

Present: Mayor Supron; Trustees: Marshall, Friend, Robinson, Biloski and Woodard; Fire Superintendent Tamborelle; Superintendent of Public Works Cross; Deputy Clerk Podufalski; Attorney Marcus.

Absent: Trustee Salton, Police Chief Steinmetz

Call to Order: Mayor Supron called the meeting to order at 7:03 p.m.

1. Public Hearing on Proposed Local Law 2015-B

- No members of the public wished to speak.
- Mayor Supron stated for the record that the intent of the law is to halt ground-mounted installation of solar panels while the Board considers revising the Zoning Ordinance to appropriately regulate their installation. It is not that the Board is against installation of solar panels, but recognizes that ground-mounted panels need to be regulated through zoning. In the meantime, an applicant may seek a variance from this moratorium from the Zoning Board of Appeals.
- Hearing closed by Mayor Supron at 7:06 p.m.

EXHIBIT 2016-022

**VILLAGE OF CAYUGA HEIGHTS
Proposed Local Law B of the year 2015
A LOCAL LAW TO ESTABLISH A MORATORIUM ON THE
INSTALLATION OF SOLAR ENERGY FACILITIES ON THE GROUND**

Be it enacted by the Board of Trustees of the Village of Cayuga Heights as follows:

SECTION I PURPOSE AND INTENT

The purpose of this Local Law is to establish a moratorium on the installation, construction or development on property in the Village of Cayuga Heights (the "Village") of solar energy facilities located on the ground of such property; this moratorium shall not be applicable to the installation, construction or development on property in the Village of solar energy facilities located on the roofs of existing improvements. The intent of this Local Law is to provide a temporary, interim measure to halt the further development of ground solar facilities until such time as the Village has had an opportunity to research the options for regulation of such facilities and to develop, consider and enact a local law establishing regulations for the installation of ground solar facilities. The Village desires to enact such a local law in order to preserve and protect the aesthetic and visual resources of, and the property values within, the Village by providing certain regulations and restrictions on the location, size and siting of ground solar facilities within the Village, while enabling such facilities to be developed in the interest of promoting the development and use of renewable energy sources. During the period in which the moratorium established by this Local Law is in effect, the Village will evaluate the restrictions concerning ground solar facilities that are necessary or appropriate to so preserve and protect the aesthetic and visual resources of, and the property values within, the Village.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided in Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provision of the New York State Constitution and not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal Home Rule Law.

SECTION III DEFINITIONS

As used in this Local Law, the following terms shall have the meanings indicated:

- A. **Ground solar facility** - Structures, facilities, systems and/or equipment, or any combination thereof, including, but not limited to, solar panels and the hardware with or on which such panels are mounted, the purpose of which is to collect, absorb, concentrate or direct solar energy, which structures, facilities, systems and/or equipment, or any combination thereof, are located, installed, constructed or developed on the ground of a parcel, or on a pad or base substantially on grade with the ground. Ground solar facilities shall not include structures, facilities, systems and/or equipment, or any combination thereof, that are located, installed, constructed or developed on or above the roof of an existing improvement.

SECTION IV MORATORIUM RESTRICTIONS AND PROHIBITIONS

From the effective date of this Local Law forward, until the next to occur of (i) the repeal of this Local Law, (ii) the enactment of a local law by the Village regulating ground solar facilities, or (iii) the date one (1) year from the date of enactment of this Local Law, it shall be unlawful for any person to install, construct or develop a ground solar facility on any property in the Village.

SECTION V APPEAL

In the event that any owner of any property located in the Village determines that they are aggrieved by the moratorium imposed by this Local Law, said owner may apply to the Village's Board of Zoning Appeals to seek an area variance for the construction of a ground solar facility on their property, and the Board of Zoning Appeals shall review such appeal in accordance with the procedural and substantive requirements of an area variance appeal.

SECTION X PENALTIES FOR OFFENSES

Any person who, themselves or by an agent or employee, shall violate any of the provisions of this Local Law, shall be guilty of a violation and subject to a fine of not less than \$100 and not more than \$500 per offense. Each day's violation shall constitute a separate offense.

SECTION XI SUPERSEDING EFFECT

All Local Laws, Articles, resolutions, rules, regulations and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect. Without limiting the foregoing, to any extent that the terms of the Zoning Ordinance of the Village of Cayuga Heights, including, but not limited to, the terms of Section 2 thereof, are deemed to be in conflict with the moratorium imposed by this Local Law, the terms of this Local Law shall govern and control.

SECTION XII PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION XIII EFFECTIVE DATE.

This Local Law shall be effective immediately upon filing in the office of the New York State Secretary of State, except that it shall be effective from the date of its service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

2. Approval of Meeting Minutes:

Resolution #7644

BE IT RESOLVED THAT: Minutes of the May 18, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved with revisions as written in Exhibit FYE2016-23.

Motion: Trustee Biloski

Second: Trustee Woodard

Ayes: Friend, Robinson, Marshall, Biloski and Woodard

Nays & Abstentions: none

Motion carried

3. Greater Tompkins County Municipal Health Insurance Consortium- Executive Director Don Barber

At this time Don Barber was not in attendance. His presentation was held later in the agenda.

4. Access Oversight Committee – 2016 Budget

Presenter Wies van Leuken was unable to attend due to illness. This item was reviewed later in the agenda.

5. Report of Fire Superintendent Tamborelle

- Fire Superintendent Tamborelle informed the Board the summer event Movies at the Fire Station starts on Thursday, June 25. A food truck will be available to sell dinner to those in attendance. The event will be advertised on the sign outside of the Fire Station. Other advertising suggestions were discussed.
- Bids on the new fire truck were opened on June 4. Only one company, KME, submitted a bid. All companies who expressed interest were contacted the week before the bid opening to make sure they did not require further clarification. Superintendent Tamborelle explained because the economy is improving there is an increased demand for fire trucks and some companies are currently filling larger orders. The new truck will match the other fire truck used by the fire department with the exception of an upgraded engine and LED lighting. The total price of the truck is \$532,000. KME has offered \$60,000 for the trade in of the old fire truck. Superintendent Tamborelle added that this truck was purchased 15 years ago for \$182,000. If the Village pre-pays, KME will give a \$17,307 discount. If the Town of Ithaca pays 1/3 of the cost, their share will be approximately \$150,000 reducing the Village's overall cost to around \$304,645.00

Resolution #7645

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes the Mayor to sign the contract for the purchase of a new KME Fire Engine from Kovach Mobile Equipment at 1 Industrial Complex, Nesquehoning, PA for the cost of \$454,693.00

Motion: Trustee Robinson

Second: Trustee Friend

Ayes: Friend, Robinson, Marshall, Biloski and Woodard

Nays & Abstentions: none

Motion carried

- Superintendent Tamborelle discussed raising the rent for 825 Hanshaw Road to \$800 on July 1st. The rent increase will support expenses and improvements.

Resolution #7646

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes the rent at 825 Hanshaw Road to be increased to \$800.00 effective July 1, 2015.

Motion: Trustee Woodard

Second: Trustee Friend

Ayes: Friend, Robinson, Marshall, Biloski and Woodard

Nays & Abstentions: none

Motion carried

- David Openshaw, the current resident, will be moving out before September 1, 2015. He currently is on a lease that has rolled over year after year. Superintendent Tamborelle will discuss the new rent amount with David Openshaw.

6. Greater Tompkins County Municipal Health Insurance Consortium- Executive Director Don Barber

- Executive Director Don Barber presented the annual report for the Consortium. He also discussed information from slide print outs from a recent presentation held by the Consortium and reviewed Article 47 of the New York State Insurance Law.
- The Consortium is entering its 5th year and is required to review the Municipal Cooperative Agreement to determine if any amendments are necessary. He stated amendments to the MCA will be presented to the participating municipalities in the near future.

