAXES	1,226.57	11,675.62	16,200.00	4,524.38	72.1
01-6000-210	LEGAL FEES: REIMBURSABLE	.00	656.25	.00	(656.25)	.0
01-6000-211	LEGAL EXPENSE	1,324.25	17,055.22	60,000.00	42,944.78	28.4
01-6000-214	AUDIT & ACCOUNTING FEES	17,092.76	80,642.04	114,000.00	33,357.96	70.7
01-6000-312	OFFICE SUPPLIES	676.97	3,076.64	5,000.00	1,923.36	61.5
01-6000-313	POSTAGE	.00	961.44	2,000.00	1,038.56	48.1
01-6000-314	TELEPHONE	722.55	8,991.71	20,000.00	11,008.29	45.0
01-6000-315	COPIES & PRINTING	.00	69.75	2,000.00	1,930.25	3.5
01-6000-321	DUES & SUBSCRIPTIONS	607.25	4,896.59	5,000.00	103.41	97.9
01-6000-331	TRAVEL & TRAINING	(273.09)	6,448.15	5,000.00	(1,448.15)	129.0
01-6000-351	OFFICE EQUIP & MAINT	7,022.67	18,532.25	21,000.00	2,467.75	88.3
01-6000-492	GRANT REIMBURSEMENT EXPENSE	.00	25,000.00	.00	(25,000.00)	.0
01-6000-511	INSURANCE EXPENSE	.00	9,760.47	7,700.00	(2,060.47)	126.8
01-6000-531	REAL ESTATE TAXES	.00	(719.52)	3,000.00	3,719.52	(24.0)
01-6000-558	LEGAL - 6 EAST NORTH AVE	.00	350.00	.00	(350.00)	.0
01-6000-591	MISC EXPENSE	35.00	932.34	1,000.00	67.66	93.2
01-6000-812	CAP OUTLAY: EQUIP & FURN	.00	17,744.55	52,100.00	34,355.45	34.1
01-6000-908	TRANSFER TO OTHER FUNDS	.00	10,000.00	10,000.00	.00	100.0
TOTAL ADMINISTRATION		47,313.81	424,997.74	572,400.00	147,402.26	74.3

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>						
01-6100-118	SALARIES - MAINT WORKERS	14,935.49	184,664.76	261,000.00	76,335.24	70.8
01-6100-131	EMPLOYEE HEALTH INSURANCE	2,619.08	28,613.24	48,500.00	19,886.76	59.0
01-6100-133	IMRF CONTRIBUTION	1,308.34	15,826.30	23,500.00	7,673.70	67.4
01-6100-193	PAYROLL TAXES	1,142.56	14,126.89	20,000.00	5,873.11	70.6
01-6100-197	DRUG/ALCOHOL PROGRAMS	.00	320.00	600.00	280.00	53.3
01-6100-198	UNIFORMS	269.88	1,027.89	1,600.00	572.11	64.2
01-6100-211	LEGAL EXPENSE	.00	10,050.00	.00	(10,050.00)	.0
01-6100-218	MAINTENANCE - STREET LIGHTS	.00	9,185.54	1,000.00	(8,185.54)	918.6
01-6100-219	ELECTRIC - STREET LIGHTS	2,895.98	20,626.06	36,500.00	15,873.94	56.5
01-6100-220	ROAD SALT	.00	31,639.74	30,000.00	(1,639.74)	105.5
01-6100-221	ROAD SIGNS	.00	2,139.10	2,000.00	(139.10)	107.0
01-6100-222	RAILROAD CROSSING MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-6100-224	STREET REPAIR MATERIALS	.00	5,448.81	24,000.00	18,551.19	22.7
01-6100-226	TOOLS AND HARDWARE	1,078.61	2,842.52	3,000.00	157.48	94.8
01-6100-227	SMALL EQUIPMENT PURCHASES	.00	5,476.00	10,000.00	4,524.00	54.8
01-6100-231	STREETS	.00	2,465.75	.00	(2,465.75)	.0
01-6100-232	MAINTENANCE TOWN GARAGE	.00	525.00	550.00	25.00	95.5
01-6100-235	PARKS - EQUIPMENT MAINTENANCE	557.00	2,319.99	10,000.00	7,680.01	23.2
01-6100-239	NUISANCE MOWING	.00	.00	1,000.00	1,000.00	.0
01-6100-241	VEHICLE & EQUIPMENT MAINT.	4,315.42	36,731.03	15,000.00	(21,731.03)	244.9
01-6100-242	TOWN HALL MAINTENANCE	1,522.92	6,312.28	6,000.00	(312.28)	105.2
01-6100-245	EQUIPMENT RENTAL	.00	698.70	13,000.00	12,301.30	5.4
01-6100-255	STORM SEWER REPAIRS	.00	1,058.77	6,000.00	4,941.23	17.7
01-6100-258	FORESTRY	.00	502.99	8,000.00	7,497.01	6.3
01-6100-312	OFFICE SUPPLIES	38.35	148.90	.00	(148.90)	.0
01-6100-314	TELEPHONE	427.18	3,845.52	6,000.00	2,154.48	64.1
01-6100-316	UTILITIES	1,911.94	7,043.96	7,900.00	856.04	89.2
01-6100-331	TRAVEL AND TRAINING	275.00	766.69	2,000.00	1,233.31	38.3
01-6100-351	OFFICE EQUIP & MAINT	157.50	1,450.50	2,000.00	549.50	72.5
01-6100-371	FUEL	492.71	17,951.39	20,000.00	2,048.61	89.8
01-6100-511	INSURANCE EXPENSE	.00	29,424.13	31,500.00	2,075.87	93.4
01-6100-522	FEES/PERMITS	.00	48.14	2,000.00	1,951.86	2.4
01-6100-525	TECHNOLOGY UPGRADES	.00	212.36	.00	(212.36)	.0
01-6100-591	MISC EXPENSE	4,760.00	4,784.41	500.00	(4,284.41)	956.9
01-6100-611	PRINCIPAL PAYMENTS	20,067.23	39,926.53	39,927.00	.47	100.0
01-6100-621	INTEREST EXPENSE	5,496.67	11,201.27	11,201.00	(.27)	100.0
01-6100-811	CAP OUTLAY: CONSTRUCT	4,240.85	4,240.85	34,000.00	29,759.15	12.5
01-6100-812	CAP OUTLAY: EQUIP & FURN	.00	.00	19,000.00	19,000.00	.0
TOTAL PUBLIC WORKS		68,512.71	503,646.01	698,278.00	194,631.99	72.1

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>						
01-6200-114	SALARIES - REGULAR	37,844.28	337,343.92	418,000.00	80,656.08	80.7
01-6200-115	SALARIES - SPECIAL ASSIGNMENT	1,244.20	14,372.00	25,000.00	10,628.00	57.5
01-6200-116	SALARIES - OVERTIME	264.60	6,645.68	5,000.00	(1,645.68)	132.9
01-6200-119	SALARIES - CLERICAL	1,438.13	9,067.39	18,500.00	9,432.61	49.0
01-6200-131	EMPLOYEE HEALTH INS	5,613.04	49,515.20	80,000.00	30,484.80	61.9
01-6200-133	IMRF CONTRIBUTION	3,371.54	31,016.37	38,000.00	6,983.63	81.6
01-6200-193	PAYROLL TAXES	2,988.64	26,509.80	37,500.00	10,990.20	70.7
01-6200-198	UNIFORMS	266.83	2,714.07	5,000.00	2,285.93	54.3
01-6200-199	UNIFORM ALLOWANCE	.00	2,430.06	7,500.00	5,069.94	32.4
01-6200-211	LEGAL EXPENSE	.00	87.50	1,000.00	912.50	8.8
01-6200-212	ADJUDICATION	.00	700.00	5,000.00	4,300.00	14.0
01-6200-240	EQUIPMENT PURCHASES & MAINT	13.89	5,069.61	14,500.00	9,430.39	35.0
01-6200-241	VEHICLE MAINTENANCE	186.43	9,815.79	15,000.00	5,184.21	65.4
01-6200-242	M&O: OFFICE	.00	424.79	500.00	75.21	85.0
01-6200-261	TELECOMMUNICATIONS SERVICE	.00	63,980.00	64,000.00	20.00	100.0
01-6200-312	OFFICE SUPPLIES	96.65	900.10	1,000.00	99.90	90.0
01-6200-313	POSTAGE	.00	134.61	125.00	(9.61)	107.7
01-6200-314	TELEPHONE	1,047.54	10,598.59	21,500.00	10,901.41	49.3
01-6200-315	COPIES & PRINTING	63.00	625.62	1,000.00	374.38	62.6
01-6200-316	UTILITIES	381.77	1,025.48	1,620.00	594.52	63.3
01-6200-321	DUES & SUBSCRIPTIONS	.00	21,666.42	12,000.00	(9,666.42)	180.6
01-6200-331	TRAVEL & TRAINING	546.87	7,182.42	7,500.00	317.58	95.8
01-6200-351	OFFICE EQUIP & MAINT	308.01	2,005.22	6,000.00	3,994.78	33.4
01-6200-361	DUI PREVENTION EQUIP	.00	.00	3,000.00	3,000.00	.0
01-6200-371	GAS & PETROLEUM	1,126.25	15,815.94	16,000.00	184.06	98.9
01-6200-421	COMMUNITY PROGRAMS	.00	570.48	1,000.00	429.52	57.1
01-6200-511	INSURANCE EXP	.00	23,927.80	22,500.00	(1,427.80)	106.4
01-6200-550	TECHNOLOGY UPGRADES	.00	.00	5,000.00	5,000.00	.0
01-6200-591	MISC EXPENSE	304.97	1,786.21	3,000.00	1,213.79	59.5
01-6200-812	CAP OUTLAY: EQUIP/FURN	.00	8,284.00	21,000.00	12,716.00	39.5
01-6200-813	CAPITAL OUTLAY-BUILDING	.00	740.00	.00	(740.00)	.0
TOTAL POLICE DEPARTMENT		57,106.64	654,955.07	856,745.00	201,789.93	76.5

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ENGINEERING & ZONING</u>					
01-6300-118 SALARIES - CODE OFFICIAL	909.24	23,961.30	75,000.00	51,038.70	32.0
01-6300-120 SALARIES - ENGINEER	8,715.38	82,732.65	113,300.00	30,567.35	73.0
01-6300-131 EMPLOYEE HEALTH/LIFE	15.42	146.49	10,000.00	9,853.51	1.5
01-6300-133 EMPLOYER IMRF	763.46	7,380.64	17,500.00	10,119.36	42.2
01-6300-193 PAYROLL TAXES	736.30	8,162.19	18,500.00	10,337.81	44.1
01-6300-211 ENGINEERING: NON-REIMBURSABLE	.00	.00	2,500.00	2,500.00	.0
01-6300-213 PLANNING/ZONING/BUILDING	.00	.00	1,500.00	1,500.00	.0
01-6300-241 VEHICLE & EQUIPMENT MAINT.	.00	2,198.02	3,000.00	801.98	73.3
01-6300-312 OFFICE SUPPLIES	.00	6.49	.00	6.49	.0
01-6300-314 TELEPHONE	178.95	1,615.35	.00	1,615.35	.0
01-6300-315 COPIES & PRINTING	.00	437.50	.00	437.50	.0
01-6300-321 DUES & SUBSCRIPTIONS	.00	409.00	1,000.00	591.00	40.9
01-6300-331 CONFERENCE AND TRAINING	.00	2,166.72	3,000.00	833.28	72.2
01-6300-351 OFFICE EXPENSE	1,354.00	2,695.18	.00	2,695.18	.0
01-6300-371 GASOLINE	212.91	1,589.54	2,500.00	910.46	63.6
01-6300-511 INSURANCE EXP	.00	538.67	700.00	161.33	77.0
TOTAL ENGINEERING & ZONING	12,885.66	134,039.74	248,500.00	114,460.26	53.9
TOTAL FUND EXPENDITURES	185,818.82	1,717,638.56	2,375,923.00	658,284.44	72.3
NET REVENUE OVER EXPENDITURES	(65,313.25)	363,308.40	174,686.00	(188,622.40)	208.0

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

MOTOR FUEL TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MOTOR FUEL TAX REVENUES</u>					
02-4011	MFT APPROPRIATION	17,165.58	120,631.81	175,000.00	54,368.19	68.9
	TOTAL MOTOR FUEL TAX REVENUES	17,165.58	120,631.81	175,000.00	54,368.19	68.9
	<u>REBUILD ILLINOIS</u>					
02-4050	REBUILD ILLINOIS	.00	46,901.63	46,901.63	.00	100.0
	TOTAL REBUILD ILLINOIS	.00	46,901.63	46,901.63	.00	100.0
	<u>INTEREST ON INVESTMENT</u>					
02-8011	INTEREST ON INVESTMENT	2,184.73	10,539.09	500.00	(10,039.09)	2107.8
	TOTAL INTEREST ON INVESTMENT	2,184.73	10,539.09	500.00	(10,039.09)	2107.8
	TOTAL FUND REVENUE	19,350.31	178,072.53	222,401.63	44,329.10	80.1

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

MOTOR FUEL TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MOTOR FUEL EXPENSES</u>					
02-6400-370 GENERAL MAINTENANCE	.00	.00	365,000.00	365,000.00	.0
TOTAL MOTOR FUEL EXPENSES	.00	.00	365,000.00	365,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	365,000.00	365,000.00	.0
NET REVENUE OVER EXPENDITURES	19,350.31	178,072.53	(142,598.37)	(320,670.90)	124.9

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>ELECTRICITY</u>					
03-4011	UTILITY TAX - ELECTRICITY	8,775.60	63,654.71	95,000.00	31,345.29	67.0
	TOTAL ELECTRICITY	8,775.60	63,654.71	95,000.00	31,345.29	67.0
	<u>GAS</u>					
03-4021	UTILITY TAX - GAS	24,311.47	59,955.65	45,000.00	(14,955.65)	133.2
	TOTAL GAS	24,311.47	59,955.65	45,000.00	(14,955.65)	133.2
	<u>TELEPHONE</u>					
03-4031	SIMPLIFIED TELECOMM TAX (UT)	1,791.12	12,748.77	30,000.00	17,251.23	42.5
	TOTAL TELEPHONE	1,791.12	12,748.77	30,000.00	17,251.23	42.5
	<u>SALES TAX</u>					
03-4041	NON HOME RULE SALES TAX	16,863.23	134,256.02	375,000.00	240,743.98	35.8
	TOTAL SALES TAX	16,863.23	134,256.02	375,000.00	240,743.98	35.8
	<u>INTEREST ON INVESTMENTS</u>					
03-8011	INTEREST ON INVESTMENTS	2,980.36	9,359.88	400.00	(8,959.88)	2340.0
	TOTAL INTEREST ON INVESTMENTS	2,980.36	9,359.88	400.00	(8,959.88)	2340.0
	<u>SOURCE 820</u>					
03-8201	SALE OF PROPERTY	.00	428,259.00	.00	(428,259.00)	.0
	TOTAL SOURCE 820	.00	428,259.00	.00	(428,259.00)	.0
	<u>FUNDS FOR GRADE CROSSINGS</u>					
03-8301	GRANTS FUNDS	.00	.00	935,000.00	935,000.00	.0
	TOTAL FUNDS FOR GRADE CROSSINGS	.00	.00	935,000.00	935,000.00	.0
	TOTAL FUND REVENUE	54,721.78	708,234.03	1,480,400.00	772,165.97	47.8

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL IMPR EXPENSES</u>					
03-6500-421 COMMUNITY PROGRAMS	.00	.00	15,000.00	15,000.00	.0
03-6500-450 LAND AQUISITION	.00	11,760.00	12,000.00	240.00	98.0
03-6500-522 NPDES PERMIT FEE	.00	1,000.00	.00 (1,000.00)	.0
03-6500-726 DONATIONS- COMMUNITY AGENCIES	500.00	3,000.00	5,000.00	2,000.00	60.0
03-6500-824 STREET IMPROVEMENT	.00	.00	800,000.00	800,000.00	.0
03-6500-837 EMERGENCY PREPAREDNESS	.00	1,118.46	.00 (1,118.46)	.0
03-6500-840 HOLIDAY DECORATIONS	.00	5,463.03	.00 (5,463.03)	.0
03-6500-842 SIDEWALKS, NEW CONSTRUCTION	.00	2,592.38	12,000.00	9,407.62	21.6
03-6500-846 ELECTRIC POWER TO COMMUNITY PK	.00	.00	135,000.00	135,000.00	.0
03-6500-910 TRANSFERS TO OTHER FUNDS	.00	13,327.32	26,654.64	13,327.32	50.0
03-6500-912 LOAN PAYMENTS	.00	.00	51,128.00	51,128.00	.0
03-6500-913 CAPITAL PURCHASE TRANSFERS	.00	.00	92,100.00	92,100.00	.0
TOTAL CAPITAL IMPR EXPENSES	500.00	38,261.19	1,148,882.64	1,110,621.45	3.3
TOTAL FUND EXPENDITURES	500.00	38,261.19	1,148,882.64	1,110,621.45	3.3
NET REVENUE OVER EXPENDITURES	54,221.78	669,972.84	331,517.36 (338,455.48)	202.1

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

SEWER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SERVICE FEES</u>					
06-4010	CONNECTION FEES	1,000.00	10,000.00	.00	(10,000.00)	.0
06-4011	SERVICE FEES	139,143.45	417,077.15	543,000.00	125,922.85	76.8
	TOTAL SERVICE FEES	140,143.45	427,077.15	543,000.00	115,922.85	78.7
	<u>LATE CHARGES</u>					
06-4021	LATE CHARGES	(20.00)	21,019.01	30,000.00	8,980.99	70.1
	TOTAL LATE CHARGES	(20.00)	21,019.01	30,000.00	8,980.99	70.1
	<u>BAD CHECK CHARGES</u>					
06-4041	BAD CHECK CHARGES	5.00	(5.00)	50.00	55.00	(10.0)
	TOTAL BAD CHECK CHARGES	5.00	(5.00)	50.00	55.00	(10.0)
	<u>PERMITS</u>					
06-4051	PERMITS	3,500.00	52,500.00	25,000.00	(27,500.00)	210.0
	TOTAL PERMITS	3,500.00	52,500.00	25,000.00	(27,500.00)	210.0
	<u>INTEREST ON INVESTMENT</u>					
06-8011	INTEREST ON INVESTMENT	7,308.36	35,456.41	1,000.00	(34,456.41)	3545.6
	TOTAL INTEREST ON INVESTMENT	7,308.36	35,456.41	1,000.00	(34,456.41)	3545.6
	<u>LEASE INCOME</u>					
06-8801	LEASE INCOME	.00	9,826.20	10,725.00	898.80	91.6
	TOTAL LEASE INCOME	.00	9,826.20	10,725.00	898.80	91.6
	TOTAL FUND REVENUE	150,936.81	545,873.77	609,775.00	63,901.23	89.5

