

Village of Cayuga Heights

Board of Trustees
Regular Meeting
Marcham Hall
March 9, 2015
7:00 p.m.
AGENDA



Exhibit No.

1. Approval of Meeting Minutes: February 9, 2015
Resolution #7558 2015-086
2. Annual Report of Village Justice Galbreath 2015-087
3. Report of Fire Superintendent Tamborelle
Submitted Report* 2015-088
 - a. Resolution to request bids for new fire truck
 - b. Resolution for furnace replacement at 825 Hanshaw Road
4. Report of Asst. Superintendent of Public Works Frisbie
Submitted Report* 2015-089
 - a. Resolution to procure bids for truck box
5. Privilege of the Floor . 30 minutes - SIGN-UP at 6:45 p.m.
Website . Privilege of the Floor Guidelines unrevised
6. Report of Mayor
 - a. Tree City U.S.A. 2014 designation
 - b. Procurement Policy
 - c. Investment Policy
7. Report of the Trustees
8. Report of Police Chief Steinmetz
Submitted reports * 2015-090 a, b, c
9. Report of Superintendent of Public Works Cross
10. Report of Clerk & Treasurer
Submitted reports* 2015-092 a, b
Monthly Report of the Treasurer
 - a. OSC Fiscal Stress Report Attachment A
 - b. Resolution to fill Information Aide position
11. Report of Attorney
12. Executive Session (as necessary)
13. Adjournment

* All Exhibits and Reports are located on <http://www.Cayuga-Heights.ny.us/Minutes/Agenda Packet> unless otherwise noted

EXHIBIT 2015-086

**Minutes
Marcham Hall**

**VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES MEETING**

**Monday, February 9, 2015
7:00 p.m.**

Present: Mayor Supron; Trustees: Friend, Hamilton, Robinson, Salton, and Woodard; Asst. Superintendent of Public Works Frisbie; Chief of Police Steinmetz; Clerk & Treasurer Mangione; Attorney Marcus.

Absent: Trustee Crooker; Fire Superintendent Tamborelle; Superintendent of Public Works Cross.

Call to Order: Mayor Supron called the meeting to order at 7:00 p.m.

1. Approval of Meeting Minutes: January 12, 2015

Resolution # 7558

BE IT RESOLVED THAT: Minutes of the January 12, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved as written in Exhibit FYE2015-079.

Motion: Trustee Salton

Second: Trustee Woodard

Discussion: Draft minutes had been modified prior to the meeting. Revised minutes are presented in Exhibit 2015-079.

Ayes: Trustees Friend, Hamilton, Robinson, Salton, and Woodard

Nay & Abstentions: none

Motion carried

2. Approval of Meeting Minutes: January 28, 2015

Resolution # 7559

BE IT RESOLVED THAT: Minutes of the January 28, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved as written in Exhibit FYE2015-080.

Motion: Trustee Woodard

Second: Trustee Friend

Discussion: none

Ayes: Trustees Friend, Robinson, Salton, and Woodard

Nays: none

Abstentions: Hamilton

Motion carried

3. Report of Fire Superintendent Tamborelle (Exhibit FYE2015-081)

Mayor Supron raised the topic of the Village-owned rental property at 825 Hanshaw Road. It has been used for several years to house Fire Company Officers at sub-market rent. The property has been found to have mold issues which will need to be addressed. Other repairs/improvements (siding, insulation) may be necessary in the coming months. Superintendent Cross will develop proposals for repair.

4. Report of Asst. Superintendent of Public Works Frisbie (Exhibit FYE2015-082)

Report of Superintendent of Public Works Cross (Exhibit FYE2015-084)

There were no specific questions on the report. Ground shifting due to frost depth has caused sewer and water line breaks. Repair on these lines along with regular snow clearing activities has kept the department busy. Six hundred (600) tons of salt were ordered this week; crews have tried to minimize the amount of salt being spread. The sewer main that runs through Kendal property has backed up; a Public Works crew will be working to clean the line tomorrow. Stanley Security will be preparing an estimate to repair the broken lock and crossbar on a door at the DPW facility. A resident has contacted Superintendent Cross, who is on vacation, to report an issue with a manhole cover located in a Village easement. The resident had a blocked sewer line which required access to the manhole; her neighbor on whose property the easement lays, had planted a tree which restricted access. The tree needed to be removed and the property owner with the sewer line blockage is seeking assistance with the cost of tree removal. More information needs to be gathered before the Board can address this issue; Asst. Superintendent Frisbie will follow-up.

Agenda Item #9, Superintendent of Public Works Cross's report was also discussed at this time.

Options for relocating the computer server room in light of heat generated by the furnace and its pipes in the basement were discussed. Repairs on the sidewalk plow transmission should be complete in the next few days. Purchase of Building Code Enforcement software is being pursued as a Shared Service; no decision will be made in the near term. A resident realized that their single-family home which had been renovated from a three-family structure is being billed for water and sewer on a three meter basis. Additional calculations and discussion with the homeowner will be forthcoming.

5. Privilege of the Floor

No one present to speak.

6. Report of the Mayor

Mayor Supron would like to refocus attention on formation of a Business Advisory Committee (BAC). The committee would create a vehicle for communication between Village business owners and the Board of Trustees.

Resolution #7486, passed by the Board of Trustees at the meeting held on May 12, 2014 created the BAC; said resolution is included here.

