

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Marcham Hall
August 17, 2015, 7:00 p.m.
AGENDA



Exhibit No.

1. Approval of Meeting Minutes: July 20, 2015 2016-043
2. Approval of Meeting Minutes: April 15, 2015 2016-044
3. Approval of Meeting Minutes: May 14, 2015 2016-045
4. Approval of Meeting Minutes: May 28, 2015 2016-046
5. Report of Fire Superintendent Tamborelle ó Submitted Report* 2016-047
6. Privilege of the Floor ó 30 minutes - SIGN-UP at 6:45 p.m. unrevised
Website ó Privilege of the Floor Guidelines
7. Report of Mayor
 - a. Local Law to Rescind Tax Override (schedule Public Hearing) 2016-048
 - b. Appointment of Patricia Longoria as Deputy Historian 2016-049
8. Report of the Trustees
IT Committee Update ó Sherpa Technologies Contract 2016-050
9. Report of Chief Steinmetz - Submitted report * 2016-051 a, b
10. Report of Superintendent of Public Works Cross- Submitted report * 2016-052
11. Report of Clerk & Treasurer- Submitted report * 2016-053 a, b, c
12. Report of Attorney
13. Executive Session (as necessary)
14. Adjournment

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

EXHIBIT 2016- 043

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES MONTHLY MEETING

Monday, July 20, 2015
7:00 p.m.

Present: Mayor Supron; Trustees: Biloski, Friend, Marshall, Robinson, Salton, and Woodard; Fire Superintendent Tamborelle; Superintendent of Public Works Cross; Police Chief Steinmetz; Clerk & Treasurer Mangione; Attorney Marcus

Call to Order: Mayor Supron called the meeting to order at 7:02 p.m.

Mayor Supron announced that the agenda is to be addressed in a different order since a guest representative needs to also attend the Village of Lansing Board of Trustees Meeting this evening.

1. (Agenda item 5) Report of the Mayor:

- a. She introduced Judy Drake, HR Director from the Town of Ithaca (TOI) and Bolton Point (BP). The first item to be addressed was the UAW Contract with BP. Each member municipality must approve the contract for it to be adopted. Both Ms. Drake and Mayor Supron sat on the negotiating committee. It was a long nine month process to come to consensus. There had been two unions which represented labor; they merged bringing production and distribution workers under one contract. It took some time to resolve the differences between the two contracts, in particular equalization between those with eight and ten hour shifts. There are fifteen people in the combined bargaining unit. The contract provides for 2% wage/salary increases each year and an increase in longevity payments. Employees will contribute 6% in 2015, 9% in 2016 and 12% in 2017 of their healthcare premium. A Platinum Plan health insurance option was approved. The new plan will cost both BP and the employee less than the prevailing plan. If the Platinum option is selected by an individual the contribution is 4%, 6%, and 9% for each successive contract year. Retiree healthcare was addressed in two important ways. When a retiree becomes Medicare eligible at age 65, they must enroll in a Medicare supplement plan. Ten consecutive years of service is required to qualify for healthcare benefits in retirement. At retirement an employee's accumulated sick time will be converted or traded to pay their healthcare premium. In so doing neither the high or low wage earner benefits more. It is extremely important for the wage and benefit package to stay competitive in the marketplace. There is a critical nationwide shortage of qualified workers with the appropriate skill set. NYS has specialized licensing which makes hiring even more challenging. The following motion was set forth as written in Exhibit 2016-035.

Resolution # 7654

**Approval of Union Contract with the United Auto Workers for
Southern Cayuga Lake Intermunicipal Water Commission's Employees**

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission, in good faith, entered into contract negotiations with the United Auto Workers union for a renewed contract for the contract that expired on December 31, 2014; and

WHEREAS, on June 2, 2015, the Commission's negotiating team reached tentative agreement on a contract with the union's negotiating team; and

WHEREAS, on June 10, 2015, the employees in the union bargaining unit ratified the tentative contract; and

WHEREAS, the Commission reviewed and approved the tentative contract at the June 12, 2015 meeting of the Commission; and

WHEREAS, the Village of Cayuga Heights Water Commissioners have reviewed the tentative contract and determined it to be acceptable as required by the contract and the Public Employees Relation Board;

NOW THEREFORE BE IT RESOLVED, the Village of Cayuga Heights Board of Trustees does hereby approve the tentative contract between the Commission and UAW unit; and,

BE IT FURTHER RESOLVED, the Village of Cayuga Heights Board of Trustees authorizes the Commission's negotiating team to sign said contract as presented.

Motion: Trustee Salton

Second: Trustee Robinson

Discussion: none

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

Nays: none

Abstentions: none

Motion carried

- a. Ms. Drake is also serves as the Chair of the Board of Directors of the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC). The Municipal Cooperative Agreement (MCA) for GTCMHIC states that it will be reviewed and approved by each municipal participant every five years. The NYS Department of Financial Services decided to audit the group after only one year of operation. During that audit they recommended changes to the MCA. The changes have been approved. A change of note is the ability of a municipal representative to Skype© or FaceTime© into a board meeting. The agreement stipulates that both audio and visual contact is required. This is particularly important now that participation is

open to municipalities in contiguous counties; travel to a meeting becomes impractical for Cortland, Elmira, or a municipality with only a few members. The following motion was set forth as written in Exhibit 2016-036.

Resolution # 7655 Approval of the 2015 Amendment to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium

WHEREAS, the Village of Cayuga Heights is a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (the "Consortium"), a municipal cooperative organized under Article 47 of the New York Insurance Law; and

WHEREAS, the municipal participants in the Consortium, including this body, have approved and executed a certain Municipal Cooperation Agreement (the "Agreement"; effective date of October 1, 2010) and Amendment (2014) that provides for the operation and governance of the Consortium; and

WHEREAS, Article 47 of the New York Insurance Law (the "Insurance Law") and the rules and regulations of the New York State Department of Financial Services set forth certain requirements for governance of municipal cooperatives that offer self-insured municipal cooperative health insurance plans; and

WHEREAS, the Agreement sets forth in Section Q2 that continuation of the Consortium under the terms and conditions of the Agreement, or any amendments or restatements thereto, shall be subject to Board review on the fifth (5th) anniversary of the Effective Date and on each fifth (5th) anniversary date thereafter (each a "Review Date"); and

WHEREAS, by motion 005-2015, adopted on May 28, 2015, the Consortium's Board of Directors recommends approval of the 2015 amended agreement based on review of the document by the Municipal Cooperative Agreement Review Committee, the New York State Department of Financial Services, and the Consortium's legal counsel; and

WHEREAS, the Municipal Cooperative Agreement requires that amendments to the agreement be presented to each participant for review and adopted by its municipal board; and

WHEREAS, the Village of Cayuga Heights Board of Trustees is in receipt of the proposed amended Agreement and has determined that it is in the best interest of its constituents who are served by the Consortium to amend the Agreement as set forth in the attached 2015 Amended Municipal Cooperative Agreement,

NOW THEREFORE LET IT BE RESOLVED, that the Village of Cayuga Heights Board of Trustees approves and authorizes the Mayor to sign the 2015 Amendment to the Municipal Cooperative Agreement of the Greater Tompkins County Municipal Health Insurance Consortium, and

BE IT FURTHER RESOLVED, that the Clerk of the Village of Cayuga Heights is hereby authorized to execute this Resolution to indicate its approval, transmit a copy thereof to the Board of Directors of the Greater Tompkins County Municipal Health Insurance Consortium, and take any other such actions as may be required by law.

Motion: Trustee Salton

Second: Trustee Woodard

Discussion: none

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

Nays: none

Abstentions: none

Motion carried

2. Approval of Minutes:

Resolution #7656

BE IT RESOLVED THAT: Minutes of the June 15, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved with revisions as written in Exhibit FYE2015-031.

Motion: Trustee Robinson

Second: Trustee Woodard

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

Nays: none

Abstentions: Trustee Salton

Motion carried

3. Approval of Minutes:

Resolution #7657

BE IT RESOLVED THAT: Minutes of the June 30, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved with revisions as written in Exhibit FYE2015-032.

Motion: Trustee Robinson

Second: Trustee Marshall

Discussion: Reporter Andrew Casler's name was misspelled and corrected for the record.

Ayes: Trustees Marshall, Robinson, Salton, and Woodard

Nays: none

Abstentions: Trustees Friend and Biloski

Motion carried

4. **Privilege of the Floor (PoF):**

The following sign-in sheet is page 2 of 2 (page 1 was left blank)



Village of Cayuga Heights
MARCHAM HALL
836 HANSHAW ROAD
ITHACA, NEW YORK 14850
 (607) 257-1238
 fax (607) 257-4910

Kathryn D. Supron, Mayor
 Joan M. Mangione, Clerk & Treasurer
 Angela M. Podufalski, Deputy Clerk
 Brent A. Cross, Engineer

Board of Trustees Meeting – Privilege of the Floor
 July 20, 2015 – Marcham Hall

PLEASE PRINT Name/Anonymous	Address	Do you wish to speak? Indicate Yes or No
12. <u>Tom McCarthy</u>	<u>210-212 K. Sunset</u>	<u>Yes</u>
13. _____	_____	_____

Tom McCarthy has lived in the village for 47 years. He states that he lives here and loves it here. Over that time he has lost his driveway due to stormwater four or five times. The reason for his attendance is to commend Superintendent Brent Cross and the Public Works crew for their work to correct stormwater problems. He is particularly grateful for the rapid response and personal service he received following the latest storm.