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

SEWER SYSTEM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER SYSTEM EXPENSES</u>					
06-7300-118 SALARIES: MAINT WORKERS	6,199.46	58,046.41	75,000.00	16,953.59	77.4
06-7300-131 EMPLOYEE HEALTH INSURANCE	857.14	7,423.35	12,200.00	4,776.65	60.9
06-7300-133 IMRF CONTRIBUTION	543.08	5,178.20	6,800.00	1,621.80	76.2
06-7300-193 PAYROLL TAXES	474.25	4,440.57	5,700.00	1,259.43	77.9
06-7300-198 UNIFORMS	59.98	360.87	600.00	239.13	60.2
06-7300-211 LEGAL/COLLECTION EXPENSE	.00	240.62	5,000.00	4,759.38	4.8
06-7300-212 ENGINEERING EXPENSE	.00	.00	2,500.00	2,500.00	.0
06-7300-213 OTHER CONSULTING FEES	2,674.90	10,699.60	16,000.00	5,300.40	66.9
06-7300-214 AUDIT FEES	.00	4,000.00	4,000.00	.00	100.0
06-7300-218 EQUIPMENT	.00	368.14	3,000.00	2,631.86	12.3
06-7300-221 UTILITIES	8,168.11	48,623.57	110,000.00	61,376.43	44.2
06-7300-241 M&O: VEH & EQUIP	.00	2,347.45	3,000.00	652.55	78.3
06-7300-243 M&O: SEWER PLANT	1,281.86	20,161.77	40,000.00	19,838.23	50.4
06-7300-311 OFFICE EXPENSE	2,092.63	6,492.91	6,500.00	7.09	99.9
06-7300-312 ANNUAL PERMIT FEES	.00	10,500.00	11,000.00	500.00	95.5
06-7300-313 TRAINING	.00	1,348.53	2,000.00	651.47	67.4
06-7300-314 TELEPHONE	271.89	2,349.88	5,000.00	2,650.12	47.0
06-7300-345 WASTEWATER TESTING	230.42	8,728.42	17,500.00	8,771.58	49.9
06-7300-371 GAS & PETROLEUM	132.72	7,888.95	2,200.00	(5,688.95)	358.6
06-7300-491 GRANT EXPENSE	.00	.00	3,500.00	3,500.00	.0
06-7300-511 INSURANCE EXPENSE	.00	4,053.27	4,100.00	46.73	98.9
06-7300-591 MISC EXPENSES	.00	199.52	500.00	300.48	39.9
06-7300-611 DEBT SERVICE PRINCIPAL	.00	23,970.14	47,255.16	23,285.02	50.7
06-7300-621 INTEREST EXPENSE	.00	6,503.25	13,691.62	7,188.37	47.5
06-7300-811 CAP OUTLAY: CONSTRUCT	.00	9,584.26	15,000.00	5,415.74	63.9
06-7300-812 CAP OUTLAY: EQUIPMENT	.00	8,884.15	58,500.00	49,615.85	15.2
06-7300-826 FACILITY PLAN	.00	.00	40,000.00	40,000.00	.0
TOTAL SEWER SYSTEM EXPENSES	22,986.44	252,393.83	510,546.78	258,152.95	49.4
TOTAL FUND EXPENDITURES	22,986.44	252,393.83	510,546.78	258,152.95	49.4
NET REVENUE OVER EXPENDITURES	127,950.37	293,479.94	99,228.22	(194,251.72)	295.8

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SERVICE FEES</u>					
07-4011	SERVICE FEES	127,840.53	387,467.96	530,000.00	142,532.04	73.1
	TOTAL SERVICE FEES	127,840.53	387,467.96	530,000.00	142,532.04	73.1
	<u>LATE CHARGES</u>					
07-4021	LATE CHARGES	(.56)	1,486.63	1,000.00	(486.63)	148.7
	TOTAL LATE CHARGES	(.56)	1,486.63	1,000.00	(486.63)	148.7
	<u>BAD CHECK CHARGES</u>					
07-4041	BAD CHECK CHARGES	25.00	25.00	50.00	25.00	50.0
	TOTAL BAD CHECK CHARGES	25.00	25.00	50.00	25.00	50.0
	<u>PERMITS</u>					
07-4051	PERMITS	3,800.00	62,500.00	30,000.00	(32,500.00)	208.3
	TOTAL PERMITS	3,800.00	62,500.00	30,000.00	(32,500.00)	208.3
	<u>METER SALES</u>					
07-4301	METER SALES	.00	3,050.00	5,100.00	2,050.00	59.8
	TOTAL METER SALES	.00	3,050.00	5,100.00	2,050.00	59.8
	<u>MISCELLANEOUS REVENUE</u>					
07-4991	MISC INCOME	200.00	1,762.00	1,500.00	(262.00)	117.5
	TOTAL MISCELLANEOUS REVENUE	200.00	1,762.00	1,500.00	(262.00)	117.5
	<u>INTEREST ON INVESTMENT</u>					
07-8011	INTEREST ON INVESTMENT	3,736.90	19,778.17	500.00	(19,278.17)	3955.6
	TOTAL INTEREST ON INVESTMENT	3,736.90	19,778.17	500.00	(19,278.17)	3955.6

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LEASE INCOME</u>					
07-8801	LEASE INCOME	620.00	3,100.00	3,720.00	620.00	83.3
	TOTAL LEASE INCOME	620.00	3,100.00	3,720.00	620.00	83.3
	TOTAL FUND REVENUE	136,221.87	479,169.76	571,870.00	92,700.24	83.8

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

WATER SYSTEM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER SYSTEM EXPENSES</u>					
07-7400-118 SALARIES: MAINT WORKERS	9,299.21	87,069.74	111,000.00	23,930.26	78.4
07-7400-131 EMPLOYEE HEALTH INSURANCE	1,285.74	11,134.97	18,330.00	7,195.03	60.8
07-7400-133 IMRF CONTRIBUTION	814.60	7,767.31	10,000.00	2,232.69	77.7
07-7400-193 PAYROLL TAXES	711.38	6,660.75	8,400.00	1,739.25	79.3
07-7400-198 UNIFORMS	.00	479.12	600.00	120.88	79.9
07-7400-211 LEGAL/COLLECTION EXP	.00	240.63	.00	(240.63)	.0
07-7400-212 ENGINEERING EXPENSE	.00	.00	2,500.00	2,500.00	.0
07-7400-213 OTHER CONSULTING FEES	4,012.34	16,049.36	24,000.00	7,950.64	66.9
07-7400-214 AUDIT FEES	.00	4,000.00	4,000.00	.00	100.0
07-7400-221 UTILITIES	6,754.02	38,585.01	82,000.00	43,414.99	47.1
07-7400-222 RADIUM REMOVAL PROCESSING	9,146.89	78,195.69	105,000.00	26,804.31	74.5
07-7400-241 M&O: VEH & EQUIP	40.17	3,252.42	5,000.00	1,747.58	65.1
07-7400-243 M&O: WELL SYSTEM	266.77	11,724.33	30,000.00	18,275.67	39.1
07-7400-311 OFFICE EXPENSE	2,537.40	8,989.24	11,000.00	2,010.76	81.7
07-7400-314 TELEPHONE	260.68	2,249.64	5,000.00	2,750.36	45.0
07-7400-331 TRAVEL & TRAINING	96.00	885.50	2,000.00	1,114.50	44.3
07-7400-341 METER PURCHASES & SUPPLIES	.00	12,786.19	15,000.00	2,213.81	85.2
07-7400-343 CONNECTION EXP	.00	920.35	5,000.00	4,079.65	18.4
07-7400-344 ACCESS SUPPLY PURCH	.00	1,850.00	.00	(1,850.00)	.0
07-7400-345 CHEMICALS & TESTING	2,044.35	13,697.54	20,000.00	6,302.46	68.5
07-7400-346 TOOLS	484.40	1,190.60	1,250.00	59.40	95.3
07-7400-371 GAS & PETROLEUM	309.68	5,513.60	6,000.00	486.40	91.9
07-7400-511 INSURANCE EXPENSE	.00	6,955.80	6,800.00	(155.80)	102.3
07-7400-531 REAL ESTATE TAXES	.00	719.52	.00	(719.52)	.0
07-7400-811 CAP OUTLAY: CONSTRUCT	.00	9,584.26	65,000.00	55,415.74	14.8
07-7400-812 CAP OUTLAY: EQUIPMENT	.00	12,385.00	65,500.00	53,115.00	18.9
 TOTAL WATER SYSTEM EXPENSES	 38,063.63	 342,886.57	 603,380.00	 260,493.43	 56.8
 TOTAL FUND EXPENDITURES	 38,063.63	 342,886.57	 603,380.00	 260,493.43	 56.8
 NET REVENUE OVER EXPENDITURES	 98,158.24	 136,283.19	 (31,510.00)	 (167,793.19)	 432.5

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

FESTIVAL & PARADE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DONATIONS</u>					
09-4961	DONATIONS	.00	7,050.00	5,000.00	(2,050.00)	141.0
	TOTAL DONATIONS	.00	7,050.00	5,000.00	(2,050.00)	141.0
	<u>FUNDRAISERS</u>					
09-4972	FESTIVAL RECEIPTS	.00	13,788.25	22,000.00	8,211.75	62.7
	TOTAL FUNDRAISERS	.00	13,788.25	22,000.00	8,211.75	62.7
	<u>INTEREST</u>					
09-8011	INTEREST ON INVESTMENT	5.76	19.30	.00	(19.30)	.0
	TOTAL INTEREST	5.76	19.30	.00	(19.30)	.0
	<u>ALLOTMENT FROM GF</u>					
09-8192	FESTIVAL/PARADE TRANSFER	.00	10,000.00	10,000.00	.00	100.0
	TOTAL ALLOTMENT FROM GF	.00	10,000.00	10,000.00	.00	100.0
	TOTAL FUND REVENUE	5.76	30,857.55	37,000.00	6,142.45	83.4

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

FESTIVAL & PARADE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FESTIVAL & PARADE EXPENSES</u>					
09-7700-218 CONTRACTED GROUPS/EVENTS/LABOR	.00	21,724.94	20,000.00	(1,724.94)	108.6
09-7700-241 RENTALS	.00	3,733.00	6,000.00	2,267.00	62.2
09-7700-312 SUPPLIES	.00	4,691.41	4,000.00	(691.41)	117.3
09-7700-313 POSTAGE	.00	.00	100.00	100.00	.0
09-7700-315 COPIES, PRINTING & ADVERTISING	.00	1,567.16	1,000.00	(567.16)	156.7
09-7700-571 PRIZES & AWARDS	.00	644.33	500.00	(144.33)	128.9
09-7700-591 MISC EXPENSE	.00	500.00	150.00	(350.00)	333.3
TOTAL FESTIVAL & PARADE EXPENSES	.00	32,860.84	31,750.00	(1,110.84)	103.5
TOTAL FUND EXPENDITURES	.00	32,860.84	31,750.00	(1,110.84)	103.5
NET REVENUE OVER EXPENDITURES	5.76	(2,003.29)	5,250.00	7,253.29	(38.2)

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

RESTRICTED ASSETS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DONATIONS</u>					
13-4166 CEMETERY RECEIPTS	100.00	1,475.00	2,500.00	1,025.00	59.0
13-4167 WASTE COLLECTION AGREEMENT	.00	10,057.50	17,000.00	6,942.50	59.2
TOTAL DONATIONS	100.00	11,532.50	19,500.00	7,967.50	59.1
<u>PARK DEVELOPMENT FEES</u>					
13-4170 AIRPORT ROAD FARM RENT	.00	18,229.17	.00	(18,229.17)	.0
13-4171 PARK LOT DEV FEES - GENERAL	.00	600.00	1,000.00	400.00	60.0
TOTAL PARK DEVELOPMENT FEES	.00	18,829.17	1,000.00	(17,829.17)	1882.9
<u>CAPITAL CONTRIBUTIONS: TOWN</u>					
13-4201 CAP CONTRIB: PUBLIC WORKS BLDG	504.63	5,046.30	.00	(5,046.30)	.0
13-4202 CAP CONTRIB: POLICE FACILITY	402.78	4,027.80	.00	(4,027.80)	.0
13-4203 CAP CONTRIB: EMERGENCY SIREN	11.57	115.70	.00	(115.70)	.0
13-4204 CAP CONTRIB: TOWN HALL BLDG	729.63	7,646.30	1,000.00	(6,646.30)	764.6
13-4205 CAP CONTRIB: SPORTS COMPLEX	659.72	6,597.20	.00	(6,597.20)	.0
13-4206 CAP CONTRIB: CAPITAL EQUIPMENT	.00	1,750.00	.00	(1,750.00)	.0
TOTAL CAPITAL CONTRIBUTIONS: TOWN	2,308.33	25,183.30	1,000.00	(24,183.30)	2518.3
<u>INTEREST</u>					
13-8011 INTEREST ON INVESTMENT	4,981.25	26,504.90	1,000.00	(25,504.90)	2650.5
TOTAL INTEREST	4,981.25	26,504.90	1,000.00	(25,504.90)	2650.5
<u>TRANSFERS</u>					
13-8101 TRANSFERS FROM OTHER FUNDS	.00	13,327.32	26,654.64	13,327.32	50.0
TOTAL TRANSFERS	.00	13,327.32	26,654.64	13,327.32	50.0
TOTAL FUND REVENUE	7,389.58	95,377.19	49,154.64	(46,222.55)	194.0

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

RESTRICTED ASSETS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RESTRICTED ASSETS</u>					
13-8000-352 ADMINISTRATIVE FUNDS	.00	14,655.18	.00 (14,655.18)	.0
13-8000-354 PUNCH LIST/FOLLOW UP ITEMS	.00	2,000.00	.00 (2,000.00)	.0
13-8000-812 CAP OUTLAY: CAPITAL EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
13-8000-824 CAP O/L: PARK DEV (MCPHILLIPS)	.00	.00	14,000.00	14,000.00	.0
13-8000-836 CEMETERY MAINT / IMPROVEMENTS	.00	850.00	.00 (850.00)	.0
13-8000-839 AIRPORT ROAD PROPERTY TAXES	.00	9,826.20	.00 (9,826.20)	.0
13-8000-840 AIRPORT ROAD UTILITIES	19.19	170.81	.00 (170.81)	.0
13-8000-850 STREET REPAIRS	.00	.00	25,000.00	25,000.00	.0
TOTAL RESTRICTED ASSETS	19.19	27,502.19	59,000.00	31,497.81	46.6
TOTAL FUND EXPENDITURES	19.19	27,502.19	59,000.00	31,497.81	46.6
NET REVENUE OVER EXPENDITURES	7,370.39	67,875.00	(9,845.36)	(77,720.36)	689.4

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

		TIF FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INTEREST INCOME</u>						
14-8010	TIF RE TAX RECEIVED	.00	319,517.68	325,000.00	5,482.32	98.3
14-8011	INTEREST ON INVESTMENT	2,123.81	10,919.86	400.00	(10,519.86)	2730.0
TOTAL INTEREST INCOME		2,123.81	330,437.54	325,400.00	(5,037.54)	101.6
TOTAL FUND REVENUE		2,123.81	330,437.54	325,400.00	(5,037.54)	101.6

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2023

Item 1.

TIF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TIF EXPENSES</u>					
14-6600-211	LEGAL EXPENSE	.00	23,587.69	.00	(23,587.69)	.0
14-6600-212	ADMINISTRATIVE EXPENSE	3,126.10	104,932.97	427,000.00	322,067.03	24.6
	TOTAL TIF EXPENSES	3,126.10	128,520.66	427,000.00	298,479.34	30.1
	TOTAL FUND EXPENDITURES	3,126.10	128,520.66	427,000.00	298,479.34	30.1
	NET REVENUE OVER EXPENDITURES	(1,002.29)	201,916.88	(101,600.00)	(303,516.88)	198.7

General Fund - Streets and Maintenance		
Facility 250 S Halwood		
Loan Date: 12/31/11, Maturity Date: 12/30/20, Loan Amount: \$655,200.00		
Interest Rate: 4.30%, Semi-Annual P&I due 6/30 and 12/31		
Beginning Balance 5/1/2022		\$ 380,744.02
Principal Paid Fiscal Year 2023:		\$ (39,926.52)
Interest Paid Fiscal Year 2023:	\$ 11,201.28	
Current Balance:		\$ 340,817.50
Remaining Debt Schedule		
	Principal	Interest
Fiscal Year Ending 2023	\$ -	\$ -
Fiscal Year Ending 2024	\$ 41,141.97	\$ 9,985.83
Future	\$ 299,675.51	\$ 32,654.99
Total:	<u>\$ 340,817.48</u>	<u>\$ 42,640.82</u>
* rate change 3 year variable		

General Fund - IEPA Loan		
Wastewater Project: L17-5003		
Maturity Date 9/25/2034, Int Rate: 1.93%, Semi-Annual Payments		
Beginning Balance 5/1/2022		\$ 673,912.25
Principal Paid Fiscal Year 2023:		\$ (23,970.14)
Interest Paid Fiscal Year 2023:	\$ 6,503.25	
Current Balance:		\$ 649,942.11
Remaining Debt Schedule		
	Principal	Interest
Fiscal Year Ending 2023	\$ 24,201.45	\$ 6,271.94
Fiscal Year Ending 2024	\$ 49,105.78	\$ 11,841.00
Future	\$ 576,634.88	\$ 129,749.35
Total:	<u>\$ 649,942.11</u>	<u>\$ 147,862.29</u>

Restricted Asset Fund Loan		
North Avenue Road Repairs		
Maturity Date 12/31/2024, Int Rate: 2%, Semi-Annual Payments		
Beginning Balance 5/1/2022		\$ 77,238.16
Principal Paid Fiscal Year 2023:		\$ (25,235.43)
Interest Paid Fiscal Year 2023:	\$ 1,419.21	
Current Balance:		\$ 52,002.73
Remaining Debt Schedule		
	Principal	Interest
Fiscal Year Ending 2023	\$ -	\$ -
Fiscal Year Ending 2024	\$ 25,742.65	\$ 911.98
Fiscal Year Ending 2025	\$ 26,260.08	\$ 394.55
Total:	<u>\$ 52,002.73</u>	<u>\$ 1,306.53</u>