BUSINESS ADVISORY COMMITTEE

WHEREAS the Village's Comprehensive Plan adopted January 13, 2014 stated as an objective to improve the business climate for property and business owners in the Village, and that the plan also recommended establishment of an advisory committee to facilitate communication and encourage collaboration between Village officials and commercial property and business owners,

THEREFORE BE IT RESOLVED,

That a Business Advisory Committee (BAC) be established to advise the Board of Trustees on policy matters pertaining to the business community in the Village of Cayuga Heights, and

That the BAC will be comprised of no fewer than 5 (five) and no more than 7 (seven) volunteer members, a majority of whom will be from the business community, appointed by the Mayor for two year terms, one of whom will be named Chairperson by the Mayor and one of whom will be a member of the Village of Cayuga Heights Planning Board, and

That the BAC will meet on a periodic basis as determined by its members and Chairperson, but not less than once every three months, and

That the BAC will report to the Board of Trustees as needed, but not less than once every three months.

Motion: Trustee Friend

Second: Trustee Woodard

Ayes: Friend, Robinson, Salton, and Woodard

Nays & Abstentions: none

Motion carried

7. Report of the Trustees

Trustee Salton recommends that the Board of Trustees renew its affiliation with the Greater Tompkins County Municipal Health Insurance Consortium based on his review of the Municipal Cooperative Agreement (MCA).

Resolution # 7560

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees affirms its support of the Greater Tompkins County Municipal Health Insurance Consortium and agrees to the Municipal Cooperative Agreement (MCA).

Motion: Trustee Hamilton

Second: Trustee Salton

Discussion: none

Ayes: Trustees Friend, Hamilton, Robinson, Salton, and Woodard

Nays & Abstentions: none

Motion carried

8. Report of Police Chief Steinmetz (Exhibit FYE2015-083a,b,c)

A resident has complained about speeding in a specific area of the Village. Three officers have submitted preliminary reports based on observations in the area of concern. Chief Steinmetz will communicate with the resident. The phone system which was updated in 2011 is difficult to update. Police Clerk Carr has been attempting to reprogram the system and encountered problems. AllMode will come in to assist with reprogramming for a fee; it is agreed that they should be brought in to assist and train.

Bids for sale of the 2009 Durango were opened and read.

Resolution # 7561

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees accepts the bid of \$8,790 submitted by John Carter, 300 East Upland Road, Ithaca, NY for the purchase of a 2009 Dodge Durango, the surplus police vehicle.

Motion: Trustee Salton

Second: Trustee Robinson

Discussion: none

Ayes: Trustees Friend, Hamilton, Robinson, Salton, and Woodard

Nays & Abstentions: none

Motion carried

9. Report of Clerk & Treasurer Mangione (Exhibits FYE2015-085a,b)

Resolution # 7562 as follows:



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

**Standard Work Day and Reporting Resolution
RS 2417-A**

(12/10)

BE IT RESOLVED, that the Village of Cayuga Heights / Location code 40151 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials									
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials									
Treasurer	Joan Mangione	9448	60329745	7	4/2/2012-4/7/2014	No	20	<input type="checkbox"/>	<input type="checkbox"/>
Court Clerk	Patricia Kannus	5731	40433641	7	4/2/2012-4/7/2014	No	13.14	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

If additional rows are needed, please use form RS2417-B and attach.

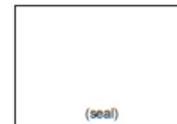
On this _____ day of _____, 20 14 _____ Date enacted: _____
(Signature of clerk)

I, Joan M. Mangione, clerk of the governing board of the Village of Cayuga Heights, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 20 14 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 7 members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the Village of Cayuga Heights
(Name of Employer)

This document consists of 1 page(s) (see additional RS2417-B forms attached).



Motion: Trustee Salton

Second: Trustee Woodard

Discussion: none

Ayes: Trustees Friend, Hamilton, Robinson, Salton, and Woodard

Nays & Abstentions: none

Motion carried

Resolution # 7563

BE IT RESOLVED THAT: Abstract #9 for FYE2015 consisting of Trust and Agency vouchers 71 - 78 in the amount of \$2,117.88 and Consolidated Fund vouchers 586 - 672 in the amount of \$207,166.54 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Salton

Second: Trustee Hamilton

Discussion: none

Ayes: Trustees Friend, Hamilton, Robinson, Salton, and Woodard

Nays and Abstentions: none

Motion carried

10. Report of Attorney Marcus

No report.

11. Executive Session

Resolution # 7564

BE IT RESOLVED THAT: An Executive Session of the Village of Cayuga Heights Board of Trustees is deemed appropriate by virtue of §105 of the NYS Open Meeting Law subsection (f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Motion: Trustee Woodard

Second: Trustee Hamilton

Discussion: none

Ayes: Trustees Friend, Hamilton, Robinson, Salton, and Woodard

Nays and Abstentions: none

Motion carried

Resolution # 7565

BE IT RESOLVED THAT: An Executive Session of the Village of Cayuga Heights Board of Trustees is ended and returned to Open Session.

Motion: Trustee Salton

Second: Trustee Hamilton

Discussion: none

Ayes: Trustees Friend, Hamilton, Robinson, Salton, and Woodard

Nays and Abstentions: none

Motion carried

12. Adjournment:

Meeting of the Village of Cayuga Heights Board of Trustees was adjourned by Mayor Supron at 9:10 p.m.

2014

ANNUAL REPORT

**VILLAGE OF
CAYUGA HEIGHTS COURT**



Glenn G. Galbreath
Village of Cayuga Heights Justice

Patricia Kannus
Village of Cayuga Heights Court Clerk

ANNUAL REPORT OF GLENN G. GALBREATH, VILLAGE JUSTICE

There was a significant increase in the number of cases from 2013 to 2014. Vehicle and Traffic cases increased 37%, even though criminal and civil cases stayed about the same and parking tickets decreased by half. Collection of fines and surcharges increased 43% as did the amount owed by defendants.

