

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Marcham Hall
September 21, 2015, 7:00 p.m.
AGENDA



	<u>Exhibit No.</u>
1. Public Hearing: Local Law to Rescind the Tax Override	2016-048
2. Approval of Meeting Minutes: August 17, 2015	2016-054
2. Report of Fire Superintendent Tamborelle ó Submitted Report*	2016-055
4. Privilege of the Floor ó 30 minutes - SIGN-UP at 6:45 p.m. Website ó Privilege of the Floor Guidelines	unrevised
5. Report of Mayor	
a. Local Law to Rescind Tax Override	2016-056
b. Water Agreement Resolution	2016-057
c. Deer Management Program Planning	
d. ASPW Position Update	
e. Annual Fire Council Fund Raising Letter	2016-058
6. Report of the Trustees	
a. Emergency Plan	
7. Report of Chief Steinmetz - Submitted report *	2016-059 a, b
8. Report of Superintendent of Public Works Cross - Submitted report *	2016-060
9. Report of Clerk & Treasurer - Submitted report *	2016-061 a, b
a. Sealed Bid(s)	
b. CDLM Engagement Letter	2016-062
c. The Tompkins County Worksite Wellness Coalition	2016-063
10. Report of Attorney	
11. Executive Session (as necessary)	
12. Adjournment	

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

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 2016- 054

**Minutes
Marcham Hall**

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

**Monday, August 17, 2015
7:00 p.m.**

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

Absent: Mayor Supron, Trustee Marshall, Fire Superintendent Tamborelle, Attorney Marcus

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

1. Approval of Minutes:

Resolution #7675

BE IT RESOLVED THAT: Minutes of the July 20, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved with revisions as written in Exhibit FYE2016-043.

Motion: Trustee Woodard

Second: Trustee Robinson

Discussion: In Section 8: Report of Superintendent of Public Works Cross, an area which sustained flooding should be described as effected not affected by the July 14, 2015 storm event. The second item under Section 1 should be identified as b.

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

Three sets of Special Meeting Minutes had not been previously distributed and voted on by the Board of Trustees.

2. Approval of Minutes:

Resolution #7676

BE IT RESOLVED THAT: Minutes of the April 15, 2015 Village of Cayuga Heights Board of Trustees Special Meeting are approved with revisions as written in Exhibit FYE2016-044.

Motion: Trustee Friend

Second: Trustee Woodard

Discussion: Section numbering is corrected.

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

3. Approval of Minutes:

Resolution #7677

BE IT RESOLVED THAT: Minutes of the May 14, 2015 Village of Cayuga Heights Board of Trustees Special Meeting are approved with revisions as written in Exhibit FYE2016-045.

Motion: Trustee Robinson

Second: Trustee Woodard

Ayes: Trustees Biloski, Friend, Robinson, and Woodard

Nays: none

Abstentions: Acting Mayor Salton;

Motion carried

4. Approval of Minutes:

Resolution #7678

BE IT RESOLVED THAT: Minutes of the May 28, 2015 Village of Cayuga Heights Board of Trustees Special Meeting are approved with revisions as written in Exhibit FYE2016-045.

Motion: Trustee Biloski

Second: Trustee Robinson

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

5. Report of Fire Superintendent Tamborelle: (Exhibit FYE2016-047)

An update on improvements to 825Hanshaw Road was provided by Superintendent of Public Works Cross. All siding was removed and it has been confirmed that there is no sidewall insulation. Estimates to rent equipment and purchase cellulose insulation will be gathered. A decision on a vinyl siding color will need to be made; there is a two day delivery on the siding.

Village Historian Szekely remarked that during the rain storm on July 14, the fire department responded to flooding on her street that was causing water to flow into her garage. The storm drain adjacent to her home was cleared and water was pumped from the garage which prevented further water damage.

6. Privilege of the Floor (PoF):

No members of the public to speak.

7. Report of the Mayor

a. Proposed Local Law C of the year 2015: Although the Board of Trustees has passed a resolution (#7615) repealing Local Law 2015-1 to override the tax levy limit established in General Municipal Law §3-c, it is deemed appropriate that a local law shall be passed to rescind Local Law 2015-1. To this end, a Public Hearing on Proposed Local Law C of the year 2015 (Exhibit FYE2016-048) is scheduled.