5. **Report of Fire Superintendent Tamborelle:** (Exhibit FYE2015-033)

Superintendent Tamborelle was called away from the meeting so he was no longer in attendance; there were no questions on his submitted report.

Clerk & Treasurer Mangione reviewed the terms of a Bond Anticipation Note for financing the Village's portion for prepayment of the full amount of a 2016 KME Custom Fire Pumper for use by the Village of Cayuga Heights Fire Department (CHFD) as shown in EXHIBIT 2016-034. It will replace the 2001 Pierce Contender Fire Pumper. The Town of Ithaca which receives fire and emergency protection for Fire District #2 from CHFD has approved a resolution to contribute \$174,076 to the pumper's cost. The TOI payment constitutes a 37.26% portion of the final cost. The payment to KME will be made following the publication of a Notice of Estoppel in the Ithaca Journal, the Village's newspaper of record. A reminder was made by Attorney Marcus that this action requires a roll call vote. The following resolution was made and appears as specified by bond council Orrick, Herrington & Sutcliffe, LLP.

Resolution # 7658

BOND RESOLUTION
(effective immediately)

At a regular meeting of the Board of Trustees of the Village of Cayuga Heights, Tompkins County, New York, held at the Marcham Hall, in Ithaca, New York, in said Village, on the 20th day of July, 2015, at 7 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Kathryn Supron, and upon roll being called, the following were

PRESENT: Mayor Kathryn Supron, Trustees Jennifer Biloski, Maryann Friend, James Marshall, Richard Robinson, Peter Salton, and Linda Woodard

ABSENT: no one

The following resolution was offered by Trustee Maryann Friend, who moved its adoption, seconded by Trustee Linda Woodard, to-wit:

BOND RESOLUTION DATED JULY 20, 2015.

A RESOLUTION AUTHORIZING THE PURCHASE OF A FIRE PUMPER TRUCK FOR THE VILLAGE OF CAYUGA HEIGHTS, TOMPKINS COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$467,193, AND AUTHORIZING THE ISSUANCE OF \$293,117 BONDS OF SAID VILLAGE TO PAY PART OF THE COST THEREOF.

BE IT RESOLVED by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Trustees of the Village of Cayuga Heights, Tompkins County, New York, as follows:

Section 1. The purchase of a fire pumper truck for the Village of Cayuga Heights, Tompkins County, New York, is hereby authorized at a maximum estimated cost of \$467,193.

Section 2. The plan for the financing of such maximum estimated cost is as follows:

(a) By the issuance of \$293,117 bonds of said Village, hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law; and

(b) By the expenditure of \$174,076 to be received as a contribution by the Town of Ithaca.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is twenty years, pursuant to subdivision 27 of paragraph a of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the serial bonds herein authorized will not exceed five years.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the Village Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Village Treasurer, consistent with the provisions of the Local Finance Law.

Section 5. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the Village Treasurer, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as she shall deem best for the interests of said Village, provided, however, that in the exercise of these delegated powers, she shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the Village Treasurer shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 6. All other matters except as provided herein relating to the bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue bonds with substantially level or declining annual debt service, shall be determined by the Village Treasurer, the chief fiscal officer of such Village. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the Village Treasurer shall determine consistent with the provisions of the Local Finance Law.

Section 7. The faith and credit of said Village of Cayuga Heights, Tompkins County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said Village, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 8. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said Village is not authorized to expend money, or
- 2) The provisions of law which should be complied with as the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 9. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of said Village hereby designated for such purpose, together with a notice of the Village Clerk in substantially the form set forth in paragraph a of Section 81.00 of the Local Finance Law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll, which resulted as follows:

Mayor Kathryn Supron	VOTING	Aye
Trustee Jennifer Biloski	VOTING	Aye
Trustee Maryann Friend	VOTING	Aye
Trustee James Marshall	VOTING	Aye
Trustee Richard Robinson	VOTING	Aye
Trustee Peter Salton	VOTING	Aye
Trustee Linda Woodard	VOTING	Aye

The resolution was thereupon declared duly adopted.

The meeting returned to the Report of the Mayor.

c. August Day of Giving – “Giving is Gorges” Campaign:

Concerns were expressed about the idea of suggesting to residents that they should use a particular venue for their donations. Although the Mayor and Trustees expressed support for the idea that volunteerism and financial support for non-profits is noble and to be encouraged, they could not support an effort which includes a third party. The desire to support the “Giving is Gorges” Campaign was outweighed by questions about processing fees on donations that would be made. The Board encourages residents to make donations directly to the non-profit of their choice; names of local non-profits are readily available on-line.

d. Bolton Point Water Rates:

Mayor Supron, in her role as a Water Commissioner for the Village, sits on the Board at Bolton Point. She explained that Trustee Linda Woodard had taken on the task of modeling water usage data. The resulting model allows for the determination of ways to more equitably restructure water rates. The goal is to have users pay for what they use and support the maintenance of the water infrastructure. A proposal has been made to introduce a \$5.00 per unit surcharge with a per gallon usage charge. This would eliminate the 10,000 gallon minimum billing per quarter year.

A revision to the method used by the Village for sewer billing which is currently tied to the minimum and per 1000 gallon use will need to be developed. The question for the Water Commissioners is to determine if households using less than the minimum should be supporting the rate structure in order to subsidize the higher water rate use customers. The goal is to design a rate structure to equitably charge for water use. The primary large water consumers are the colleges and commercial users. Since the rate is based on cost divided by use, if the use goes down through conservation, the rate will go up. The question of whether or not the 10,000 gallon minimum use model is appropriate has been discussed for at least ten years. Trustee Woodard will distribute her model and presentation.

Mayor Supron will not be able to attend the August 17, 2015 board meeting. Attorney Marcus added that he would be unavailable on that date. A few trustees may not be able to attend. The Mayor will determine if there will be a quorum and an alternate date will be announced if necessary; at a minimum abstract approval must take place to allow payment of monthly invoices.

e. Formation of an IT Committee:

A long standing challenge for all departments is configuration, maintenance, and modernization of information technology equipment. It is agreed that a committee of board members should form to analyze the current system and what changes should be made to insure stability, cost effectiveness, and usefulness of the computer network, internet service, and phone system.

Resolution #7659

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights authorizes formation of an Information Technology (IT) Committee.

Motion: Trustee Friend

Second: Trustee Woodard

Discussion: Chief Steinmetz asked if only trustees would sit on the committee. The Mayor responded that Clerk & Treasurer Mangione would likely be a member. The Chief would like to participate as well since the Police Department has had multiple issues through the years and has a relationship with Tompkins County IT.

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

Nays & Abstentions: none

Motion carried

Mayor Supron appoints Peter Salton to the IT Committee.

Resolution #7660

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of Peter Salton to the IT Committee.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Salton

Motion carried

Mayor Supron appoints Linda Woodard to the IT Committee.

Resolution #7661

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of Linda Woodard to the IT Committee.

Motion: Trustee Robinson

Second: Trustee Salton

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

Nays: none

Abstentions: Trustee Woodard

Motion carried

Mayor Supron appoints Richard Robinson to the IT Committee.

Resolution #7662

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of Richard Robinson to the IT Committee.

Motion: Trustee Salton

Second: Trustee Woodard

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

Nays: none

Abstentions: Trustee Robinson

Motion carried

Mayor Supron appoints Joan Mangione to the IT Committee.

Resolution #7663

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of Joan Mangione to the IT Committee.

Motion: Trustee Robinson

Second: Trustee Woodard

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

Nays and Abstentions: none

Motion carried

Mayor Supron appoints James Steinmetz to the IT Committee.

Resolution #7664

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of James Steinmetz to the IT Committee.

Motion: Trustee Friend

Second: Trustee Biloski

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

Nays and Abstentions: none

Motion carried

6. Report of the Trustees:

Trustee Woodard brought the board up-to-date on recent broadband problems. Users have complained of slow internet response and intermittent outages. However, when Tompkins County upgraded the police program TRACS to be web-based the lack of broadband capacity caused significant frequency of failure. Action was taken to gather statistics on the mega bites per second (mbps) that were available on the system. Our internet provider Lightlink said that we should have 10 mbps for downloading and 2 mbps for uploading. Measurements taken at different times during the day by multiple individuals were around 2.9 mbps for downloads and 3 mbps for uploads. Loren Cottrell, Deputy Director of the Tompkins County IT Department visited Marcham Hall and met with several individuals. He was extremely helpful and has expressed willingness to continue to give advice as requested. His recommendation is to have at least a minimum of 7 up and 7 down. A three month arrangement has been reached with Clarity Connect. They were asked to provide an immediate solution to the broadband problem; they were able to install a consumer grade radio on the roof of Marcham Hall which is currently providing 10 up and 10 down. Clarity recommends equipment that is commercial grade for the long run.

The IT Committee will be preparing a Request for Proposal (RFP) for long-term solutions for internet, telephone, or the combination of the two. Superintendent Cross brought up inclusion of Public Works in an expansion of technology solutions. Autodesk/AutoCAD licensing is another question that needs to be included at a point in the future. As with many other software solutions, it is moving to the Cloud on a monthly subscription basis.

