

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Marcham Hall
November 16, 2015, 7:00 p.m.
AGENDA



	<u>Exhibit No.</u>
1. Public Hearing: LonaCakes Zoning Officer's Report Zoning Officer's Report (Oct.) and Business Summary Short Environmental Assessment Form	2016-074 2016-071 pages 1-3 pages 1-3
2. Public Hearing: Hope's Events & Catering Zoning Officer's Report Zoning Officer's Report (Oct.) and Business Summary Short Environmental Assessment Form	2016-075 2016-070 pages 1-3 pages 1-3
3. Approval of Meeting Minutes: October 19, 2015	2016-076
4. Report of Fire Superintendent Tamborelle's Submitted Report*	2016-077
5. Privilege of the Floor's 30 minutes - SIGN-UP at 6:45 p.m. Website's Privilege of the Floor Guidelines	unrevised
6. Report of the Mayor	
a. Planning Board Alternate Appointment: Meloney McMurry	
b. Local Law 2015-D Solar Installations: Discussion	2016-066
c. Community Choice Aggregation (CCA): Discussion	2016-078 pages 1-4
d. Deer Population Survey: Update	
e. Water Rate Restructuring: Update	
f. ASPW Position	
7. Report of the Trustees IT Committee's Trustee Woodard: FLTG Proposal	
8. Report of Police Chief Steinmetz - Submitted reports *	2016-079 a, b, c
9. Report of Superintendent of Public Works Cross - Submitted report *	2016-080
10. Report of Clerk & Treasurer - Submitted reports * Unpaid Village Taxes, Water and Sewer	2016-081 a, b 2016-082
11. Report of Attorney	
12. Executive Session (as necessary)	
13. Adjournment	

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



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

ZONING OFFICER'S REPORT

DATE: November 5, 2015
TO: BOARD OF TRUSTEES
FROM: Brent Cross, Zoning Officer
RE: LonaCakes Café and Bakery, 907 Hanshaw Road

I have received a permit application to convert the former PakMail space into a bakery/café. Permits for such food service business are subject to Zoning Section 4.2.c. % restaurant or dairy bar for the serving of food and beverages, but only on % special approval+of the Board of Trusteesõ shall determine, after public hearingõ such use is in the general welfare of the Villageõ +

The applicant is proposing to operate a cake bakery and café with details of the operation as described in the business plan summary, available for review at the village office. Some of the details that are typically identified in the final permit approval include such issues as: menu, seating (indoor/outdoor), hours of operation, etc. Please note that signage will be regulated by Zoning Section 17. Signs: each business shall be allowed to have a 10 sf sign area.

As required by the Zoning Section 4.2, a public hearing has been scheduled for 7:00 pm on November 16, 2015 to seek information from the public about this proposed project. This notification will be mailed to all property owners within 200qof the project/property, listed below:

10-4-1.2: Corners Community Center, 903 Hanshaw Road
10-4-10.1: 190 Pleasant Grove LLC c/o Kimball Real Estate, 190 Pleasant Grove Road
10-4-3: Cayuga Heights Fire Department, 194 Pleasant Grove Road
10-4-2: NYSEG, 196 Pleasant Grove Road
10-5-1: Peter Patrick, 1001 Hanshaw Road
10-5-5: Country Club of Ithaca, 189 Pleasant Grove Road
10-4-1.3: 109 Quarry St/Ithaca, LLC, (vacant lot) E. Upland Road
10-3-3: Mooney, 1111 Triphammer Road
10-3-5.21: Revlo, 414 E. Upland Road
10-3-5.22: Revlo, 412 E. Upland Road
10-3-5.4: 410 Upland LLC, 410 E. Upland Road
10-3-6: HBT Properties, 408 E. Upland Road
10-3-7: Lambiase, 406 E. Upland Road
10-3-8: Solomon & Denisse, 404 E. Upland Road
5-3-17: Levitt Family Trust, 1002 Hanshaw Road
5-3-18.1: Village Green Real Estate, 840 Hanshaw Road
5-3-18.2: Rerob, LLC, 910 Hanshaw Road
5-3-18.3: Village of Cayuga Heights, 836 Hanshaw Road
5-3-19.1: Warren Development, LLC, 830 Hanshaw Road
5-3-19.2: Warren Development, LLC, 832 Hanshaw Road
5-4-10: Village of Cayuga Heights, 825 Hanshaw Road



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Brent A. Cross, Engineer

ZONING OFFICER'S REPORT

DATE: October 13, 2015
TO: BOARD OF TRUSTEES
FROM: Brent Cross, Zoning Officer
RE: Lona Cakes Café and Bakery, 907 Hanshaw Road

I have received a permit application to convert the former PakMail space into a bakery/café. Permits for such food service business are subject to Zoning Section 4.2.c. % restaurant or dairy bar for the serving of food and beverages, but only on %special approval+of the Board of Trusteesõ shall determine, after public hearingõ such use is in the general welfare of the Villageõ +(I have attached a copy of a list used by the Planning Board to evaluate such welfare)

The applicant is proposing to operate a cake bakery and café with details of operation as described in the attached business plan summary. Some of the details that are typically identified in the final permit approval include such issues as: menu, seating (indoor/outdoor), hours of operation, etc. Please note that signage will be regulated by Zoning Section 17. Signs: each business shall be allowed to have a 10 sf sign area.

Prior to final approval by the Trustees, the following actions will need to be taken after an initial presentation by the applicant:

- declaration of lead for SEQR
- determination of SEQR Type and level of assessment
- schedule a public hearing

Prior to the public meeting, the applicant will provide any additional information, as well as a SEQR Environmental Assessment Form (if determined necessary), and 10 days prior to the meeting I will prepare a public notice that will be sent to the newspaper and to all property owners within 200qof the project/property.



Cake Café and Bakery

Short Summary of Purchase and Business Expansion Plan

LonaCakes is a custom-design, per-order-only cake business, established and registered with the town of Ithaca in April 2009. It is currently owned and operated by its founder, Lona Gutches. LonaCakes specializes in custom-design, fondant-covered wedding and special occasion/event cakes, sculpted cakes, action cakes and replica cakes. It is operated out of a second kitchen functioning as a bakery at the owner's residence.

My objective is to buy the business, including all its assets and its name, and invest approximately \$100,000 of personal funds for expansion into a counter-service Cake Café and Cake Bakery unit at Community Corners during the first quarter of 2016.

The new LonaCakes Cake Café and Bakery concept will include a small on-site bakery for the custom, per-order-only business. Additionally, the bakery will serve a chic, counter service, 15 seat indoor and outdoor cake café at the storefront location, which will include a tasting and cake consultation area and a small coffee bar. The Cake Café will sell pre-made cakes, cake in individual portions, cake pralines, cake pops, cupcakes, ice cream and coffee. The concept also includes take-out cake, ice cream and coffee.

LonaCakes Cake Café and Bakery will be open 6 days a week. The café anticipates serving continuously during the late morning, afternoon and early evening hours, Monday through Saturday, and during the late morning and afternoon hours on Saturdays. The Cake Bakery will be in operation from early business hours until early evening hours (8:00 am – 5:00 pm), Monday through Friday. The Cake Café will have the following business hours:

	Kaffee & Kuchen	
	Monday	10:00 am – 7:00 pm
	Tuesday	10:00 am – 7:00 pm
	Wednesday	10:00 am – 7:00 pm
	Thursday	10:00 am – 7:00 pm
	Friday	10:00 am – 7:00 pm
	Saturday	10:00 am – 5:00 pm
	Sunday	Closed

LonaCakes Cake Café and Bakery's mission is to introduce a new social concept and make top-of-the-line special occasion cakes available to its customers. LonaCakes will use fine cake products, local Purity Ice Cream and Gimme! Coffee to introduce the unique German "Kaffee und Kuchen" concept, deliver an inviting elegance and top-of-the-line design and quality to its consumers.

Summary

LonaCakes is a custom-design, per-order-only cake business, established and registered with the town of Ithaca in April 2009. It is currently owned and operated by its founder, Lona Gutches. LonaCakes specializes in custom-design, fondant-covered wedding and special occasion/event cakes, sculpted cakes, action cakes and replica cakes. It is operated out of a second kitchen functioning as a bakery at the owner's residence.

My objective is to buy the business, including all its assets and its name, and invest approximately \$100,000 of personal funds for expansion into a counter-service Cake Café and Cake Bakery unit at Community Corners during the first quarter of 2016.

