



**Public Health**  
Prevent. Promote. Protect.

Cortland County Health Department

## **CORTLAND COUNTY HEALTH DEPARTMENT**

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Catherine Feuerherm  
*Public Health Director*  
Mary Ann Haley  
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*Medical Advisor*

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February 17, 2016

Dear Ms. Laudermilk,

While I cannot locate a contract with Homer schools regarding the fitness equipment purchased with grant funds and placed at Hartnett Elementary, I did find the listing of equipment provided and a copy of the work plan which states the plan for a "community fitness room".

Therefore, the equipment belongs to the community and not the school district. As I stated on the phone, the equipment is older and in unknown repair. It should be evaluated for safety prior to using.

Sincerely,

Catherine Feuerherm

Enc. 2

Modified 11/6/02

**Cortland County Healthy Heart Program**  
**Contract Period: April 1, 2003 – March 31, 2004**

**Objective #1: Work in cooperation with the Truxton community and Hartnett Elementary School to open a community fitness room by March 31, 2004.**

MAJOR ACTIVITIES	TIMELINE	STAFF IN CHARGE
1. Establish a Truxton Fitness Room Task Group.	By 4/1/03	Project Director & Coordinator Hartnett Elem. School Staff Truxton Community Members & Gov. Officials Selected HH Members YMCA & YWCA Staff
2. Conduct a site visit and meet with Appleby Elem. to see the community fitness room installed previously by the Appleby-HH Partnership.	By 4/31/03	Fitness Room Task Group
3. Research space for room. Possibilities include Hartnett Elem., Firehouse, & St. Patrick's Roman Catholic Church. Receive written permission to use space.	By 4/31/03	Fitness Room Task Group
4. Research renovation costs and attempt to secure in-kind contributions for services. (If renovations are needed.)	By 6/1/03	Fitness Room Task Group
5. Research current prices and attempt to secure in-kind contributions for equipment.	By 7/1/03	Fitness Room Task Group
6. Perform renovations. (If necessary.)	By 9/1/03	Selected Vendors
7. Purchase and install equipment.	By 9/1/03	Selected Vendors
8. Organize a committee of community members who are trained to use the fitness equipment and are able to teach others.	By 9/15/03	Fitness Room Task Group Community Members
9. Develop fitness room rules for community use; post in fitness room. Develop a participant logbook to track room use.	By 10/1/03	Fitness Room Task Group Project Coordinator
10. Plan and conduct a promotional campaign to kick-off the new fitness room including a community open house; invite media for article and photo op.	By 1/1/04	Fitness Room Task Group Project Coordinator
11. Submit a letter to the editor acknowledging funding from the HH Coalition.	By 1/1/04	Community Member
12. Report results to NYSDOH.	By 3/31/04	Project Director

**Budget Justification****Personnel**

Project Director: Supervising Public Health Educator, Cortland County Health Department; will be contact person with NYS Healthy Heart Program staff, prepare/submit all reports & vouchers, oversee budget, supervise Project Coordinator, liaison with HLP.

Project Coordinator: Public Health Educator, Cortland County Health Department; will handle daily responsibilities of the program such as organize meetings; prepare agendas, minutes, and other documents; arrange media activities; plan/implement/promote programs; liaison with community; assist in preparing reports; other Healthy Heart activities as outlined in workplan.

Public Health Projects Assistant: Cortland County Health Department; will conduct mailings; liaison with printers; prepare meeting announcements; assist in organization of meetings; other Healthy Heart activities as outlined in workplan.

All other positions: volunteer Coalition members; will assist with implementation of all Healthy Heart activities for the grant period.

**OTPS**

<b>Consultants</b>		
Construction/engineer consultant for Truxton community fitness room renovations	\$50/hour for 18 hours	\$500
Cartographer consultant to assist with measuring and creation of walking route maps	\$30/hour for 10 hours	\$150
Fitness consultant for training of instructors & conducting of fitness program for persons with disabilities	\$20/hour for: 2, 2 hour trainings 6, 1 hour fitness classes	\$80 \$120
<b>TOTAL</b>		<b>\$850</b>

<b>Equipment</b>		
Truxton community fitness room	Nordic Track Ski Machine Nordic Track Treadmill Schwinn Airdyne Bike StairMaster FreeClimber Body Solid Multi-Station Gym	\$700 \$1,200 \$550 \$1,700 \$850
HP Deskjet 960 printer	1 printer	\$200
Desk Chair	1 chair for coordinator	\$150
<b>TOTAL</b>		<b>\$5,350</b>

<b>Incentives</b>		
Incentives for Move for Life participants	450 t-shirts @ \$6.50/t-shirt 450 water bottles @ \$2.50/bottle	\$2,925 \$1,125
Gift certificates for sneakers for walking route contest winners	5 winners @ \$50/winner	\$250
Incentives for disabled fitness program participants	20 t-shirts @ \$6.50/t-shirt	\$130
<b>TOTAL</b>		<b>\$4,430</b>