- Executive Director Don Barber reviewed the Orientation Manual provided to participating municipalities. The manual may be viewed at:
<http://tompkinscountyny.gov/files/healthconsortium/Resources/Final%20Orientation%20Manual.pdf>
- Mayor Supron explained that the Department of Public Works employees remain on the New York State Teamsters health insurance plan because they offer insurance for those employees at a cheaper rate. The Consortium did offer a considerable savings for the Police and Non-bargaining unit employees.
- Mayor Supron informed the Board that in 2017 on account of the high quality insurance offered to Village employees the Village will be charged a penalty tax.



Municipalities building a
stable insurance future.

125 E. Court Street
Ithaca, NY 14850
604-274-6500
INFO: consortium@tompkinscountyny.gov
www.tompkinscountyny.gov/hcconsortium

Greater Tompkins County Municipal Health Insurance Consortium 2014 Annual Report

May 2015

The Greater Tompkins County Municipal Health Insurance Consortium was created with a mission in mind; pooling municipal resources to reduce administration costs and leverage purchasing powers to obtain health care services at a lower cost while spreading potential large losses over a larger number of policyholders. The year 2014 marks the completion of the fourth consecutive successful year of The Greater Tompkins County Municipal Health Insurance Consortium.

The Greater Tompkins County Municipal Health Insurance Consortium received its Certificate of Authority to conduct operations in October 2010 and began providing health insurance for 2002 employees and retirees of thirteen municipalities within Tompkins County on January 1, 2011. GTCMHIC is an Article 47 insurance company that creates benefit plans, collects premiums, and pays medical and pharmaceutical claims for its covered members.

Currently >5000 employees, retirees, and their dependents of the sixteen (16) municipalities of the Towns of Caroline, Danby, Dryden, Enfield, Groton, Ithaca, Lansing, Ulysses, the Villages of Cayuga Heights, Dryden, Groton, Homer, and Trumansburg, the Cities of Cortland and Ithaca and Tompkins County are covered by one of the Consortium's approved benefit plans for medical and pharmaceutical claims.

Benefit plans are a contract between the employer, the employee, and the health care providers including pharmacies. The insurance company is the intermediary that provides the mechanism for a large group of persons to pool their risk of health conditions along with their premium payment. Claims are paid that meet the benefit plan criteria. The amount paid to providers is negotiated by the insurance company or its agent for in-network and out of network claims.

Operations Highlights:

- In 2014, the Consortium received \$36 million in premiums and paid \$29.8 million in claims resulting in \$3.85 million in net income.
- With this strong financial result, the Board of Directors increased its Catastrophic Claims Reserve and its retention limit of large loss claims.
- The Board also established a Rate Stabilization Reserve and approved a 5% premium rate increase for 2015.
- The Consortium continues to operate very efficiently with 92% of its expenses going to pay claims.
- The Village of Homer joined the Consortium in late 2014.
- Two benefit plans were added -- the Medicare Supplement and the Platinum Plan to the Consortiums offerings.
- For the first time, the Consortium offered flu clinics that were conducted in ten locations.
- The Board of Directors created the position of Executive Director.
- The Consortium completed the Department of Financial Services Audit for years 2011 and 2012.
- A Consortium wide educational retreat on basics of health care and where the Consortium fits in was conducted on September 15, 2014.

Committees:

The Greater Tompkins Consortium Board is supported by several special committees that perform the in-depth research and deliberation to propose policies, products, and process improvements to benefit the operation of the Consortium.

Greater Tompkins County Municipal Health Insurance Consortium
2014 Annual Report

- In 2014 the Audit and Finance Committees were merged. The new Audit and Finance Committee is chaired by CFO Steve Thayer, merged into one committee to better service the Board. The Audit and Finance Committee was instrumental in bringing forward the Membership Dependent Certification Process and the Medical Claims Audit. The Audit and Finance Committee collaborates closely with Steve Locey, the Consultant, and Rick Snyder Treasurer, to monitor the budget and spending trends while maintaining a strong reserving policy.
- The Owing Your Own Health (OYOH) Committee, chaired by Director Mack Cook, implemented a pilot biometric screening program with involvement from both the City of Ithaca and the City of Cortland. They continue to explore wellness awareness programs and keep the cost controlled by utilizing existing community and vendor programs. The Committee receives support from both the medical and prescription claims administrators. They executed successful flu shot clinics by partnering with Pro-Act at numerous locations, which was used by 347 members.
- The Joint Committee on Plan Structure and Design, chaired by Director Scott Weatherby reviewed and provided input on two new products to the Consortium's menu of plan offerings. Both the Classic Blue Medicare Supplement plan and the Platinum metal level look a-like plan were approved by the Board.

Financial Highlights:

Net position:

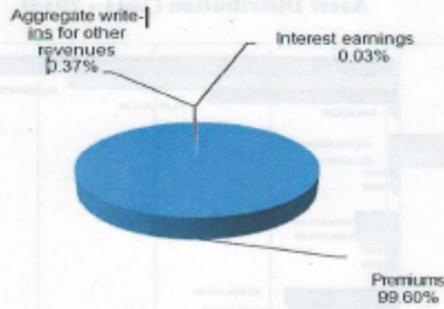
For the year ending December 31, 2014, the Plan's net position has increased by \$3,851,816 to a grand total of \$10,900,699. GTCMHIC Board of Directors have been consciously building reserves starting in year one (2011) when required to post the Incurred But Not Reported Reserve (IBNR) of \$2.6 million and Surplus reserve of \$1.3 million. In subsequent years, reserves were built to protect the Consortium against an abnormal claims activity which is a statistical possibility. Reserves were also built to retain more claims cost and reduce the Stop-Loss Insurance premium. The Board of Directors felt, with this 2014 posting of net position, that reserves could be used to offset premiums which resulted in a 5% increase in premiums as opposed to 8% and 9% in the first years of the Consortium's operation. It should be noted that 8% premium increases compares favorably to the industry average. Five percent demonstrates strong performance.

Statements of Revenues and Expenses - The Statements of Revenues, Expenses, and Changes in Net Position present the results of operations of the Plan for the years ending December 31:

Revenue Overview

	2014	2013	2012
Premiums	\$ 36,063,291	\$ 34,507,670	\$ 28,575,531
Aggregate write-ins for other revenues	134,659	146,563	105,902
Interest earnings	12,641	9,871	7,332
Total Revenues	\$ 36,210,591	\$ 34,664,104	\$ 28,688,765

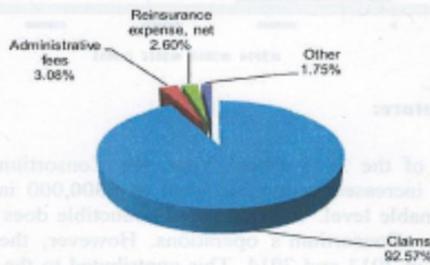
Sources of Revenue for 2014



Expense Overview - The following table summarizes expenses by function for the years ending December 31:

	2014	2013	2012
Claims expense	\$ 29,755,490	\$ 28,013,757	\$ 24,799,035
Administrative fees (3 rd party administrators)	988,796	939,946	928,502
Other expenses	562,919	610,890	373,096
Reinsurance expenses, net of recoveries	836,935	310,713	(590,041)
Total Expenses	\$ 32,144,140	\$ 29,875,306	\$ 25,510,592