The new LonaCakes Cake Café and Bakery concept will include an on-site bakery for the custom, per-order-only business. The small Cake Bakery will have no open flames and be equipped with the following:

- Double Deck Full Size Electric Oven and compatible air evacuation hood
- One 54" 46.5 Cu. Ft. Refrigerator
- One 29" 23 Cu. Ft. Freezer
- Undercounter Dishwasher
- One 20 qt. commercial mixer
- Two 8 qt. commercial mixers
- Double countertop commercial electric induction range
- 1000W commercial microwave
- 2 Point-of-use electric water heaters
- Small ice machine
- 1 split AC/heat unit compatible with air evacuation hood

Additionally, the bakery will serve a chic, counter service, 15 seat indoor and outdoor cake café at the storefront location, which will include a tasting and cake consultation area and a small coffee bar. The Cake Café will sell pre-made cakes, cake in individual portions, cake pralines, cake bites, cake pops, cupcakes, ice cream and coffee. The concept also includes take-out cake, ice cream and coffee. The Cake Café will be equipped with:

- 43" ice cream dipping cabinet
- 50" refrigerated bakery display case
- Commercial espresso machine
- Commercial twin coffee brewer
- 2 coffee bulk grinders
- Cash register
- 1 split AC/heat unit

LonaCakes Cake Café and Bakery will be open 6 days a week. The café anticipates serving continuously during the late morning, afternoon and early evening hours, Monday through

Short Environmental Assessment Form Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Boutique Bakery and Cake Café at 907 Hanshaw Road, Anna Isenberg Zambrano			
Name of Action or Project: Cake Café and Boutique Bakery, Purchase and Business Expansion Plan			
Project Location (describe, and attach a location map): 907 Hanshaw Road, Ithaca, NY 14750			
Brief Description of Proposed Action: LonaCakes is a custom-design, per-order-only, home-based cake business, established and registered with the town of Ithaca, NY in April 2009 by Lona Gutches. LonaCakes specializes in custom-design, fondant-covered wedding and special occasion/event cakes, sculpted cakes, action cakes and replica cakes. I am in the process of purchasing the business, including all its assets and its name, and investing \$152,889 of personal funds for expansion into a professional cake bakery and a small, limited-service cake bakery unit during the first quarter of 2016 at the proposed location. For this purpose, the proposed location, previously known as Pakmail, would be converted into a bakery for the custom, per-order-only business. Additionally, a chic, yet quaint, limited-service, 6 to 12-seat, indoor & outdoor café will be added, served by the bakery, to sell pre-made cakes and Kuchens in individual portions, cake pralines and pops, cupcakes, and cake brownies. Ice cream and coffee will be served as compliments.			
Name of Applicant or Sponsor: Anna Isenberg Zambrano		Telephone: +1(607)220-3405 E-Mail: isenberg.anna@gmail.com	
Address: 12 East Main Street			
City/PO: Dryden	State: NY	Zip Code: 13053	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: Tompkins County Health Department		NO	YES
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ 0.02 acres			
b. Total acreage to be physically disturbed? _____ 0.02 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 0.02 acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p>		
<p>Applicant/sponsor name: <u>Anna Isenberg Zambrano</u></p>		<p>Date: <u>11/9/2015</u></p>
<p>Signature: <u>Anna Isenberg</u></p>		

EXHIBIT 2016-075



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ZONING OFFICER'S REPORT

DATE: November 6, 2015
TO: BOARD OF TRUSTEES
FROM: Brent Cross, Zoning Officer
RE: Hope's Events & Catering, 200 Pleasant Grove Road

I have received a permit application to convert the former Sarah's Patisserie space into a food prep kitchen and retail sales business. Permits for such food service business are subject to Zoning Section 4.2.c. No restaurant or dairy bar for the serving of food and beverages, but only on special approval of the Board of Trustees shall determine, after public hearing such use is in the general welfare of the Village +

The applicant is proposing to operate the catering and food sales business as described in the executive summary, available for review at the village office. Some of the details that are typically identified in the final permit approval include such issues as: menu, seating (indoor/outdoor), hours of operation, etc. Please note that signage will be regulated by Zoning Section 17. Signs: o each business shall be allowed to have a 10 sf sign area.

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ZONING OFFICER'S REPORT

DATE: October 14, 2015
TO: BOARD OF TRUSTEES
FROM: Brent Cross, Zoning Officer
RE: Hope's Events and Catering, 200 Pleasant Grove Road

I have received a permit application to convert the former Sarah's Patisserie space into a catering/café. Permits for such food service business are subject to Zoning Section 4.2.c. No restaurant or dairy bar for the serving of food and beverages, but only on special approval of the Board of Trustees shall determine, after public hearing such use is in the general welfare of the Village. (I have attached a copy of a list used by the Planning Board to evaluate such welfare)

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- declaration of lead for SEQR
- determination of SEQR Type and level of assessment
- schedule a public hearing

Prior to the public meeting, the applicant will provide any additional information, as well as a SEQR Environmental Assessment Form (if determined necessary), and 10 days prior to the meeting I will prepare a public notice that will be sent to the newspaper and to all property owners within 200' of the project/property.



Contact: Hope E. Rich 416 Kleinwoods Road, Ithaca, NY 14850
hopeerich@gmail.com 607 351-5893

EXECUTIVE SUMMARY

THE PROJECT

Hope Rich's new venture, *Hope's Events & Catering*, featuring catering, culinary arts classes and HMRs (freshly-prepared entrees delivered to the home) - all with a personalized level of service. After honoring her 4-year non-compete agreement and from her new location at the Community Corners, Hope is reentering the market with the same winning formula that made "Hope's Way" a 16 year success.

PROVEN TRACK RECORD

During the final eight years of Hope's Way, the catering sales alone averaged @\$1 million.

FUTURE SUCCESS

By the 2nd quarter of 2016, sales revenues will again be at this pace while profitability and cash flow will be optimized as there will be little or no indirect, fixed, labor burden to be borne.

FINANCING COMPLETE

The project has financing is fully funded and has been completed without debt.

USE OF PROCEEDS

The proceeds will be used to purchase and install kitchen equipment, make leasehold improvements at the new location, and cover initial start-up costs and early-stage working capital needs.

START-UP DATE

A late Q4-2015/early Q1-2016 opening is planned, well in advance of the busy June graduation and alumni events and the start of summer weddings. There are already events on the books for this period.

THE BUSINESS & MARKET

Hope's Events & Catering will provide the highest quality off-premises catering services, home meal replacements and culinary arts classes for Ithaca and its surrounding communities. The catering will be divided into four key segments - Cornell, Corporate, Weddings and Private Events.

The Culinary arts classes will be for all ages - kids, college aged students, adults and seniors. Classes will be taught by Hope, as well as guest chefs. Based on the past success of Hope's Way, known as the best caterer in Ithaca, this new enterprise will be extremely successful.

THE CUSTOMERS' WANTS

The Ithaca community longs for the return of the highest quality, well planned and organized, most efficient and well executed culinary solutions for catered events and HMRs.

HOPE'S SOLUTION

Hope's Events and Catering will offer its outstanding menu choices for catered events and home meal replacements that Hope's Way was famous for. Additionally, there is no one in Ithaca that knows more about all the facets of the business than Hope Rich.

BUSINESS MODEL

The additional products and services offered here (Culinary Art Classes and HMR) generate additional revenues with no incremental investment needed and will assist in marketing the catering services offered.

One of the keys to the success of this business will be that work is only done when products/services are requested and paid for. (i.e. "The Guaranteed Sale"). This is much

different than a Hope's Way-like retail model where there is no guarantee what volume of sales will be generated each day. The new model also avoids the costs associated with highly perishable products on hand in the face of possible low sales volumes at certain times of the year, or due to weather and other unknowns.

LOCATION

The location chosen in Community Corners is highly visible and very easy to access. Parking is extremely convenient and customers can park in front of our storefront. Community Corners hosts a variety of small businesses that will complement and enhance our products/services. The location is very close to Cornell which is our largest catering segment for easy access when delivering.

OPERATIONS (more on HMR)

Seasoned and mature staffing will be used only at the time an event is prepared and produced to optimize control of labor costs. In terms of HMRs, freshly prepared entrees will be delivered twice a week. (Mondays and Thursdays). Menus will be available on line and clients can order there or call in orders, depending on the specifics/size of orders. There are three main market segments that will be accessing the HMR meals. The first is "DINKS", dual income no kids. These couples are driven, hardworking and may not have time for shopping/cooking. What they do want is good, healthy food, prepared well that can be delivered. Another market segment is "Empty Nesters". These couples have recently sent their last child off to college and are cooking for only one or two at

home. Again, they want quality products, convenient to access. The last HMR

OPERATIONS cont'd

market segment is retirees. This age group (65 – 85) miss home cooked meals, but find it hard cooking for only two. They enjoy the fact they do not have to shop, prep and clean up meals, but can still have a fantastic meal at the end of the day!

COMPETITION

Hope is very familiar with the competition in Ithaca and attained a reputation in the community as the best caterer in Ithaca with her Business, "Hope's Way". As for the caterers that have been here for over 20 years, Ithaca Bakery, The Heights, Cornell Catering, to new comers such as Serendipity, H & J

Hospitality, Dinosaur BBQ and Agava, they are all "Off Premise Caters". There are also services offered by Wegmans and Panera Bread for pick-up or simple deliveries/drop off services. There has already been a significant positive reaction to the possibility of this start up and there is no doubt of regaining the best client base and strong market share.

IMPORTANT FACTS

Seating - for the new operation will consist of 12 seats inside and 16 seats outside.
Business Hours - will be from 7:00 AM to 2:00PM.

MILESTONES

1994 – Opening of Hope's Way

- Immediate success
- Added 16 seats

1995 – Chamber of Commerce

- Hope is New Business Person of the Year.

1997 – Expanded business 2X

- Added 50 new seats
- Doubled square footage

2000 – Sales reach \$1,000,000

2008 – Sales reach \$2,000,000

- 1,200 person event at Lab of Ornithology

2010 – Sold Hope's Way

- Hope signed a four-year non-compete agreement

2014 – Hope's Events and Catering Conceptualized

2015 - Jan 2015 – Business Plan Developed

August 2015 – Facility Leased. Architectural Work Complete. Equipment Specified.