Following the summary of data immediately below is a short narrative about the data and other court activities for the year. The charts attached at the end contain a little more detail and cover a five year period.

SUMMARY OF CASE ACTIVITY

<u>Case Types</u>	<u>2013</u>	<u>2014</u>
Vehicle + Traffic Law (V+TL) (including parking)	952	1,307
Penal/Criminal Law	37	32
Civil/Small Claims	3	1
Total Cases	992	1,340
<i>Total Funds Collected</i>	\$ 70,497	\$ 101,365
<i>Number of V+TL Trials</i>	14	15

Vehicle and Traffic Law (V+TL) Cases (See attached chart.)

Vehicle and traffic law matters account for the majority of the Court's cases, fines and surcharges collected and the Court Clerk's time. The total number of V+TL cases in 2014 (1,307) is 37% higher than in 2013 (952). The charges with the largest increases in numbers were: speeding (from 75 to 113); stop sign violations (from 12 to 27); failure to obey a traffic control device (from 216 to 319); and seatbelts (from 5 to 17). There were noticeable decreases in case numbers involving speeding in a school zone (from 23 to 2) and cell phone usage while driving (from 39 to 23).

Alcohol related driving offenses (DWAI, DWI and ADWI) stayed about the same this year (13) as last year (11). That being said, we have had a wide range of numbers for these offenses during the past five years - from a low of 2 in 2011 to a high of 21 in 2009.

Dismissals of cases rose significantly from 329 in 2013 to 695 in 2014. Almost all of these cases were for minor equipment, inspection, and insurance card violations. Most of the dismissals were done in the "interests of justice," either because there was no violation (e.g. driving without insurance, but later it was shown that insurance actually was in effect at the time of the ticket) or the violation was minor and quickly remedied (e.g. for a recently expired inspection or registration or minor equipment violation). Dismissals also can occur when the prosecution and defense enter into an agreement and then together ask and convince me that justice would be served by my agreeing to their plea bargain as well. Sometimes plea bargains result in reducing or dismissing some of the charges in return for a guilty plea on another charge. In some courts, the pressure of high case loads can be a significant incentive for the judge to accept a plea bargain proposed by the defense and prosecution. Because the Village Court's case numbers are not overwhelming, case load pressure does not play a role in my determining if a plea bargain is appropriate or not.

Parking (See attached chart.)

Although parking tickets are part of the V+TL statistics, we identify them separately in the attached chart, because the administrative processing frequently is done by the Police Department and the Court Clerk without the need of my intervention. Only occasionally do I need to arraign a defendant or hold a trial for a parking ticket. Nevertheless, the Court Clerk must always process the paperwork and occasionally arrange for payment of the fine. The number of parking tickets decreased by 50% in from 167 in 2013 to 88 in 2014.

Penal/Criminal Cases (See attached chart.)

The Penal/Criminal Law category includes local law and state law infractions, misdemeanors and felonies. Generally, these are more serious than most V+TL matters and take more time. The misdemeanors and felonies create a formal criminal record for a defendant that stays with him/her for a lifetime. Not counted in the Penal/Criminal Cases statistics, even though many are also misdemeanors or felonies, are some of the more serious V+TL offenses, e.g. DWI, ADWI, reckless driving, aggravated unlicensed operation (AUO), leaving the scene of an injury accident, etc. Those misdemeanor V+TL cases appear only in the V+TL statistics chart. Also, non-V+TL felony charges do not appear in any of our statistics. That is because the computer program only identifies cases that are closed with a conviction or dismissal in our court. Felony cases that arise in our court do not ultimately stay there and are not "closed or dismissed" there. They eventually get transferred to the Tompkins County Court and, thus, never show up in our computer statistics. For example, the murder case we had in the fall of 2014 brought me to court four times (three of which were in the middle of the night): to review and sign a search warrant, to modify that warrant, to arraign, assign counsel and remand the defendant to jail, and to start a preliminary hearing (which was ultimately waived by the defendant). All of these activities

occurred prior to our transferring the case to the county court and none are reflected in our statistics.

In 2014 the number of our criminal law cases stayed about the same - 37 in 2013 and 32 in 2014. At least half of these cases were not especially serious, e.g. 7 noise violations and 11 people visiting Sunset Park after hours.

Vehicle and Traffic Trials (See attached chart.)

The number of trials reflects only those held for V+TL cases and not for the criminal or civil cases. Again this is due to a limitation in our computer program's data collection. We had 14 V+TL trials in 2013 and 15 in 2014. This is still fairly low relative to what the court has done in the past, e.g. in 1995 we had 124 V+TL trials.

Civil and Small Claims Cases (See attached chart.)

Although both the civil and small claims case categories concern non-criminal and non-V+TL matters, the "Civil Docket" is technically different from "Small Claims." Both have the same maximum monetary jurisdiction of \$3,000, but the Small Claims cases use an expedited procedure that is simpler, less expensive and more accessible to non-lawyer parties. Civil and Small Claims cases make up the smallest number of cases (only 1 in 2014) but include subject matter of importance to the parties, e.g. landlord-tenant matters, consumer transactions, contract disputes over bills for professional services, etc. These cases tend to be time consuming and often result in longer trials and written opinions. The Court routinely refers the parties to the Community Dispute Resolution Center for mediation as soon as the case is filed with the court, but does not delay the court's proceedings while mediation is being considered or used.

Other activities

We do not include in any of the data reports: late night arraignments, search or arrest warrants, pretrial hearings, status conferences, motion hearings/arguments, orders of protection, declarations of delinquency, preliminary felony hearings, hearings on violations of probation, or sentencing. All are time consuming and important activities, but collecting the data on them is not automatic by our computer.