Operating Expenses - 2014

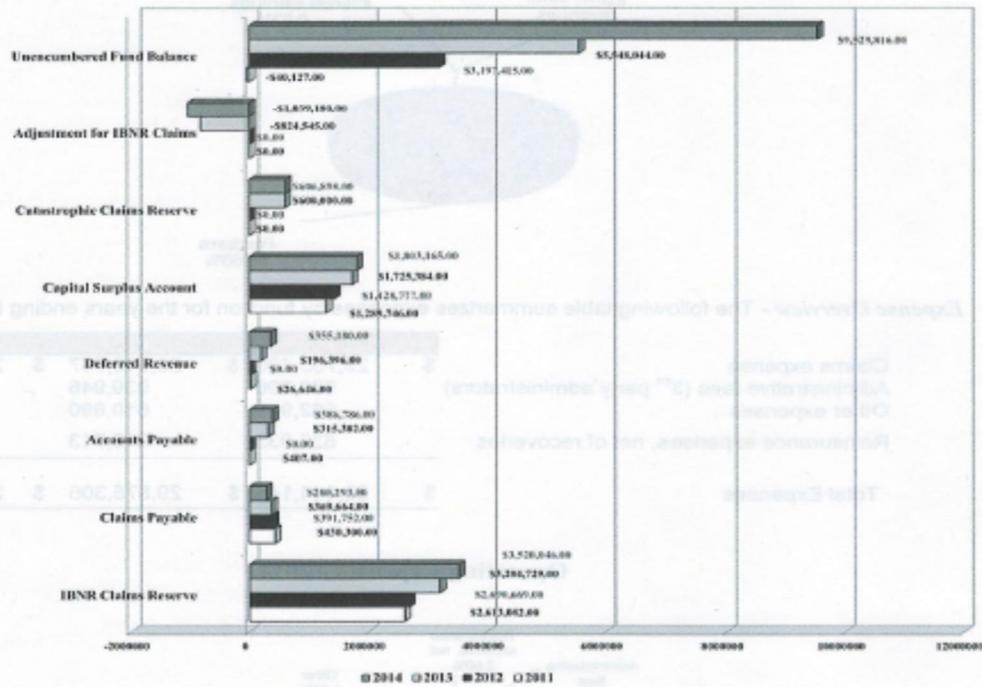


Please note the expense summation above shows a very efficient structure with >92% of expenses going to pay claims.

Reserving for the Future:

New York State Article 47 Legislation requires its certificate holders to hold a Surplus Reserve equal to 5% of premiums and an Incurred But Not Reported Claims (IBNR) Reserve of 12% of the paid claims. Additionally, for 2013 the Board of Directors established a "Catastrophic Claims Reserve" of \$600,000 to provide resources for the additional risk of retaining \$50,000 more of claim cost or increasing to \$300,000 of cost per claim prior to Stop-Loss insurance covering such large loss claims. The Board of Directors increased that reserve to \$1,050,000 and increased the large loss claim retention to \$400,000 for 2015.

**Greater Tompkins County Municipal Health Insurance Consortium
Asset Distribution (2011 - 2014)**



Economic Factors Affecting the Future:

- Prior to the start of the 2013 Fiscal Year, the Consortium renewed its specific stop-loss insurance with an increased deductible level of \$300,000 in an effort to keep the premium increase at a reasonable level. This increased deductible does create an additional level of risk associated with the Consortium's operations. However, the Consortium experienced fewer catastrophic losses in 2013 and 2014. This contributed to the better than expected paid claims result which allowed the Consortium Board of Directors to establish a Catastrophic Claims Reserve to help off-set the increased risk associated with the higher deductible on the specific stop-loss insurance. In 2014 the Catastrophic Claims Reserve was established at approximately \$600,000. During the 2015 budget development process which occurred in the Fall of 2014, the Board of Directors again agreed to increase the specific stop-loss insurance deductible to its current level of \$400,000. This resulted in an additional increase in exposure and a lower premium expense. To help protect the Consortium's financial position the Board of Directors voted to increase the Catastrophic Claims Reserve to \$1,050,000 for the 2015 Fiscal Year. This is an area which will be reviewed by the Board of Directors on an annual basis to ensure a tolerable balance is achieved between the risk and cost of the stop-loss insurance.

Greater Tompkins County Municipal Health Insurance Consortium
2014 Annual Report

- The Affordable Care Act's (ACA's) ongoing implementation has resulted in some increased costs to the Consortium with the payment of the Patient Centered Outcomes Research Institute (PCORI) Fee in the amount of \$4,448 related to the 2012 Fiscal Year. This fee more than doubled in cost with the \$10,252.46 payment made during the 2014 Fiscal Year for the 2013 Fee which was paid in July 2014. Starting with the 2014 PCORI fee this fee will continue to increase each year by an inflationary escalator as determined by the United States Internal Revenue Service until the fee is no longer applicable in 2019. In addition to the PCORI fee, in 2014, the Consortium was subject to the ACA Transitional Reinsurance Program Fee which required the Consortium to pay \$316,764 during the fiscal year.
- The Board of Directors is also keeping a close eye on the effect of continuing decreases in Medicare and Medicaid reimbursements to medical facilities and practitioners will have on the Consortium's paid claims expenses. The main concern is that these same providers of care will seek higher reimbursements from the third party administrators and insurance companies to make up for the losses in Medicare and Medicaid revenue. It is likely that these pressures will lead to contentious negotiations on network reimbursement rates which could also impact the overall provider network. Although the Consortium does not foresee any immediate financial issues related to this situation, the Board of Directors will continue to monitor paid claims and other data to ensure they make well informed and educated decisions regarding the financial structure of the plans.

Statement of Position

Greater Tompkins County Municipal Health Insurance Consortium
Statements of Net Position - December 31,

	2014	2013
ASSETS		
Current Assets:		
Cash and cash equivalents	\$7,958,073	\$3,563,863
Accounts receivable - stop loss and drug rebates	540,237	429,354
Accounts receivable - ancillary benefits	-	9,136
Premiums receivable	36,379	277,412
Prepaid expenses	997	-
Total Current Assets	<u>8,535,686</u>	<u>4,279,765</u>
OTHER ASSETS		
Noncurrent Assets:		
Premium claims deposit	953,700	908,100
Restricted cash and cash equivalents	5,953,618	5,947,189
Total Other Assets	<u>6,907,318</u>	<u>6,855,289</u>
Total Assets	<u>15,443,004</u>	<u>11,135,054</u>
LIABILITIES		
Current Liabilities:		
Incurred claims liability:		
Incurred liability	3,520,046	3,204,729
Claims payable	280,293	369,664
Total Incurred Claims Liability	<u>3,800,339</u>	<u>3,574,393</u>

Greater Tompkins County Municipal Health Insurance Consortium
2014 Annual Report

Accounts payable	386,786	315,382
Unearned revenues	355,180	196,396
Total Current Liabilities	4,542,305	4,086,171
Total Liabilities	4,542,305	4,086,171
NET POSITION		
Restricted for contingency reserve - Section 4706(a)(5)	1,803,165	1,725,384
Catastrophic claims reserve	606,898	600,000
Adjustment for incurred but not reported claims	(1,039,180)	(824,545)
Subtotal	1,370,883	1,500,839
Unassigned	9,529,816	5,548,044
Total Net Position	\$10,900,699	\$7,048,883

Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended December 31,

	2014	2013
Operating Revenues:		
Premiums	\$36,063,291	\$34,507,670
Aggregate write-ins for other revenues	134,659	146,563
Total Operating Revenues	36,197,950	34,654,233
Operating Expenses:		
Claims expense	29,755,490	28,013,757
Reinsurance expenses, net	836,935	310,713
Administrative fees	988,796	939,946
Aggregate write-ins for other expenses	562,919	610,890
Total Operating Expenses	32,144,140	29,875,306
Excess of Operating Revenues Before Non-operating Revenue (Expense)	4,053,810	4,778,927
Non-operating Revenue (Expense):		
Interest earnings	12,641	9,871
Interest (expense)	-0-	(119,426)
Total Non-operating Revenue (Expense)	12,641	(109,555)
Change in Net Position	4,066,451	4,669,372
Net Position, January 1,	7,048,883	4,626,192
Capital contributed (returned)	-0-	(1,422,136)
Adjustment for incurred but not reported claims	(214,635)	(824,545)
Net Position, December 31,	\$10,900,699	\$7,048,883

Goals for 2015:

- Creation of remaining look alike “metal level” plans from Affordable Care.
- Complete required review of Municipal Cooperative Agreement.
- Continue to research and establish reserve and fund balance policy.
- Continue Consortium community education of the operations of a Health Insurance Company.
- Continue due diligence to ensure compliance with benefit plans and statutory regulations.
- Continue to explore wellness opportunities.