Assistant Superintendent of Public Works (ASPW):

A job description for the open position of ASPW is ready to be posted with Tompkins County Personnel. The Mayor suggests broadening the salary range to \$58,000 - \$65,000 from \$58,000 - \$62,000. The salary awarded will be commensurate with education and experience. This range will keep the position on parity with the Town of Ithaca.

Resolution #7665

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the salary range of \$58,000 - \$65,000 for the position of Assistant Superintendent of Public Works.

Motion: Trustee Woodard

Second: Trustee Marshall

Discussion: Increasing the range does not lock the Village into paying more however; it may bring in a wider range of candidates.

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

Nays: none

Abstentions: Trustee Salton

Motion carried

7. **Report of Chief Steinmetz:**

There is one fewer report from the Police Department this month. The new TRACS10 program does not gather the same statistics as in the past; it may be possible to add this information back in the future.

Police vehicle #124 has a transmission problem. Transmission repair will cost between \$3,500 - \$4,000; the car is only worth approximately \$6,000. It has been taken to the shop which removes police equipment and identification. The sale will be *õas isõ*. A replacement vehicle has already arrived and is covered under the Village's insurance. Once proper markings are added and it is fully equipped, it will be in service.

Following the recent heavy rains, water was observed in the basement again. Marcham Hall is not equipped with an emergency generator. Superintendent Cross offered to gather cost estimates from electrical engineers to have a specification written for back-up generation. The three sump pumps installed in the basement are old. The wooden cover for one of them had rotted and pieces of it had fallen into the pump; it was prohibiting the pump from functioning.

Moisture and heat are problematic for the servers and other electronics in the basement. The IT Committee will look into the practicality of relocating the server room to the first floor of Marcham Hall.

8. **Report of Superintendent of Public Works Cross:**

Cornell has requested a street designation for a bus stop as detailed in EXHIBIT 2016-039.

Resolution #7666

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights officially assigns the designation of Northcross Road to the roadway which runs from Sisson Place northward, crosses Jessup Road, and continues to a dead end in Cornell's A-Lot, and;

BE IT FURTHER RESOLVED THAT: The block in the City of Ithaca from Sisson Place to Jessup Road be designated as the 100 block and the block in Cayuga Heights north of Jessup Road be officially designated as the 200 block of Northcross Road, and;

BE IT FURTHER RESOLVED THAT: The bus shelter be officially assigned street number 204 as requested by Cornell University in order for passengers using the Campus to Campus bus to be more easily directed to the proper location.

Motion: Trustee Salton

Second: Trustee Friend

Discussion: The Police Department has no problem with this designation. Both the City of Ithaca and the Village of Cayuga Heights need to assign the designation.

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

Nays & Abstentions: none

Motion carried

Palmer Woods/DPW Grounds:

Cornell Plantations staff has expressed concerns about the effect on an area of Palmer Woods adjoining Village of Cayuga Heights property at 123 Sheldon Road. The Department of Public Works barn and yard are located there. Cornell is willing to enter into a cooperative agreement to sign over the effected steeply sloped property in exchange for a lifetime agreement to restore and appropriately maintain it as a natural area. The DPW crew has taken it upon themselves to use cinder blocks to demarcate the property line which was seen as a positive step. Cornell has recommended that the Village hire a landscape architect to propose a plan for renewing the area and approach them with it. Further discussions will take place before action is taken.

A discussion took place related to the number of members committees should/could contain. There is the concern that if a quorum of board members with or without the Mayor is to convene that the meeting should be announced to the public in advance, minutes taken and published. Attorney Marcus explained that all committee meetings are technically open to the public; larger municipal bodies with larger staffs are more likely to publish regular committee meeting announcements.

Mayor Supron appoints James Marshall to the Public Works Committee.

Resolution #7667

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of James Marshall to the Public Works Committee.

Motion: Trustee Salton
Second: Trustee Friend
Ayes: Trustees Biloski, Friend, Robinson, Salton, and Woodard
Nays: none
Abstentions: Trustee Marshall
Motion carried

Mayor Supron appoints Maryann Friend as an alternate to the Public Works Committee.

Resolution #7668

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of Maryann Friend as an alternate to the Public Works Committee.

Motion: Trustee Biloski
Second: Trustee Robinson
Ayes: Trustees Biloski, Marshall, Robinson, Salton, and Woodard
Nays: none
Abstentions: Trustee Friend
Motion carried

Superintendent Cross passed photographs around to the trustees which were taken last Tuesday (July 14, 2015) of stormwater accumulations. The significant storm event on that day lasted less than an hour but generated flowing water in areas where he had never witnessed it before. In neighborhoods with known problems the threat was worse than usual. The Cambridge/Warwick/Randolph area was one of those heavily affected. Copies of a zoning map were distributed to assist in envisioning the complex problem. He describes the municipality and the homeowners as links in a chain. The village only accepts responsibility for water flow on or in its right-of-way, properties, or roadways. It has no right to perform work or to force property owners to have work performed to stem the flow of water that is causing damage on an adjoining property. Home owners need to realize that they need to bring pressure to bear or even take legal action against the property owner(s) who will not cooperate in a solution. Superintendent Cross will continue the dialog with these residents.

9. Report of Clerk & Treasurer Mangione (Exhibit FYE2016-040)

Resolution #7669

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes the Treasurer to enter those modifications to the Budget Journal for Fiscal Year Ending May 31, 2015 as necessary to close the accounting records for same.

Motion: Trustee Salton
Second: Trustee Robinson
Ayes: Trustees Biloski, Friend, Marshall, Robinson, Salton, and Woodard
Nays & Abstentions: none
Motion carried

The unfortunate situation experienced by Melissa Pollock since 1993 when the property at 206 Overlook Road which was designated as a three unit structure began use as a single family home was analyzed. Documentation to inform the Village and the Board of Assessment exists. No process to inform Bolton Point that a use change has taken place is triggered for a situation such as this one when no plumbing permit has been issued. From the time of the change in 1993 until earlier this year, the Pollock's water bills have been computed by Bolton Point using a three meter minimum as opposed to a single unit minimum. Bolton Point has stated that they will not reimburse them for any portion of the excess payments. The Village has no legal obligation to refund any overpayments.

A similar situation has existed at 9 Parkway Place owned by the Brooks Family. Their home had a large meter but was designated as a single family home. It was decided to table a decision pending further discussion regarding this property.

Resolution #7670

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes the Treasurer to make payment of a goodwill gesture equivalent to twenty-five percent (25%) of the overpayment amount for five (5) years caused by the three-unit designation of the property at 206 Overlook Road to Melissa Pollock.

Motion: Trustee Woodard
Second: Trustee Marshall
Ayes: Trustees Friend, Marshall, Robinson, and Woodard
Nays: Trustees Biloski and Salton
Abstentions: none
Motion carried

Resolution #7671

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes the Treasurer to make payment of a good-will gesture equivalent to fifty percent (50%) of the overpayment amount for five (5) years caused by the three-unit designation of the property at 206 Overlook Road to Melissa Pollock. This resolution supercedes Resolution #7670.

Motion: Trustee Robinson

Second: Mayor Salton

Ayes: Trustees Friend, Marshall, Robinson, and Woodard

Nays: Trustees Biloski and Salton

Abstentions: none

Motion carried

Resolution #7672

BE IT RESOLVED THAT: Abstract #2 for FYE2016 consisting of TA vouchers 6 - 14 in the amount of \$16,109.74 and General Fund vouchers 23 - 107 in the amount of \$ 203,851.36 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Salton

Second: Trustee Friend

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

Nays & Abstentions: none

Motion carried

At the June 15, 2015 Board of Trustees meeting it was discovered that Voucher #1013 on Abstract #18 for ThyssenKrupp Elevator contained a provision allowing for a 3% reduction if the invoice was paid in full for 12 months of service. This resulted in a \$92.86 reduction from the voucher. During the presentation of the abstract resolution, the amount was mistakenly reduced from Abstract #1. Additionally it was discovered that this voucher should have been on Abstract #1 and not #18.

The corrected resolutions for the abstracts previously presented in June are as follows:

Resolution #7673

BE IT RESOLVED THAT: Abstract #18 for FYE2015 consisting of Consolidated Funds vouchers 975 - 1027 in the amount of \$ 66,025.38 is reapproved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Biloski

Second: Trustee Salton

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

Nays & Abstentions: none

Motion carried

Resolution #7674

BE IT RESOLVED THAT: Abstract #1 for FYE2016 consisting of TA vouchers 1 - 5 in the amount of \$ 15,138.54 and Consolidated Funds vouchers 1 - 22 in the amount of \$284,762.87 is reapproved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Salton

Second: Trustee Friend

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

Nays & Abstentions: none

Motion carried

10. Report of the Attorney:

No additional information to present.

Meeting of the Village of Cayuga Heights Board of Trustees was adjourned by Mayor Supron at 10:41 p.m.

EXHIBIT 2016-044

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES SPECIAL MEETING

Wednesday, April 15, 2015
7:00 p.m.