Town of Cortland
Restricted Assets
January 31, 2023

	Balance 1/1/2023	Deposits 1/31/2023	Expenditures 1/31/2023	Balance 1/31/2023
Customer Deposits				
13-2010 AP		\$ -		\$ -
13-2020 Deferred Revenue	-	-	-	-
13-2301 Occupancy Deposits	-	-	-	-
13-2355 Airport Road Security Deposits	-	-	-	-
Engineering Deposits				
13-2316 DCUSD #428	\$ 51,668.29	\$ -	\$ -	\$ 51,668.29
Land/Cash Contributions				
13-2401 Cortland Fire Protection District	\$ 4,500.00	\$ 300.00	\$ -	\$ 4,800.00
13-2405 Sycamore School District # 427	-	-	-	-
13-2406 #428 Schools	105,648.75	-	-	105,648.75
13-2407 Cortland Library	675.00	45.00	-	720.00
Storm Sewer Escrow				
13-2411 Neumann Homes Inc	\$ 79,850.65	\$ -	\$ -	\$ 79,850.65
Capital Contributions #428 Schools				
13-2432 DRH Cambridge - Richland Trails	\$ 238,252.54	\$ -	-	\$ 238,252.54
Library Building				
13-2452 Library Building	\$ 10,111.20	\$ 337.04	\$ -	\$ 10,448.24
Fire Department Building				
13-2461 DRH Cambridge - Richland Trails	\$ 91,144.90	\$ -	-	\$ 91,144.90
13-2462 Montalbano - Chestnut Grove	13,083.00	436.10	-	13,519.10
WasteWater Irrigation Land Acquisition				
13-2501 SSA # 4 Connection Fees	\$ 54,500.00	\$ -	\$ -	\$ 54,500.00
13-2505 SSA # 8 Connection Fees	-	-	-	-
13-2551 Waste Water Irrigation Land Fee	76,500.00	500.00	-	\$ 77,000.00
Cortland Events Committee				
13-2900 Festival Parade	\$ -	\$ -	\$ -	\$ -
13-2350 Road Improvements	\$ 39,815.43	\$ -	-	\$ 39,815.43
13-2352 Administrative Fund	99,423.32	-	-	99,423.32
13-2354 Punch List Follow Up Items	12,072.46	-	-	12,072.46

Capital Contributions - Town Use (By Purpose)

13-3100 McPhillips Park Improvements	\$ 14,305.60	\$ -	\$ -	\$ 14,305.60
13-4096 Town Services	-	-	-	-
13-4166 Cemetery Maintenance / Improvements	(9,575.45)	100.00	-	(9,475.45)
13-4167 Road Improvements - DC Trash Agreement	67,148.36	-	-	67,148.36
13-4168 Airport Road Property Rent	25,916.33	-	19.19	25,897.14
13-4170 Airport Road Farm Rent	106,953.83	-	-	106,953.83
13-4161 Parks Improvements	256.00	-	-	256.00
13-4171 Park Development Fees	8,500.00	-	-	8,500.00
13-4201 Public Works Facility	5,550.93	504.63	-	6,055.56
13-4202 Police Facility	4,846.04	402.78	-	5,248.82
13-4203 Emergency Siren	2,765.23	11.57	-	2,776.80
13-4204 Town Hall	17,475.93	729.63	-	18,205.56
13-4205 Sports Complex	159,006.77	659.72	-	159,666.49
13-4206 Capital Improvements	80,277.95	-	-	80,277.95
13-4206 SCADA - Chestnut Grove	9,520.60	-	-	9,520.60
13-8101 Transfers from Other Funds - Town Loan	51,282.40	-	-	51,282.40
13-8701 InvestForeclosures (Dep less Ltr of Credit)	-	-	-	-
13-8702 Performance Bond - Nature's Crossing	-	-	-	-
	\$ 544,230.52	\$ 2,408.33	\$ 19.19	\$ 546,619.66

"FUND BAL" \$ 531,452.11
Reserve for McPhillips \$ 14,305.60
YTD Revs over Exps \$ 67,875.00

Fund Equity \$ 613,632.71 Total Assets \$ 1,492,496.39

Account Interest \$ 4,981.25 Total Liabilities & Equity \$ 1,492,496.39

13-8011

* Account Interest posted to Capital Improvements

SUMMARY OF INCOME AND EXPENSES FOR THE MONTH OF:
January 31, 2023

	Beginning Balance	Receipts/ Transfers In	Dividends/ Interest	Expenditures/ Transfers Out	Ending Balance
SSA #1 Special Tax Refunding Bonds 2017					
Bond & Interest Fund	\$ 370,390.17		\$ 1,076.19		\$ 371,466.36
2017 Reserve Fund	\$ 355,703.87	-	1,033.50		356,737.37
Special Redemption Account	\$ -	-	-	-	-
Special Reserve Fund 2017	\$ 40,299.02	-	117.05		40,416.07
Administrative Expense Fund	\$ 11,508.20		33.48		11,541.68
Total SSA #1 Refunding Bonds	\$ 777,901.26	\$ -	\$ 2,260.22	\$ -	\$ 780,161.48
SSA #4-8 (Sheaffer Project)					
Bond & Interest Fund	\$ 0.00	\$ -			\$ 0.00
Special Redemption Account	\$ -	-	-	-	-
Debt Service Reserve Fund	\$ -	-	-		-
Administrative Expense Fund	\$ -		-		-
Total SSA #4-8	\$ 0.00	\$ -	\$ -	\$ -	\$ 0.00
SSA #9 (Richland Trails)					
SSA #9					
Bond & Interest Fund	\$ 152,663.57		\$ 517.13		\$ 153,180.70
Reserve Fund	\$ 151,781.98	-	503.21	-	152,285.19
Improvement Fund	\$ -	-	-	-	-
Administrative Expense Fund	\$ 21,369.17		59.85		21,429.02
Total SSA #9	\$ 325,814.72	\$ -	\$ 1,080.19	\$ -	\$ 326,894.91
Total All SSA	1,103,715.98	0.00	3,340.41	0.00	1,107,056.39

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
01/13/23	42105	AMERICAN WATER WORKS AS	112022 MEMBERSHIP RENEWAL 3/1/2	112022	07-7400-311	OFFICE EXPENSE	244.00
01/13/23	42106	CIVIC SYSTEMS LLC	122022 SEMI ANNUAL SUPPORT FEES	CVC22674	06-7300-311	OFFICE EXPENSE	854.50
01/13/23	42106	CIVIC SYSTEMS LLC	122022 SEMI ANNUAL SUPPORT FEES	CVC22674	07-7400-311	OFFICE EXPENSE	854.50
01/13/23	42106	CIVIC SYSTEMS LLC	122022 SEMI ANNUAL SUPPORT FEES	CVC22674	01-6000-351	OFFICE EQUIP & MAINT	4,860.00
01/13/23	42106	CIVIC SYSTEMS LLC	122022 SEMI ANNUAL SUPPORT FEES	CVC22674	01-6300-351	OFFICE EXPENSE	1,354.00
01/13/23	42106	CIVIC SYSTEMS LLC	122222 LICENSE FEES-CITIZEN PORT	CVC23009	07-7400-311	OFFICE EXPENSE	750.00
01/13/23	42106	CIVIC SYSTEMS LLC	122222 LICENSE FEES-CITIZEN PORT	CVC23009	06-7300-311	OFFICE EXPENSE	750.00
01/13/23	42107	CIVICPLUS	010123 MUNICODE MEETINGS PREMI	247297	01-6000-351	OFFICE EQUIP & MAINT	1,467.00
01/13/23	42107	CIVICPLUS	010123 MUNICODE MEETINGS PREMI	247297	01-1350	PREPAIDS	2,933.00
01/13/23	42108	COLLEGE OF DUPAGE	111622 LIN DARGIS CEHER EMERGEN	111622	12-6200-331	TRAVEL & TRAINING	149.00
01/13/23	42109	COMED	121622 ACCT #2371151041	121622	01-6100-219	ELECTRIC - STREET LIGHTS	116.45
01/13/23	42109	COMED	121622 ACCT #0555014107	121622	01-6100-219	ELECTRIC - STREET LIGHTS	2,441.08
01/13/23	42109	COMED	122722 ACCT #3504012009	122722	01-6100-219	ELECTRIC - STREET LIGHTS	24.27
01/13/23	42109	COMED	122722 ACCT #2746057001	122722	01-6100-219	ELECTRIC - STREET LIGHTS	23.10
01/13/23	42109	COMED	122722 ACCT #0403167171	122722	01-6100-219	ELECTRIC - STREET LIGHTS	42.96
01/13/23	42109	COMED	122722 ACCT #0459043031	122722	01-6100-219	ELECTRIC - STREET LIGHTS	96.17
01/13/23	42109	COMED	122722 ACCT #2863057150	122722	01-6100-219	ELECTRIC - STREET LIGHTS	34.02
01/13/23	42109	COMED	122722 ACCT #4188054000	122722	06-7300-221	UTILITIES	23.10
01/13/23	42109	COMED	122822 ACCT #5715097078	122822	06-7300-221	UTILITIES	230.91
01/13/23	42109	COMED	122822 ACCT #0993022049	122822	06-7300-221	UTILITIES	6,905.32
01/13/23	42109	COMED	122822 ACCT #1239090004	122822	07-7400-221	UTILITIES	216.94
01/13/23	42109	COMED	122822 ACCT #2875156024	122822	07-7400-221	UTILITIES	1,135.87
01/13/23	42109	COMED	122822 ACCT #3567169021	122822	07-7400-221	UTILITIES	4,278.59
01/13/23	42109	COMED	122822 ACCT #5631039010	122822	07-7400-221	UTILITIES	243.15
01/13/23	42109	COMED	122822 ACCT #4707129051	122822	06-7300-221	UTILITIES	39.36
01/13/23	42109	COMED	122822 ACCT #0723100114	122822	06-7300-221	UTILITIES	58.46
01/13/23	42109	COMED	122822 ACCT #0403114054	122822	06-7300-221	UTILITIES	548.86
01/13/23	42109	COMED	122822 ACCT #3974033034	122822	06-7300-221	UTILITIES	24.20
01/13/23	42109	COMED	122822 ACCT #7347065022	122822	06-7300-221	UTILITIES	92.46
01/13/23	42109	COMED	123022 ACCT #1565283053	123022	13-8000-840	AIRPORT ROAD UTILITIES	19.19
01/13/23	42110	DARGIS, LIN	122222 FLOWERS FOR SCOTT THOM	122222	01-6200-591	MISC EXPENSE	127.83
01/13/23	42111	DIVERSIFIED BENEFIT SERVIC	010423 105-HRA ANNUAL RENEWAL S	371086	01-6000-131	EMPLOYEE HEALTH INSURANCE	206.71
01/13/23	42112	ELBURN NAPA	110222 RELAY	840434	01-6100-241	VEHICLE & EQUIPMENT MAINT.	22.72
01/13/23	42112	ELBURN NAPA	122722 BASIC MULTIMETE	846166	01-6100-226	TOOLS AND HARDWARE	56.99
01/13/23	42112	ELBURN NAPA	122722 ANTIFREEZE COOLANT, FLEE	846167	01-6100-241	VEHICLE & EQUIPMENT MAINT.	650.86
01/13/23	42112	ELBURN NAPA	010123 '15 CHEVY SILVERADO-ADAPT	846994	01-6100-241	VEHICLE & EQUIPMENT MAINT.	291.10
01/13/23	42112	ELBURN NAPA	010423 CORE DEPOSIT CREDIT	847037	01-6100-241	VEHICLE & EQUIPMENT MAINT.	132.00-
01/13/23	42113	FOSTER, BUICK, CONKLIN & LU	122122 GENERAL COUNSEL	122122	01-6000-211	LEGAL EXPENSE	1,006.25
01/13/23	42114	FRONTIER C/O MITEL	122022 BROADBANK & CELL SERVICE	42128330	01-6000-314	TELEPHONE	224.24

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01/13/23	42114	FRONTIER C/O MITEL	122022 BROADBANK & CELL SERVICE	42128330	01-6200-314	TELEPHONE	86.52
01/13/23	42114	FRONTIER C/O MITEL	122022 BROADBANK & CELL SERVICE	42128330	06-7300-314	TELEPHONE	40.06
01/13/23	42114	FRONTIER C/O MITEL	122022 BROADBANK & CELL SERVICE	42128330	07-7400-314	TELEPHONE	40.06
01/13/23	42114	FRONTIER C/O MITEL	122022 BROADBANK & CELL SERVICE	42128330	01-6100-314	TELEPHONE	25.01
01/13/23	42115	GORDON HARDWARE INC	120522 SCREWS, MISC FASTENERS	923887	01-6100-226	TOOLS AND HARDWARE	1.10
01/13/23	42116	GRAINGER	121522 IMPACT WRENCH, CORDLESS	9546063513	07-7400-346	TOOLS	484.40
01/13/23	42117	IL SECTION American Water Wor	122822 CYBERSECURITY FOR OPERA	200077050	07-7400-331	TRAVEL & TRAINING	48.00
01/13/23	42117	IL SECTION American Water Wor	122822 CYBERSECURITY FOR OPERA	200077051	07-7400-331	TRAVEL & TRAINING	48.00
01/13/23	42118	Jacob & Klein, LTD	010423 4TH QTR '22 PROFFESIONAL	010423	14-6600-212	ADMINISTRATIVE EXPENSE	290.55
01/13/23	42119	JOINER'S HVAC INC	010323 GAS VALVE ELECTRONIC IGNI	18732	01-6100-242	TOWN HALL MAINTENANCE	957.28
01/13/23	42119	JOINER'S HVAC INC	010323 HANGING HEATER PILOT	2007	07-7400-243	M&O: WELL SYSTEM	125.00
01/13/23	42120	KOENIG BODY AND EQUIPMEN	01312020 CUTT EDGE & CURB BUMP	86506	01-6100-241	VEHICLE & EQUIPMENT MAINT.	236.00
01/13/23	42121	LAUTERBACH & AMEN LLP	101222 PROFESSIONAL SERVICES F	70962	01-6000-214	AUDIT & ACCOUNTING FEES	8,546.38
01/13/23	42121	LAUTERBACH & AMEN LLP	101222 PROFESSIONAL SERVICES F	70962	06-7300-213	OTHER CONSULTING FEES	1,337.45
01/13/23	42121	LAUTERBACH & AMEN LLP	101222 PROFESSIONAL SERVICES F	70962	07-7400-213	OTHER CONSULTING FEES	2,006.17
01/13/23	42121	LAUTERBACH & AMEN LLP	010723 PROFESSIONAL SERVICES F	74233	01-6000-214	AUDIT & ACCOUNTING FEES	8,546.38
01/13/23	42121	LAUTERBACH & AMEN LLP	010723 PROFESSIONAL SERVICES F	74233	06-7300-213	OTHER CONSULTING FEES	1,337.45
01/13/23	42121	LAUTERBACH & AMEN LLP	010723 PROFESSIONAL SERVICES F	74233	07-7400-213	OTHER CONSULTING FEES	2,006.17
01/13/23	42122	MENARDS	112722 TRAVIS LANNING CLOTHING E	80256	01-6100-198	UNIFORMS	269.88
01/13/23	42122	MENARDS	122022 PAPER TOWELS, BLUE BOX, O	81743	07-7400-311	OFFICE EXPENSE	59.29
01/13/23	42122	MENARDS	122022 PAPER TOWELS, BLUE BOX, O	81743	07-7400-241	M&O: VEH & EQUIP	40.17
01/13/23	42122	MENARDS	122622 PARABOLIC RADIANT DISH	82054	07-7400-243	M&O: WELL SYSTEM	119.98
01/13/23	42122	MENARDS	122822 OPEN MESH, BOILER DRAIN,	82158	07-7400-243	M&O: WELL SYSTEM	21.79
01/13/23	42122	MENARDS	122922 SPRAY PAINT, PRIMER, MF-IM	82230	01-6100-226	TOOLS AND HARDWARE	105.37
01/13/23	42122	MENARDS	122922 SPRAY PAINT, PRIMER, MF-IM	82230	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	200.62
01/13/23	42123	METRONET	122822 FIBER-SPEED INTERNET	122822	07-7400-311	OFFICE EXPENSE	49.95
01/13/23	42123	METRONET	122822 FIBER-SPEED INTERNET	122822	06-7300-311	OFFICE EXPENSE	49.95
01/13/23	42124	NICOR	121622-227 S SOMONAUK RD	121622	07-7400-221	UTILITIES	.00
01/13/23	42124	NICOR	121622-100 S LLANOS ST	121622	07-7400-221	UTILITIES	.00
01/13/23	42124	NICOR	121622-59 S SOMONAUK RD	121622	01-6100-316	UTILITIES	.00
01/13/23	42124	NICOR	121622 54 MARY ALDIS LN	121622	01-6200-316	UTILITIES	381.77
01/13/23	42125	PACE ANALYTICAL SERVICES L	123022 GROSS ALPHA RADIUM, AMM	19541581	07-7400-345	CHEMICALS & TESTING	196.92
01/13/23	42125	PACE ANALYTICAL SERVICES L	123022 GROSS ALPHA RADIUM, AMM	19541581	06-7300-345	WASTEWATER TESTING	230.42
01/13/23	42126	PINES COMPUTER CONSULTIN	123122 ACCESS CONTRILS HIGH SEC	4613	01-6100-811	CAP OUTLAY: CONSTRUCT	4,240.85
01/13/23	42127	PRINCIPAL LIFE INSURANCE C	ACCT. 1048895-10001 LIFE INSURANC	121822	01-2100	HEALTH INS WITHHELD	261.36
01/13/23	42128	SHAW SUBURBAN MEDIA	123122 TITA 2022	1222100251	01-6000-211	LEGAL EXPENSE	318.00
01/13/23	42129	STANDARD SPRING INC	101421 REPLACED REAR SPRINGS &	0024458-IN	01-6100-241	VEHICLE & EQUIPMENT MAINT.	2,953.32
01/13/23	42130	SUN LIFE ASSURANCE COMPA	121522 DENTAL INSURANCE-JANUAR	121522	01-2100	HEALTH INS WITHHELD	557.01
01/13/23	42131	The Economic Development Grou	010423 4TH QTR '22 PROF FEES & '22	010423	14-6600-212	ADMINISTRATIVE EXPENSE	2,835.55