2014 Board of Directors

Judith Drake, Chair	Town of Ithaca	jdrake@town.ithaca.ny.us
Rordan Hart, Vice Chair	Village of Trumansburg	hart@trumansburg-ny.gov
Steven Thayer, Chief Fiscal Officer	City of Ithaca	stevet@cityofithaca.org
Deborah Prato, Secretary*	Tompkins County	dprato@tompkins-co.org
Mack Cook	City of Cortland	mcook@cortland.org
John Fracchia	Town of Caroline	john_fracchia@townofcaroline.org
Mary Ann Sumner	Town of Dryden	supervisor@dryden.ny.us
Herb Masser	Town of Enfield	herbmasser@gmail.com
Glenn Morey*	Town of Groton	gem5@cornell.edu
Richard Goldman*	Town of Ulysses	goldman@ulysses.ny.us
Michael Murphy	Village of Dryden	drydentrusteemurphy@gmal.com
Charles Rankin	Village of Groton	crankingroton@gmail.com
Kathy Miller	Town of Lansing	kcmiller154@twcny.rr.com
Peter Salton	Village of Cayuga Heights	psalton@cavuga-heights.ny.us
Laura Shawley	Town of Danby	highway@townofdanby.org
Scott Weatherby	Chair, Joint Comm. on Plan Structure and Design	weathes@tc3.edu
Doug Perine*	2 nd Labor Representative	doug.perine@dfa.state.ny.us

* Membership changed in 2015

Consortium website: www.tompkinscountyny.gov/hconsortium
Executive Director: Don Barber – edconsortium@twcny.rr.com
Consortium e-mail: consortium@twcny.rr.com

Respectfully submitted:

Judy Drake
Chair of Board of Directors

Don Barber
Executive Director

Article 47 of the NYS Ins. Law

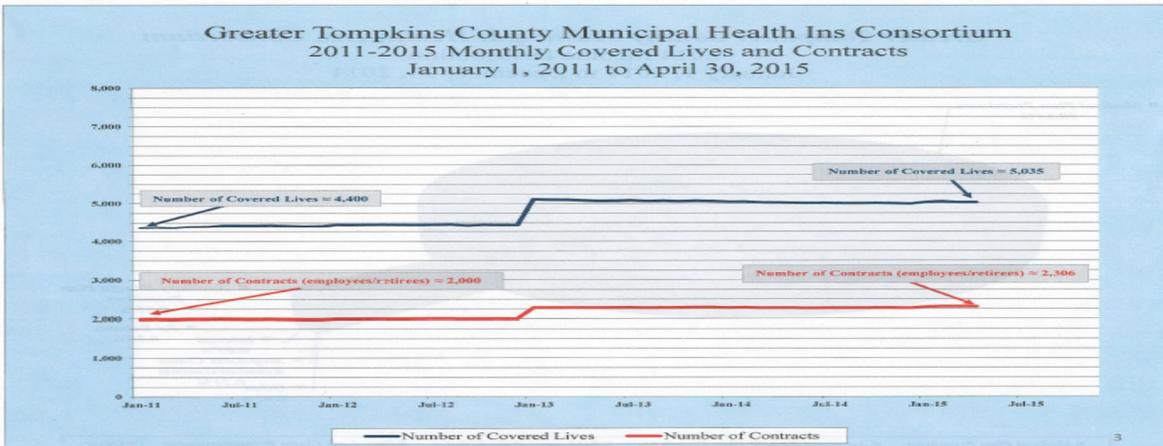
- ❖ Allows Municipalities who Employ <50 Employees to Pool with Municipalities who Employ 50 or more Employees.
- ❖ Regulatory Requirements Include, But are not Limited to:
 - ❖ Adoption of a Municipal Cooperative Agreement
 - ❖ Establishment of Financial Reserves to Cover Liabilities
 - ❖ Creating a Role for Labor in the Governance Structure
 - ❖ Joint Committee on Plan Structure and Design
 - ❖ Voting Seats on the GTCMHIC Board of Directors
 - ❖ NYS DFS Reporting and Oversight

GTCMHIC Certificate of Authority was Issued on 10/01/2010
GTCMHIC Operations Began on 01/01/2011

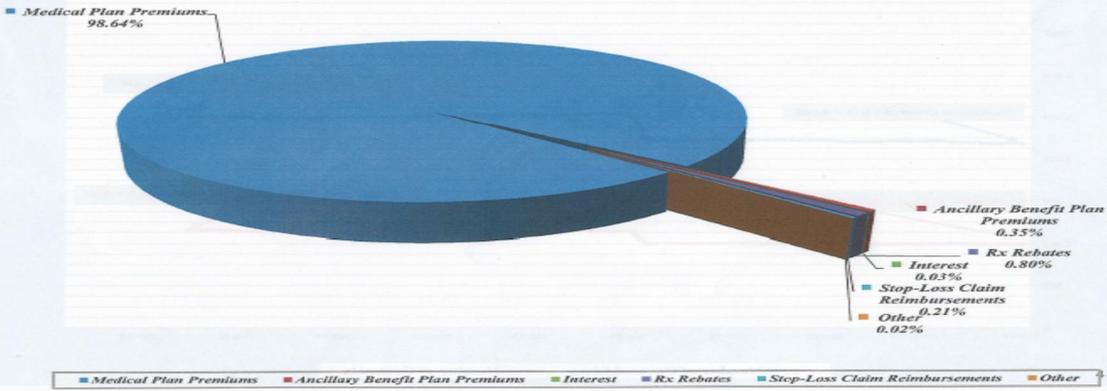
GTCMHIC Update

Our List of Municipal Partners

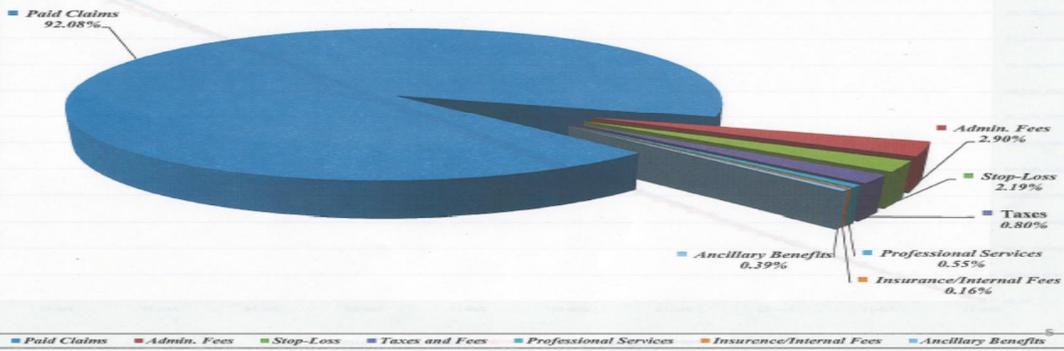
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|----------------------|-----------------------------|
| ❖ City of Cortland | ❖ Town of Lansing |
| ❖ City of Ithaca | ❖ Town of Ulysses |
| ❖ County of Tompkins | ❖ Town of Willett |
| ❖ Town of Caroline | ❖ Village of Cayuga Heights |
| ❖ Town of Danby | ❖ Village of Dryden |
| ❖ Town of Dryden | ❖ Village of Groton |
| ❖ Town of Enfield | ❖ Village of Homer |
| ❖ Town of Groton | ❖ Village of Trumansburg |
| ❖ Town of Ithaca | |