Present: Mayor Supron; Trustees: Biloski, Friend, Robinson, Salton, and Woodard; Superintendent of Public Works Cross; Police Chief Steinmetz; and Clerk & Treasurer Mangione

Absent: Trustee Crooker; Fire Superintendent Tamborelle, Attorney Marcus

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

13. Public Hearing: Budget Fiscal Year June 1, 2015 – May 31, 2016 (EXHIBIT 2016-010)

No members of the public to speak.

14. Privilege of the Floor (PoF):

No members of the public to speak.

15. Report of the Mayor:

a. Deer Population Report – White Buffalo

All meat taken during the harvest was donated to the Southern Tier Food Pantry. Report on population analysis from Cornell is due later during the week. Both reports will be available on the village website.

Resolution #7632

BE IT RESOLVED THAT: The Board of the Trustees of the Village of Cayuga Heights hereby accepts the Final Deer Management Report for the Village of Cayuga Heights, New York, dated March 29, 2015 submitted by Dr. Anthony J. DeNicola, White Buffalo, Inc.

Motion: Trustee Biloski

Second: Trustee Salton

Discussion: none

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

Nays or Abstentions: none

Motion carried

b. Procurement Policy

Additional time to review the Procurement Policy is needed; it is tabled.

16. Report of the Trustees:

No additional topics on which to report.

17. Report of Chief of Police Steinmetz: (EXHIBIT FYE2016-011a,b,c)

The Clerk is in receipt of one sealed bid for the surplus police vehicle, a 2009 Dodge Durango. The bid was opened and read to the attendees.

Resolution # 7633

BE IT RESOLVED, The Board of Trustees of the Village of Cayuga Heights accepts a bid from Chicago Motors for \$4,207 to purchase a 2009 Dodge Durango, a police vehicle which is now surplus equipment.

Motion: Trustee Salton

Second: Trustee Friend

Discussion: none

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

Nays & Abstentions: none

Motion carried

7. Report of Superintendent of Public Works Cross

- a. The DPW is adjusting well to recent personnel changes. Supt. Cross conducts meetings with them every afternoon. Morning checks are planned as well.
- b. The hot mix asphalt plant opened this week and the crew has already started seasonal pothole patching, fixing water main cuts, and other routine patching. The Street Capital budget of approximately \$30,000 will be used for larger asphalt patching.
- c. Installation of guard rail materials which were purchased last fall will be completed.
- d. Overlook will likely be repaved this season during fiscal year ending 2016.
- e. In order to fulfil the village's obligation to complete the Department of Environment Control's required Storm and Sewer Shed Mapping, a summer intern will be hired to finish this work. Applicants are being evaluated. Chief Steinmetz brought up the question of background checks. Many organizations hire an independent company since background checks conducted by

the police department may go further into a candidate's history than is legally permitted for use in making a hiring decision. No determination was reached.

- f. Kendal Project Update: Weather affects the ability to work on and inspect foundation construction. Early estimates of the quantity of soil were much too low. Supt. Cross has directed them to stop adding soil to the south meadow portion of their property. Trowbridge Wolf Michaels Landscape Architects LLP has been asked to study the problem and recommend solutions. It is an important enough aspect of the project that they will come before the Planning Board. A stockpile of topsoil is visible from North Triphammer Road; it will either be reused which may re-contour the land or have some of it hauled away. A primary concern is stormwater drainage and resultant potential flooding on neighboring properties.

6. Zoning Review Committee Update:

Review of the three main residential zone sections of the Zoning Code is complete. Discussions on special sections are extremely complex. For example, review of signage regulation is ongoing. Issues related to running a Bed and Breakfast business in the village are complicated by whether or not homeowners will be allowed to list their home on Airbnb. An individual with a B and B must register with Tompkins County and pay a room tax. Then they can advertise it any way they want, but are not allowed to have a sign in their yard. Anyone currently listing their home on Airbnb is doing so in violation of village zoning. Current zoning does not regulate the renting of one's home over Ithaca College and Cornell University graduation week-ends. This is a decade's long practice to accommodate the volume of visitors to the area for those events. Language to allow this limited rental to continue is under consideration by the committee.

7. Report of Clerk & Treasurer Mangione (Exhibit FYE2016-012a)

Resolution #7634

BE IT RESOLVED THAT: Abstract #12 for FYE2015 consisting of Trust and Agency vouchers 98 - 102 in the amount of \$14,844.13 and Consolidated Fund vouchers 819 - 858 in the amount of \$70,606.27 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Salton

Second: Trustee Friend

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

Nays & Abstentions: none

Motion carried

20. The Budget for Fiscal Year Ending May 31, 2015 was finalized.

Resolution # 7635

BE IT RESOLVED THAT: The Board of the Trustees of the Village of Cayuga Heights approves an increase of 2% to all non-bargaining unit salaries or hourly rates as appropriate. The exception is the Clerk & Treasurer's salary which is to include a 3% increase. The Treasurer is instructed to apply the approved rates commencing on June 1, 2015.

Motion: Trustee Salton

Second: Trustee Robinson

Discussion: none

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

Nays and Abstentions: none

Motion carried

Resolution # 7636

BE IT RESOLVED THAT: The Board of the Trustees of the Village of Cayuga Heights approves the Budget for the Fiscal Year June 1, 2015 to May 31, 2016 as presented in Exhibit 2016-010 with the inclusion of non-bargaining unit compensation set as approved in Resolution #7635. The impact of this budget increases the tax rate by 1.5% to \$6.34 per mil.

Motion: Trustee Woodard

Second: Trustee Robinson

Discussion: none

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

Nays and Abstentions: none

Motion carried

Meeting of the Village of Cayuga Heights Board of Trustees was adjourned by Mayor Supron at 8:10 p.m.

EXHIBIT 2016-045

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES SPECIAL MEETING

Thursday, May 14, 2015
11:45 a.m.

Present: Mayor Supron; Trustees: Biloski, Robinson, and Woodard; Clerk & Treasurer Mangione

Call to Order: Mayor Supron called the meeting to order at 11:45 a.m.

A special meeting of the Board of Trustees was called following a meeting of the Finance Committee, to repayment options for the Water System Improvements bond anticipation note (BAN). Mayor Supron joined the meeting providing a quorum and a resolution was passed to proceed with financing as agreed.

Resolution # 7637

BE IT RESOLVED THAT: The Board of the Trustees of the Village of Cayuga Heights approves payment of \$250,000 from the Water Fund (F) and a five year Statutory Installment Bond of \$450,000 on May 22, 2015 to satisfy the Water Improvement Bond Anticipation Note (BAN) of \$700,000. Tompkins Financial is the financing institution; the interest rate is 2.35%.

Motion: Trustee Woodard

Second: Trustee Robinson

Discussion: none

Ayes: Mayor Supron, Trustees Biloski, Robinson, and Woodard

Nays and Abstentions: none

Motion carried

Meeting of the Village of Cayuga Heights Board of Trustees was adjourned by Mayor Supron at 11:55 a.m.

EXHIBIT 2016-046

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES SPECIAL MEETING

Wednesday, May 28, 2015
9:25 a.m.

Present: Mayor Supron; Trustees: Biloski, Friend, Salton, and Woodard; Superintendent of Public Works Cross; Police Chief Steinmetz; and Clerk & Treasurer Mangione

Call to Order: Mayor Supron called the meeting to order at 9:25 a.m.

1. Privilege of the Floor (PoF):

No members of the public to speak.

2. Report of the Mayor:

a. Cayuga Heights Road Tree Removal:

As specified in Resolution #7613, passed during the Board of Trustee Meeting held on May 18, 2015, Supt. Cross requested and received proposals for removal of five (5) trees. The lowest responsible bid is from Limbwalker Tree Care, LLC.

Resolution #7638

BE IT RESOLVED THAT: The Board of the Trustees of the Village of Cayuga Heights hereby approves the modified proposal by Limbwalker Tree Care, LLC for the removal of five (5) trees identified as #2, #3, #4, #7 and #8 in the Tree Risk Assessment Report presented by New England Tree Consulting & Diagnostics Services which pose the greatest hazard to pedestrians and motorists at a cost of \$4,325.

Motion: Trustee Salton

Second: Trustee Woodard

Discussion: none

Ayes: Trustees Biloski, Friend, Salton, and Woodard

Nays or Abstentions: none

Motion carried

d. Department of Labor (DOL) Final Report on Asbestos Violations:

The DOL will be issuing a citation against the Village. Due to the citation, eligibility for reimbursement of up to 75% of expenditures is possible. Once the citation paperwork is received, the Clerk will complete documentation to apply for reimbursement.

3. Report of the Trustees:

No additional topics on which to report.

4. Report of Clerk & Treasurer Mangione (Exhibit FYE2016-021)

Resolution #7639

BE IT RESOLVED THAT: Abstract #17 for FYE2015 consisting of TA vouchers 112 - 117 in the amount of \$1,524.84 and Consolidated Fund vouchers 935 - 974 in the amount of \$52,241.64 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Salton

Second: Trustee Woodard

Ayes: Trustees Biloski, Friend, Salton, and Woodard

Nays & Abstentions: none

Motion carried

Meeting of the Village of Cayuga Heights Board of Trustees was adjourned by Mayor Supron at 9:45 a.m.

