



# Town of Cortland

## Agenda Request

(SUBMIT FORM TO THE TOWN CLERK NO LATER THAN ONE WEEK BEFORE THE SCHEDULED MEETING)

**ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR**

☐ RESOLUTION      ☐ ORDINANCE      ☒ INFORMATION      ☐ OTHER

DATE PREPARED: 4-24-2025

FOR MEETING ON: 4-28-2025

**DESCRIPTION/TITLE:**

Utility Billing Update

REQUIRED ACTION: NONE

STAFF/COMMITTEE RECOMMENDATION:

STATEMENT OF CONCERN/SUMMARY:

**AGENDA PLACEMENT:**

☐ BOARD REVIEW OF PENDING BUSINESS      ☐ NEW BUSINESS      ☐ CONCERNS      ☒ STAFF REPORTS  
☐ COMMITTEE OF THE WHOLE      ☐ PRESIDENT'S REPORT      ☐ CONSENT AGENDA      ☐ UNFINISHED BUSINESS  
☐ PUBLIC HEARING

Prepared by: Joel Summerhill

Approved by:

Date 4-24-2025

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	Bank	GovPay	Portal	Town Hall Cash/Check	Town Hall Credit Card	Total Town Hall Payments (Column E + F)
Aug-24	175	1	515	633	37	670
Sep-24	5	0	81	55	10	65
Oct-24	1	0	35	27	7	34
Nov-24	158	0	563	567	24	591
Dec-24	13	0	86	100	11	111
Jan-25	1	0	47	36	8	44
Feb-25	158	0	640	554	27	581
TOTAL	511	1	1967	1972	124	2096

includes:  
walk-ins  
drop box  
USPS mail

#### Cost of mail postcards via USPS

May-24	\$	795.53	1501 postcards
Aug-24	\$	802.48	1433 postcards
Nov-24	\$	805.28	1438 postcards
Feb-25	\$	796.32	1422 postcards

#### Cost to purchase postcards (6000, 3 on a page):

1/15/2025	\$	499.00
2/16/2024	\$	495.00

Cost to mail postcards: 56¢

#### Cost to purchase envelopes:

3000 envelopes	\$	289.00
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Cost to mail #10 envelope: 69¢

#### 8x11 paper cost - one case (10 reams):

Office Pro:		Amazon:	
Hammermill	\$	72.99	Hammermill \$ 67.49
Generic	\$	45.99	Generic \$ 43.99

Number of paperless bill participants as of 4-9-25: 131