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01/13/23	42132	USABUEBOOK	120922 DEIONIZED WATER, HACH FL	201590	07-7400-345	CHEMICALS & TESTING	466.07
01/13/23	42133	VERIZON CONNECT FLEET US	010323 VEHICLE TRACKING SUBSCRI	6290000362	01-6100-314	TELEPHONE	87.25
01/13/23	42134	VERIZON WIRELESS	010123 MOBILE BROADBAND SERVIC	9924266976	01-6000-314	TELEPHONE	115.34
01/13/23	42134	VERIZON WIRELESS	010123 MOBILE BROADBAND SERVIC	9924266976	01-6300-314	TELEPHONE	178.95
01/13/23	42134	VERIZON WIRELESS	010123 MOBILE BROADBAND SERVIC	9924266976	01-6200-314	TELEPHONE	65.64
01/13/23	42134	VERIZON WIRELESS	010123 MOBILE BROADBAND SERVIC	9924266976	07-7400-314	TELEPHONE	108.01
01/13/23	42134	VERIZON WIRELESS	010123 MOBILE BROADBAND SERVIC	9924266976	06-7300-314	TELEPHONE	63.22
01/13/23	42134	VERIZON WIRELESS	010123 MOBILE BROADBAND SERVIC	9924266976	01-6100-314	TELEPHONE	178.94
01/13/23	42134	VERIZON WIRELESS	010123 MOBILE BROADBAND SERVIC	9924266976	12-6200-261	TELECOMMUNICATIONS SERVICE	.00
01/13/23	42135	VOLUNTARY ACTION CENTER	011323 DONATION	011323	03-6500-726	DONATIONS- COMMUNITY AGENCIES	500.00
01/13/23	42136	WATER REMEDIATION TECHNO	010123 BASE TREATMENT CHARGE	021302	07-7400-222	RADIUM REMOVAL PROCESSING	6,373.89
01/13/23	42136	WATER REMEDIATION TECHNO	010123 BASE TREATMENT CHARGE	021303	07-7400-222	RADIUM REMOVAL PROCESSING	2,773.00
01/27/23	42137	AMAZON CAPITAL SERVICES	120522 PROTECTIVE LAPTOP SLEEV	11114412021	01-6200-240	EQUIPMENT PURCHASES & MAINT	14.89
01/27/23	42137	AMAZON CAPITAL SERVICES	121322 GALAXY XCOVER 6 PRO CAS	11153583759	01-6200-240	EQUIPMENT PURCHASES & MAINT	18.95
01/27/23	42137	AMAZON CAPITAL SERVICES	110122 CASE & CLIP FOR GALAXY XC	11180013351	01-6200-240	EQUIPMENT PURCHASES & MAINT	19.95-
01/27/23	42137	AMAZON CAPITAL SERVICES	120922 EPSON CARTRIDGE	11191603422	01-6100-312	OFFICE SUPPLIES	74.45
01/27/23	42137	AMAZON CAPITAL SERVICES	121522 TACTICAL JEANS	11300792718	01-6200-198	UNIFORMS	94.95
01/27/23	42137	AMAZON CAPITAL SERVICES	121522 ST MICHAEL LAW ENF COIN	11306970129	01-6200-591	MISC EXPENSE	115.00
01/27/23	42137	AMAZON CAPITAL SERVICES	122222 DRY ERASE CLEANER, ERASE	11325405411	01-6200-312	OFFICE SUPPLIES	67.29
01/27/23	42137	AMAZON CAPITAL SERVICES	121522 THE STOIC COP	11331866871	01-6200-331	TRAVEL & TRAINING	47.97
01/27/23	42137	AMAZON CAPITAL SERVICES	121522 EXTRA CUSHION SOCKS	11345214040	01-6200-198	UNIFORMS	65.90
01/27/23	42137	AMAZON CAPITAL SERVICES	121522 LAPASA MENS THERMAL WEA	11347217984	01-6200-198	UNIFORMS	105.98
01/27/23	42137	AMAZON CAPITAL SERVICES	112822 TOP BOUND MEMO BOOKS &	11351915193	01-6200-312	OFFICE SUPPLIES	29.36
01/27/23	42137	AMAZON CAPITAL SERVICES	120722 OSCILLATING CERAMIC HEAT	11380657926	01-6200-591	MISC EXPENSE	62.14
01/27/23	42138	AT&T MOBILITY	122522 WIRELESS	2872972642	01-6200-314	TELEPHONE	554.96
01/27/23	42139	BRUNNER, LUCINDA	122722 EXPENSE REPORT-MILEAGE	122722	01-6200-331	TRAVEL & TRAINING	29.87
01/27/23	42140	COMED	011923 ACCT #2371151041	0119623	01-6100-219	ELECTRIC - STREET LIGHTS	117.93
01/27/23	42141	DEKALB COUNTY TREASURER-	011223 2023 REGIONAL PLANNING C	011223	01-6000-321	DUES & SUBSCRIPTIONS	500.00
01/27/23	42142	ELBURN NAPA	010423 SYN 5W30 OIL & FILTER	847001	01-6200-241	VEHICLE MAINTENANCE	127.43
01/27/23	42142	ELBURN NAPA	012023 2 YR WTY BAT	848780	01-6100-242	TOWN HALL MAINTENANCE	286.64
01/27/23	42142	ELBURN NAPA	012023 '97 FORD SUPER DUTY FUEL	848806	01-6100-241	VEHICLE & EQUIPMENT MAINT.	67.00
01/27/23	42143	FRONTIER	011023 BROADBAND CELL SERVICE	011023	01-6000-314	TELEPHONE	252.97
01/27/23	42143	FRONTIER	011023 BROADBAND CELL SERVICE	011023	01-6100-314	TELEPHONE	135.98
01/27/23	42143	FRONTIER	011023 BROADBAND CELL SERVICE	011023	01-6200-314	TELEPHONE	340.42
01/27/23	42143	FRONTIER	011023 BROADBAND CELL SERVICE	011023	07-7400-314	TELEPHONE	112.61
01/27/23	42143	FRONTIER	011023 BROADBAND CELL SERVICE	011023	06-7300-314	TELEPHONE	168.61
01/27/23	42144	GRAINGER	010423 CHECK VALVE ASSEMBLY	9562418997	06-7300-243	M&O: SEWER PLANT	71.36
01/27/23	42144	GRAINGER	010523 PORTABLE BAND SAW KIT	9563596080	01-6100-226	TOOLS AND HARDWARE	810.18
01/27/23	42145	HALVERSON FARMS	012723 2022 LEAF PICKUP	012723	01-6100-591	MISC EXPENSE	4,760.00

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01/27/23	42146	JULIE INC	010623 2023 ANNUAL PRINT/EMAI/VOI	2023-0400	07-7400-311	OFFICE EXPENSE	438.18
01/27/23	42146	JULIE INC	010623 2023 ANNUAL PRINT/EMAI/VOI	2023-0400	06-7300-311	OFFICE EXPENSE	438.18
01/27/23	42147	MENARDS	112322 TAPE, MOUNTING STRIPS, DRI	79986	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	110.85
01/27/23	42147	MENARDS	112822 BLK HD CABLE TIES, BEIGE T	80330	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	57.42
01/27/23	42147	MENARDS	112922 JEFF LEMKE CLOTHING EXPE	80389	06-7300-198	UNIFORMS	59.98
01/27/23	42147	MENARDS	112922 SPRAY PAINT, WALL THERMO	80390	06-7300-243	M&O: SEWER PLANT	123.38
01/27/23	42147	MENARDS	010323 FLT WHITE SPRAY PAINT, GRA	82528	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	59.38
01/27/23	42147	MENARDS	010423 MF-HEX IMPSKT SET, MF-RAT	82556	01-6100-226	TOOLS AND HARDWARE	104.97
01/27/23	42147	MENARDS	010523 CVR 3PK FAB PLYSTR, PAINT	82617	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	52.34
01/27/23	42147	MENARDS	010523 3M WORKTUNES BT EAR MUF	82623	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	76.39
01/27/23	42148	MERRY MAIDS	011823 CLEANING-TOWN HALL	011823	01-6100-242	TOWN HALL MAINTENANCE	279.00
01/27/23	42149	MID-CITY OFFICE PRODUCTS I	011323 SCANNER KIT, HP CARTRIDGE	644674-0	01-6000-312	OFFICE SUPPLIES	640.87
01/27/23	42149	MID-CITY OFFICE PRODUCTS I	011323 SHEET PROTECTORS	644675-0	07-7400-311	OFFICE EXPENSE	33.98
01/27/23	42150	NCPERS GROUP LIFE INS	010123 LIFE INSURANCE PREMIUM	6231022023	01-2130	LIFE INSURANCE WITHHELD	128.00
01/27/23	42151	NICOR	011723 250 S HALWOOD ST	011723	01-6100-316	UTILITIES	1,701.83
01/27/23	42151	NICOR	011723 156 E NORTH AVE	011723	06-7300-221	UTILITIES	245.44
01/27/23	42151	NICOR	011823 59 S SOMONAUK RD	011823	01-6100-316	UTILITIES	210.11
01/27/23	42151	NICOR	011823 91 N SPRUCE ST	011823	07-7400-221	UTILITIES	143.08
01/27/23	42151	NICOR	011823 100 S LLANOS ST	011823	07-7400-221	UTILITIES	500.60
01/27/23	42151	NICOR	011823 227 S SOMONAUK RD	011823	07-7400-221	UTILITIES	235.79
01/27/23	42152	PINES COMPUTER CONSULTIN	123122 I NSTALL SECURITY SERVICE	4645	01-6000-351	OFFICE EQUIP & MAINT	407.50
01/27/23	42152	PINES COMPUTER CONSULTIN	123122 IADOBE READER FOR LUCIND	4645	01-6200-351	OFFICE EQUIP & MAINT	193.50
01/27/23	42152	PINES COMPUTER CONSULTIN	123122 MIKE R RYAN EMAIL, I NSTALL	4645	01-6100-351	OFFICE EQUIP & MAINT	157.50
01/27/23	42152	PINES COMPUTER CONSULTIN	123122 INSTALL SECURITY SERVICES	4645	07-7400-311	OFFICE EXPENSE	107.50
01/27/23	42153	RK DIXON CO	122822 CONTRACT BASE & OVERAGE	IN4129626	01-6200-315	COPIES & PRINTING	63.00
01/27/23	42154	RUSH POWER SYSTEMS LLC	011623 COOLANT SENSOR, BYPASS	10588	06-7300-243	M&O: SEWER PLANT	1,087.12
01/27/23	42155	SUN LIFE ASSURANCE COMPA	011823 DENTAL INSURANCE-FEBRUA	011823	01-2100	HEALTH INS WITHHELD	585.87
01/27/23	42156	VERMEER-MIDWEST INC	011323 REGULATOR UNL NO BIN, UNL	198192	01-6100-241	VEHICLE & EQUIPMENT MAINT.	226.42
01/27/23	42157	VIKING CHEMICAL COMPANY	010623 HYDROFLUOSILICIC ACID, SO	139961	07-7400-345	CHEMICALS & TESTING	1,381.36
01/27/23	42158	WELLS FARGO FINANCIAL LEA	011023 XROX COPIER-VERSALINK	5023450354	01-6000-351	OFFICE EQUIP & MAINT	131.85
01/27/23	42159	WEX BANK	011523 GASOLINE-PD	86396837	01-6200-371	GAS & PETROLEUM	1,126.25
01/27/23	42159	WEX BANK	011523 GASOLINE-PD	86396837	01-6200-241	VEHICLE MAINTENANCE	59.00
01/27/23	42159	WEX BANK	011523 GASOLINE-PW	86396837	01-6100-371	FUEL	492.71
01/27/23	42159	WEX BANK	011523 GASOLINE-ENGINEERING	86396837	01-6300-371	GASOLINE	212.91
01/27/23	42159	WEX BANK	011523 GASOLINE-SEWER	86396837	06-7300-371	GAS & PETROLEUM	132.72
01/27/23	42159	WEX BANK	011523 GASOLINE-WATER	86396837	07-7400-371	GAS & PETROLEUM	309.68
01/27/23	42160	XEROX FINANCIAL SERVICES	122922 COPIER LEASE-PD	3699834	01-6200-351	OFFICE EQUIP & MAINT	93.27
01/31/23	4643	ADOBE EXPORT PDF	013023 SUBSCRIPTION	013023	01-6200-351	OFFICE EQUIP & MAINT	21.24
01/31/23	4644	BRICK HOUSE BAR & GRILL	012623 MCI WINTER SEMINAR-K SIE	012623	01-6000-331	TRAVEL & TRAINING	41.22

M = Manual Check, V = Void Check

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
01/31/23	4645	DIVERSIFIED BENEFIT SERVIC	011323 105-HRA	011323	01-6000-131	EMPLOYEE HEALTH INSURANCE	71.86
01/31/23	4646	GODADDY.COM	011323 DOMAIN RENEWAL - 5 YEARS	011323	01-6000-351	OFFICE EQUIP & MAINT	156.32
01/31/23	4647	IIMC	010923 ANNUAL CONFERENCE-K SIE	01092023	01-1350	PREPAIDS	625.00
01/31/23	4648	ILLINOIS EXTENSION	012323 GENERAL STANDARDS TRAINI	012323	01-6100-331	TRAVEL AND TRAINING	135.00
01/31/23	4649	MANTIS	012323 LASER ACADEMY SMART TAR	18219363	01-6200-331	TRAVEL & TRAINING	320.03
01/31/23	4650	MICROSOFT ONLINE	011123 ONLINE SERVICES	E0200LM4D	01-6000-321	DUES & SUBSCRIPTIONS	107.25
01/31/23	4651	RESOURCE BANK NA	123122 HALWOOD #485393	123122	01-6100-611	PRINCIPAL PAYMENTS	20,067.23
01/31/23	4651	RESOURCE BANK NA	123122 HALWOOD #485393	123122	01-6100-621	INTEREST EXPENSE	5,496.67
01/31/23	4652	U OF I CROP SCIENCE	012323 ACCESS TO RIGHTS OF WAY	012323-1	01-6100-331	TRAVEL AND TRAINING	25.00
01/31/23	4653	UNIQUE SUITES HOTEL	122722 MCI WINTER SEMINAR-K SIE	122722	01-6000-331	TRAVEL & TRAINING	85.69
01/31/23	4654	DIVERSIFIED BENEFIT SERVIC	012723 105-HRA	012723	01-6000-131	EMPLOYEE HEALTH INSURANCE	147.17
01/31/23	4655	IIMC	010923 ANNUAL CONFERENCE-C ALD	010923	01-1350	PREPAIDS	685.00
01/31/23	4656	RESOURCE BANK NA	010623 RETURN ITEM CHARGE	01062023	01-6000-591	MISC EXPENSE	10.00
01/31/23	4656	RESOURCE BANK NA	010623 CHARGEBACK ITEM	01062023	01-6000-591	MISC EXPENSE	25.00
01/31/23	4657	U OF I CROP SCIENCE	012323-ACCESS TO RIGHTS OF WAY	012323-2	01-6100-331	TRAVEL AND TRAINING	25.00
01/31/23	4658	U OF I CROP SCIENCE	012323-ACCESS TO GENERAL STAND	012323-3	01-6100-331	TRAVEL AND TRAINING	45.00
01/31/23	4659	U OF I CROP SCIENCE	012323-ACCESS TO GENERAL STAND	012323-4	01-6100-331	TRAVEL AND TRAINING	45.00
01/31/23	999999	HUMANA INSURANCE CO	121922 HEALTH INS. PREMIUMS JAN	121922	01-2100	HEALTH INS WITHHELD	14,077.16
01/31/23	999999	TAMCO Capital Corporation	011423 PHONE LEASE	3986621-1	01-6000-314	TELEPHONE	130.00
01/31/23	999999	METROPOLITAN ALLIANCE OF	012323 UNION DUES FOR JANUARY 2	012323	01-2140	UNION DUES	180.00
01/31/23	999999	METROPOLITAN ALLIANCE OF	123122 UNION DUES FOR DECEMBER	12312022	01-2140	UNION DUES	180.00
Total 01/23:							147,352.31
Grand Totals:							147,352.31

Funds: #01 = General Fund, #02 = Motor Fuel Tax, #03 = Capital Improvement Fund, #04 = Economic Development Fund, #05 = Special Project Fund, #06 = Sewer System, #07 = Water System, #12 = Police Department, #13 = Restricted Assets Fund, #14 = TIF FUND

General Fund Departments: #01-6000 = Administration, #01-6100 = Operations & Maintenance, #01-6300 = Engineering, Zoning & Building



Town of Cortland
59 South Somonauk Road
P.O. Box 519
Cortland, Illinois 60112-0519
www.cortlandil.org

Item 2.

DOT/CDL DRUG & ALCOHOL TESTING PROGRAM & POLICY

Section 1 – PURPOSE - This policy complies with the U.S. Department of Transportation 49 CFR Part 382, as amended, and 49 CFR Part 40, as amended. Copies of Parts 382 and 40 are available in the employer's office and can be found on the internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website <http://www.transportation.gov/odapc>. Additionally, information regarding this policy compliance with the FMCSA's Clearinghouse can be found on the internet at <https://clearinghouse.fmcsa.dot.gov>. All drivers who hold commercial driver's license (CDL) are required to submit to drug and alcohol tests and consent to queries regarding his or her drug and alcohol test past through the FMCSA's Clearinghouse as a condition of employment in accordance to these regulations.

This policy supersedes any previous employer policy or agreement that may be in existence prior to the effective date of this policy. This policy becomes effective March 1, 2023.

This policy is administered in a way that provides all an equal employment opportunity and shall not discriminate on the basis of race, color, religion, sex, sexual orientation, disability or any other characteristic protected by law. Information shared pursuant to this policy will be kept confidential and employees with a qualified disability will be reasonably accommodated to the extent required or provided by law.

Neither the adoption nor implementation of this policy shall be construed as creating a contractual obligation or modifying any at-will employment relationship between the company and an employee. The company reserves the right to modify or rescind this entire policy in whole or in part at any time with or without notice.

DOT forms will be used for any drug or alcohol testing that is conducted for DOT/FMCSA purposes under 49 CFR Part 40 and 49 CFR Part 382.

Portions of this Policy in bold and underlined reflect the employer's independent authority. Non-DOT forms will be used for any drug or alcohol testing that is conducted under the employer's independent authority.

Any questions or assistance needed regarding our company's DOT/CDL drug & alcohol testing program and Policy should be directed to:

NAME(S): Chief Lin Dargis

OFFICE LOCATION: 250 S Halwood St, PO Box 519

PHONE (Day): 815-756-2558 (Cell): _____

Section 2 - DEFINITIONS -

ADULTERATED SPECIMEN is a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

AIR BLANK is a reading by an evidential breath testing device (EBT) of ambient air containing no alcohol. (For EBTs that use gas chromatography technology, it is a reading of the device's internal standard).

ALCOHOL USE. The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

ALiquot – A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

ASD (ALCOHOL SCREENING DEVICE). A breath or saliva device, other than an evidential breath testing device, that is approved by the National Highway Traffic Safety Administration (NHTSA) and appears on ODAPC's (Office of Drug & Alcohol Policy & Compliance) Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA.

BAT (BREATH ALCOHOL TECHNICIAN) is an individual who instructs and assists individuals in the alcohol testing process and operates an EBT. A BAT may also act as a Screening Test Technician (STT) who instructs and assists individuals in the alcohol testing process and operates an ASD.

CANCELED TEST is a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or in which 49 CFR Part 40 otherwise requires a test to be cancelled. A cancelled test is neither a positive nor a negative test.

CDL (COMMERCIAL DRIVERS LICENSE) means a license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR Part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicle.