Resolution #7679

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees directs a Public Hearing to be scheduled at 7:00 p.m. on September 21, 2015 covering Local Law 2015-C the purpose of which is to rescind Local Law 2015-1

Motion: Acting Mayor Salton

Second: Trustee Robinson

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

b. Appointment of Patricia Longoria as Deputy Village Historian: Historian Bea Szekely addressed the Board of Trustees. She listed the many accomplishments of Ms. Longoria as a member of the Historic Preservation Committee. Some of her efforts were targeted towards preparation for and celebration of the Village Centennial. Her dedicated work has produced documentation that will live on and which gives current and future residents a picture of the past that had not previously existed. She authored From Farm to Suburb: A History of Place Names in Cayuga Heights, Ithaca, New York, copies of which Historian Szekely distributed along with her own history of Marcham Hall. Ms. Longoria's current project is to catalog all the maps stored in the attic at Marcham. With the information gleaned from this labor, storage requirements will be available.

It has been decided that documents uncovered from research performed by the Historians and Preservationists will be stored on the Laserfiche® document management system. Additionally, it is clear that all research respects the privacy of individual homeowners. When creating the history of a home, only past residents are to be cited. Open items are whether or not all documents stored in Laserfiche® are FOILable and if the county has any plans to facilitate scanning of oversized maps.

Acting Mayor Salton appoints Patricia Longoria to serve as Deputy Historian for the remainder of the official year.

Resolution #7680

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of Patricia Longoria to serve as Deputy Historian for the remainder of the official year.

Motion: Trustee Robinson

Second: Trustee Friend

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

8. Report of the Trustees:

Trustee Woodard, Chair of the IT Committee outlined progress made by the group. A meeting was held and another is scheduled for later in the week. Vendors have been identified, but contact has not yet been made. Acting Mayor Salton added that he has been able to confirm that both fiber (Corning) and copper (for telephony) exists between Marcham Hall and the fire station. The Fire Council contracts with Finger Lakes Technology Group for its internet. If the village server were to be relocated to the fire station, the fiber line serving the council would need to be partitioned to isolate the municipal server.

There is also copper and fiber connecting Marcham Hall to the strip mall to its northeast. Connectivity to the DPW facility is unlikely to be fiber due to cost constraints, at least for the near future. There is confusion with Clarity Connect related to the agreed billing amount for a three month trial of internet connectivity. The IT Committee may ask potential providers to present service overviews to the committee at an upcoming meeting. The system maintenance contract with Sherpa Technologies was discussed.

Resolution #7681

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights agrees that Mayor Supron will sign a service contract with Sherpa Technologies for the remainder of the fiscal year ending on May 31, 2016.

Motion: Trustee Woodard

Second: Trustee Biloski

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

9. Report of Chief Steinmetz: (Exhibit FYE2016-051a, b)

There were no questions on the submitted report

Car #124 is now surplus; the 2011 Ford Crown Victoria is ready to be sold.

Resolution #7682

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the sale of one 2011 Ford Crown Victoria and authorizes the Treasurer to publish notice of bid in the Ithaca Journal and other venues as appropriate.

Motion: Trustee Woodard

Second: Trustee Friend

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

Chief Steinmetz inquired if Trustee Biloski wished to discuss development of the village's Emergency Management Plan. Trustee Biloski reported that discussions with Mayor Supron resulted in her proposal to hold a Department Head Meeting upon the Mayor's return. Roles of the various Department Heads will be defined at that time. Subsequently roles for the Trustees will be defined.

10. Report of Superintendent of Public Works Cross: (Exhibit FYE2016-052)

Utilization of the NYSDEC approved TR-55 computer program to determine the amount of hydrologic run-off and the Federal Highway Administration's design standards for selection of the proper hydraulic capacity for new culvert pipes has provided technology based guidance to stormwater project planning. It may be the public's expectation that infrastructure modifications will handle any and all rain events. This is unlikely to be an accurate prospect since federal standards are to design for 25 year rain event metrics and the area has experienced multiple 100 year rain events over the past few years.

On August 14, 2015 the State Pollutant Elimination System (SPDES) five year permit renewal for the wastewater treatment plant was received from the New York State Department of Environmental Conservation Division of Environmental Permits. The permit effective date is August 12, 2015 and expires on July 31, 2020.

Superintendent Cross also shared information on an upcoming building code change that will affect all NYS residents. Every new home in NYS will need a sprinkler system as required in the International Code.

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

Resolution #7683

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes the Treasurer to advertise the position of Assistant Superintendent of Public Works in the Ithaca Journal for three days and to list the position on the CareerBuilder website for a month for an expenditure not to exceed \$613.54.

Motion: Trustee Woodard

Second: Trustee Robinson

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

The Board discussed staffing levels in the Clerk's office.

Resolution #7684

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes budgetary modifications necessary to change the position of Information Aide from part-time to full-time and to retain the current Information Aide, Tayo Johnson, in the new full time position.

Motion: Trustee Friend

Second: Trustee Biloski

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

Resolution #7685

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.