September 2015 – Funding in Place

Q4 2015 – Facility Completed and Equipment Installed - Soft Opening

Q4 2015 (late) or Q1 2016 (early) – Official Opening

Short Environmental Assessment Form Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information							
Name of Action or Project: HOPE'S EVENTS + CATERING							
Project Location (describe, and attach a location map): COMMUNITY CORNERS - 903 HANSHAW RD. ITHACA, NY 14850							
Brief Description of Proposed Action: * NOTE - SEE ATTACHED BUSINESS SUMMARY							
Name of Applicant or Sponsor: HOPE E. RICH		Telephone: 607-351-5013					
		E-Mail: hopeericho@gmail.com					
Address: 4167 LINDENWOODS RD							
City/PO: ITHACA, NY 14850		State: _____	Zip Code: _____				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">NO</td> <td style="width: 50%; text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">NO</td> <td style="width: 50%; text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action? _____ acres		<div style="text-align: right; font-size: 2em; font-weight: bold;">1200 SQ FT</div>					
b. Total acreage to be physically disturbed? _____ acres							
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres							
4. Check all land uses that occur on, adjoining and near the proposed action.							
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland							

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>HOPE ERICHT</u>	Date: <u>11/12/15</u>	
Signature: <u>[Signature]</u>		

PRINT FORM

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES MONTHLY MEETING

Monday, October 19, 2015
7:00 p.m.

Present: Mayor Supron; Trustees: Biloski, (joined the meeting at 7:35 p.m.) Friend, Marshall, Robinson, Salton, and Woodard; Fire Superintendent Tamborelle; Police Chief Steinmetz; Superintendent of Public Works Cross; Clerk & Treasurer Mangione; Attorney Marcus

Call to Order: Mayor Supron called the meeting and the public hearing to order at 7:05 p.m.

1. Approval of Minutes:

Resolution #7700

BE IT RESOLVED THAT: Minutes of the September 21, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved as written in Exhibit FYE2016-064.

Motion: Trustee Salton

Second: Trustee Woodard

Discussion: Clerk & Treasurer Mangione asked for confirmation of the spelling of Officer O'Pray's surname. Chief Steinmetz will forward that information.

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

Nay & Abstentions: none

Motion carried

2. Report of Fire Superintendent Tamborelle: (Exhibit FYE2016-065)

The Recruiting Open House was a great success.

The Annual Cayuga Heights Elementary School PTA Fundraising Auction will be held at the Fire Station again this year. The required insurance form has been received and the permit has been issued for the November 7th event.

The parking lot at the fire station has been paved and striped.

The fall training classes of sixteen recruits are off to a good start as detailed in the September report. There are two local residents in the class.

New residents are now settled into the village-owned house at 825 Hanshaw Road. Their rent will be prorated to their move-in date. An overhang will be added to the back stairway to keep snow and ice off the steps.

3. Privilege of the Floor (PoF):

No members of the public to speak.

Mayor Supron suggested that review of the two applications for food service operating permits on the agenda should take place prior to her report. Superintendent/Zoning Officer Cross reviewed the applicable permitting process. Permits for such food service business are subject to Zoning Section 4.2.c. of restaurant or dairy bar for the serving of food and beverages, but only on special approval of the Board of Trustees shall determine, after public hearing if such use is in the general welfare of the Village.

4. Permit Application: LonaCakes Café and Bakery (EXHIBIT 2016-071 pages 1 to 4; identified on the Agenda as EXHIBIT 2016-070)

As described in the Summary in EXHIBIT 2016-071 page 3, the Café and Bakery will have an on-site bakery for custom, per-order-only business and will offer counter service comprised of seating for fifteen, including a tasting and cake consultation area and a coffee bar. Pre-made cakes, cake in individual portions, cake pralines, cake bites, cake pops, cupcakes, ice cream and coffee for both eat-in and take-out will be available.

In regards to SEQR review, before the Board of Trustees reaches its determination, a SEQR short form it will need to be completed. Attorney Marcus explained that this type of action is not listed as exempt from SEQR. Until such time as Village Zoning Code may be rewritten to treat permit requests of this nature as an administrative action on the part of the Village Code Officer, the Board of Trustees will need to continue to follow this process.

Resolution #7701

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights authorizes the scheduling of a Public Hearing to be held on November 16, 2015 at 7:00 p.m. to hear comment on the granting of a permit to LonaCakes Café and Bakery.

Motion: Trustee Marshall

Second: Trustee Friend

Discussion: none

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

Nay & Abstentions: none

Motion carried

Permit Application: Hope's Events & Catering (EXHIBIT 2016-070 pages 1 ó 3; identified on the Agenda as EXHIBIT 2016-069)

Resolution #7702

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights authorizes the scheduling of a Public Hearing to be held on November 16, 2015 at 7:05 p.m. to hear comment on the granting of a permit to Hope's Events & Catering.

Motion: Trustee Salton

Second: Trustee Friend

Discussion: none

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

Nay & Abstentions: none

Motion carried

5. Report of the Mayor:

- a. **Proposed Local Law 2015-D:** A Local Law to Establish Solar Energy Collector Requirements (EXHIBIT 2015-066) Mayor Supron with assistance from Fred Cowett drafted the text presented in the exhibit. She anticipates that over the course of the next month each trustee will have an opportunity to familiarize themselves with the draft and direct their questions and suggestions to her. The expectation being that a refined draft will be available for the November meeting and will allow a Public Hearing to be scheduled.

Several questions about efficiency, fire fighter safety, and the NYS Unified Solar Permit Application form were shared and discussed. Further information gathering is necessary. Among other changes, the law will need to include an enforcement section.

- b. **Zoning Review Committee:**

After another run through by the committee, the draft will be forwarded to Attorney Marcus. One of the defined goals of review process is to include all local laws pertaining to zoning within the final document.

- c. **Shared Services:**

Shared Services grant money will become available through the state in the near future. The TCCOG Committee has identified a need for a common accounting platform. Smaller municipalities in the area use budget-affordable accounting software that is less user-friendly. Before other workflow processes can be combined, a uniform basic accounting system should be in place.

NYS has rejected the countywide Government Efficiency Plan that was submitted by the county on behalf of all local governments back in June.

The plan bundled the health costs savings associated with the Consortium's dependent eligibility initiative plus the County's adoption of both the Consortium's new Platinum Plan and a higher drug co-pay offered by the Consortium. There were documented tangible countywide cost savings that averaged \$1.7 million per year--well beyond the State's saving threshold of 2% of combined tax levies.

The State has taken the position that calculation of the County's negotiated health benefit savings must deduct the cost of any negotiated wage growth. The State is saying that the savings in health benefits were simply converted to higher wages rather than to tax relief.

The County countered that because our wage growth was not out of line with CPI, the State's wage schedule, or general wage growth in NYS, our \$1.7 million in documented benefit savings represented a true savings and should be counted fully.

It is suggested that an Article 78 appeal may be in order on the basis that the determination is arbitrary and capricious. NYCOM's legal department will be contacted for advisement.

- d. **Appointment of Wies Van Leuken to the TWC Access Oversight Committee (AOC):**

A new AOC term begins on January 1, 2016 and runs for three years. The City of Ithaca would like the Village of Cayuga Heights Board of Trustees to approve Ms. Leuken for a term consistent with the city's term. She has been appointed by the Mayor and approved by the Board each April at the Organizational Meeting for one official year. The Village has done everything within its balance of authority and cannot change the manner in

which appointees are approved annually. Certification will be sent to the city's representative each year regarding the reappointment.

e. Waiver of Special Event Permit Application Fee for CHES PTS Auction:

Resolution #7703

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights waives the twenty-five dollar (\$25.00) Special Permit Application Fee for the Charity Auction to be held by the Cayuga Heights Elementary School PTA on November 7, 2015 at the Ronald E. Anderson Fire Station.

Motion: Trustee Salton

Second: Trustee Biloski

Discussion: Chief Steinmetz added that they also registered as a vendor.

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

Nay & Abstentions: none

Motion carried

6. Report of the Trustees:

Trustee Biloski reported on progress to draft an Emergency Plan for the village. She reminded the Board that National Incident Management System (NIMS) training needs to be completed. She gave helpful hints for successful completion of NIMS series 700 and 100. The next committee meeting is scheduled for November 10th at 1:00 p.m.

Trustee Woodard shared that members of the Information Technology Committee met with Finger Lakes Technology Group (FLTG). It sounds as if they have the capability to provide both phone and internet solutions. They will be preparing a written proposal. Feedback on FLTG's responsiveness to problem resolution has been mixed. Prior to presentation and recommendation to the Board of Trustees, additional references will be checked.

7. Report of Chief Steinmetz: (Exhibit FYE2016-067a, b)

There were no questions on the Chief's report. A part-time police officer has submitted his resignation. The Mayor called for an Executive Session.

Resolution # 7704

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

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Resolution # 7705

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

Motion: Trustee Salton

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Resolution #7706

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves an offer of employment as a part-time police officer to Adam Langlois pending a successful outcome to all appropriate pre-employment screening.