CMV (COMMERCIAL MOTOR VEHICLE) means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle --

- (1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- (2) Has a gross vehicle weight rating of 26,001 or more pounds; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

COLLECTOR is a person who instructs and assists individuals at a collection site and who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the CCF.

COMPANY WORKPLACE includes, but is not limited to, any Company building, property, and parking area under the Company's control (regardless of whether it is leased or owned), or any location or area where an employee is performing his or her job duties or where an employee is physically located during his or her work schedule. Company property shall also include any place the employee is located when "on call" or at any time during his or her work shift including, but not limited to, guest, visitor or customer locations, vendor or supplier locations, home offices, as well as vehicles, whether leased, rented, or owned.

CONFIRMATION (or confirmatory) TEST. In drug testing, a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite. In alcohol testing, a second test, following a screening test with a result of 0.02 or higher that provides a quantitative data of alcohol concentration.

CONSORTIUM is the Mid-West Truckers Association Drug and Alcohol Testing Consortium (hereinafter called the Consortium). The Consortium is a service agent that provides and coordinates the provisions of a variety of drug and alcohol testing services through other service agents for its participants by the employer to take immediate action(s) to removed employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of Part 40.

DER (DESIGNATED EMPLOYER REPRESENTATIVE) is an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of Part 40.

DHHS (DEPARTMENT OF HEALTH AND HUMAN SERVICES) is the Department or any designee of the Secretary, Department of Health and Human Services.

DILUTE SPECIMEN. A specimen with creatinine and specific gravity values that is lower than expected for human urine.

DOT means the Dept. of Transportation.

DRIVER and EMPLOYEE mean any person who operates any commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. Driver includes both applicants for employment (subject to pre-employment testing) and current drivers employed by this employer.

DRUGS AND CONTROLLED SUBSTANCES – mean the drugs or classes of drugs for which tests are required under 49 CFR Parts 40 and 382, including marijuana/cannabis whether medical, recreational and/or derivatives, even considered legal under state law.

EBT (EVIDENTIAL BREATH TESTING DEVICE) is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

EMPLOYER means a person or entity employing one or more employees (including an individual who is self-employed) that is subject to 49 CFR Parts 382 and 40. The term employer includes an employer's officers, designated representatives or management personnel.

FMCSA (FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION) is the federal agency responsible for the administration of federal regulations for commercial motor vehicle drivers.

HHS means the same as the Department of Health and Human Services (DHHS).

ILLEGAL DRUGS mean drugs and controlled substances that are considered illegal under federal law, including legal drugs or substances that are being used illegally under federal law.

Item 2.

INITIAL TEST (or screening test) - In drug testing, it is the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites. In alcohol testing, it is an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

INVALID DRUG TEST is the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

LABORATORY – Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under Part 40.

MRO (MEDICAL REVIEW OFFICER) is a licensed physician (Medical Doctor or Doctor of Osteopathy) responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results. The MRO must be knowledgeable of and have clinical experience in controlled substances abuse disorders, including detailed knowledge of alternative medical explanations for laboratory confirmed drug test results. The MRO must be knowledgeable of issues relating to adulterated and substituted specimens as well as the possible causes of specimens having an invalid result.

NEGATIVE RESULT – The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug, or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

ON CALL means an employee who is scheduled to be on standby or could be called into work or otherwise responsible for performing work-related tasks either at the Company's premises or any other designated location by management.

POSITIVE RESULT – The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

PRIMARY SPECIMEN - In drug testing, it is the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing.

RECONFIRMED – The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

REFUSAL TO TEST (alcohol or controlled substances) means that a driver:

- 1) Fails to show up for any test within a reasonable time after being directed to do so by the employer or to remain at the testing site until the testing process is complete. This includes the failure of a driver (including an owner/operator) to appear for a test when called by the Consortium.
- 2) Fails to provide a specimen or fails to attempt to provide a saliva or breath specimen for any drug or alcohol test as required by this policy and 49 CFR Parts 382 and 40.
- 3) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring in providing a specimen.
- 4) Fails to sign the certification at Step 2 of the Alcohol Testing Form.
- 5) Fails to provide a sufficient amount of specimen or a sufficient amount of breath, when directed; unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure.
- 6) Fails or declines to take an additional test the employer or collector has directed the driver to take.
- 7) Fails to undergo an additional medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the employer concerning the evaluation as part of the shy bladder or insufficient breath procedures.
- 8) Fails to cooperate with any part of the drug or alcohol testing process (e.g., refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector).
- 9) For an observed collection, fails to follow the observer's instructions to raise his/her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process.
- 10) Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- 11) Admits to the collector or the MRO that the driver has adulterated or substituted the specimen.

It is also considered a refusal to test (which is the same as a positive test) when the driver refuses to test or when the MRO reports to the employer/Consortium that a driver has a verified adulterated or substituted drug test result.

REJECTED FOR TESTING – The result reported by an HHS-certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that is not corrected.

SAFETY SENSITIVE FUNCTION means the time period when a driver begins to work or is required to be in readiness to work until the time, he/she is relieved from work and all responsibility for performing work.

Safety Sensitive Functions shall include:

- (1) All time at an employer or shipper plant, terminal, facility, workplace or other property, or any public property, waiting for a commercial motor vehicle to be dispatched, unless the driver has been relieved from duty by the employer.
- (2) All time inspecting equipment as required by 49 CFR Parts 392.7 and 392.8 or otherwise inspecting, servicing or conditioning any commercial motor vehicle at any time.
- (3) All time spent at the driving controls of a commercial motor vehicle in operation.
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time resting in a sleeper berth (a berth conforming to requirements of 49 CFR Part 393.76).
- (5) All time loading and unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

SAMHSA (SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION) is the federal agency under the Department of Health and Human Services (DHHS) responsible for the certification of laboratories used as part of the drug testing program.

SAP (SUBSTANCE ABUSE PROFESSIONAL) is a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

SPLIT SPECIMEN. A part of the specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests it to be tested following a verified positive, adulterated or substituted test of the primary specimen.

SPLIT SPECIMEN COLLECTION – A collection in which the specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

STT (SCREENING TEST TECHNICIAN) is a person who instructs and assists individuals in the alcohol testing process and operates an alcohol screening device (ASD).

SUBSTITUTED SPECIMEN is a specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

VERIFIED TEST is a drug test result or validity test result from a DHHS/SAMHSA-certified laboratory that has undergone review and final determination by the MRO.

Section 3 – PROHIBITED BEHAVIOR – 49 CFR Parts 382 and 40 prohibit the use/misuse of controlled substances and/or alcohol by drivers of commercial motor vehicles.

The employer will maintain a pre-employment screening program designed to prohibit the hiring of anyone who uses any illegal drugs.

No driver, at any workplace, work site, in any company vehicle or leased vehicle, while working, on call or operating company equipment or commercial motor vehicles (owned and leased) will possess, distribute, dispense, conceal, use, sell, manufacture or use any quantity of any controlled substance or alcohol, lawful or unlawful, which in sufficient quantity could result in impaired performance.

No driver will report for duty, remain on duty or perform safety-sensitive functions (including driving a CMV) when the driver has used, is under the influence of, impaired by or has in his or her body a quantifiable presence of prohibited drugs at or above the minimum thresholds defined in 49 CFR Part 40. Prohibited drugs are any drug or substance identified in 21 CFR 1308.11 Schedule 1 or 49 CFR Part 40, which include Marijuana, Cocaine, Phencyclidine (PCP) Opioids and Amphetamines. No driver shall report for duty, remain on duty or perform safety-sensitive functions (including driving a CMV) if the driver tests positive, has adulterated or substituted a drug test or there is actual knowledge of prohibited drug.

The employer having actual knowledge that the driver has used a drug, tested positive or has adulterated or substituted a drug test, shall not permit the driver to perform or continue to perform safety-sensitive functions (including driving a CMV). The employer can obtain actual knowledge that a driver has used alcohol or drugs based on

- The employer's direct observation of the driver,
- Information provided by the driver's previous employer(s),
- A traffic citation for driving a CMV while under the influence of alcohol or drugs, or
- A driver's admission of alcohol or drug use.

The consumption of alcohol is prohibited while the driver is performing a safety-sensitive function. No driver shall report for duty or remain on duty, requiring the performance of safety-sensitive functions, while consuming or having consumed alcohol within four (4) hours of reporting for such duties, or having a BAC (breath alcohol concentration) of .04 or greater. The employer having knowledge of such conditions shall not allow a driver to perform or continue to perform safety-sensitive functions.

Any driver that has an alcohol concentration of .02 or greater, but less than .04, shall not perform or continue to perform safety-sensitive functions, nor shall the employer allow a driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled work period, but not less than 24 hours following the administration of the alcohol test.

No driver required to take a post-accident alcohol test shall use alcohol for up to eight (8) hours after the accident or until a post test is completed. Item 2.

A driver who refuses to submit to a drug or alcohol test (see Refusal to Test definition in Section 2) when required in accordance with 49 CFR Parts 382 and 40 shall not perform or continue to perform safety-sensitive functions and may be subject to discipline, up to and including termination.

Any driver who has engaged in prohibited behavior in this Section (except when a driver has a BAC of .02 or greater, but less than .04), shall be advised by the employer of the resources available in evaluating and resolving problems associated with the misuse of alcohol and/or drugs by providing the driver with a listing of SAP's. **The driver will also be subject to the Disciplinary Action in this policy.**

Complying with this Policy, including consenting to drug and/or alcohol test, queries through the Clearinghouse and reporting positive drug and/or alcohol tests to the Clearinghouse when required in compliance with the law or under this Policy is a condition of employment or continued employment with the company.

Section 4 - TYPES OF TESTING - According to Part 382, drivers shall be subject to pre-employment, random, post-accident, reasonable cause, return-to-duty and follow-up drug and/or alcohol testing.

- **PRE-EMPLOYMENT TESTING** – The driver shall be drug tested and the employer must receive the verified negative drug test result for the driver from the MRO/Consortium before allowing a driver to perform a safety-sensitive function for the first time (Attachment A must be completed by the driver).
- **RANDOM TESTING** – Testing rates will meet or exceed the minimum annual percentage rate set each year by the FMCSA Administrator. The current year testing rates can be viewed online at <http://www.dot.gov/odapc/random-testing-rates>.

On a regular basis, the Consortium or the Consortium's service agent will, from the total group, randomly select by a computer-based random number generated program that is matched with the membership numbers, the drivers' names, their social security numbers or other comparable identifying numbers. Under the selection process used, each driver shall have an equal chance of being selected each time selections are made.

The Consortium will notify the employers of the drivers selected. The employer will be given a date before which the driver must be tested per the random selection process. The employer shall ensure that random drug and alcohol tests conducted under the random testing regulations are unannounced. A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

- **POST-ACCIDENT TESTING** - As soon as possible following an accident involving a CMV on a public road, a post-accident drug and alcohol test shall be conducted when one of the three circumstances below applies:
 1. If an accident involves a fatality.
 2. If a driver receives a citation for a moving traffic violation and the accident involves bodily injury to a person who as a result of the accident immediately receives medical treatment away from the scene of the accident.
 3. If a driver receives a citation for a moving traffic violation and one or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

If the alcohol test is not conducted within two (2) hours following the accident, a record shall be prepared and maintained why the alcohol test was not promptly administered. If an alcohol test is not conducted within eight hours following the accident, the employer shall cease all attempts to complete the alcohol test and a record shall be prepared and maintained why the alcohol test was not promptly administered. (See Attachment C)

If a post-accident drug test is not conducted within thirty-two (32) hours following the accident, our company shall cease all attempts to conduct the drug tests and prepare and maintain on file a record stating why the drug test was not promptly administered. (See Attachment C)

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer as a refusal to test. Nothing in this Section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

The employer shall provide the driver with necessary post-accident information, procedures and instructions prior to the driver operating a CMV, so that the driver will be able to comply with the requirements of this section. (See Attachment D)

Drug and/or breath or blood alcohol tests conducted by federal, state or local officials, having independent authority for the test, shall be considered to meet the post-accident testing requirements, provided such testing conforms to the applicable federal, state or local drug and/or alcohol testing requirements and that the results are obtained by the employer.

- **REASONABLE SUSPICION TESTING** - When the employer's designated person(s) has reasonable suspicion that a driver has violated Section 3 of this Policy, the driver shall be required to submit to an alcohol and/or drug test. The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol and/or drug test must be based on specific contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the driver. (See Attachment E)

Alcohol testing is authorized only when observations of the driver are made during, just before or just after the period of the workday the driver is required to be in compliance with Part 382. The driver may be required to undergo reasonable suspicion alcohol testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased such functions.

If a reasonable suspicion alcohol test is not conducted within two hours after observing the driver, the employer shall prepare and maintain on file a record stating the reason why the test was not promptly administered. If the test is not conducted within eight hours after observing the driver, the employer shall cease attempts to conduct the test and prepare and maintain on file a record stating the reasons why the test was not administered.

No driver shall report for duty or remain on duty when the employer's designated person(s) has observed the driver using or under the influence of alcohol or impaired by alcohol. The employer shall not permit the driver to perform or continue to perform safety-sensitive functions until an alcohol test is conducted and the driver's alcohol test result is less than .02 or 24 hours have elapsed since the employer's first suspicion of the driver being under the influence of or impaired by alcohol.

The reasonable suspicion observation form must be completed and signed by at least one of the employer's designated person(s) who made the observations either within 24 hours of the observed behavior or before the drug test results are released, whichever is earlier.

- **RETURN TO DUTY TESTING** – When a driver has violated a drug or alcohol regulation, the employer, before returning a driver to duty to perform safety-sensitive functions, shall ensure the driver has followed the procedures outlined in 49 CFR Part 40, Subpart O.

The SAP will provide a follow-up evaluation letter to the employer and clearly state the driver has complied with his/her recommendations for education/treatment. If the employer allows a driver to return to safety-sensitive functions, a return to duty test will be scheduled. The return to duty drug collection is conducted under direct observation.

After voluntarily admitting to alcohol misuse or controlled substance use and demonstrating successful completion of an education or treatment program, a driver shall be subject to a return to duty test under 49 CFR Part 382.121 and required to pass before being returned to work.

If the result is negative, the employee may return to his/her job functions. If a notice of a positive test result is received from the Medical Review Officer following said testing, then the employee will be subject to the disciplinary provisions in Section 12 of this Policy.

- **FOLLOW-UP TESTING** – If the employer allows a driver to return to safety-sensitive functions, follow up testing will be conducted as specified in 49 CFR Part 40, Subpart O and according to the SAP's follow up evaluation letter. The employer will ensure that all follow up drug collections are conducted under direct observation.

Section 5 - DRUG TESTING - Drug testing procedures will be followed in accordance with 49 CFR Part 40.

When a driver arrives at the collection site, the testing process will begin without undue delay. To ensure the security during the testing process, only one collection will be conducted at a time. The driver must have positive identification either by photo identification or by the identification of the driver by the employer's designated representative. The collector will explain the basic collection procedures and show the driver the instructions on the back of the Federal Drug Testing Custody and Control Form (hereinafter called CCF). The driver will be instructed to remove and leave with the collector, or in a mutually agreeable location, any outer clothing along with any briefcase, purse or other personal belongings. The driver may retain his/her wallet.

The driver will be directed to empty his/her pockets and display the items in them. If the collector determines none of the items could adulterate the specimen, the driver may return the items into his/her pockets. If there is material that could adulterate a specimen, the collector must determine whether it was accidentally brought in or intentionally brought in to adulterate a specimen. If it was accidental, the collector will retain the material and return it when the testing process is complete. If it was intentional, a direct observation test will take place immediately.

The collector shall complete Step 1 of the CCF. The driver shall wash and dry his/her hands before providing the specimen, then will have no further access to water or other materials until the specimen is given to the collector. The driver will be instructed to provide at least 45 mL of urine, not flush the toilet and return to the collector with the specimen. The driver will provide the specimen in private, except in the case of an observed or monitored collection. Any conduct that clearly indicates an attempt to tamper with a specimen will cause a new collection under direct observation to take place immediately.

The collector will ensure there is at least 45 mL of urine in the collection container and the temperature of the specimen is within of 90-100 degrees. If the temperature is out of that range, a new collection under direct observation will take place immediately. The specimen will also be inspected for unusual color, the presence of foreign objects or material or for other signs of tampering. If it is apparent the driver has tampered with the specimen, a new collection under direct observation will take place immediately.

If a direct observation collection must take place, it must be conducted immediately. All direct observation collections are done without any advance notice to the driver. The collector shall explain to the driver the reason for the direct observation test, except when the employer is required to do so. The collector or an observer must be the same gender as the driver. The same gender collector or observer must request the driver to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower his/her clothing and underpants to show the collector or observer, by turning around, that the driver does not have a prosthetic device. After the collector or observer has determined the driver does not have such a device; the driver may be permitted to return the clothing to its proper position for the observed urination. The collector or observer must watch the urine go from the driver's body into the collection container. An observer will continue to watch the specimen until it is given to the collector.

A monitored collection will only be conducted if a multi-stalled restroom is used and all sources of water or potential adulterants cannot be secured. The collector must be the same gender, unless he or she is a medical professional. An observer must be the same gender. A bluing agent shall be put in the toilet the driver will use. The driver shall provide the urine specimen behind a closed stall door with the collector/observer standing outside of the stall door listening to the driver urinate into the collection container. If the collector/observer hears sounds or makes other observations of the driver attempting to tamper with a specimen, another collection will take place immediately under direct observation.

The tabs on the specimen bottles will be broken in front of the collector and the driver. The driver will give the specimen container to the collector and the collector will pour the urine specimen into the split specimen bottles. The primary specimen shall be at least 30 mL of urine and the split specimen shall be at least 15 mL of urine. If a driver is tested under the company's non-DOT Drug and Alcohol testing program and policy, it will be done completely separate from and after the collection of specimens for testing under the company's DOT Drug and Alcohol Testing program and policy.

The driver should observe the specimen at all times until the lids/caps are secured and the tamper-evident bottle seals are put over the lids/caps (this is for the driver's protection to ensure it is his/her specimen).

The driver is to initial the tamper-evident bottle seals on the bottles for proof that it is her/her specimen. The driver will also be required to sign the CCF as proof that the specimen identified as having been collected is in fact the drivers. The collector will complete the CCF and place the specimen bottles and Copy 1 of the CCF in the pouches of the plastic bag and secure both pouches. The driver will then be dismissed from the collection site.

Both specimens will be sent by overnight delivery to the DHHS/SAMHSA-certified laboratory for testing of the drugs or classes of drugs as identified in 49 CFR Part 40.85.

Before informing any third party about any medication the driver is using pursuant to a legally valid prescription consistent with the Controlled Substances Act, the MRO will allow 5 business days from the date the MRO reported the verified negative result for the driver to have his/her prescribing physician contact the MRO to determine if the medication can be changed to one that does not make the driver medically unqualified or pose a significant safety risk. If, in the MRO's reasonable medical judgement, a medical qualification issue or a significant safety risk remains after communicating with the driver's prescribing physician or after 5 business days, whichever is shorter, the MRO will report to third parties the driver is medically unqualified or poses a significant safety risk if allowed to continue safety-sensitive functions.