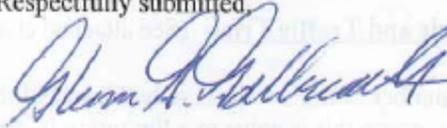
Patricia Kannus, the Court Clerk, attended clerkship refresher training sessions in 2014. I completed the required two days of Advanced Continuing Judicial Education Program for town and village justices. I also did a presentation this week to the Ithaca City Club based on my experiences in the Village Court.

Conclusion

Should you have any questions or comments, please contact me or the Court Clerk. Further, I remind everyone that the court sessions are held every Tuesday evening starting at 6:00 PM and the first Thursday of every month starting at 5:00 PM. The public in general, and you in particular, are invited to observe these sessions.

Dated: February 12, 2015

Respectfully submitted,



Glenn G. Galbreath
Village Justice

VEHICLE + TRAFFIC CASES (V+TL - most are not criminal misdemeanors or felonies)

OFFENSE (generally infractions)	CONVICTIONS					
	2009	2010	2011	2012	2013	2014
speeding	84	52	67	93	75	113
speeding in school zone	7	6	11	18	23	2
stop sign	3	6	3	11	12	27
fail to obey traff. control device	121	94	91	166	216	319
DWA (driv. with ability impaired)	14	3	1	3	6	7
DWI (driv. while intox. - misd. or felony)	3	2	1	1	2	5
ADWI (aggravated DWI - misd. or felony)	4	0	0	0	3	1
fail to keep right	5	8	15	10	9	1
no passing zone/follow to closely	5	1	6	1	2	8
AUO (aggrav. unlicens. oper. - misd. or felony)	3	0	2	1	2	1
unlicensed operation	14	10	7	12	9	13
suspnd./revokd. license (misd. or felony)	2	1	0	0	1	0
unregistered vehicle	2	5	2	1	0	9
uninspected vehicle	10	6	1	9	2	12
equipment violation	2	0	6	13	12	12
seatbelt	18	5	6	10	5	17
no insurance	77	61	43	64	39	23
cell phone	3	6	9	16	27	34
other						
TOTAL CONVICTIONS	375	276	271	429	453	609
TOTAL DISMISSED	228	218	235	372	329	695
ACD (see below)	23	10	10	18	10	4
PARKING TICKETS	55	125	127	147	167	88
TOTAL V+TL CASES	681	504	506	966	959	1307
SCOFFLAWED CASES (see below)	48	61	75	51	94	132
LIFTED LICENSE SUSPENSION (see below)	6	9	5	7	7	3

V+TL TRIALS	22	8	14	19	14	15
<p>*ACD* is an adjournment in contemplation of dismissal. It is used when the defendant and prosecutor agree that the penalty imposed by a conviction is disproportionate to the actual offense, and they agree to conditions which if met by the defendant would warrant later dismissal of the charge. The defendant and prosecutor then must secure the justice's agreement before it can be issued.</p>						
<p>*Scofflawed cases* are those where a defendant failed to appear or to pay. The Court Clerk notifies the Dept of Motor Vehicles which in turn suspends the defendant's driver's license until the case is fully resolved. In serious cases, the Court may also issue a bench warrant for the defendant's arrest.</p>						
<p>*Lifted License Suspension* is a new fee (\$70) the State requires when a license is restored after suspension.</p>						
PENAL/CRIMINAL LAW CASES (misdemeanors and infractions, state + local)						
OFFENSE	2009	2010	2011	2012	2013	2014
alcohol	1					
alcohol in the park		1	1	3		
assault						
aggravated harassment						
bad check						
burglary					1	
crim. contempt						
crim. impersonation						
crim. mischief		1		1		1
crim. poss. forged instrument						
crim. poss. stolen property				1	2	
crim. poss. of a weapon					2	1
crim. tampering						
dog ordinance		1		2	3	2
disorderly conduct	1	3		4	1	2
fireworks						
fugitive						
grand larceny		1		1	1	1
harassment					1	1

	2009	2010	2011	2012	2013	2014
ALL FINES, FEES + SURCHARGES (CIVIL + CRIMINAL)						
COLLECTED	\$52,536	\$38,197	\$41,220	\$65,073	\$70,497	\$101,365
OWED BY DEFENDANTS	\$21,775	\$23,525	\$25,175	\$20,985	\$21,750	\$31,793

EXHIBIT 2015-088

March 9, 2015

Honorable Kate Supron
Board of Trustees
Village of Cayuga Heights

Monthly Report January 2015

There were 41 calls for the fire department in February. There were 17 calls in the Village of Cayuga Heights, 15 calls in the Town of Ithaca and 9 mutual aid requests. We had 22 EMS runs and 19 fire calls. Once again, in February, we ran multiple mutual aid calls. While we do not get many structure fires in our district it is extremely beneficial to our department that we are requested to fires outside our district. Not only do we help our neighbors when they need us, but it allows our firefighters to get a lot of experience with structural firefighting. When we respond to mutual aid fires we staff the truck with all interior firefighters. When we arrive with six interior firefighters at the scene of a working fire our entire crew is usually assigned, as a full crew, to a section of the fire and tasked with suppression. We gain a huge amount of experience at other people fires.

Checklist work is done from the Fall 2014 Recruit Class. We started the class with ten recruits and seven made it through their checklists and have moved to exterior firefighter status. Of the seven who made it through the process, four are in the Firefighter 1 class and two are enrolled in the EMT class at TC3. It was a good group and they are motivated and moving on with more advanced trainings. We are not going to run a spring recruit class. We had our dinner in February and four people attended. We identified that three of the attendees would be eligible for membership and decided that the commitment to run an entire class for three people would not be the best utilization of our spring. Instead we are planning on using the spring to work on getting our exterior firefighters trained up and moved to interior status. We are planning several live burns at the training center throughout the spring. We trained similarly two years ago when we did not run a spring class and it worked out very well for us.