Motion: Trustee Friend

Second: Trustee Woodard

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

Nays & Abstentions: none

Motion carried

Due to the inability to contact the winning bidder, Mr. Syed A. Ali regarding the purchase of one 2011 Ford Crown Victoria, the vehicle will need to be re-advertised for sale.

Chief Steinmetz left the meeting at 8:20 p.m.

8. Report of Superintendent of Public Works Cross: (Exhibit FYE2016-068; omitted from the list on the Agenda)
As the report shows, the crew has been really busy.

a. Marcham Hall Roof Repair authorization: Exhibit FYE2016-069 pages 1 ó 3; identified on the Agenda as EXHIBIT 2016-068)

The Charles F. Evans Company has submitted a proposal covering two distinct Scopes of Work. Fortunately Scope of Work #1 is moot due to findings by a police officer who surveyed the roof from the attic during a heavy rain event.

Superintendent Cross is of the opinion that a different solution to the problem targeted for repair by Scope of Work #2 would be optimal. However, if his solution is undertaken and the resulting construction did not resolve the problem, the Village would have no recourse for correction. He is therefore advising that the Board approve Scope of Work #2 as proposed. Concerns were raised that the slate roof may be nearing the end of its useful life.

Resolution # 7707

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes Mayor Supron to sign a contract with the Charles F. Evans Company to perform work identified as Scope of Work #2 on their Roof Repair Proposal dated August 26, 2015 for an amount not to exceed sixteen thousand, three hundred ninety-six dollars (\$16,396.00).

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

b. WWTP – GHD Consulting Services: (Exhibit FYE2016-072 pages 1 ó 7; identified on the Agenda as EXHIBIT 2016-071)

GHD Consulting Services was formerly known as Sterns and Wheeler; the Village has a long working relationship with them. Exhibit A found on page 7 of the Agreement labeled Exhibit 2016-072 contains a Scope of Services for three tasks. Superintendent Cross explained the requirement for each of them in order.

Task 1 The Village, under US EPA Regulation, must process industrial waste for a new manufacturing facility in the Village of Lansing. GHD will assist the Village with review of a wastewater discharge permit application and potential permitting. There is a long term financial commitment from M/A-COM Technology Solutions Holdings, Inc. to the Village for monthly testing of the facilities discharge.

Task 2 Bio-solids are a by-product of wastewater treatment. The Village's current hauler will no longer be offering the service at the same price. The City of Ithaca is willing to talk with the Village regarding acceptance of bio-solids from the Village, however they require a feasibility report containing an analysis of the hydro component of the product.

Task 3 Current replacement cost estimates for each wastewater unit processes are needed for appropriate levels of insurance and for Homeland Security purposes.

GHD will provide the documentation needed for each of these tasks as further defined in the Agreement.

Resolution # 7708

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes Mayor Supron to sign a contract with GHD Consulting Services Inc. to perform work identified as Scope of Services 1, 2, and 3 on their Agreement between the parties for Professional Services associated with the Cayuga Heights Wastewater Treatment Plant dated October 2015.

Motion: Trustee Robinson

Second: Trustee Salton

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

Nays and Abstentions: none

Motion carried

9. Report of Clerk & Treasurer Mangione (Exhibit FYE2016-073a,b; identified on the Agenda as EXHIBIT 2016-072)

Resolution #7709

BE IT RESOLVED THAT: Abstract #5 for FYE2016 consisting of TA vouchers 38 - 46 in the amount of \$16,216.18 and Consolidated Fund vouchers 285 - 363 in the amount of \$228,344.32 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Woodard

Second: Trustee Robinson

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

Nays & Abstentions: none

Motion carried

The Board agrees that the Village's surcharge for water rents will remain at 79% for the 2016 calendar year. The combined water and sewer minimum payment per quarter for a single unit dwelling will be \$101.00. Since this represents no change, no action is required.

10. Report of the Attorney:

Attorney Marcus advised the Board that since he counsels the Village on planning and building related matters and a petition is currently on the Zoning Board agenda for November which presents a conflict of interest for his firm, should the Zoning Board desire legal representation a different attorney should be retained.

Resolution # 7710

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

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Resolution # 7711

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

Motion: Trustee Friend

Second: Trustee Salton

Discussion: none

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

Nays and Abstentions: none

Motion carried

The meeting of the Village of Cayuga Heights Board of Trustees is adjourned by Mayor Supron at 9:40 p.m.

EXHIBIT 2016-077

Honorable Kate Supron
Board of Trustees
Village of Cayuga Heights

Monthly Report October 2015

The fire department ran 48 calls in October. There were 24 calls in the Village of Cayuga Heights, 22 calls in the Town of Ithaca and 2 mutual aid requests. We had 30 EMS responses and 18 fire calls.

We finished the fall recruit classes on October 31st and the probationary members are working through their checklists now. All checklist work must be completed by the first Sunday in March. We did have two of the recruits decide not to continue with training. One of them decided that she had misjudged time commitment and the other decided that he was not prepared physically. Both were encouraged to reapply in the spring if their situations changed. As busy as it was with the recruit classes on three consecutive Saturdays in October we still continued with weekly trainings as well.

We held our annual Open House in early October and it was very well attended for a chilly and overcast day. Our members love to open up the station and do demonstrations for the community at this event. We were very pleased that the Cayuga Heights Police and the Army National Guard were able to join us and display their equipment. Unfortunately we did not get a helicopter this year because of the inclement weather. On Halloween we took the trucks out into the community and handed out candy to the kids. This year we had been at training all day for the final recruit class and then most of the people who had been at training all day went out for trick or treating with the trucks.

In late October we had all of our ground ladders and the aerial on L231 third party tested. This is an annual requirement. We did have two of the ground ladders fail the test for an easily repaired reason and they have since been put back in service. The aerial on L231 was found to have two cracked rub pads that go between the fly sections of the ladder. This item failed the ladder during testing and they need to be replaced. The parts are on order from Tyler Fire, our truck repair facility. The rub pads are sold as complete sets and we have found out are quite expensive. We will be able to fit this cost into the maintenance budget.

It seems that all the work we had done on the HVAC units last summer is paying off as the weather turns colder. The old air handling units tended to run constantly and did not seem to be able to maintain the station at a constant temperature. The new units are very quiet and we are not seeing the temperature fluctuations that we have been plagued with for years. The station parking lot is paved and striped. There were some issues during paving due to cooler temperatures at the beginning of the day. SuitKote is aware of this and we will take a look at the parking lot in the spring after a winter of snow and see how it holds up. If there are issues then SuitKote is aware and will work with us to ensure that we are pleased with the job. It does not look like the front pad concrete project will get done this fall and it will move to a spring time project for the DPW.

The bunking rooms at the station are full and the bunkers are doing a great job keeping things looking good at the station. We will have a couple of the bunkers graduating in the spring but we are already getting interest for the open rooms. This program remains robust. There is a group of MBA students from the Johnson School working with the Tompkins County Fire Chiefs Association who will be coming to the station in early November to look over our recruiting and training program. Several of the other fire chiefs in that area pointed them our way as an example of how a positive recruiting program works.

Sincerely,
George Tamborelle
Fire Chief/Fire Superintendent

VILLAGE OF CAYUGA HEIGHTS
DRAFT
PROPOSED LOCAL LAW D OF THE YEAR 2015

**A LOCAL LAW TO ESTABLISH
SOLAR ENERGY COLLECTOR REQUIREMENTS**

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 facilitate the use of solar energy collectors to encourage renewable energy, but also recognizes that regulation of the construction, placement, and operation of solar collectors are matters of public importance involving issues of safety, neighborhood character, and possible depreciated property values by reason of improperly installed, placed, maintained, or operated collectors.

Section 2 Authority: This local law is adopted pursuant to

Section 3 Generally Applicable Standards: All solar energy collectors shall be subject to the following requirements:

1. Solar energy collectors shall be permitted only to provide power for use by owners, lessees, tenants, residents, or other occupants of the premises on which they are erected, but nothing contained in this provision shall be construed to prohibit the sale of excess power through net metering or net billing or a similar program in accordance with New York Public Service Law 66-J or similar state or federal statute;
2. Solar collectors shall be designed, located, and tilted to prevent reflective glare toward inhabited buildings on adjacent properties and toward vehicles on adjacent roads, and shall not be unnecessarily, bright, shiny, garish, or reflective;
3. Solar energy collectors shall be located in areas and ways which most mitigate their visibility from surrounding properties;
4. Solar energy collectors shall be considered structures for the purpose of compliance with Village laws and ordinances, shall require a building permit and certificate of occupancy issued by the Village Code Enforcement Officer, and shall comply in their design, construction, and operation with all other Village laws and ordinances, unless specifically excluded by this section.

Rooftop mounted solar collectors are permitted in all zoning districts in the Village. Building permits shall be required for installation of rooftop mounted solar collectors, subject to the following requirements:

1. The area covered by collectors shall not exceed eighty (80) percent of the entire roof area;
2. There shall be a five (5) foot minimum set back from all roof edges;
3. On a pitched roof, collectors shall be mounted no more than twelve (12) inches above the roofing surface to which they are affixed, and shall not extend beyond the highest point of the roof;
4. On a flat roof, collectors shall be installed in a manner and to a height that minimizes their visibility from surrounding properties and roads, but still maintains their functional integrity and viability;
5. Where possible, shall be color-coordinated to harmonize with roof materials and other predominant colors of the structure.