Motion: Trustee Woodard

Second: Trustee Robinson

Ayes: Acting Mayor Salton; Trustees Biloski, Friend, Robinson, and Woodard

Nays & Abstentions: none

Motion carried

12. Report of the Attorney:

No report.

Meeting of the Village of Cayuga Heights Board of Trustees was adjourned by Acting Mayor Salton at 9:25 p.m.

EXHIBIT 2016-055

September 4, 2015

Honorable Kate Supron
Board of Trustees
Village of Cayuga Heights

Monthly Report August 2015

We closed out August with 39 runs. There were 26 calls in the Village of Cayuga Heights, 10 calls in the Town of Ithaca and 3 mutual aid requests. We had 19 EMS responses and 20 fire calls. We did respond to two reported fires in our district in August. Both fires were caused by cooking and were contained to the stove. Rapid response by our department and mutual aid departments kept these incidents small. Late in the month we again had an incident at 106 Cayuga Heights Road, the Sigma Chi Fraternity. We responded to find an activated alarm during a party. It appears some type of liquid was sprayed into a heat detector head in the main party room. We were unable to get the system to reset so it was left in alarm, the party was shut down and they were put on fire watch. This is another in a long series of incidents at this fraternity. We are meeting with the leadership of the fraternity as well representatives from Cornell's Office of Fraternity and Sorority Affairs on September 3rd to express our concern about the continuous issues with this particular house. As we were dealing with the incident at 106 Cayuga Heights Road we were request for a FAST response to Dryden for a working fire on Main Street. The FAST team responded and stood by the fire until suppression was complete and then assisted with overhaul of the structure. It was a very long night for the department as the initial call went out at 11:15 and we did not return to the station until 2:30 in the morning.

August saw the release of several new EMS protocols by New York State. All of the department's EMTs were required to sit through a 2 hour lecture on use of tourniquets for bleeding control and new spinal immobilization protocols. After the lecture we scheduled a certified instructor to come to the station on September 3rd to do the skills portion of the new protocols at which time we will be compliant with the Department of Health. As far as we know we are the first agency in the area to be 100% compliant with these new standards. Our Rescue Director Colleen Price has been the driving force behind making this happen. As our members returned to the area from summer break Lieutenants Berger and Gladstone put together a welcome back training focused on hand-line movement and water supply. The training was well attended and it seemed to get everybody back in a good mindset for the upcoming year.

The 825 Hanshaw siding project is well under way by the end of August. After removing the old siding it was determined that there was no insulation whatsoever in the walls of the house. The DPW rented an insulation blower and placed blown in insulation into the void spaces between the interior and exterior walls. They did find some structural issues with the house that they are working on before they complete the siding project. The interior of the house was painted and cleaned in preparation for the new tenants. These were much needed projects for the house and hopefully with these things done the house will be in great shape for a many years. I truly appreciate all the work the DPW has put into the project. Several of us visited the KME plant in Pennsylvania for the prebuild conference for the new truck. We went through the spec line by line and worked with the manufacturer to clear up any issues. The truck is now in the production stage and scheduled for delivery sometime in the spring of 2016.

We are getting several inquiries a day from people interested in our fall recruit class. The members have been on campus and in the community getting the word out about volunteer opportunities. The department is going to be involved in a safety fair on North Campus on September 9th where we will give safety pointers and be handing out information about the department. We are hopeful that there will be a good turnout at the informational dinner on September 24th and we end up with a good pool of candidates for our fall class.

Movie night wound up on August 13th with a showing of "Back to the Future". It was a fantastic summer of movies and community involvement. Everybody who attended seemed to enjoy themselves immensely. We used about 10 boxes of popcorn, handed out around 600 Freeze pops, chopped up a dozen watermelons and gave away several hundred ice cream sandwiches throughout the summer. The members had a great time and all who attended the movies seemed to really enjoy themselves.

We are gearing up for a busy fall with the recruit classes, the open house and Fire Prevention Week.

Sincerely,
George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2016-056

BE IT RESOLVED THAT: The Proposed Local Law C of 2015: Rescind Local Law 1 of the Year 2015: A Local Law to Override the Tax Levy Limit Established in General Municipal Law §3-c.