We will be having a memorial service for Fleet Morse at the station on March 28th. Fleet was the last surviving founding member of the department. Fleet has been carried on our rolls as Member #1 for many years. We have been in contact with his family and they have asked if the fire department would host the service at the station. Fleet was an amazing man and extremely dedicated member of our department. Fleet's nephew called from his apartment at Longview after he passed away and during our conversation the department got a call and I heard Fleet's pager in the background. Family and staff state he carried his pager every day. He will be much missed around the station.

We are looking forward to the 2015/16 budget process. We have a meeting scheduled with the Town of Ithaca to keep them informed of upcoming budget plans. There is a bid spec prepared for the new engine that we will be requesting this coming year. I would like to ask permission to advertise for the new engine and send out the bid March. In speaking with several truck vendors they did say that there is a good chance at better pricing if a truck is bid and prices are set before June when the parts prices are raised. I did confirm this information with Jeff Frisbee. We would like to release the spec in March for a June bid opening.

There has been an ongoing problem at 825 Hanshaw Road with a moldy smell in the house. We had Enviro Tech come in and do mold testing and found that there are not high levels of mold in the house. At this time we have determined that the smell is possibly coming from the furnace in the basement. The furnace is original to the house and is rusting and has not been cleaned or serviced in recent memory. The furnace is an old "gravity feed" unit with no filters in place. We have contacted HSC and received a quote to remove the old furnace and put in a new forced air unit with a charcoal filter system. We are also getting quotes to replace the siding on the house and to insulate it properly. To our knowledge there is currently no insulation in the walls of the house. The plan would be to remove the old siding, insulate and then reside with vinyl. These projects should solve the issues we are having with the house. No work has been done on the house since the windows were replaced and the house painted five years ago.

We will hold fire department elections on April 5th and our Annual Installation Banquet on April 11th. We hope all trustees will be able to attend the event.

Sincerely,
George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2015-089

REPORT OF PUBLIC WORKS

Monday, March 02, 2015

TO: BOARD OF TRUSTEES
FROM: Jeffrey Frisbie; Asst. Superintendent of Public Works
PERIOD: February 2015

Street System: The crew has been working the on-call rotation to keep the roads clear of snow and treated as necessary for safety.

Storm Water System: We have been continuously cleaning catch basins and monitoring our creeks to keep them clear of debris.

Water System: Five distribution line breaks were repaired. The department has also assisted in thawing 5 lines in the Sunset Drive area.

Sewer System: We have plans to continue line flushing. We responded to 3 plugged lines, and were able to open them within 2 hrs each.

Buildings and Grounds: completed several small jobs at Marcham Hall.

Personnel: Matt Townsend has returned to work.

Safety: No additional training scheduled at this time.

EXHIBIT 2015-090a



Village of Cayuga Heights
Police Department

836 Hanshaw Road • Ithaca, New York 14850-1590 • Phone: (607) 257-1011
E-mail: jsteinmetz@cayuga-heights.ny.us • Fax: (607) 257-3474

James M. Steinmetz
Chief of Police

March 4, 2015

To: The Honorable Mayor Supron
Members of the Board of Trustees
Village of Cayuga Heights

Re: Report of the Police Department for February, 2015

In the month of February the police department received 302 calls for service. In addition to these calls, 58 uniform traffic tickets were issued and 8 parking violations were cited. A breakdown of the calls for service is as follows:

3 felony complaints were handled including 1 for possession of stolen property and 2 for burglary. After investigation of a larceny complaint that originated from another police agency, the items reported as missing were found at a residence in the Village of Cayuga Heights. The suspect was identified and charged with Criminal Possession of Stolen Property and held on bail at Tompkins County Jail. The 2 burglary complaints originated from the same complainant at the same apartment reporting that their apartment had been broken into. There is a suspect in this case and the investigation is ongoing.

1 misdemeanor charge of petit larceny was filed after a subject was reported as taking an item from a convenient store without paying for it. After locating a suspect through a matching description, the officer took the suspect into custody and an appearance ticket was issued on charges of Petit Larceny.

A Vehicle and Traffic stop led to the misdemeanor charge of Aggravated Unlicensed Operation of a Motor Vehicle 3rd.

1 Local Law violation of Noise was received. The complainant stated that several people were outside a residence yelling. Upon officer arrival no noise was observed. The persons interviewed at the residence were advised of the Village's ordinance and were told to keep noise levels down when outside.

There were 8 Motor vehicle accidents investigated. One accident consisted of one of the two drivers involved driving away from the scene. Upon locating the fleeing vehicle, the driver was issued a citation for the misdemeanor charge of Leaving the Scene of a Personal Injury Accident.

There were no incidents involving deer reported, MVA or other.

In summary, 6 persons were arrested and the following 6 charges were filed: 1-Felony Criminal Possession of Stolen Property, 1- Petit Larceny, 1-Aggravated Unlicensed Operation of a Motor Vehicle 3rd, 1-Operator Leaves the Scene of a Personal Injury Accident, 1-Execute Bench Warrant, and 1-Taken into Custody/Mentally Ill.

Over the course of this month police department members took part in the following trainings and events: The week of February 23rd, Officer Brandon Manheim completed Field Training Officer School at Elmira Police Academy.

The full time officers worked a total of 39.5 hours of overtime and the part time officers worked a total of 101 hours.