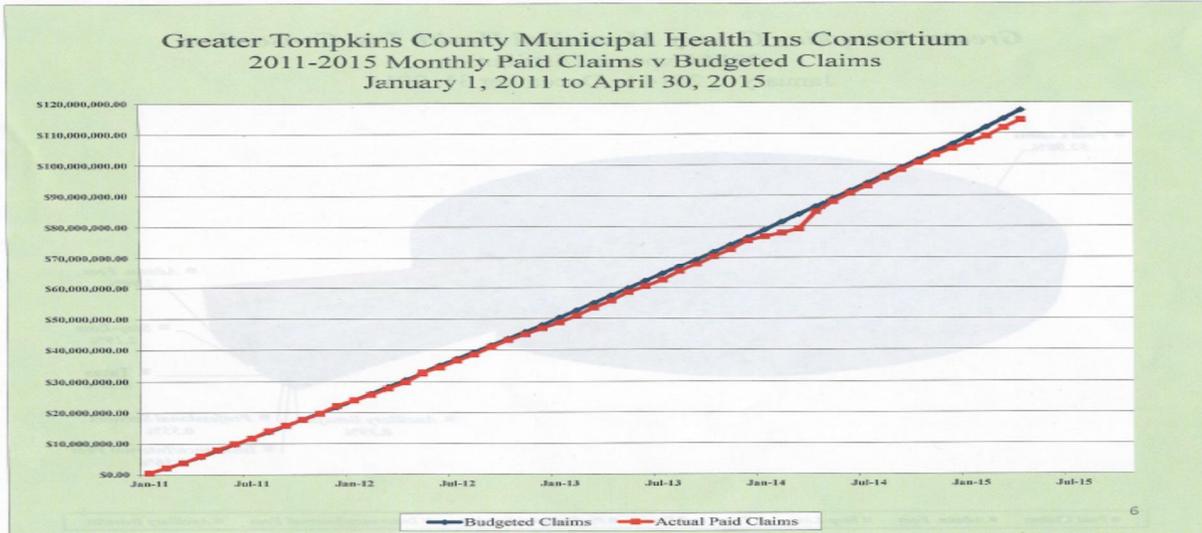


Greater Tompkins County Municipal Health Ins. Consortium
2014 Income Distribution
 January 1, 2014 to December 31, 2014



Greater Tompkins County Municipal Health Ins. Consortium
2014 Expense Distribution
 January 1, 2014 to December 31, 2014





Greater Tompkins County Municipal Health Insurance Consortium

GTCMHIC Budget Income % Increase and Excellus Small Group PPO % Rate Increase

<i>Fiscal Year</i>	<i>Budget Income % Increase</i>	<i>Excellus BCBS Small Group HMO % Increase *</i>	<i>Excellus BCBS Administrative Fee</i>	<i>Excellus BCBS Administrative Fee % Increase</i>
<i>2011</i>	9.50%	10.00%	\$28.00	n/a
<i>2012</i>	9.50%	11.50%	\$29.12	4.00%
<i>2013</i>	9.00%	11.90%	\$30.43	4.50%
<i>2014</i>	8.00%	ACA	\$31.80	4.50%
<i>2015</i>	5.00% (estimated)	12.20%		
<i>Average Increase</i>	8.20%	11.40%		4.33%

* Data Provided by New York State Department of Financial Services Reports for Excellus BCBS Small Group PPO Plans in the Syracuse New York Region.

7

7. Access Oversight Committee – 2016 Budget (Exhibit 2016-024)

- Presenter Wies van Leuken was unable to attend due to illness. Mayor Supron presented the committee's budget recommendations on her behalf. She explained that the public access operations are funded through 2 reserves 1) a small add on to each Time Warner Cable subscribers monthly bill 2) .5% of the Village's franchise fees. One reserve pays for the public access staff and the other pays for their equipment.

EXHIBIT 2016- 024

TO Mayor Kate Supron and Village Trustees
Village of Cayuga Heights
836 Hanshaw Road, Ithaca, NY 14850

FROM: Wies van Leuken, Village of Cayuga Heights Representative
Cable Access Oversight Committee (AOC)
1105 Highland Road, Ithaca, NY 14850, <pmv4@cornell.edu>, 257-3156

DATE May 30, 2015

RE: 2016 PEGASYS Budget Recommendations from Access Oversight Committee (AOC)

Attached to this letter, please find the Resolution of the Access Oversight Committee of May 4, 2015 with recommendations for the 2016 Budget for Public, Educational and Governmental Access operations ("PEGASYS" or "PEG" operations). Also attached to this Email is a statement of annual PEG Fee collections and expenditures to show the estimated balance we have available for this Budget.

As you know, the City of Ithaca's Franchise Agreement with Time Warner Cable (TWC) requires that the three participating municipalities (The City of Ithaca, the Town of Ithaca and the Village of Cayuga Heights) ("The Municipalities") approve a budget for equipment and facilities every year by June 30th while the Agreement is in effect. This Budget is funded with the PEG Fees (\$ 0.15/subscriber/month) that are charged to TWC Subscribers in the Municipalities. These Fees go directly from the Subscriber to TWC where they stay until the approved purchases are made. The AOC drafts a budget for these purchases and submits it to the Municipalities for review and approval. This allows subscribers, through their elected representatives, a say in what happens to their PEG Fees. Municipal approvals are entered into the minutes of the AOC's July meeting and submitted to TWC by the respective AOC representatives.

The attached Budget is a placeholder budget that will allow the AOC to replace equipment during the upcoming year as needed. It addresses the current equipment needs of Community, Government and Educational Access. Every year the AOC requests proposals from local educational institutions for equipment they need to show their programming on the educational channel. The same is done for governmental entities that use the government channel to cablecast their meetings and events. No proposals were brought before the AOC that were ready to be incorporated in this Budget.

Please let me know if you need further information. The Village's resolution is due at the AOC no later than June 30, 2015. It can be Emailed to me at <pmv4@cornell.edu>. I will attend the Village Board Meeting of June 15, 2015 to answer questions and hear your comments.

Attachments (2)

Cc. Access Oversight Committee
Joan Mangione, Village Clerk
Angela Podufalski, Deputy Village Clerk

**Resolution
Access Oversight Committee (AOC)
Monday, May 4, 2015**

AOC Recommendations for 2016 Budget

WHEREAS, Section 15.12 of the Franchise Agreement between the City of Ithaca and Time Warner Entertainment-Advance/Newhouse Partnership (TWC) of January 2003 requires the participating municipalities (City of Ithaca, Town of Ithaca, Village of Cayuga Heights) to provide TWC with an annual budget for Public, Educational and Governmental access operations by June 30 of each calendar year, and

WHEREAS, the City of Ithaca's Ordinance #2003-17, Par 18-4-G, requires the Access Oversight Committee (AOC) to provide the Participating Municipalities with a recommended annual budget by May 31 of each calendar year; now therefore be it

RESOLVED, that the AOC accepted the attached budget for 2016 in the amount of \$12,500.00 at their regular meeting of May 4, 2015, and

BE IT FURTHER RESOLVED, that the AOC forwards its recommendations for approval by the Common Council of the City of Ithaca, the Town of Ithaca Board and the Village of Cayuga Heights Board of Trustees, so that they may meet their obligation to provide TWC with an annual budget for Public, Educational and Governmental access operations, which budget is due June 30 of each calendar year.

Approved unanimously

Budget for 2016

Budget **\$12,500.00**

Description: The PEGASYS studio has a great deal of equipment that is 11–18 years old, and will need replacement as it fails. This might include studio cameras [\$10,000 each], camera cabling [\$2,000 each], the studio special effects generator/video switcher [\$30,000], the studio audio system (\$5,000), and any other equipment and associated items that the Access Oversight Committee deems necessary for the proper functioning of the PEGASYS Studio.