EXHIBIT 2016-057

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
BOLTON POINT WATER SYSTEM
AGREEMENT TO CHANGE WATER RATE SCHEDULE**

THIS AGREEMENT to change Water Rate Schedule is made as of the 1st day of January, 2016, between the TOWN BOARD OF THE TOWN OF DRYDEN, Tompkins County, New York, on its own behalf and on behalf of all water districts in the TOWN OF DRYDEN served by the Southern Cayuga Lake Intermunicipal Water Commission, (hereafter referred to as "Dryden"), the TOWN BOARD OF THE TOWN OF ITHACA, Tompkins County, New York (hereinafter referred to as "Ithaca"), the TOWN BOARD OF THE TOWN OF LANSING, Tompkins County, New York, on its own behalf and on behalf of the Town of Lansing Consolidated Water District and the Town of Lansing Consolidated Water District Extension #1 & #2 (the Town of Lansing and such districts are hereinafter collectively referred to as "Lansing Town"), VILLAGE OF LANSING, on its own behalf and as successor to LANSING WATER DISTRICT 1, Tompkins County, New York, (hereinafter referred to as "Lansing Village"), and VILLAGE OF CAYUGA HEIGHTS, Tompkins County, New York, (herein after referred to as "Cayuga Heights"), all of the parties hereto sometimes collectively or individually referred to hereinafter as "Municipalities" or "Municipality",

WITNESSETH:

WHEREAS, the above named municipalities have entered into an amended, supplemental, restated and consolidated agreement of municipal cooperation for construction, financing and operation of an intermunicipal water supply and transmission system dated as of June 5, 1979 as the same has been amended from time to time (the "Agreement"); and

WHEREAS, pursuant to the Agreement each municipality agreed to pay to the Southern Cayuga Lake Intermunicipal Water Commission (hereinafter referred to as "Commission"), water revenues based upon, in part, a water rate schedule annexed as Exhibit I of Schedule A to the Agreement; and

WHEREAS, based on changes in costs, the Commission believes it is advisable to adopt a new water rate schedule in the form annexed to this modification agreement; and

WHEREAS, Schedule A of the Agreement provides that the water rate schedule may not be changed by the Commission without the written agreement to such change of all the parties; and

WHEREAS, Exhibit I of Schedule A to the Agreement has been amended from time to time since the initial date of the Agreement; and

WHEREAS, the parties believe it is necessary to amend Exhibit I of Schedule A further; and

WHEREAS, the parties are willing to agree to such change;

NOW, THEREFORE, in consideration of the premises and the mutual undertakings of the parties pursuant to the Agreement, the parties hereby agree that Exhibit I of Schedule A annexed to the Agreement be amended effective January 1, 2016 to read as set forth on the Exhibit I annexed hereto, and such exhibit is adopted as Exhibit I, the water rate schedule, for all purposes under the Agreement.

This modification agreement may be executed in multiple counterparts which, when taken together, shall constitute a complete document even though each of the counterparts may not bear the signatures of all of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement to become effective as of the day and year set forth above.

SIGNATURE PAGES FOR ALL PARTIES FOLLOW

EXHIBIT I
 SCLIWC - BOLTON POINT WATER SYSTEM
 2016 WATER RATE SCHEDULE
 EFFECTIVE JANUARY 1, 2016
 RATE STRUCTURE:

The flat rate charge per 1,000 gallons shall be non-fluctuating and equal to four dollars and forty four cents (\$4.44). This rate is equal to three dollars and thirty two cents (\$3.32) per 100 cubic feet. The foregoing rate will be the rate charged for all regular quarterly bills sent after January 1, 2016. Actual or base consumption may occur prior to January 1, 2016.

MINIMUM BASE CHARGES:

Notwithstanding the foregoing rate structure, the following minimum base charges shall be applicable to the meter size indicated below, for regular quarterly bills sent after January 1, 2016. The table below shows the amount of water consumption that is permitted before the minimum base charge would be exceeded:

METER SIZE (INCHES)	BASE CONSUMPTION (GALLONS)	MINIMUM BASE CHARGE (DOLLARS)
3/4	10,000	44.40
1	30,000	133.20
1-1/2	45,000	199.80
2	90,000	399.60
3	140,000	621.60
4	200,000	888.00
×6	350,000	1,554.00

Multiple Housing and mobile home parks of over two dwelling units, using a master meter, will be computed as follows: The quarterly master meter reading will be divided by the number of dwelling units and the water charge will be figured on this number as if the unit was individually metered. The water charge will then be multiplied by the number of units on the master meter and this will be the billing rendered. If the calculation of the water consumed per dwelling unit is less than the allowable consumption for a three-quarter inch meter, then the billing will be calculated by multiplying the number of units on the master meter times the minimum base charge for a three-quarter inch meter (e.g., if there were 20 dwelling units on the master meter, and total water consumption shown by the master meter was 100,000 gallons, the Commission billing would be \$888.00 (20 units times \$44.40) rather than \$444.00 (100,000 gallons at \$4.44/1000 gallons))

An annual charge for each fire protection main serving a fire suppression system will be billed along with the first quarterly water bill of the calendar year.