Sincerely,

Chief James Steinmetz

EXHIBIT 2015-090b

CAYUGA HEIGHTS
POLICE DEPARTMENT
February 2015

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
7C LL#1-96	WRONG SIDE CURB OR EDGE	2
7D LL#1-96	OVERNIGHT PARKING	6
Report Totals		8

EXHIBIT 2015-090c

CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform Traffic Tickets 2/01/15 to 2/28/15

<u>DATE</u>	<u>OFFENSE</u>	<u>LOCATION</u>	<u>MPH/MPH ZONE</u>
02/26/15	UNINSPECTED MOTOR VEHICLE	NORTH TRIPHAMMER RD	
02/26/15	NO/INSUFFICIENT TAIL LAMPS (PASS-OUT)	PLEASANT GROVE RD	
02/26/15	UNREGISTERED MOTOR VEHICLE (EXP 12/31/13)	PLEASANT GROVE RD	
02/25/15	OP MV- MOBILE PHONE	PLEASANT GROVE RD	
02/25/15	OP MV- MOBILE PHONE	PLEASANT GROVE RD	
02/25/15	UNINSPECTED MOTOR VEHICLE	HANSHAW RD	
02/25/15	OPERATING WITHOUT INSURANCE (EXP 02/23/14)	HANSHAW RD	
02/25/15	OP MV- MOBILE PHONE (RIGHT-EAR)	HANSHAW RD	
02/25/15	UNINSPECTED MOTOR VEHICLE	HANSHAW RD	
02/25/15	DISOBEYED TRAFFIC CONTROL DEVICE	PLEASANT GROVE RD	
02/24/15	FOLLOWING TOO CLOSELY	HANSHAW	
02/24/15	INADEQUATE OR NO STOP LAMPS (L-OUT)	PLEASANT GROVE RD	
02/24/15	NO/INSUFFICIENT TAIL LAMPS (BOTH OUT)	PLEASANT GROVE RD	
02/24/15	NO/INADEQUATE LIGHTS	TRIPHAMMER RD	
02/23/15	NO/INADEQUATE LIGHTS	CAYUGA HEIGHTS RD	
02/23/15	UNINSPECTED MOTOR VEHICLE	PLEASANT GROVE RD	
02/23/15	NO/INADEQUATE LIGHTS	N TRIPHAMMER RD	
02/20/15	UNINSPECTED MOTOR VEHICLE	NORTH TRIPHAMMER RD	
02/20/15	OPERATING WITHOUT INSURANCE (EXP 09/17/07)	WINTHROP DRIVE	
02/20/15	DISOBEYED TRAFFIC CONTROL DEVICE (STOP)	WINTHROP DRIVE	
02/19/15	SPEED IN ZONE	HANSHAW RD 45 30	
02/19/15	SPEED IN ZONE	HANSHAW RD 47 30	
02/18/15	UNINSPECTED MOTOR VEHICLE	NORTH TRIPHAMMER RD	
02/18/15	UNINSPECTED MOTOR VEHICLE	NORTH TRIPHAMMER RD	
02/18/15	DISOBEYED TRAFFIC CONTROL DEVICE	TRIPHAMMER RD	
02/18/15	UNINSPECTED MOTOR VEHICLE	TRIPHAMMER RD	
02/18/15	UNINSPECTED MOTOR VEHICLE 3/14	PLEASANT GROVE RD	
02/18/15	UNINSPECTED MOTOR VEHICLE	NORTH TRIPHAMMER RD	
02/18/15	UNREGISTERED MOTOR VEHICLE	TRIPHAMMER RD	
02/17/15	UNINSPECTED MOTOR VEHICLE - SEPT 2014	PLEASANT GROVE RD	
02/17/15	OPERATING WITHOUT INSURANCE-NO PROOF IN V	PLEASANT GROVE RD	
02/17/15	UNINSPECTED MOTOR VEHICLE 12/14	HANSHAW RD	
02/17/15	UNINSPECTED MOTOR VEHICLE	CAYUGA HEIGHTS ROAD	
02/17/15	OPER MV WHILE USING PORTABLE ELEC DEV (R-HA)	PLEASANT GROVE ROAD	

CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform Traffic Tickets 2/01/15 to 2/28/15

02/17/15 DISOBEYED TRAFFIC CONTROL DEVICE (SPEED 46/ TRIPHAMMER RD
02/17/15 AGGRAVATED UNLIC OP 3RD (MISD) PLEASANT GROVE RD
02/14/15 LEAVING/SCENE PERSONAL INJURY ACC. N TRIPHAMMER RD
02/14/15 FOLLOWING TOO CLOSELY N TRIPHAMMER RD
02/14/15 UNREASONABLE SPEED/SPECIAL HAZARDS N TRIPHAMMER RD
02/14/15 UNLICENSED OPERATOR N TRIPHAMMER RD
02/14/15 UNINSPECTED MOTOR VEHICLE HANSHAW RD
02/14/15 UNINSPECTED MOTOR VEHICLE NORTH TRIPHAMMER ROAD
02/13/15 OPERATING WITHOUT INSURANCE E UPLAND RD
02/13/15 SPEED IN ZONE TRIPHAMMER RD 63 30
02/11/15 NO/INADEQUATE LIGHTS ST RT 13
02/10/15 NO DISTINCTIVE PLATE/INSECURE/DIRTY HANSHAW RD.
02/10/15 OPER MV/MC/BIC W/MORE 1 EARPHONE HANSHAW RD.
02/09/15 UNSAFE TIRE KLINE/CAYUGA HEIGHTS ROAD
02/07/15 UNINSPECTED MOTOR VEHICLE WINTHROP DRIVE
02/06/15 NO/INADEQUATE LIGHTS HANSHAW RD
02/06/15 UNREGISTERED MOTOR VEHICLE HIGHLAND RD
02/06/15 UNREGISTERED MOTOR VEHICLE (EXP 06/01/14) CAYUGA HEIGHTS ROAD
02/06/15 UNINSPECTED MOTOR VEHICLE CAYUGA HEIGHTS ROAD
02/01/15 UNLICENSED OPERATOR PLEASANT GROVE RD
02/01/15 UNINSPECTED MOTOR VEHICLE EXP 9/2014 PLEASANT GROVE RD
02/01/15 UNINSPECTED MOTOR VEHICLE EXP 11/2014 JESSUP RD
02/01/15 UNINSPECTED MOTOR VEHICLE EXP 11/2014 TRIPHAMMER RD
02/01/15 DISOBEYED TRAFFIC CONTROL DEVICE TRIPHAMMER RD