Before a laboratory-confirmed positive test, adulterated test, substituted test or invalid test result will be released to the Consortium, the MRO will conduct a verification interview with the driver by telephone unless: the driver declines to discuss the test result; the MRO or the employer cannot make contact with the driver within 10 days of the MRO receiving the laboratory result; or more than 72 hours have passed since the employer has contacted the driver to call the MRO. During the verification process, if the driver can give the MRO a legitimate medical explanation for the positive, adulterated or substituted test result, the MRO will report the verified test result as negative. If the driver cannot give the MRO a legitimate medical explanation, the verified positive test result will be reported as positive and the verified adulterated or substituted test result will be reported as a refusal to test. If the test result is invalid or contains an unexplained interfering substance and the driver cannot give the MRO an acceptable explanation or a valid prescription and the driver does not admit to adulterating or substituting the specimen, the verified test result will be reported as a cancelled test with a second collection to take place immediately on the driver under direct observation. If the driver can give the MRO an acceptable explanation, the verified test result will be a cancelled test with no further testing needed unless a negative result is needed for pre-employment, return to duty or follow-up testing. If the driver admits to adulterating or substituting the specimen, the verified test result will be reported as a refusal to test.

All verified negative, refusal to test (adulterated or substituted), positive, canceled and invalid test results will be released by the MRO to the Consortium, who will forward the results to the employer.

Dilute Specimens: The employer has **chosen not / chosen (circle one)** to conduct a second collection on **all / pre-employment, random, return to duty, follow-up (choose all or choose which test will have a second collection)** dilute test results that are negative.

Shy Bladder: After a driver's first unsuccessful attempt to provide a minimum of 45 mL of urine, the shy bladder time starts. The collector will document on the remarks line of the CCF and inform the driver of the time in which the 3-hour period begins and ends. Any insufficient specimen shall be discarded. The driver will be urged to drink up to 40 oz. of fluids, reasonably through a period of up to 3 hours; however,

it is not considered a refusal to test if the driver chooses not to drink fluids. If the driver does not provide a sufficient amount of specimen within 3 hours, the collection will be discontinued, and the employer will be notified. The employer will consult with the MRO, then direct the driver to obtain, within 5 working days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues associated with the driver's inability to provide an adequate amount of specimen. The physician must provide to the MRO a written statement of his/her recommendations and the basis for them. The MRO, will seriously consider and assess the physician's recommendations and issue a determination as to whether the employee has a medical condition that has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of urine. If the MRO agrees with the physician's recommendations, the MRO will report the test result as a cancelled test. If the MRO disagrees with the physician's recommendation or determines the employee does not have a medical condition that could have prevented him/her from providing a sufficient amount of urine, the MRO will report the test result as a refusal to test.

Split Specimen Testing: In the event of a verified positive, adulterated or substituted test result, the driver can request the MRO to send the split specimen to a second laboratory to be tested within 72 hours from the time the driver was notified of the result. **The driver shall reimburse the employer for the cost of the split specimen test.**

Section 6 - ALCOHOL TESTING - Alcohol testing procedures will be followed in accordance with 49 CFR Part 40.

If both a drug and alcohol test is to be conducted on the driver, the alcohol test must be completed before the urine collection process begins. A driver shall only be tested for alcohol while the driver is performing a safety-sensitive function, just before a driver is to perform a safety-sensitive function, or just after the driver has ceased performing a safety-sensitive function.

To ensure the security of the alcohol testing site, only authorized personnel shall be allowed to enter the testing site. The BAT/STT shall ensure that the driver is given privacy while an alcohol test is being conducted to prevent unauthorized persons from seeing or hearing the test result. Alcohol testing will be conducted on one driver at a time. The screening test and confirmation test, if needed, will be completed on a driver before the BAT/STT starts an alcohol test on another driver to be tested.

A driver shall appear at the collection site at the time specified by the employer. If the driver does not appear at the specified time, the BAT/STT shall notify the employer to determine how long it should take for the driver to arrive at the collection site. If the driver has not arrived by that time, the BAT/STT will contact the employer to inform him/her the driver has not reported for testing.

When the driver arrives at the collection site, the testing process will begin without undue delay. The driver must have positive identification either by photo identification or by the identification of the driver by the employer representative. The BAT/STT will explain the testing procedures and show the instructions on the back of the DOT Alcohol Testing Form (hereinafter called DOT ATF) to the driver. The BAT/STT shall complete Step 1 on the ATF. The driver will then be directed to complete Step 2 on the DOT ATF and sign the certification. If the driver refuses to sign the certification, the BAT/STT will document on the DOT ATF that the driver has refused to test, and the employer will be immediately notified.

If an ASD is used for the screening test, the BAT/STT will follow the manufacturer's directions for use. If the alcohol concentration is less than .02, The BAT/STT will sign and date Step 3 of the DOT ATF and transmit the alcohol test result using Copy 1 of the DOT ATF by telephone, electronic means, or in person to the employer. The ASD and materials used in the testing process shall be properly disposed of. If the alcohol concentration is greater than or equal to 0.02, the BAT will immediately conduct a confirmation test using an EBT.

If an EBT is used for the screening test, the BAT or the driver will select an individually sealed mouthpiece. The BAT will open the sealed mouthpiece in front of the driver and insert it into the EBT. The driver will be requested to blow steadily and forcefully into the mouthpiece for at least six seconds or until the EBT indicates that enough breath has been obtained. The driver will be shown the breath alcohol test result and the result will be affixed to the DOT ATF with tamper-evident tape.

If the result is less than 0.02 alcohol concentration, the BAT shall sign and date Step 3 on the DOT ATF. The BAT must transmit the alcohol test result using Copy 1 of the DOT ATF immediately by telephone, electronic means or in person to the employer. If the alcohol concentration is 0.02 or greater, a confirmation test shall be conducted with an EBT not less than 15 minutes nor more than 30 minutes after the completion of the screening test. During that time, the driver will be asked not to eat, drink, belch or put anything into his/her mouth to prevent an accumulation of mouth alcohol that could lead to an artificially high reading on the confirmation test. The BAT/STT will note in the remarks on the DOT ATF these instructions were given and will also note on the DOT ATF if the driver chose to ignore the instructions. The confirmation test will still be conducted. If the confirmation test will be conducted at a different site, the BAT/STT or the employer must transport the driver to the testing site. The driver will not be allowed to drive a motor vehicle.

If the confirmation test is conducted more than 30 minutes after the result of the screening test, the BAT shall note in the remarks on the DOT ATF the reason the confirmation test could not be conducted within the 15-30-minute time frame. The confirmation test will still be conducted.

An individually sealed mouthpiece will be opened in front of the driver and attached to the EBT. The BAT and the driver shall read the sequential test number displayed on the EBT. The driver will be requested to blow steadily and forcefully into the mouthpiece for at least six seconds or until the EBT indicates that enough breath has been obtained. The driver will be shown the breath alcohol test result and the result will be affixed to the DOT ATF with tamper-evident tape.

If the confirmation test result is less than 0.02 alcohol concentration, the BAT shall sign and date Step 3 on the DOT ATF. The BAT must transmit the alcohol test result using Copy 1 of the DOT ATF immediately by telephone, electronic means or in person to the employer. If the confirmation test result is 0.02 or greater alcohol concentration, the driver shall be directed to sign Step 4 on the DOT ATF. If the driver

does not sign, the BAT will note in the remarks on the DOT ATF of the driver's failure to sign Step 4. The driver's failure to sign Step 4 will not be considered a refusal to test. The BAT must immediately notify the employer by any means of an alcohol test result of 0.02 or greater to ensure the result is immediately received by the employer.

Item 2.

Inability to Provide an Adequate Amount of Breath: If a driver is unable or alleges, he/she is unable to provide an amount of breath sufficient to give a reading on the EBT, the BAT should again instruct the driver to attempt to provide an adequate amount of breath and the proper way to do so. If the driver refuses to make a second attempt, the BAT shall discontinue the test and immediately notify the employer.

If the driver fails to provide an adequate amount of breath, the BAT shall note the failure on the remarks of the DOT ATF and immediately notify the employer. The employer will then direct the driver to obtain, within 5 days, an evaluation from a licensed physician who is acceptable to the employer and has expertise in the medical issues associated with the driver's inability to provide a sufficient specimen. The employer will tell the physician the driver was required to take a breath alcohol test but was unable to provide a sufficient amount of breath and the consequences for refusing to take the required alcohol test. If the physician determines the driver has a medical condition that could have prevented him/her from providing a sufficient amount of breath, the test will be cancelled. If the physician determines the driver does not have a medical condition that could have prevented him/her from providing a sufficient amount of breath, it will be considered a refusal to test. The employer shall notify the driver of the physician's conclusions.

Section 7 – CLEARINGHOUSE - As part of the continuing efforts to promote safe roadways and to ensure only qualified CDL drivers are performing safety-sensitive duties, FMCSA created a database for querying and reporting CDL drivers' compliance with 49 CFR Part 382, including drivers' drug and alcohol testing violations and other pertinent information. Employers are required to query the database on an annual (or more frequent basis) for each current CDL driver, and as part of the pre-employment screening process for each driver applicant.

The employer shall conduct a query of the Clearinghouse for each driver applicant before hiring into a CDL position. Driver consent is required for the query. Each driver applicant must register in the Clearinghouse and execute the FMCSA Clearinghouse electronic specific consent. If a driver applicant refuses consent, the employer cannot hire the driver. When the query results in the driver being qualified under Part 382, the employer may hire the driver. If the query results in the driver being unqualified under Part 382, the employer cannot hire the driver unless all applicable driver qualification requirements are met.

The employer shall query the Clearinghouse at least annually on each driver employed. Driver consent is required. Each driver shall sign a general consent form provided by the employer. The general consent form may be used for multiple Clearinghouse queries and can extend for the tenure of the driver's employment. If the driver refuses consent for the query, the driver will be removed from driving duty and cannot resume driving duty until the query is conducted. If the query results in notice that drug and alcohol violation information exist in the Clearinghouse for the driver, the employer must conduct a full query of the driver's record in the Clearinghouse after obtaining a specific FMCSA Clearinghouse consent executed by the driver via the Clearinghouse.

Employers are also required to report driver specific Part 382 drug and alcohol violations to the Clearinghouse using driver specific identification data including driver name, CDL license number and State of issuance, and driver date of birth. No driver consent is required for such reporting.

In order to comply with the Clearinghouse requirement, the Employer shall report the following Part 382 drug alcohol testing and violation information to the Clearinghouse within three (3) business days of obtaining the information:

- Alcohol confirmation test with a concentration of 0.04 or higher.
- Refusal to test (alcohol) as specified in 49 CFR 40.261.
- Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
- Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
- Negative return-to-duty test results (drug and/or alcohol testing, as applicable)
- Completion of follow-up testing requirements.

Additionally, the Employer's Medical Review Officer (MRO) must report the following Part 382 violations to the Clearinghouse within two (2) business days:

- Verified positive, adulterated, or substituted drug test results.
- Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.
- Substance Abuse Professionals (SAP) must report successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing to the Clearinghouse within one business day.

As set forth above, a driver must register in the Clearinghouse in order to provide specific consent for the pre-employment query. After registering, a driver will have access to his/her Clearinghouse record. The driver may designate how he or she receive notices and communication from the FMCSA clearinghouse, including via US mail, or designated electronic means (email/text, etc.). Any driver or authorized representative of the driver may also submit a petition to the FMCSA contesting the accuracy of information in the Clearinghouse, using the procedures specified in 49 CFR Part 382.717.

Section 8 - ACCESS TO RECORDS - All records pertaining to the employer's drug and alcohol testing program shall be maintained in a secure location with controlled access. Access and release of drug and alcohol testing records shall be in accordance with 49 CFR Parts 382 and 40.

Upon written request, drivers are entitled to copies of their records pertaining to their use of drugs or alcohol, including any records pertaining to their drug and alcohol tests. Drivers are also entitled to have access to any pertinent records directly related to their given drug or alcohol specimen testing.

Records to subsequent employers shall be made available upon receipt of a specific written authorization from the driver. The employer will only disclose information that is expressly authorized by the terms of the driver's request. The employer shall provide such information and results requested promptly to the subsequent employer at no charge.

Records shall be made accessible pertaining to the employer's drug and alcohol testing program at all of the employer's facilities to the U.S. Secretary of Transportation, any DOT agency, or any state or local officials with regulatory authority over the employer's drivers.

Section 9 - EMPLOYEE ASSISTANCE PROGRAM - Each driver must sign an Acknowledgment (Attachment G) that they received a copy of the Drug & Alcohol Abuse Policy that complies with Part 382.601. Drivers shall be made aware of educational information concerning the effects and consequences of drug and alcohol use on the driver's personal health, safety and work environment, including signs and symptoms of a drug or alcohol problem.

It is the driver's responsibility to report to work fit for duty and remain fit throughout the workday in order to perform in a safe, efficient and productive manner. The driver will also be made aware of the signs and symptoms of a drug and/or alcohol problem (his/hers or a co-worker's) and shall be made aware of ways to intervene when a problem is suspected, including referral to management, referral to an employee assistance program (if available from the employer), and referral to drug and/or alcohol abuse hotlines and help-lines, or local Alcoholics Anonymous or Narcotics Anonymous groups. Referrals to local Alcoholics Anonymous or Narcotics Anonymous groups or drug and/or alcohol abuse hotlines and help-lines are made available as a reference only: Alcoholics & Narcotics Help Line (888) 206-7272; Focus on Recovery Help-Line for Alcohol and Drug Abuse (800) 234-0286; or the Center for Substance Abuse Treatments Drug Information, Treatment, and Referral Hotline (800) 662-4357.

A driver may come forward for assistance with a drug and/or alcohol use problem, if it is before a driver's notification of an impending drug and/or alcohol test and before the driver performs a safety-sensitive function. The employer shall provide the driver with referrals of where the driver can go for assistance and give the driver sufficient opportunity to complete the counseling, education or rehabilitation required by a drug and alcohol professional; e.g., a qualified drug and alcohol counselor or substance abuse professional.

No adverse action will be taken against the driver. The driver will not perform safety-sensitive functions until the employer is satisfied that the driver has been evaluated and has successfully completed the counseling or treatment requirements and the driver tests negative on a return to duty drug and/or alcohol test. The employer may require follow up testing after the driver returns to duty. All costs associated with the evaluation and rehabilitation will be the responsibility of the driver. The return to duty testing and any follow up testing conducted shall be pre-paid by the employer, to be immediately reimbursed by the driver.

Section 10 - GENERAL INFORMATION - PRESCRIPTION MEDICATIONS, EXPECTATION OF PRIVACY AND SEARCH POLICY-The unlawful manufacture, distribution, dispensation or possession of drugs are prohibited on all employer premises, at any location the driver is performing work for the employer or in any employer-owned or leased commercial motor vehicle. If the employer proves a driver is engaging in any of these activities, the driver shall be subject to termination. Any driver who faces criminal action as a result of engaging in these activities will be immediately suspended until the employer makes a good faith determination regarding whether the conduct is a violation of this policy and what, if any, discipline, up to and including termination, is appropriate.

Prescription Medication and Over-the-Counter Drugs. Drivers are prohibited from using drugs listed in 21 CFR 1308.11, Schedule I, regardless of whether the drug is obtained legally or not. Non-Schedule I drugs, including prescription medication and over-the-counter drugs that are (1) administered by or under the direction of a licensed medical practitioner who is familiar with the driver's medical history and assigned duties; and (2) the licensed medical practitioner has advised the employee that the substance will not adversely affect the employee's ability to safely perform his/her job functions or operate a commercial motor vehicle.

A driver shall not report for duty or remain on duty requiring performance of safety-sensitive functions when the driver uses a non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR Part 1308, except when the use is pursuant to the instruction of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle (CMV). If the substance should adversely affect his/her ability to perform his/her job functions, or, if the employee does not promptly provide written verification from the prescribing physician or pharmacist, the employer will temporarily remove or reassign the employee from his/her job functions and may be subject to discipline up to including termination, if deemed appropriate.

All prescription and over the counter drugs must be kept in their original packaging or container and must be possessed and stored in compliance with applicable laws. An employee who fails to adhere to this provision may be subject to disciplinary action, up to and including immediate termination of employment. Additionally, consuming or possessing a prescribed drug where the prescription has

expired, that is not one's own prescription and/or abusing one's own prescription is not lawful and will subject the employee to disciplinary action, up to and including immediate termination of employment.

Notwithstanding the foregoing, the Company does endeavor in good faith to engage in the interactive reasonable accommodation process with any employee lawfully taking medication for an underlying medical condition, to the extent required or permitted by applicable disability laws.

No Expectation of Privacy and Workplace Searches – The employer may conduct reasonable searches for illegal drugs or alcohol on the employer's workplace, premises or in employer-owned or leased motor vehicles. Searches of drivers and their personal property may be conducted when there are reasonable grounds to believe the driver is in violation of this policy. All drivers are expected to cooperate in such searches. A driver's refusal to cooperate or consent to such searches may result in disciplinary action, including termination.

Nothing in this policy is intended to prohibit or interfere with an employee's right to engage in lawful protected concerted activities, including discussion of any term or condition of their employment with others, to the extent permitted by law.

Section 11 - INFORMATION CONCERNING THE EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES USE ON AN INDIVIDUAL'S HEALTH, WORK & PERSONAL LIFE - Employees who abuse drugs and/or alcohol cause more absenteeism, loss in work productivity, more accidents and more medical claims. This results in a loss of \$140 billion to American businesses each year. Compared with the average employee, a typical drug-using employee in the workplace is:

- 2.5 times more likely to be absent 8 days or more each year.
- 3 times more likely to be late for work.
- 3.6 times more likely to be involved in workplace accidents.
- 5 times more likely to file a workers' compensation claim.
- Incur 300% higher medical claims.

Marijuana / Cannabis - The common name for the drug made from chopped leaves, stems and flowering tops of a cannabis plant. Some common street names for marijuana are "weed", "flower", "dope," "blunt," "joint," "pot," "reefer." Marijuana can be smoked or eaten. Marijuana is a depressant and mind-altering drug. It works on the brain and causes hallucinations. A person using marijuana is more than likely to experience slowed reaction time, reduced concentration, distorted vision and depth perception, is slower in making decisions, often drives slower than the speed limit, is unable to correctly measure distance and time, and has impaired short-term memory.