EXHIBIT 2016-058

CAYUGA HEIGHTS FIRE CO., No. 1, INC
P.O. Box 4262, Ithaca, NY 14852 (607) 257-2377
Responding from 194 Pleasant Grove Road, Village of Cayuga Heights
In emergency, Dial 9-1-1



Dear Neighbor,

October, 2015

Greetings from the Cayuga Heights Fire Company. It is our privilege to serve our community in the small things like "limbs down" to the big ones, such as "patient non-responsive" or "flames showing".

This letter seeks support for the Fire Company. Your tax dollars support the durable capital costs of the Cayuga Heights Fire Department, meaning the community fire station, firefighting apparatus, and core equipment. The Fire Company supplies secondary resources, such as fitness equipment, furnishings for the station, recruitment and retention costs, event-related meals, community events, and public education materials for children and adults.

With your help, the Fire Company fulfills our mission of emergency operations, recruitment and retention of volunteer fire fighters, and public safety education. This is an invitation to partner with us.

As you read this we are training a new set of recruits for emergency service in your community. They will engage twenty hours of initial training, countless hours of practice and evaluation (with senior member instructional hours added in!), and courses from the New York State Office of Fire Prevention & Control in order to be prepared for "the next emergency". In time they, too, will learn how much the support of our community really matters.

Not only do I ask for your financial support, I invite you to "catch the fire" and join us as a volunteer fire fighter or emergency medical technician (EMT). We'd love to have you join the team! Information may be found at www.chfd.net or www.fireinyou.org.

The Cayuga Heights Fire Company is a 501(c)3 non-profit organization. Please make your tax-deductible check payable to Cayuga Heights Fire Co., No. 1 and return it in the enclosed envelope.

Thank you for reading this and for your support.
Sincerely yours,

Rev. Steven D. Felker, for the members of the Company

Steve

EXHIBIT 2016-059a



**Village of Cayuga Heights
Police Department**

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

James M. Steinmetz
Chief of Police

September 11, 2015

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

Re: Report of the Police Department for August, 2015

In the month of August the police department received 357 calls for service. In addition to these calls 164 uniform traffic tickets were issued and 12 parking violations were cited. A breakdown of the calls for service is as follows:

1 felony complaint for Burglary was reported within the village this month. A resident stated that upon returning from an extended vacation, they found several guns and coins to be missing from their home. There was no evidence of forced entry. There is a suspect in this case and the investigation is on-going.

5 Misdemeanor complaints were received, 1 for Larceny, 1 for Fraud, and 3 for Drugs. In the Larceny complaint, a resident stated that their bicycle was missing from their unsecured garage. There are no known suspects or leads in this investigation. The report of fraud involves a subject stating that secured bank checks belonging to their elderly mother have been used by an unknown person. This incident is still under investigation. All 3 of the Drug incidents stemmed from Vehicle and Traffic Stops. On 3 different traffic stops subjects were found to be in possession of controlled substances and marijuana. Arrests were made on all three stops, with charges filed including 2 for Criminal Possession of a Controlled Substance 7th, and Criminal Possession of Marijuana.

2 Penal Law violations for Unlawful Possession of Marijuana were handled. During vehicle and traffic stops subjects were found to be in possession of Marijuana. Arrest charges of Unlawful Possession of Marijuana were filed.

9 Vehicle and Traffic stops led to 10 misdemeanor charges. 9- Aggravated Unlicensed Operation of a Motor Vehicle 3rd, and 1-Suspended Registration.

8 Local Law violations were reported, 4 for Dog Control, 3 for Noise, and 1 for Care of Property. Of the 4 Dog Control complaints, two consisted of dogs barking for extended periods of time. The officer made contact with the dog owners and advised them of the Village's local law. The remaining two dog complaints involved the same dog on two separate occasions. The suspect dog had gotten loose and been wandering on a neighbor's property. The dog owner was issued a citation for Loose Dog for each incident. The 3 noise complaints included 1 report of loud music that was unfounded and another report for loud voices in which the officer advised the subjects of the Village's local law and were told to lower their voices or take the gathering inside of the home. The final noise complaint occurred during the overnight hours when an officer observed a subject using a saw to cut wood. The subject was issued a citation for Local Law Noise. The LL complaint for Care of Property was reported by a resident stating that a neighbor had not mowed their lawn and they were not abiding by the Village's local law. The homeowner was contacted and advised that the lawn concern needed to be addressed or a citation would be issued.

After investigation of a welfare check complaint, the person of interest was taken into custody under the Mental Health 9.41 Law.

There were 3 Motor vehicle accidents investigated, none of which involved deer.

There was one incident reported involving deer. A resident reported that an injured deer was impaled on the fence on their property and was deceased. A referral was made to the DPW for disposal.