EXHIBIT 2015-091a

**VILLAGE OF CAYUGA HEIGHTS
CLERK & TREASURER'S REPORT
March 9, 2015**

1. **Audits:** Draft Audit Report received from NYS OSC. Village Board response due by March 13th.

2. **Budget:**

FYE2016 Preparation: Department Headsqworksheets have been returned. Proposed Budget will be distributed on or before March 23rd.

Budget Workshop: TBD

3. **Water and Sewer Billing:** 206 Overlook Road.

4. **Banking Activity as of February 28, 2015**

	<u>Beginning Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Ending Balance</u>
Consolidated Checking	\$ 719,076.57	\$326,470.01	\$342,790.36	\$ 702,756.22
Consolidated Savings	\$2,113,302.49	\$ 202.65	\$ 0.00	\$2,113,302.49
Trust & Agency	\$ 4,434.94	\$134,086.50	\$130,556.24	\$ 8,171.14
	\$2,836,814.00			\$2,824,229.85

Reconciled Bank Balance: \$2,823,408.98

5. **Transfers:**

During the month of February 2015, \$133,104.44 was transferred from Consolidated Fund checking to Trust & Agency for payroll and payroll processing fees.

6. **Revenues, Expenditures, and Balance by Fund - February**

See attached accounting module report titled *Monthly Report of Treasurer*

7. **Current Expenses:**

Unaudited Abstract #10 dated March 9, 2015: as distributed.

8. **Approval of March Abstract:**

BE IT RESOLVED THAT: Abstract #10 for FYE2015 consisting of Trust and Agency vouchers 79 - 87 in the amount of \$29,910.80 and Consolidated Fund vouchers 673 - 752 in the amount of \$232,567.16 is approved and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione

Village Clerk & Treasurer

EXHIBIT 2015-091b

03/09/2015 11:19:08

MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF CAYUGA HEIGHTS :

The following is a detailed statement of all moneys received AND disbursed BY me during the month of February, 2015:

DATED: March 9, 2015

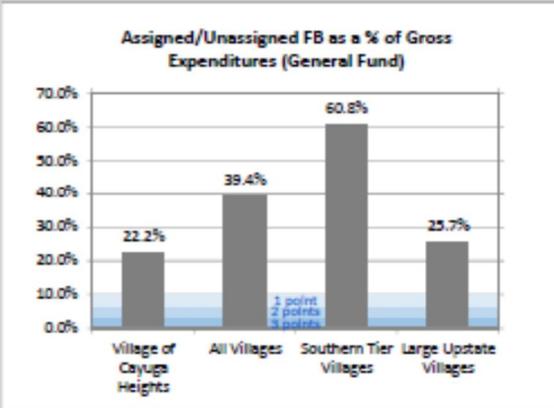

TREASURER

	Balance 01/31/2015	Increases	Decreases	Balance 02/28/2015
A GENERAL FUND - VILLAGE				
CASH - CHECKING	-113,880.45	135,204.99	187,326.31	-166,001.77
CASH - SAVING	1,322,241.63	126.79	0.00	1,322,368.42
Petty Cash	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-37,593.40	0.00	0.00	-37,593.40
TOTAL	1,171,217.78	135,331.78	187,326.31	1,119,223.25
F WATER FUND				
CASH - CHECKING	343,201.82	147,166.99	101,047.49	389,321.32
TOTAL	343,201.82	147,166.99	101,047.49	389,321.32
G SEWER FUND				
CASH - CHECKING	498,916.92	46,411.03	53,767.65	491,560.30
CASH - SAVINGS	791,060.86	75.86	0.00	791,136.72
TOTAL	1,289,977.78	46,486.89	53,767.65	1,282,697.02
H CAPITAL FUND				
CASH - CHECKING	24,998.62	0.00	0.00	24,998.62
TOTAL	24,998.62	0.00	0.00	24,998.62
TA TRUST & AGENCY				
CASH - CHECKING	4,088.51	134,086.50	130,556.24	7,618.77
TOTAL	4,088.51	134,086.50	130,556.24	7,618.77
TOTAL ALL FUNDS	2,833,484.51	463,072.16	472,697.69	2,823,858.98