Some of the symptoms and signs of marijuana use are:

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|--|-----------------|--------------------|---|
| Short-term memory loss | reddened eyes | moodiness | disruption of production or manufacturing process |
| Increased appetite | slowed thinking | loss of memory | disregard for safety of self or others |
| Increased heart rate | dilated pupils | performance issues | demeanor, irrational or unusual behavior |
| Negligence or carelessness | | | involvement in an accident |
| Symptoms of speech, physical dexterity, agility coordination | | | |

Some visible signs noted for the presence of marijuana are:

- | | | | |
|-------------|-------------|--------------------------|--|
| Roach clips | bongs | cigarette rolling papers | concentrate (i.e. wax, shatter, butter, oil) |
| Vape pen | small pipes | one hitters | vape pen cartridge with oil |

The main psychoactive part of marijuana is tetrahydrocannabinol (THC). The impact of marijuana use depends on the quality of the drug, the tolerance of the user, the dosage or amount taken and the method it is used. Marijuana and alcohol together will magnify the effects of both many times. Chronic marijuana smoking could cause severe irritation of the lungs, heart problems, reduced immune system and possible brain damage.

Phencyclidine - It was developed originally as an anesthetic but was taken off the market because it caused hallucinations. The most common street names for phencyclidine are "PCP", "angel dust," "crystal" and "tea". Phencyclidine is sold in various forms, mainly as a white, off-white or brown crystal-like powder, tablet or capsule. It can be ingested by mouth, snorted or injected intravenously. It can also be smoked when combined with marijuana or tobacco. A person using phencyclidine is more than likely to experience impaired coordination and dulled senses, a sense of power, drowsiness, aggressive behavior, hallucinations and blurred or double vision. In some cases, a person could even experience convulsions, coma, ruptured blood vessels in the brain, heart and lung failure, or even death.

Some of the symptoms and signs of phencyclidine use are:

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|----------------------|--------------------------|------------|
| Confusion | increased blood pressure | anxiety |
| panic | dizziness | drowsiness |
| hallucinations | disorientation | sweating |
| Increased heart rate | aggressive behavior | |

Some of the signs for the presence of phencyclidine are:

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|--|----------|----------|
| Needles | capsules | syringes |
| Plastic packets with powdery substance | tablets | |

Phencyclidine is water soluble but still could be retained in the body's system for days, depending on the quality of the drug, the tolerance of the user and the dosage or amount taken. Phencyclidine and alcohol together are dangerous and could cause an overdose. Chronic

phencyclidine use could cause hallucinations, psychosis, convulsions, coma or possible death.

Cocaine - Cocaine comes from the leaves of coca plants. Some common street names for cocaine are “coke,” “crack,” “rock,” “snort,” “toot,” “blow,” and “snow.” Cocaine can be snorted, injected intravenously, smoked or freebased (heating the cocaine and inhaling the vapors). Cocaine stimulates the body’s central nervous system. Psychological dependence on the drug can be high with repeated use. A person using cocaine is more than likely to experience impatience, anger, over stimulated reflexes, distorted vision and depth perception, slow reaction time and false sense of security and alertness. In some cases, a person could even experience seizures, heart attacks, convulsions, hallucinations and death.

Some of the symptoms and signs of cocaine use are:

Dilated pupils	nose bleeds	paranoia
Irritability	runny nose	needle marks
Increased blood pressure	hallucinations	restlessness
Talkativeness	anxiety	weight loss
Depression	nervousness	

Some of the signs for the presence of cocaine are:

Small spoons	mirrors	needles
Small plastic bags or vials	syringes	small drinking straws
Razor blades	rolled paper currency	small butane torch

Cocaine is water soluble but still could be retained in the body’s system for several days, depending on the quality of the drug, the tolerance of the user and the dosage or amounts taken. Cocaine causes the most mental dependency of any known drug. Cocaine and depressants, taken together, can be very dangerous or even fatal. Intravenous users have a high risk of contracting liver disease, tetanus, serum hepatitis and AIDS from the use of needles. Chronic cocaine use could cause seizures, heart attacks, strokes, convulsions, depression or death.

Amphetamines- Amphetamines are manufactured central nervous system stimulants used most often by individuals to stay awake. Psychological dependence on the drug can be high with repeated use. Some common street names for amphetamines are “speed,” “crank,” “meth,” “crystal,” “diet pills,” “bennies” and “uppers.” In pure form, amphetamines are yellowish crystals in which some are made into tablets, pills or capsules. Amphetamines can be ingested in tablet, pill or capsule form, snorted, or injected intravenously if in powder or liquid form. A person using amphetamines is more than likely to experience delayed reaction time, over stimulated reflexes, anxiety, irritability, distorted vision and depth perception, and a false sense of security and alertness.

Some of the symptoms and signs of amphetamine use are:

Loss of appetite	weight loss	sweating
Paranoia	dilated pupils	increased blood pressure
Dry mouth	talkativeness	sleeplessness
Nervousness	needle marks	depression
Hallucinations	anxiety	

Some of the signs for the presence of amphetamines are:

Pills	small butane torch	tablets
Rolled paper currency	capsules	small drinking straws
Small plastic bags or vials	razor blades	needles
Syringes		

Amphetamines are water-soluble, but still could be retained in the body’s system for several days depending on the quality of the drug, the tolerance of the user and the dosage or amount taken. Chronic amphetamine use could cause physical collapse, delusions, hallucinations, brain damage, heart damage, toxic psychosis or death.

Opioids - Some opioids come from the seed pod of the Asian poppy. Other opioids are synthesized or manufactured. Psychological dependence can be high with repeated use. Some common street names are “horse,” “junk,” “smack,” “downers,” “M,” “yellow jackets,” “blues” and “ludes.” Opioids are in many different compounds and forms. The most common are the pills, tablets or capsules. Other compounds and forms are in liquid or powder form. Opioids can be injected, smoked or injected intravenously. A person using opioids is more than likely to experience distorted sense of time and distance, slowed reflexes, difficulty focusing, drowsiness and little or no concentration.

Some of the symptoms and signs of opioid use are:

Nausea	needle marks	loss of appetite
Confusion	drowsiness	cold or moist skin
Depression	short attention span	reduced pain
Memory loss	constricted pupils	sweating
Diarrhea	vomiting	

Some of the signs for the presence of opioids are:

Pills	bottle caps	tablets
Small packets	capsules	eye droppers
Needles	small spoons	syringes

Opioids are water soluble, but still could be retained in the body's system for one to several days, depending on the quality of the drug, the tolerance of the user and the dosage or amount taken. Opioids taken with alcohol and other depressant drugs magnify the effects of the opioids and could lead to overdoses. Intravenous users have a high risk of contracting liver disease, tetanus, serum hepatitis and AIDS from the use of needles. Chronic opioid use could cause loss of consciousness, convulsions, coma or death.

Alcohol - Some common street names for alcohol are "booze," "juice," "brew," "sauce" and "hooch." As a rule, a drink or two will create a feeling of well-being. What determines the rate of metabolism in the body and how fast it dissipates the alcohol depends on the altitude, the individual's body weight, metabolism, stomach content, gender, and whether the individual is sick or healthy, rested or tired. After the first drink or two, impairment begins, depending on the factors stated above. When the individual consumes alcohol that produces physical or mood-altering effects, it becomes a substance of abuse. A person using alcohol is more than likely to experience blurred or distorted vision, impaired reaction time, impaired judgment, anger, nausea, drowsiness and aggressiveness.

Some of the symptoms and signs of alcohol use are:

Slurred speech	hostility	odor on breath
Insomnia	flushed skin	loss of concentration
Glazed eyes	unsteadiness	blackouts
Memory loss	drowsiness	incoherence

Chronic alcohol use could cause brain damage, neurological damage, liver damage, pancreas and kidney damage, heart problems, strokes, cancer, coma, toxic psychosis and possible death.

Section 12 - DISCIPLINARY ACTION (Circle the Option 1, 2 or 3 that will apply for a driver who has violated a drug and/or alcohol violation. Then circle Option A or B, to identify who will pay for the return to duty and follow up testing.)

OPTION 1 (if the driver violates a drug or alcohol regulation, they are terminated) - The employer will provide the driver who has violated a drug and/or alcohol regulation with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the driver. **The driver will be terminated.**

If the employer chooses to rehire the driver for safety-sensitive functions, the driver must follow the procedures outlined in 49 CFR Part 40. The driver must test negative on a return to duty drug test and/or less than 0.02 on a breath alcohol test before returning to safety sensitive functions. The employer shall conduct follow up testing on the driver as specified in the SAP follow up evaluation letter. The employer will ensure that the return to duty and all follow up drug collections are conducted under direct observation.

OPTION 2 (if the driver violates a drug or alcohol regulation a second time, they are terminated) - The employer will provide the driver who has violated a drug and/or alcohol regulation the first time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the driver. The driver must follow the procedures outlined in 49 CFR Part 40. The driver must test negative on a return to duty drug test and/or less than 0.02 on a breath alcohol test before returning to safety-sensitive functions. The employer shall conduct follow up testing on the driver as specified in the SAP follow up evaluation letter. The employer will ensure that the return to duty and all follow up drug collections are conducted under direct observation.

The employer will provide the driver who has violated a drug and/or alcohol regulation a second time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the driver. **The driver will be terminated.**

OPTION 3 (if the driver violates a drug or alcohol regulation a third time, they are terminated) - The employer will provide the driver who has violated a drug and/or alcohol regulation the first time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the driver. The driver must follow the procedures outlined in 49 CFR Part 40. The driver must test negative on a return to duty drug test and/or test less than 0.02 on a breath alcohol test before returning to safety-sensitive functions. The employer shall conduct follow up testing on the driver as specified in the SAP follow up evaluation letter. The employer will ensure that the return to duty and all follow up drug collections are conducted under direct observation.

The employer will provide the driver who has violated a drug and/or alcohol regulation a second time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the driver. The driver must follow the procedures outlined in 49 CFR Part 40. The driver must test negative on a return to duty drug test and/or test less than .02 on a breath alcohol test before returning to safety-sensitive functions. The employer shall conduct follow up testing on the employee as specified in the SAP follow up evaluation letter. The employer will ensure that the return to duty and all follow up drug collections are conducted under direct observation.

The employer will provide the driver who has violated a drug and/or alcohol regulation a third time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the driver. **The driver will be terminated.**

OPTION A - All costs associated with the SAP evaluations, rehabilitation, return to duty testing and follow up testing will be the responsibility of the driver. The return to duty and follow-up testing costs shall be pre-paid by the employer, to be immediately reimbursed by the driver.

OPTION B - All costs associated with the SAP evaluations and rehabilitation will be the responsibility of the driver. The return to duty and follow up testing costs shall be paid by the employer.

THIS IS NOT AN EMPLOYMENT CONTRACT

INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF CORTLAND AND THE CITY OF GENOA

THIS AGREEMENT (the "Agreement") dated as of this ____ day of _____, 2023, is entered into by and between the Town of Cortland ("Cortland") and the City of Genoa ("Genoa").

RECITALS

WHEREAS, 5 ILCS 220/1 *et seq.*, entitled the "Intergovernmental Cooperation Act," provides that any power or powers, privileges or authority exercised, or which may be exercised, by a unit of government may be exercised and enjoyed jointly with any other unit of local government; and

WHEREAS, 5 ILCS 220/1 *et seq.*, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, function, activity, or undertaking which any public agency entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

WHEREAS, the Illinois Constitution and the Illinois statutes encourage and provide for units of local government to cooperate and enter into intergovernmental agreements in any manner not prohibited by law or ordinance to their mutual benefits; and

WHEREAS, Cortland is a municipality organized under the Illinois Municipal Code, as amended, 65 ILCS 5/1-1-1 *et seq.*, possessing the full and complete authority to enter into intergovernmental agreements with other units of local government; and

WHEREAS, Genoa is a municipality organized under the Illinois Municipal Code, as amended, 65 ILCS 5/1-1-1 *et seq.*, possessing the full and complete authority to enter into intergovernmental agreements with other units of local government; and

WHEREAS, Cortland and Genoa, in the spirit of intergovernmental cooperation, and pursuant to Article 7, Section 10 of the Constitution of the State of Illinois, and pursuant to 5 ILCS 220/1 *et seq.*, being the Intergovernmental Cooperation Act, desire to work together to further the use of administrative adjudication in the enforcement of their respective ordinances; and

WHEREAS, this Agreement sets forth the terms and conditions pursuant to which Genoa will provide Cortland access to its City Council Chambers for processing violations of Cortland's ordinances and such other matters as the laws of the State of Illinois may authorize for processing in administrative adjudication from time to time; and

WHEREAS, the parties agree that the agreements made herein are in the best interests of both Cortland and Genoa.

NOW, THEREFORE, Cortland and Genoa, in consideration of the foregoing recitals incorporated in this Agreement by reference and in consideration of the provisions and covenants contained herein, agree as follows:

AGREEMENT

1. The aforementioned recitals are incorporated into and made a part of this Agreement.
2. Genoa shall permit all administrative adjudication hearings to be held at Genoa City Hall, 333 E. First Street, Genoa, Illinois 60135, with Cortland's hearings to begin at 10:00 a.m. on the fourth Monday of every month, or at such other time as set forth by Genoa if the last Monday of the month is a holiday.
3. All administrative adjudication hearings under this Agreement shall be conducted by a hearing officer certified under 65 ILCS 5/1-2.14, and shall be separately retained by Cortland.
4. Cortland shall indemnify and hold harmless Genoa, and its officers, agents, and employees with respect to any claim or loss, including, but not limited to, attorney's fees, costs, and expenses of litigation, claims, and judgments in connection with any and all claims for damages of any kind which may arise, either directly or indirectly, from the acts or omissions of Cortland, or its officers, agents, employees or contractors, in the exercise of its rights or the performance of its obligations under this Agreement.
5. Genoa shall indemnify and hold harmless Cortland, and its officers, agents, and employees with respect to any claim or loss, including, but not limited to, attorney's fees, costs, and expenses of litigation, claims, and judgments in connection with any and all claims for damages of any kind which may arise, either directly or indirectly, from the acts or omissions of Genoa, or its officers, agents, employees or contractors, in the exercise of its rights or the performance of its obligations under this Agreement.
6. This Agreement is entered into for the benefit of each of the parties, solely, and not for the benefit of any third party. Nothing contained in this Agreement shall constitute a waiver of any privileges, defenses, or immunities which either party may have under the Local Government and Governmental Employees Tort Immunity Act with respect to any claim brought to a third party.
7. No party to this Agreement shall have the right to assign or transfer this Agreement or rights herein.
8. Both parties have the right to terminate this Agreement upon sixty (60) days prior written notice to the other party.
9. Notice or other writings which either party is required to, or may wish to, serve upon the other party in connection with this Agreement shall be in writing and shall be delivered

personally or sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Cortland: Town of Cortland
c/o Town Clerk
P.O. Box 519
Cortland, IL 60112

If to Genoa: City of Genoa
c/o City Clerk
333 E. First Street
Genoa, IL 60135

or to such other address, or additional parties, as either party may from time-to-time designate in a written notice to the other party.

10. This Agreement shall be executed simultaneously in two (2) counterparts, each of which shall be deemed an original, both of which shall constitute one and the same Agreement.

11. Each party hereto represents that they have the requisite authority to enter into this Agreement, and each party will provide a resolution from their respective governing Boards, acceptable to the other, within thirty (30) days after the date first above written, authorizing the execution of this Agreement.

12. This Agreement may not be modified, except by a written agreement signed by all of the parties or their successors in interest, and shall require the adoption of a resolution by the appropriate governing Board of each local governmental entity which is a party hereto.

13. This Agreement shall be deemed dated and become effective on the date the last of the parties execute this Agreement as forth below.

14. This Agreement will be in effect for an initial period of five (5) years. It will automatically renew for additional five (5) year periods unless terminated by either party in accordance with Paragraph 8 above.

IN WITNESS WHEREOF, Cortland and Genoa, by the following officials, their names to enter into this Agreement.

TOWN OF CORTLAND

CITY OF GENOA

By: _____
Mark Pietrowski, Mayor

By: _____
Jonathan Brust, Mayor

RESOLUTION 2023-

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE TOWN OF CORTLAND AND THE CITY OF GENOA
FOR THE USE GENOA CITY HALL FOR CORTLAND
ADMINISTRATIVE ADJUDICATION HEARINGS**

WHEREAS, the Town of Cortland has initiated an administrative adjudication process which requires hearings to take place at a public location well suited to accommodate such proceedings; and

WHEREAS, the Town of Cortland wishes to conduct its administrative adjudication hearings in the City Council Chambers at the City Hall in Genoa, Illinois in a manner similar to several other local municipalities which currently share these facilities for that purpose; and

WHEREAS, the City of Genoa has, in the spirit of intergovernmental cooperation, offered to share its City Council Chambers in order accommodate the Town of Cortland's administrative adjudication hearings, subject to the terms of an Intergovernmental Agreement attached hereto and incorporated hereto as Exhibit "A."

NOW THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, as follows:

1. That the Mayor of the Town of Cortland shall be authorized to execute the Intergovernmental Agreement attached as Exhibit "A" in order to accommodate Cortland's administrative adjudication proceedings to take place at City Hall, 333 E. First Street in Genoa, Illinois.

PASSED by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, at its regular Board meeting held on February __, 2023.

Ayes: _____

Nays: _____

Absent: _____

APPROVED by the Mayor on the __ day of February, 2023.

(SEAL)

Mark Pietrowski, Mayor

ATTEST:

Cheryl Aldis, Town Clerk

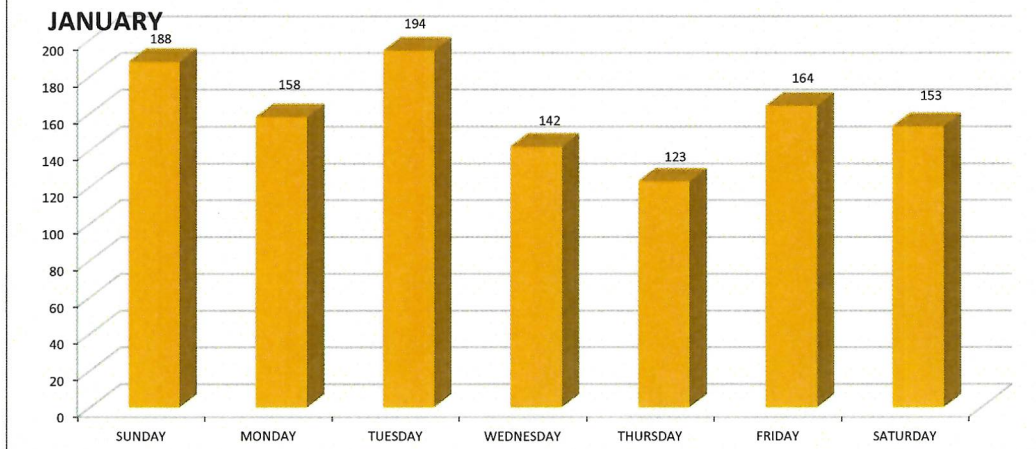
CORTLAND POLICE DEPARTMENT 2023 (THRU JANUARY)

Item 5.