In summary, 16 persons were arrested and the following 19 charges were filed: 2-Criminal Possession of a Controlled Substance 7th, 1-Criminal Possession of Marijuana, 2-Unlawful Possession of Marijuana, 9-Aggravated Unlicensed

Operation of a Motor Vehicle 3rd , 1-Suspended Registration, 2-LL Dog Control, 1-LL Noise, 1-Taken Into Custody Mentally Ill.

Over the course of this month police department members took part in the following trainings and events; On August 1st and 2nd officers assisted with traffic for the Annual Corporal Christopher Bordonni Memorial Ride.

The full time officers worked a total of 25.5 hours of overtime and the part time officers worked a total of 151 hours.

Sincerely,
Chief James Steinmetz

EXHIBIT 2016-059b

**CAYUGA HEIGHTS
POLICE DEPARTMENT
August 2015**

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
7B LL#1-96	NO PARKING ZONE	1
7C LL#1-96	WRONG SIDE TO CURB OR EDGE	3
7D LL#1-96	OVERNIGHT PARKING	8
Report Totals		12

EXHIBIT 2016-060

VILLAGE OF CAYUGA HEIGHTS WORK ORDER/TASK STATUS REPORT

TRACKING	TASK REQUESTED	LOCATION	REQUEST BY	RECEIVED	ASSIGN	COMP	RESOURCES REQUIRED
2015.01	sink hole	near 532 cayuga heights road	neighbor	august	august	august	L/E
2015.02	pot holes	500 block cayuga heights road	neighbor	august	august	august	L/E
2015.03	clear culvert	near cambridge place cul-de-sac	neighbor	august	august	august	L/E
2015.04	clear driveway pipe	127 cambridge place	owner	august	august	august	L/E
2015.05	emergency culvert repairs	near 828 highland road	neighbor	august	august	august	L/E; steel, conc, asphalt
2015.06	replace driveway culvert	108 sheldon road	owner	august	august	august	L/E; mat'l by owner
2015.07	replace storm drainage	near 108 sheldon road	spw	august	august	august	L/E; pipe, gravel, topsoil
2015.08	remove sidewalk, add pave shoulder	overlook road	spw	2014	2014	august	L/E; asphalt
2015.09	drainage berm along shoulder	near 604 cayuga heights road	spw	august	august	august	L/E; asphalt
2015.10	repair washout on shoulder	near 109 comstock road	neighbor	august	august	august	L/E
2015.11	assist unloading habitat for humanity	comstock road???	public	july	august	august	L/E
2015.12	respond to sewer overflow	village of lansing	police	9/1/2015	9/2/2015	9/2/2015	L (call-in OT)
2015.13	replace siding, insulation, doors/window @	825 hanshaw road	fire chief	july	august	august	L/E; mat'l out budget
2015.14	new asphalt top course paving	overlook/kline road	spw	2014	Jun-15	24-Sep	contractor
2015.15	new concrete driveway apron(s)	fire station	fire chief	june	june	fall 2015	L/E; mat'l out budget
2015.16	patch asphalt	n. triphammer road	spw	june	june	fall 2015	contractor???
2015.17	fix drainage across sidewalk	near 2231 n. triphammer road	neighbor	june	june	fall 2015	L/E; concrete
2015.18	replace culvert under road	near 114 randolph road	neighbor	july	august	1-Oct	L/E; pipe, gravel, asphalt
2015.19	replace culvert under road	near 113 warwick place	neighbor	july	august	1-Oct	L/E; pipe, gravel, asphalt
2015.2	asphalt drainage berm	near 412 hanshaw road	neighbor	july	august	fall 2015	L/E; asphalt

- NYSBOL CONFERENCE
- STBA TRAINING
- PLANNING REVIEW COMMITTEE
- SHADE TREE COMMITTEE
- ITC PLANING COMMITTEE
- ZBA & DURBAINT FRONTAGE

EXHIBIT 2016-061a

**VILLAGE OF CAYUGA HEIGHTS
CLERK & TREASURER'S REPORT
SEPTEMBER 21, 2015**

1. Reporting

CDLM external auditors' on-site work was performed the week of September 14.

2. Budget

New York State & Local Retirement System 2016 Estimates have been revised:

		<u>Budgeted*</u>	<u>Revised</u>	<u>Modification</u>
ERS	A9010.800	\$152,313	\$147,992	(\$ 4,321)
PFRS - Police	A9015.800	\$137,947	\$152,916	\$14,967

* Budgeted Contribution based on NYS&LRS projection (3/24/2015) which uses 2014 Actual Salaries double inflated.