EXHIBIT 2016- 047

August 14, 2015

Honorable Kate Supron
Board of Trustees
Village of Cayuga Heights

Monthly Report July 2015

In July we again had a total of 44 calls. There were 26 calls in the Village of Cayuga Heights, 12 calls in the Town of Ithaca and 6 mutual aid requests. We had 28 EMS runs and 16 fire calls. We again saw a bump in call responses due to weather related incidents. On July 14th a storm rolled through the village and caused some problems with flooded basements and trees down in roadways. Crews worked quickly to assist home owners with water removal. Luckily these storms seem to move through quickly so we are busy for a few hours then it tends to calm down.

July was a fairly slow month for training. We did take the trucks to the inlet in Ithaca for pump training. We are working hard to get some of our members through the driver training program and one of the last things the trainees have to do is pump from the draft. While our district is 100% covered by hydrants we do respond mutual aid regularly and need to perform rural water supply operations. Many of our neighbors have small or no hydrant systems and drafting water from creeks or ponds is the only way to supply water to the attack apparatus. The inlet by the training center offers us a great place to do this type of training. We are currently working through some mandated EMS protocol updates from the health department.

Working with the Brent and the DPW we are planning to move forward in mid-August with the siding and insulation project at 825 Hanshaw. The current tenant is planning to vacate the house on August 15th and the work will hopefully begin soon after that. We are planning on residing the outside and painting the inside. We did push the front pad project to September so that the work on the house could be completed and the new tenants will move in in September. The paving is waiting on Suit Kote to have a road project in the village and they can move get the parking lot paved while they have equipment in the village. HSC is ordering the air handler for the second floor at the station which will be installed in August.

Fall Recruiting is progressing well. We met with Cornell Student Services and have taken out an advertisement in the Freshman Orientation program. We are going to attend the North Campus Safety Fair hosted by Environmental Health at Cornell in late September and will be taking the ladder and rescue truck as static displays. We are hoping to attract incoming freshmen with some background in firefighting. We have found through the years that many incoming Cornell students have volunteered as teenagers at home. While we welcome all who wish to volunteer we would really like to grab some new members who have already been through the basic firefighting training. We have also gotten several inquiries about joining from people attending Movie Night. We are hoping to get 15 to 20 recruits for the fall class.

We have been having a great summer with Movie Night at the Station. The average attendance is around 30 people. We saw the largest attendance when we showed Star Wars Episode IV when we had about 70 people. The kids really enjoy the free popcorn, freeze pops, watermelon and ice cream. The food truck has been a great success and they have been using movie night to roll out new creations that have kept the selections very fresh.

We are looking forward to the return of many of our student members in August. We are very thankful to those resident and student volunteers who have been in town all summer and have kept our department rolling. We have had a steady summer and everybody has worked hard to ensure we have covered all calls.

Sincerely,
George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2016- 048

VILLAGE OF CAYUGA HEIGHTS

PROPOSED LOCAL LAW C OF THE YEAR 2015

**A LOCAL LAW TO RESCIND THE OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN
GENERAL MUNICIPAL LAW §3-C**

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

Section 1 Legislative Intent: It is the intent of this local law to rescind Local Law 2015-1 allowing the Village of Cayuga Heights to adopt a budget for the fiscal year commencing in 2015 that requires a real property tax levy in excess of the tax levy limit as defined by General Municipal Law §3-c.

Section 2 Authority: This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c which expressly authorizes a local governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3 Tax Levy Limit Override: The Board of Trustees of the Village of Cayuga Heights, County of Tompkins, is hereby rescinding authorization to adopt a budget for the fiscal year commencing in 2015 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Section 4 Severability: If a court determines that any clause sentence paragraph subdivision or part of this local law or the application thereof to any person firm or corporation or circumstance is invalid or unconstitutional the court order or judgment shall not affect impair or invalidate the remainder of this local law but shall be confined in its operation to the clause sentence paragraph subdivision or part of this Local Law or in its application to the person individual firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

Section 5 Effective Date: This Local Law shall take effect immediately upon filing with the Secretary of State.

EXHIBIT 2015-049

Appointment of Patricia Longoria as Deputy Historian.

Resolution #

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of Patricia Longoria as Deputy Historian.

Motion:

Second:

Ayes:

Nays:

Abstentions:



Managed IT Support Services Agreement

May 8, 2015

Sherpa Technologies, Inc. (ST) will provide Managed IT Support Services for the Village of Cayuga Heights (VICAY) for the purposes of providing ongoing Information Technology systems support including: management, installation, configuration, administration, troubleshooting, and consulting.

The ST Support Engineers will provide on-site and remote IT services for 2 hours per week. The ST Support Engineer will provide a Status Report to a designated Client Contact. The format of the report will be agreed upon by both parties. This report will detail service task(s) performed, department for which service was performed (if applicable), and elapsed time for each task. The report will also include open/unresolved items and further work needed to complete resolution of any unresolved issue.

Terms

Under the auspices of this Agreement VICAY shall receive the reduced rate of \$85/hr for approximately 2 hours per week of general support. This is discounted from our standard hourly rate of \$95. Per on-site visit travel rate will be \$20. The ST Support Engineer will request permission to exceed 2 hours of weekly support and provide the VICAY contact with rationale for additional time.

This Agreement assumes that all services will be provided during ST's regular working hours of 8:30am and 5:30pm Monday through Friday, exclusive of holidays. A list of ST's holidays for the calendar year will be provided to VICAY. ST's office hours are 9:00am to 5:00pm, Monday through Friday, excluding holidays.

In the case of an emergency, if work must be scheduled within five business days, our Emergency Tech Service (ETS) rate will apply: \$110/hr during ST's regular working hours and \$165/hr outside of ST's regular working hours. If the emergency work can be scheduled at least five business days in advance, our standard rate applies: \$95/hr during ST's regular working hours and \$142.50/hr outside of ST's regular working hours.

VICAY shall reimburse ST for all direct expenses, including but not limited to demonstration materials, photocopying and long distance telephone calls. ST will gain prior permission from VICAY to incur direct expenses in excess of \$50 during any given monthly period.

ST will bill VICAY on a weekly basis for the services performed in the previous week. Terms of Payment are Net 30 days from date of invoice. A 1.5% interest charge per month (\$3 minimum) is added to past due invoices.

This Agreement is for 12 months, commencing June 1, 2015. Both parties reserve the right to cancel, or change hours for this service, upon 30 days written notice to the other.

ST reserves the right to terminate this service immediately if payment is not received within 14 days of date due and upon 14 days written notice if an acceptable cure is not achieved.

Checks will be made payable to: Sherpa Technologies, Inc.

Mailed to:
Sherpa Technologies, Inc.
102 Prospect St., Suite 100
Ithaca, NY 14850
Client Responsibilities



VICAY will identify a member of its organization as the Client Contact. The Client Contact will serve as an authorized agent for VICAY in the day-to-day implementation of the Agreement. The Client Contact will provide task prioritization and serve as general liaison with the Sherpa staff. All decisions, both verbal and written, made by the contact will be understood as expressing the desires of VICAY.

Mutual Confidentiality and Rights to Methods and Materials

ST agrees that it shall keep all information received from VICAY and all reports created hereunder for VICAY strictly confidential and shall exercise all reasonable care to preserve the confidentiality of any and all materials containing or incorporating such information or reports in its or their possession. Except as otherwise provided by law, ST agrees that it will use the information received or obtained hereunder, and any reports created for VICAY hereunder, only for the purpose of this Agreement. ST further agrees that it will not disclose or provide such information to any other person or entity without the express prior written permission of VICAY. VICAY shall keep proposals received from ST confidential, except as otherwise required by law. At the end of this Agreement all information received from VICAY will be returned to VICAY in no more than 30 days.

VICAY, its servants, agents and employees shall keep in strict confidence all information relating to ST's programs, documentation, techniques, systems and know-how received or obtained hereunder (hereafter, "the Information"), and shall preserve the confidentiality of any and all materials containing or incorporating such Information in its possession. VICAY further agrees that it will not disclose or provide such Information to any other person or entity without the express prior written permission of ST.

The respective confidentiality obligations of ST and VICAY shall not apply to Information which (i) is or becomes generally known to or available for use by the public other than by breach of the Agreement by such party, or (ii) was in such party's possession at the time of disclosure and was not acquired, directly or indirectly, from the other party, or (iii) was received from a third party who did not receive such information, directly or indirectly, from the other party.

Mutual Restrictive Covenant

From the date of this Agreement until one (1) year after the expiration or termination hereof, VICAY shall not knowingly, without written prior consent from ST, solicit the employment of or entice away any employee, consultant or independent contractor of ST who served as such at any time during the term of this Agreement (whether as a full or part-time employee, consultant or independent contractor); or be an employer, directly or indirectly, of a ST employee.

VICAY acknowledges that, in the event of a breach of this section of the Agreement, ST is entitled to seek equitable remedies including, but not limited to, injunctive relief to restrain any breaches hereof.

From the date of this Agreement until one (1) year after the expiration or termination hereof, ST nor any Board member of ST, shall not knowingly, without written prior consent from VICAY, solicit the employment of or entice away any employee, consultant or independent contractor of VICAY who served as such at any time during the term of this Agreement (whether as a full or part-time employee, consultant or independent contractor); or be an employer, directly or indirectly, of a VICAY employee.