TOTAL **\$12,500.00**

EXHIBIT 2016- 024 page 3

05/08/2015

Year	Collected PEG fees *	Expenditures per TWC's Final Report	BALANCE
2004	\$22,768.04	\$19,372.15	\$3,395.89
2005	\$20,144.93	\$14,814.73	\$5,330.20
2006	\$19,616.00	\$0.00	\$19,616.00
2007	\$18,807.00	\$19,338.81	<i>(\$531.81)</i>
2008	\$18,347.25	\$11,749.14	\$6,598.11
2009	\$17,509.95	\$21,102.13	<i>(\$3,592.18)</i>
2010	\$16,593.60	\$17,433.96	<i>(\$840.36)</i>
2011	\$15,088.35	\$9,589.92	\$5,498.43
2012	\$14,032.50	\$4,254.78	\$9,777.72
2013	\$13,977.69	\$22,956.23	<i>(\$8,978.54)</i>
2014	\$13,097.76	<i>\$30,000.00</i>	<i>(\$16,902.24)</i>
2015	<i>\$12,000.00</i>	<i>\$30,000.00</i>	<i>(\$18,000.00)</i>
2016	<i>\$11,500.00</i>	<i>\$12,500.00</i>	<i>(\$1,000.00)</i>
Total	\$213,483.07	\$213,111.85	\$371.22

* PEG Fees = \$.15/customer/month; 2004-2014 per TWC reports, to be used for PEG equipment/facilities

*italics =
estimate*

Column B Lines 31 and 33 = estimated revenues

Column C Lines 29, 31 and 33 = AOC recommended but unexpended budgets

- Mayor Supron noted there has been a decrease in Time Warner Cable subscriptions. Consequently, there has been a decrease in available funds.
- Mayor Supron responded to a question by Trustee Woodard as to whether the Village has a choice in approving the recommendation. Mayor Supron explained the funds do not come from the Village and that the Board is only authoring the Access Oversight Committee use of the funds collected by Time Warner.
- Trustee Robinson asked how much money is currently in the public access reserves. Attorney Marcus explained in recent years this has been disputed. Mayor Supron further explained that while Time Warner collects the fees, they do not separate the funds. The Access Oversight Committee then must contact the Village Clerk's office to find out the amount of franchise fees Time Warner has paid to the Village and therefore how much should be available in their reserves. The exact amount available in the reserves is unknown.

Resolution #7647

BE IT RESOLVED THAT: The 2016 Access Oversight Committee budget recommendation resolution in the amount of \$12,500 is hereby approved.

Motion: Trustee Friend

Second: Trustee Woodard

Ayes: Trustees Biloski, Friend, Robinson, Marshall, and Woodard

Nays & Abstentions: none

Motion carried

8. Privilege of the Floor

- No members of the public wished to speak.
- The Board revisited issues regarding tree removals on Cayuga Heights Road discussed during privilege of the floor at the last meeting. Superintendent Cross explained the delay of the cuttings as NYSEG has yet to remove a guide wire. The contractor has asked permission to wait and start the cuttings after NYSEG has completed this task. Superintendent Cross will contact NYSEG to urge them along and expects the work to be completed by this time next month. Mayor Supron asked if the property owner could still pursue legal action to prevent their removal. Attorney Marcus indicated that he had not received any communications threatening legal action.

9. Report of Mayor Supron

a) Proposed Local Law 2015-B

- Mayor Supron stated there will need to be modifications to the Village's Zoning Ordinance and this task should be started quickly. The Board discussed with Attorney Marcus and Superintendent Cross specifics that should be addressed such as setback requirements and size limitations for ground solar panel installations.
- Attorney R. Marcus confirmed that the proposed local law is a Type II action exempt under Section 617.5(c) item 30 of SEQR.

Resolution #7648

BE IT RESOLVED THAT: Proposed Local Law 2015-B, a local law to establish a moratorium on the installation of solar energy facilities on the ground is hereby approved.

Motion: Trustee Biloski

Second: Trustee Robinson

Ayes: Trustees Biloski, Friend, Robinson, Marshall, and Woodard

Nays & Abstentions: none

Motion carried

b) Procurement Policy (Exhibit 2016-26)

- The recent NYS Comptrollers audit report stated the Village needed to produce an updated Procurement Policy. Mayor Supron stated the policy can be a "living document" and be modified on

an as needed basis. Department heads need to be diligent in following the policy and assist the Board in determining when such modifications need to be made.

- Trustee Robinson and Woodard reviewed and made changes to the current policy. Trustee Robinson stated the main issue is that the policy in place was not being followed and discussed the revisions made to the policy. The new policy reflects the actual practices in use as well as a system of checks and balances the State wanted in place.
- Trustee Biloski asked what the annual review requirement entails. Mayor Supron explained the Clerk & Treasurer would review the policy annually and report to the Board. If it is found the policy is not being followed, the behavior or the policy would need to be changed. Mayor Supron stated there are several policies that are mandated to be reviewed annually. She also explained a recent PESH audit discovered that while the Village Workplace Violence Policy was in compliance, a program was not in place to ensure the policy was being followed. Once a program was in place, a routine survey was sent out to Village employees regarding their work environment. This survey uncovered a hostile work environment at the Department of Public Works. This prompted personnel changes at that facility.
- Mayor Supron stated it has been discussed with TCCOG how difficult it can be for municipalities to keep up with mandated policies. As part of TCCOG's shared services effort, it has been suggested that the county provide guidance to municipalities on maintaining policy compliance.

**Village of Cayuga Heights
Procurement Policy and Procedures**

DRAFT

WHEREAS, General Municipal Law §104-b requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officials and department heads in the Village of Cayuga Heights,

THEREFORE BE IT RESOLVED: that the Village of Cayuga Heights does hereby adopt the following Procurement Policy and Procedures which is intended to apply to all goods and services which are not required by law to be publicly bid.

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Village of Cayuga Heights Board of Trustees has adopted an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, §103 or of any other general, special, or local law.

All transactions shall be in accordance with the Village of Cayuga Heights' Code of Ethics as may be amended from time to time.

Procedures for Determining Whether Procurements are Subject to Bidding

The procedures for determining whether a procurement of goods or services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

Procedure

Every purchase to be made must be analyzed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service exceeds the monetary threshold of competitive bidding taking into account past purchases and the aggregate amount to be spent in a fiscal year. Monetary thresholds may not be avoided by artificially splitting or breaking up contracts into lesser agreements, or entering into a series of agreements for sums below the dollar thresholds.

Procurements Subject to Bidding

Specification Document

The specification document sets forth the standard and requirements that

competitors must observe. The specification should indicate the basis on which the bids and offers will be evaluated and the award made.

Awarding Contracts:

When competitive bidding is required, the award of the contract is generally made to the lowest priced responsible bidder which has complied with the specifications.

The Village may elect to award a contract on the basis of "best value" instead of to the lowest responsible bidder. "Best value" is defined for this purpose as a basis for awarding contracts to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors. The use of best value for awarding purchase contracts must be authorized by adoption of a local law.

Statutory Exceptions to ~~Quotation~~ Proposal Requirements of This Policy and Procedures

The following items are not subject to competitive bidding pursuant to General Municipal Law §103:

1. Purchase contracts under \$20,000 and public works contracts under \$35,000;
2. Emergency purchases: pursuant to §103(4) of General Municipal Law which sets forth an exception to bidding requirements for emergency situations and provides as follows: "Notwithstanding the provisions of subdivision one of this section, in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property, or the life, health, safety or property of the inhabitants of a or district therein, require immediate action which cannot await competitive bidding, contracts for public work or the purchase of supplies, material or equipment may be let by the political subdivision." Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of Village residents. This section does not preclude alternate proposals if time permits.
3. Certain municipal hospital purchases;
4. Preferred source goods purchased from approved, qualified, nonprofit agencies for the blind or severely handicapped, and certain approved qualified veterans' workshops pursuant to State Finance Law §162(4);
5. Preferred source goods required to be purchased from the Correctional Industries Program of the Department of Corrections and Community Supervisions (Corcraft) pursuant to Correction Law §186;
6. Purchases under State contracts pursuant to General Municipal Law §104 and Service contracts entered into through the New York State Office of General Services "piggybacking" on certain other government contracts in accordance with the prerequisites in GML, §103 [16]. In these instances, the State has already

investigated and secured the lowest possible price for the municipality.