BE IT RESOLVED THAT: General Fund Budget for Fiscal Year Ending May 31, 2016 modifications reducing account A9010.800, Employee Benefits: Retirement by \$4,321 and increasing account A9015.800, Employee Benefits: Police/Fire Retirement by \$14,967 are approved and the Treasurer is instructed to make the necessary Budget Journal entries by drawing down A1990.400, Contingency.

However, Comptroller DiNapoli's office announced that the pension contribution rates will decrease for the New York State and Local Retirement System's 2016-17 fiscal year (payable by employers in December 2016 or February 2017). The average contribution rate for the Employees Retirement System (ERS) will go from 18.2% to 15.5% of payroll, reflecting a 15% drop. The average contribution rate for the Police and Fire Retirement System (PFRS) will decrease from 24.7% of payroll to 24.3%, or about 2%. Keep in mind that these are average rates and that each employer's contribution rate will vary depending upon retirement plans, salaries and retirement tiers.

2017 Projections: ERS \$129,986
PFRS \$150,997

3. Revenues & Expenditures - see Exhibit 2016-062b

August 2015 reporting is available; reconciliation has been reviewed and approved by Deputy Treasurer Woodard.

4. Current Expenses - Unaudited Abstract #4 dated September 21, 2015 as distributed.

5. Approval of September Abstract -

BE IT RESOLVED THAT: Abstract #4 for FYE2016 consisting of TA vouchers 25 - 37 in the amount of \$17,381.87 and Consolidated Fund vouchers 194 - 284 in the amount of \$185,087.70 is approved and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione

EXHIBIT 2016-061b

09/02/2015 11:36:51

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 August, 2015:

DATED: September 2, 2015

John M. Mangione
TREASURER

	Balance 07/31/2015	Increases	Decreases	Balance 08/31/2015
A GENERAL FUND - VILLAGE				
CASH - CHECKING	652,705.88 ✓	157,112.73 ✓	261,996.75 ✓	547,821.86 ✓
CASH - SAVING	2,172,822.28 ✓	206.09 ✓	1,000,000.00 ✓	1,173,028.37 ✓
CERTIFICATE OF DEPOSIT	0.00	1,000,000.00	0.00	1,000,000.00
Petty Cash	450.00	0.00 ✓	0.00	450.00
FIRE COUNCIL CASH ASSETS	-33,596.76 ✓	0.00	0.00	-33,596.76
TOTAL	2,792,381.40	1,157,318.82	1,261,996.75	2,687,703.47
F WATER FUND				
CASH - CHECKING	45,370.06 ✓	149,589.39 ✓	93,880.78 ✓	101,078.67 ✓
TOTAL	45,370.06	149,589.39	93,880.78	101,078.67
G SEWER FUND				
CASH - CHECKING	518,543.08 ✓	47,663.44 ✓	91,820.59 ✓	474,385.93 ✓
CASH - SAVINGS	791,566.53 ✓	75.08 ✓	400,000.00 ✓	391,641.61 ✓
CERTIFICATE OF DEPOSIT	0.00	400,000.00	0.00	400,000.00
TOTAL	1,310,109.61	447,738.52	491,820.59	1,266,027.54
H CAPITAL FUND				
CASH - CHECKING	27,009.17 ✓	0.00 ✓	10,931.00 ✓	16,078.17 ✓
TOTAL	27,009.17	0.00	10,931.00	16,078.17
TA TRUST & AGENCY				
CASH - CHECKING	4,462.69 ✓	123,971.11 ✓	127,484.91 ✓	848.89 ✓
TOTAL	4,462.69	123,871.11	127,484.91	848.89
TOTAL ALL FUNDS	4,179,332.93	1,878,517.84	1,986,114.03	4,071,736.74

9/3/15
Linda Woodcock

EXHIBIT 2016-062

John H. Dietershagen, C.P.A.
Jerry E. Mickelson, C.P.A.
Thomas K. Van Derzee, C.P.A.
Debbie Conley Jordan, C.P.A.
Patrick S. Jordan, C.P.A.
Duane R. Shoen, C.P.A.
Lesley L. Horner, C.P.A.
D. Leslie Spurgin, C.P.A.



**Ciaschi • Dietershagen • Little • Mickelson
& Company, LLP**

Certified Public Accountants and Consultants

Frederick J. Ciaschi, C.P.A.

Mayor and Village Trustees
Village of Cayuga Heights
Ithaca, New York

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Village of Cayuga Heights (the Village) for the year ended May 31, 2015. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated September 14, 2015, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the Management's Discussion and Analysis, budgetary comparison schedules and the Schedule of Funding Progress, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion.

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EXHIBIT 2016-062 cont.