ST acknowledges that, in the event of a breach of this section of the Agreement, VICAY is entitled to seek equitable remedies including, but not limited to, injunctive relief to restrain any breaches hereof.



technology that means business

Mutual Limitation of Liability

ST shall not be liable for any consequential, exemplary or incidental damages, even if advised of the possibility of such damages, including but not limited to loss of profits, time, effort, or data, due to consulting activities carried out by ST in good faith. ST shall not be construed to represent third party vendors in any way, nor does ST warrant the accuracy of claims made by third party vendors. ST shall not be liable for any consequential, exemplary or incidental damages due to the claims or activities of third party vendors.

VICAY shall not be liable for any consequential, exemplary or incidental damages, even if advised of the possibility of such damages, including but not limited to loss of profits, time, effort, or data, due to consulting activities carried out by VICAY in good faith. VICAY shall not be construed to represent third party vendors in any way, nor does VICAY warrant the accuracy of claims made by third party vendors. VICAY shall not be liable for any consequential, exemplary or incidental damages due to the claims or activities of third party vendors.

This agreement shall be governed by the laws of the State of New York and contains the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior representations and understanding whether written or oral.

Village of Cayuga Heights

Sherpa Technologies, Inc.

By _____

By _____

Title _____

Title _____

Date _____

Date _____

VICAY Primary Contact(s):

EXHIBIT 2015-051a



James M. Steinmetz
Chief of Police

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

August 10, 2015

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

Re: Report of the Police Department for July, 2015

In the month of July the police department received 349 calls for service. In addition to these calls 126 uniform traffic tickets were issued and 8 parking violations were cited. A breakdown of the calls for service is as follows:

No felony complaints were reported within the village this month.

7 Misdemeanor complaint of were received, 1 for Larceny, 1 for Criminal Mischief and 5 for Fraud. In the report of Larceny the complainant stated that a piece of mail they had placed in the outgoing mail in the common area of their apartment building had been taken by another tenant. There was no way to prove the mail had been taken, and the complainant was advised to put their outgoing mail in a more secure area. In the report of Criminal Mischief the complainant reported that flower pots and flowers had been damaged intentionally on their property. Upon officer's investigation, minimal damage to the flowers was observed, and it was not clear if damage was done intentionally. 5 complaints of Fraud were reported. 1 of the reports involved a resident of Kendal having sent money in excess of \$40,000.00 to a person stating that they were her grandson and needed money or they would be put in jail. The FBI has also been notified; the resident advised the bank that they did not want to seek a refund as they were warned by the bank. The remaining 4 fraud complaints consisted of residents claiming various types of attempted fraudulent activity taking place, such as phone calls requesting money be sent, persons submitting tax returns in resident's names, as well as accounts being activated in residents' names. No exchange of money took place and residents have been advised to take identity protection precautions.

2 Penal Law violations for harassment were received. One of the harassment complaints came from a resident stating that the company she purchased a computer through kept calling her urging her to send money for software registration. The resident was assured that it was a scam and to discontinue answering the phone calls. The second complaint consisted of a resident of Kendal stating that they were being harassed by the son of a neighbor in the facility. This complaint is still under investigation.

5 Vehicle and Traffic stops led to 6 misdemeanor charges. 2 associated DWI charges and 4 charges of Aggravated Unlicensed Operation of a Motor Vehicle 3rd.

5 Local Law violations were reported, 3 for Dog Control, 1 for in the Park after Hours, and 1 for Soliciting without a License. Of the 3 Dog Control complaints, one consisted of a dog being reported as lost. The officer checked the area and the dog was not able to be located. Another complaint involved a resident stating that they had seen a dog wandering in the village. The officer was also not able to locate this dog. In the final complaint, a resident stated they heard a dog whimpering in the woods. Upon officer's arrival, a dog was located. The owner was found and advised of the village's ordinance. Only a warning was issued as the resident had just moved to the village and was not aware of the local law. In the park after hour's incident, the officer observed two subjects in a vehicle in Sunset Park after posted hours while on patrol. The subjects were both issued citations and appearance tickets for being in violation of the local law of being in Sunset Park outside the hours of 10 p.m. and 6 a.m. The report of soliciting involved a new business hanging advertisements on residents' doors. The responding officer was able to make contact with the business and they were advised of the village's ordinance. No further reports have been filed in connection with this complaint.

There was 1 Motor vehicle accidents investigated which did not involve deer.

There was one incident reported involving deer. A resident reported that an injured deer was near their property. Upon officer's arrival the deer had fled the location.

In summary, 7 persons were arrested and the following 8 charges were filed: 1-Driving While Intoxicated, 1-Operate Motor Vehicle with .08 of 1% Alcohol in the Blood, 4-Aggravated Unlicensed Operation of a Motor Vehicle 3rd, 1-Officer Executed a Bench Warrant, and 1-Park after Hours.

Over the course of this month police department members took part in the following trainings and events; On July 1st, Officer Brandon Manheim offered police assistance at the annual fireworks event at Stewart Park.

The full time officers worked a total of 63.5 hours of overtime and the part time officers worked a total of 123 hours.

Sincerely,

Chief James Steinmetz

EXHIBIT 2015-051b

CAYUGA HEIGHTS
POLICE DEPARTMENT
July 2015

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
1202-1B VTL	ON SIDEWALK	1
7D LL#1-96	OVERNIGHT PARKING	7
Report Totals		8



Village of Cayuga Heights

**MARCHAM HALL
836 HANSHAW ROAD
ITHACA, NEW YORK 14850**

(607) 257-1238
fax (607) 257-4910

ENGINEER'S REPORT

Kathryn D. Supron, Mayor
Joan M. Mangione, Clerk & Treasurer
Angela M. Podufalski, Deputy Clerk
Brent A. Cross, Engineer

DATE: August 14, 2015

TO: PUBLIC WORKS COMMITTEE OF BOARD OF TRUSTEES

FROM: Brent Cross, Superintendent of Public Works

I have attached a revised list of projects that the DPW has been working on. The new list includes projects that were on the list from last month (including the status) plus a list of projects that have come in since the last meeting. I will cycle the completed projects off from the list for next month.

The primary work done during the last month was to finish the Overlook Road sidewalk removal and preliminary asphalt preparation for final paving. We also discovered a blocked culvert under the road and replaced it with a new pipe. This should restore some drainage function in that area, which will help us protect the "low side" neighbors from flooding across the street.

The next major project was planned to be the replacement of the existing asphalt apron in front of the fire station doors. Since there is going to be a change in tenants at 825 Hanshaw Road, Chief Tamborelle has requested that we use the time to work on the siding replacement instead of the fire station apron.

I have been working with the summer intern to better identify the area within the Town of Ithaca which contributes to the stormwater run-off that flows through the Warwick/Randolph area of the Village. We are using NYSDEC approved TR-55 computer program to determine the amount of hydrologic run-off, and then using the Federal Highway Administration design guidance for the selection of the proper hydraulic capacity for the new culvert pipes. This will be our first experience with a technology based solution, so I am trying to get as much assistance from the Town of Ithaca Engineering Dept and Tompkins County Soil and Water District. One important detail is that the FHA recommends the design of drainage structures on local streets (not major highways) be based on a storm recurrence of 10-25 years (50 years for major highways). This means that the new design may not handle some of the "100 year" storms that we have been experiencing.

Maintenance of the Village Hall continues to be given attention. The sump pump discharge plumbing was verified to not be connected to the sanitary sewer. Based on this "good news", the noisy pump has been replaced and another new pump has been procured as an emergency standby. We also removed a pickup load of misc. debris and swept the floor. I am currently looking into floor sealer or coatings. There are a couple of places in the police department that are showing signs of roof leaks. One of the locations is clearly in need of a new flashing, and the other location is difficult identify, but may need a new ridge cap. I am working with Evans Roofing to address these issues as well as a new "cricket" for the intersection of the new/old buildings.

Other than drainage issues, trees seem to be taking most of our time this summer. It is by far the busiest year we have ever had for tree work. I think this is a combination of the nature of the aging tree inventory, as well as a heighten awareness of the tree condition by both the Village Tree Committee and the general public.