7. Purchases under county contracts and certain federal General Service Administration contracts pursuant to General Municipal Law §103(3);
8. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software;

9. Sole Source - Competitive bidding is not required under section 103 of the General Municipal Law in those limited situations where there is only one possible source from which to procure goods and services required in the public interest. Appropriate documentation is required to show that a sole source condition existed.

Documentation

The decision that a purchase is not subject to competitive bidding will be documented in writing by the head of the department making the purchase. This documentation may include written or verbal quotes (telephone logs) from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. Alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law §104-b. Documentation is required for each action taken in connection with procurement.

Methods of Competition to be used for Non-Bid Procurements

Alternative proposals or quotations should be obtained by use of written requests for proposals (RFPs), written quotations, verbal quotations or any other method that furthers the purposes of the law. This method of purchase assures the prudent and economical use of public moneys in the best interest of the taxpayers and facilitates the acquisition of goods and services of maximum quality at the lowest possible cost.

Awards to Other than the Lowest Responsible Dollar Offeror

Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Whenever any contract is awarded to other than the lowest responsible dollar offeror, the reasons that such an award furthers the purpose of General Municipal Law, section 104-b, as set forth herein above, shall be documented as follows:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$500 - \$4,999	two (2) verbal quotes
\$5,000 - \$19,999	two (2) written/fax quotes or written RFPs
<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$500 - \$2,999	two (2) verbal quotes
\$3,000 - \$9,999	two (2) written/fax quotes
\$10,000 - \$34,999	two (2) written/fax quotes or written RFPs

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Items Excepted from this Policy and Procedures by the Board of Trustees

Pursuant to General Municipal Law § 104-b(2)(g), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. The Board sets forth the following circumstances when, or types of procurements for which, it may not be in the best interests of the Village of Cayuga Heights taxpayers to solicit alternative proposals or quotations or document the basis for not accepting the lowest proposal:

1. Purchases of surplus and second-hand goods from any source or goods purchased at auction. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources

where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

2. Goods or services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
3. Employee expenses such as conference expenses, mileage and other reimbursable expenses in performance of day-to-day duties.
4. Reimbursement of petty cash funds.
5. Utility bills.
6. Service contracts for a fixed monthly or annual amount for which a formal contract exists.
7. Interdepartmental charges.
8. Medical examinations.
9. Legal notices.
10. Postage
11. Other limited exceptions apply. These are outlined in various documents and are available from the Clerk & Treasurer upon request.

Individual(s) Responsible for Purchasing

With the exception of purchases made under blanket purchase orders and/or confirming orders (those requiring immediate action) only the persons designated as purchasing agent may commit the local government for a purchase. The following individuals are designated as purchasing agents. They may designate their assistant to perform this function in their absence.

Names and titles of individuals responsible for purchasing and their respective titles;

Brent Cross	Superintendent of Public Works
	Asst. Superintendent of Public Works
Glenn Galbreath	Village Justice
Joan Mangione	Clerk & Treasurer
James Steinmetz	Chief of Police
George Tamborelle	Fire Department Superintendent

The listed information will be updated biennially or at the time of a staff change.

General

1. Material, equipment, supplies and/or services to be purchased shall be of the quality and in the quantity required to serve the function in a satisfactory manner, as determined by the appropriate purchasing department head.
2. It is the responsibility of the requisitioner and the appropriate purchasing department head to provide an adequate description of all items needed so that the procurement may be reviewed and/or specifications prepared to procure the desired commodity and/or service. As needed the requisitioner will assist the purchasing department head in the preparation of specifications.
3. It is the responsibility of the purchasing department head to make alternative suggestions to the requisitioner if, in the judgment of the purchasing department head, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the content of the specifications the Board of Trustees, after reviewing all available data, should make the final determination.

Requisition

The requisitioner will provide the Clerk & Treasurer with the following information on items to be procured:

1. Description of item requested
2. Quantity required
3. Department and appropriation to be charged
4. Date
5. Signature of requisitioner and/or department head

Purchase Order

1. Each department head is responsible for the compliance with the purchasing procedures adopted.
2. Only purchase order forms provided by the Clerk & Treasurer shall be used.
3. Purchasing information shall be provided as described above.
4. The purchase order will be prepared by the Clerk & Treasurer and based on the signed requisition information.
5. All purchase orders will be approved by the purchasing department head and the Clerk & Treasurer.
6. The Clerk & Treasurer will certify by signature on each purchase order that the moneys are available and that the appropriation has been encumbered.
7. Multiple copy purchase orders shall be used. The original will be provided for the vendor. One copy will be returned to the requisitioning department. A copy will be

retained by the Clerk & Treasurer.

Confirming Orders

A verbal order, subject to subsequent confirmation by a written purchase order may be given in cases where necessity for immediate action exists. The individual placing such an order shall justify the need for this action when providing the requisition information. A confirming order should be issued immediately after availability of funds is determined. The order shall follow the same procedures as other orders but shall have priority so that the vendor will receive the order without delay. The order shall be marked "CONFIRMATION - DO NOT DUPLICATE."

Department heads are responsible for orders placed verbally.

Blanket Orders

Blanket purchase orders or open-end accounts may be issued to various vendors for the purchase of items considered to be of immediate need or for the purpose of consolidated purchases. The amount of the blanket purchase order shall be determined by the Clerk-Treasurer. It shall be based on information available in the records covering previous fiscal years and data obtained from the purchasing department head.

Blanket purchase orders shall not extend beyond the Village's fiscal year end. Billings against blanket orders shall be made monthly. The department head should keep a record of purchases made to insure that they do not exceed the amount allowed by the blanket purchase order.

Blanket orders may be cancelled prior to the fiscal year end at any time by the Clerk-Treasurer. Any encumbered, unexpended funds shall be returned to the original appropriation. In some cases, it will not be practical to encumber blanket orders of a broad nature.

Note that the above contract exceptions are valid only when the purchases are made from the vendor holding the current State, state approved or county contract.

Notice to Vendors

Notice will be given to each new supplier explaining the purchasing format. Vendors deviating from the purchasing procedures will be notified immediately and informed of possible consequences. Such notice will include the statement "The Village of Cayuga Heights will not be responsible for purchases made without prior authorization from the designated purchasing department head except as otherwise stated herein." The purchasing department head shall also notify the vendor of the Village's tax status, and obtain the appropriate tax information from the vendor as is necessary to comply with Internal Revenue Service reporting requirements.

Receipt of Goods

The requisitioning department shall notify the Village Office when goods are received. This shall be done by providing a copy of the packing slip, which should be signed to indicate

that the goods have been received and are in satisfactory condition.

Insufficient Appropriations

In the event that an appropriation balance is insufficient, and funds are not available in the same department and type classification, the Clerk & Treasurer will notify the department head. To request an increase in appropriation, the department head should proceed as follows:

The request for a transfer or an increase in appropriations should be in writing and directed to the Clerk & Treasurer.

An explanation as to why the purchase is necessary must be included in the request.

The amount needed and the accounts involved must be indicated.

The Treasurer will present a summary of all transfer requests to the Village Board in a regular or special meeting. After approval of the transfer he/she shall notify the purchasing department head that the order may be processed.