We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately September 14, 2015 and issue our report on approximately November 30, 2015.

This information is intended solely for the use of the Mayor, Village Trustees and management of the Village of Cayuga Heights and is not intended to be and should not be used by anyone other than these specified parties.

Ciaschi, Dietershagen, Little, Mickelson, & Company, LLP

Ciaschi, Dietershagen, Little, Mickelson & Co., LLP
Ithaca, NY

DRS/clm
September 11, 2015

EXHIBIT 2016-063

The Tompkins County Worksite Wellness Coalition

In early 2015, representatives from local employers with active or budding worksite wellness programs met to form the **Tompkins County Worksite Wellness Coalition**.

The Coalition's mission is, "To act as a resource for Tompkins County employers regarding the art and science of health promotion and wellness." It promotes wellness programs and healthy living as an added value that improves workplace culture.

The value of a workplace culture that supports healthy lifestyles is widely recognized, and worksite wellness programs can promote such a culture. However, finding the time and resources to coordinate a wellness program can be daunting, especially for sites with fewer than 50 employees.

The Coalition gives worksite wellness advocates and coordinators a place to share the ideas, resources, and best practices necessary to build and sustain programs that engage employees. For employers who are unfamiliar with worksite wellness, the Coalition will be a resource for start-up programs.

The Tompkins County Worksite Wellness Coalition meets four to six times a year, with a mixture of presentations and networking opportunities. The Coalition is staffed by the Health Promotion Program at the Tompkins County Health Department and the Human Services Coalition of Tompkins County.

For more information about the Coalition or to be notified about its open meetings, please call Ted at (607) 274-6712, or visit www.tompkinscountyny.gov/worksite.

Founding members of the TC Worksite Wellness Coalition

- BorgWarner Ithaca LLC
- Cayuga Center for Healthy Living, Cayuga Medical Center
- CFCU Community Credit Union
- City of Ithaca
- Cornell University
- Hospicare & Palliative Care Services
- Human Services Coalition of Tompkins County
- Ithaca City School District
- Ithaca College
- Tompkins County Health Department
- Tompkins County Municipal Health Insurance Consortium
- Town of Dryden
- Town of Ithaca



Startup funding for the Coalition provided by Creating Healthy Places to Live, Work, & Play, a NY state grant awarded to the Human Services Coalition of Tompkins County.

EXHIBIT 2016-063 cont.

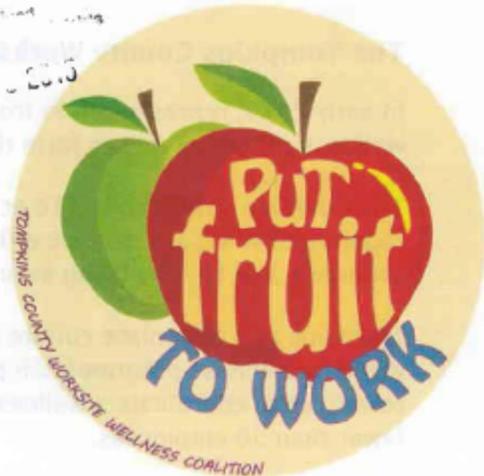
September 21-25, 2015:

PUT FRUIT TO WORK!

Dear Employer,

SEPTEMBER is *National Fruits & Veggies—
More Matters Month*

>> To celebrate, the new **Tompkins County
Worksite Wellness Coalition** is asking local
employers to *Put Fruit to Work*, as a way to energize
their workforce and promote better health.



WHAT: *Put Fruit to Work* is a one-week campaign to promote fruit as a fresher, healthy snack choice at work.

WHEN: September 21-25, 2015, throughout Tompkins County.

WHO: Invite all of your employees to choose fruit as a satisfying snack that works any time, on any job.

HOW: Try one of these ideas to help employees *Put Fruit to Work*:



- Send an all-employee email or hang a poster that encourages employees to switch their snack to fruit this week, instead of their regular snacks. *See our website for samples.*
- Help employees organize a fruit salad "pot luck." Participants prepare their favorite fruit for an *all-in* fruit salad to be shared during lunch or afternoon break one day during Put Fruit to Work week.
- Provide employees with a selection of complimentary fruit to enjoy during their regular morning or afternoon break one day during Put Fruit to Work week. *See our website for resources.*

— Visit our website at www.TompkinsCountyNY.gov/worksite —

RSVP: Send the enclosed Reply Card, or visit our website to tell us:

- Yes! I'd like to join the movement to Put Fruit to Work
- Contact me with more info about Put Fruit to Work week in Tompkins County
- Put me on the Worksite Wellness Coalition email list!

(Over for more info about the Worksite Wellness Coalition ...)