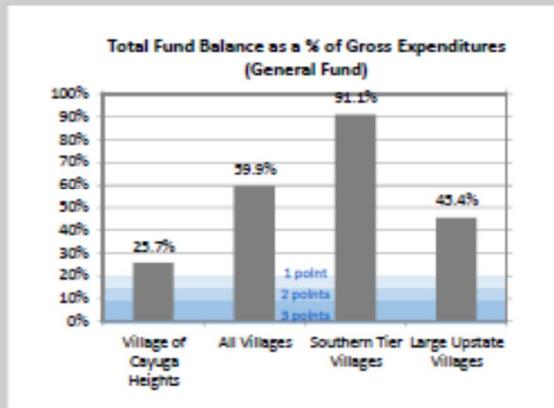
ATTACHMENT A

Village of Cayuga Heights

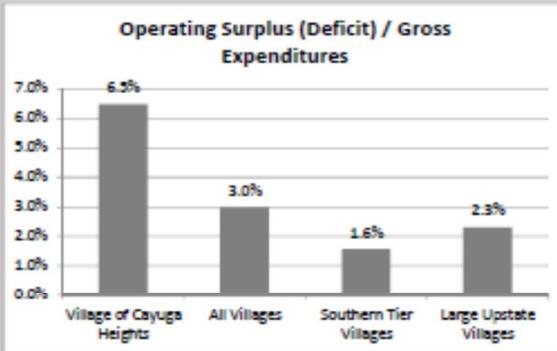
Indicator 1



Indicator 2



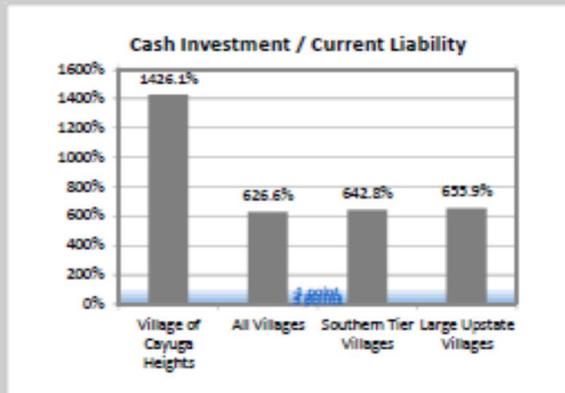
Indicator 3



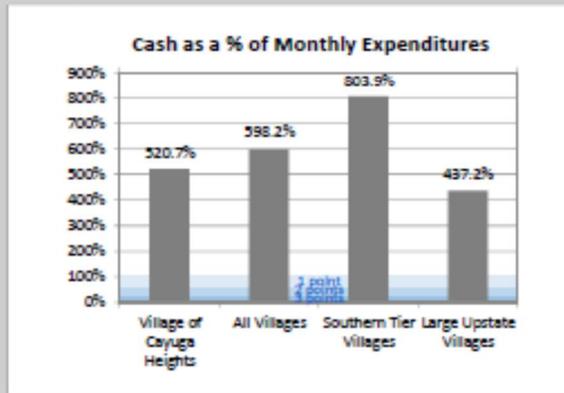
Peer Group Used in Comparison for all Indicators

All Villages	491
Southern Tier Villages	56
Large Upstate Villages	71

Indicator 4

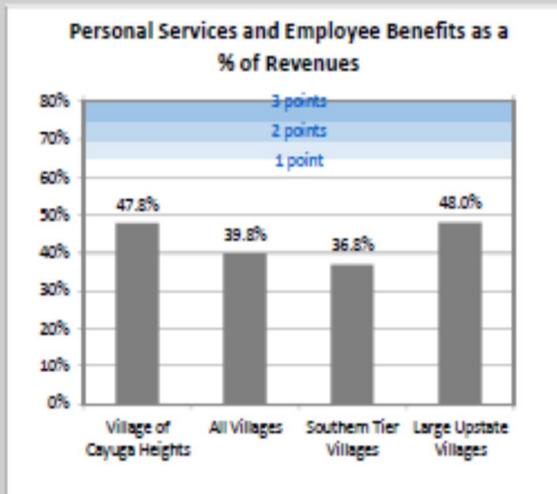


Indicator 5

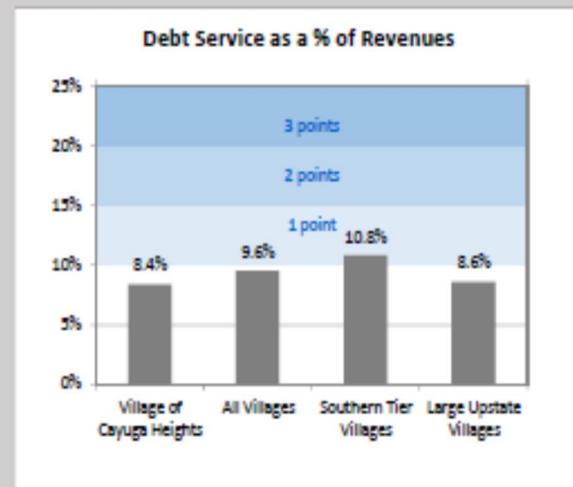


Village of Cayuga Heights

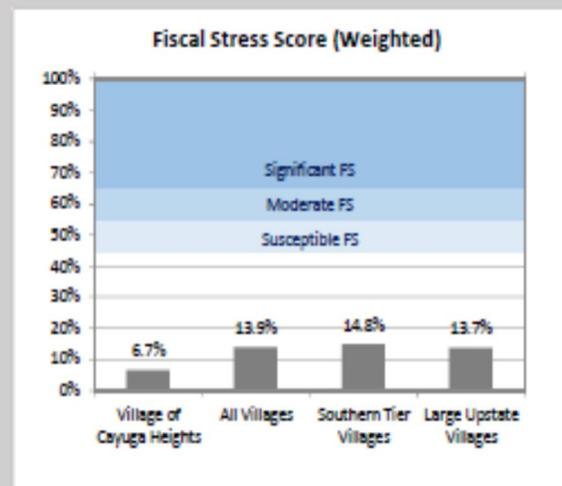
Indicator 8



Indicator 9



Fiscal Stress Score



This page provides graphical comparisons of financial indicators for the selected municipality against selected peer groups. Peer groups include data for municipalities for which current AUDs have been filed. The tables show the number of municipalities which are included in each selected peer group. Greater caution should be taken when the number of units in the comparison group is small (for example, fewer than five).

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary from previously released scores.

As of 31-DEC-2014