EXHIBIT 2016-066 page 2 of 2

Ground-mounted solar collectors are permitted as an accessory use in all zoning districts of the Village, subject to the following requirements:

1. Collectors shall be located in side or rear yards;
2. Collector locations meet all applicable setback requirements of the zone in which they are located;
3. The height of any collector and any mount shall not exceed 15 feet from ground elevation at any point when oriented at maximum tilt;
4. The total surface area of all such collectors on any one lot shall not exceed 500 square feet;
5. The area beneath any collector shall be included in the calculation of lot area coverage;
6. The area beneath any collector shall be considered impervious surface and subject to the Village's Local Law for Stormwater Management;
7. Any collector may not be sited within a riparian streamside buffer or any buffer required for some other conservation purpose;
8. A building permit is required prior to any collector and mount installation;
9. Such installations should employ where practicable vegetative landscape screening and, if necessary, other screening methods which harmonize with the character of the property and surrounding neighborhood to minimize collector and mount visibility from adjacent properties and roads;
10. Installations should minimize view blockage from and shadow impacts on neighboring properties;
11. Installations must be performed by a qualified solar installer;
12. Prior to operation, all electrical connections must be inspected by the Village's Code Enforcement Officer and by an appropriate electrical inspection person or agency as determined by the Village;
13. If applicable, any connection to the public utility grid must be inspected by the appropriate public utility;
14. When solar storage batteries are included as part of the solar collector system, they must be placed in a secure container or enclosure meeting the requirements of the New York State Building Code when in use and, when no longer used, shall be disposed of in accordance with the laws and regulations of Tompkins County and other applicable laws and regulations;
15. If a collector ceases to perform its originally intended function for more than twelve (12) consecutive months, the property owner shall remove the collector, mount, and associated equipment and facilities by no later than ninety (90) days after the end of the twelve (12) month period;
16. For a project that requires site plan approval, and which also includes the installation of ground-mounted solar collectors, the site plan review shall include review of the adequacy, location, arrangement, size, design, and general site compatibility of any proposed collector.

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.



A Local Development Corporation
P.O. Box 88 • Ithaca, New York 14851
Phone: 1-518-465-1473
<http://www.megaenergy.org>

September 2015

TO: Municipal leaders

For years, municipal leaders participating in MEGA have asked if it was possible to extend our energy aggregation program to residents of their city, town, village or county. Until now, the answer has been "No, not yet."

Now, that answer is changing. The New York State Public Service Commission is laying the groundwork to initiate Community Choice Aggregation (CCA). CCA, which has worked successfully in other states, is a concept that will allow municipalities to arrange energy supplies for all residential customers in their jurisdiction through transparent, open, competitive bidding.

MEGA intends to organize a pioneering CCA program under PSC supervision. To help us make plans, and to gain PSC support, we are asking a select number of our participants to provide us with expressions of interest and support for such a program.

This letter is to ask you to please consider providing MEGA with a non-binding "expression of interest and support" for Community Choice Aggregation. MEGA's successful experience serving your community and more than 270 other municipalities in the state gives us the ability to make CCA a reality for our participants, and to extend our expertise and capability to benefit your residents. MEGA and its consulting team are prepared, experienced and able to provide expert guidance every step of the way. Based on experience elsewhere, here are some of the advantages we see in CCA programs:

- Better pricing for electricity and natural gas supplies due to "group buying." Residential customers will benefit from the ability to aggregate their requirements through a transparent, competitive procurement for energy supplies, a great improvement over cold-call telemarketers' offers.
- Consumer Choice. Any resident who wants to may choose to "opt out" of the aggregation.
- Community empowerment, planning and control of energy programs.
- Renewables and grid enhancement. Animate markets for distributed energy resources, including options for renewable power, community grid enhancements and others.

The New York State Public Service Commission is preparing the rules and procedures for CCA now in Case # 14-M-0224 (all records are accessible on the PSC's web site).

EXHIBIT 2016-078 page 2 of 4

If you believe as we do that CCA may represent a means for your community to fulfill its goals for energy pricing, supply and management, we ask you to please provide MEGA with a letter similar to the one enclosed. Modifications, improvements and enhancements to the text are more than welcome!

If you have any questions about how CCA might work in your community or in New York generally, please contact me, and we will respond immediately.

With best wishes,

Ron Feldstein, President & CEO
607-434-3333

Encl.



**Community Choice Aggregation (CCA)
Frequently Asked Questions**

- Q. How small of a community is too small to participate in CCA? Can there be aggregation of multiple smaller communities and do they have to be adjacent? Who can participate in CCA?
- A. Any size community can participate in CCA. Communities can join together to increase the size of the aggregation, the only limitation is communities must be in the same utility territory and load zone. Bigger aggregations are better as they should drive down the \$/kWh. All residents and non-demand small commercial users can join the aggregation.
- Q. How much will the residents in my community save?
- A. The exact \$/kWh, and thus savings, will be different for each community. Factors that impact the price include size of the aggregation, location in the state, and additional requests beyond basic electric supply (e.g. green energy). Unlike electric supply from the utility, the CCA price will be fixed, which is nice from a budgeting perspective as it insulates residents from fluctuations that occur during times of peak demand. If a community doesn't like the price the suppliers propose there is no obligation to move forward with a program.
- Q. What types of options do we have for supply?
- A. This program is about *community choice and control over supply*. MEGA will help your community write a request for proposal (RFP) that asks suppliers for the specific desires of your community. Knowing that some choices might be more expensive than current utility supply (e.g. 100% locally-sourced clean energy), we will ask the suppliers to provide pricing on multiple options.
- Q. Are there additional benefits of a CCA program?
- A. Yes! Communities have the additional option of creating an energy efficiency/renewable energy or other type of fund. By slightly increasing the \$/kWh offered by the supplier, money will be generated that can be distributed in ways most important to the community. For example, a community might elect to reinvest the funds into energy efficiency improvements for low-income households or create a fund to put toward addition of solar panels on the local library.
- Q. How does MEGA get paid?
- A. Payment comes after residents have switched to the selected supplier. Our compensation is generated through a fraction of a cent added to the \$/kWh of supply.

EXHIBIT 2016-078 page 4 of 4

- Q. Why should we partner with MEGA to develop a CCA program?
- A. MEGA is particularly suited to support this work given the emphasis and experience working with and for local government since MEGA's founding in 2001. One of MEGA's capabilities is the experience in writing the RFP and selecting the supplier. We provide a level of protection against inept energy brokers, and predatory supplier behavior. While MEGA has no direct experience in CCA (no one in NY does) we will be working with our partners from Illinois and using their experience to support successful CCA projects.
- Q. If my county decides to participate in CCA and my village wants to participate but wants a different option (e.g. 100% locally-sourced clean energy) is that possible?
- A. While we are waiting on a final ruling from the State to know for sure, we don't see a reason why there can't be options within the aggregation. There will need to be one default supply option and price that includes all residents unless they opt-out, but we think it will be possible for additional options within the aggregation.
- Q. What is the impact of the high number of rentals/turnover within my community?
- A. The suppliers will want to understand the percent of turnover but in general expect and accept change/churn. New tenants will automatically be added into the aggregation and will also have the ability to opt-out. The experience in Illinois is that 75% of residents participate.
- Q. How long is the contract for?
- A. Supply contracts will be for about 3 years. Once a community has passed a referendum the CCA program can continue, no need to get community support each time the supply contract needs to be renewed.
- Q. How is this different from municipal electric?
- A. With a CCA program the community does not own the distribution infrastructure.
- Q. Why do CCA now?
- A. CCA programs save money and stabilize electric costs for residents in your community. As residents can opt-out at any time there is minimal risk associated with CCA programs. CCA does not preclude participation in other renewable energy supply opportunities such as solarize campaigns or community solar.

Updated 11.6.15



**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

November 9, 2015

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

Re: Report of the Police Department for October, 2015

In the month of October the police department received 293 calls for service. In addition to these calls 131 uniform traffic tickets were issued and 1 parking violation was cited. A breakdown of the calls for service is as follows:

4 felony burglary complaints were received. All 4 reports of burglaries consisted of residents stating that their unlocked garages had been entered in the overnight hours. No evidence of forced entry was observed or reported. During the investigation of these incidents it was found that unknown suspects were entering the garages to gain access to residents' vehicles. See below for reports of larceny from a motor vehicle and/or trespass.

9 penal law misdemeanor incidents were handled, 1 for criminal mischief, 1 for fraud, 6 for larceny, and 1 for drugs. The criminal mischief complaint involved a resident stating that their deceased relative's grave stone had been vandalized by an angry family member. The investigation is ongoing. The fraud complaint involved a resident reporting that a 2015 tax return had been filed in his name. At the time the resident attempted to submit his tax return for this year, he was told that a claim had already been filed. The resident has already turned a complaint into the IRS and was required to make a report with their local law enforcement agency. The 6 larceny complaints all consisted of residents stating that their unsecured vehicles had been entered in the overnight hours and various items were taken. Items reported to be missing consisting mainly of cash and loose change, however other items such as credit cards and small electronic devices. These incidents remain under investigation. The drug incident was initiated during the investigation of a traffic stop. A subject was found to be in possession of a controlled substance as well as a hypodermic instrument. An arrest was made and drug charges as well as vehicle and traffic charges were filed.