When funds exist in a department in the same type classification the purchase order may be issued prior to board approval of the transfer from the sub classification. For example, a transfer may be presumed from account A8160.410 to A8160.420, because the department (A8160) is identical and the type classification (400, contract expenditure) is identical. Such requisitions will be encumbered on the appropriate account and the transfers shall be made prior to the payment of the invoice.

Audit of Claims

Standard vouchers shall be prepared for payment of all items purchased under this policy. The purchase order number should be included on the voucher. The voucher shall be signed by the responsible department head in the space provided.

Vouchers received up to one week prior to a regularly scheduled Board of Trustees meeting will be included on the Abstract of Audited Vouchers and submitted for Board approval by the Clerk & Treasurer. Once such approval has been made the invoices may be paid.

Input From Officers

Comments have been solicited from department heads and appointed officials therein involved in the procurement process prior to the enactment of this policy and procedures, and will be solicited from time to time hereafter.

Annual Review

The Board of Trustees shall annually review and, when needed, update this policy and procedures.

The Village Clerk & Treasurer shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy, and shall be responsible for reporting back to the board.

Unintentional Failure to Comply

The unintentional failure to comply fully with the provisions of General Municipal Law, §104-b shall not be grounds to void action taken or give rise to a cause of action against the Village of Cayuga Heights or any officer or employee thereof.

Resolution

Adopted on _____, 2015 by _____ vote of the Board of Trustees of the Village of Cayuga Heights.

Effective Date

This policy shall go into effect _____, 2015 and will be reviewed annually.

- Scott Howard appointment ó Scott Howard is a Village resident who has been participating with the Shade Tree Committee, but has not attended the last several meetings. Mayor Supron would like to hold off on his appointment until he has attended more meetings. It was brought to the Board's attention that he owns a tree planting business. It was discussed if this could possibly present ethics issues. Mayor Supron explained he would not have the authority to approve tree purchases on behalf of the Village. The Board discussed whether there would be an issue if the Village conducted business with companies who used Scott Howard as their supplier. Mayor Supron stated she would speak with Laurie Johnston, the Village labor attorney.
- Mayor Supron read the Shade Tree Committee Report provided by Village Forester André Bensadoun. Since the last Board meeting, Superintendent Cross has solicited quotes for tree remediation and maintenance for the Silver Maples on Cayuga Heights Road. He received quotes from 2 of the 3 companies he requested bids from. Limb Walker Tree Care was the lowest bidder for both tree remediation and maintenance.

Resolution #7650

BE IT RESOLVED THAT: The Board of Trustees hereby authorizes the issuance of a purchase order to Limb Walker Tree Care for the scope of work as identified in Lee Dean's report for the remediation of the 6 additional Silver Maple trees on Cayuga Heights Road.

Motion: Trustee Woodard

Second: Trustee Robinson

Ayes: Trustees Biloski, Friend, Robinson, Marshall, and Woodard

Nays & Abstentions: none

Motion carried

d) Emergency Management Plan

- Mayor Supron recognizes this is a task that needs to move forward. Trustee Woodard has incorporated the edits from Attorney Marcus into the plan. Chief Steinmetz has said a command center needs to be established and the necessary forms need to be put into place. Therefore in the event of a disaster people know where to go and how to document.
- Empire Safety Group submitted a bid of around \$10,000 to assist in finalizing the plan. The decision would need to be made if there is in fact a substantial amount of work that needs to be done that would warrant the services of an outside contractor.
- It was noted there are several municipalities that are without an emergency management plan.
- State grant funding is available for natural disaster relief for municipalities that have plans in place. Without a plan in place, the Village could be penalized.
- After attending a meeting hosted by Tompkins County a trustee discovered it is advised to have 3 levels of coordination in the event any one person is not available.
- Superintendent Cross mentioned that the Board and certain staff members need to be certified in the New York State Emergency Management System. Online courses are available to obtain certification.

e) Zoning Review Committee Update

- The committee continues to meet every 2 weeks to revise the Village zoning laws. They have finished reviewing the residential and commercial sections. Currently the committee is working on the special sections of the zoning code. They have yet to review the storm water, terms and definitions sections. The committee hopes to have the draft completed by the end of the summer. Once finished, the draft will be reviewed by the Board, the Village attorney, and then presented to the public.

10. Report of the Trustees

No members of the Board had anything to report.

11. Report of Chief Steinmetz (Exhibit 2016-028 a, b, c)

- Chief Steinmetz was not able to attend; there were no questions on his submitted report.
- Trustee Biloski reported on the Public Safety Committee's considerations of body cameras for the police department. They are waiting to see how the City of Ithaca proceeds with their program. There is a possibility that additional costs would be incurred due to the purchasing of the equipment and monitoring of the data. Mayor Supron pointed out, at the very least, it would change how the police officers allot their time as they would need to upload and categorize their footage.

12. Report of Superintendent of Public Works Cross

- Superintendent Cross recognized the Department of Public Works crew for their assistance with the Centennial Celebration preparations.
- The Board was updated on the progress of the Kendall at Ithaca expansion project. He has reached a level in the enforcement and inspection process where the owner is now obligated to provide continuous on-site third party inspection reports. Mayor Supron asked about the Planning Board's decision regarding dirt removal issues. Superintendent Cross explained there were two parts to consider; the current large dirt piles from the construction and a new grading plan. The new grading plan would reduce the dirt piles after the job is complete. This plan would spread the dirt over a large surface area of no more than 2 feet higher than the original plan submitted to the Planning Board. This was deemed as a minor adjustment and therefore did not require an official amendment to the site plan review.
- Superintendent Cross is currently working with a summer intern, Jikun Lian, who is a student at Cornell. He is concentrating on fulfilling the storm water management requirement to map the Village storm water sewer shed. They are both working with the Town of Ithaca and the Tompkins County Soil and Water Conservation District.
- A seasonal worker has been hired for the Department of Public Works crew. The individual, Tyler Goodrich, is only able to stay on until the end of the summer before returning to school in the fall. A replacement will be needed to finish the approved 20 week position duration. There was not a large source of applicants for the position.
- Mayor Supron has revised the job description for the Assistant Supervisor of Public Works position and is waiting to hear back from Steve Estes at Tompkins County Personnel. The changes need to be approved by the County. Once approval is received from the County, Mayor Supron will have the position reviewed by the Public Works Committee before the position is posted.

13. Report of Clerk & Treasurer

- Deputy Clerk Podufalski reported that the Clerk's office is currently collecting tax payments and delinquent water and sewer payments. The last day to pay tax bills without penalty is June 30. Clerk Mangione and Deputy Clerk Podufalski attended the recent Tompkins County Health Care Consortium presentation as mentioned by Executive Director Don Barber.

Resolution # 7651

BE IT RESOLVED THAT: Abstract #18 for FYE2015 consisting of General Fund vouchers 975-1027 in the amount of \$69,120.88 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Woodard

Second: Trustee Biloski

Ayes: Trustees Biloski, Friend, Robinson, Marshall, and Woodard

Nays & Abstentions: none

Motion carried

- Trustee Friend noticed on the voucher for ThyssenKrupp Elevator a 3% discount would be applied if the entire year's contract was paid in full. This reduced the voucher amount by \$92.86

Resolution #7652

BE IT RESOLVED THAT: Abstract #1 for FYE2016 consisting of TA vouchers 1-5 in the amount of \$15,138.54 and General Fund vouchers 1-211 in the amount of \$281,667.37 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Friend

Second: Trustee Woodard

Ayes: Trustees Biloski, Friend, Robinson, Marshall, and Woodard

Nays & Abstentions: none

Motion carried

14. Report of Attorney

Attorney R. Marcus had nothing to report.

15. Adjournment

- The water meter issue at 206 Overlook will be discussed at the next Board meeting when Clerk & Treasurer Mangione is available to provide final figures. Mayor Supron will contact property owner, Mellissa Pollock, and explain the delay.
- Mayor Supron adjourned the meeting at 9:10 p.m.