LIST OF PENDING DPW WORK ORDERS (AS OF 7/14/15)

- remove old sidewalk on 100 block of Overlook Road (completed)
- top course paving on Kline Road (pending with other paving)
- binder and top course paving on 100 block of Overlook Road (pending with other paving)
- remove old asphalt and install new concrete driveway in front of fire station (on hold)
- new top course paving in back of fire station (pending with other paving)
- work with Limbwalker to finish tree cutting and stump grinding (done)
- install new drainage (to be determined) near 604 Cayuga Heights Road
- fix asphalt repair of Bolton Point water main break at Kendal entrance (done)
- repair/spot patch asphalt on N. Triphammer Road
- fix drainage and replace section of sidewalk on N. Triphammer Road
- patch/replace paving on 300 block of The Parkway (done)
- install bigger culvert under road near 116 Warwick Place (in design phase)
- install bigger culvert under road near 114 Randolph Road (in design phase)
- drainage ditch at N. Triphammer and Spruce Lane
- investigate possible sewer back up behind school (done)
- replace fire hydrant on Midway (done)
- address drainage on Winthrop Drive and Winthrop Place
- cut/trim 3 pines near school per village forester (done)
- cut 2 silver maples at 608 Hanshaw (done)
- address drainage issue (to be determined) near Goldin (in design)
- investigate drainage driveway wash out at Jeff McCarthy and remove sand bags (done)
- provide driveway culvert estimate for 107 Sheldon Road (done)
- address new drainage issues as of 7/14/15 storm damage (on going)

LIST OF PENDING DPW WORK ORDERS (AS OF 8/14/15)

- investigate sump pump discharge (done-found the outlet is going to storm drain in back of building)
- replace sump pump(s) (done)
- clean storm drain inlet at 205 Comstock Road (done)
- clean driveway pipe at 207 Cayuga Heights Road (done)
- open up storm drain inlet at bottom of Comstock Road (done)
- respond to tree down on 400 block Cayuga Heights Road (done)
- provide estimate for driveway pipe at 10 Spruce Lane (done)
- apply mud over the orange X's on the remaining silver maples on Cayuga Heights Road (done)
- remove large hanging limb over Highland/Highgate intersection (done)
- clean out blocked storm inlet at 635 Highland Road (done)
- make multiple visits to trim a tree at 216 Berkshire (ongoing)
- improve the storm inlet at 507 Parkway with an asphalt curb (done)
- install a new asphalt curb to control stormwater at 508 Cayuga Heights Road (done)
- install new swale to control stormwater and repair lawn damage at Lisa Lane (done)
- box-out and replace broken pavement at 102 Highgate Road (done)
- trim pine trees near CHS (done)
- remove rocks that were blocking storm inlet at 509 Cayuga Heights Road (done)
- repair washed out shoulder at 109 Comstock Road
- request to repair curb/cutter and fix driveway apron at 204 Oak Hill at owner cost (pending)
- responded to stormwater complaint at 412 E. Upland, discovered illegal roof drain (done)
- received request from Corson Place resident to cut/trim brush over the embankment at Sunset Park
- installed new crushed stone pad for new Food Scrap shed at village hall (done)
- emergency repair on driveway pipe and road culvert replacement at 108 Sheldon Road (done)
- replace rusted out culvert and driveway pipe at 106 Sheldon Road (pending)

OTHER DAILY TASKS AND SPECIAL PROJECTS

- other daily tasks: permit inspections, dpw staff meetings, review invoices, review time sheets.
- other special projects: Kendal construction, DPW/plantations restoration, wwtp vent stack, wwtp tunnel under NYS 13, food scraps, zoning review, summer intern mapping, ISO inspection, Durrant subdivision/variance, Mindlin variance, new sorority, new stormwater engineering documentation.

EXHIBIT 2015-053a
VILLAGE OF CAYUGA HEIGHTS
CLERK & TREASURER'S REPORT
AUGUST 17, 2015

1. Reporting

FYE2015 Annual Update Document (AUD) was submitted on July 26, 2015. It has been reviewed by Deputy Treasurer Woodard.

2. Open Assistant Superintendent of Public Works Position

Update from TC Personnel
Authorize advertising expenditure

3. Budget

Expenditures for Clerk's office staffing changes ó Attachment #1

4. Clerk's Office Staffing and Work Flow

Position Descriptions ó Attachments #2 ó 5
Proposed Redistribution of Work Flow, Cross training and Vacation, Personal and Lost Time Coverage #6

5. Revenues & Expenditures ó

June and July 2015 reporting is available; reconciliations have been reviewed and approved by Deputy Treasurer Woodard.

6. Current Expenses - Unaudited Abstract #3 dated August 17, 2015 as distributed.

7. Approval of August Abstract –

BE IT RESOLVED THAT: Abstract #3 for FYE2016 consisting of TA vouchers 15 - 24 in the amount of \$16,204.10 and Consolidated Fund vouchers 108 - 193 in the amount of \$799,399.15 is approved and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione

EXHIBIT 2015-053b

08/07/2015 11:42:30

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 **June, 2015:**

DATED: August 7, 2015

John M. Mangione

 TREASURER

	Balance 05/31/2015	Increases	Decreases	Balance 06/30/2015
A GENERAL FUND - VILLAGE				
CASH - CHECKING	179,865.88	2,275,833.31 ✓	479,301.63 ✓	1,976,397.56 ✓
CASH - SAVING	672,655.78	69.11 ✓	0.00	672,724.89 ✓
Petty Cash	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-35,749.11	0.00	0.00	-35,749.11 ✓
TOTAL	817,222.55	2,275,902.42	479,301.63	2,613,823.34
F WATER FUND				
CASH - CHECKING	24,977.69	22,024.52 ✓	2,932.89 ✓	44,069.32 ✓
TOTAL	24,977.69	22,024.52	2,932.89	44,069.32
G SEWER FUND				
CASH - CHECKING	415,797.50	92,527.78 ✓	41,866.62 ✓	466,458.66 ✓
CASH - SAVINGS	791,370.65	81.31 ✓	0.00	791,451.96 ✓
TOTAL	1,207,168.15	92,609.09	41,866.62	1,257,910.62
H CAPITAL FUND				
CASH - CHECKING	31,118.62	0.00	0.00	31,118.62 ✓
TOTAL	31,118.62	0.00	0.00	31,118.62
TA TRUST & AGENCY				
CASH - CHECKING	3,162.55	155,521.26	155,037.95	3,645.86 ✓
TOTAL	3,162.55	155,521.26	155,037.95	3,645.86
TOTAL ALL FUNDS	2,083,649.56	2,546,057.29	679,139.09	3,950,567.76

Linda Wardland
 8/11/15

EXHIBIT 2015-053c

08/12/2015 15:10:45

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 July, 2015:

DATED: August 12, 2015

John M. Mangione

 TREASURER

	Balance 06/30/2015	Increases	Decreases	Balance 07/31/2015
A GENERAL FUND - VILLAGE				
CASH - CHECKING	1,976,397.56 ✓	886,784.96 ✓	2,210,476.64 ✓	652,705.88
CASH - SAVING	672,724.89 ✓	1,500,097.39	0.00	2,172,822.28 ✓
Petty Cash	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-35,749.11 ✓	2,152.35	0.00	-33,596.76
TOTAL	2,613,823.34	2,389,034.70	2,210,476.64	2,792,381.40
F WATER FUND				
CASH - CHECKING	44,069.32 ✓	7,296.67 ✓	5,995.93 ✓	45,370.06
TOTAL	44,069.32	7,296.67	5,995.93	45,370.06
G SEWER FUND				
CASH - CHECKING	466,458.66 ✓	127,346.85 ✓	75,262.43 ✓	518,543.08
CASH - SAVINGS	791,451.96	114.57	0.00	791,566.53 ✓
TOTAL	1,257,910.62	127,461.42	75,262.43	1,310,109.61
H CAPITAL FUND				
CASH - CHECKING	31,118.62 ✓	0.00	4,109.45 ✓	27,009.17
TOTAL	31,118.62	0.00	4,109.45	27,009.17
TA TRUST & AGENCY				
CASH - CHECKING	3,645.86 ✓	130,106.20	129,289.37 ✓	4,462.69 ✓
TOTAL	3,645.86	130,106.20	129,289.37	4,462.69
TOTAL ALL FUNDS	3,950,567.76	2,653,898.99	2,425,133.82	4,179,332.93

Luella Woodard
 8/13/15

**CLERK & TREASURERS REPORT
ATTACHMENT #1**

Information Aide: Full-time vs Part-time Expenditures

Part-time ó 20 hours per week

Full-time ó 35 hours per week

FYE2016 Information Aide Budget - \$15,600

<u>Budgetary Effects:</u>	<u>Current</u>	<u>Increase</u>
A1410.100 Clerk Personnel Services	\$ 76,355.69	\$12,844.00
A9060.800 Active Employee Healthcare	\$367,494.00	\$11,660.25

<u>Position</u>	<u>(Hourly Rate) Annual Base Pay</u>	<u>Health Supplement</u>	<u>Healthcare Benefit less 6%</u>	<u>Annual Budget Total</u>	<u>Budget Change</u>
Information Aide	(\$15.00) \$27,300.00	(\$0.63) \$1144.00	\$11,660.25	\$40,104.25	\$24,504.25
Deputy Clerk	(\$21.46) \$40,203.80	(\$0.63) \$1144.00	\$23,088.81	\$63,292.61	-
Clerk	\$20,550.40	\$1144.00	\$11,660.25	\$32,210.65	-
Treasurer	\$34,173.88	-	-	\$34,173.88	-

**CLERK & TREASURERS REPORT
ATTACHMENT #2**

**INFORMATION AIDE
Tompkins County**

Department: Various **Classification:**
Non-competitive **Labor Grade:** 2
Approved: The NYS CSC 05/18/2011
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Completion of at least the ninth grade.