8 vehicle and traffic stops led to 10 misdemeanor charges. 1- Driving While Intoxicated, 1-Operating a motor vehicle with .08 of 1% alcohol in the blood, 2-DWAI-Alcohols and Drugs Combined, 4-Aggravated Unlicensed Operation of a Motor Vehicle 3rd, 2-Suspended Registration.

4 Penal Law violations were handled, 1 for Trespass and 3 for Unlawful Possession of Marijuana. The trespass complaint came in as a resident stating that their unsecured vehicle had been entered by an unknown subject during the overnight hours. No items were reported missing. During 3 vehicle and traffic stops subjects were found to be in possession of Marijuana and were arrested on charges of UPM.

3 Local Law violations for dog control were reported. The first dog complaint consisted of a resident stating that 2 dogs had gotten loose. The complainant stated that the dogs belonged to a neighbor and had wandered into their yard as well as the street. Upon officer's arrival, the dogs were secured. The complainant did not wish to pursue a citation and wanted to remain anonymous. The second complaint was of dogs fighting. Upon officer's arrival the fighting had ceased and the exact location of the animals was unfounded. The third complaint was of a missing dog. The dog owner called shortly after to advise that the animal had been found.

EXHIBIT 2016-079a page 2 of 2

Upon investigation of a medical call, a subject was taken into custody under the Mental Hygiene Law 9.41 and transported to an area hospital.

There were 4 Motor vehicle accidents investigated, none of which involved deer.

There was one incident reported involving deer. A resident contacted CHPD and stated that a deceased deer was on his property. Cayuga Heights DPW was contacted for removal.

In summary, 10 persons were arrested and the following 17 charges were filed: 1-Criminal Possession of a Controlled Substance 7th, 1- Possession of a Hypodermic Instrument, 1-Driving While Intoxicated 1st, 1-DWAI-Alcohol and Drugs Combined, 1- Operate a MV with .08 of 1% Alcohol, 2- Operating a MV Under the Influence of Drugs, 3- Unlawful Possession of Marijuana, 4-Aggravated Unlicensed Operation of a Motor Vehicle 3rd, 2-Suspended Registration, and 1- Taken Into Custody Mentally Ill.

Over the course of this month police department members took part in the following trainings and events: On the 21st, part time officers completed the biannual fire arms training, while full time officers completed their training on the 27th. On the 30th Sergeant Jerry Wright and Officer James Manning assisted with traffic control for the North East Elementary School harvest parade.

The full time officers worked a total of 38.5 hours of overtime and the part time officers worked a total of 211.5 hours.

Sincerely,

Chief James Steinmetz

EXHIBIT 2016-079b

CAYUGA HEIGHTS
POLICE DEPARTMENT
October, 2015

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
7D LL#1-96	OVERNIGHT PARKING	1
Report Totals		1

EXHIBIT 2016-079c page 1 of 3

10/01/2015 306B UNINSPECTED MOTOR VEHICLE 7 PLEASANT GROVE RD C15-02916
10/01/2015 5111A AGGRAVATED UNLIC OP 3RD (MISD) 7 PLEASANT GROVE RD C15-02916
10/02/2015 4011A UNREGISTERED MOTOR VEHICLE (EXP 06/18/15) 7 HANSHAW RD
10/02/2015 306B UNINSPECTED MOTOR VEHICLE 7 HANSHAW RD
10/02/2015 3191U OPERATING WITHOUT INSURANCE (EXP 10/29/13) 7 HANSHAW RD
10/02/2015 306B UNINSPECTED MOTOR VEHICLE 7 WYCKOFF RD
10/02/2015 3191U OPERATING WITHOUT INSURANCE 7 WYCKOFF RD
10/02/2015 4011A UNREGISTERED MOTOR VEHICLE 7 TRIPHAMMER RD
10/02/2015 3752A1 NO/INADEQUATE LIGHTS 7 TRIPHAMMER RD
10/02/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 N TRIPHAMMER RD
10/07/2015 1180D SPEED IN ZONE 7 N TRIPHAMMER RD
10/07/2015 5091 UNLICENSED OPERATOR 7 N TRIPHAMMER RD
10/07/2015 3752A1 NO/INADEQUATE LIGHTS 7 ST RT 13
10/08/2015 3752A3 NO/INSUFFICIENT TAIL LAMPS 7 ST RT 13
10/08/2015 3752A1 NO/INADEQUATE LIGHTS 7 TRIPHAMMER ROAD
10/08/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 N TRIPHAMMER RD
10/09/2015 3752A1 NO/INADEQUATE LIGHTS 7 ST RT 13
10/09/2015 1180D SPEED IN ZONE 7 PLEASANT GROVE ROAD
10/09/2015 1126A DRIVING TO LEFT OF PAVEMENT MARKINGS 7 PLEASANT GROVE ROAD
10/09/2015 1163D IMPROPER/NO SIGNAL 7 PLEASANT GROVE ROAD
10/10/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 PLEASANT GROVE ROAD
10/11/2015 3191U OPERATING WITHOUT INSURANCE 7 HANSHAW RD
10/11/2015 4024 IMPROPER PLATES 7 HANSHAW RD
10/11/2015 306B UNINSPECTED MOTOR VEHICLE 7 HANSHAW RD
10/11/2015 3752A1 NO/INADEQUATE LIGHTS 7 PLEASANT GROVE RD
10/11/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 PLEASANT GROVE RD
10/11/2015 3191U OPERATING WITHOUT INSURANCE 7 PLEASANT GROVE RD
10/11/2015 3752A3 NO/INSUFFICIENT TAIL LAMPS 3 HANSHAW RD
10/11/2015 3191U OPERATING WITHOUT INSURANCE 3 HANSHAW RD
10/12/2015 1180D SPEED IN ZONE 7 N TRIPHAMMER RD
10/12/2015 5111A AGGRAVATED UNLIC OP 3RD (MISD) 7 N TRIPHAMMER RD
10/12/2015 306B UNINSPECTED MOTOR VEHICLE 7 HANSHAW ROAD
10/12/2015 5091 UNLICENSED OPERATOR (EXP 04/15/15) 7 HANSHAW ROAD
10/14/2015 11924 DRIVING W/ABILITY IMPARED BY DRUG (MISD) 7 EAST UPLAND RD
10/14/2015 306B UNINSPECTED MOTOR VEHICLE 7 EAST UPLAND RD
10/14/2015 1163A IMPROPER OR UNSAFE TURN/WITHOUT SIGNAL 7 EAST UPLAND RD
10/14/2015 5111A AGGRAVATED UNLIC OP 3RD (MISD) 7 EAST UPLAND RD
10/14/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 CAYUGA HEIGHTS ROAD
10/14/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 CAYUGA HEIGHTS ROAD
10/14/2015 512 OPERATING WHILE REGISTRATION SUSP/REVOKED 7 CAYUGA HEIGHTS ROAD
10/14/2015 4011A UNREGISTERED MOTOR VEHICLE 7 EAST UPLAND RD
10/14/2015 3191U OPERATING WITHOUT INSURANCE 7 EAST UPLAND RD
10/14/2015 4024 IMPROPER PLATES 7 EAST UPLAND RD
10/16/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE (SPEED) 7 HANSHAW ROAD
10/18/2015 3191U OPERATING WITHOUT INSURANCE 7 TRIPHAMMER RD
10/18/2015 4031 NO/MORE THAN ONE STICKER 7 N TRIPHAMMER RD