SUMMARY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Group A Offenses (NIBRS)	3	0	0	0	0	0	0	0	0	0	0	0	3
Mental Health Calls (NIBRS)	6	0	0	0	0	0	0	0	0	0	0	0	6
Community Contacts	88	0	0	0	0	0	0	0	0	0	0	0	88
Drug Offenses	1	0	0	0	0	0	0	0	0	0	0	0	1
Alcohol Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Municipal Code	1	0	0	0	0	0	0	0	0	0	0	0	1
Traffic Stops	4	0	0	0	0	0	0	0	0	0	0	0	4
Warnings	4	0	0	0	0	0	0	0	0	0	0	0	4
Tickets Issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Accidents	3	0	0	0	0	0	0	0	0	0	0	0	3
Criminal Arrests	1	0	0	0	0	0	0	0	0	0	0	0	1
*Warrant Arrests (# also included in Criminal Arrests)	0	0	0	0	0	0	0	0	0	0	0	0	0
Calls For Service	143	0	0	0	0	0	0	0	0	0	0	0	143
CAD Events	1,122	0	0	0	0	0	0	0	0	0	0	0	1,122
Case Reports	39	0	0	0	0	0	0	0	0	0	0	0	39
Parking Tickets	27	0	0	0	0	0	0	0	0	0	0	0	27
Total	1,442	0	0	0	0	0	0	0	0	0	0	0	1,442

SPECIAL SERVICES FOR JANUARY

ASSIST OTHER AGENCIES	11
ASSIST MOTORISTS	6
KEYS IN CAR	5
HOUSE/BUSINESS CHECK	324
EXTRA PATROL	234
FOOT PATROL	0
SCHOOL PATROL	8
STATIONARY PATROL	50
CONCENTRATED PATROL	13
COMMUNITY CONTACT	88



SQUAD CAR MILEAGE as of January 2023

VEHICLE	YEAR	MILES
Ford Explorer	2021	8361
Ford Explorer	2017	106102
Ford Taurus	2018	45485
Ford Taurus	2019	33557
Chevy Tahoe	2020	31293

SQUAD CAR EXPENSES

November (01-6200-241)

Exxon Mobil	\$59.0
DeKalb Napa	\$127.43

THRU JANUARY

Item 5.

SUMMARY	DAVENPORT	DARGIS	FRENCH	HARRIS	HOFFSTEAD	HOPKINS	SAWYER	SCHAIBLE	VANWANKUM	TOTAL
Case Reports	0	4	3	16	0	4	4	7	1	39
Community Contacts	1	2	4	72	0	0	4	0	3	86
Warnings	0	0	1	1	0	0	2	0	0	4
Tickets Issued	0	0	0	0	0	0	1	0	0	1
Accidents	0	0	0	0	0	0	1	1	2	4
Criminal Arrests	0	0	0	0	0	0	1	0	0	1
Total Calls	18	28	20	700	0	33	19	12	0	830
Traffic Stops	0	0	1	0	0	0	3	0	0	4
Self Initiated	1	8	14	660	0	20	19	1	0	723
Parking Tickets	0	0	10	6	0	0	3	1	7	27
Total	20	42	53	1455	0	57	57	22	13	1719





Public Works Department Monthly Report January 2023

Listed below is a summary of the activities of the Public Works Department for January 2023

STREETS, PROPERTIES, AND STORM SEWER

- Patched potholes as needed.
- Replaced 4 delineators at the Loved Rd railroad crossing
- Replaced 1 delineator at the Llanos St railroad crossing
- Removed downed tree limb in alley between Llanos and Prairie
- Repainted basketball back boards at McPhillips Park, Hetchler Park, and Cortland Community Park

SNOW PLOWING/ SALTING

- Salted and plowed streets
- Applied approx. 208 tons of salt used in January
- 2,058 miles were put on plow and salt trucks

EQUIPMENT/VEHICLE MAINTENANCE AND REPAIRS

- Serviced the basket truck
- Replaced water pressure valve on E900 Vac Trailer
- Replaced faulty instrument cluster on F-350
- Replaced fuel sensor on the basket truck
- Replaced the brakes on the 2015 Chevy Silverado
- Repacked wheel bearing on all trailers
- Repaired hydraulic leak in 2001 International
- Serviced Squad #17 Also rotated tires and replaced batteries

TRAINING

- All PW staff completed IPRF suggested monthly safety training

WATER AND WASTEWATER

GENERAL

- Completed work orders for:

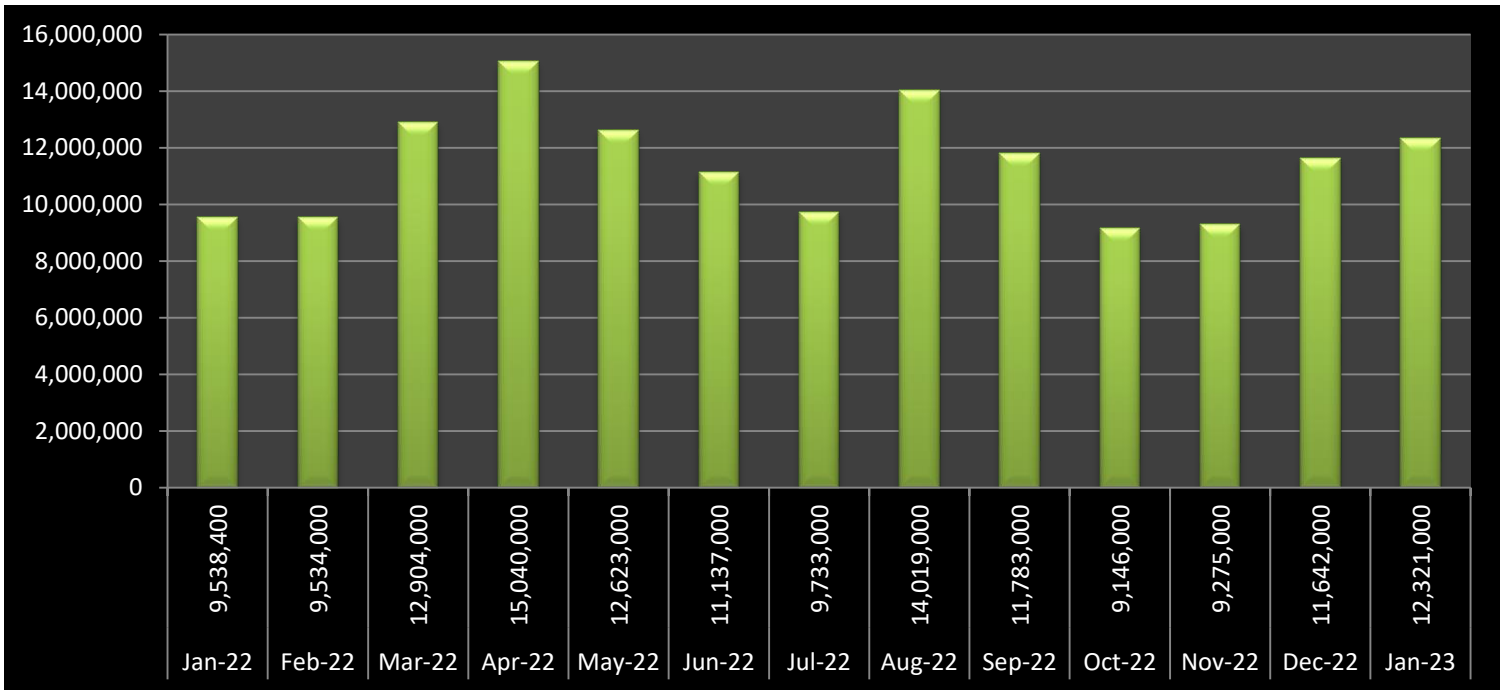
Shut-Off Service:	1
Turn On Service:	0
Final Read:	7
Courtesy Read:	0
Julie Locate Requests:	71
New Meters Installed:	0
Existing Meters Replaced with New Meters:	10
Other:	
Final Inspections:	2
Total Work Orders:	20

WASTEWATER

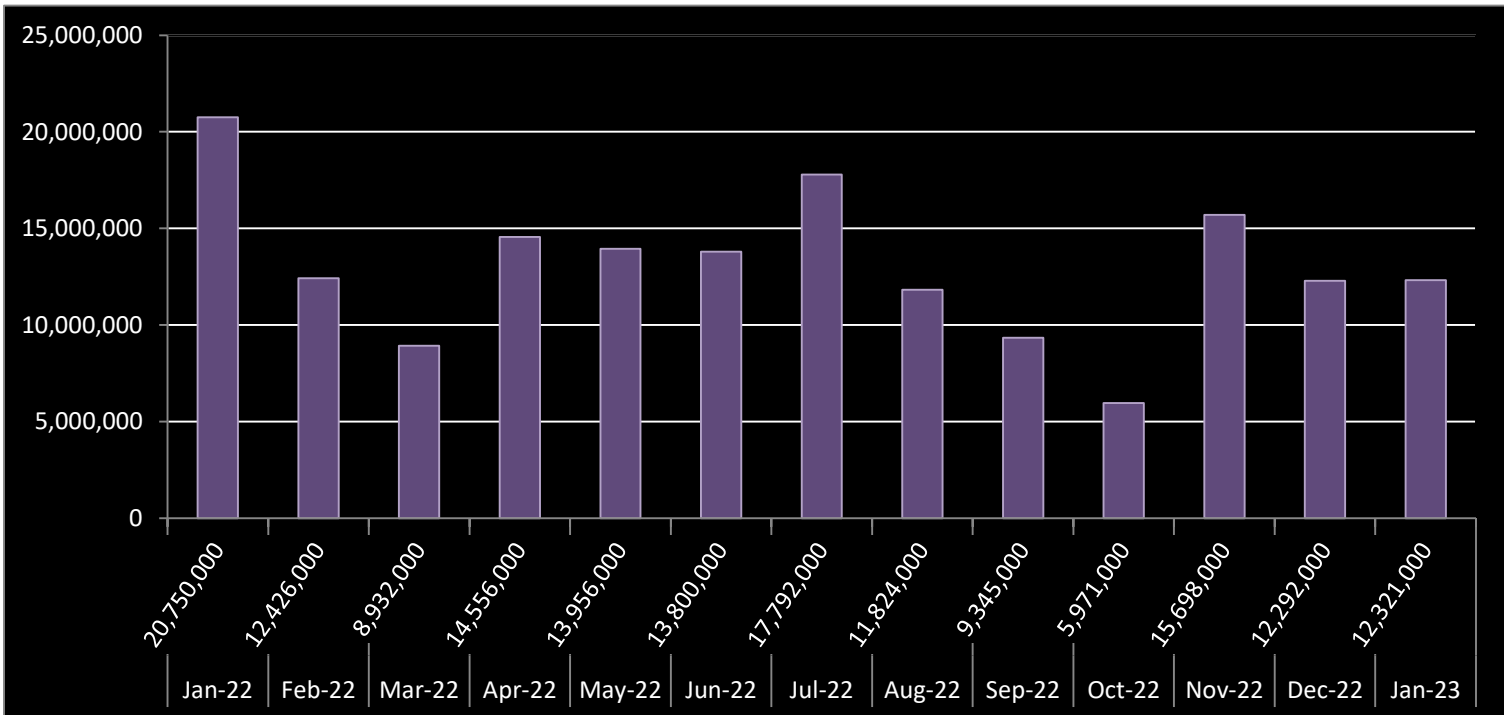
- Approx. 12,321,000 gallons flowed into the treatment plant.
- Approx. 12,321,000 gallons were discharged
- The Discharge Monitoring Report (DMR) was completed and filed with the IEPA.
- Completed monthly wastewater sampling
- Completed normal sewer main jetting.
- Replaced the Phase Monitor at BGLS

INFLUENT

Item 5.



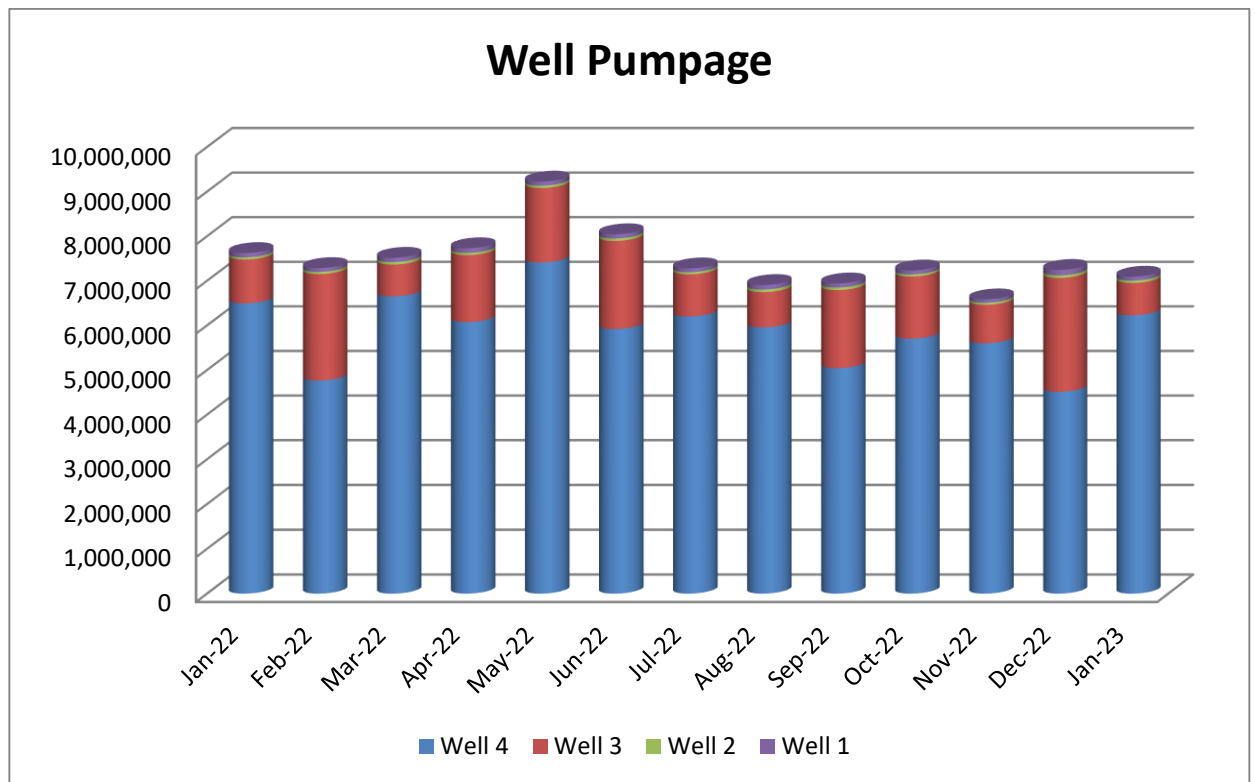
EFFLUENT



WATER

Item 5.

- Completed daily lab samples related to water quality. (pH, Fluoride, Chlorine, Hardness)
- Monthly chemical injection reports were complete and mailed to the IEPA.
- Completed monthly sampling.
- Completed meter reading
- Installed new heater in the treatment room at Well 3



Well 1	87,300
Well 2	55,000
Well 3	725,000
Well 4	6,226,400

Total pumpage of treated water from wells for January: 7,093,700



Engineering, Zoning, and Building Department Report February 2023

- **Prairiefield Avenue:** Plans and specifications are being prepared for the road project. If approved, construction could commence this summer. The intent is to utilize ReBuild Illinois funds for the work.
- **Comprehensive Plan:** Initial comments from the Planning Commission and Town Board are being summarized to forward to NIU for a final draft version to be presented to the public.
- **50 W. Maple Avenue:** Staff met on-site with the architectural and structural engineering teams. The structure seems feasible for the intended use and conceptual floor plan. Floor plan and budget analysis are underway and may be completed as soon as 4 weeks.
- **Splash Pad:** The town is still awaiting the formal grant authorization from DCEO. Upon approval, grant agreement and vendor contracts will be executed. Construction commencement could be April.
- **DeKalb County Community Foundation:** The grant application for inclusive play equipment at McPhillips Park was submitted. The award decision notification is anticipated around May 1.
- **86 S. Somonauk Road:** A petition for variances on the property has been submitted to the Town. The procedure for public hearing as required per Zoning Code will be followed.
- **Pavement Condition Study:** The pavement condition study has been completed. This information will be used to aid in the development of a Pavement Maintenance Plan over the next year.

2023 MONTHLY PERMITS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yearly Total
NEW CONSTRUCTION													
RESIDENTIAL	1												1
INDUSTRIAL / COMMERCIAL BLDG													0
SALT SHED													0
REMODELING/RENOVATION													
ELECTRICAL / ELEC SERVICE UPGRADE													0
PLUMBING													0
HVAC	4												4
REMODEL / REPAIR / ALTERATION													0
REPLACEMENT DOORS	1												1
REPLACEMENT WINDOWS	1												1
ROOF	1												1
ROOF OVER PORCH/BACK DOOR COVER													0
SIDING													0
ADDITION													0
RADON MITIGATION													0
DEMOLITION													
GARAGE													0
HOUSE													0
INDUSTRIAL / COMMERCIAL BLDG													0
OTHER													0
MISCELLANEOUS													
ELECTRICAL - WATER TOWER													0
FIRE ALARM SYSTEM													0
FIRE SPRINKLER SYSTEM													0
IRRIGATION SYSTEM ELECTRICAL													0
LIFT STATION													0
WATER SERVICE													0
HOT WATER HEATER													0
SEWER REPAIR													0
DUMPSTER ENCLOSURES													0
SITE GRADING	1												1
WIRELESS CELL ANTENNA													0
ALL OTHER IMPROVEMENTS													
AES FIRE RADIO													0
AIR CONDITIONER													0
DECK													0
DECK/PATIO - PRIVACY WALL													0
DIESEL CANOPY													0
DRIVEWAY / DRIVEWAY EXT													0
EXCAVATION													0
FENCE	2												2
FIREPLACE													0
GARAGE													0
GARAGE HEATER													0
GAS LINE FOR POOL													0
GRAVEL LOT EXTENSION													0
OUTDOOR FIREPLACE/ PATIO WALL													0
PERGOLA/GAZEBO													0
PARKING LOT NEW													0
PARKING LOT ADDITION													0
PAVING													0
POOL / HOT TUB													0
PORCH													0
RAMP													0
SHED													0
SIGN	1												1
SOLAR PANELS	1												1
CONCRETE STEPS/STOOP													0
STORAGE BUILDING													0
UTILITY PERMIT													0
WHOLE HOUSE GENERATOR													0
TOTAL	13	0	0	0	0	0	0	0	0	0	0	0	13

Item 5.