DISTINGUISHING FEATURES OF THE CLASS: Information Aide is an entry-level non-competitive class position consisting mainly of face-to-face public contact. The incumbent is responsible for staffing an information desk, directing visitors to governmental offices and giving out general information concerning the business conducted by the civil division. Basic clerical skills are not necessary or required in order to perform the essential functions of this position. Employees in this class must be courteous in dealing with the public and must be able to provide verbal information clearly and accurately. The incumbent will work under the direct supervision of a higher-level staff person. Supervision of others is not a function of this class. Over time, the incumbent is expected to learn, grow professionally, and take promotion examinations with the goal of transitioning to an entry-level competitive class position/title. Any such promotions will be in accordance with conditions specified in Section 52-12 of the New York State Civil Service law. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Learns as much as possible about the public agency to which assigned;
Provides verbal information to the walk-in public regarding the location and general function of various government agencies or programs;
May provide information to the public over the telephone regarding the location and function of a government agency; May act as an internal messenger or courier for a government agency;
May maintain bulletin boards and furnish offices and meeting rooms with supplies; May set up conference rooms for meetings;
May be required to dust, vacuum and keep the general area to which assigned clean, neat and orderly; Is expected to make an effort to learn elementary clerical tasks while stationed as Information Aide;
Attends meetings, trainings, workshops as required;
After two years of permanent non-competitive class status, the incumbent is expected to take appropriate promotion examinations as they occur.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the functions and layout of the civil division to which assigned;
Specific skill sets are not generally expected or required upon hire but will be developed over time;
Ability to successfully work with and serve a diverse local community;
Ability to speak clearly and provide accurate information to customers of the agency;
Ability to understand and follow oral directions;
Ability to interact others, understand their needs and provide the information or assistance necessary;
Ability to establish rapport and deal effectively with the public;
Initiative, tact and courtesy are all required traits.
Must be friendly, personable, pleasant, and outgoing.
The employee's physical condition must be commensurate with the demands of the position. I15.doc

Originally created 2010

**CLERK & TREASURERS REPORT
ATTACHMENT #3**

**POSITION DESCRIPTION
DEPUTY VILLAGE CLERK**

ESSENTIAL JOB FUNCTIONS:

Carry out special projects assigned by Mayor.

Assist, as directed by the Clerk, in the management of daily operations of the Village Clerk's Office including but not limited to the following:

Maintain, balance and deposit daily receipt transactions

Balance bank account statements monthly

Maintain and prepare to pay vendors invoices as follows:

Match invoices with receipts, prepare vouchers from vendor's bills, assign correct department fund account number, obtain approval of department heads, enter into accounting program, run edit report and check for accuracy, present entered vouchers to Treasurer for Board's approval, match checks to vouchers after processing and mail checks to Vendors.

Assist the Clerk in preparation of payroll for Village employees on computerized payroll program and all report filing relating to Payroll.

Assist the Clerk in maintaining the Records Management Program as mandated by the State of New York.

Sell garbage tags to the public and keep cash register balanced.

Maintain and balance petty cash.

Maintain inventory of office supplies and forms

Receive and answer incoming phone calls. Perform customer relations duties including providing assistance and information to the public.

Perform mail duties for Clerk's office

Assume duties of the Village Clerk in her absence.

Pass Notary Examination and Notarize documents for staff and public

Perform functions to support Mayor and Clerk with various public meetings and hearings including but not limited to: Assisting in preparation of agendas, minutes, information for Village web page, resolutions, local laws, advertisements for bids and notices of public hearings, arrange for posting and publication of same.

Participate in activities related to processing and collection of Village taxes:

Assist in the mailing of tax bills and any inserts needed

Collect tax payments via Williamson Law Book tax program

Assist in reconciliation of tax deposits and take deposits to the bank

Send reminder notices, issue duplicate receipts

Assist taxpayers, mortgage companies, attorneys and others with tax collection related issues.

Assume all duties and responsibilities of the Receiver of Taxes in her absence.

Manage administrative aspects of the Water Program and collect water bills:

Collect water bills during quarterly billing periods.

Relevy water bills, adding relevy fee and penalties on Town/County tax bills.

Prepare reports, access penalties, make deposits, and assist Clerk with reconciliation.

Maintain all journals and process, import and export of payments, master updates, billings and adjustments per Bolton Point's water program.

Research and resolve water billing problems and assist residents and Bolton Point with same.

Perform miscellaneous duties involved with the on-going operations of the Village Clerk's Office:

Assist Tompkins County in setting up Voting.

Maintain bulletin boards in main foyer.

Attend various seminars, workshops, and meetings; keep abreast of new and/or modified regulations and laws.

SUPERVISORY RESPONSIBILITIES:

The Deputy Village Clerk does not have any supervisory responsibilities.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Able to communicate effectively with the public, Village staff and Trustees. Manual dexterity required for the completion of office work. Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

October 13, 2005

**CLERK & TREASURERS REPORT
ATTACHMENT #4**

**POSITION DESCRIPTION
VILLAGE CLERK**

Statutory responsibilities of the Village Clerk are as follows:

- 1) Responsible for maintaining custody of the village seal, books, records, and papers.
- 2) Serve as records management officer.
- 3) Serve as clerk of the board of trustees and all other boards (e.g. zoning board of appeals). Record and prepare minutes of these meetings.
- 4) Record and file all village resolutions and local laws.
- 5) Certify claims for payments by the Treasurer.
- 6) Make books, records and papers available for public inspection.
- 7) Serve as tax collector for the village.
- 8) Maintain records of notices of defective, unsafe, dangerous or obstructed conditions in or upon, or an accumulation of ice or snow upon, any village street, highway, bridge, culvert, sidewalk or crosswalk.
- 9) Administer oath of office to all village officers.

Other aspects of the position include:

- 1) Respond to frequent inquiries from village residents regarding a wide range of topics which include refuse collection, building permits, laws and regulations, taxes, meetings, etc. Sell trash tags to public.
- 2) Maintain personnel records, file appropriate records with county personnel department. Serve as a reference for employees' personnel questions.
- 3) Serve as principal village liaison to county assessment department.
- 4) Serve as the village's representative to its health insurance and disability insurance plans.
- 5) Process liability and workers compensation insurance claims.
- 6) Serve as purchasing officer.
- 7) Prepare bank deposits.
- 8) Serve as a co-signer for village checks.
- 9) Process payments on village indebtedness.
- 10) Maintain records of sewer units, and bill other governments for same.
- 11) Handle non-water accounts receivable.
- 12) Arrange for set-up of voting machines for village elections.

Qualifications:

- 1) Strong commitment to public service and a positive service orientation required
- 2) Good written and verbal communication skills necessary.
- 3) Village residency preferred, but not required.
- 4) Computer proficiency desirable.
- 5) Some college or college degree desirable.
- 6) NYS qualification as a notary, or willingness to obtain same.

- The Village Clerk is an appointed, non-Civil Service, position which reports to the Mayor.
- Weekday hours are 8:30-4:30 plus monthly evening Board of Trustees meetings.
- This position is defined as exempt under the Fair Labor Standards Act.
- The Village of Cayuga Heights offers a comprehensive benefits package, which includes vacation/sick/holiday time, health and dental insurance, NY State retirement; IRC Section 457 deferred compensation plan, longevity pay, as well as statutory benefits. Salary is \$28,000-\$32,000 per annum, commensurate with experience.
- The Village of Cayuga Heights is an equal opportunity employer.

**CLERK & TREASURERS REPORT
ATTACHMENT #5**

**POSITION DESCRIPTION
VILLAGE TREASURER**

Perform duties as required by section 4-408 of NYS Village Law, including:

Custody of funds and maintenance of accounts

Depositing of Village funds

Signing of Village checks

Pay out funds as authorized by law

Filing annual report with the NYS Comptroller

Serve as the Village's Chief Financial Officer, representing the Village in interactions with Trustees, Staff, Constituents, Lenders, State Agencies, Other Municipalities Vendors, Auditors and Attorneys.

Oversee the Village's accounting function, including the maintenance of the automated General Ledger and Accounts Payable system. Oversee the disbursement and receipt functions. Oversee year-end financial closing.

In consultation with the Mayor and Trustees, manage the Village's annual budget development process, including filings with the State of New York as necessary.

Prepare Financial Statements and other material for submission, review, and audit by the State of New York and the Village's Independent Auditors.

Provide oversight of the Village's bank accounts and investments, including selection thereof, with Trustee approval as required. Monitor and manage the Village's cash balance. Ensure that the Village's investments are in compliance with Village policy and NYS law.

Provide oversight over the Village's borrowing, including the recommendation of financing options and borrowing of funds as authorized.

Ensure that the Village has a purchasing policy consistent with State Law. Review bid or other purchase documents as appropriate.

Direct the Village's risk management and insurance function, including preparation of insurance applications, recommendations to Trustees of risk management strategies, and acquisition of insurance policies.

Manage the Village's fixed asset inventory, including recording of asset acquisition and disposition, and reconciling fixed asset records to the general ledger. Work with outside providers on periodic asset valuations.

Provide advice and expertise to the Mayor, Trustees, and Staff on general business matters, and human resources (such as employee benefits, policies, and collective bargaining).

Other duties as assigned.

**CLERK & TREASURERS REPORT
ATTACHMENT #6**

Changing the current Information Aide position to full time will have the following benefits:

Effective vacation, personal and lost time coverage

Additional cross training to insure continuity during lost time

Improved cash flow due to prompt processing of receipts for deposit

Website improvements

Regularly scheduled newsletters

Completion of Records Management tasks such as destruction of documents no longer necessary, timely migration of documents currently stored on the server to Laserfiche, etc.

Continued and increased support of organizational tasks for Supt. Cross

Attention to long delayed tasks such as preparation of a Supervisor Handbook, updates to the Employee Handbook, assured program adherence to the Workplace Violence Program and other annually required trainings not currently performed (i.e. Sexual Harassment Prevention), etc.