EXHIBIT 2016-079c page 2 of 3

10/18/2015 3191U OPERATING WITHOUT INSURANCE 7 N TRIPHAMMER RD
10/18/2015 306B UNINSPECTED MOTOR VEHICLE 7 NORTH TRIPHAMMER RD
10/18/2015 306B UNINSPECTED MOTOR VEHICLE 7 NORTH TRIPHAMMER RD
10/19/2015 512 OPERATING WHILE REGISTRATION SUSP/REVOKED 7 PLEASANT GROVE RD
10/19/2015 3191U OPERATING WITHOUT INSURANCE 7 PLEASANT GROVE RD
10/19/2015 5091 UNLICENSED OPERATOR 7 PLEASANT GROVE RD
10/19/2015 5094 PERMITTING UNLICENSED OPERATION 7 PLEASANT GROVE RD
10/19/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE-SPEED 31/15 7 HANSHAW RD
10/19/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE-SPEED 49/30 7 TRIPHAMMER RD
10/19/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE-SPEED 32/15 7 HANSHAW RD
10/19/2015 1180D SPEED IN ZONE 7 PLEASANT GROVE RD
10/19/2015 1102 FAILED TO COMPLY W/LAWFUL ORDER 7 PLEASANT GROVE RD
10/19/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE-SPEED 33/15 7 HANSHAW RD
10/20/2015 3191U OPERATING WITHOUT INSURANCE (EXP 10/02/15) 7 HANSHAW RD
10/20/2015 3752A1 NO/INADEQUATE LIGHTS 7 N TRIPHAMMER RD
10/20/2015 4011A UNREGISTERED MOTOR VEHICLE 7 N TRIPHAMMER RD
10/20/2015 3191U OPERATING WITHOUT INSURANCE 7 N TRIPHAMMER RD
10/20/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE-SPEED 34/15 7 HANSHAW RD
10/20/2015 306B UNINSPECTED MOTOR VEHICLE 7 HANSHAW RD
10/21/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE (WRONG WAY) 7 SCHOOL DRIVE OFF E.UPLAND RD
10/21/2015 3191U OPERATING WITHOUT INSURANCE (NONE SHOWN) 7 SCHOOL DRIVE OFF E.UPLAND RD
10/21/2015 306B UNINSPECTED MOTOR VEHICLE 7 PLEASANT GROVE RD
10/21/2015 3191U OPERATING WITHOUT INSURANCE (NONE SHOWN) 7 HANSHAW RD
10/21/2015 4011A UNREGISTERED MOTOR VEHICLE (EXP 10/18/15) 7 HANSHAW RD
10/22/2015 306B UNINSPECTED MOTOR VEHICLE 7 EAST UPLAND RD
10/22/2015 4011A UNREGISTERED MOTOR VEHICLE (EXP 10/12/15) 7 PLEASANT GROVE RD
10/22/2015 306B UNINSPECTED MOTOR VEHICLE 7 NORTH TRIPHAMMER RD
10/22/2015 306B UNINSPECTED MOTOR VEHICLE 7 THE PARKWAY
10/22/2015 1229C3 NO SEAT BELT 7 HANSHAW ROAD
10/22/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 TRIPHAMMER ROAD
10/23/2015 11924 DRIVING W/ABILITY IMPAIRED BY DRUG (MISD) 7 HANSHAW RD
10/23/2015 306B UNINSPECTED MOTOR VEHICLE 7 NORTH TRIPHAMMER RD
10/23/2015 306B UNINSPECTED MOTOR VEHICLE (NONE SHOWN) 7 CAYUGA HEIGHTS RD
10/23/2015 3191U OPERATING WITHOUT INSURANCE (NONE ON FILE) 7 CAYUGA HEIGHTS RD
10/23/2015 306B UNINSPECTED MOTOR VEHICLE 7 HANSHAW ROAD
10/23/2015 3752A3 NO/INSUFFICIENT TAIL LAMPS 7 TRIPHAMMER ROAD
10/24/2015 1180D SPEED IN ZONE 7 PLEASANT GROVE ROAD
10/24/2015 1225D OPER MV WHILE USING PORTABLE ELEC DEV (R-HAND) 7 HANSHAW RD
10/24/2015 306B UNINSPECTED MOTOR VEHICLE 7 HANSHAW RD
10/24/2015 4011A UNREGISTERED MOTOR VEHICLE (EXP 10/02/15) 7 NORTH TRIPHAMMER RD
10/25/2015 1229C3 NO SEAT BELT 7 HANSHAW & TRIPHAMMER ROAD
10/25/2015 1229C3 NO SEAT BELT 7 TRIPHAMMER ROAD
10/25/2015 3752A1 NO/INADEQUATE LIGHTS 7 HANSHAW ROAD
10/25/2015 1180D SPEED IN ZONE 7 TRIPHAMMER RD
10/25/2015 3191U OPERATING WITHOUT INSURANCE 7 TRIPHAMMER RD
10/25/2015 3191U OPERATING WITHOUT INSURANCE 7 TRIPHAMMER RD

EXHIBIT 2016-079c page 3 of 3

10/26/2015 3752A3 NO/INSUFFICIENT TAIL LAMPS 7 ST RT 13
10/26/2015 37540 INADEQUATE OR NO STOP LAMPS 7 ST RT 13
10/26/2015 1172A FLD TO STOP @ STOP SIGN 7 E. UPLAND RD
10/26/2015 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 E. UPLAND RD
10/26/2015 3191U OPERATING WITHOUT INSURANCE 7 E. UPLAND RD
10/27/2015 1180D SPEED IN ZONE 7 N TRIPHAMMER RD
10/27/2015 1120A FAILED TO KEEP RIGHT 7 N TRIPHAMMER RD
10/27/2015 1180B SPEED OVER 55 ZONE 7 ST RT 13
10/27/2015 306B UNINSPECTED MOTOR VEHICLE 7 TRIPHAMMER RD
10/27/2015 11923 DRIVING WHILE INTOXICATED (MISD) 7 N TRIPHAMMER RD
10/27/2015 11922 DRIV'G W/.08 OF 1% OR MORE OF ALC (MISD) 7 N TRIPHAMMER RD
10/27/2015 306B UNINSPECTED MOTOR VEHICLE 7 CAYUGA HEIGHTS RD
10/27/2015 1113A PASSED FLASHING RED LIGHT 3 PLEASANT GROVE RD
10/27/2015 4031 NO/MORE THAN ONE STICKER 7 PLEASANT GROVE RD
10/27/2015 1174A FLD TO STOP SCHOOL BUS 7 PLEASANT GROVE RD
10/28/2015 11924A DRIVING W/ABILITY IMPARED BY DRUG - SPECIAL 7 ST RT 13
10/28/2015 3752A NO HEADLAMPS/INCLEMENT (RAIN) 7 HANSHAW RD
10/28/2015 3191U OPERATING WITHOUT INSURANCE (EXP 02/11/15) 7 HANSHAW RD
10/28/2015 3752A NO HEADLAMPS/INCLEMENT (RAIN) 7 PLEASANT GROVE RD
10/28/2015 3752A NO HEADLAMPS/INCLEMENT (RAIN) 7 CAYUGA HEIGHTS RD
10/28/2015 11924 DRIVING W/ABILITY IMPARED BY DRUG (MISD) 7 ST RT 13
10/29/2015 37540 INADEQUATE OR NO STOP LAMPS 7 PLEASANT GROVE RD
10/29/2015 5111A AGGRAVATED UNLIC OP 3RD (MISD) 7 PLEASANT GROVE RD
10/29/2015 3191U OPERATING WITHOUT INSURANCE (EXP 07/01/15) 7 HIGHLAND ROAD
10/29/2015 37524A OPER MV/MC/BIC W/MORE 1 EARPHONE (WHITE) 7 HANSHAW RD
10/29/2015 4Z2379 306B UNINSPECTED MOTOR VEHICLE 7 PLEASANT GROVE RD
10/29/2015 4Z23BB 3191U OPERATING WITHOUT INSURANCE (NONE SHOWN) 7 PLEASANT GROVE RD
10/29/2015 4Z28VF 1110A DISOBEYED TRAFFIC CONTROL DEVICE 7 SCHOOL DRIVE OFF E.UPLAND RD
10/30/2015 4Z4M24 3191U OPERATING WITHOUT INSURANCE (EXP 10/21/15) 7 HANSHAW RD
10/30/2015 4Z57DD 4011A UNREGISTERED MOTOR VEHICLE (EXP 09/29/15) 7 NORTH TRIPHAMMER RD
10/30/2015 4Z5DLJ 306B UNINSPECTED MOTOR VEHICLE 7 HANSHAW RD
10/30/2015 C1244Z672F 37540 INADEQUATE OR NO STOP LAMPS 7 RT 13 SOUTH
10/30/2015 103 C1244Z6CX1 3752A3 NO/INSUFFICIENT TAIL LAMPS 7 N TRIPHAMMER RD
10/30/2015 103 C1244Z6603 3752A1 NO/INADEQUATE LIGHTS 7 TRIPHAMMER RD
10/31/2015 103 C1244Z9HQN 1180D SPEED IN ZONE 7 TRIPHAMMER RD
10/31/2015 C1244Z9NZV 3752A1 NO/INADEQUATE LIGHTS 7 JESSUP RD
10/31/2015 C1244Z9P2S 3191U OPERATING WITHOUT INSURANCE 7 JESSUP RD
10/31/2015 C1244Z9ZLG 3752A1 NO/INADEQUATE LIGHTS 7 N TRIPHAMMER RD
10/31/2015 C1244Z9ZPQ 3191U OPERATING WITHOUT INSURANCE 7 N TRIPHAMMER RD



EXHIBIT 2016-080
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

ENGINEER'S REPORT

DATE: November 12, 2015
TO: PUBLIC WORKS COMMITTEE OF BOARD OF TRUSTEES
FROM: Brent Cross, Superintendent of Public Works

Leaf season is in full swing. After initially being told that we would not be allowed to off-load leaves at the Cornell Plantations facility, they gave us the "go ahead" at the last minute. The crew took leaves there for most of last month, but has since been asked by the Plantations to stop taking the leaves there for the time being. I suspect that they have not had a chance to manage the leaf piles yet and do not want to get overwhelmed. In the meantime, the DPW crew is taking the leaves to the Village "compost" site adjacent to the WWTP. Since we have found recent unapproved dumping (mostly tree stumps and branches), we have installed a new gate (cable) across the driveway to prevent further misuse of the facility. The goal remains to accomplish "one round" through the Village each week. It is typical in the middle of the season (peak raking) to fall behind. We are going to try to work an extra hour for a few days to see if we can catch back up.

The DPW has successfully completed the installation of the new culvert pipes under Randolph Road and Warwick Place. There is still some detail work to be done, and we are still waiting for a final decision from one of the adjacent neighbors whether they will be participating with the replacement of their pipe.

Asphalt patching on N. Triphammer has been completed. Other small work orders have also been completed. Pothole patching on W. Remington Road may need to be done as a paver project which could still be done this year before the asphalt plants close.

As of today, Evans Roofing has confirmed that they still have the Village Hall project on their schedule for this year. They are shooting for the next 2 weeks.

I just received today the engineering submittal package from Macom, so no work has been done by GHD Services yet. They have contacted Yaws Environmental for laboratory data on the sludge for analysis to show to Ithaca Area WWTP. IAWWTP also has an application for that GHD will review for us. On the asset valuation project, I owe them some information about the insured property so they can cover the correct physical structures.

I am still quite busy with zoning related permits, variances, site plan reviews, etc. I was able to make time to process the CHIPS reimbursement application form for State Fiscal Year 14-15 and 15-16. Between 2 years' worth of reimbursement for capital projects and emergency winter recovery, we will be receiving a check from NYSDOT for approximately \$250,000.00.

EXHIBIT 2015-081a
VILLAGE OF CAYUGA HEIGHTS
CLERK & TREASURER'S REPORT
NOVEMBER 16, 2015

- 1. Unpaid Village Taxes: Exhibit 82**
- 2. Website:**
A website to replace the current one is under construction. It will be ready for review and testing within the next one to two weeks.
- 3. New York Heritage Copyright and Right to Use Agreement: Exhibit 2016-083**
The Village has been asked for permission to share its scanned maps with the South Central Regional Library Council.
- 4. Reporting**
CDLM external auditor's draft report has been received. Review will take place during the current business week.
- 5. Debt:**
A Firestation principal payment of \$65,000 was made on November 13, 2015. The remaining principal balance on the original \$1,000,000 bond is \$300,000. On December 15th a payment of \$65,000 on the companion \$1,000,000 bond is due leaving the same remainder.
- 6. Insurance:** Village's revised building valuations will be sent to NYMIR as soon as it is completed by GHD Consulting.
- 7. Revenues & Expenditures** ó Exhibit 2016-081b
Fund account reporting through October 31, 2015 is available; reconciliation has been reviewed and approved by Deputy Treasurer Woodard.
- 8. Current Expenses** - Unaudited Abstract #6 dated November 16, 2015 as distributed.
- 9. Approval of November Abstract –**
BE IT RESOLVED THAT: Abstract #6 for FYE2016 consisting of TA vouchers 48 - 55 in the amount of \$16,144.27 and Consolidated Fund vouchers 364 - 457 in the amount of \$472,485.09 is approved and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione

EXHIBIT 2016-081b

11/12/2015 11:45:46

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 October, 2015:

DATED: November 12, 2015

John M. Mangione
TREASURER

	Balance 09/30/2015	Increases	Decreases	Balance 10/31/2015
A GENERAL FUND - VILLAGE				
CASH - CHECKING	393,498.29 ✓	117,052.61	312,607.35	197,943.55
CASH - SAVING	1,173,148.89 ✓	124.55 ✓	0.00 ✓	1,173,273.44 ✓
CERTIFICATE OF DEPOSIT	1,000,000.00	0.00	0.00	1,000,000.00
Petty Cash	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-33,596.76 ✓	1,829.24	0.00	-31,767.52
TOTAL	2,533,500.42	119,006.40	312,607.35	2,339,899.47
F WATER FUND				
CASH - CHECKING	105,468.27 ✓	5,057.02	6,967.26	103,558.03
TOTAL	105,468.27	5,057.02	6,967.26	103,558.03
G SEWER FUND				
CASH - CHECKING	450,017.03 ✓	136,154.45	34,313.16	551,858.32
CASH - SAVINGS	391,681.85 ✓	41.59 ✓	0.00 ✓	391,723.44 ✓
CERTIFICATE OF DEPOSIT	400,000.00	0.00	0.00	400,000.00
TOTAL	1,241,698.88	136,196.04	34,313.16	1,343,581.76
H CAPITAL FUND				
CASH - CHECKING	11,943.58 ✓	0.00	2,506.78	9,436.80
TOTAL	11,943.58	0.00	2,506.78	9,436.80
TA TRUST & AGENCY				
CASH - CHECKING	32,643.61 ✓	132,676.28 ✓	154,166.13 ✓	11,153.76 ✓
TOTAL	32,643.61	132,676.28	154,166.13	11,153.76
TOTAL ALL FUNDS	3,925,254.76	392,935.74	510,560.68	3,807,629.82

John M. Mangione
11/12/15

EXHIBIT 2016-082

WHEREAS, Diligent efforts to collect unpaid taxes by the Village of Cayuga Heights of the Town of Ithaca in the County of Tompkins have been made; and,

WHEREAS, The Collector of Taxes has certified a list consisting of the taxes remaining unpaid upon the Village Tax Roll; and

WHEREAS, Pursuant to the Real Property Tax Law of the State of New York § 1442, an alternative method for collection of delinquent village taxes exists.

NOW, THEREFORE, BE IT RESOLVED THAT:

This Board of Trustees requests the collection of delinquent Village of Cayuga Heights tax in the amount of \$13,238.63 on seven (7) properties with \$1,059.08 in penalties and \$14.00 in late fees totaling \$14,311.71 be submitted to Tompkins County.

11-12-15

09:47:00

**Village of Cayuga Heights
2015 - 2016 Village Taxes
Unpays Effective - 11-12-2015 - by Bill #
ALL SWIS CODES**

Bill #	Tax Map #	Name	Unpaid Amount	(8.00%) Penalty	Late Fee	Total Due
255	5-2-3	Schell Susan L	\$829.40	66.35	2.00	\$897.75
281	5-3-10.11	Starr Linda L	\$1,817.00	145.36	2.00	\$1,964.36
539	8-3-10	Schell Susan	\$1,918.18	153.45	2.00	\$2,073.63
541	8-3-12	Serog Estate of Deborah S	\$3,391.16	271.29	2.00	\$3,664.45
573	9-5-5	Liu Edith X	\$1,544.81	123.58	2.00	\$1,670.39
808	12-4-4	Eginton Mark E	\$2,972.48	237.80	2.00	\$3,212.28
913	14-7-8	Renison Douglas Y	\$765.60	61.25	2.00	\$828.85
Total Swis Code 503001 (7 properties)			\$13,238.63	\$1,059.08	\$14.00	\$14,311.71
Grand Total (7 properties)			\$13,238.63	\$1,059.08	\$14.00	\$14,311.71

EXHIBIT 2016-083



**New York Heritage
Copyright and Right to Use Agreement**

The following library or institution (from here on referred to as the contributing organization):

states that in regard to the following work: _____

Please read and select one option:

____ We, the contributing organization, have the exclusive rights of transfer, reproduction, adaptation, distribution, and display, for purposes including but not limited to scholarly, educational, and/or commercial use and relieve South Central Regional Library Council (from here on referred to as SCRLC) of any liability for the inclusion of this work in the New York Heritage database and future collaborative digital projects as approved by the Regional Advisory Committee and/or the SCRLC Board of Trustees. We also agree to allow SCRLC to continue to display the images in New York Heritage (or New York Historic Newspapers platform) and future collaborative digital projects in perpetuity to ensure continued access even if our SCRLC membership status as the contributing organization changes, our organization mission changes, and/or our organization ceases to exist.

____ We, the contributing organization have the non-exclusive rights of reproduction, adaptation, distribution, and display, for purposes including but not limited to scholarly, educational, and/or commercial use and relieve SCRLC of any liability for the inclusion of this work in New York Heritage (or New York Historic Newspapers platform) and future collaborative digital projects as approved by the Regional Advisory Committee and/or the SCRLC Board of Trustees. We also agree to allow SCRLC to continue to display the images in New York Heritage and future collaborative digital projects in perpetuity to ensure continued access even if our SCRLC membership status as the contributing organization changes, our organization mission changes, and/or our organization ceases to exist.

Would you like to allow your content in New York Heritage to be downloadable by users? (check one) Yes _____ No _____
If Yes, what size images will you allow to be downloaded? (circle all that apply) Small (250 x 250) Medium (500 x 500) Large (2000 x 2000)

Also, please read and check here if you can grant SCRLC these rights:

____ We, the contributing organization, also agree to allow SCRLC the use of images if needed that are uploaded to New York Heritage (or New York Historic Newspapers) and future collaborative digital projects for use in publicity in all media including print, television, electronic, and SCRLC's various web sites with appropriate copyright notice as allowable. SCRLC understands that this agreement does not transfer ownership of our institution's copyright to SCRLC of such items or collection.

____ We, the contributing organization, also agree to have the descriptive and other metadata attached to our collections in New York Heritage be harvested for the purpose of sharing with the Digital Public Library of America (DPLA), under the terms of the agreement established between the DPLA and the Empire State Digital Network (ESDN) which SCRLC is a member of. I understand that the digital collections metadata – as distinguished from the digital objects themselves – will be made freely available by the DPLA for harvesting and re-use under a Creative Commons CC0 license.

It is represented and warranted that the above statements are true and that no previous exclusive grant of any right or privilege relating thereto is presently in effect. I acknowledge on behalf of the contributing organization that I have read and understood this agreement.

- Institution's representative _____ Date _____
Signature _____ Phone _____
Address: _____ Email: _____
- SCRLC representative _____ Date _____
Signature _____